

Submitting a Capstone, Thesis or Dissertation to ScholarWorks

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Before You Begin

Before you begin, make sure you have the following items:

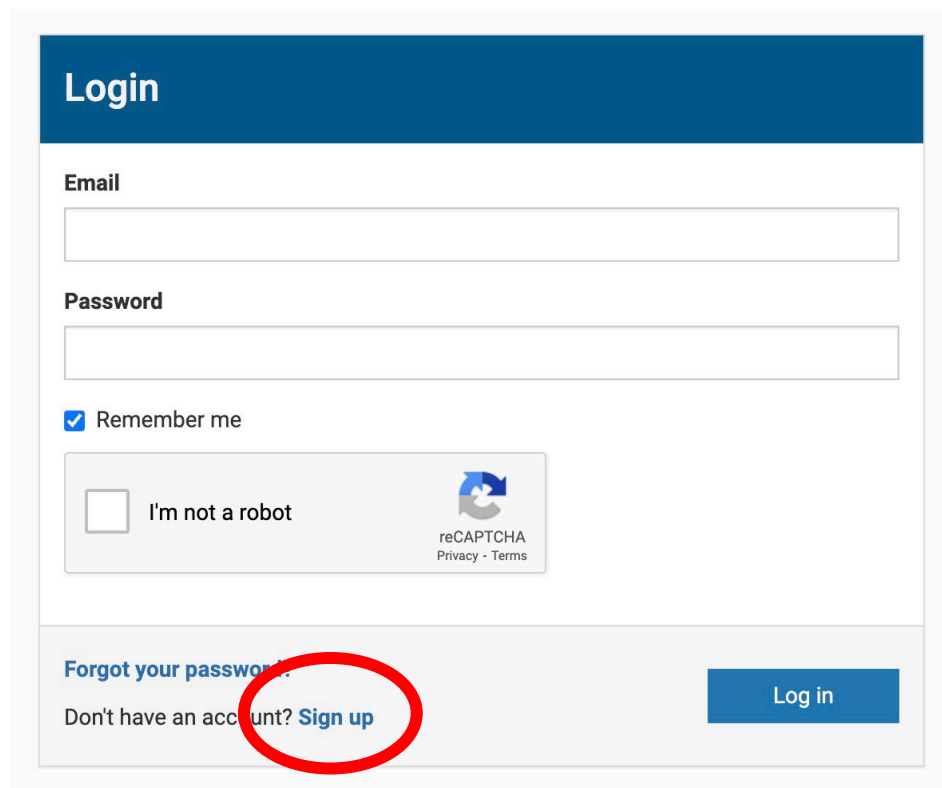
1. **Your thesis or dissertation in PDF format**; make sure there is no password protection on the file. You should include an unsigned Signatory Page in the pdf; do not include the signed signatory page in the pdf.
2. An electronic copy of your **abstract** to cut and paste
3. **Supplemental files** that are part of your document, if any
4. **Signed Signatory Page**: attach an electronic copy of your signed signature page as a supplemental file to your submission on Scholarworks.
5. **YuJa Panorama Accessibility Report**: a PDF of the accessibility report showing your thesis/dissertation has met 100% compliance with federal accessibility requirements.
6. Chairperson and Committee Members **names and titles**
7. **Subject Categories** - ScholarWorks asks you to assign categories to your document, so Google can help researchers find your work on the web.

Last updated in Fall of 2026

Logging in

- 1) Log into your ScholarWorks account.
- 2) If you don't already have a ScholarWorks account, click the "sign up" button at the bottom of the screen. **Please use the name with which UMass Boston registrar knows and identifies you.**

You may use your UMass Boston email or your personal email address to sign up. If you are getting ready to leave UMass Boston, we recommend using a personal/permanent email address. Once you've created your account, you are able to change your email address in your Account settings, under "Edit Profile"



Login

Email

Password

☒ Remember me

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

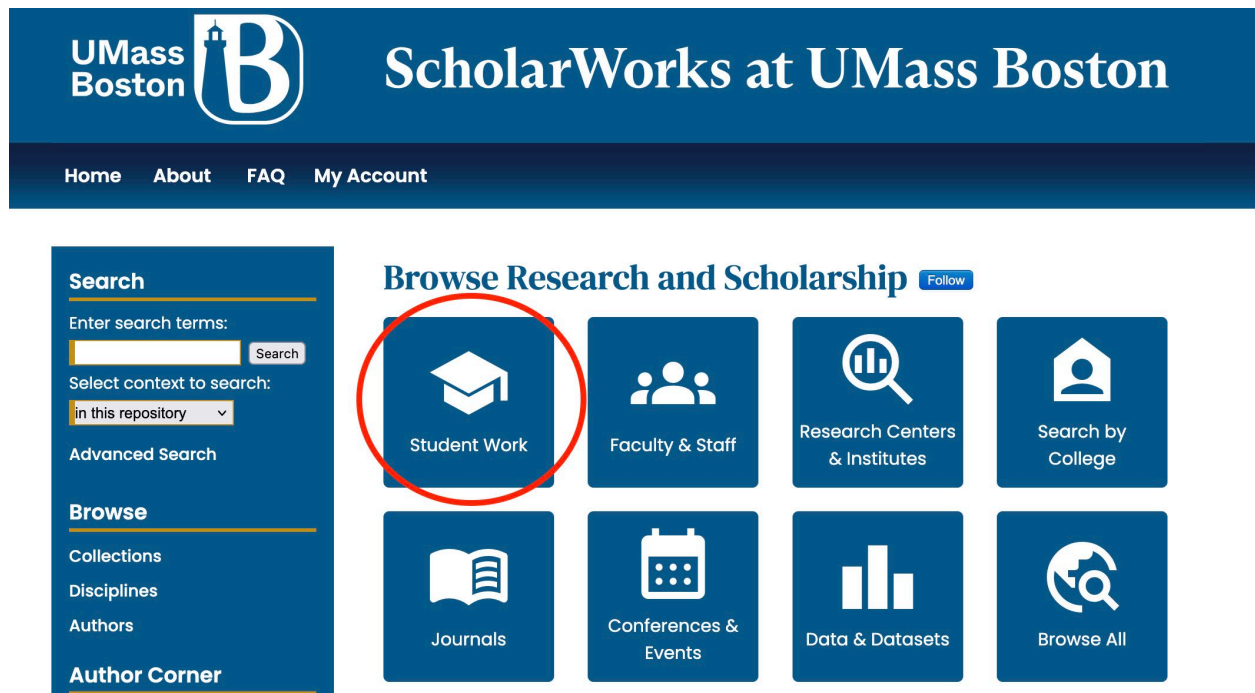
[Forgot your password?](#)

Don't have an account? [Sign up](#)

Log in

- 3) If you are creating a new account, you should receive a confirmation email from ScholarWorks that includes your username. You must click on this link to verify your account and log into ScholarWorks.

Navigating to your Submission Page



- 1) On the ScholarWorks homepage, click the “Student Work” button.
- 2) Next, select “Doctoral Dissertations, Masters Theses, and Capstones.”
- 3) Finally, select the Collection where you will upload your work:
 - Capstones
 - Doctor of Nursing Practice Scholarly Projects
 - Graduate Doctoral Dissertations
 - Graduate Masters Theses

Browse the *Doctoral Dissertations, Masters Theses, and Capstones* Collections:

[Capstones](#)

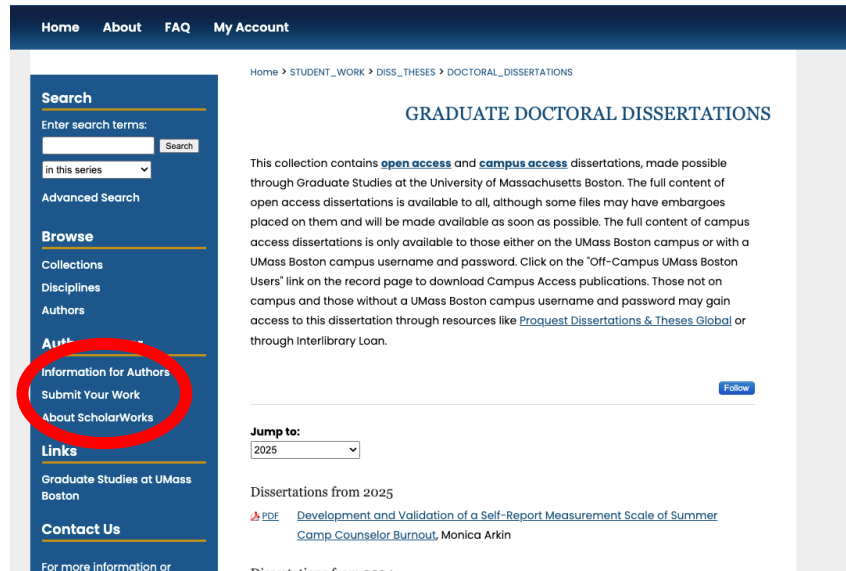
[Doctor of Nursing Practice Scholarly Projects](#)

[Graduate Doctoral Dissertations](#)



[Graduate Masters Theses](#)

- 4) Once you are on the page where you would like to submit your work, select “Submit Your Work” on the side navigation bar.



Please read the entire submission agreement before continuing to the submission form.

- 5) After selecting the checkbox indicating that you “agree to the above terms,” select “continue”, and you will be brought to your respective submission form.

Submission Form Requirements

Your submission form will look like this:

SUBMISSION FORM FOR GRADUATE MASTERS THESES

Accessibility Compliance (REQUIRED)

The following three items are required for all submitters in order to be considered accessible.

1. I attest that all my submission materials have passed an accessibility check (using a checker like Yuja, Microsoft or Adobe).
2. I will provide a long-term, permanent email address for users to request accessible versions of my content in the future.
3. I will retain a copy of this work long-term for any future remediation requests.

For more information about ScholarWorks accessibility requirements, visit [Healey Library's ScholarWorks Accessibility Library Guide](#).

For further assistance making your submission materials accessible, [visit UMass Boston's Digital Accessibility website](#), or book an accessibility consultation with [UMB's Learning Design Services](#).

I attest that I have completed the three required items above to ensure my submission materials are accessible.

☐

Title (REQUIRED)

Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

Enter title:

Authors (REQUIRED)

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

1

(lydia.burragoodwin@umb.edu) Lydia Burrage-Goodwin



Add Author

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Fill out the submission form with the information from your publication.

Accessibility Compliance

It is a federal requirement that all work uploaded to ScholarWorks remains accessible, per the latest [Web Content Accessibility Guidelines](#).

You must run your thesis/dissertation through [UMass Boston's Yuja Panorama Accessibility Checker](#), and verify your document has met 100% compliance. You will upload your accessibility report from Yuja to ScholarWorks as an additional file.

For further information about making your document accessible, visit Healey Library's [ScholarWorks Accessibility Library Guide](#).

Required Fields

- Accessibility
 - You are **required** to:
 - i. Upload a passing, 100% compliant [Yuja Panorama](#) accessibility score report verifying that your PDF is fully accessible.
 - ii. Provide a long-term, permanent email address for users to request accessible versions of your content in the future.
 - iii. Retain a copy of your work long-term for any future remediation or accessibility requests we receive.
- Title
 - **DO NOT COPY YOUR TITLE PAGE into the title field**
 - Title should be [Headline Case](#), **not UPPERCASE**.
- Author
- Date of Award (your graduation date)
- Document Type
 - Choosing “Open Access Thesis/Dissertation” will allow anyone in the world to view and download your work.

- Choosing “Campus Access Thesis/Dissertation” will allow only UMass Boston affiliates to access and download your work.
- Abstract
- Full-text upload (PDF format)
 - **PLEASE DO NOT UPLOAD A LINK—PDF FILES ONLY**
 - The most effective way of uploading your work is to upload a file from your computer. Select this option and then click “Choose File” to browse your device for the correct file.
 - Please check PDF’s accessibility compliance prior to uploading your work.
- Additional Documentation:
 - **PLEASE NOTE:**
 - i. Your **Yuja Panorama Accessibility Report** must be attached as an additional file to verify your work is accessible.
 - ii. Your **signature page** can be uploaded as an additional document **BUT MUST BE MADE HIDDEN** (not “Shown”). *Your advisor’s signatures are on this document. If made publicly available, someone could forge or take their signatures.*
 - iii. To add further supporting documents, please check the “Add Additional Files checkbox” at the bottom of the form. You must submit your main document before you can get to the next screen where you can upload additional files.

Optional Fields

PLEASE NOTE: *****These fields are highly recommended.** *The more information you add to your publication, the more visible and findable it will be on the web.*

- *****Subject Categories:** Recommend finding at least 3 relevant subject categories. This will allow your publication to be searchable and findable on the world wide web.
- *****Keywords:** Similarly, adding keywords to your publication will significantly increase its findability on the internet.
- **Embargo Period:**
 - ***An embargo is a restriction or delay of the release of your information. Reasons for embargoing can include:***

- You published at another for-profit publisher and cannot release your entire work to ScholarWorks per your publishing contract, but you want the record included in ScholarWorks.
- You are doing research and do not want crucial information to be released until furthering your report, or more research has been done, etc.

To receive an embargo, contact your advisor or program director to email Associate Vice Provost Tracy Baynard at tracy.baynard@umb.edu with the reason for the embargo and length of time required. Once approved, she will let the format editor know, and the editor will add it to the ScholarWorks record. For questions or issues, email Carol Cullen at carol.cullen@umb.edu.

Confirmation Page

Upon submission, you should see a confirmation page outlining your publication record. Additionally, you should receive a confirmation email to the email address associated with your ScholarWorks account.

SUBMISSION FORM FOR GRADUATE DOCTORAL DISSERTATIONS

You have successfully uploaded:
Stuff and Things

 Revise submission

 Make another submission

Submission Metadata

Metadata Field	Value
Title	Stuff and Things
Author	Lydia Test Student
Date of Award	12-3000
Embargo Period	12-10-2024
Document Type	Open Access Thesis
Degree Name	- empty -
Department	- empty -

Revisions

At this point, you will receive an email indicating that your thesis or dissertation:

- 1) Has been “Accepted” **OR**
- 2) Requires “Major Revisions” (this is the default language for thesis needing revisions)

Dear Test Student,

Please make the following revisions to your dissertation:

-
-
-
-

When you are satisfied with your dissertation is ready, please upload your revision. If you are satisfied with the dissertation as it is, let me know that as well.

The current version of your dissertation is available here:

https://scholarworks.umb.edu/cgi/preview.cgi?article=1998&context=doctoral_dissertations

You may also preview your dissertation on that page. To submit revisions, use the Revise Submission link on that page.

Thank you,

Carol Cullen
Editor
Graduate Doctoral Dissertations

Last updated in Fall of 2026

If your publication requires revisions, they will be itemized in the email you receive (circled in red above). Please follow the link and instructions in the email to submit revisions. Once your ETD has been finally accepted, you will receive a confirmation email.

Revisions and Accessibility Requirements

Any time you make a revision or a change to your ScholarWorks record or PDF, **you must** also **submit an updated accessibility compliance document**, outlining 100% compliance and a passing accessibility score for your newly edited materials.

Contact

For questions about the submission process or the status of your ETD, please contact Carol Cullen at carol.cullen@umb.edu. For troubleshooting your submission, contact ScholarWorks administrators at scholarworks@umb.edu.