

Guide for Electronic Submission of Theses and Dissertations

The electronic submission process is intended for a completed, successfully defended thesis or dissertation.

I. Prior to Submission

- A. **In preparation of your thesis or dissertation**, you should consult with your committee chair and committee members to determine the department's preferred manual of style. You should also follow the formatting guidelines of the Graduate School found in ECU's *Manual of Basic Requirements for Theses and Dissertations*.

If you wish to copyright your thesis or dissertation, East Carolina University and UMI/ProQuest require that you include a copyright notice following the title page. Typical copyright notices take this form:

Copyright 2008, Jane E. Student

Or

@2008, Jane E. Student

- B. **After you have successfully defended** your thesis or dissertation and made the changes recommended by your committee, obtain the committee signatures on the signature page and complete the **ECU ETD Non-Exclusive Distribution Agreement**. (click [ETD Non-Exclusive Distribution Agreement .pdf](#) to view and print). These forms bearing original signatures must be delivered to the Graduate School separately.
- C. **Deliver required originals of signature page** and the ECU ETD Non-Exclusive Distribution Agreement bearing original signatures to the Graduate School, Room 105 Ragsdale. The signed originals are required to be on file in the Graduate School before your thesis/dissertation will be submitted to ProQuest. In addition, if you have included supplementary materials (multimedia files) with your submission, you must deliver to the Graduate School Reprint Permission Letters for multimedia material covered under someone else's copyright and written permission letters allowing use of Third Party Software Licenses. These should be brought to the Graduate School in an envelope ready for mailing to ProQuest. Note: At the time of your electronic submission, you are to submit a signature page with committee names without signatures.

II. Document Preparation for Electronic Submission

A. Preparing the ETD

Columns- Consider using tables without borders instead of tabs to format text or numbers into neat columns.

Equations- MS Word users should not use Word's Equation Editor. Instead, use italic Times Roman font and Symbol font, along with superscripts and subscripts to create equations.

Fonts- It is best to use standard fonts such as Times New Roman or Arial. If using unusual fonts, be sure to use embeddable Type 1 or TrueType fonts. In Word, you can also choose to embed fonts as you prepare the document by choosing Tools, Save, and check "Embed TrueType Fonts." Fonts that are available to all pdf viewers and do not need to be embedded include: Arial, Courier, and Helvetica (Bold, Oblique and BoldOblique), Times (Roman, Bold, Italic, BoldItalic), Symbol, and ZapfDingbats. For more information on embedded fonts, visit the ProQuest ETD submission website: <http://dissertations.umi.com>.

Graphics- The best method to include graphics is to use EPS (Encapsulated PostScript) files rather than bitmaps, GIFs, or JPEG images. Use a high resolution such as 600 dpi. Avoid using graphic editors that are part of a word processor.

Landscape Page Numbers- Remember that page numbers must be placed in a header or footer in portrait orientation even when the text of the page is in landscape orientation. For detailed instructions on how to make this change in Word, visit the Microsoft website:
<http://support.microsoft.com/default.aspx?scid=kb;en-us;265436>

Multimedia Objects- In Word, use the Edit, Copy and Paste functions to add a multimedia object in your document. Remember to reference the figure in the text and to provide a figure number and title.

Spacing and Pagnation—Use tabs to align text instead of a series of spaces. Use line breaks to force a new line instead of starting a new paragraph. Insert page breaks instead of a series of paragraphs or returns to start a new page. Use section breaks to change the format between pages in the document (for example, sections where pagination style differs).

Pagination- When preparing the preliminary materials, use Insert, Page Numbers, and uncheck the box to "suppress the number on the first page." This change will prevent the preliminary page number i from printing on the Title Page. Use Insert, Page Numbers, and Format to set the small Roman numerals for the preliminary materials and then the Arabic numbers for the text of the document.

Also, you may want to use the section break feature (Word) to separate the three sections of the document that are paginated differently: abstract and title page (no page numbers), other preliminary materials (small Roman numerals centered at the bottom of the page), and the text, references and appendices (Arabic numbers). If you write the document in a series of sections, remember that all sections must be saved as one file.

You may want to use your word processor's tool for cross referencing to ensure that pagination is consistent. Remember that page numbering is sometimes altered by the pdf conversion process. After converting the document to a pdf file, be sure to check the page numbering in the text against the Table of Contents to be sure the two are still consistent with each other.

Spacing- Use tabs to align text instead of a series of spaces. Use line breaks to force a new line instead of starting a new paragraph. Insert page breaks instead of a series of paragraphs or returns to start a new page. Use section breaks to change the format between pages in the document (for example, sections where pagination style differs).

Table of Contents- The key to structuring the Table of Contents is the use of tabs. First, be sure the ruler bar is visible at the top of your page. In Word, select Format, Tabs.

To place the word "Page" at the right margin...In the dialog box, choose the right margin as the ruler position for your first tab (6 for example). Then, for Alignment, choose right. For leader, choose none. Set and OK. At the left margin on your Table of Contents, press tab and type the word "Page"-it should position itself right flush.

If you have preliminary items to list before the chapters (ie. List of Tables, List of Figures, etc.), the next tab will set the position for the page number with dot leaders. In the dialog box, choose the right margin as the ruler position (6 for example). Then, for Alignment, choose right. For leader, choose 2..... Set and OK.

After the word CHAPTER, begin setting the tabs for the Roman numerals, chapter titles, page numbers with dot leaders and any subtitles. First, in the dialog box, choose the location for the Roman numerals. Type in the ruler position (.04 for example). Then, for Alignment, choose decimal. For Leader, choose none. Set and OK.

Choose a nearby location to start your chapter titles. Type in the ruler position (.07 for example). Then, for Alignment, choose left. For Leader, choose none. Set and OK.

The next tab will set the position for the page numbers with the dot leaders. In the dialog box, choose the right margin as the ruler position (6 for example). For alignment, choose right. For leader, choose 2..... Set and OK.

Add other tab positions as needed to distinguish each new level of subtitles/subheadings.

B. Word to PDF Conversion

Convert the final, approved draft of your thesis/dissertation to a pdf file and save it. URL for detailed instructions and conversion software will be announced at a later date. All manuscripts must be submitted as PDF files and it is the student's responsibility to ensure that the PDF file is an accurate representation of their original manuscript.

When using the ProQuest online PDF conversion tool:

- Converted PDF files are available for download to your PC for 4 days (96 hours) after the conversion.
- You may convert files of up to 100 MB in size. Files over this size have to be saved on a CD and submitted to the Graduate School for processing and delivery to ProQuest.
- You are allowed 5 conversions.

No compression or password protection should be used. UMI Dissertations Publishing can make no change to the documents. Therefore, the burden of how the document looks when it is accessed or printed is entirely the responsibility of the author. All fonts used must be embedded in the document. External or internal links to multimedia files are acceptable.

C. Multimedia Elements

If multimedia elements are used in the document, file formats should be identified in the thesis or dissertation abstract. Acceptable file formats include the following:

Images

GIF(.gif)

JPEG (.jpg or .jpeg)

PDF (.pdf, use Type 1/PostScript fonts)

TIFF (.tif or .tiff)

Video

Apple QuickTime (.mov)

Microsoft AVI (.avi)

MPEG

Audio

AIFF (.aif or .aiff)
CD-DA
CD_ROM/XA
MIDI (.mid or .midi)
MPTEG-2
SND (.snd)
WAV (.wav)

After converting your document into pdf format, be sure to check it for the following:

- Proper pagination
- Consistency of margins, headings and subheading
- Does the Table of Contents match the actual text in the main body and do the page numbers match?
- Check fonts

If corrections are needed after submission, make revisions to the original Word document, re-save the corrected version and convert to a pdf.

III. The Electronic Submission Process

Please note that there is a deadline for submission of the final copy to the Graduate School . Please see the University Academic Calendar at <http://www.ecu.edu/registrar> for the final deadline for the term in which you wish to graduate.

A. To submit your dissertation electronically, go to the following web address:

<http://www.etdadmin.com/ecu>

In order to log into ECU's ETD Administrator site, you need to create a valid account. Creating an account requires a username and a password.

Your username is your email address, and the system selects a password for you. If you forget your password, please enter your email address with a password, and the system will send you your password immediately by email. If you want to change your password to something easier to remember, please go to the **My Account** page and choose the **Edit Profile** option.

B. Before you begin, be sure you have the following:

- Title of your dissertation
- Abstract in a separate text file.
- Full text of the dissertation in PDF format. (PDF conversion software is available on the site. This must be one file.)

- Optional supplementary files (images, sound, etc.)
- Committee chair's name
- Subject category (See site)
- Keywords (up to six) (explained on site)

C. ProQuest Publishing Agreement

You will be presented with a Publishing Agreement during the submission process. No actual signature is needed but you must accept the online agreement in lieu of signing, in order to continue. Please take a few moments to familiarize yourself with the text of the ProQuest/UMI Publishing Agreement. **If you have questions about which publishing option to choose, discuss with your committee chair.**

D. About You

When you begin your submission, you will be required to complete several screens of information. Please enter all the information ProQuest will need to identify you and to contact you regarding your submission. Your name and affiliation should be entered exactly as you wish to have them appear on your dissertation. As indicated on the form, certain pieces of information are required.

Personal Email Address

Most graduate students stop using their university email account after graduation. In order to make sure we have accurate contact information, please provide us with an email address you plan to continue using after graduation. You may want to check on feasibility of using your ECU alumni account.

Country of Citizenship

Providing your country of citizenship is optional and is used only for helping libraries identify graduate works of interest. For example, some national libraries collect graduate works written by graduate students from the country the library serves.

Future Mailing Address

If you plan to move after graduation, please be sure to provide us with a future mailing address, so we can contact you, if needed. If you don't know what your address will be after graduation yet, you can always provide ProQuest with a new address later by contacting them at dispub@if.proquest.com or 1-800-521-0600, ext. 7020.

Notes to the Administrator

You can also use this form to send questions about your submission to the Graduate School staff person who manages your ETD Administrator site. Your administrator will see the notes after you submit your manuscript. If you will be unreachable via email, note the best to contact you here as well.

E. About Your Work-Bibliographic Details

Title

Please enter the title using Headline Capitalization. It should be entered exactly as you want it to appear on the final dissertation.

Keywords and Subject Categories

Putting in the proper Keywords and Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Please choose one primary subject category from the list below that best represents your graduate work. In addition to the primary subject category, you may choose up to two additional personal subject categories.

A list of Subject Categories can be found here:

http://dissertations.umi.com/brandeir/subject_categories.html

To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

If you need assistance choosing subject categories or keywords, call UMI Dissertation Publishing toll free at 800-521-0600 ext. 4883 for social sciences and humanities, or ext. 4881 for sciences and engineering.

The Abstract

You have the option of pasting or typing the abstract into the text area of the submission form. **Do not include the title and your name with the abstract.** Your abstract should be cut and pasted from your Word or PDF file. It must be formatted according to the guidelines below. You will be offered the following options from a dropdown window on the site:

- One paragraph: Select this setting if you're abstract should be formatted as a single paragraph.
- 2+ paragraphs, **separated by carriage returns**: This is the appropriate option if your abstract looks like the following:

*This paper deals with the issues of X and Y in the...
It follows from the work of M and N.*

- 2+ paragraphs, **separated by blank lines**: This is the appropriate option if your abstract looks like this:

This paper deals with the issues of X and Y in the issue of Z with respect to W.

It follows from the work of M and N.

- Paragraphs formatted with HTML tags: The following HTML tags are recognized by the dissertations.umi.com system and may be used to format an abstract. Please be sure to use lowercase characters, as shown here.

How to include HTML tags

HTML tags

<p> - paragraph

<p>This is the first paragraph.</p>

This is the first paragraph.

<p>This is the second paragraph.</p>

This is the second paragraph.

 - line break

<p>This is a line of text with a linebreak here.
 This is text after</p>

This is a line of text with a linebreak here.

This is text after

 - strong/bold

bold text

bold text

 - italics/emphasis

italicized text

italicized text

<sub> - subscript

Text with _{subscript}

Text with _{subscript}

<sup> - superscript

Text with ^{superscript}

Text with ^{superscript}

It is recommended that you check the formatting of your abstract after you have entered it by logging out of the site and then logging back in.

F. Uploading the Full Text of your Thesis/Dissertation:

After you have entered the required information about you and your work, the next step will be to upload the PDF file of your dissertation. Click the “Browse” button next to the option to upload a file. This will open a window allowing you to choose the appropriate file on your computer. For instance, if you wanted to upload the PDF of a paper a called **MyPaper.pdf** which was located in a folder called **My Documents**, you would place the cursor in the text area labeled “Please upload your paper in PDF format,” click the Browse button, open the folder **My Documents**, click on **MyPaper.pdf** to highlight it, and then click “Open.”

Depending on your operating system and browser, you will now see something like

“C:\MyDocuments\MyPaper.pdf” in the “Please upload your full text file in PDF format” area.

If you have trouble locating your document after clicking the Browse button, be sure that the setting at the bottom of the dialog is set to show files of all types. If your file is very large (100MB or more), you should contact your site administrator and submit your manuscript on a CD or DVD due to long upload times.

If you are having difficulty submitting the full text of your dissertation, you may continue with your submission and upload the full text later via the Revise option.

NOTE: Do not submit signed Title Page and the ECU Non-Exclusive Distribution Agreement Form to the site. Please use unsigned Title & signature pages for the electronic submission. The signed Title pages should be delivered to the Graduate School Thesis/Dissertation Editor in 105 Ragsdale.

Do not destroy the original file from which you created the PDF file. You may need this version for subsequent revisions.

If you are experiencing difficulties completing your submission:

After entering copyright registration information, the Web site goes into secure mode and the site changes from **http: to https** (secure mode). If your browser seems very slow, you may need to change your security settings and add the ETD Administrator Web site to a list as a trusted site in your Web browser. If you are using your school's computer, it may be blocked by a heavy firewall and you will have to make it a trusted site.

G. Supplementary Files

Inserting external links to supplementary multimedia files in your dissertation or thesis is acceptable. To include supplementary files with your submission:

1. From the top left Menu, select the **ADD SUPPLEMENTAL CONTENT** option.
2. Upload the new file, by clicking the **BROWSE** button and selecting the appropriate file on your hard drive.
3. At the bottom of the page you will see the history of all supplemental files that have been uploaded for your submission. Each item has a check box next to it: Items that are checked will appear with the published dissertation/thesis.
4. To include your new file with your dissertation/thesis, be sure to check the box next to the file you recently uploaded. Uncheck the boxes next to those files you do not wish to include.

H. Copyright Filing and Information

During the submission process, you will have the option to request that UMI Dissertation Publishing file for copyright on your behalf. If you choose the option

to request that UMI file for copyright on your behalf, there will be an additional \$65 fee (payable by credit card at the time of initial submission). Please have your credit card ready if you choose this option. You have the option of filing your own copyright registration.

Authors who publish with UMI retain all right to their original works. If you request that ProQuest file a copyright claim, ProQuest merely acts as your agent in filing the form, paying the fees and providing the copy. It is filed in your name only.

Since the U.S. joined the Berne Convention, the Copyright Office has been recommending that a copyright notice be included in all published or non-published manuscripts. However, if it goes to court for plagiarism, you can not claim your lawyer and court fees as part of the settlement unless you have actually filed a claim (in any country that is a member of Berne).

I. Bound copies

During the submission process, you may order printed copies from UMI Dissertations Publishing. This can be done online with a credit card. Although submissions are published in color electronically, the printed and bound copies you receive will be printed in Black and White only. Hardcover bound copies have black covers with gold lettering. Processing of the bound copies of dissertations or theses is handled by UMI Dissertation Publishing. Once UMI receives the manuscript from your school, it can take up to 12 weeks before it is available. If you have questions, contact the Author and School Relations group directly: disspub@umi.com or 800-521-0600 ext. 7020

J. Confirmation of Receipt

A designated graduate school staff person is notified immediately when a new submission arrives. You will receive an email from the Graduate School confirming receipt of your ETD and informing you that your ETD has been successfully uploaded.

IV. Revising Your Submission

After the review by the Graduate School thesis/dissertation editor, you will receive an email indicating any necessary formatting corrections. Make the corrections in your original Word documents, save again and convert to a PDF. Email notices from ECU's ETD Site Administrator are delivered to whatever author email address you entered at the time of your submission.

Submit the revised PDF file. Remember: Do not submit the signed Title/ Signature page, the ECU Non-Exclusive Distribution Agreement, copyright permission letters and third party software licenses. Please use an unsigned Title Signature page for the

electronic submission and deliver paper copies of these pages to the Graduate School in 105 Ragsdale if you have not already done so.

A. Making revisions or checking the status of your submission

At any point before it is delivered to UMI Dissertation Publishing, your submission will be available for revising and revisions through you're **My Account** page, unless the ETD Administrator has locked your submission for review.

To view your submission and check the status, log into your account. By clicking on the title of your submission you will be able to see the status of your submission in the column next to the title.

To revise your submission details about you and/or your paper:

1. Log in to your **My Account** page.
2. Click the title of your manuscript
3. Click **Revise dissertation/thesis** from the list in the top left.
4. Enter your changes in the Revise Submission form and click **Submit** at the bottom of the page to submit your changes. You only need to modify the portion of the form that corresponds to the changes you wish to make.
5. Continue to the next screen if you need to revise the actual body of your manuscript.
6. The administrator will be notified via email of your corrections.

- B. You will be notified by the Graduate School** via email upon final approval of your ETD document. The approved document is designated on the Administrator Site as the official copy to be submitted to Proquest. Once the Graduate School accepts/approves the final document, your account will be locked, and no revisions or resubmissions are allowed.

Your final document will be submitted to Proquest and the ECU Institutional Repository once approved if all required paper documents (signature page, ECU Non-Exclusive Distribution Agreement, copies of permissions to use copyrighted material and third part software licenses) are on file in the Graduate School and you have been cleared for graduation by the Registrar's Office.

If you would like to inquire about the status of your submission after it has been submitted to ProQuest by the Graduate School, you may contact the Author and School Relations group directly: disspub@umi.com or 800-521-0600 Ext. 7020.