



## How to Submit an Essay Electronically to D-Scholarship

### Creating a Record

1. Go to <https://d-scholarship.pitt.edu/>
2. Login using your Pitt username and password
3. Click *New Item*

### Type

4. Choose *Other Thesis, Dissertation, or Long Paper* as your Item Type

Click *Next*

### Details

5. Title – Do not use all caps
6. Abstract – Your abstract cannot be longer than 350 words. Make sure your abstract here matches the one in your document
7. Thesis Type – Master Essay
8. Creators/Authors – Enter your name, Pitt email, and Pitt username
9. Degree
10. Contributors – for Essay Advisor pick Committee Chair and for Essay Reader pick Committee Member (enter their last name, first name, Pitt email, and Pitt username)
11. Centers – Centers/institutes on campus that you may be associated with
12. Publication Details
  - a. Referred – Yes
  - b. Date – Date approved by your committee or at least enter the year
  - c. Date Type – Submission or Completion
  - d. Official URL – Leave blank
  - e. Institution – University of Pittsburgh
  - f. Schools and Programs – School of Public Health / Your dept.
  - g. Number of Pages – Total number in your PDF
  - h. DOI or Unique Handle – Leave blank
  - i. Official URL – Leave blank
  - j. Related URLs – Leave blank
13. Other ID – Leave blank
14. Contact Email Address – A non-Pitt email address
15. Uncontrolled keywords – Optional (Natural language terms to describe the content of the item)
16. Additional Information – Optional
17. Comments and Suggestions – Optional

Click *Next*

### Upload

18. Add a new document click *Choose File* and select your document to upload
19. Click on *Show Options +*
  - a. Content – Draft version, Submitted version, Updated version, etc.
  - b. File Type – PDF

- c. Description – Optional – can Leave blank
  - d. Visible to – Anyone (open access) or University of Pittsburgh users only  
\*On your Essay Approval Form you will indicate if you are restricting access/embargo (1 year or 2 years) and we will check to see if you list a restriction before the essay is
  - e. License – Unspecified. It is currently not a requirement. Click [here](#) for more information.
  - f. Language – English
  - g. Embargo expiry date (you may not be able to see this field) – If there are any restrictions we will enter the year from when the document is approved and sent to repository
20. Click *Update Metadata*

Click *Next*

### **Deposit**

21. An agreement will appear. Please read and then click *Deposit Item Now*
  - a. The record will only be sent to the Student Services queue to be reviewed for formatting. The document will not be able to be seen by anyone but you and Student Services until it is released to repository once finalized.

### **How to Remove/Re-Deposit Your Document**

Your file at this point is in the student services review queue. You will need to place it back in your queue to make any changes to your record or to replace the file. You can do this as many times as you need before the final due date.

1. Login to D-Scholarship
2. You will be directed to Manage Deposits
3. Click the *View Item* magnifying glass
4. Click on the *Actions* tab and choose *Return to Work Area*
5. You will be redirected to the *Preview* tab
6. Click the *Details* tab, scroll down to Upload and click *Edit Item*
7. Delete your outdated document by clicking the trash can icon
8. Click *Choose File* and upload your new version
9. Update your Metadata and click *Update Metadata*
10. Click *Save and Return*
11. Click *Deposit Item*
12. You will be directed to an Agreement. Please review and click *Deposit Item Now*

Note: Even if you don't end up replacing the file but you went back into your record you must still click *Deposit Item Now* so that your record/file returns to the Student Services review queue. If you accidentally create more than one deposit record Student Services will delete any older versions. Please be sure you choose the correct Department because your document will not appear in our review queue if it is incorrect.

Questions: Contact [stuaff@pitt.edu](mailto:stuaff@pitt.edu) or call 412-624-3002