

# Emory ETD Submission Process

This documentation provides a step-by-step manual for student submissions to Emory's ETD site.

## Step 1. Begin the ETD submission process

Congratulations on your upcoming graduation! As part of your degree completion, you will submit your thesis/dissertation to Emory's ETD repository. You will create, edit, and submit a record using Emory's ETD site at [etd.library.emory.edu](http://etd.library.emory.edu). For best results, use Chrome, Firefox, or Safari. DO NOT use Internet Explorer.

After arriving at the site, log into the system using your NetID and password as shown below. Make sure you are logging in with your NetID, not your [emory.edu](http://emory.edu) email address.

The screenshot displays the Emory ETD Submission Process website. The header features the Emory University logo and the text "Electronic Theses and Dissertations". A welcome message reads: "Welcome to Emory University's Electronic Thesis and Dissertation repository." Below the header, there is a login section with fields for "Emory Login" (username: bnash3) and "Password" (masked with dots), followed by a "Login" button and a note: "(Login to submit or manage theses and dissertations)". A "Logout successful" message is visible. The main content area is titled "Electronic Theses and Dissertations" and includes a description: "The Emory Electronic Theses and Dissertations (ETD) Repository is a joint initiative launched by the Emory University Libraries, the Laney Graduate School, and Emory College." Below this, there is a "SEARCH EMORY UNIVERSITY REPOSITORY" section with a search bar and a "Go" button. A "BROWSE" section lists categories: "Program", "Author", "Committee Member", "Research Field", and "Year". The "EMORY DISSERTATIONS IN PROQUEST" section includes a search bar and a "Go" button. A "NEWS AND ANNOUNCEMENTS" section is also present, with a sub-section "ETD COPYRIGHT AND SUBMISSION WORKSHOPS" that provides information about upcoming workshops and a link to the class calendar: <http://web.library.emory.edu/news-events/upcoming-classes.html>. On the right side, there is a "Recently Published" section listing three items: 1. "Divine Power, Divine Excess: A Marginal Hope" by Smith, Jessica Mitchell; 2. "Factors that regulate and maintain CD8 T cell memory in the lung & airways" by McMaster, Sean Ryan; and 3. "God's Absence is Not Nothing: Thinking the Ab-solute Otherwise" by Gay, Ashley Marie.

## Step 2. Launch the submission process

To begin creating your ETD record, click the Submit your Thesis button at the top of the left side menu.

ETD HOME

Welcome, Bethany (superuser )

Submit your Thesis >

About Us

Frequently Asked Questions

ETD Help

Policies and Procedures

Electronic Theses and Dissertations

The Emory Electronic Theses and Dissertations repository is a digital archive of theses and dissertations submitted by students at Emory College.

SEARCH EMORY UNIVERSITY REPOSITORY

Advanced Search

BROWSE

### Step 3. Overview of the submission process

The next page gives you an overview of the submission process. As it explains, you will first complete a few pre-screening questions, then create and edit your record, and the final step is to submit your thesis/dissertation.

EMORY

Electronic Theses and Dissertations

Welcome to Emory University's Electronic Theses and Dissertation repository.

ETD HOME

Welcome, Bethany (superuser )

Logout >

Manage

My ETDs

Help

Set role: superuser

Submit your Thesis >

About Us

Frequently Asked Questions

ETD Help

Policies and Procedures

Copyright and Patents

The Electronic Theses and Dissertations (ETD) repository provides online access to the University's master's theses, doctoral dissertations, and undergraduate honors theses, increasing the visibility of our scholars and fulfilling the University's mission to contribute to academic scholarship.

The ETD submission process involves three steps:

1. Complete the pre-screening questionnaire
2. Create and edit your ETD record
3. Submit your thesis or dissertation

The pre-screening questionnaire covers three broad questions pertaining to copyright, patents, and access restrictions to your work. Please review the ETD materials on the Copyright Education Initiative Blackboard Organization before you proceed. For a more detailed overview of access restrictions, please see the ETD FAQ. If you are unsure whether you should choose an access restriction, speak with your major advisor before proceeding. You must complete the entire pre-screening questionnaire before you can begin creating your record.

Next

### Step 4. Pre-screening questions

There are three pre-screening questions you will answer before creating your ETD record. The first covers your use of copyrighted materials, the second patents related to your work, and the last any embargo/access restriction you wish to place upon your ETD record.

These questions are not editable later, but do not worry. If your answer to a question changes after you've started the submission process, it is fine. The questions are here to prompt the consideration of these issues before submitting your thesis/dissertation.

Welcome, Bethany (superuser )
Logout >
|
Manage
|
My ETDs
|
Help
Set role: superuser

Please answer the following questions before you begin creating your record.

1. If your thesis or dissertation includes any text, audiovisual, or other material not created by you or for which you no longer own copyright, and which is not a fair use, you may need to seek permission from the copyright owner. NOTE: All third party copyrighted content should be properly cited, regardless of copyright status.

These materials do not require permission:

- Public domain materials (no longer protected by copyright)
  - Published in the US prior to 1923
  - Unpublished materials when the author died more than 70 years ago
  - Federal government documents created by a US government employee as part of their employment
- Creative Commons licensed materials used in accordance with their licenses
- Materials you authored and for which you currently own the copyright
- Photos you took and for which you currently own the copyright

You may typically rely on fair use to include these types of materials:

- Short quotations of books, journal articles, poetry
- Film stills from movies
- Graphs, charts and tables of facts
- Screenshots of web pages (unless they include proprietary information)
- Materials which are integral to the argument being made (not simply illustrative), using no more than is necessary to make the argument

You may need permission to include these types of materials:

- Images, particularly from ArtStor, other licensed databases, or archives and museums
- Articles or other materials you authored, but for which you no longer own copyright -- most common are journal articles where copyright was transferred to the publisher
- Long quotations of a page or more from a book
- Unpublished materials when the author died less than 70 years ago
- Poetry or music lyrics when used in their entirety or without comment or criticism
- Musical scores or sound recordings
- Computer Code without an open license

See the [Copyright Education Initiative](#) on Blackboard for more information on the public domain, fair use, Creative Commons, the permissions process, and example permission letters. You can also contact the Libraries' Scholarly Communications Office at [scholcomm@listserv.cc.emory.edu](mailto:scholcomm@listserv.cc.emory.edu) if you have questions.

Does your thesis or dissertation include text, audiovisual or other material for which you need permission?

☐ Yes
☐ No

2. Does your thesis or dissertation disclose or describe any inventions or discoveries that could potentially have commercial application and therefore may be patented? (If you and/or your faculty advisor(s) have any questions about patents and commercial applications, please contact the Emory Office of Technology Transfer at [ott-web@emory.edu](mailto:ott-web@emory.edu)).

☐ Yes
☐ No

3. The ETD repository allows two levels of access restriction on your work: full or partial. With a partial access restriction, your abstract and/or table of contents are available to the public, but the full text of your thesis/dissertation is not available for viewing or download until your access restriction expires. A full access restriction allows you to restrict access to the abstract, table of contents, and full text for the duration of the restriction period. NOTE: All access restrictions must be approved by your advisor prior to submission.

Are you requesting an access restriction for your thesis or dissertation?

☐ Yes
☐ No

Enter your thesis or dissertation title to begin the submission process.

Thesis or Dissertation Title

Begin >

© 2008 Emory University. Version 1.18 updated 11/2015. Rights and Privileges

## Step 5. Enter your title

After completing the three pre-screening questions, you should enter a title at the bottom of the page. This title is editable later, so you can enter a working title and update it with changes. Once you've entered the title, you'll click Begin.

NOTE: There may be a delay after clicking begin before you arrive at the next page. The ETD system is building your record, which may take some time. This step will take longer if you are working on it close to your submission deadline because there will be more people accessing the site.

**Thesis or Dissertation Title**  
New Dissertation

Begin >

Processing ... (this may take a moment)

## Step 6. Record creation page

You are now on the main record creation page. You will return to this page after you complete each section of your ETD record. Please be aware that any typos, incorrect characters, or improper formatting you see in the fields as you complete them will be visible in your final published ETD. You should correct any of these errors before submitting your record for approval.

This record is not published. Current status: **draft**

New Dissertation (edit)  
Nash, Bethany C (add contact info)  
Committee Chair / Thesis Adviser: (edit)  
Committee Members: (edit)  
Research Fields: (edit)  
Keywords: (edit)  
Program: Nell Hodgson Woodruff School of Nursing, (edit)  
Permanent url: http://testpid.library.emory.edu/ark:/25593/pz82q  
ABSTRACT (edit)  
TABLE OF CONTENTS (edit)  
FILES (add a file)  
HISTORY  
No changes could be found.

SUBMISSION STATUS ⓘ

- ✗ contact information
- ✓ title
- ✓ author
- ✗ program
- ✗ committee chair/thesis adviser
- ✗ committee members
- ✗ ProQuest research fields
- ✗ keywords
- ✗ degree
- ✓ language
- ✗ abstract
- ✗ table of contents
- ✓ partnering agencies
- ✗ PDF file
- ✗ original file
- ✗ supplemental file
- ✗ embargo request
- ✗ submission agreement

## Step 7. Using the edit links

There are two ways you can navigate through the record creation process - using the edit links beside each section or the submission status menu (shown in Step 8).

This record is not published. Edit

## New Dissertation [\(edit\)](#)

Nash, Bethany C [\(add contact info\)](#)

**Committee Chair / Thesis Adviser:** [\(edit\)](#)

**Committee Members:** [\(edit\)](#)

**Research Fields:** [\(edit\)](#)

**Keywords:** [\(edit\)](#)

**Program:** Nell Hodgson Woodruff School of Nursing, [\(edit\)](#)

**Permanent url:** <http://testpid.library.emory.edu/ark:/25593/pz82q>

**ABSTRACT** [\(edit\)](#)

**TABLE OF CONTENTS** [\(edit\)](#)

**FILES** [\(add a file\)](#)


**HISTORY**

*No changes could be found.*

### Step 8. Using the Submission Status menu

The Submission Status menu is the second way you can navigate the record creation process. The menu gives you additional information that tells you whether you have completed sections of your record.

**Red x** marks denote sections that are required, but incomplete. **Green check marks** are completed sections. **Blue x** marks are optional sections that are incomplete.

**SUBMISSION STATUS** 

- ☒ contact information
- ☒ title
- ☒ author
- ☒ program
- ☒ committee chair/thesis adviser
- ☒ committee members
- ☒ ProQuest research fields
- ☒ keywords
- ☒ degree
- ☒ language
- ☒ abstract
- ☒ table of contents
- ☒ partnering agencies
- ☒ PDF file
- ☒ original file
- ☒ supplemental file
- ☒ embargo request
- ☒ submission agreement

## Step 9. Edit Contact Information

On this page, you are required to enter your permanent contact information; however, it is optional whether to add your current address. Once you have completed your contact information, click save at the bottom of the page.

Two things to note:

- Your permanent (non-Emory) email address should be one that you plan to maintain and check on a regular basis. The ETD site sends notifications to your permanent email address, and it is also how ETD program administrators will contact you. For example, if you choose to embargo your work, the ETD site will send you a 60-day warning before the expiration of your embargo. If your email address changes in the future, please email the ETD administrators at [etd-help@LISTSERV.CC.EMORY.EDU](mailto:etd-help@LISTSERV.CC.EMORY.EDU) to update your information.
- The date valid for the permanent mailing address should be the day you can begin to receive mail at that address. If you can receive

mail at your permanent address now, you can put today's date as the date valid. You must enter the date valid as YYYY-MM-DD.

- Your current email address will be pre-populated with your Emory email address. You should not edit this field.

**Edit Contact Information**

**Key:**  
Required fields are **bold \***

We request a non-Emory, permanent email address to inform you of the expiration of any access restrictions you place on your document. You may use the free, permanent address provided by the Emory Alumni Association.

name  
**last \*** **first and middle \***

permanent address  
**street \***

[add address line](#) [remove last address line](#)

**city \***

**state \***

**country \***

**postcode \***

phone

**non-emory email \***

**date valid for mailing address (yyyy-mm-dd) \***

---

current address  
**street**

[add address line](#) [remove last address line](#)

**city**

**state**

**country**

**postcode**

phone

**email \***

netid

**Save**

## Step 10. Review contact information

After clicking save, you will be taken to a page where you can review the contact information you entered. If everything is correct, click return to record to return to the main record creation page.

Saved changes to contact information

## Contact Information for Bethany Nash

### CURRENT

**email:** bethany.nash@emory.edu

### PERMANENT

**address** (valid as of 2016-02-24)  
123 Street  
Atlanta, GA, 30322; UNITED STATES

**email:** test@gmail.com

**netid:** bnash3

[edit](#)

[return to record >](#)

## Step 11. Edit School/Program/Department

Your school should have been automatically added to your record based on your login; however, you can add it on this page if need be. If you are a dual degree student, make sure the school selected matches the school to which you are submitting your thesis/dissertation.

You will also select your program on this page. The blue bracket symbol beside each school name allows you to show/hide the programs for that school. To choose your program, click on the program name. If you choose the wrong program, simply click on the correct program, and the incorrect one will be deselected.

Make sure you click save at the bottom or top of the page.

**Edit School/Program/Department**

**New Dissertation**

Your record is associated with the school and program listed below. If one or both are incorrect, select and save the correct school. Then select and save the correct program and sub-field, if applicable.

**School** | Neil Hodgson Woodruff School of Nursing

**Department/Program \***  
Doctor of Nursing Practice

Programs

- > Laney Graduate School
- > Emory College
- > Candler School of Theology
  - Divinity
  - Theological Studies
  - Pastoral Counseling
- > Rollins School of Public Health
- > Neil Hodgson Woodruff School of Nursing
  - Doctor of Nursing Practice**

## Step 12. Edit Committee/Adviser - Add Committee Chair/Thesis Adviser

On this page, you will add both your committee chair/thesis adviser and your committee members. You'll use the top box to add your committee chair/thesis adviser. In this box, enter your chair/adviser's last name. The ETD site is connected to the central Emory database, so a drop down menu will appear with Emory employees with this last name.

If your chair/adviser has a common last name, you should enter Last Name, First Initial to narrow down the list. Former Emory faculty can be found by checking the box beneath the search box. If you have a non-Emory chair/adviser, click the Yes box to access boxes to manually enter the name and affiliation of the person.

**Edit Committee/Adviser**

**New Dissertation**

Enter the last name of an Emory faculty member in the appropriate box. After the system retrieves a list of matching faculty, select the appropriate person.

- If you make an incorrect selection, click remove and re-enter the name in the box.
- You can reorder the list of committee members by clicking on and dragging the names.

**COMMITTEE CHAIR(S) / THESIS ADVISER**

Nash, B

Nash, Bethany C (LITS: Scholarly Communications)

☐ search for former Emory faculty

---

Is your Committee Chair / Thesis Advisor unaffiliated with Emory (does not include former Emory staff)?

---

**COMMITTEE MEMBERS**

☐ search for former Emory faculty

---

Do you have any Non-Emory Committee Members?

## Step 13. Edit Committee/Adviser - Add Committee Members

To add committee members, follow the same process outlined in the previous step. Make sure you click save at the bottom of the page.

**Edit Committee/Adviser**  
**New Dissertation**  
Enter the last name of an Emory faculty member in the appropriate box. After the system retrieves a list of matching faculty, select the appropriate person.

- If you make an incorrect selection, click [remove](#) and re-enter the name in the box.
- You can reorder the list of committee members by clicking on and dragging the names.

**COMMITTEE CHAIR(S) / THESIS ADVISER**

- Nash, Bethany C [remove](#)

  
☐ search for former Emory faculty

---

Is your Committee Chair / Thesis Advisor unaffiliated with Emory (does not include former Emory staff)? ☒ **yes**

---

**COMMITTEE MEMBERS**

Kowalski	
Kowalski, Melanie T	(LITS: Scholarly Communications)
Kowalski, Alysse	()
Kowalski, Jeanne	(SPH: Biostatistics)
Kowalski, Gregory M	(SOM: Neurology: CNC)
Kowalsky, Annelise	()

## Step 14. Edit Research Fields

Research Fields describe the subject of your work. You must choose one research field, and you can choose up to three. To select a research field, click on it. If you select the wrong one, click on it again to deselect it.

If you cannot find your exact topic, choose the best fit. If your research is in an emerging field, it likely will not be represented in the subject list.

Make sure you click save at the top of the page.

## Edit Research Fields

### New Dissertation

Select one to three research fields that describe your work. List your primary field first. Drag and drop the fields to reorder them.

- Nursing (*primary field*)

 **save**

### UMI ProQuest Research Fields

- ~~0561 Optometry~~
- 0567 Dentistry
- 0566 Health sciences
- 0992 Oncology
- 0769 Health care management
- 0575 Kinesiology
- 0574 Medical imaging and radiology
- 0383 Toxicology
- 0576 Surgery
- 0351 Gerontology
- 0982 Immunology
- 0569 Nursing
- 0382 Physical therapy
- 0460 Speech therapy
- 0300 Audiology
- 0499 Osteopathic medicine
- 0500 Public health occupations education
- 0496 Alternative medicine

## Step 15. Edit Thesis Information - Keywords

On this page, some of the information will be pre-populated. Check your name and the language section to make sure they are correct.

Next, add keywords to your record. You can use any keywords you'd like, and there is no limit to the number of keywords. To add more keywords, click Add Keyword. The **red x** marks beside the keyword boxes are there to delete that box. If you are unsure what keywords to use, consider the search terms you would use to find your thesis/dissertation in a database or library catalog.

## Edit Thesis Information

### New Dissertation

Required fields are labeled in **bold \***  
Invalid entries are labeled in **red**

**Last name \***

Nash

**First name \***

Bethany C

*Your name as you would like it to be displayed on your ETD record.*

**Language \***

*Select the language in which your thesis or dissertation is written.*

English

**Keywords \***

*Keywords to describe your work. Enter a single word or phrase per input; add as many as you like, but at least one.*

x

x

+ Add Keyword

**Degree \***

*Select the degree which you will be receiving this submission period.*

Save

## Step 16. Edit Thesis Information - Degree

After entering your keywords, select your degree from the drop down menu.

Make sure you click save at the bottom of the page.

## Edit Thesis Information

### New Dissertation

Required fields are labeled in **bold** \*  
Invalid entries are labeled in **red**

**Last name \***

Nash

**First name \***

Bethany C

Your name as you would like it to be displayed on your ETD record.

**Language \***

Select the language in which your thesis or dissertation is written.

English

**Keywords \***

Keywords to describe your work. Enter a single word or phrase per input; add as many as you like, but at least one.

Nursing

x

x

+ Add Keyword

**Degree \***

Select the degree which you will be receiving this submission period.

-----

**Dissertation**

- PhD
- ThD
- DNP**

**Master's Thesis**

- MA
- MS
- MDiv
- MTS
- MPH
- MSPH

**Honors Thesis**

- BA
- BS
- BBA

## Step 17. Edit Abstract

On this page, you'll add your abstract. The editor provides basic formatting options, but you'll notice that the options are limited when compared to most word processing software. You likely will not be able to format your record exactly like your files (PDF and original file), but that is okay.

You can either type your abstract into the box or 'copy and paste' from one of your files. If you 'copy and paste', make sure you use one of the special paste tools (the greyed out clipboard icons shown in the screenshot below). These tools will cut down on the amount of manual formatting you have to do to correct any weird characters or formatting. If icons are greyed out after you've copied content, you can try using another browser or paste directly into the editor.





Save your abstract and review it on the main record page. If you notice any weird characters or formatting, manually correct it or it will show in your published record.


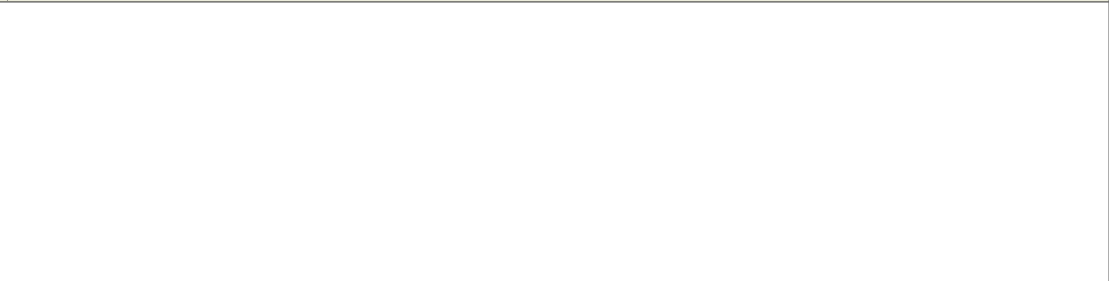
Make sure you click save at the bottom of the page.

**Edit Abstract**

**New Dissertation**

The system may have trouble with special and foreign language characters and with characters imported using cut-and-paste. We recommend using the following tools:

- Use the paste from Word tool  to copy from Microsoft Word.
- Use the paste as plain text tool  to copy special characters.
- Use the special character  or universal keyboard  tool for special and foreign language characters.

Save

## Step 18. Edit Table of Contents





You will complete the table of contents section the same way as the abstract section. Be aware that weird formatting is more likely to occur when copying and pasting your table of contents because it is highly formatted in your file.


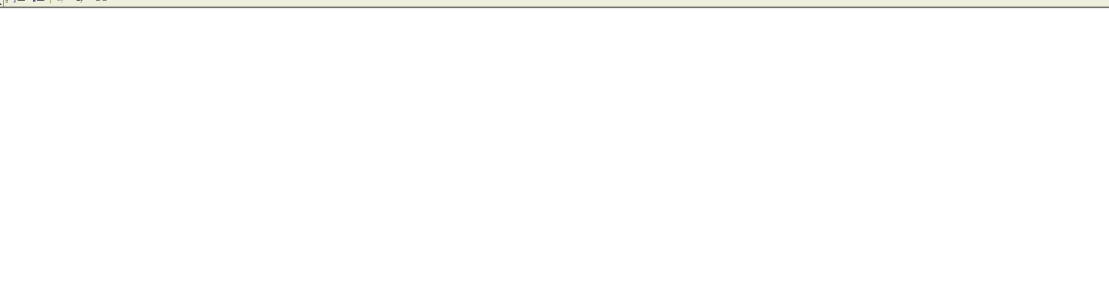
Make sure you click save at the bottom of the page.

**Edit Table of Contents**

**New Dissertation**

The system may have trouble with special and foreign language characters and with characters imported using cut-and-paste. We recommend using the following tools:

- Use the paste from Word tool  to copy from Microsoft Word.
- Use the paste as plain text tool  to copy special characters.
- Use the special character  or universal keyboard  tool for special and foreign language characters.

Save

## Step 19. Partnering Agencies (when applicable)

Depending on your school/program, you may be required to complete a partnering agencies section. Select up to three agencies from the list or if you did not work with any agencies, choose "Does not apply (no collaborating organization)." If you analyzed data from an organization, list it as a partnering agency.

**Edit Partnering Agencies**

New Dissertation

Please supply up to a maximum of three partnering agencies which describe the agencies that you used as a resource for your work. Choose each partnering agency below by clicking on it.

save

- Does not apply (no collaborating organization)
- CDC
- US (Federal) agency other than CDC
- Georgia state or local health department
- State or local health department (not in Georgia)
- Georgia state or local agency (not a health department)
- State or local governmental agency (not a health department and not in Georgia)
- National or regional non-profit organization (e.g., American Cancer Society)
- Community-based non-profit organization (e.g., AID Atlanta)
- International Non-governmental organization (e.g., CARE, Inc.)
- International governmental organization (e.g., Agency for International Development, etc.)
- Non-US governmental agency (e.g., Minister of Health in Haiti)
- Emory University schools, faculty or affiliated programs
- University, college or educational institution (other than Emory)
- Hospital or other health care provider
- Religious-based organization
- Industrial or Commercial (for-profit) organization

## Step 20. Add file to record

You will follow the same process to add your PDF, original file/format (it is the file you converted to a PDF, usually a Microsoft Word document), and optional supplemental files. The drop down menu for type of file to add is the only part of the process that changes. Make sure the drop down menu selection matches the type of file you're uploading.

Click browse to launch the file browse; browse to the file you'd like to upload. Click the upload button.

**NOTE:** Do **not** upload a document that contains the signatures of your adviser/chair and committee members.

**Add file to record**

New Dissertation

Upload both a PDF copy and the original file of your thesis. Your original file is likely a Microsoft Word file. You may also upload supplemental files associated with your document, such as data sets, audio or video, computer animation, or other material.

- The PDF and supplemental files will be available on your public ETD record after any requested embargo expires.
- The library collects your original files for archival purposes. It will neither be visible nor downloadable from your public ETD record.

Type of file to add:

Thesis/Dissertation in PDF format

Browse... No file selected.

Upload

## Step 21. Edit File information

After uploading your file, you will be taken to the Edit File Information page. All the information on this page will have default information, but you can change it if you'd like (ex: change the title to be the title of your thesis/dissertation); however, you can leave it as is.

Make sure you click save at the bottom of the page.

**Edit File Information**  
Review and update the file description below. PDF and supplemental files will be listed on your public ETD record based on this information, after your embargo (if any) has expired. When you are satisfied, click save to proceed.  


Required fields are labeled in **bold \***  
Invalid entries are labeled in **red**

**Title \***  
  
Display label for this document as it should be listed on your ETD record.

**Author**  
  
Name of the person who created the contents of this file.

**Description**  
  
Brief description of the file, for display on your ETD record.

**Type \***  
  
Type of content; be sure to update for supplemental files such as videos or datasets.

**Other file information**  
 295.9 KB ; 7 pages.

## Step 22. Add file to record

Follow the same process detailed before to upload your original file to your record. Remember your original file should be what you converted to a PDF. If you wrote your thesis/dissertation using Microsoft Word, upload a Microsoft Word doc. If you used LaTeX, output a Zip file and upload it as your original file.

**Add file to record**  
**New Dissertation**  
Upload both a PDF copy and the original file of your thesis. Your original file is likely a Microsoft Word file. You may also upload supplemental files associated with your document, such as data sets, audio or video, computer animation, or other material.

- The PDF and supplemental files will be available on your public ETD record after any requested embargo expires.
- The library collects your original files for archival purposes. It will neither be visible nor downloadable from your public ETD record.

**Type of file to add:**

No file selected.

## Step 23. Edit File Information

Remember you can either keep the default information on this page or edit as you did with your PDF file.

Make sure you click save at the bottom of the page.

### Edit File Information

Review and update the file description below. PDF and supplemental files will be listed on your public ETD record based on this information, after your embargo (if any) has expired. When you are satisfied, click save to proceed.

Required fields are labeled in **bold \***  
Invalid entries are labeled in **red**

#### Title \*

Original Document

Display label for this document as it should be listed on your ETD record.

#### Author

Bethany C Nash

Name of the person who created the contents of this file.

#### Description

Archival copy of Dissertation

Brief description of the file, for display on your ETD record.

#### Type \*

Text

Type of content; be sure to update for supplemental files such as videos or datasets.

Other file information

64.5 KB

Save

## Step 24. Add file to record

You can add supplemental files to your record. Supplemental files can include images, videos, audio, datasets, software, etc. If you'd like to upload supplemental files, follow the same process as before.

### Add file to record

#### New Dissertation

Upload both a PDF copy and the original file of your thesis. Your original file is likely a Microsoft Word file. You may also upload supplemental files associated with your document, such as data sets, audio or video, computer animation, or other material.

- The PDF and supplemental files will be available on your public ETD record after any requested embargo expires.
- The library collects your original files for archival purposes. It will neither be visible nor downloadable from your public ETD record.

#### Type of file to add:

Supplemental file

Browse... No file selected.

Upload

## Step 25. Edit File Information

Edit your supplemental file information as needed. You should choose the type based on the supplemental file you upload. Make sure you click save at the bottom of the page.

### Edit File Information

Review and update the file description below. PDF and supplemental files will be listed on your public ETD record based on this information, after your embargo (if any) has expired. When you are satisfied, click save to proceed.

Required fields are labeled in **bold \***  
Invalid entries are labeled in **red**

#### Title \*

Emory\_ResearchFields\_02-2

Display label for this document as it should be listed on your ETD record.

#### Author

Bethany C Nash

Name of the person who created the contents of this file.

#### Description

supplemental file for Dissertation

Brief description of the file, for display on your ETD record.

#### Type \*

Text

Text

Dataset

Video

Image

Software

Sound

Save

## Step 26. Author Rights and Access Restrictions

On this page (accessed by clicking "embargo request" in the submission status menu), you will set your embargo/access restriction (see the next step for more information about setting your access restriction) and assent to the submission agreement by clicking the box. If you are a Laney Graduate School doctoral student, you will also choose whether to have ProQuest register copyright for you.

The submission agreement grants Emory University a non-exclusive license to archive your thesis/dissertation and make it available to the public after any embargo expires. You still own copyright to your thesis/dissertation, and you can publish with it following graduation. However, you should make your publisher aware of this non-exclusive license so that your author agreement can be modified to reflect it.

Make sure you click save at the bottom of the page.

**Author Rights and Access Restrictions**  
**New Dissertation**  
Indicate below whether you and your Committee Chair / Thesis Adviser are requesting that access to the full text of your thesis or dissertation be restricted for a period of time. (An administrator will enter the term of the access restriction after it is approved.)  
**NOTE:** requests for an access restriction must be made on the paper ETD Submission Agreement Form which you will present to Nell Hodgson Woodruff School of Nursing for approval.  
**15 Access Restriction (Embargo) \* \***  
1 ☒ No, my ETD can be published immediately after graduation.  
☐ Yes, I want an access restriction.  
Check the box below to indicate that you agree to the terms of Emory's general submission agreement. (Note that this merely supplements the paper form signed by you and your Committee Chair / Thesis Adviser.)  
**Submission Agreement \***  
☐ I hereby grant to Emory University and its agents the non-exclusive license to archive, make accessible, and display (subject to the conditions agreed upon in the separate written agreement I have submitted to Nell Hodgson Woodruff School of Nursing) my thesis or dissertation in whole or in part in all forms of media, now or hereafter known, including the display of the thesis or dissertation on the world wide web. I retain all ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation. I certify that my electronic submission is the version of my thesis/dissertation that was approved by my committee.

## Step 27. Access Restriction

If you want to add an embargo/access restriction to your record, choose yes. You will also need to answer the follow up question regarding which parts of your record should be subject to the embargo.

You will notice that there is no question about the length of time you would like to embargo your record. You do not set the length of time on the ETD site. In the paperwork you submit to your school, you will select how long you'd like your record to be restricted. When your school's ETD reviewer finishes reviewing your record, s/he will add the length of embargo you specified in the paperwork you submitted.

Remember to click save when you've completed all sections of this page.

**Access Restriction (Embargo) \* \***  
☐ No, my ETD can be published immediately after graduation.  
☒ Yes, I want an access restriction.  
Which parts of your record do you want restricted?  
☐ Restrict files only  
☐ Restrict files and table of contents.  
☐ Restrict files, table of contents, and abstract

### Step 28. Review & submit

Once you've completed all the sections of your record, a review & submit button will appear at the bottom of the submission status menu. You can click this button whenever you are ready. Take a deep breath and submit your record.

## SUBMISSION STATUS

- ✓ [contact information](#)
- ✓ [title](#)
- ✓ [author](#)
- ✓ [program](#)
- ✓ [committee chair/thesis adviser](#)
- ✓ [committee members](#)
- ✓ [ProQuest research fields](#)
- ✓ [keywords](#)
- ✓ [degree](#)
- ✓ [language](#)
- ✓ [abstract](#)
- ✓ [table of contents](#)
- ✓ [partnering agencies](#)
- ✓ [PDF file](#) [\(add\)](#)
- ✓ [original file \(3\)](#) [\(add\)](#)
- ✓ [supplemental file \(4\)](#) [\(add\)](#)
- ✓ [embargo request](#) **no**
- ✓ [submission agreement](#)

[review & submit >](#)

## Step 29. Submission warning

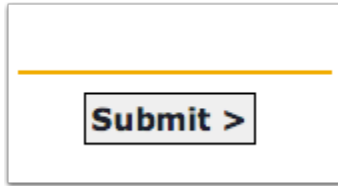
You'll be taken to a page where you can review everything you've entered before submitting. Make sure everything is complete and correct before clicking submit.

Please review the data you have entered below. If you need to make changes, use the edit buttons on the right side of each section, and then proceed to review/submit again.

You are about to deposit the final version of your thesis or dissertation to the ETD Repository. Please review the document thoroughly. After the document is deposited, you will NOT be able to access the file to make changes of any kind without authorization from the administration of your school or program.

## Step 30. Submit

Once you've reviewed all the information you've entered, click submit.



### Step 31. Submitted

Your record is now no longer in draft status; it is now in submitted status. You cannot edit your record now unless you contact your school's ETD reviewer to request s/he return it to draft status.

This record is not published. Current status: **submitted**

### Step 32. Next steps

After you submit your record, it will be reviewed and approved by your school. The approval process is not immediate, so expect a delay between when you submit and when your record is approved. If your school's reviewer needs you to correct anything with your record, s/he will return it to draft, and the ETD site will send you an email notification.

Once your record is approved, it will be unpublished until Emory's central database has been updated to reflect your new status as a graduate. There is usually a lag of 2-3 weeks between graduation and when ETD records publish.

If you have additional questions, the best way to contact the ETD team is by using the help form on the ETD website: <https://vmch-etd.library.emory.edu/help>.

Congratulations on your upcoming graduation!