

# How to Submit an Essay Electronically to D-Scholarship

The screenshot shows the top navigation bar of the University of Pittsburgh D-Scholarship website. The header includes the university logo, a search bar with the text "Enter search terms", and buttons for "Go", "Advanced", and "All". Below the header is a secondary navigation bar with links for "Home", "About", "Help", and "Contact", along with language and user profile options. The main content area features a large blue graphic with a network of white nodes and lines. A red circle highlights a button labeled "Share Your Work" with an upload icon, and a red arrow points to it from the left. Below this graphic is a horizontal menu with icons and labels for various work types: Article (6128), Audio (5), Book (33), Capstone Project (1914), Dataset (121), and Dissertation (9199). Navigation arrows are visible on the far left and right of this menu.

University of Pittsburgh | D-Scholarship

Enter search terms

Home About Help Contact English Allison Faett

[Share Your Work](#)  
Terms of Use

Work Type	Count
Article	6128
Audio	5
Book	33
Capstone Project	1914
Dataset	121
Dissertation	9199

## Select type of work ×

Deposit into admin set



### Generic Work

General purpose work type. Select this if the more specific work types below are not suited to the work you want to add.



### ETD

Electronic Theses & Dissertations



### OER

Open educational resources (OER) are free and openly licensed educational materials that can be used for teaching, learning, research, and other purposes.

Close

Create work

## Add New Generic Work

**Descriptions** Files Relationships Sharing

### Title required

A name to aid in identifying a work.

Do not use all caps

[Add another Title](#) Skip

### Creator

The person or group responsible for the work. Usually this is the author of the content. Personal names should be entered with the last name first, e.g. "Smith, John."

Last Name, First Name

[Add another Creator](#) Skip

### Keyword

Words or phrases you select to describe what the work is about. These are used to search for content.

Add one keyword at a time

Keywords are optional, not required

[Add another Keyword](#)

To add more than one keyword, click Add another Keyword

### Rights Statement

Skip

### Resource type

Pre-defined categories to describe the type of content being uploaded, such as "article" or "dataset." More than one type may be selected.

- Article
- Audio
- Book
- Capstone Project

### License

Licensing and distribution information governing access to the work. Select from the provided drop-down list.

Skip

**Additional fields**

Click Additional fields

Additional fields

**Location** [Skip](#)

A place name related to the work, such as its site of publication, or the city, state, or country the work contents are about. Calls upon the [GeoNames web service](#). Please note, you must configure your geonames username in the account settings, or this field will have a loading error.

**Steps to enable this field:**

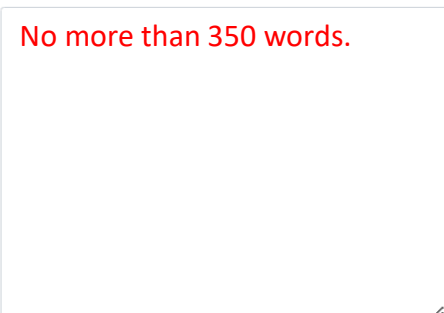
1. Create a free account on the [Geonames web service page](#).
2. Go to your [geonames account settings](#) and select the option at the bottom to enable free services.
3. Go into your hyku account settings in the [dashboard](#).
4. Enter your geonames username in the hyrax account settings.
5. You should now be able to see the list of locations in this dropdown.

[+Add another Location](#)

**Abstract**

A brief summary of a research article, thesis, review, conference proceeding, or any in-depth analysis of a particular subject.

**No more than 350 words.**

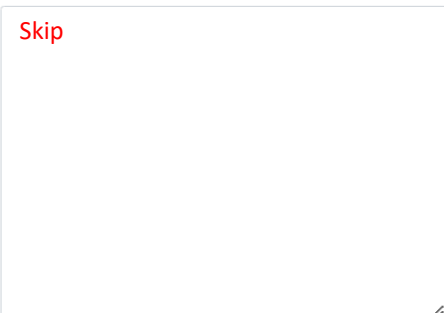


[Add another Abstract](#) [Skip](#)

**Access Rights**

Contains information about who can access the resource or an indication of its security status.

**Skip**



[Add another Access Rights](#)



**Additional Rights Information**

Other rights information not conveyed by status such as license terms or contact information.

[Add another Additional Rights Information](#)

**Administrative Notes**

**Alternative Title**

Alternative title for the resource.

[Add another Alternative Title](#)

**Bibliographic citation**

[Add another Bibliographic citation](#)

**Contributor**

A person or group you want to recognize for playing a role in the creation of the work, but not the primary role.

Enter all of your committee members (one at a time)  
Ex.) Smith, John – Committee Chair

[Add another Contributor](#)

Select Add Another Contributor to enter more than one committee member

**Date Created**

The date on which the work was created. Must adhere to either the format YYYY, YYYY-MM, or YYYY-MM-DD in order to be filtered and sorted.

Enter the official graduate date for the term you are graduating in  
Ex.) 2026-05-02

[Add another Date Created](#) Skip

**Description**

Free-text notes about the work. Examples include abstracts of a paper or citation information for a journal article.

[Add another Description](#)

**Identifier**

A unique handle identifying the work. An example would be a DOI for a journal article, or an ISBN or OCLC number for a book.

Skip

[Add another Identifier](#)

**Language**

The language of the work's content.

English

[Add another Language](#) Skip

**Publisher**

The person or group making the work available. Generally this is the institution.

University of Pittsburgh

[Add another Publisher](#) Skip

**Related URL**

A link to a website or other specific content (audio, video, PDF document) related to the work. An example is the URL of a research project from which the work was derived.

Skip

[Add another Related URL](#)

**Rights notes**

Contains information about rights held in and over the resource.

Skip

[Add another Rights notes](#)

**Source**

Skip

[Add another Source](#)

**Subject**

Headings or index terms describing what the work is about; these do need to conform to an existing vocabulary.

Department name

Enter your Department name (do not include "Department of" Ex.) Epidemiology

[Add another Subject](#) Skip

**Video embed**

If you enter an embed link for a video, it must be a properly formatted url beginning with 'http://' or 'https://'. It also needs to contain a valid link to a hosted video that can appear in an iframe.

Examples:

<https://player.vimeo.com/video/467264493?h=b089de0eab>

<https://www.youtube.com/embed/Znf73dsFdC8>

Skip

## Add New Generic Work

[Descriptions](#) [Files](#) [Relationships](#) [Sharing](#)

You can add one or more files to associate with this work.

[+ Add files...](#) [+ Add folder...](#) [Cancel upload](#)

Drop files here.

- Dashboard
- ACTIVITY
  - Repository Activity
  - Your activity
- REPOSITORY CONTENTS
  - Collections
  - Works
  - Importers
  - Exporters
- TASKS
  - Review Submissions

## Add New Generic Work

Descriptions Files Relationships Sharing

### Administrative Set

General Review **Select School of Public Health Master of Public Health Essay Review** ⌵

### Collections

Add to collection

Select your School and Department and then click Add  
Ex.) School of Public Health > Epidemiology

Collection title	Action
This work is currently in these collections	

ACTIVITY

REPOSITORY CONTENTS

TASKS

## Add New Generic Work

[Descriptions](#) [Files](#) [Relationships](#) [Sharing](#)

Regardless of the visibility settings for this work, you can also share it with other users and groups.

### Add Sharing [Skip](#)

**Add group:**

**Add user:**

### Currently Shared With

[Edit access](#)

**Depositor (Allison Faett)**

## Visibility



Public

Make available to all.

**Please note**, making something visible to the world (i.e. marking this as **Public**) may be viewed as publishing which could impact your ability to:

- Patent your work
- Publish your work in a journal

Check out [SHERPA/RoMEO](#) for more information about publisher copyright policies.



Institution

Restrict access to Pitt.



Embargo

Set date for future release.



Lease

Set date for future reduced access.



Private

Keep to myself with option to share.



I have read and agree to the  
Deposit Agreement

Save

Select Public for now.

I will update your  
visibility status to match  
your Essay Approval Form  
(Page 2, Part B) before  
sending it to repository.