

Marshall University
Electronic Theses and Dissertation Policy

November 2001

Electronic Theses and Dissertations Committee
Marshall University Graduate College
Huntington and Charleston, West Virginia

General Principles

Marshall University Graduate Students who prepare a thesis or dissertation as part of their graduate program have the responsibility to meet the general Graduate College requirements for such works, presenting to the major professor for final approval a well-written manuscript that is free from error. Copies of the thesis or dissertation submitted to the Graduate College must be of professional quality. The text and any tables, figures and graphics must be sufficiently clear, sharp, and large enough to be easily readable in print and electronic formats, and suitable for microfilming, photo-duplication or other means of reproduction.

Beginning the Fall Semester 2001 all theses and dissertations written in partial fulfillment of the requirements for any master's or doctoral degree conferred by the Graduate College of Marshall University must be submitted electronically (ETD). Exceptions to filing electronically must be approved by the Office of the Graduate College.

Theses and dissertations submitted electronically will ordinarily be available world wide through the University Libraries on-line public catalog and/or other University internet services, unless the graduate student elects to have the ETD temporarily restricted.

University Computing Services will provide sufficient server space to house ETDs, insuring that they are readily accessible electronically by users and that ETDs are properly archived in perpetuity through normal and accepted operational procedures.

Electronic Thesis and Dissertation Program

The Electronic Thesis and Dissertation Program is a project sponsored by the Monticello Library Project, a division of Southeastern Universities Research Association, Inc. (SURA) and the Fund for the Improvement of Postsecondary Education (FIPSE). Electronic theses and dissertations are usually called ETDs. The Project Team is based at Virginia Polytechnic Institute and State University (Virginia Tech), which took the lead in development of the ETD and was the first university to make the submission of theses and dissertations mandatory. Participating institutions in the ETD program are members of Network of Digital Libraries of Theses and Dissertations (NDLTD), which currently has 120 members, including Marshall University.

Marshall University's ETD goals are:

1. Marshall University graduate students, in fulfilling the requirements of the Graduate College for granting master's and doctoral degrees, will learn to research, write, prepare and submit their own thesis or dissertation electronically, creating an ETD.
2. Marshall University Informational Technology, which includes the MU Libraries and MU Computer Services, will collect, catalog, archive, and make ETDs accessible to scholars.

3. Marshall University will maintain membership in the Network of Digital Libraries of Theses and Dissertations (NDLTD).

4. Through an ETD program, Marshall University will seek to improve graduate education by more effectively sharing with others the research and writing of graduate students.

5. Marshall University will seek to fully utilize technology to enhance graduate research and writing in producing theses and dissertations

Marshall University also supports NDLTD program objectives:

- Improve graduate education by allowing students to produce electronic documents, use digital libraries, and understand issues in publishing,
- Increase the availability of student research for scholars and to preserve it electronically,
- Make submission and handling of theses and dissertations less costly and more efficient,
- Empower students to convey a richer message through the use of multimedia and hypermedia technologies,
- Empower universities to unlock their information sources, and
- Advance digital library technology.

ETD Program and Bell & Howell Information and Learning Center

Bell & Howell Information and Learning Center (formerly UMI) has led the effort to archive and provide access to theses and dissertations worldwide. As with paper documents, Marshall University sends ETDs to Bell & Howell Information and Learning Center for archiving. This will provide an added level of security to ensure archival protection as the firm has a stated commitment to provide a parallel system (microfilm and digital), along with the assurance that as technology changes dictate, the ETDs will be reformatted and preserved on whatever medium is deemed appropriate according to future standards.

ETD and Copyright and Patent Policies

ETDs fall under the appropriate provisions of Marshall University's *Copyright Policy* and *Patent Policy*.

ETD Levels of Access

Graduate students must select one of three level access for an ETD:

WORLDWIDE: ETDs are accessible through University Libraries's on-line public catalog and other webpages to everyone without restriction. In the past all Marshall University theses and dissertations were in this category, because the circulating copy in the University Libraries could be used and/or checked out without restriction.

CAMPUS ONLY: ETDs are restricted to computers that are only at Marshall University. This option lasts for two years, after which time an ETD reverts to Worldwide access, unless the student requests a one-time extension of one year. This request must be submitted by the first of December two years following the submission of the ETD.

RESTRICTED: For the two years following the submission of an ETD no one will be allowed access to the full text of an ETD; only the Abstract will be accessible. After two years the ETD will revert to worldwide access, unless the student requests a one-time extension of one year. This request must be submitted by the first of December two years following the submission of the ETD.

Recommended Formats for Theses/Dissertations

Marshall University has standardized the use of Microsoft Word. If the students desires support and assistance from Computing Services, theses/dissertations should be written with this word processing program. If a student decides to use another wordprocessor, such as WordPerfect, Computing Services will not provide support or assistance to these programs.

Adobe Acrobat's Portable Document Format (.pdf) is recommended for the body of the electronic text, since it retains all format codes and graphic images, appearing as the original paper document. In addition .pdf files can be indexed and searched by keywords. The University will provide training and assistance in the conversion process to .pdf. Both Microsoft Word and WordPerfect files can be easily converted to .pdf files.

If the Portable Document Format (.pdf) is not used, the student will have to justify the use of another format, and insure that it is supported by such normal World Wide Web browsers as Microsoft Explorer and Netscape Navigator.

ETDs allow for the inclusion of multimedia formats, including graphic images, as well as audio and video images. When possible, the student should use well-accepted formats, such as bmp, .gif, .tiff, or .jpg, etc., for graphic images; .mpeg for video; and .wav for audio. Graphic images should be at the highest possible resolution. If proprietary software is used, a viewer that does not require the user to purchase additional software must be included with the ETD file.

Training and Assistance

Marshall University will provide graduate faculty and students with training and assistance in preparing theses and dissertations for electronic submission. This training will include workshops and other training opportunities to be given by Computing Services. The schedule of these

workshops will be posted on the ETD WebPage.

Additionally, assigned Computing Services personnel and members of the ETD Committee will be available to provide assistance at an individual level.

The University will also provide Adobe Acrobat for converting theses and dissertations into .pdf format for submission as ETDs. Copies of this program will be mounted on computer lab personal computers for student use. Assistance in conversion will also be made available in the Center for Instructional Technology on the fourth floor of the Drinko Library and at the through Computing Services at the MUCG Library on the South Charleston campus.

The Electronic Theses and Dissertations Committee (ETDC)

The Electronic Theses and Dissertations Committee (ETDC) administers Marshall University's ETD Program. It has a chair, who supervises the activities of the committee. The Chair's responsibilities include, but are not limited to: conducting regular meetings, coordinating ETD training and assisting activities; reviewing regularly the ETD WebPage's content, and provide timely communication with ETDC members, etc.

The ETDC is made up of members as required, including: Dean of the Graduate College; Director of Instructional Technology, Curator of Special Collections, representatives from the Library Cataloging Department, the Marshall University Graduate College Library, Computing Services and the graduate faculty. One of the Committee serves as the ETD webmaster.

ETD WebPage

The Electronic Theses and Dissertations Committee maintains a ETD WebPage. This page includes all necessary information for preparing and submitting theses and dissertations electronically, including all necessary forms. This page will be maintained by the ETDC webmaster.