What is IRL@UMSL?
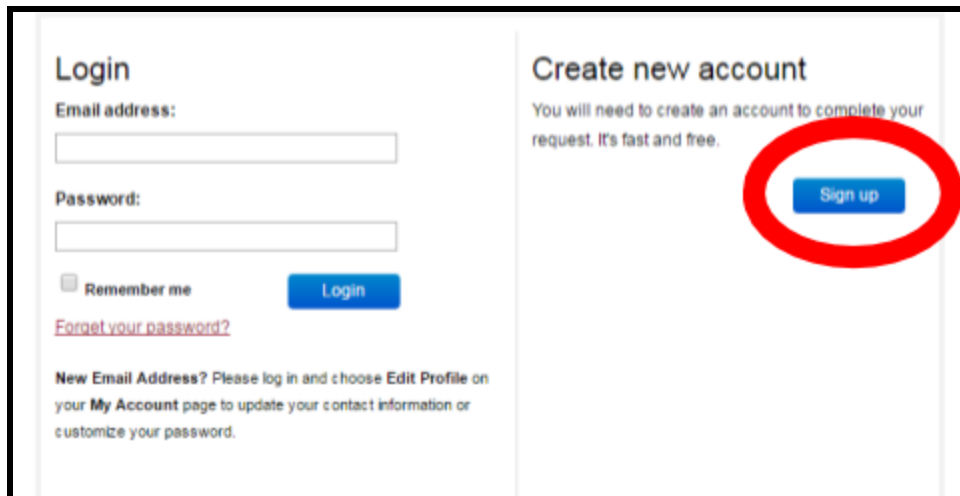
Our institutional repository, IRL@UMSL, is an online showcase of UMSL's scholarly and creative works.
It includes our exceptional student achievements, including student thesis and dissertation projects.
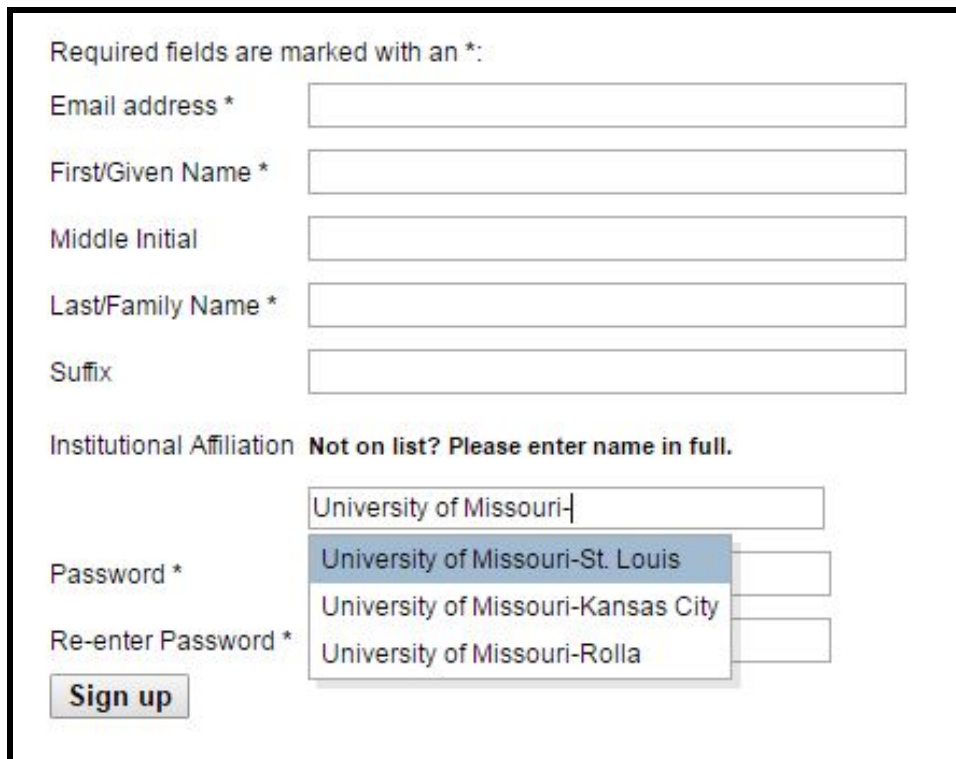Follow the steps below to upload and submit your thesis or dissertation. Adding your work to the repository gives you an easy way to direct future employers, and colleagues to your scholarship and is a requirement for your graduate degree.

Step 1: Create your account

- You will be adding your work to the UMSL Dissertation Collection [PhD/EdD/DNP] or UMSL Thesis Collection [Master's] - click the appropriate link below to continue.
    - PhD/EdD/DNP Students - Submit Research to UMSL Dissertation Collection & create account.
    - Master's Students - Submit Research to UMSL Thesis Collection & create an account.

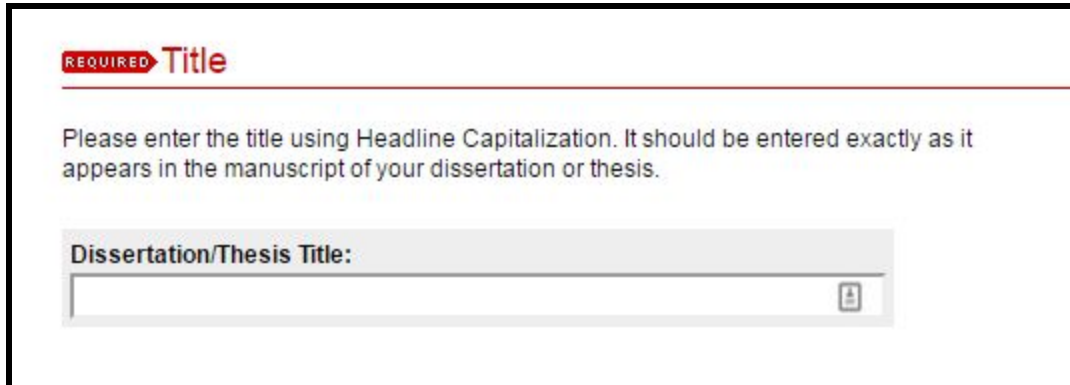- List your Institutional Affiliation as **University of Missouri-St. Louis** [not UMSL]

Step 2: Fill in your submission form

- Fill out the form's fields using the guidelines below.

1. Title

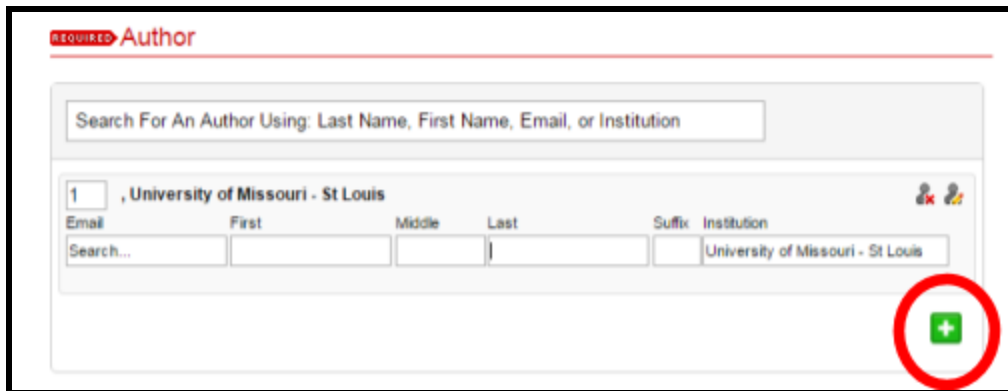- If your title needs italics, use *italics* or **to bold**.

2. Authors

- **Email**: Please provide an email address, but do not use your UMSL student email address since it will expire soon after you graduate.
- **Name**: Enter your full name.
- **Institution**: Select University of Missouri-St. Louis
- **Co-authors:** Add in any co-authors' names by clicking on the green plus icon.
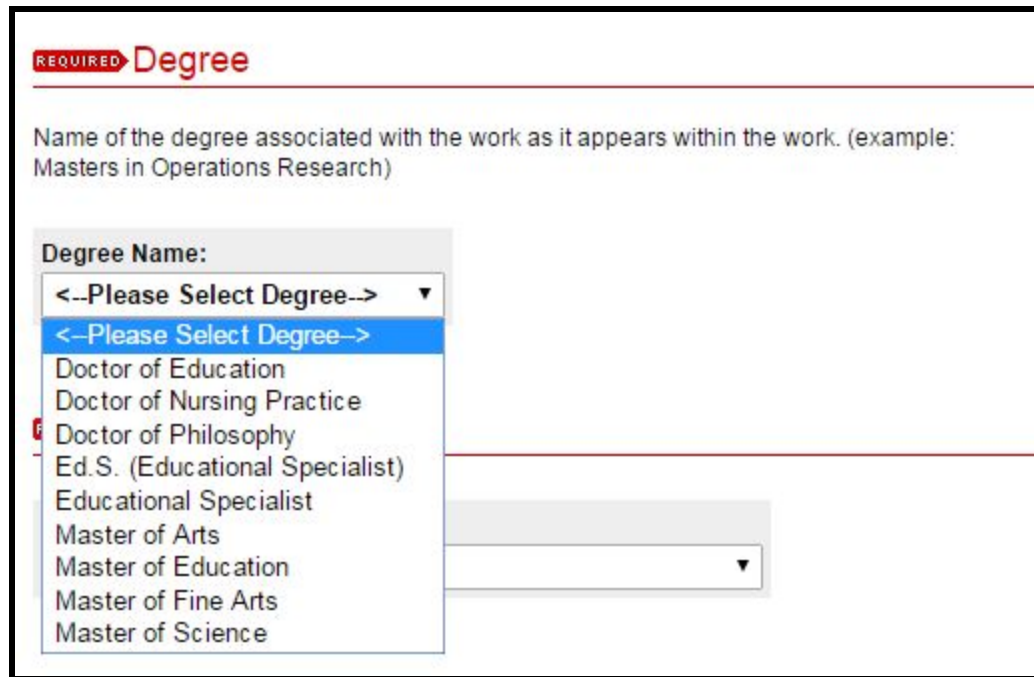 - Co-Authors are approved only by the Ed.D. program.

3. Student ID

- You can find your student ID in [MyGateway](), go to Tools, click on Personal Information, and select "Edit Personal Information.

4. Document Type

- This should already be set to Dissertation or Thesis - if you followed the correct link in Step One.

5. Degree

● Choose your degree from the drop down boxes. Make sure it is the same as on the title page. Your degree information can be found in MyView, if you have any questions.

REQUIRED Degree

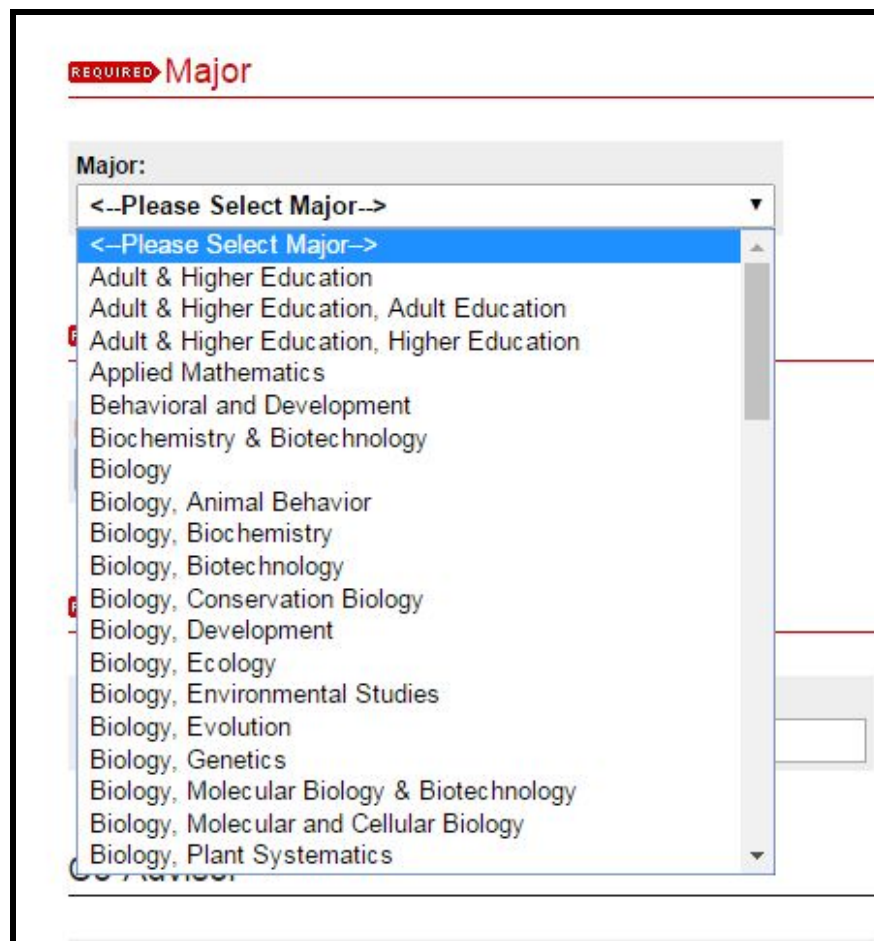Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

Degree Name:

```
<--Please Select Degree-->        ▼
<--Please Select Degree-->
Doctor of Education
Doctor of Nursing Practice
Doctor of Philosophy
Ed.S. (Educational Specialist)
Educational Specialist
Master of Arts
Master of Education
Master of Fine Arts
Master of Science
```

6. Disciplines

● Choose your Discipline.

REQUIRED Major

Major:

```
<--Please Select Major-->                      ▼
<--Please Select Major-->
Adult & Higher Education
Adult & Higher Education, Adult Education
Adult & Higher Education, Higher Education
Applied Mathematics
Behavioral and Development
Biochemistry & Biotechnology
Biology
Biology, Animal Behavior
Biology, Biochemistry
Biology, Biotechnology
Biology, Conservation Biology
Biology, Development
Biology, Ecology
Biology, Environmental Studies
Biology, Evolution
Biology, Genetics
Biology, Molecular Biology & Biotechnology
Biology, Molecular and Cellular Biology
Biology, Plant Systematics
```

7. Date of Defense

- This should be the date of your oral defense. It should be entered month/day/year. Some master's programs do not have a traditional oral defense. For those programs, enter the date of the committee approval at the bottom of the M2. The M2 with results should be submitted to GradSchoolForms

8. Graduate Advisor / Co-Advisor

- Provide the name of your advisor and their department. Separate with by a comma. Please provide this for your co-advisor if any.

9. Committee

- Please provide the professional names of your committee members, with degrees or credentials.
  - FirstName LastName, PhD/EdD/DNP

10. Abstract

- We recommend that students cut and paste the title and abstract into the form. This will ensure that it matches the title page and the abstract. The abstract is limited to 350 words.

11. Keywords

- To help identify and classify your dissertation or thesis please provide additional descriptors. Enter keywords with a comma between each term. For example, if one of the keywords is Disability disclosure, it should read "Disability Disclosure, not "Disability, Disclosure,".

12. Subject Categories

- You can see a complete list of disciplines here http://irl.umsl.edu/assets/taxonomy.pdf

13. Upload File

- You can upload from your computer, or from a remote site by providing a link URL.

REQUIRED **Upload Full Text**

To locate your file: Click the **Browse** or **Choose File** button to locate your manuscript on your computer.
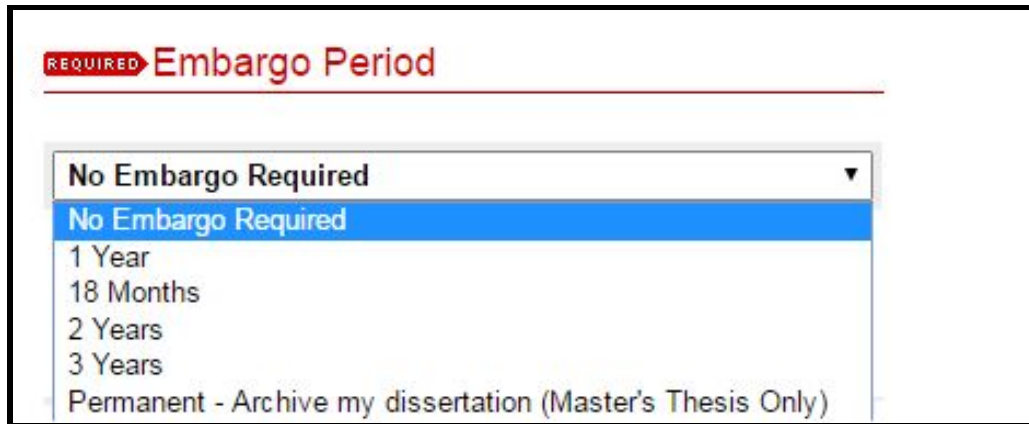
Full text of submission:
- ○ Upload file from your computer
- ● Import file from remote site

Please enter a link to a PDF, Word, Excel, PowerPoint or RTF document:

14. Embargo Period

15. Diversity
- If your dissertation or thesis deals with cultural diversity issues or is culturally diverse please indicate so by clicking the checkbox.
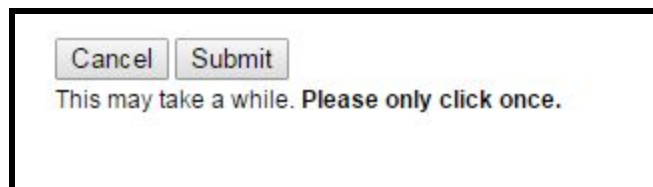
16. Notes
- Add in any additional information as needed.

17. Additional Files
- Use this field to add any files, including data sets, lab journals/ notebooks, survey instruments, musical recordings or poster presentations that relate to your work but aren't included in the dissertation or thesis itself.

18. Submit
- When you are done, click Submit!

Congratulations, your thesis is now included in IRL@UMSL!

Your submission will be reviewed.

Once posted you will be able to view your content in our
UMSL Dissertation Collection or UMSL Thesis Collection!