

# What is IRL@UMSL?

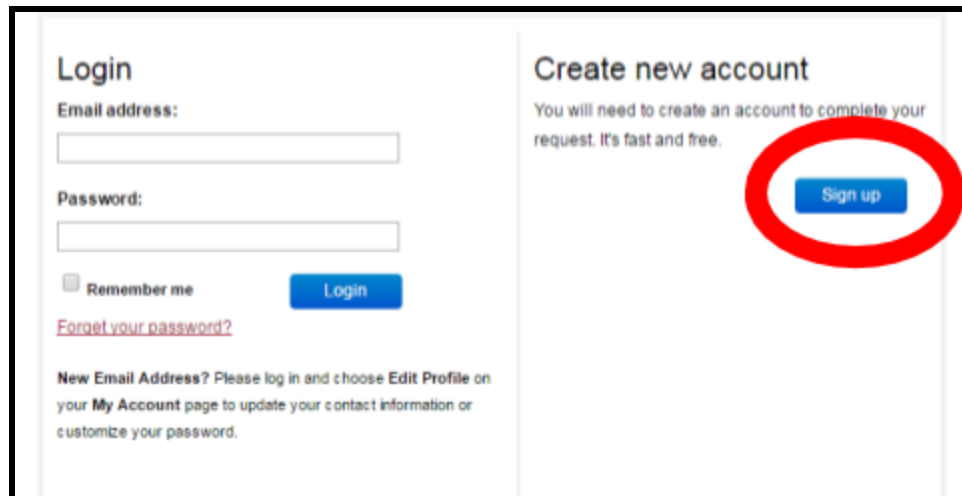
Our institutional repository, [IRL@UMSL](#), is an online showcase of UMSL's scholarly and creative works.

It includes our exceptional student achievements, including student thesis and dissertation projects.

Follow the steps below to upload and submit your thesis or dissertation. Adding your work to the repository gives you an easy way to direct future employers, and colleagues to your scholarship and is a requirement for your graduate degree.

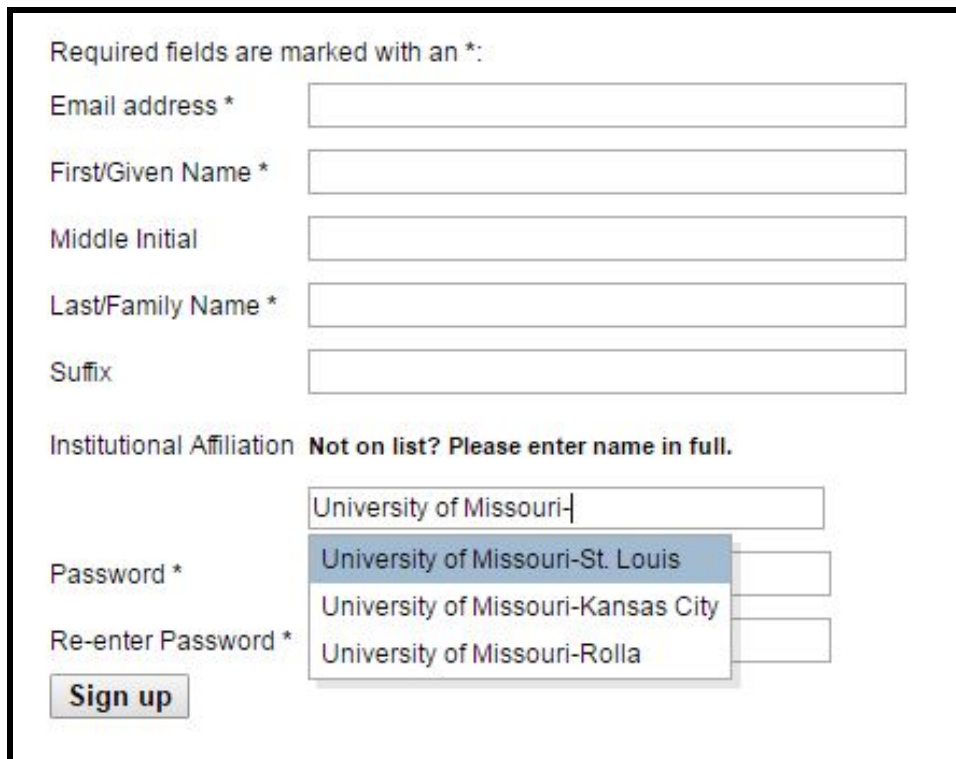
## Step 1: Create your account

- You will be adding your work to the [UMSL Dissertation Collection](#) [PhD/EdD/DNP] or [UMSL Thesis Collection](#) [Master's] - click the appropriate link below to continue.
  - PhD/EdD/DNP Students - [Submit Research to UMSL Dissertation Collection](#) & create account.
  - Master's Students - [Submit Research to UMSL Thesis Collection](#) & create an account.



The screenshot shows a user interface with two main sections: 'Login' and 'Create new account'. The 'Login' section includes fields for 'Email address' and 'Password', a 'Remember me' checkbox, a 'Login' button, and a link for 'Forgot your password?'. Below this is a note: 'New Email Address? Please log in and choose Edit Profile on your My Account page to update your contact information or customize your password.' The 'Create new account' section includes the text 'You will need to create an account to complete your request. It's fast and free.' and a blue 'Sign up' button, which is highlighted with a red circle.

- List your Institutional Affiliation as **University of Missouri-St. Louis** [not UMSL]



The screenshot shows a registration form with the following fields and options:

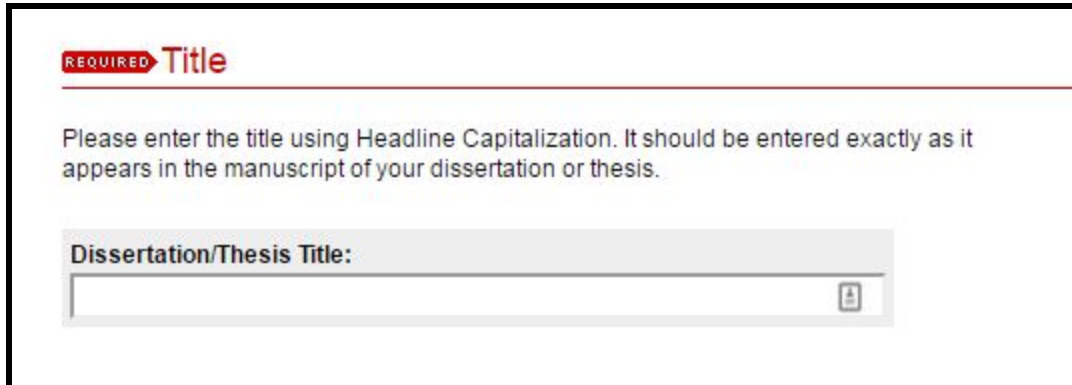
- Required fields are marked with an \*:
- Email address \*
- First/Given Name \*
- Middle Initial
- Last/Family Name \*
- Suffix
- Institutional Affiliation **Not on list? Please enter name in full.**
  - University of Missouri-
  - University of Missouri-St. Louis
  - University of Missouri-Kansas City
  - University of Missouri-Rolla
- Password \*
- Re-enter Password \*
- Sign up

## Step 2: Fill in your submission form

- Fill out the form's fields using the guidelines below.

### 1. Title

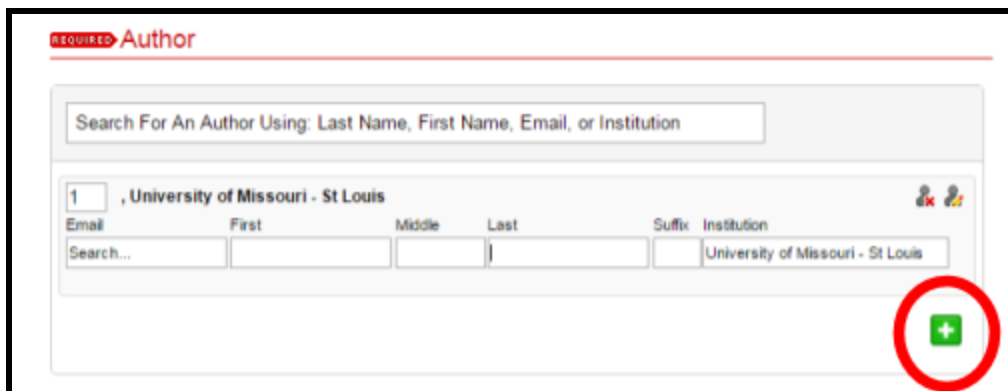
- If your title needs italics, use `<em>italics</em>` or `<strong>to bold</strong>`.



The screenshot shows a form titled "REQUIRED Title". Below the title is a red horizontal line. The text reads: "Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis." Below this is a text input field labeled "Dissertation/Thesis Title:" with a small icon of a document with a plus sign on the right side.

### 2. Authors

- **Email:** Please provide an email address, but do not use your UMSL student email address since it will expire soon after you graduate.
- **Name:** Enter your full name.
- **Institution:** Select University of Missouri-St. Louis
- **Co-authors:** Add in any co-authors' names by clicking on the green plus icon.
  - Co-Authors are approved only by the Ed.D. program.



The screenshot shows a form titled "REQUIRED Author". At the top is a search bar with the text "Search For An Author Using: Last Name, First Name, Email, or Institution". Below the search bar is a dropdown menu showing "1 , University of Missouri - St Louis" with a small icon of two people. Below the dropdown is a table with columns: Email, First, Middle, Last, Suffix, and Institution. The "Institution" column contains "University of Missouri - St Louis". A green plus icon in a red circle is located at the bottom right of the form.

### 3. Student ID

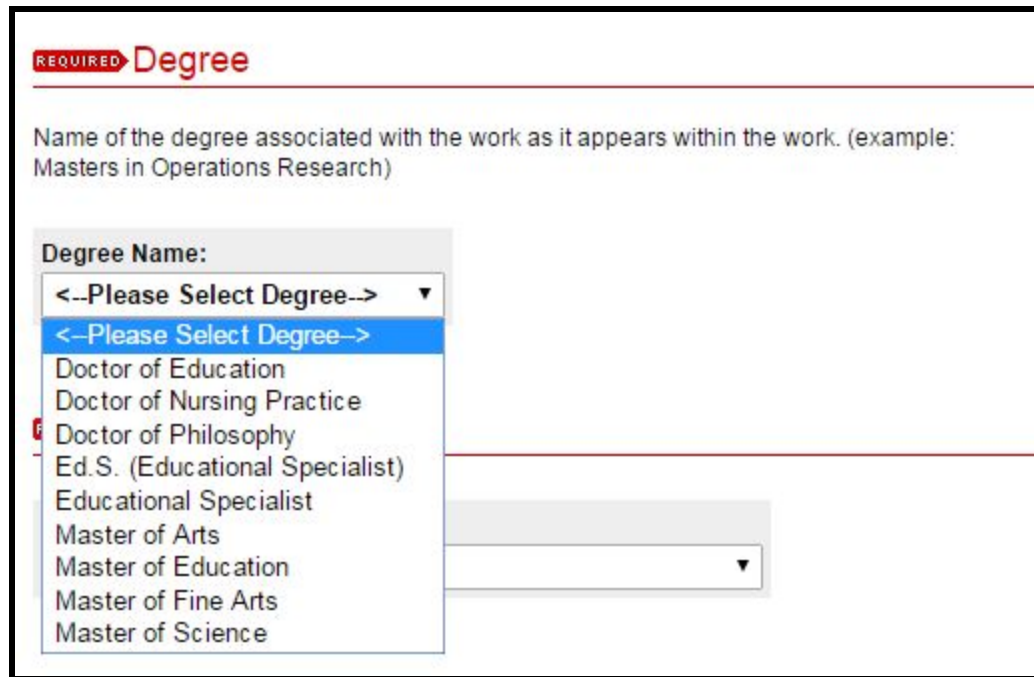
- You can find your student ID in [MyGateway](#), go to Tools, click on Personal Information, and select "Edit Personal Information."

### 4. Document Type

- This should already be set to Dissertation or Thesis - if you followed the correct link in Step One.

## 5. Degree

- Choose your degree from the drop down boxes. Make sure it is the same as on the title page. Your degree information can be found in MyView, if you have any questions.



**REQUIRED Degree**

Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

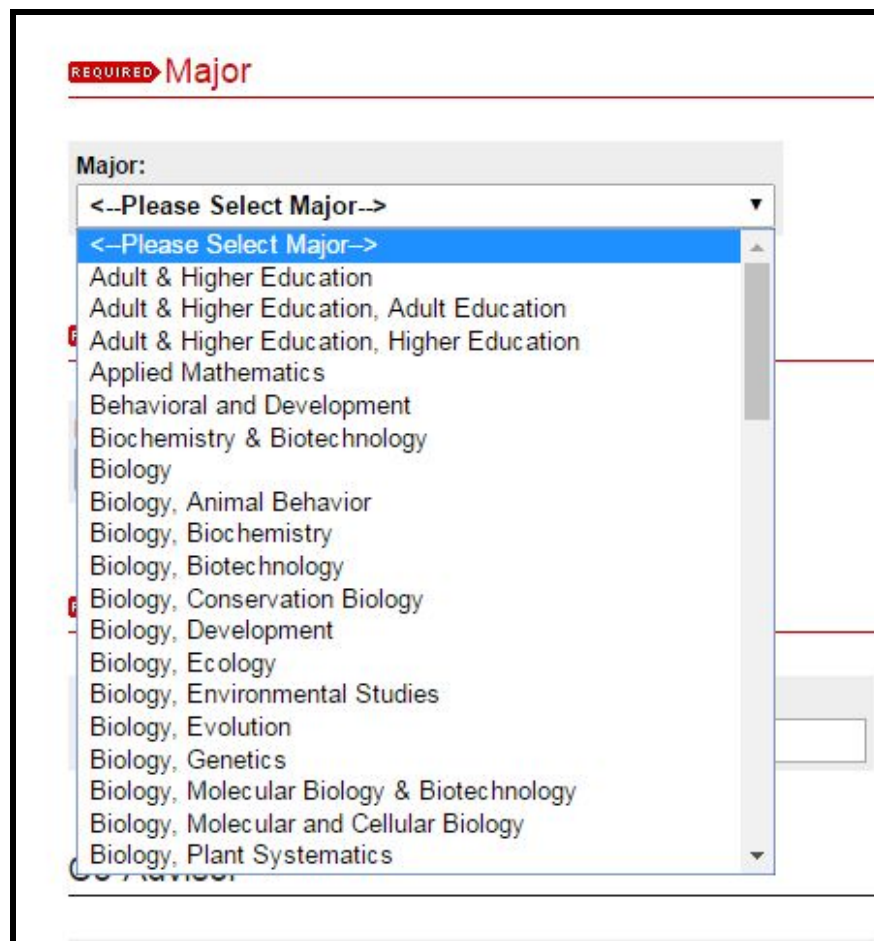
**Degree Name:**

<--Please Select Degree-->

- <--Please Select Degree-->
- Doctor of Education
- Doctor of Nursing Practice
- Doctor of Philosophy
- Ed.S. (Educational Specialist)
- Educational Specialist
- Master of Arts
- Master of Education
- Master of Fine Arts
- Master of Science

## 6. Disciplines

- Choose your Discipline.



**REQUIRED Major**

**Major:**

<--Please Select Major-->

- <--Please Select Major-->
- Adult & Higher Education
- Adult & Higher Education, Adult Education
- Adult & Higher Education, Higher Education
- Applied Mathematics
- Behavioral and Development
- Biochemistry & Biotechnology
- Biology
- Biology, Animal Behavior
- Biology, Biochemistry
- Biology, Biotechnology
- Biology, Conservation Biology
- Biology, Development
- Biology, Ecology
- Biology, Environmental Studies
- Biology, Evolution
- Biology, Genetics
- Biology, Molecular Biology & Biotechnology
- Biology, Molecular and Cellular Biology
- Biology, Plant Systematics

## 7. Date of Defense

- This should be the date of your oral defense. It should be entered month/day/year. Some master's programs do not have a traditional oral defense. For those programs, enter the date of the committee approval at the bottom of the M2. The M2 with results should be submitted to [GradSchoolForms](#)

## 8. Graduate Advisor / Co-Advisor

- Provide the name of your advisor and their department. Separate with by a comma. Please provide this for your co-advisor if any.

## 9. Committee

- Please provide the professional names of your committee members, with degrees or credentials.
  - FirstName LastName, PhD/EdD/DNP

## 10. Abstract

- We recommend that students cut and paste the title and abstract into the form. This will ensure that it matches the title page and the abstract. The abstract is limited to 350 words.

## 11. Keywords

- To help identify and classify your dissertation or thesis please provide additional descriptors. Enter keywords with a comma between each term. For example, if one of the keywords is Disability disclosure, it should read "Disability Disclosure, not "Disability, Disclosure,".

## 12. Subject Categories

- You can see a complete list of disciplines here <http://irl.umsl.edu/assets/taxonomy.pdf>

## 13. Upload File

- You can upload from your computer, or from a remote site by providing a link URL.

**REQUIRED** Upload Full Text

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To locate your file: Click the **Browse** or **Choose File** button to locate your manuscript on your computer.

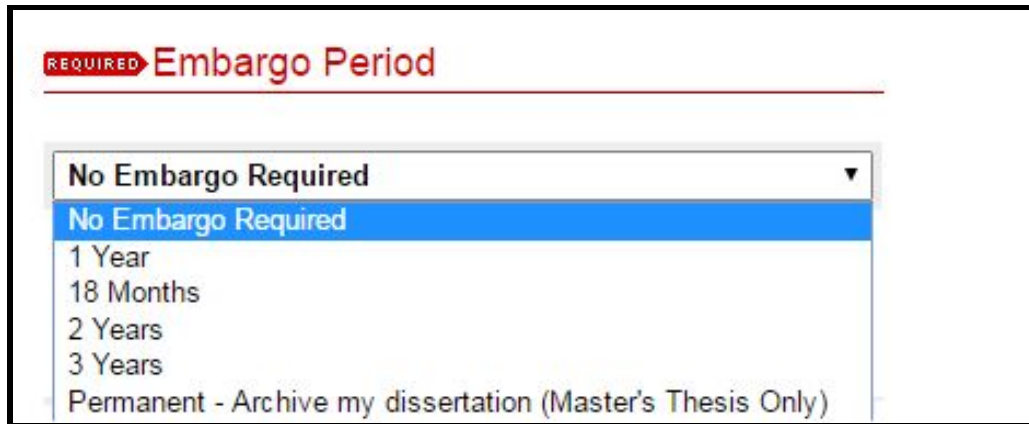
Full text of submission:

Upload file from your computer

Import file from remote site

Please enter a link to a PDF, Word, Excel, PowerPoint or RTF document:

## 14. Embargo Period



A screenshot of a web form section titled "REQUIRED Embargo Period". Below the title is a dropdown menu with the following options: "No Embargo Required" (highlighted in blue), "1 Year", "18 Months", "2 Years", "3 Years", and "Permanent - Archive my dissertation (Master's Thesis Only)".

## 15. Diversity

- If your dissertation or thesis deals with cultural diversity issues or is culturally diverse please indicate so by clicking the checkbox.

## 16. Notes

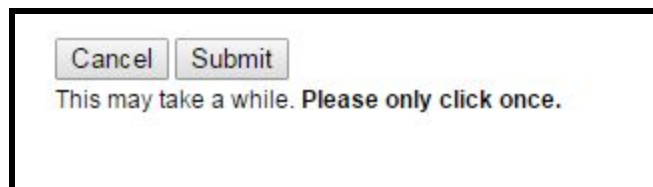
- Add in any additional information as needed.

## 17. Additional Files

- Use this field to add any files, including data sets, lab journals/ notebooks, survey instruments, musical recordings or poster presentations that relate to your work but aren't included in the dissertation or thesis itself.

## 18. Submit

- When you are done, click Submit!



A screenshot of a submission button labeled "Submit" next to a "Cancel" button. Below the buttons is the text: "This may take a while. Please only click once."

Congratulations, your thesis is now included in IRL@UMSL!

Your submission will be reviewed.

Once posted you will be able to view your content in our  
UMSL Dissertation Collection or UMSL Thesis Collection!