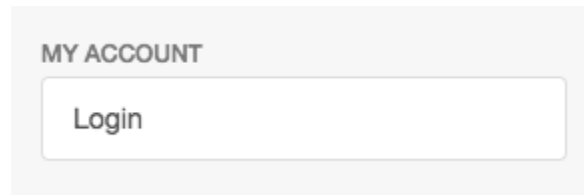
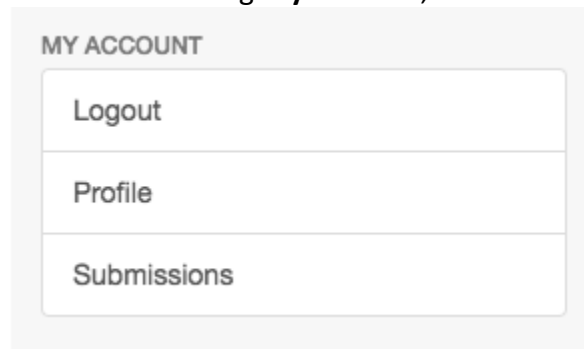


## Submitting Your OU Thesis or Dissertation to SHAREOK

1. Visit <https://shareok.org/> and read the [Policies and Guidelines](#) document. Make sure you have also read the [Thesis/Dissertation Instruction Packet](#).
2. Click **Login** under the heading **My Account**, located on the left side of the page. Select **OU Norman Login (OUNetID/4x4)** and enter your OUNetID (4x4) and password:



3. Click **Submissions** under the heading **My Account**, located on the left side of the page:



4. Click the **start a new submission** link:

### Submissions & Workflow tasks

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#### Submissions

You may [start a new submission](#).

5. Select "The University of Oklahoma > **OU – Theses**" or "The University of Oklahoma > **OU – Dissertations**" from the drop-down menu and click **Next**:

## Item submission

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Collection:

- ✓ Select a collection...
- The University of Oklahoma > OU - Dissertations
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6. SHAREOK will guide you through the submission process page by page. Complete each step as follows:
  - a. **Describe:** Enter all required information about your thesis or dissertation:
    - i. **Title:** Enter the title of your thesis or dissertation.
    - ii. **Date Manuscript Completed:** Enter the Year, Month, and Day your manuscript was completed.
    - iii. **Date degree awarded:** Enter the Year, Month, and Day that your degree will be/was awarded.
    - iv. **Degree Awarded:** Use the drop down menu to choose the name of your degree.
    - v. **Authors:** Enter your last name and your first name, and then hit the **Add** button.
    - vi. **Author ORCID:** Although optional, academic institutions, libraries, and publishers highly recommend that you acquire a free researcher identifier from <http://orcid.org>. Acquiring an ORCID helps to establish your unique identity and distinguishes you from other researchers as you build your professional career. Getting your ORCID will take less than 10 minutes of your time.
    - vii. **Advisor/Supervisor/Committee Chair:** Enter your advisor's last name and first name, and then hit the **Add** button.
    - viii. **Committee Members:** Enter the last names and first names of up to ten of your committee members. You will need to hit the **Add** button after each member's name.

- ix. **Subject Category:** Choose 3 – 4 clear, descriptive terms or phrases to describe your thesis or dissertation. Think about the keywords that you or others would use as search terms to find material related to your thesis or dissertation topic. You will need to enter each keyword or key phrase separately by hitting the **Add** button *after each entry*. You may also select subject categories from the drop down list under the **Subject Categories** link.
  - x. **Department/College:** Select the name of your academic unit from the drop down menu.
  - xi. **Abstract:** Enter an abstract for your work. Within your abstract, repeat keywords or phrases from your thesis or dissertation title, re-use relevant keywords, and include other keywords or phrases you or others would use to find material related to your thesis or dissertation topic. To a large extent, others will decide to read your thesis or dissertation based on the strength of your abstract. If you have received approval to embargo your thesis or dissertation you will want to think carefully about what you reveal in your abstract.
  - xii. **Primary Language:** Select the language of the main content of your thesis or dissertation.
  - xiii. **Access to Original Documents:** If you want to restrict access to your *native or original format* files, check the “Restricted” box. You are required to *upload* your original or native format files (e.g. Word, LaTeX, etc.) along with the PDF of your thesis or dissertation for preservation and archival purposes. Clicking the “Restricted” box will prevent your *native or original* files from being publicly accessible.
- b. Move on to the next screen by clicking **Next >**
- c. **Upload:** Choose and upload your files by clicking the **Choose File** button and navigating to the appropriate files on your computer. You will need to upload at least two files. The first file should be your thesis or dissertation in its original file format (e.g. Word, LaTeX, etc.), as described in the previous step, and the second should be a PDF file of your thesis or dissertation.
- i. **Naming files:** Upload files using the following naming format:  
<yyyy>\_<lastName>\_<firstName>\_<middleName>\_<documentType>.<file extension>
    1. Example: 2018\_Doe\_John\_Stephen\_Dissertation.docx

2. Example: 2018\_Doe\_John\_Stephen\_Dissertation.pdf

- ii. **File Description:** Follow the file naming convention above, and leave this blank, unless you feel a description of *your original file(s)* is absolutely necessary (e.g. “This file must be opened with Max/MSP software”).
- iii. **Embargo until specific date:** Please be aware that embargoes require advance approval, as described in the [Graduate College Bulletin](#). If you have not received approval from the Graduate College, you should not specify an embargo period for your thesis or dissertation. Please contact your Graduate College counselor if you have questions or concerns.
  - 1. **Embargo until specific date:** If you have received advance approval for an embargo, enter the first day from which access is allowed using the YYYY-MM-DD format (i.e 2019-12-09).
  - 2. **Embargo reason:** If you have received advance approval for an embargo, enter the reason for the embargo.

iv. Hit **Upload file & add another** to add your second required file.

- d. Move on to the next screen by clicking **Next >**
- e. **Review:** Check to make sure all the information you entered is accurate and all files are attached. Use the **Correct one of these** link (do not use the back button in your browser) if anything needs to be corrected.
- f. **License:** Read the distribution license and check the **I Grant the License** box in order to complete the submission.
- g. **Submission complete:** Congratulations! You have completed the submission process. Your thesis or dissertation will go through a review process, and you will receive an email once your submission has been approved and has joined the collection. You will also receive an email if there is a problem with your submission. You may check on the status of your submission by visiting your submissions page.