



## MAKERERE UNIVERSITY LIBRARY

### GUIDELINES FOR ELECTRONIC THESIS AND DISSERTATION SUBMISSION

#### A) Postgraduate Dissertations Repository:

The online submission of postgraduate dissertations is simple and straightforward:

1. Prepare for submission by scanning the signed declaration and approval pages. Ensure to replace the unsigned declaration and approval pages with the ones that you have scanned. Then convert your FINAL report/dissertation from a word document into a PDF. (If you need assistance in this you may visit the Digitisation section at the Main Library, 3rd Floor).
2. Go to <http://makir.mak.ac.ug/register> to create an account in the online system. Follow instructions on the page.
3. Send email to [makir@mulib.mak.ac.ug](mailto:makir@mulib.mak.ac.ug) indicating your Name, Department, School and College. Alternatively submit these details to the Digitisation Section, Main Library (3rd floor).
4. Wait 1 – 3 days to receive an email confirming that you have been granted submission rights or visit the Digitisation Section, Main Library for this to be done.
5. Go to <http://makir.mak.ac.ug/password-login>
6. Enter your email address and password
7. On the right-hand menu click “Submissions”
8. Click “Start a new submission”
9. Enter bibliographic details in the form use “next” button to move to other pages of the form.
10. Click “Choose file” to locate your dissertation file from your computer
11. Click the check box next to “I grant license”
12. Click “Complete submission” button
13. Watch for a confirmation message that reads “Submission complete: Your submission will now go through the review process...”
14. On the right-hand menu, click “Submissions”. The submitted item should be listed under “Submissions being reviewed” with a status “Awaiting editor’s attention”.
15. Logout

NB:

- a. Your submission will be shortly reviewed before being approved for online visibility. Only metadata will be visible online. Download of full-text will remain in restricted access to authorised academic staff only.
- b. You will receive an email from the repository to confirm that your submission has been accepted and archived. Use that email for clearance at the College and Main Libraries.
- c. For support you may physically visit your College Library or the
- d. Digitisation Section, Main Library (3rd floor)

## **B) Undergraduate Dissertations Repository:**

The online submission of undergraduate dissertations is simple and straightforward:

1. Prepare for submission by scanning the signed declaration and approval pages. Ensure to replace the unsigned declaration and approval pages with the ones that you have scanned. Then convert your FINAL report/dissertation from a word document into a PDF. (If you need assistance in this you may visit the Digitisation section at the Main Library, 3rd Floor).
2. Go to <http://dissertations.mak.ac.ug/register> to create an account in the online system. Follow instructions on the page.
3. Send email to [makir@mulib.mak.ac.ug](mailto:makir@mulib.mak.ac.ug) indicating your Name, Department, School and College. Alternatively submit these details to the Digitisation Section, Main Library (3rd floor).
4. Wait 1 – 3 days to receive an email confirming that you have been granted submission rights or visit the Digitisation Section, Main Library for this to be done.
5. Go to <http://dissertations.mak.ac.ug/password-login>
6. Enter your email address and password
7. On the right-hand menu click “Submissions”
8. Click “Start a new submission”
9. Enter bibliographic details in the form use “next” button to move to other pages of the form.
10. Click “Choose file” to locate your dissertation file from your computer
11. Click the check box next to “I grant license”
12. Click “Complete submission” button
13. Watch for a confirmation message that reads “Submission complete: Your submission will now go through the review process...”
14. On the right-hand menu, click “Submissions”. The submitted item should be listed under “Submissions being reviewed” with a status “Awaiting editor’s attention”.
15. Logout

NB:

- a. Your submission will be shortly reviewed before being approved for online visibility. Only metadata will be visible online. Download of full-text will remain in restricted access to authorised academic staff only.
- b. You will receive an email from the repository to confirm that your submission has been accepted and archived. Use that email for clearance at the College and Main Libraries.
- c. For support you may physically visit your College Library or the
- d. Digitisation Section, Main Library (3rd floor)