



HOW DO I SUBMIT MY THESIS OR DISSERTATION ONLINE?

- Go to KopsieScholar and register. You will be notified of your access to the *Self-submission collection* within 24 to 48 hours. Or log in: <http://scholar.ufs.ac.za> and select the *Electronic Theses and Dissertations* community.

The screenshot shows the KopsieScholar Home page. At the top left is the university logo and name. The main content area is titled 'KopsieScholar Repository' and includes a description. Below this is a section for 'Communities in KopsieScholar' with a list of categories such as 'Economic and Management Sciences', 'Education', 'Electronic Theses and Dissertations', etc. On the right side, there is a search bar, a 'Browse' section with options like 'By Issue Date', 'Authors', 'Titles', and 'Subjects', and a 'My Account' section with 'Login' and 'Register' links. A red arrow points to the 'Register' link.

- Now select the *Self-submission* collection:

The screenshot shows a box titled 'Collections in this community'. It contains a list of two items: 'All Electronic Theses and Dissertations' and 'Self-submission'. Below 'Self-submission' is a description: 'Self-submission of UFS electronic theses and dissertations'.

- Click on *Submit a new item to this collection*:

[Submit a new item to this collection](#)



- Complete the form:

A screenshot of the 'Item submission' page on the KovesieScholar website. The page has a dark blue header with navigation links: 'KovesieScholar Home', 'Electronic Theses and Dissertations', 'Self-submission', and 'Item submission'. Below the header, the title 'Item submission' is displayed. A progress bar shows five steps: 'Describe' (highlighted in green), 'Upload', 'Review', 'License', and 'Complete'. The 'Describe Item' section contains three main input areas: 'Authors', 'Advisors', and 'Title'. Each area has a text input field and an 'Add' button. The 'Authors' section includes instructions: 'Enter the name of the author.' and examples: 'Last name, e.g. Smith' and 'First name(s) + "Jr", e.g. Donald Jr'. The 'Advisors' section includes instructions: 'Enter the name(s) of the advisor(s) / study leader(s) / promotor(s).' and the same examples. The 'Title' section includes the instruction: 'Enter the title of your thesis or dissertation.' and a single text input field.

Explanation of terms:

Authors: You are the author of your thesis or dissertation.

Advisors: Enter the name(s) of your study leader(s) or advisor(s) here. Use the Add button to add more than one study leader or advisor.

Title: Enter the full title of your thesis or dissertation here.

Type: Select *Dissertation* for a Masters dissertation and *Thesis* for a Doctoral thesis.

Subject Keywords: Enter author keywords here. You *do not* need to use the Subject Categories.

Date of Issue: Enter the date on your thesis or dissertation.

Abstract: Enter your abstract here.

Sponsorship: Enter any sponsorships here, e.g. National Research Foundation (NRF).

Language: Select the language in which the thesis or dissertation is written.



Publisher: The University of the Free State is the publisher of your thesis or dissertation. Enter University of the Free State.

Copyright owner: The University of the Free State is the copyright owner of your thesis or dissertation. Enter University of the Free State.

- Now add your file(s).

A screenshot of the Kovescholar web interface for item submission. The breadcrumb trail at the top reads: Kovescholar Home → Electronic Theses and Dissertations → Self-submission → Item submission. The main heading is "Item submission". Below it is a progress bar with five steps: Describe, Upload (highlighted in green), Review, License, and Complete. The "Upload File(s)" section includes a "File:" label, instructions to enter the full path or use "Browse...", and a "Browse..." button with the text "No file selected." Below this is a "File Description:" label, instructions to provide a brief description, and an empty text input field. At the bottom is a button labeled "Upload file & add another".

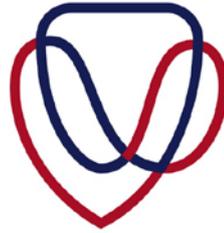
Your main dissertation / thesis should be in Adobe PDF format with embedded fonts, no password protection and security settings that allow printing. Consult your department on specific document organisation and styles. You are responsible for the appearance of your electronic thesis / dissertation in PDF. It will be uploaded exactly as you submit it.

For Kovescholar, use the following file naming convention:

SurnameInitials.pdf

For supplemental files or addenda, use:

SurnameInitialsSupplement01.xls or SurnameInitialsAddendum01.pdf



- Use the *Upload file & add another option* if you have any supplemental material and/or addenda not included in the PDF. **Important:** do not embed multimedia in the PDF. Rather upload multimedia files as supplemental files or addenda as you can upload different file formats on KovsieScholar.

You will now be able to review your submission. You can use this step to correct any mistakes.

The last step grants the University of the Free State the license to distribute your thesis or dissertation on our open access institutional repository, KovsieScholar.

- Select *I Grant the License* and click on *Complete submission*.

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You will receive an email confirming your submission. The KovsieScholar Team will review your submission and keep you up to date with its availability. Theses and dissertations are made available on KovsieScholar 6- 8 weeks after the graduation ceremony.

You will also receive a permanent URL via email for your thesis or dissertation.

Any queries can be sent to openaccess@ufs.ac.za or call 051 401 7869 and ask for Gadibolae Moshotloa.

