SUBMITTABLE

Instruction Manual 2024
Create an account

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Always use your uconn.edu email account
And sign in using the Single Sign On button
When returning, login in with your uconn.edu email and click the “use Single Sign On” button. Use of the UConn Single sign on, requiring your NetID and password will allow you to be authenticated and directed to the correct location for submission, resubmission or review.
Click on the appropriate link for your submission.
Guidelines for Submission

Guidelines for Thesis submission

Guidelines for Dissertation submission

Submission Guidelines for Master’s Theses

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Follow the Instructions for submission

Have the required information available and complete the submission form

**Thesis**
- 1. Full text of your thesis in PDF format
- 2. Abstract (optional)
- 3. Supplementary Files (images, sound, etc.) that are an integral part of the thesis, but not part of the full text.
- 4. Major and Associate Advisors Name(s).
- 5. Field of Study. You must choose from the supplied list.
- 6. Keywords (optional)

**Dissertation**
- 1. Full text of your dissertation in PDF format.
- 2. Abstract
- 3. Supplementary Files (images, sound, etc.) that are an integral part of the dissertations, but not part of the full text.
- 4. Major and Associate Advisors Name(s).
- 5. Field of Study. You must choose from the supplied list.
- 6. Keywords (optional, but recommended)
Complete the form

Be sure to check the I Accept Submission Terms button

Icon will appear to indicate successful upload. Use “Choose Files” button to add supplementary materials. Click “Submit” when finished.
You will receive an email confirming your submission.

Staff will review your submission and respond by email to inform you of

- Congratulations on a successful submission, or
- Corrections that need to be made

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Note: It is the student’s responsibility to monitor their uconn.edu email until notified that their submission has been accepted and approved.
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The email detailing necessary revisions will have a link in the lower left corner which will direct you to your submission, once you have logged in with your uconn.edu email.

Your original submission will be open for editing (Editable). Click on the Forms button and then the Edit button next to your submission.
Delete your original submission and upload the revised version.

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