Electronic Theses & Dissertations (ETDs) at CSU

Graduate School – Cindy Befus
University Libraries – Dawn Paschal
What are ETDs?

• An ETD is a thesis/dissertation in electronic format

• CSU’s theses/dissertations will now be submitted as ETDs to ProQuest/UMI

• ETD submission is required as of January 1, 2011

• Archival copies will also be held in the CSU Digital Repository
Why Create an ETD?

- Faster and wider access to the student’s research
- More efficient interaction with faculty
- Increased opportunity for creativity
- Increased understanding of electronic publishing
- Increased attention to the student’s work, potential citation
- Increased impact on the student’s field
What is the ETD Submission Process

• Students should plan ahead, allow time to complete by submission deadline
• Become familiar with the process/steps
• Follow the format in the manual and the sample pages
The Fall ETD Submission Deadline is November 10

• The final copy of the ETD must be submitted and approved by this date
Student’s Process For Creating An ETD

• Write the thesis/dissertation
• Obtain submission approval from the committee and department head
• Submit the Thesis/Dissertation Submission Form to the Graduate School Office
  • PhD students also submit the Survey of Earned Doctorates confirmation certificate
• Submit the ETD to ProQuest/UMI via the Libraries website
After The ETD Is Submitted

• The Graduate School ETD Administrator will check the student’s submission and verify it meets Graduate School standards
  • Title Page and Abstract Page are checked for format
  • Digital file is reviewed for file format and technical issues
After The ETD Is Submitted (cont.)

• Corrections – students will be notified if corrections are needed
• The Graduate School notifies the student and ProQuest/UMI when the ETD is accepted
• ProQuest/UMI delivers a copy of the ETD to the Libraries
• The thesis/dissertation requirement is cleared in the degree plan
How Long Does It Take to Approve The ETD?

• As soon as the ETD is submitted electronically to ProQuest/UMI, an email notification is sent to the student & to the Graduate School
  • Allow 24-hour turnaround
• During the week of the thesis deadline, ETDs are checked within an hour of notification
Additional Information
What’s the Difference Between ProQuest/UMI and the CSU Digital Repository?

- The repository is an open access database
- ProQuest/UMI’s database is available by subscription
  - Indexes and presents CSU ETDs with those from other institutions
  - Provides redundant remote storage and backup
Copyright and ETDs

• Students automatically hold the copyright to their ETD
• Registering copyright is:
  • Optional
  • Can be done by the student or through ProQuest/UMI (a fee is required in both cases)
• Benefits are cultural and legal
Copyright and ETDs

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

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Embargos

- Request for an embargo must come from the student’s advisor to the Graduate School Vice Provost
  - Patent pending
  - Information related to national security
  - Pre or post-publication issues
- One-year maximum
- Contact CSURF for a patent
Corrections to the ETD

• After ETD submission
  • Student will work directly with ProQuest/UMI
  • ProQuest/UMI charges a fee for resubmission
Tools & Resources

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

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

• Preliminary page templates –
  • http://www.graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx

• Electronic submission –
  • http://lib.colostate.edu/repository/etd/index.php
Technical Assistance

• Available in Morgan Library
  
  • Fran Campana  
  Training Manager for Computer Applications Training  
  Phone: 491-7976  
  Email: fran.campana@colostate.edu

  • Yongli Zhou  
  Digital Repositories Librarian  
  Phone: 491-7333  
  Email: 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