

Electronic Thesis & Dissertation (ETD) User Guide for cIRcle

Your ETD Submission Checklist:

- Register** for cIRcle Login
- Contact** the Faculty of Graduate Studies
- Steps 1-10 – **Submit** your ETD to cIRcle

IMPORTANT!

Have you submitted your completed thesis forms to the Faculty of Graduate Studies? If not, go to the [Final Dissertation & Thesis Submission](#) webpage on their website.

If you have already submitted your completed thesis forms to the Faculty of Graduate Studies, you can proceed with the next steps.

Register

- 1a. Go to circle.ubc.ca
- 1b. Click on “Register”

The screenshot shows the cIRcle website homepage. At the top, there is a navigation bar with the UBC logo, the tagline "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below this is a search bar with the text "All of cIRcle" and a "Go" button. To the left of the main content area is a sidebar with navigation options: "Browse" (All of cIRcle, Communities & Collections, Issue Date, Authors, Titles, Subjects), "My Account" (Login, Register), and "Questions?" (About cIRcle, Read our FAQs, Contact cIRcle). A blue callout bubble with the text "Step 1b." points to the "Register" link in the "My Account" section. The main content area features a large banner for "CIRCLE UBC's Information Repository" with the text "Your University Your Research". Below the banner is a "Welcome to cIRcle" message and a "News" section with three items: "cIRcle is expanding access to EOS at UBC", "Celebrating National Aboriginal Day and the Summer Solstice", and "Now available in cIRcle". To the right of the main content area are sections for "What is cIRcle?", "Who's contributing to cIRcle?" (listing various UBC departments and programs), and "Feeds" (with RSS and ATOM icons).

Register (continued)

- 1c. Enter your email address
- 1d. Go to your email account immediately to continue cIRcle account registration process. If you delay too long, you may receive an 'Invalid token' error message. If this occurs, please start the login registration process again from the beginning.

The screenshot shows the cIRcle website's registration page. At the top, there is a dark blue header with the UBC logo, the slogan 'a place of mind', and the text 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. Below the header is a search bar with the text 'All of cIRcle' and a 'Go' button. The main content area is titled 'New user registration' and includes a progress bar with the steps: 'Verify Email', 'Create Profile', and 'Finished'. Below the progress bar, there is a registration form with an 'Email Address' field, a 'Register' button, and a note: 'This address will be verified and used as your login name.' A blue callout bubble points to the 'Email Address' field with the text 'Step 1c.'

Contact

Once you have registered for your cIRcle login and set your password, **email the Faculty of Graduate Studies (FOGs)** at graduate.thesis@ubc.ca with your name and email address in the body of the email. Your email address needs to be the same email address that you entered in cIRcle.

TIP! If the Faculty of Graduate Studies has received your forms, your cIRcle account will be activated and you will receive an email confirming that you can now submit your thesis. If so, you can now submit your thesis electronically to cIRcle by following Steps 1-10 provided in this guide.

Choose a Login Method:

1. On the cIRcle homepage at circle.ubc.ca, click on “**Login**” under “My Account” in the left sidebar.
2. Next, click on the “**cIRcle Login**” button in the box.

*TIP! Use your cIRcle Login account. Do **not** use your CWL login account.*

The screenshot shows the cIRcle homepage with a dark blue header containing the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below the header is a search bar with the text "All of cIRcle" and a "Go" button, along with a link to "Advanced Search" and "cIRcle Home". The left sidebar has sections for "Browse" (All of cIRcle, Communities & Collections, Issue Date, Authors, Titles, Subjects), "My Account" (Login, Register), and "Questions?" (About cIRcle, Read our FAQs, Contact cIRcle). The main content area has a breadcrumb trail "cIRcle Home > Choose Login >" and a heading "Choose a Login Method". A blue tip bubble says "TIP!". Below this, it states "There are two ways of logging in to cIRcle, both of them equally valid:". Two boxes are shown: the left one has a "CWL Login" button and text "To login using your UBC Campus Wide Login, please click on the CWL button above."; the right one has a "cIRcle Login" button and text "To login using your email-based cIRcle login, please click on the cIRcle Login button above. First time user? [Register for a cIRcle login.](#)". Below these are sections for "Linking your CWL and your cIRcle login" and "Using your cIRcle login exclusively", both providing instructions for users.

Step 1. Login to your account:

1. On the cIRcle homepage at circle.ubc.ca, click on “Login” under “My Account” in the left sidebar.

TIP! At several stages in the upload process, you will be given the option to “Save and Exit” if you wish to complete the submission at another time.



The screenshot shows the cIRcle homepage. At the top, there is a dark blue header with the UBC logo, the text "a place of mind", "THE UNIVERSITY OF BRITISH COLUMBIA", and "UBC LIBRARY". Below the header is a search bar with the text "All of cIRcle" and a "Go" button. To the right of the search bar are links for "Go to Advanced Search" and "cIRcle Home".

On the left side, there is a sidebar with several sections:

- Browse**: All of cIRcle, Communities & Collections, Issue Date, Authors, Titles, Subjects.
- My Account**: Login, Register.
- Questions?**: About cIRcle, Read our FAQs, Contact cIRcle.

A blue callout bubble with the text "Step 1." points to the "Login" link in the "My Account" section.

The main content area features a large banner with the cIRcle logo and the text "UBC's Information Repository" and "Your Research". Below the banner is a "Welcome to cIRcle" section with a "News" tab selected. The news section contains three items:

- News: cIRcle is expanding access to EOS at UBC. Have you heard the news? There are two new EOS collections in cIRcle! Two collections...
- Top 3 Items: Celebrating National Aboriginal Day and the Summer Solstice. June 21st not only marks the beginning of the Summer Solstice but it also means...
- Did you know?: Now available in cIRcle. Some recent undergraduate papers from the GEOG 419 course have been added to cIRcle.

On the right side, there are two sections:

- What is cIRcle?**: cIRcle is the University of British Columbia's digital repository for research and teaching materials created by the UBC community and its partners. Materials in cIRcle are openly accessible to anyone on the web, and will be preserved for future generations.
- Who's contributing to cIRcle?**: A list of contributing entities including Faculties and Schools, Graduate Theses and Dissertations, Granting Agency Mandates, Institutes, Centres, Programs, Labs, Journals@UBC, Library, Office of the President, Offices of the Vice-Presidents, Students, UBC Affiliates, UBC and the 2010 Olympic and Paralympic Games, UBC Okanagan, UBC Press, and University Archives.

At the bottom right, there is a "Feeds" section with three RSS feeds: RSS 1, RSS 2, and ATOM.

Step 2a. Start a new submission:

Under "My Account" in the left sidebar, click on "Submissions".

The screenshot shows the UBC Library website. At the top, there is a navigation bar with the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below this is a search bar for "All of cIRcle" with a "Go" button and a link to "Advanced Search".

The left sidebar contains several menu sections:

- Browse**: All of cIRcle, Communities & Collections, Issue Date, Authors, Titles, Subjects.
- My Account**: Logout, Profile, Submissions. A blue callout bubble with the text "Step 2a." points to the "Submissions" link.
- Reporting Suite**: Content & usage analysis, Generate a Bibliography.
- File Conversion**: File Conversion.
- Questions?**: About cIRcle, Read our FAQs, Contact cIRcle.

The main content area features a large image of hands holding a small object. Below the image is a video player titled "Now available in cIRcle: IGH Resources". The video player shows a progress bar at 2/4 and a "News" button. Below the video player, there are several news snippets:

- "Now available in cIRcle: IGH Resources" with a link to "What is IGH?".
- "Celebrate Learning Week 2010 @ UBC with cIRcle" with a link to "Celebrate Learning is a week-long initiative held each autumn. The event seeks".
- "Open Access (OA) Week @ UBC – Day Five (Last Day)".

On the right side of the page, there are two informational sections:

- What is cIRcle?**: A paragraph explaining that cIRcle is the University of British Columbia's digital repository for research and teaching materials created by the UBC community and its partners.
- Who's contributing to cIRcle?**: A list of links for various UBC entities: Faculties and Schools, Graduate Theses and Dissertations, Granting Agency Mandates, Institutes, Centres, Programs, Labs, Journals@UBC, Library, Office of the President, Offices of the Vice-Presidents, Students, UBC Affiliates, UBC and the 2010 Olympic and Paralympic Games, UBC Okanagan, UBC Press, and University Archives.

Step 2b. Start a new submission:

Next, click on "Start a New Submission".



- All of cRcle
- Communities & Collections
- Issue Cate
- Authors
- Titles
- Subjects
- My Account
- Logout
- Profile
- Submissions
- Reporting Suite
- Content & usage analysis
- Generate a Bibliography
- File Conversion
- File Conversion

[cRcle Home](#) > [Submissions](#) >

Submissions & workflow tasks

Unfinished submissions

These are incomplete item submissions. You may also start another submission.



	Title	Collection	Submitter
<input type="radio"/>	Testv Test	UBC and the 2010 Olympic and Paralympic Games: Coursework	email:Tara Stephens
<input type="radio"/>	Untitled	UBC and the 2010 Olympic and Paralympic Games: Research	email: Tara Stephens
<input type="checkbox"/>	sdqdsdq	UBC and the 2010 Olympic and Paralympic Games: Coursework	email: Tara Stephens

[Remove selected submissions]

- About cRcle
- Read our FAQs
- Contact cRcle

Step 3. Select a collection:

3. Under "Item Submission", click on **“Select a collection”** from the drop-down menu and select **“Electronic Theses and Dissertations (ETDs) 2008+”**. Click on **“Next”** to continue.

The screenshot displays the UBC Library cIRcle website interface. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks', along with a search bar. The main header features the UBC logo and the text 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below the header, the cIRcle logo and a search bar are visible. The left sidebar contains a navigation menu with categories: 'Browse', 'My Account', 'Reporting Suite', 'Generate a Bibliography', 'File Conversion', and 'Questions?'. The main content area is titled 'Item submission' and includes a breadcrumb trail: 'cIRcle Home > Item submission >'. A blue callout bubble labeled 'Step 3.' points to the 'Select a collection' dropdown menu, which is currently set to 'Select a collection...'. Below the dropdown is a 'Next' button.

Step 4a. Describe the item:

Fill in all of the **required** fields. Required fields will display in red if you do not fill them in and you will be prompted to complete this step before continuing the submission process. You may also fill in the optional fields if desired. When you have finished, click on “Next” to continue.

TIP! If there are special characters such as diacritics, symbols, etc. in your title or abstract, you can enter them in cIRcle by following the instructions in [Entering Special Characters](#) on the Faculty of Graduate Studies website at: <http://www.grad.ubc.ca/current-students/final-dissertation-thesis-submission/circle-instructions>.

UBC a place of mind THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY

cIRCLE All of cIRcle This Collection Go to Advanced Search cIRcle Home

Browse All of cIRcle Communities & Collections Issue Date Authors Titles Subjects This Collection Issue Date Authors Titles Subjects

My Account Logout Profile Submissions

Reporting Suite Usage analysis Content analysis

Generate a Bibliography Generate a Bibliography

File Conversion File Conversion

Questions? About cIRcle Read our FAQs Contact cIRcle

cIRcle Home > Graduate Theses and Dissertations > Electronic Theses and Dissertations (ETDs) 2008+ > Item submission >

Item submission

Describe → Describe → Upload → Duplicate Check → Review → License → License → Complete

Describe Item

Author: Lastname Firstname
Lastname, e.g. Smith Firstname(s) e.g. Donald John
Enter the name of the thesis author. This must be the same as the name on the student record. [REQUIRED]

Title: Enter the title of the thesis in sentence case
Important: ENTER THE THESIS TITLE IN SENTENCE CASE. Only capitalize the first letter of the title, proper names (people, places) and acronyms. DO NOT capitalize any other words and do not capitalize the first letter of a subtitle (i.e. after a colon). Also, do not use scientific formulas, Greek letters, symbols or abbreviations; spell them out if they are part of the title (e.g. Epsilon theta delta: sorority for leaping lemurs). [REQUIRED]

Language: English
Select the primary language of the thesis. If the language does not appear in this list, please select 'Other'. [REQUIRED]

Abstract: Enter the thesis abstract here.
Enter the thesis abstract (maximum of 360 words). [REQUIRED]

Save & Exit Next >

Step 4a.

Step 4b. Describe the item:

Select the correct information from the drop-down menus for the **required** fields. When you have finished, click on "Next" to continue.

TJPI Your "Graduation Date" is the season in which you will formally be granted your degree and invited to convocation ceremonies. It will be either spring or fall.

UBC a place of mind THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY

ciRcle All of ciRcle This Collection Go to Advanced Search ciRcle Home

ciRcle Home > Graduate Theses and Dissertations > Electronic Theses and Dissertations CETDsI2008+ > Item submission >

Item submission

Describe | Upload | Duplicate Check | Review | License | License

-->

Describe item

Degree: ... Select Degree ...
Select the degree level. [REQUIRED]

Program: ***Select Program***
Select the program. [REQUIRED]

Campus: ... Select Campus ...
Select the campus. [REQUIRED]

Graduation Date: ... Select Graduation Date ...
Select the graduation date. [REQUIRED]

Copyright Date: ... Select CoPright Date ...
Select the year of copyright from the title page of the thesis. [REQUIRED]

< Previous | Save & Exit | Next >

Step 5. Upload your thesis file:

Before uploading your thesis file, make sure that you have saved the file name using all lower case and in the format shown directly below:

- * ubc_gradyear_gradseason_lastname_firstname.pdf
- * E.g.: ubc_2010_spring_houdini_harry.pdf

Next, click on the "**Browse**" button and locate the file on your computer. Then, click on "**Upload**". Verify that you have uploaded the correct file. When you have finished, click on "**Next**" to continue.

*TIP! If you uploaded the wrong file, select the file you want to remove under "Files Uploaded" then click on "**Remove selected files**". Repeat Step 5 to upload your correct file.*

UBC a place of mind THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY

cIRCLE This Collection Go Go to Advanced Search cIRcle Home

Browse
All of cIRcle
Communities &
Collections
Issue Date
Authors
Titles
Subjects
This Collection
Issue Date
Authors
Titles
Subjects

My Account
Logout
Profile
Submissions

Reporting Suite
Usage analysis
Content analysis

Generate a Bibliography
Generate a Bibliography
File Conversion

File Conversion
Questions?
About cIRcle
Read our FAQs
Contact cIRcle

cIRcle Home > Graduate Theses and Dissertations > Electronic Theses and Dissertations (ETDs) 2008+ > Item submission >

Item submission

Describe → Describe → Upload → Duplicate Check → Review → License → License → Complete

Step 5.

Upload File(s)

File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.
The file name must be in the following format, all lower case:
ubc_gradyear_gradseason_lastname_firstname.pdf
Example: ubc_2010_spring_houdini_harry.pdf

File Availability:

Public

Embargo - File private until: Jul 8 2011

Configure the preferred embargo settings for the uploaded file.
Either request public access for the uploaded file, or configure the date when the uploaded file will become publicly available.
Please be aware that an embargo will be applied after approval of an administrator. The uploaded file will remain private until the embargo is approved.

Files Uploaded

Primary	File	Size	Description	Format	Embargo
<input type="checkbox"/>	ubc_gradyear_gradseason_lastname_firstname_.pdf	7616 bytes	Unknown	application/pdf (Supported)	Public

File checksum: MD5:c9e38bfff6295f7a170efd53fc7973613

< Previous Save & Exit Next >

Step 6. Potential Duplicates:

The system automatically checks for duplicate items in the database. The statement on the screen should read, “No potential duplicates found.” Click on “Next” to continue.

TIP! This quality assurance check makes sure that there are no duplicate submissions already archived in cIRcle. If the statement indicates the presence of a duplicate, email the cIRcle Office at ubc-circle@interchange.ubc.ca for assistance.

The screenshot shows the cIRcle submission interface. At the top, there is a navigation bar with the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below this is a search bar with "All of cIRcle" and a dropdown menu set to "This Collection". A "Go" button and a link to "Advanced Search" are also present. The main content area is titled "Item submission" and displays a progress bar with the following steps: Describe, Describe, Upload, Duplicate Check, Review, License, License, and Complete. The "Duplicate Check" step is highlighted, and a callout bubble labeled "Step 6." points to the text "Potential duplicates: (0) No potential duplicates found." Below this, there are navigation buttons: "< Previous", "Save & Exit", and "Next >". The left sidebar contains various menu items such as "Browse", "My Account", "Reporting Suite", "Generate a Bibliography", "File Conversion", and "Questions?".

Step 7. Review Submission:

Under each of the “Describe Item” sections, verify that the information entered into all of the metadata fields is correct. Click on “Next” if there are no changes.

TIP! If you need to change the metadata in one of the fields, click on “Correct one of these”. This will allow you to return to the relevant section to make changes. Be sure to click on “Next” after making any correction(s) to ensure the changes have been saved. To navigate through the Item submission sequence, simply use the tabs labelled, “Describe”, “Upload”, “Duplicate Check”, etc. that appear at the top of the Item submission page.

The screenshot displays the UBC Library Item Submission interface. At the top, the navigation bar includes the UBC logo, the motto "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below this is the cIRole search bar with "All of cIRole" and "This Collection" dropdowns, and a "Go" button. The main content area is titled "Item submission" and shows a breadcrumb trail: "cIRole Home > Graduate Theses and Dissertations > Electronic Theses and Dissertations (ETDs) 2008+ > Item submission". A progress bar at the top of the submission area shows the following steps: Describe, Describe, Upload, Duplicate Check, Review, License, License, and Complete. The "Review Submission" section contains three "Describe Item" forms. The first form has fields for Author (Lastname, Firstname), Title (Enter the title of the thesis in sentence case), Language (English), and Abstract (Enter the thesis abstract here). The second form has fields for Degree (Doctor of Philosophy - PhD), Program (Adult Education), Campus (UBC Vancouver), Graduation Date (Spring 2011), and Copyright Date (2011). The third form shows an uploaded file: "ubc_gradyear_gradseason_lastname_firstname_.pdf - Adobe PDF (Known)". Each form has a "Correct one of these" button. A "TIP!" callout points to the "Correct one of these" button in the first form. At the bottom, there are buttons for "< Previous", "Save & Exit", and "Next >".

Step 8a. Add a Creative Commons License (Optional):

To select a Creative Commons License, click on the **“Proceed to Creative Commons website to select a license”** button and follow the instructions. If you do not want to add a Creative Commons License, then click on **“Next”** to proceed to Step 9 in the submission process.

TIP! Creative Commons Licenses govern what people who access your work may then do with it. If you proceed to the Creative Commons website, you may see one or both of the following messages:

Message 1: “Security Warning: Although the page is encrypted, the information you have entered is to be sent over an unencrypted connection and could easily be read by a third party. Are you sure you want to continue sending this information?”

--Click on **“Continue”** to go to the Creative Commons License website.

Message 2: “This web page is being redirected to a new location. Would you like to resend the form data you have typed to the location?”

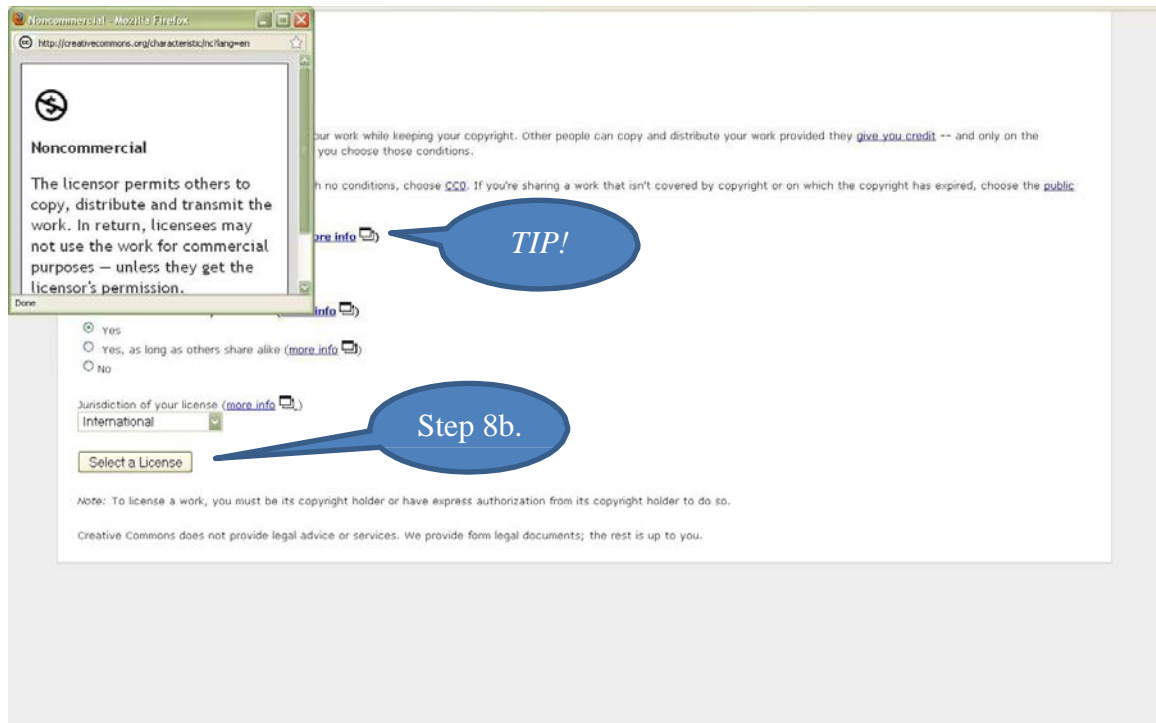
--Click on **“OK”** to proceed.

The screenshot shows the UBC Library cIRcle submission interface. At the top, the UBC logo and 'a place of mind' slogan are visible, along with 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. Below the header, the cIRcle logo and search bar are present. The main content area is titled 'Item submission' and includes a progress bar with steps: Describe, Describe, Upload, Duplicate Check, Review, License, License, and Complete. A section titled 'Creative Commons License' contains the following text: 'You retain full copyright to your thesis. Optionally, you may add a Creative Commons License to your thesis. Creative Commons licenses help you keep your copyright while allowing certain uses of your work - 'some rights reserved'. This makes it easier for people to share and build upon the work of others, consistent with the rules of copyright. To select a Creative Commons license click the button below. You will be taken to the Creative Commons website, where you will be presented with several licensing options. After selecting a license, click on 'proceed' on the following screen and you will be returned to this page.' A button labeled 'Proceed to Creative Commons website to select a license' is highlighted with a blue callout bubble containing the text 'Step 8a.'. Below this is a form area with the text 'License: no creative commons license selected' and navigation buttons for '< Previous', 'Save & Exit', and 'Next >'.

Step 8b. Complete your Creative Commons License:

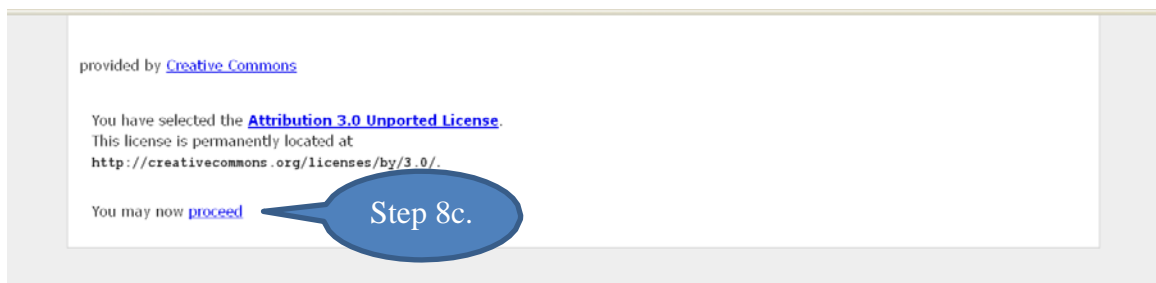
On the Creative Commons License website, choose the type of license you prefer and click on “**Select a License**”.

*TIP! To help you decide which license to use, click on the “**More Info**” link for each license type to learn more about conditions of use.*



Step 8c. Complete your Creative Commons License:

After selecting your Creative Commons License, click on the “**You may now proceed**” link at the bottom of the screen. This will automatically return you to your unfinished submission in cIRcle.



Step 9. Preview your Creative Commons License in cIRcle:

Under the “Creative Commons License” section, you will now see the Creative Commons License you just created with its associated hyperlink next to the “License” field in cIRcle. If you do not wish to make any changes, click on “Next” to proceed to the last phase of the submission process.

TIP! To delete the Creative Commons License, click on the “Remove this Creative Commons License” button.

The screenshot displays the cIRcle submission interface. At the top, the UBC Library logo and navigation bar are visible. The main content area shows the submission progress: Describe → Describe → Upload → Duplicate Check → Review → License → License → Complete. The 'Creative Commons License' section contains the following text: "You retain full copyright to your thesis. Optionally, you may add a Creative Commons License to your thesis. Creative Commons licenses help you keep your copyright while allowing certain uses of your work - 'some rights reserved'. This makes it easier for people to share and build upon the work of others, consistent with the rules of copyright. To select a Creative Commons license click the button below. You will be taken to the Creative Commons website, where you will be presented with several licensing options. After selecting a license, click on 'proceed' on the following screen and you will be returned to this page." Below this text is a button labeled "Proceed to Creative Commons website to select a license" with a callout bubble saying "Step 9.". Underneath, the license URL is shown as <http://creativecommons.org/licenses/by-nc-nd/3.0/>. A button labeled "Remove this Creative Commons License" has a callout bubble saying "TIP!". At the bottom, there are navigation buttons: "< Previous", "Save & Exit", and "Next >".

Step 10. Complete the UBC Thesis Non-Exclusive Distribution License:

This is the final step in the submission process. The distribution license permits cIRcle to make your work available via the Web but you, as the author/creator, retain the copyright. Once you have read the license agreement, click on the box beside the statement, “**I Grant the License**”. Then, click on the “**Complete submission**” button.

Once you have made your submission, the final screen will indicate that the submission was successful.

The screenshot shows the cIRcle submission interface. At the top, there is a navigation bar with the UBC logo, the text "a place of mind", "THE UNIVERSITY OF BRITISH COLUMBIA", and "UBC LIBRARY". Below this is a search bar with "All of cIRcle" and "This Collection" dropdowns, a "Go" button, and a link to "Advanced Search". The left sidebar contains navigation menus for "Browse", "My Account", "Reporting Suite", "Generate a Bibliography", "File Conversion", and "Questions?". The main content area is titled "Item submission" and shows a progress bar with steps: Describe, Upload, Duplicate Check, Review, License, and Complete. The "License" step is highlighted. Below the progress bar is the "Distribution License" section, which includes a text box with the license agreement and a checkbox labeled "I Grant the License". A blue callout bubble points to this checkbox with the text "Step 10.". At the bottom, there are buttons for "< Previous", "Save & Exit", and "Complete submission".

Congratulations! You have now completed your cIRcle submission!

IMPORTANT!

It may take up to two business days for your thesis to be reviewed. When the Faculty of Graduate Studies has reviewed and approved your thesis, you will receive an email notification. Your thesis has not been approved until you receive this email.

Last revised July 12, 2011