ARCA Student Submission

For student submitters, email qinqin.zhang@twu.ca with your full name to ask for an Arca account to be set up.

Once you have your Arca account, log in via this link: http://twu.arcabc.ca/user/login

After you log in, navigate to the **Self Submission** link on the top of the page and click on the link on the next page to proceed.

Home | Browse Collections | FAQs | Contacts | Self Submission | About | Login

Home › Self Submission

Self Submission

Here's where you can submit your work.

Click on the link here.

Master's Thesis Supervisory Committee Approval Form

That would start the self-submission process by asking you to select a Content Model to ingest. (Ingest simply means upload in Arca). On the next screen, in the middle of the page, leave the default '**Thesis Content Model**' in the drop-down menu if you are ingesting a thesis document. Click on Next to continue.

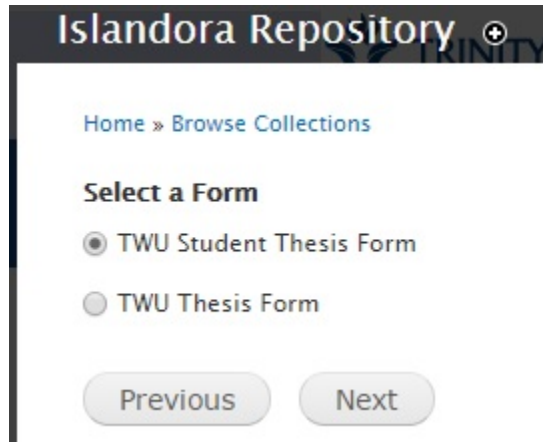Home › Browse Collections › Add an object to this Collection

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Select a Content Model to Ingest

Thesis Content Model ▾

Next

On the next screen, keep the default **TWU Student Thesis Form** option.

On the next screen where it says MARCXML File, do not upload any file. Simply click on Next to continue.

On the next screen, fill out the required fields for your thesis.

On this form, there are two sections for you to fill out your own, your thesis supervisor's, and supervisory committee members' information. The **Author(s) and supervisor(s)** section is to collect your own and your supervisor's information. The **Other contributor(s)** section is to collect your supervisory committee members' information.

In the **Author(s) and supervisor(s)** section, you need to enter your information as the author's information and make sure to pick **Author** in the **Role** dropdown menu. Click on **Add** to enter your thesis supervisor's information.

By clicking on **Add**, it will give you a new tab on the top. Click on the new numbered tab (e.g. 2) to get to a blank section to enter the supervisor's information.

When you are done with filling out the information, you do NOT need to click on Add to confirm the data entry. Click on the Add button only when you need to enter another person's information.

Make sure you always select the appropriate Role term from the drop-down menu for each person whose information you enter.
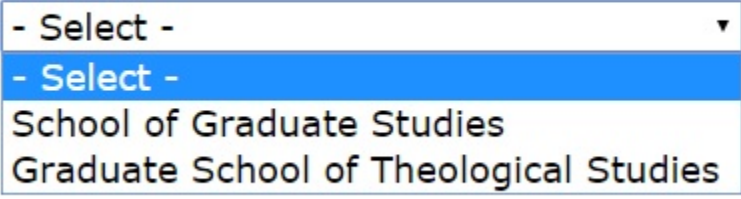
Repeat these steps as many times as needed. This process also applies to entering the **Other contributors'** information. You do not need to apply role terms that are not applicable for your case. For example, we normally don't have Chair for our theses.

In the **Degree Granter** section, leave the default content for Institution and pick the right option for **School**. If you are an ACTS student, pick *Graduate School of Theological Studies*. Otherwise, pick *School of Graduate Studies*.

Enter the **year** in four digits when the thesis was completed in the **Thesis Completion Year** field. For example, 2017, 2016.

If your thesis comes with an abstract less than 150 words, copy and paste that in the Shortened abstract field. Otherwise, please provide a shorten abstract with maximum 150 words.

Select the right **Degree Type**, **Level** and **Discipline/Program** in the three corresponding drop-down menus.

In **Author-supplied keywords** field, provide some keywords that summarize the content of your thesis.

In **Submission Agreement**, select **Yes** in the dropdown. Click Next to continue.

(the Arca submission agreement will be ready later)

On the next screen, check the checkbox to include a PDF version of the thesis. Click on **Ingest** to expand the form to continue.

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Check the **Certify** box, click on **Ingest** to continue.

Now you are done! ☺