Submitting to IRL@UMSL

Formatting your Dissertation, Scholarly Paper or Thesis

- All submissions must have a 1½ inch margin on the left side. This is to accommodate any future binding of the work.
- Use TitleCase to assist with correct title capitalization
- All submissions must follow the convention in the sample title page for the degree sought-
    - Dissertation
        - Single Author
        - Co-Authors - EdD only
    - EdS scholarly paper
    - Thesis
- In matters of style and documentation, the custom of the discipline shall be followed. The three most commonly used at UMSL are:
    - American Psychological Association
    - Chicago Style Manual
    - Modern Language Association (MLA)

Abstracts

Abstracts are required for all theses submitted to the Graduate School. The abstract for the IRL@UMSL site must be no longer than 350 words.

Upload to IRL@UMSL

1. Navigate to - https://irl.umsl.edu/submit_research.html - to submit your work.
2. Under UMSL Graduate Works - select the appropriate section:
    a. Dissertations for doctoral students [PhD, DBA, DNP, EdD]
    b. Educational Specialist scholarly papers [EdS]
    c. Theses [master's students with thesis requirement]

3. You'll need to create a new account, verify the account and upload your dissertation, scholarly paper or dissertation. Please be aware of the Graduation Deadlines for each semester. **Do not upload your work until you have implemented all changes requested by your committee**.
4. After upload and submission, your work will stop in the Graduate School for a formatting review [margins and title page]. After this review, please allow 2 to 3 business days, it will be forwarded to the chair of your committee to confirm that any changes were implemented into the final version.
5. The chair of your committee will review the submission to ensure that requested changes have been implemented and, if any other changes are requested, will ask those changes to be made before giving final approval of the submission.
6. The advisor-approved submission will return to the Graduate School. After the end of the graduating semester and degrees are awarded, the Graduate School will give final approval to the submissions.
7. After processing by bepress, will be available for viewing through IRL@UMSL - https://irl.umsl.edu