Electronic Theses & Dissertations (ETDs) at CSU

Graduate School – Cindy Befus
University Libraries – Dawn Paschal
Fall 2013
What We’re Going to Cover

• Deadline Dates
• Formatting Procedures and Tips
• Electronic Thesis/Dissertation Submission Steps
• Copyright & Publishing Information
• Embargos
• Tools & Resources
Deadline Dates Fall 2013

- November 8 – by 4:45 p.m.
  - GS24 Report of Final Examination Results
  - Thesis & Dissertation Submission

- December 20 – by 4:45 p.m.
  - Clearance of all incomplete/grade changes
  - Completion of all course requirements
  - GS25B Departmental Requirements Clearance
What are ETDs?

- An ETD is a thesis/dissertation in electronic format
- CSU’s theses/dissertations are submitted online to ProQuest/UMI
- Archival copies will also be held in CSU’s digital repository, Digital Collections of Colorado
Tips for a Successful Submission

• Plan ahead, allow time to complete your ETD before the submission deadline
  • Submission does not mean automatic acceptance

• Review the sample pages

• Follow the instructions in the Thesis/Dissertation Formatting Guide

• Do not use previously submitted theses/dissertations as examples

• Submit your ETD prior to the deadline date in case of needed corrections
Committee Approval of Your ETD

• Thesis/Dissertation Submission Form
  • Student information filled out
  • Thesis/Dissertation Title filled out
  • Signatures of Advisor, Committee Members and Department Chair
  • On file with the Graduate School by the deadline and prior to submitting the ETD
    • PhD students also submit the Survey of Earned Doctorates confirmation certificate
Thesis/Dissertation Submission Form

(1) Please fill out this form online before printing.

Instructions:
1. Fill out the information on this form and obtain the required signatures after the final thesis/dissertation has been reviewed and approved by your committee.
2. Submit this form to the Graduate School by the published deadline of your graduating term.
3. Note: PhD students must also submit the Survey of Earned Doctorates confirmation certificate with this form.

Student Information

Date: ____________________ Current Phone No: ____________________ Email: ____________________

Name: ____________________ First: ____________________ Middle: ____________________ Last: ____________________

Department: ____________________ Degree: ____________________ CSU ID Number: ____________________

Term of Graduation: ____________________

Embargo Request: [ ] Yes (Requires ETD Embargo Restriction Request Form)

Thesis/Dissertation Title (This title must match the title on your Title Page and Abstract)

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Member 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Member 2</td>
<td></td>
<td></td>
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<tr>
<td>Committee Member 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Member 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department: ____________________ Chair: ____________________

*Advisor:

Name: ____________________ Signature: ____________________ Date: ____________________

*Co-Advisor:

(if applicable) Name: ____________________ Signature: ____________________ Date: ____________________

Pending ETD Submission: [ ] Corrections: ____________________

Title: ____________________ Corrections: ____________________

ETD Submission Approved by:

Graduate School: ____________________ Date: ____________________

To the best of the advisor/co-advisor’s knowledge, all recommended changes have been made to the thesis/dissertation and if applicable, all classified, confidential, and proprietary content has been properly addressed. Classified, confidential, and proprietary content includes material related to national economic and security issues or regulated research that deals with human subjects or research that, if misapplied, could pose a threat to public health and safety, products, or the environment. Sponsors of funded research may require a review of the thesis/dissertation to ensure that the document meets their standards for public dissemination.
Embargo Request

- Requires ETD Embargo Restriction Request Form
  - Check the Embargo Request box on the Submission Form
  - Fill out the Embargo Request Form, obtain required signatures and submit with the Submission Form to the Graduate School
ETD Embargo
Restriction Request Form

(Please fill out this form online before printing)

The procedure to request an embargo is as follows:
1. Fill out the ETD Embargo Restriction Request Form, including your thesis/dissertation title and the reason for the embargo request.
2. Sign the form.
3. Obtain your advisor's signature.
4. Submit the ETD Embargo Restriction Request Form along with your Thesis/Dissertation Submission Form to the Graduate School Office. The ETD Embargo Restriction Request Form will be reviewed by the Dean of Graduate School.

Name: ____________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>CSU ID Number</th>
</tr>
</thead>
</table>

Department: ________________________
Degree: __________
Term of Graduation: ________________________

Thesis/Dissertation Title: ________________________

_______________________________

Embargo Information

☐ 1 year embargo

☐ 2 year embargo (MFA in Creative Writing and MA-Creative Nonfiction programs only)
Consult with your advisor for embargo instructions

Justification: ________________________

_______________________________

_______________________________

Student Signature: ________________________ Date: ________________________

Advisor Signature: ________________________ Date: ________________________
EXAMPLE OF TITLE PAGE FOR MASTER'S THESIS

1ST TOP MARGIN

THESIS

This section is double-spaced

Do not use bold

TITLE IN CAPITAL LETTERS AND DOUBLE
SPACED IF MORE THAN ONE LINE

Submitted by
Student’s Name
Department of

This section is double-spaced

In partial fulfillment of the requirements
For the Degree of Example Master of Science
Colorado State University
Fort Collins, Colorado

Spring 2013

Do not print a number
on this page

Master’s Committee

Advisor: John Smith
Co-Advisor: Janis Robinson

Jane Jones
James White

Example of Co-Advisor line (optional)

Type your committee member
names here

EXAMPLE OF TITLE PAGE FOR PHD DISSERTATION

1ST TOP MARGIN

DISSERTATION

This section is double-spaced

Do not use bold

TITLE IN CAPITAL LETTERS AND DOUBLE
SPACED IF MORE THAN ONE LINE

Submitted by
Student’s Name
Department of

This section is double-spaced

In partial fulfillment of the requirements
For the Degree of Doctor of Philosophy
Colorado State University
Fort Collins, Colorado

Spring 2013

Do not print a number
on this page

Doctoral Committee

Advisor: John Smith
Co-Advisor: Janis Robinson

Jane Jones
James White

Example of Co-Advisor line (optional)

Type your committee member
names here
ABSTRACT

TITLE IN CAPITAL LETTERS AND
DOUBLE SPACED IF MORE THAN ONE LINE

The text of the abstract must be double-spaced.

All candidates for advanced degrees who are required to submit a thesis or dissertation must submit an abstract in his/her document.

As a brief overview, an abstract gives the reader concise information that conveys the importance of the document.

The first page of the abstract is numbered with small Roman numeral ii. There is no length limit.

Copyright by John Arthur Brown 20__
All Rights Reserved

(optional page)
Most Common Formatting Errors

- Title page, Abstract and Copyright pages MUST conform to the sample pages.
  - Templates for the Title Page and Abstract are available online.
- Title on your title page must match the title on your submission form.
- Copyright page placement is after the title page, does not have a page number, and is centered vertically and horizontally.
- A Table of Contents is required.
- Correct margins – 1” top, bottom, left and right.
- Department name is correct.
- Degree name is correct.
- Term of graduation is correct.
Most Common Formatting Errors (continued)

- Tables and Figures are correctly titled and numbered
  - Table captions go above the table
  - Figure captions go below the figure

- All page numbers are at the bottom of the page and centered
  - Preliminary pages are numbered with small Roman numerals
  - Beginning with Chapter 1, pages are numbered with Arabic numerals
ETD Submission Procedures

• Write your thesis/dissertation
• Obtain submission approval from your committee and department head
• Submit the Thesis/Dissertation Submission Form
• Submit your ETD to ProQuest/UMI via the Libraries website as a pdf file
  • The Libraries website has step-by-step instructions
After You Submit Your ETD

- The Graduate School ETD administrator will check your submission and verify it meets Graduate School standards
  - Formatting is checked
  - Digital file is reviewed for file format and technical issues
  - Corrections - you will be notified if corrections are needed
    - Final ETD with no needed corrections must meet the deadline
After You Submit Your ETD (continued)

• Acceptance - the Graduate School notifies you and ProQuest/UMI when your ETD is accepted
• Your thesis/dissertation requirement is cleared in your degree plan
• ProQuest/UMI delivers a copy of your ETD to the Libraries for addition to Digital Collections of Colorado
How Long Does It Take to Approve My ETD?

- As soon as your ETD is submitted to ProQuest/UMI, an email notification is sent to you & to the Graduate School
  - Allow 48-hours
- During the week of the thesis deadline, including the deadline day, your initial submission will be checked on a first come, first serve basis which can take a few hours
• If corrections are needed you will be notified
• Final ETD with no needed corrections must meet the deadline
The thesis deadline was *when*?
Additional Information
Role of the Libraries

• Partners in implementation & management
• Maintain ETD website with FAQ
• Liaison with ProQuest/UMI
• Assist with formatting (Word) and PDF conversion (Adobe, etc.)
• Answer questions about copyright
• Review, accept, describe, publish, manage, preserve digital files
ProQuest/UMI and the CSU Digital Repository

• What’s the difference?
• The repository, *Digital Collections of Colorado*, is an open access (24/7) database
• ProQuest/UMI’s *Dissertations & Theses* database is available by subscription only
• Indexes and presents CSU ETDs with those from other institutions
• Provides redundant remote storage and backup
ETD Submission

• ETD is submitted to ProQuest/UMI via the ETD Administrator
• The Libraries website includes the link and step-by-step instructions
• ETD Administrator sends email notifications to student, staff in Graduate School and the Libraries throughout the process
Publishing your dissertation/thesis at Colorado State University

Campus Resources & Guidelines for Colorado State University

This is the place where you can come to learn how your campus can assist you with your dissertation/thesis needs - from links to the campus writing center to important information about deadlines.

- Campus Resources
  Learn more about your institution's guidelines & resources.

Preparing to submit your dissertation or thesis

Are you working toward submission of your dissertation or thesis? Obtain the information you need to ensure it's published the way you want it to look.

- Publishing Guides
  View instructions and guides to help you prepare your manuscript.

About ProQuest/UMI Dissertation Publishing

ProQuest/UMI Dissertation Publishing is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with ProQuest/UMI, you ensure your dissertation or thesis gains the widest possible audience.
Publication Timeline (Approximate)

- ETDs appear in Digital Dissertations & Theses database
  - Up to 8-12 weeks following delivery to ProQuest/UMI
- ProQuest/UMI delivers a copy of CSU’s ETDs to the Libraries for deposit into *Digital Collections of Colorado*
  - Up to 4-6 weeks for receipt
- Libraries staff ingest ETDs into the repository
  - Up to 8-12 weeks after receipt
Copyright and ETDs

- **You** automatically hold the copyright to your completed ETD
  - No transfer of copyright occurs
  - Registering your copyright is:
    - Optional
    - Can be done yourself or through ProQuest/UMI (a fee is required in both cases)
    - Benefits to you are cultural and legal
Copyright and ETDs

• Use of a copyright statement in your ETD is not required, but is highly recommended:

Copyright by John Arthur Brown 2012

All Rights Reserved
Including Copyrighted Material in Your ETD

- Written permission must be granted for use in certain cases
  - Fair use may apply – work with your advisor
  - Citations or attribution must be provided for each item
Including a Published Work in Your ETD

• Read your publisher’s agreement carefully
• Make sure you understand and agree with terms and conditions before you sign
• Negotiate with the publisher
  • As an author, you are entitled to discuss your future plans for your work
  • Retain the right to include your work in your ETD
Publishing Content from an Existing ETD

• Are ETDs viewed as prior publications by scholarly publishers?
  • Recent surveys and research suggest that this is not an issue with the vast majority of publishers
    • Published content is typically quite different
    • Peer review of journal articles is not the same as review given ETDs
  • Exception: Creative writings
More Information on Prior Publication Issues

• See An Investigation of ETDs as Prior Publications: Findings from the 2011 NDLTD Publishers’ Survey
  http://vtechworks.lib.vt.edu/handle/10919/11338
Embargos

• Request must be submitted with your advisor’s approval/signature to the Graduate School Dean
  • Patent pending
  • Information related to national security
  • Pre or post-publication issues
• One-year maximum
  • Exception: Two-year maximum for creative writing students receiving the MFA in English
• Contact CSURF for a patent
Corrections to Your ETD

- After ETD submission
  - You will work directly with ProQuest/UMI
  - ProQuest/UMI charges you a fee for resubmission
Tools & Resources

• Thesis & Dissertation Formatting Guide –
  • http://www.graduateschool.colostate.edu/documents/eTD-Formatting-Guide.pdf

Deadline dates –
  • http://graduateschool.colostate.edu/current-students/student-resources/

• Preliminary page samples –
  • http://www.graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx
Tools & Resources

• Libraries ETD website
  • http://lib.colostate.edu/etd

• ProQuest/UMI ETD Administrator
  • http://www.etdadmin.com/cgi-bin/school?siteID=208

• Digital Collections of Colorado
  • http://digitool.library.colostate.edu
Technical Assistance

• 1st tier - Libraries website
  --Handouts
  --Video tutorials

• 2nd tier - Email, face-to-face
  --Fran Campana, Training Manager for Computer Applications Training, fran.campana@colostate.edu
  --Yongli Zhou, Digital Repositories Librarian, yongli.zhou@colostate.edu
We Value Your Feedback!

• Presentation
• Graduate School website
• Libraries website
• ProQuest/UMI ETD Administrator
• Submission process
Questions?

Contact Us

- Cindy Befus – cindy.befus@colostate.edu
- Dawn Paschal – dawn.paschal@colostate.edu