

Preparing to Submit Work to UST Research Online: Graduate and Undergraduate Students

Before submitting work to Research Online (RO) you should go through your sponsoring department's standard procedure to approve the work for permanent deposit in Research Online.

- **Research Online account:** If you are currently a student at the University of St. Thomas, a Research Online account has been created for you automatically. When you click on the **My Account** tab in the top navigation bar you will log in with your UST username and password. You can edit your account information once you are logged in. An account allows you to receive statistics about usage of your work. It also allows you to save customized searches on topics of interest and receive notification of new submissions that satisfy those search queries.
- **Information about the work being submitted:** The following information needs to be submitted to the departmental designee who will be processing your work:
 - Title: the title and subtitle as they appear on the work
 - Author: the names and email addresses of all authors and the institution/s with which they are affiliated
 - Date: the date this version of the work was created; typically this is the date found on the title page of the work
 - Advisor(s): the name/s of your advisors
 - Abstract: a concise 250-300 word summary of the content of the work
 - Keywords: key terms that describe the subject matter of the work. Keywords may be single words or multi-word phrases. Use important words from the title and/or abstract as well as their synonyms and other significant terms.
 - Comments: other pertinent information about the work, for example: information about a conference, lecture, or event at which the work was delivered; information about versions of the work that exist outside this repository
 - Creative Commons License: your choice of [Creative Commons license](#) to define how users can copy, distribute, display, or use the work
- **Files in acceptable file formats or link to the work outside RO:** Your department's designee may either upload the work to RO or enter a link to it if it is already published elsewhere and you do not have copyright authorization to re-post it in RO. Before you begin the submission process you will need either that link or the electronic file of the work and any supplemental files to be uploaded. See [File Formats and Sizes](#) for acceptable file specifications.