

Instructions for Submitting Your Graduate Thesis to eGrove

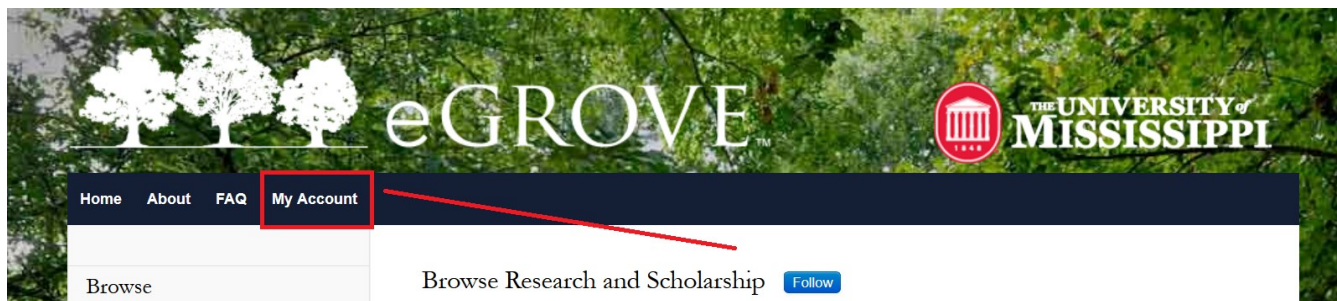
The University of Mississippi makes the research, scholarly, and creative output of its faculty and students available to the world through its institutional repository: eGrove (<http://egrove.olemiss.edu>)

This document provides instructions for uploading your thesis document and, if applicable, any additional files, as well as setting up and maintaining any embargos.

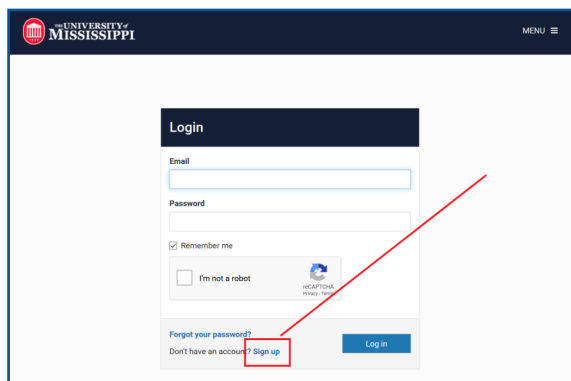
Step 1: Set up an account in eGrove

To submit your thesis to the repository, you will need to set up an account.

1. Go to the eGrove homepage (<http://egrove.olemiss.edu>) and click “My Account” just below the logo.



2. “My Account” takes you to the LOGIN screen. To set up a new account, you will need to click “Sign up” at the bottom of the box.



3. Fill out the form to create your account.

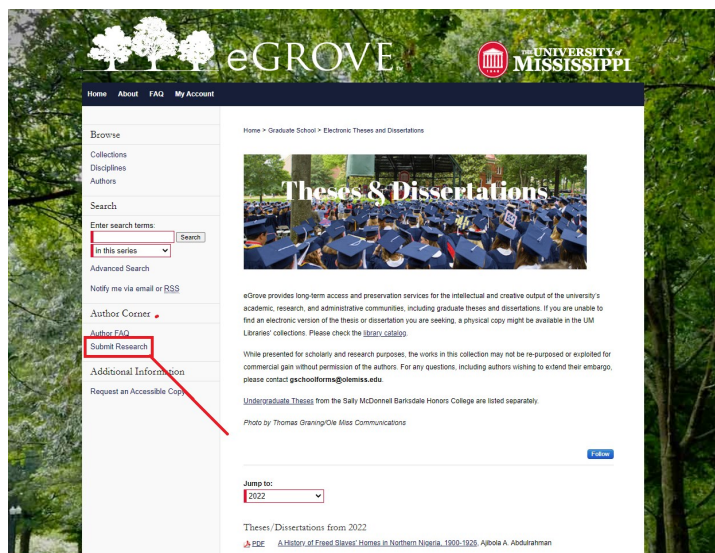
NOTE: your Ole Miss address will expire after you leave the University. We advise that you use a more permanent e-mail address to manage your thesis long term.

4. After creating your account, return to the LOGIN screen. Enter your user name and password.

Step 2: Submit your thesis

1. Go to Graduate School's Thesis & Dissertations page in eGrove: <http://egrove.olemiss.edu/etd>

Click "Submit Research" in the left sidebar.



2. Complete the [form](#) to describe your thesis. This is the *metadata* that search engines such as Google will be searching. Attach your file(s). Click **SUBMIT**.

For the remaining steps, you will use this form: https://egrove.olemiss.edu/cgi/ir_submit.cgi?context=etd

REQUIRED Title

Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis.

Dissertation/Thesis Title:

3. **Title.** This is a required field.

Re: Which case to use (*title vs. sentence vs. upper*)

Do not use UPPERCASE in this field, even if that is what is on your page. Please use Title or Sentence Case only.

Title case = An Analysis of Key Financial Accounting Topics

Sentence case = An analysis of key financial accounting topics

UPPERCASE (*do not use in eGrove*) = AN ANALYSIS OF KEY FINANCIAL ACCOUNTING TOPICS


Re: Special characters

If using special characters in the title or abstract, such as diacritical marks from other languages, it is possible that it will not display correctly in the public view. If you find that a character needs to be replaced, please contact us at egrove@olemiss.edu

REQUIRED Author

Search For An Author Using: Last Name, First Name, Email, or Institution

1 (memmanuel@olemiss.edu) Michelle Emanuel, University of Mississippi



“Show/Hide Details”

Add Author(s)

4. **Author.** This is a required field.

The information in this field should match what you entered when creating your eGrove account. If you need to add or change anything, click the icon for “Show/Hide Details”.


If you have additional author(s) on your thesis, use the green icon to add more fields.

REQUIRED Author

Search For An Author Using: Last Name, First Name, Email, or Institution

1 (memmanuel@olemiss.edu) Michelle Emanuel, University of Mississippi

Email	First	Middle	Last	Suffix	Institution
memmanuel@olemiss.edu	Michelle		Emanuel		University of Mississippi



5. **Date.** This is a required field.

This date should reflect your graduation date, and not your thesis defense date.

REQUIRED Date of Award

Season	Month	Day	Year
--	--	--	

REQUIRED Embargo Period

Please select the length of time you would like your Dissertation/Thesis to be placed under Embargo.

Embargo Expiration

No Embargo Required ▾

REQUIRED Embargo Period

Please select the length of time you would like your Dissertation/Thesis to be placed under Embargo.

Embargo Expiration

No Embargo Required ▾

No Embargo Required

1 Year

18 Months

2 Years

6. **Embargo Period.** This is a required field.

An *embargo* refers to a temporary publication hold, or delay. It is placed by the copyright holder, in this case, the author.

For example, if after graduation, you expect/hope to edit your thesis to publish elsewhere, or your research includes a pending patent, you might choose to embargo it in eGrove until that publication is released.

Metadata for embargoed works is still available in the public view, but the digital object (the PDF of the thesis) is not available.

To extend the embargo, you must contact the Graduate School.

The Plantation Pull: Modernities and Genre in the Anglo-Hispanic-Dutch Caribbean-Atlantic, 1831-1935

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PLUMX METRICS

INCLUDED IN

Latin American Studies Commons

Date of Award
2019

Document Type
Dissertation

Degree Name
Ph.D. in English

Department
English



NOTE: The full-text of this Thesis/Dissertation is currently under embargo. It will be available for download on Wednesday, September 22, 2021.

If you want your content to be immediately available to the public, choose “no embargo period.”

Only the Graduate School can extend your embargo beyond two years: gschoolforms@olemiss.edu

7. Document Type. This is a required field.

Choose “Thesis” or “Dissertation”.

REQUIRED Document Type

Document Type:

Thesis

Thesis

Dissertation

Degree Name

Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

Degree Name:

None

<-- Please Select One -->
M.A. in History
Ph.D. in History
M.F.A. in Art
M.S. in Biological Science
Ph.D. in Biological Science
M.A. in Southern Studies
M.F.A. in Documentary Expression
D.A. in Chemistry
M.S. in Chemistry
Ph.D. in Chemistry
M.A. in Economics
Ph.D. in Economics
M.A. in English
M.F.A. in Creative Writing
Ph.D. in English
M.A. in Mathematics
M.S. in Mathematics
Ph.D. in Mathematics

Degree Name

Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

Degree Name:

None

Department

Department:

None

First Advisor

First Advisor:

Second Advisor

Second Advisor:

Third Advisor

Third Advisor:

Fourth Advisor

Fourth Advisor:

Keywords

Please enter up to 10 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

Keywords:

7. Degree

Choose the degree which you are receiving . If your degree is not listed, please contact egrove@olemiss.edu

8. Advisors

List up to 4 advisors. Do not include “Dr.” or “Prof.” or “Ph.D”.

Example: Michelle Emanuel

~~Dr. Michelle Emanuel~~

~~Michelle Emanuel, Ph.D.~~

9. Keywords

Separate your keywords by commas

10. Relational Format. This is a required field, but it uses a controlled vocabulary.

“Dissertation/Thesis” is the only option for this field.

REQUIRED Relational Format

Enter relational format:

Dissertation/Thesis

11. Subject Categories

This uses a *taxonomy*, or controlled vocabulary.

Use the tree structure to find your subject. Click the subject in the “available” box, then the “select” button to move it to the “selected” box. You can see a full list of subjects here: <https://egrove.olemiss.edu/assets/taxonomy.pdf>

Certain subjects at UM will look differently than in this list. For example, instead of “Southern Studies”, use “American Studies”; instead of “Art History”, use “History of Art, Architecture, and Archaeology”.

There is no required number of subject categories to include, but somewhere between 1 and 3 is a good goal.

Subject Categories

Please select the subject category that best fits your Dissertation/Thesis. Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Click [here](#) to view the complete list of disciplines.

Available:

- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Selected:

Select »
« Remove

Subject Categories

Please select the subject category that best fits your Dissertation/Thesis. Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Click [here](#) to view the complete list of disciplines.

Available:

- Architecture
- Arts and Humanities
 - African Languages and Societies
 - Africana Studies
 - American Studies
 - American Film Studies
 - American Literature
 - American Material Culture
 - American Popular Culture
 - Other American Studies

Selected:

American Studies

Select »
« Remove

12. Abstract

Type or paste the description of your thesis here. Use sentence case, not UPPERCASE.

Abstract

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Paste or type Abstract:

B *I* | | | | | | |

13. Comments

Any additional information, not included elsewhere, can be listed here.

Comments

Additional text to be displayed on index page.

Comments:

B *I* | | | | | | |

14. Upload Full Text

Click the radio buttons for “upload file from your computer” to generate the “choose file” option.

Click the button for “import file” to generate a box for a link.

REQUIRED Upload Full Text

To locate your file: Click the **Browse** or **Choose File** button to locate your manuscript on your computer.

Full text of submission:

☐ Upload file from your computer
☐ Import file from remote site
☐ Link out to file on remote site

15. Additional Files

Click the box if you have files other than your final thesis document to upload. This might include spreadsheets of data, photographs, video files, etc.

Additional Files

Please check this if you'd like to add additional files ☐

notify the author, or skip that step and simply click 'Post' to queue the thesis/dissertation to be posted.


Note: Status (above) may not be accurate. Click "Thesis/dissertation details" to refresh.

Upload Supplemental Content

If your submission includes supplementary material--spreadsheets, audio clips, or other material that isn't part of the text portion of your work--you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file: Choose File No file chosen

Filename	Description	Upload new version	Sort	Show
honors_test.pdf	PDF version 	Choose File No file chosen	1	<input checked="" type="checkbox"/>
if you're looking for...	visual image	Choose File No file chosen	2	<input checked="" type="checkbox"/>
honors_test.xlsx	data set	Choose File No file chosen	3	<input checked="" type="checkbox"/>

Checked items will appear with the published thesis/dissertation.

Save

Please click the **Continue** button once after you've attached your supplemental files.

Continue

Press

If you checked the box for additional files, you will see a page like this after you click SUBMIT. You would click "choose file" to upload a file; you have the option to enter a name other than the file name; if you have more than one item, you can change the sort order; if you need to remove an additional file, you would unclick the "show" box. Click SAVE when adjustments have been made, then click CONTINUE.

16. Creative Commons License

This is not a required field, but it is an important one.

A Creative Commons license helps creators retain copyright while allowing others to copy, distribute, and make some uses of their work — at least non-commercially. As the author of your thesis, you can determine if you will allow others to "distribute, remix, adapt, and build upon your work, even commercially, as long as they credit you for the original creation."

Creative Commons License

Select a Creative Commons License.

None

Creative Commons Attribution 4.0

Creative Commons Attribution-Share Alike 4.0

Creative Commons Attribution-No Derivative Works 4.0

Creative Commons Attribution-Noncommercial 4.0

Creative Commons Attribution-Noncommercial-Share Alike 4.0

Creative Commons Attribution-Noncommercial-No Derivative Works 4.0

Creative Commons Attribution 3.0

Creative Commons Attribution-Share Alike 3.0

Creative Commons Attribution-No Derivative Works 3.0

Creative Commons Attribution-Noncommercial 3.0

Creative Commons Attribution-Noncommercial-Share Alike 3.0

Creative Commons Attribution-Noncommercial-No Derivative Works 3.0

The most lenient option is "Creative Commons Attribution 4.0"; the most restrictive is "Creative Commons Attribution-Noncommercial-No Derivative Works 4.0".

[Read more about each Creative Commons license on their website.](#)

17. Click **SUBMIT**

You should only need to fill out the form and upload your file(s) once. If you need help, or need to change something, please email the Graduate School:

gschoolforms@olemiss.edu

You should see a **CONFIRMATION PAGE** that looks a lot like this:



Cancel

Submit

This may take a while. **Please only click once.**




You have successfully uploaded:
[If Medieval Europe Had Known of Pirelli](#)

 Revise submission

 Make another submission

Submission Metadata

Metadata Field	Value
Title	If Medieval Europe Had Known of Pirelli
Author	Michelle Emanuel, University of Mississippi
Date of Award	12-8-2022
Document Type	Dissertation
Degree Name	Ph.D. in History
Department	- empty -
First Advisor	- empty -
Second Advisor	- empty -
Third Advisor	- empty -
Fourth Advisor	- empty -
Keywords	
School	- empty -
Relational Format	Dissertation/thesis
Subject Categories	European History Immunology and Infectious Disease Medieval History
Abstract	
Comments	- empty -
Embargo Period	10-30-2024
Upload Full Text	Download
Update Submission	Initial Submission
Concentration/Emphasis	- empty -
Creative Commons License	 This work is licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License .

Step 3: What happens next?

After submitting your Thesis or Dissertation to the repository, it will go into the approval queue for a Graduate School designate. **Your thesis will not appear in eGrove until it has been approved by the Graduate School.**

If you selected an embargo period for your thesis, the metadata description will become visible to the public with a note giving the date that the file will become available.

If you have questions about the submission process, please contact gschoolforms@olemiss.edu