

## Steps in Submitting an ETD

An Electronic Thesis or Dissertation (ETD) is similar to a bound thesis/dissertation. However, instead of printing a hard copy on a laser or inkjet printer, the thesis/dissertation is printed to a Portable Document Format file (.pdf) and saved for electronic submission to the Graduate College. Submitting the .pdf version is done electronically through the on-line “ETD Submission Form.” ETDs are suitable for machine archives and can be viewed on the World Wide Web (WWW).

The following are the steps required for submitting your thesis/dissertation electronically.

**Step 1:** Write your thesis/dissertation under the direction of your advisor and committee. Copies of thesis and dissertation templates are available on the ETD Webpage ([www.marshall.edu/etd/templates.html](http://www.marshall.edu/etd/templates.html)). NOTE: You are **not** required to use these templates; they are only provided to assist you. However, your thesis/dissertation should follow the format used in the templates. Your department may also have thesis/dissertation format requirements.

**Step 2:** In the semester in which you intend to submit your thesis/dissertation for graduation, submit the Application for Comprehensive Assessment and Graduation ([www.marshall.edu/etd/pdf/GraduateApplication-4.pdf](http://www.marshall.edu/etd/pdf/GraduateApplication-4.pdf)), which must be accompanied by a receipt for the Diploma Fee (\$50 for master’s degree or \$100 for doctoral degree) from the Bursar’s Office. The application deadline can be found on the ETD Webpage ([www.marshall.edu/etd/submit-dates.html](http://www.marshall.edu/etd/submit-dates.html)) or in the Graduate College Catalog’s calendar.

**Step 3:** Submit a final draft of the thesis/dissertation to your advisor by the due date. The date can be found on the ETD Webpage ([www.marshall.edu/etd/submit-dates.html](http://www.marshall.edu/etd/submit-dates.html)) or in the Graduate College Catalog’s calendar

**Step 4:** Defend your thesis/dissertation before your committee.

**Step 5:** Make any changes to your thesis or dissertation as recommended by your committee.

**Step 6:** After passing your oral defense and making any changes to your thesis/dissertation, have your committee members sign the ETD Signature Form (copy at [www.marshall.edu/pdf/ETD-signatureform.pdf](http://www.marshall.edu/pdf/ETD-signatureform.pdf)).

**Step 7:** Print paper copies of your thesis/dissertation’s title page and abstract page for submission to UMI.

**Step 8:** Convert the final version of your thesis/dissertation to .pdf and save it. This can be done using MS Word or Adobe Acrobat, both of which are available on computers in the MU Computer Labs. Be sure to check for the following:

- Did you name the main file in the proper format? (lastname-firstname-year-degree.pdf—e.g., doe-john-2000-ma.pdf).
- Is the ETD file name in lower case letters?
- Check that the ETD has the proper pagination format: title page (no page number), abstract page (no page number), other preliminary pages (lower case Roman page numbers); main body (Arabic page numbers, beginning with 1 and numbered consecutively to the end, including any appendices).
- Does the Table of Contents match the actual text in the main body, and do the page numbers match?
- Are all internal and external multimedia objects and files linked and ready for submission?
- Have you checked for missing pages, poor font translation, and other anomalies?
- Have you made Bookmarks for ease of navigation in your ETD? You can only do this with Adobe Acrobat.

Make corrections to the ETD, if needed, and re-save the corrected version under the same file name.

**Step 9:** Submit your thesis or dissertation electronically following the instructions provided online:

- Access the ETD Submission Form on the ETD WebPage ([www.marshall.edu/etd/submit-form.asp](http://www.marshall.edu/etd/submit-form.asp)).
- Fill in the required information on the ETD Submission Form. (You will need to insert a copy of your abstract into the form. Do not include the title and your name with the abstract).
- After filling in the ETD Submission Form, up-load the .pdf copy of your thesis/dissertation.
- You will be notified by e-mail that your ETD has been successfully uploaded.
- **NOTE:** Successful submission of your ETD does not mean that the Graduate College has approved your thesis/dissertation.

**Step 10:** Pay the ETD Thesis and Dissertation Processing Fee (\$10) at the Bursar's Office and obtain a receipt.

**Step 11:** Submit the following to the office of the Graduate College, Old Main 113. Copies of

all forms are on the ETD Webpage (<http://www.marshall.edu/etc/submit-forms.html>).

- A check (\$10) made out to Marshall University for the ETD Thesis and Dissertation Processing Fee, or a Bursar's receipt for this purpose
- The signed [ETD Signature Page](#)
- A copy of your Thesis/Dissertation title page (for submission to UMI)
- A copy of your abstract page (for submission to UMI)
- The completed and signed [UMI Thesis Agreement Form](#) or [UMI Dissertation Agreement Form](#).
- Money order or certified check (\$55 for thesis, or \$65 for dissertation) made out to UMI (microfilming fee). The \$55 thesis fee is required even if you have been given an exemption from electronic submission of your thesis.
- Completed [Survey of Earned Doctorates Form](#) (doctoral candidates only)
- Money order or certified check (\$65) to UMI for copyright service (**This is optional** - MU does **NOT** require copyright of ETDs) You may want to use the [ProQuest Copyright Form](#) to apply for copyright for your ETD.

**Step 12:** Graduate College readers will read the thesis/dissertation, note any corrections to be made, and will return the thesis/dissertation to you with corrections noted for revision. You will resubmit the corrected document, if corrections are required. The Graduate College staff will check the corrected file and if it is in good form, will notify you that the thesis/dissertation is officially approved.

**Step 13:** Once approved, your thesis or dissertation will be on the library server and in the online catalog, unless you have restricted it, within three to four weeks.

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