

How to Submit an Essay Electronically to D-Scholarship

1. Go to <https://d-scholarship.pitt.edu>
2. Select Share Your Work
3. Select Generic Work and click Create work

You will be redirected to the **Add New Generic Work** page

Descriptions tab

1. Title – Enter your title, do not use all caps
2. Creator – Enter your name only
 - a. Last Name, First Name
3. Keywords (optional)
 - a. Words pertinent to your document subject (natural language terms to describe the content of the item)
 - b. To add more than one Keyword, click *Add another Keyword*
4. Rights Statement – Skip
5. Response type – Select *Capstone Project*
6. License – Skip
7. Click *Additional fields*
8. Location – Skip
9. Abstract – Your abstract cannot be more than 350 words. Make sure your abstract matches the one in your document
 - a. Skip *Add Another Abstract*
10. Access Rights – Skip
11. Additional Rights Information
12. Administrative Notes – You will not see this section
13. Alternative Title – Skip
14. Bibliographic citation – Skip
15. Contributor – Enter all of your committee members (one at a time)
 - a. Last Name, First Name – Committee Member Title
Ex.) Smith, John – Chair
 - b. Select *Add Another Contributor* to enter more than one committee member
16. Date Created – Enter the official graduation date for the term you are graduating in
 - a. YYYY-MM-DD
Ex.) 2026-05-02
17. Description – Skip

18. Identifier – Skip
19. Language – Enter *English*
20. Publisher – Enter *University of Pittsburgh*
21. Related URL (optional)
 - a. Any URLs that are related to the work in your essay
22. Rights notes – Skip
23. Source – Skip
24. Subject – Enter your department name
 - a. Do not include “Department of”
Ex.) Epidemiology
25. Video embed – Skip

Files tab

1. Click Add Files and upload your Essay

Relationships tab

1. Under Administrative Set select School of Public Health Master of Public Health Essay Review
2. Under Collections (Add to collection) select your School and Department and then click Add
Ex.) School of Public Health > Epidemiology

Sharing tab – Skip

Visibility (Right Side of Screen)

1. Select *Public* for now. If you select an embargo on your Essay Approval Form, I will update this section before I submit it to repository
2. Read the Deposit Agreement, click the check box, and hit *Save*