Instructions for submitting thesis to PSU Knowledge Bank

1. Go to PSU Knowledge Bank website http://kb.psu.ac.th/psukb/ click sign on to and then click My PSU Knowledge Bank

Click on
My Psu Knowledge Bank
2. Enter your PSU Passport’s username and password to log in to PSU Knowledge Bank

Log In to PSU Knowledge Bank

Please enter your username and password into the form below:

Username: [Input]

or Email address:

Password: [Input]

Log In
3. Start your new submission: Click on **Start a New Submission** button for your new submission. You can also check **View Accepted Submission** to check your previous submission status if available.
4. Select Collection: click on the arrow at the right of the drop-down box to see a list of collections. Select the right collection one for your thesis. Click on the next button.

Submit: Choose Collection

Select the collection you wish to submit an item to from the list below, then click "Next".

Collection: Faculty of Environmental Management > 820 Environmental Management > 820 Thesis

Go to
PSU Knowledge Bank Home
My PSU Knowledge Bank
5. Describe your thesis on this fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Describe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authors</td>
<td>For foreigner : Enter the lastname in the first box and the firstname in the second box.</td>
</tr>
<tr>
<td>Advisors</td>
<td>For foreigner : Enter the lastname in the first box and the firstname in the second box.</td>
</tr>
<tr>
<td>Title</td>
<td>Enter the main title of your thesis.</td>
</tr>
<tr>
<td>Other titles</td>
<td>Enter the translated titles if available.</td>
</tr>
<tr>
<td>Date of issue</td>
<td>Only the year appear at the thesis’s cover.</td>
</tr>
<tr>
<td>Publisher</td>
<td>Enter Prince of Songkla University</td>
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<tr>
<td>Type</td>
<td>Select Thesis</td>
</tr>
<tr>
<td>Language</td>
<td>Select English</td>
</tr>
<tr>
<td>Subject/ Keywords</td>
<td>Enter appropriate keywords and search terms that best described your item.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter your degree, majoring subject and year of completion</td>
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<td></td>
<td>Examples :</td>
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<tr>
<td></td>
<td>Master of Science (Ecology(International program)), 2015</td>
</tr>
<tr>
<td></td>
<td>Doctor of Philosophy (Organic Chemistry), 2015</td>
</tr>
</tbody>
</table>
For Thai: Enter first name and surname in the first box.
Enter the standard citation for the previously issued instance of this item.

Citation

Enter the series and number assigned to this item by your community.

Series/Report No.  
Series Name  Report or Paper No.  

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

Identifiers  ISSN  

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Type  
- Software  
- Technical Report  
- Thesis  
- Video  
- Working Paper  
- Other

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

Language  English  

Cancel/Save  Next >
Click on Add More button, to enter more than one subjects or keywords.
6. Select a file: Click on the **Select a file or drag & drop files** to select your files for submission. Your thesis must be rendered into a single PDF file for submission and a file name is your student ID.
7. File Uploaded Successfully: Your selected file will be displayed.

Submit: File Uploaded Successfully

Your file was successfully uploaded.

The table below shows the files which have been uploaded for this item.

<table>
<thead>
<tr>
<th>Primary bitstream</th>
<th>File</th>
<th>Size</th>
<th>Description</th>
<th>File Format</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>409441.pdf</td>
<td>2174507 bytes</td>
<td>None</td>
<td>Adobe PDF (known)</td>
</tr>
</tbody>
</table>

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. Click here for more information.
8. Verify submission: recheck all information and edit by clicking on the correct one of these button on the right, or use the button in the progress bar at the top of the page to move back through the submission pages.
9. License: If you agree to submit and publish in PSU Knowledge Bank, Click on I **grant the license** button. If no, your item will be held in PSU Knowledge Bank.
10. Submission complete: your item will be sent to administrator for approval. An email will be sent to you when your item successfully become part of the collection. You can check the status of your submission by going to your My PSU Knowledge Bank page.

Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My PSU Knowledge Bank page.

Go to My PSU Knowledge Bank
Community and Collections

Submit another item to the same collection