University of Kansas
Electronic Theses and Dissertation Workshop
Fall 2014


Introduction

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Think about copyright issues NOW, long before you submit

• Make sure that your thesis or dissertation does not violate another author’s copyright. Using graphs, large portions of text or music, images, pictures, and tables where the copyright is held by someone other than you may be a copyright violation.
• From the STD Release Form required for graduation:
  COPYRIGHT: You affirm that the content of your submission does not, to the best of your knowledge, infringe upon anyone’s copyright through, but not limited to, plagiarism, unauthorized-reproduction of materials or improper citation.
  I understand and agree:
  □ Document does not contain copyrighted materials and includes proper citations.
  □ Material usage falls under fair use (legally binding, keep fair use checklist on file)

Need Help with this? Contact staff in the Libraries’ Shulenburger Office of Scholarly Communication & Copyright: lib.oscc@ku.edu
Resources for Users of Copyrighted Materials

- University of Kansas copyright assistance offered through the KU Libraries’ Shulenburger Office of Scholarly Communication & Copyright: http://www.copyright.ku.edu
- KU Medical Center Copyright Compliance Policy and Guidelines: http://policy.ku.edu/KUMC/information-technology/copyright-policy

Electronic Submissions

- Improves visibility and accessibility of your work
- All submitted ETDs are simultaneously and automatically made accessible in two ways:
  - ProQuest Dissertations and Theses – available only by subscription
    - KU theses and dissertations in ProQuest are easily found in Dissertations & Theses @ University of Kansas (Lawrence campus) and Current Research @ KU (KUMC campus)—both available only by subscription
  - KU ScholarWorks, a public, open digital archive: http://kuscholarworks.ku.edu
- Ability to include supplemental data and media like audio and video

One submission, two destinations

- Submit once via ProQuest Submission Tool
- Reviewed and approved by College or School
- Graduation (May or December)
- After graduation, allow for up to 12 weeks processing time before the KU and ProQuest copies are available
- University of Kansas Copy
- Proquest/UMI Copy
Electronic Access

KU’s copy
- Made available through KU ScholarWorks
- No additional cost
- Required for graduation
- Copyright protection
- Public access to your work
- ETD Release/Permission Form: ETD Release Form

ProQuest/UMI’s copy
- Generally ProQuest’s access is subscription-only
- For additional fee ($95)
- ProQuest/UMI’s Open Access option offers:
  - Copyright protection
  - Public access to your work (but duplicates already open version in KUSW)
  - No reason to choose this.

Select Publishing Options

Best Option

Select Publishing Options

Best Option
Embargo

• Embargo: Delayed release or delayed availability
  – Reasons may include:
    • Patents pending
    • Sensitive data
    • Pending publication (especially important for Humanities majors)
    • Restricted research
  – Embargo options
    • 6 months
    • 1 year
    • 2 years

Important Embargo Details

• Use the ETD Release Form on the Graduate Studies web site to request an embargo ASAP if you want to delay making your thesis or dissertation available to the public so you can publish it.
• Request the embargo BEFORE you graduate. It is difficult to withdraw the work once it is found by search engines like Google.
• Embargos can be renewed upon request. Use the online form below to request this at least one month before the existing embargo expires and the work is made available to the public. [http://www.graduate.ku.edu/embargo-renewal](http://www.graduate.ku.edu/embargo-renewal)
• Must get approval and signature of the director of graduate studies in your department
• More information is available: [Embargo Policy](http://www.graduate.ku.edu/embargo-policy)

Select Publishing Options

• I want my work to be available as soon as it is published.*
  Yes
  No - I have patents pending or another reason why I need to delay access to the full text of my work for the following period of time.
  • 6 months
  • 1 year
  • 2 years

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*This is not the "embargo": This is rarely chosen by students and can only be chosen with the signed permission by the director of the graduate studies in your department.
Copyright: Protecting your work

Copyright is a way to protect your work; you already have copyright to your work without registering it with the U.S. Copyright Office, BUT..

- Registering your work allows you to seek statutory damages from those that use your work without permission

- Two ways to register your work:
  - United States Copyright Office (basic fee: $35 for online submission)
  - UMI ProQuest will do it for you for a fee during submission. (fee: $55)

Path to Completion

Start

Apply for Graduation:
- Log in to your Enroll & Pay account. Once you’ve logged in, make sure to:
  - Finalize the committee for your defense.

Electronic Submission:
- Submit your dissertation electronically on time.

Paperwork:
- Certify the full name in your online office in order to identify the author(s) you are required by UGC to be visible for publication.

Plan defense:
- Submit the dissertation to your advisor’s office for initial review.
- The advisor will communicate with the school to confirm approval for your defense.

Defend:
- Successfully defend
- Get title and acceptance pages signed

Participate in:
- Fall 2014 Graduate Recognition Ceremony: schedule your school’s event and/or
  - The Doctoral Hooding Ceremony on Saturday, May 16th, 2014 @ 3:30pm

If you plan to participate in the Doctoral Hooding Ceremony, please:
- Identify the faculty member who will serve as your “Hooder”
- Register with the Office of Graduate Studies

Administrative Timeline

Start

UMI:
- Student submits the final version of Thesis/Dissertation on the UMI/ProQuest website

Publication:
- After degree is conferred, UMI ProQuest is notified and the student is sent an email.

Administrator Assigned:
- School contact assigned by the Office of Graduate Studies

Staff Review:
- School contact reviews the final version for format and additional changes. School contact indicates when Thesis/Dissertation is accepted.
Paperwork to Submit

Deliver to your school:
- Title page – signed by all committee members
- Acceptance page – signed by committee chair
  - Template on ETD webpage
- Electronic Theses and Dissertations (ETD) Release Form
  - Form on ETD webpage
- Doctoral Completion Survey - verification of completion
  - Link to the online survey at ETD webpage

The deadlines to submit these materials can be found at the Graduate Studies website here:
http://graduate.ku.edu/sites/graduate.drupal.ku.edu/files/docs/studentresources/Graduate_calendar_2014-2015.pdf

Formatting Tips

- Page formatting
  - Page margins have to be at least one inch on all sides
  - No landscape page orientations
  - No blank pages.
- Page numbers
  - No number on title page.
  - Second page to table of contents use lowercase roman numerals (e.g. ii, iii).
  - Add a next page section break before your first chapter
  - Starting with the first chapter insert Arabic page numbers (e.g.1, 2, 3).
- Embed your fonts before converting to a PDF
  - For embedding your fonts on a PC, Creating PDFs
  - Macs automatically embed fonts.

How to embed fonts for PC Word document

1. Right click on the application icon
2. Go to Font Settings
3. Select Embed selected fonts
4. Click OK
Creating the PDF file

- Why PDF
  - PDF preserves the layout and formatting of your original document
  - Allows anyone with the free Adobe Reader or comparable program to access it
  - Better format for long-term preservation and access; ensures that your document can continue to be read years from now.

- Word and LaTeX to PDF Instructions
  - [http://www.etdadmin.com/cgi-bin/main/createpdf](http://www.etdadmin.com/cgi-bin/main/createpdf)

- Free PDF Converters
  - Microsoft Word usually has the option to save as PDF

- UMI ETD Tutorial:
  - [http://www.etdadmin.com/cgi-bin/main/createpdf?siteId=73](http://www.etdadmin.com/cgi-bin/main/createpdf?siteId=73)

Requirements for Electronic Submission

1. Convert thesis or dissertation to a PDF
   - Page order:
     - Title page (typed names of committee members, no signatures)*
     - Acceptance page (typed names of committee chair, no signatures)*
     - Abstract
     - Acknowledgements (optional)
     - Table of contents
     - Dissertation/Thesis (your content)
     - References
     - Appendices
   - *These pages have required templates and formatting guidelines, see the ETD webpage for more information.

2. Submit through the [ProQuest/UMI website](http://www.proquest.com)

Submitting the Thesis/Dissertation

- Start here: [Submit to UMI ProQuest](http://www.etdadmin.com/cgi-bin/main/createpdf)
- How the submission process works
  - Submitting very large files
  - Connectivity questions
  - Copyright registration: Retaining your rights
  - [Instructional video](http://www.etdadmin.com/cgi-bin/main/createpdf) on how to submit
- When are ETDs available in the ProQuest Dissertations & Theses (PQDT) database and the KU ScholarWorks repository?
ETD Publication Timeline

• After you submit your ETD, you will receive a confirmation that your submission was successful.
• Your ETD will be reviewed by your ETD administrator in your School or the College Graduate Office. You must also complete any necessary paperwork.
• You may receive a request for minor revisions.
• Your will receive a confirmation of the final submission to ProQuest by your ETD administrator.
• Your ETD Administrator will forward your ETD to ProQuest after you have met all of the graduation requirements but not until after your official graduation date May, Aug., or Dec.
• After submission to ProQuest, ProQuest will process and make your work available in its ETD Database. This may take 8-12 weeks depending on the time of year.
• A copy of your ETD comes to the Library at the time of submission to ProQuest. Your ETD is loaded into KU ScholarWorks after the Library receives a copy of your ETD Release Form.

Resources (see handout)

• Support Services for Writers
  - ETD Formatting Workshops: http://apps.ku.edu/~infotraining/
  - Online ETD formatting guide: http://guides.lib.ku.edu/etd
• Writing Center Resources: http://www.writing.ku.edu/ku-graduate-students
• Copyright assistance: copyright@ku.edu or http://www.copyright.ku.edu
• Support for Data Analysis
  – GIS and Data Lab: http://lib.ku.edu/services/gis-data
  – CRMDA consulting services: http://crmda.ku.edu/consulting-faq
• Software
  – http://www.technology.ku.edu/software
• Formatting ETDs and working with multimedia files
  – http://www.graduate.ku.edu/formatting
• Graduate Division Contacts
  – ETD questions – email: etd@ku.edu

Thank You!

• Thank you for attending
• Please fill out survey (If joining us online please fill out online survey link provided on Adobe Connect)
• Feel free to send any questions to etd@ku.edu