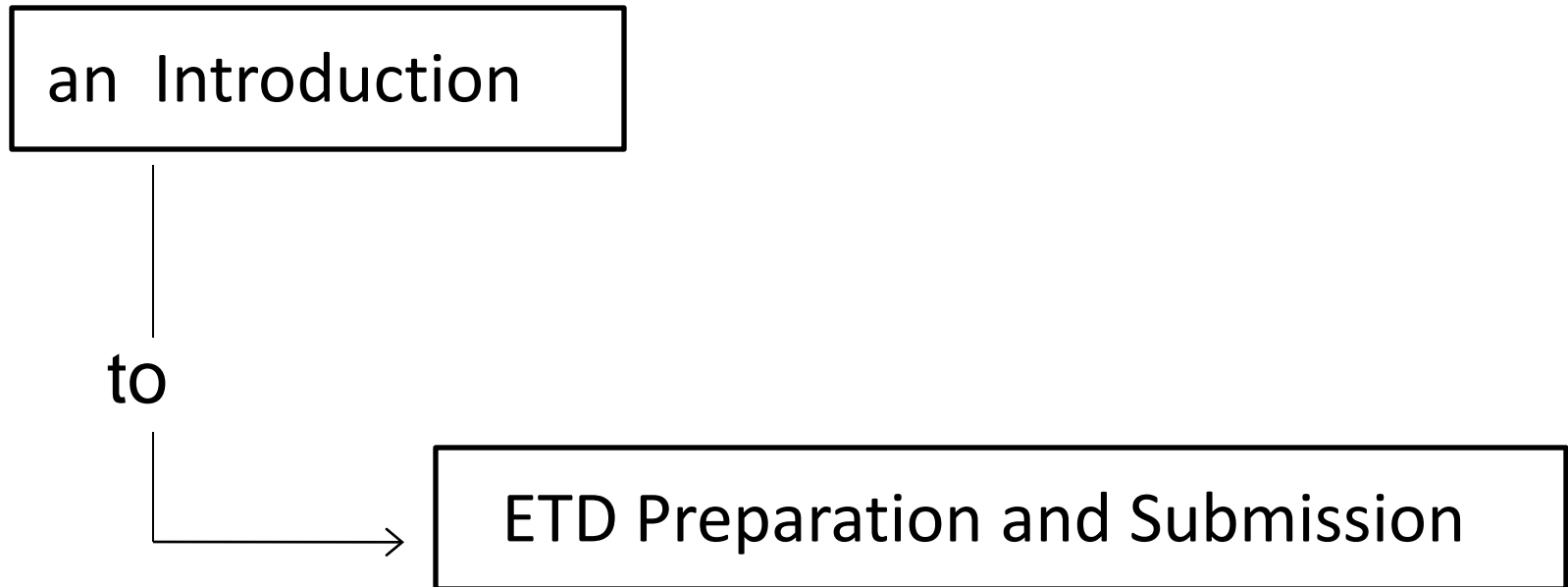


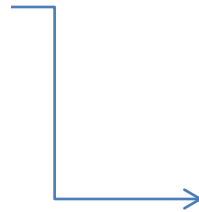
# ETD Tutorial



# ETD Tutorial

## Understanding the ETD Process

**We are here to help!**



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# ETD Tutorial

What is the ETD?

**The ETD is an electronic version of your Thesis/Dissertation.**

**The final, published version of your Thesis/Dissertation is the PDF version of your manuscript.**

**The Graduate College does not accept paper copies of your Thesis or Dissertation.**

# 5

# Easy Steps



# ETD Tutorial

## STEP 1

Apply for graduation. The application for graduation is here:

<http://www.marshall.edu/graduate/forms/applicationforgraduation.pdf>

**When ?**

First week of term in which you plan to graduate.

## STEP 2

Defend your Thesis/Dissertation and make sure your Committee Chair submits the ETD Approval form on your behalf:

<http://www.marshall.edu/graduate/forms/etdsignatureform.pdf>

**When ?**

The defense date is set by program.

## STEP 3

Format your Thesis/Dissertation according to ETD requirements and save as a PDF file using this filename format:

**Lastname-Firstname-year-degree.pdf**  
**(smith-john-2011-ma.pdf)**

# ETD Tutorial

## STEP 4

Create a *ProQuest ETD Administrator* account and upload the Committee approved ETD.

<http://www.marshall.edu/graduate/etd/readytosubmit.asp>

**When ?**

Check for due dates at Graduate College website.

## STEP 5

When you receive final clearance from the Graduate College (following a reader review of your Thesis/Dissertation), your work will be published!

**When ?**

Leave two weeks for the review and feedback corrections.

Exactly what is  
the Graduate  
College review?



## Graduate College Review – Part 1

As soon as you submit your ETD, a Graduate College reader will review it for correct style and format for your discipline and for correct usage, grammar, and proper attribution of quoted material.

## Graduate College Review – Part 2

If changes are required, the ETD will be emailed to you and your Committee Chair with reader feedback. Most manuscripts submitted for review are returned and resubmitted before approval.

If you follow our guide for submitting manuscripts, pay attention to the style guide in your discipline and to good grammar, the whole review process should be brief!

## Graduate College Review – Part 3

Once you make the appropriate changes on the original manuscript, you resubmit the manuscript to the Proquest ETD Administrator site.

# Deadlines?



# ETD Tutorial

**If your ETD is not in the correct format we will have to return it to you and you may miss a deadline.**

**If the Graduate College has to return your ETD to you, this might delay the submission process as well as your graduation.**

**Keep in mind that the Graduate College reviews all theses/dissertations and receives on average more than 100 each year. Expect a turnaround time of at least one week.**



# ETD Tutorial

**EVERY DEADLINE YOU NEED TO KNOW IS HERE**



<http://www.marshall.edu/graduate/timetable.asp>



## LET'S REVIEW!

My committee has approved  
my Thesis/Dissertation.

NOW What?



## task 1

Make sure your approved manuscript meets **ALL** formatting requirements before you upload it to the Marshall University *ProQuest ETD Administrator* site. You can find those requirements here:

<http://www.marshall.edu/graduate/etd/default.asp>

## task 2

Upload the Thesis/Dissertation in PDF format to the Marshall University *ProQuest ETD Administrator* site for review and approval by the Graduate College.

You can find the upload location here:

<http://www.marshall.edu/graduate/etd/default.asp>

## task 3

- Respond to feedback;
- Upload the edited ETD to the ETD site;
- We will quickly check the revised ETD;
- If all is well you will receive a final approval email from the Graduate College.

**More on uploading  
your ETD via your  
ProQuest ETD  
Administrator account.**



**Do not proceed  
with the  
upload before  
you read this!**

**As you set up your *ProQuest ETD Administrator* account, you will need to make some publishing choices.**



**Make informed choices.  
Discuss your options with  
your Committee Chair.**



## Publishing option 1:



### **TRADITIONAL ACCESS** free

This choice will meet the needs of most students. There is no fee. This choice allows UMI to reproduce, distribute, and sell copies of your work--with royalties paid to you as the author.

## Publishing option 2:



### **OPEN ACCESS PLUS \$95**

Theses/Dissertations are available for free download within the ProQuest Dissertation & Thesis database (PQDT). This means that anyone who wishes to use your work can do so at no charge.

## Publishing option 3:



### **Copyright** free

You automatically own the copyright to your electronic work as soon as it is published without any special requirement of notice or registration. You have the option to pay for additional protection (next slide).

## Publishing option 4:



### **ADDITIONAL COPYRIGHT \$55**

Offers an additional copyright registration service that registers your copyright, establishes your claim to copyright, and provides certain protections if your copyright is violated.

## Publishing option 5:



### **EMBARGO** free

You might prefer to block access to your ETD in order to protect the work for patent and/or proprietary purposes for a designated period. If you choose to delay access, your ETD will default to whichever publishing method you have selected (traditional or open access plus) at the expiration of that embargo. Many professional journals agree that if you decide to make a Thesis/D available online this does not qualify as prior publication and therefore does not deter future publication. However, other publishers have reached the opposite conclusion. Therefore, the selection of whether or not to delay publication (an embargo) should be an informed decision.

**What is the ETD  
process going to cost?**



## Cost depends on your publication choices:

If you choose traditional publishing and do not select additional copyright there is NO cost to you at all. 😊

You have an option when you set up your account to order bound copies of your work. If you wish to do this, have a credit card ready!

When and  
where will my  
published ETD  
be available?



# ETD Tutorial

My ETD will be available....

If you selected the Traditional Publishing option, (most people do), your work will be available for purchase by others from the online ProQuest/UMI database.

Because your work is listed in the database, people who choose not to purchase it still have online access to the title page and to some pages of content.

# ETD Tutorial

My ETD will be available....

Unless you indicate otherwise, the Marshall University Library automatically receives a copy of your ETD for open access and your Thesis/Dissertation will be available world-wide through the MU Library online ETD database. That access is full-text, long-term, and free.

You can search this database here:

<http://www.marshall.edu/graduate/etd/default.asp>

**Here is a final, 3 step  
summary of the ETD  
submission process!**



# ETD Tutorial

## STEP 1

**Create an account at the Marshall University ProQuest ETD Administrator site.**

<http://www.marshall.edu/graduate/etd/readytosubmit.asp>

### TIP

Once you create an account you can log in and out at any time.

## STEP 2

As you create an account you will be asked questions about what kind of access to your work you want to provide, if you want to register copyright, if you want to purchase bound copies, etc. You can stop at any point, log out, and return later.

## STEP 3

You can submit your ETD (upload it in PDF format) when you have answered all questions and made any optional payments.

### TIP

You can complete the registration process, log out, and submit your ETD at some future time.

**A few last words of  
advice about style  
and format...**



## TIP 1

### Title page:

Please make sure you format this correctly.  
You can see a sample title page at the ETD  
Resource site:

<http://www.marshall.edu/graduate/etd/default.asp>

## TIP 2

### Page order and numbering:

Please make sure your pages are ordered and numbered correctly with roman and arabic numerals.

You can find complete instructions in our ETD Guide:

<http://www.marshall.edu/graduate/etd/etdguide.pdf>

## TIP 3

### Font and spacing:

Please make sure you use the same font throughout your thesis/dissertation and that you double space the text.

## TIP 4

**Did your study require IRB approval?**

If the answer is YES, you must include a copy of your approval letter in the appendix of your work.

**Good Luck!**  
**You are about to**  
**become a published**  
**author!**

