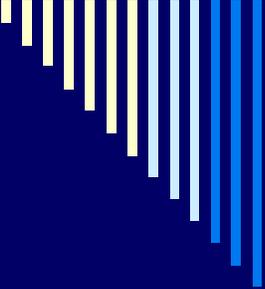


# TTU Electronic Thesis and Dissertation (eTD) Initiative

What You Need To Know

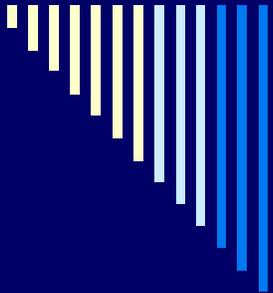
---



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## What is an eTD?

- A copy of your thesis or dissertation saved as a PDF and available electronically
  - PDFs can be created using Adobe Acrobat software and electronic archiving is available through the UMI eTD Administrator
  - eTD Administrator is a web-based tool that streamlines the submission and administration process for students and graduate schools.
    - This is the portal through which eTDs will be submitted to the Graduate School and processed.
-



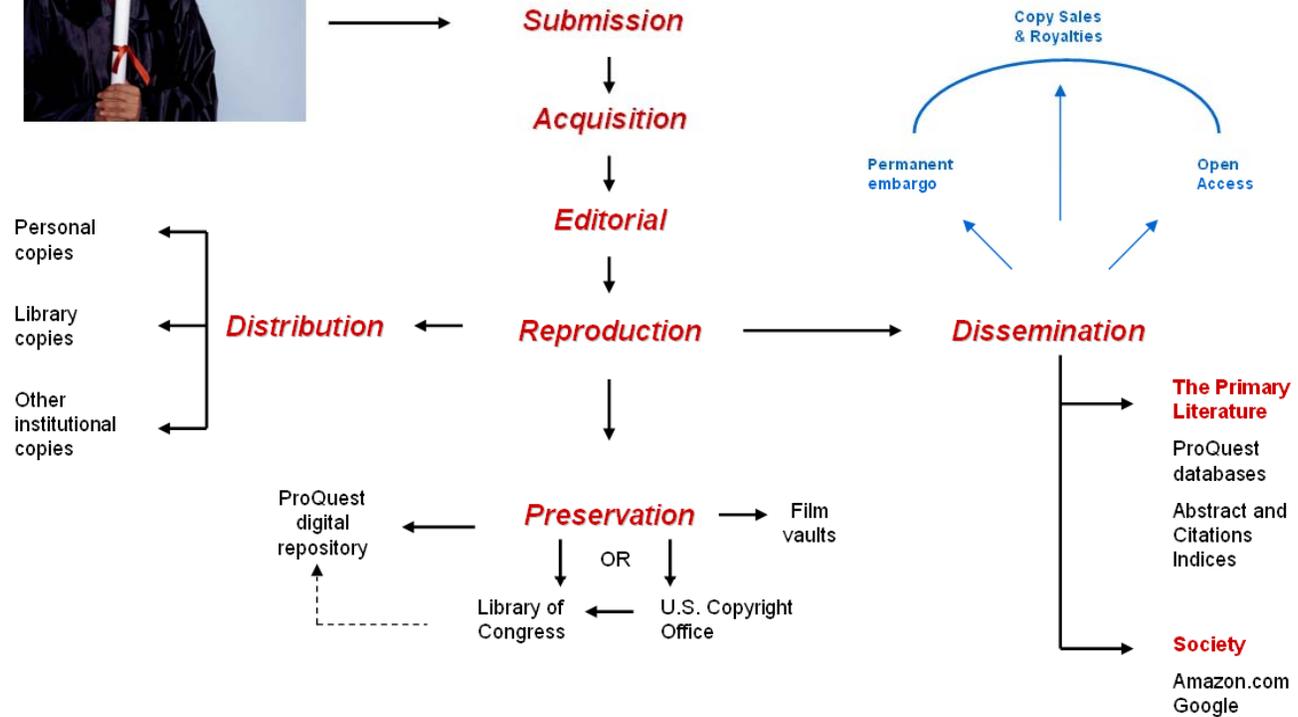
# Process for Submitting a Thesis or Dissertation at TTU

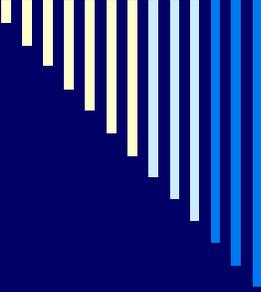
Adapted from <http://www.tntech.edu/images/stories/gradstudies/current/manual.pdf>

- ❑ Student prepares draft copy of thesis/dissertation that is reviewed by committee chair.
- ❑ The draft is refined (maybe several times) and then a copy is submitted to the student's advisory committee. Note that a date, time, and place should be set that is convenient for all of the committee members for the presentation and final examination/defense of thesis/dissertation (no sooner than one week after you submit draft copy to committee).
- ❑ Committee provides recommendations for changes and/or additions. These are critically reviewed (for grammar, spelling, and content) with both the student's major professor and the individual committee members and incorporated as appropriate.
- ❑ The advisory committee-approved copy of the thesis/dissertation is then submitted to the Graduate School (through the eTD Administrator site—details on following slides) for format review to address any formatting that might impact compliance with university policies. The student must submit the original signed Certificate of Approval to the Graduate School as the committee's approval for the document format to be reviewed.
- ❑ Revisions recommended by the Graduate School must then be made. If there is any doubt about a requested revision, check with the Graduate School staff member who made the request. Once formatting issues are resolved, the student should submit the final copy of the thesis/ dissertation (ready for publication) through the eTD Administrator. If bound copies are desired, the "Binding Order Form" should be taken to the Graduate School along with any paper copies to be bound (refer to slide 21). Once all requirements for graduation have been met, the eTD will be forwarded to ProQuest for back-up storage and publication.

# ProQuest/UMI Dissertation Publishing: Context

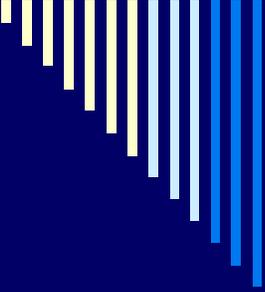
## Dissertation Publishing: Process Overview





# Process for Uploading eTD

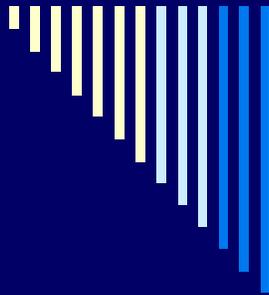
1. Convert document to a .PDF file (other file types for multi-media are submitted as supplementary files).
2. Go to submission website at <http://www.etsadmin.com/tnitech/> and create an account.
3. Log-in and begin the submission process:
  - Read instructions on the introductory page.
  - Select publishing option. Read and accept the publishing agreement.
  - Enter contact information (present and future, if known).
  - Enter details of the submission (e.g., degree to be conferred, subject).
  - Upload the PDF document.
  - Upload supplementary files, if any.
  - Choose other available options (e.g., copyright filing, ordering print copies, etc.).
  - Complete any associated surveys (e.g., eventually the SED).
  - Elect payment method (if applicable).
  - Submit. Review confirmation screen, correct any errors, and finalize.
4. An email confirming that the Graduate School has received the submission will be sent.
5. Correspondence will follow between you and the Graduate School staff for format review.



---

# Submitting Your eTD

- Go to
    - <http://www.etdadmin.com/tntech/>
  - Review the information available and when ready to begin, click “Submit my dissertation/thesis”
    - Refer to the following slides for screenshots
-



## Setting up account and log-in

UMI ETD Administrator - Tennessee Technological University-Office of Research and Graduate Stud - Windows Internet Explorer

http://www.etsadmin.com/cgi-bin/school?siteId=130

File Edit View Favorites Tools Help

UMI ETD Administrator - Tennessee Technological Uni...

Home (Alt+M) 

Administrators: [Sign in](#)  
Students: [Submit](#) [Revise](#)

UMI ETD ADMINISTRATOR

Home Support & Training Resources & Guidelines Submitting Your Dissertation/Thesis About ETD Administrator

### Publishing your dissertation/thesis at Tennessee Technological University-Office of Research and Graduate Studies

Campus Resources & Guidelines for Tennessee Technological University-Office of Research and Graduate Studies

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

▶ [Campus Resources](#)  
Learn more about your institution's guidelines & resources.

**Ready to begin?**

- ▶ [Submit my dissertation/thesis](#)
- ▶ [View/revise existing submission](#)

**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.

▶ [Formatting Requirements](#)  
Format your manuscript as described to ensure it's published the way you want it to look.

▶ [Publishing Guides](#)  
View instructions and guides to help you select the appropriate publishing options and prepare your manuscript.

**About UMI Dissertation Publishing**

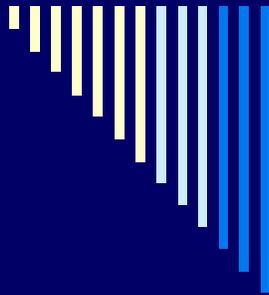
[UMI Dissertation Publishing](#) is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with UMI, you ensure your dissertation or thesis gains the widest possible audience.

[Contact us](#) | [About UMI Dissertation Publishing](#)  
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Done Internet 100% 4:11 PM

start UMI ETD Administrato... Microsoft PowerPoint ...



## Setting up account and log-in

ETD Administrator Login - Windows Internet Explorer

https://secure.etsdadmin.com/cgi-bin/etsdadmin\_login?form=etsdadmin&request\_uri=http%3A%2F%2Fwww.etsdadmin.com%2Fcgi-bin%2Fstudent%2Fetd

File Edit View Favorites Tools Help

ETD Administrator Login

TTU Tennessee Tech UNIVERSITY

UMI ETD ADMINISTRATOR

ETD Administrator @ Tennessee Technological University-Office of Research and Graduate Studies Help ?

**Welcome to the Tennessee Technological University-Office of Research and Graduate Studies Site**

ETD Administrator lets graduate students submit their completed dissertation or thesis to UMI Dissertation Publishing for publishing. There are several steps in the submission process, which ETD Administrator will walk you through. Your submission will be reviewed by the Graduate School for approval, before it is submitted to UMI Dissertation Publishing.

To continue, please log in or create a new account.

**Login:** ?

Username:

Password:  [Forgot your password?](#)

Login

**New user?**

[Create an account](#) to submit your dissertation / thesis.

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ProQuest

start | ETD Administrator Lo... | Microsoft PowerPoint ... | Internet | 100% | 4:11 PM

# Instructions

ETD Administrator - My ETDS - Windows Internet Explorer

http://www.etsadmin.com/cgi-bin/student/submitetd?siteId=130;submissionId=1;new=1

Signed in as: Jonathan Robert Sanders  
[My Profile](#) | [Sign Out](#)

UMI ETD ADMINISTRATOR

My ETDS | Resources & Guidelines | PDF Conversion

My Dissertation/Thesis List | Submit my ETD | My Profile | Help

### Submission Steps:

- Instructions**
- Publishing Information
- Publishing Options
- Publishing agreement
- Contact Information

### About my dissertation/thesis:

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

### Submission & Payment:

- Register U.S. Copyright
- Order copies
- Shipping Address
- Submit

### Instructions

Welcome to the [Tennessee Technological University-Office of Research and Graduate Studies](#) ETD Administrator Site.

The ETD Administrator lets graduate students submit their completed dissertation or thesis to UMI Dissertation Publishing for publishing. Your submission will be reviewed by an administrator at your Graduate School before it is delivered to ProQuest/UMI.

#### Before you begin

Before you begin, please be sure you have the following:

- **Full text of the dissertation/thesis in PDF format.** This must be one file. If your manuscript is in Word or RTF format, you can convert to PDF using the [PDF Conversion tool](#). You also must embed fonts in the PDF. For tips on creating PDF files, see the [PDF FAQs](#).
- **Abstract**
- **Optional Supplementary files** (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- **Advisor and other Committee Members' Names**
- **Subject Category.** Please choose one to three subject categories from the [Subject Category list](#), that best describe your dissertation/thesis' subject area.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back to finish. No information will be lost.

[Continue](#)

## Part 1

Select publishing option. Read and accept the publishing agreement.

The screenshot shows a web browser window titled "ETD Administrator - My ETDS - Windows Internet Explorer". The address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/pubOpt?siteId=130;submissionId=925;saved=1>. The page header includes the UMI ETD ADMINISTRATOR logo and a user profile for Jonathan Robert Sanders with links for "My Profile" and "Sign Out". The Tennessee Tech UNIVERSITY logo is also present.

The main navigation bar contains tabs for "My ETDS", "Resources & Guidelines", and "PDF Conversion". Below this is a secondary navigation bar with "My Dissertation/Thesis List", "Submit my ETD", and "My Profile", along with a "Help" icon.

The content area is divided into two columns. The left column contains a sidebar with sections: "Submission Steps:", "Publishing Information:", "About my dissertation/thesis:", and "Submission & Payment:". The "Publishing Information" section is active, showing options for "Instructions", "Publishing Options", "Publishing agreement", and "Contact Information".

The right column is titled "Publishing Options" and contains the following text: "Select the publishing options below that best fit your interests and scholarly publishing obligations. For assistance, consult your graduate school, and read our [Publishing Guides](#)".

Below this is the "Select Type of Publishing" section, which has two radio button options:

- Traditional Publishing**
  - I want to make my work widely available for purchase and I want to be eligible to receive royalties on the sale of my work.
  - I understand that I must maintain a current mailing address with ProQuest/UMI in order to be eligible to receive royalties.
  - I understand that the ProQuest/UMI fee for Traditional Publishing is \$55.00 for Master's and \$65.00 for Doctoral, and that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest/UMI.
- Open Access**
  - I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
  - I understand that I will not be eligible to receive royalties.
  - I understand that the ProQuest/UMI fee for Open Access Publishing is \$150.00 for Master's and \$160.00 for Doctoral, and that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest/UMI.

Below this is the "Select Publishing Restrictions" section, which has three radio button options:

- No restrictions**
  - I want my work to be available as soon as it is published.
  - I want people to be able to buy a copy of my work via commercial retailers (if I chose Traditional Publishing option above).
  - I want major search engines to discover my work.
- Restrictions required**
  - Delay release - I do not want my work to be available immediately.

The browser's status bar at the bottom shows "Done", "Internet", "100%", and the system tray with the "start" button, taskbar icons for "ETD Administrator - M..." and "Microsoft PowerPoint ...", and the time "4:13 PM".

# Part 1

Select publishing option. Read and accept the publishing agreement.

The screenshot shows a web browser window titled "ETD Administrator - My ETDs - Windows Internet Explorer". The address bar shows the URL: <http://www.etsadmin.com/cgi-bin/student/pubAgree?siteId=130;submissionId=925;saved=1>. The browser is signed in as "Jonathan Robert Sanders" with links for "My Profile" and "Sign Out". The Tennessee Tech University logo is visible in the top right corner.

The main content area is titled "Publishing Agreement" and contains the following sections:

- Submission Steps:** A sidebar menu with options: My ETDs, Resources & Guidelines, PDF Conversion, My Dissertation/Thesis List, Submit my ETD, My Profile, and Help.
- Publishing Information:** A list of options with checkboxes:
  - Instructions
  - Publishing Options
  - Publishing agreement
  - Contact Information
- About my dissertation/thesis:** A list of options with checkboxes:
  - Dissertation/Thesis details
  - PDF
  - Supplemental files (optional)
  - Notes (optional)
- Submission & Payment:** A list of options with checkboxes:
  - Register U.S. Copyright
  - Order copies
  - Shipping Address
  - Submit

The main content area displays the "Traditional Publishing Agreement" text:

This Agreement is between the author (Author) and ProQuest LLC, through its UMI® Dissertation Publishing business (ProQuest/UMI). Under this Agreement, Author grants ProQuest/UMI certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest/UMI.

**Section I. License for Inclusion of the Work in UMI® Publishing Program.**

**Grant of Rights.** Author hereby grants to ProQuest/UMI the **non-exclusive**, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. Author further grants to ProQuest/UMI the right to include the abstract, bibliography and other metadata in the ProQuest Dissertations and Theses database (PQDT) and in ProQuest/UMI's Dissertation Abstracts International and any successor or related index and/or finding products or services.

**UMI® Publishing Program - Election and Elements.** The rights granted above shall be exercised according to the publishing option selected by Author on the previous Publishing Options screen, and subject to the following additional Publishing Program requirements:

- Redistribution of the Work.** Except as restricted by Author in the publishing option selected, the rights granted by Author automatically include (1) the right to allow sale and distribution of the Work, in whole or in part, by agents and distributors, including but not limited to commercial retail outlets and (2) the right to make the Abstract, bibliographic data and any meta data associated with the Work available to search engines and harvesters.
- Restrictions.** ProQuest/UMI will use commercially reasonable efforts to restrict the distribution of the Work as provided under the publishing option selected by Author or as later elected by Author through direct contact with ProQuest/UMI. Such election is subject to Author's Degree Granting Institution Directives (see below). With respect to restrictions requested after submission of the Work, Author acknowledges that ProQuest/UMI cannot recall or amend previously distributed versions of the Work. Refer to [Guide 3](#) and [Guide 4](#) for information about access and restrictions.
- Removal of Work from the Program.** ProQuest/UMI may elect not to distribute the Work if it believes that all necessary rights of third parties have not been secured. Refer to [Guide 5](#) for information about copyright and your dissertation or thesis. If Author's degree is rescinded, and the degree-granting institution so directs, ProQuest/UMI will expunge the Work from its publishing program in accordance with its then current publishing policies.
- Degree Granting Institution Directives.** Author is solely responsible for any conflict between policies and directions of Author's degree-granting institution, Author's choice of publishing model, and/or any restriction Author places on the use of the Work. For the avoidance of doubt, ProQuest/UMI is not responsible for access to the Work that is provided by Author's degree-granting institution through its library or institutional repository. Author must work directly with Author's degree granting institution to ensure application of any restrictions to access relating to the Work by Author's degree granting institution.

# Part 1

Select publishing option. Read and accept the publishing agreement.

ETD Administrator - My ETDS - Windows Internet Explorer

http://www.etsadmin.com/cgi-bin/student/pubAgree?siteId=130;submissionId=925;saved=1

File Edit View Favorites Tools Help

ETD Administrator - My ETDS

Order copies

Shipping Address

Submit

**Removal of Work from the Program.** ProQuest/UMI may elect not to distribute the Work if it believes that all necessary rights of third parties have not been secured. Refer to [Guide 5](#) for information about copyright and your dissertation or thesis. If Author's degree is rescinded, and the degree-granting institution so directs, ProQuest/UMI will expunge the Work from its publishing program in accordance with its then current publishing policies.

- Degree Granting Institution Directives.** Author is solely responsible for any conflict between policies and directions of Author's degree-granting institution, Author's choice of publishing model, and/or any restriction Author places on the use of the Work. For the avoidance of doubt, ProQuest/UMI is not responsible for access to the Work that is provided by Author's degree-granting institution through its library or institutional repository. Author must work directly with Author's degree granting institution to ensure application of any restrictions to access relating to the Work by Author's degree granting institution.

**Copyright and Deposit with the Library of Congress.** At Author's option, as indicated in the Register U.S. Copyright screen of the online submission process, and upon payment of the applicable fee, ProQuest/UMI will submit an application for registration of **Author's copyright** in the Work in Author's name. In addition, regardless of whether copyright registration of the Work is sought, ProQuest/UMI may make a copy of the Work available to the Library of Congress in digital, microform or other format as required by the Library of Congress.

**Publishing Fees and Royalties.** Author shall remit the publishing fees and the optional copyright registration fees as appropriate for the publishing option chosen by Author, and as specified by Author's degree-granting institution. Except as provided under the Traditional Publishing option, no royalties shall be due from ProQuest/UMI to Author.

**Delivery of the Work.** Author shall provide to ProQuest/UMI the Work and all necessary supporting documents during the online submission process, according to [Guide 1: Preparing Your Manuscript for Submission](#).

**Rights Verification.** Author represents and warrants that Author is the copyright holder of the Work and has obtained all necessary rights to permit ProQuest/UMI to reproduce and distribute third party materials contained in any part of the Work, including all necessary licenses for any non-public, third party software necessary to access, display, and run or print the Work. Author is solely responsible and will indemnify ProQuest/UMI for any third party claims related to the Work as submitted for publication.

**Section II. Rights pursuant to Traditional Publishing.**

Author's election of Traditional as the type of Publishing confirms Author's choice to have ProQuest/UMI publish the Work according to the Traditional Publishing option described below.

**Traditional Publishing.** ProQuest/UMI may exercise the rights granted under Section I above including through the sale of individual copies of the Work in tangible or electronic media and/or as part of electronic database and reference products or services.

**Publishing Fees and Royalties.** Author's payment of the dissertation or thesis publishing fee is a one-time, up-front fee. Author's institution may assess additional fees to be collected along with the publishing fee. ProQuest/UMI will pay royalties of 10% of its net revenue from sales of the Work, conditioned on Author maintaining a current address on record with ProQuest/UMI. Royalties will be paid when accrued earned royalties reach \$25.00. If, after 25 years, earned royalties do not accrue to at least \$25.00, ProQuest/UMI's royalty payment obligation will cease.

Tennessee Technological University-Office of Research and Graduate Studies

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## Part 2

Enter contact information.

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http://www.etsadmin.com/cgi-bin/student/contact?siteId=130;submissionId=925;saved=1?siteId=130;submissionId=925

Signed in as: Jonathan Robert Sanders  
[My Profile](#) | [Sign Out](#)

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Tennessee Tech UNIVERSITY

My ETDS | Resources & Guidelines | PDF Conversion

My Dissertation/Thesis List | Submit my ETD | My Profile | Help ?

**Submission Steps:**

**Publishing Information:**

- Instructions
- Publishing Options
- Publishing agreement
- Contact Information**

**About my dissertation/thesis:**

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

**Submission & Payment:**

- Register U.S. Copyright
- Order copies
- Shipping Address
- Submit

**Contact Information**

Please enter your contact information. Required fields are marked with an asterisk (\*).

First Name\*:

Middle Name:

Last Name\*:

Country of Citizenship:

Institution\*: Tennessee Technological University

Permanent email address\*:

Enter permanent email address, not your institution email address.

Country code (outside US) Area code Phone Extension

Phone Number:

Fax Number:

**Current Address:**

Country\*:

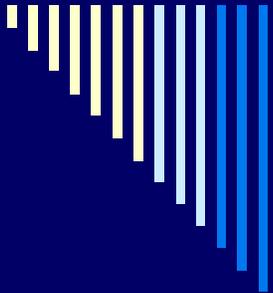
Street Address\*:

Street Address line 2:

Street Address line 3:

City\*:

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## Part 3

Enter details of the submission.

ETD Administrator - My ETDs - Windows Internet Explorer

http://www.etsadmin.com/cgi-bin/student/details?siteId=130;submissionId=925;saved=1

Signed in as: Jonathan Robert Sanders  
[My Profile](#) | [Sign Out](#)

UMI ETD ADMINISTRATOR

Tennessee Tech UNIVERSITY

My ETDs | Resources & Guidelines | PDF Conversion

My Dissertation/Thesis List | Submit my ETD | My Profile | Help ?

**Submission Steps:**

- Publishing Information
  - Instructions
  - Publishing Options
  - Publishing agreement
  - Contact Information
- About my dissertation/thesis:
  - Dissertation/Thesis details
  - PDF
  - Supplemental files (optional)
  - Notes (optional)
- Submission & Payment:
  - Register U.S. Copyright
  - Order copies
  - Shipping Address
  - Submit

**Dissertation/Thesis Details**

Title\*:

Year Manuscript Completed\*: 2008

**Degree/Department Information:**

Year Degree Awarded\*: 2008

Degree Awarded\*:

Department\*:

**Advisor/Committee Chair\*:**  
Enter your primary advisor(s), not your entire committee.

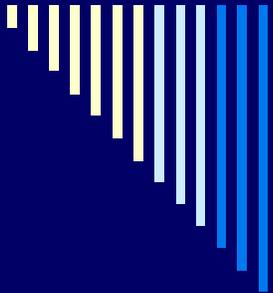
First Name:	Middle Initial:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee Members:**  
(include up to 10)

First Name:	Middle Initial:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>

Done

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## Part 3

Enter details of the submission.

ETD Administrator - My ETDS - Windows Internet Explorer

http://www.etdadmin.com/cgi-bin/student/details?siteId=130;submissionId=925;saved=1

File Edit View Favorites Tools Help

ETD Administrator - My ETDS

**Description of Dissertation/Thesis:**

Primary Subject Category\*:

Additional Subject Categories:

Keywords (include up to 6):

Abstract\*:  Need to format your abstract? See our [formatting hints](#).

Primary language\*:

Save & Continue

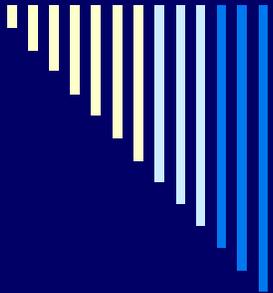
Tennessee Technological University-Office of Research and Graduate Studies

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ProQuest

Done Internet 100% 4:17 PM

start ETD Administrator - M... Microsoft PowerPoint ...



## Part 4

Upload the pdf document.

ETD Administrator - My ETDs - Windows Internet Explorer

http://www.etdadmin.com/cgi-bin/student/pdf?siteId=130;submissionId=925;saved=1

Signed in as: Jonathan Robert Sanders  
[My Profile](#) | [Sign Out](#)

UMI ETD ADMINISTRATOR

Tennessee Tech UNIVERSITY

My ETDs | Resources & Guidelines | PDF Conversion

My Dissertation/Thesis List | Submit my ETD | My Profile | Help

**Submission Steps:**

**Publishing Information:**

- Instructions
- Publishing Options
- Publishing agreement
- Contact Information

**About my dissertation/thesis:**

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

**Submission & Payment:**

- Register U.S. Copyright
- Order copies
- Shipping Address
- Submit

**PDF** [PDF conversion tool](#)

You must upload your work as a PDF. If you don't have a PDF file yet, you can [convert your manuscript to PDF](#) using the conversion tool we provide.

**Other PDF Requirements:**

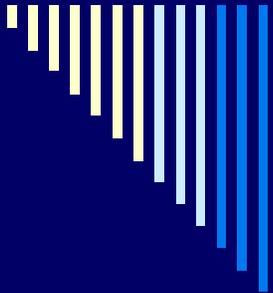
- Fonts must be embedded.
- Security settings must be set to "No security". Encrypted files cannot be processed for publishing.

PDF:

Done

Internet 100%

start ETD Administrator - M... Microsoft PowerPoint ... 4:19 PM



## Part 5

Upload supplementary files, in any.

ETD Administrator - My ETDs - Windows Internet Explorer

http://www.etdadmin.com/cgi-bin/student/supFile?siteId=130;submissionId=925;saved=1

File Edit View Favorites Tools Help

ETD Administrator - My ETDs

signed in as: Jonathan Robert Sanders  
[My Profile](#) | [Sign Out](#)

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**Submission Steps:**

**Publishing Information:**

- Instructions
- Publishing Options
- Publishing agreement
- Contact Information

**About my dissertation/thesis:**

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)**
- Notes (optional)

**Submission & Payment:**

- Register U.S. Copyright
- Order copies
- Shipping Address
- Submit

**Supplemental Files (optional)**

If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit them as supplemental files.

**Other supplemental file requirements:** ?

- Do not upload files that someone else holds rights to, such as third party software (for example, do not include a copy of Microsoft Excel software, although you can include an Excel data file). [More information](#)
- We recommend zipping large files (those over 10MB).
- If you have a large number of files, or your files have a directory structure, please zip your files into a single archive for uploading.

1. **Add File:**

Note: do not add third party applications or software (Adobe reader, etc.)

**Description:**

**Media Type\*:**

2. **Add File:**

Note: do not add third party applications or software (Adobe reader, etc.)

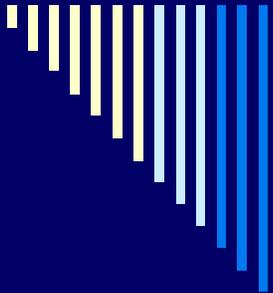
**Description:**

**Media Type\*:**

[Add another supplemental file](#)

Internet 100% 4:43 PM

start ETD Administrator - M... Microsoft PowerPoint ...



## Part 6

Add any notes to the Graduate School.

ETD Administrator - My ETDS - Windows Internet Explorer

http://www.etsadmin.com/cgi-bin/student/notes?siteId=130;submissionId=925;saved=1

Signed in as: Jonathan Robert Sanders  
[My Profile](#) | [Sign Out](#)

UMI ETD ADMINISTRATOR

Tennessee Tech UNIVERSITY

My ETDS | Resources & Guidelines | PDF Conversion

My Dissertation/Thesis List | Submit my ETD | My Profile | Help ?

**Submission Steps:**

- Publishing Information:
  - Instructions
  - Publishing Options
  - Publishing agreement
  - Contact Information
- About my dissertation/thesis:
  - Dissertation/Thesis details
  - PDF
  - Supplemental files (optional)
  - Notes (optional)
- Submission & Payment:
  - Register U.S. Copyright
  - Order copies
  - Shipping Address
  - Submit

**Notes to Administrator (optional)**

Include any notes you have for the administrator at your graduate school who will be reviewing your submission.

**Need restrictions on your submission?**  
If you have patents pending related to your dissertation or thesis, or there are other reasons you might need a longer embargo or restriction on your work, please describe the reason here.

If you will be unreachable via email, note the best way to contact you here as well.

Notes to Administrator: [Clear](#)

(Maximum characters: 200)

[Save & Continue](#)

Done

Internet 100%

start ETD Administrator - M... Microsoft PowerPoint ... 4:44 PM

# Part 6

## Copyright.

The screenshot shows a web browser window titled "ETD Administrator - My ETDS - Windows Internet Explorer". The address bar shows the URL: <http://www.etsadmin.com/cgi-bin/student/regCopy?siteId=130;submissionId=925;saved=1>. The browser interface includes a search bar, navigation buttons, and a toolbar. The website header features the UMI ETD ADMINISTRATOR logo and a user profile for Jonathan Robert Sanders with links for "My Profile" and "Sign Out". The Tennessee Tech UNIVERSITY logo is also present.

The main content area is titled "Register U.S. Copyright" and includes the following sections:

- Submission Steps:** A sidebar menu with options: My ETDS, Resources & Guidelines, PDF Conversion, My Dissertation/Thesis List, Submit my ETD, My Profile, and Help.
- Publishing Information:** A list of checkboxes:  Instructions,  Publishing Options,  Publishing agreement, and  Contact Information.
- About my dissertation/thesis:** A list of checkboxes:  Dissertation/Thesis details,  PDF,  Supplemental files (optional), and  Notes (optional).
- Submission & Payment:** A list of checkboxes:  Register U.S. Copyright (highlighted),  Order copies,  Shipping Address, and  Submit.

The main content area contains the following text:

**Register U.S. Copyright**

You can request UMI Dissertation Publishing to file for United States copyright on your behalf, for an additional charge of **\$65.00**

**1. Previous U.S. Copyright Registration**

Has registration for your published dissertation, or for an earlier version of the manuscript, been made with the Copyright Office?

Yes - copyright was previously filed     No

**2. Requesting ProQuest/UMI to file for U.S. Copyright Registration**

Do not file for copyright - I am requesting that ProQuest/UMI not file for copyright on my behalf.

File for a new copyright - I am requesting that ProQuest/UMI file for copyright on my behalf.

- I understand that an additional fee of \$65.00 will be charged.
- I agree to the authorization statement below.

**Authorization to Apply for Registration of my Claim for Copyright**

I authorize UMI, to file in my behalf, an application for a claim of U.S. copyright, in my name, for my dissertation or thesis. UMI agrees to complete the application form, and file it, together with the registration fees and required deposit copie(s) of my dissertation or thesis, with the Copyright office. I represent to UMI that the information I have provided UMI on the accompanying information questionnaire is accurate.

I understand that I will receive the registration form from the Copyright Office.

If registration of this published manuscript, or an earlier version of the manuscript, has been made with the Copyright Office, I supply through this digital submittal the previous registration number and year of registration.

# Options for Binding

**Part 7**  
Select option from one of those listed here.

There are many binding options available to you on ProQuest.

The screenshot shows the UMI ETD Administrator interface. The user is logged in as Jonathan Robert Sanders. The page is titled "Order Copies" and provides instructions for ordering extra copies. It includes a list of binding options with their prices and quantities.

Type	Size & Description	Price Per Copy*	Number of Copies
Hardcover	8x11, single copy	Buy more & save:	<input type="text"/>
		1-2	\$53.00
		3	\$47.70
		4	\$45.05
		5+	\$42.40
Hardcover	6x9 single copy	Buy more & save:	<input type="text"/>
		1-2	\$44.00
		3	\$38.67
		4+	\$37.25
Softcover	8x11, single copy	1+	\$38.00
Softcover	6x9, single copy	1+	\$32.00
Microfiche	105mm, single page format, single copy	1+	\$18.00

# Part 8

Submit.

The screenshot shows a web browser window titled "ETD Administrator - My ETDS - Windows Internet Explorer". The address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/payment?siteId=130;submissionId=925>. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with various icons. The website content features the "UMI ETD ADMINISTRATOR" logo and navigation tabs for "My ETDS", "Resources & Guidelines", and "PDF Conversion". A user is logged in as "Jonathan Robert Sanders" with links for "My Profile" and "Sign Out". The main navigation bar includes "My Dissertation/Thesis List", "Submit my ETD", "My Profile", and "Help".

**Submission Steps:**

- Publishing Information:
  - Instructions
  - Publishing Options
  - Publishing agreement
  - Contact Information
- About my dissertation/thesis:**
  - Dissertation/Thesis details
  - PDF
  - Supplemental files (optional)
  - Notes (optional)
- Submission & Payment:**
  - Register U.S. Copyright
  - Order copies
  - Shipping Address
  - Submit

**Submit**

Your dissertation/thesis is ready for submission. When you submit, it will be sent to your graduate school for review.

**Please verify submission first**  
After you submit, you cannot revise your submission without permission from your graduate school administrator. Please verify that your submission is complete and correct before continuing.

**Submission Summary:**

If changes are needed, you can make them using the links provided.

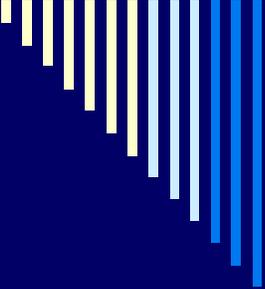
<b>Dissertation Details:</b>	<a href="#">Change</a>
Degree:	Doctor of Philosophy
Title:	Test
Abstract:	test
Subject Categories:	Engineering, Biomedical [0541] - primary Engineering, Chemical [0542]
Keywords:	fluids transport
PDF:	<a href="#">Change</a> (5.7 kB) <a href="#">View PDF</a>
<b>Publishing Options:</b>	<a href="#">Change</a> Traditional Publishing No restrictions

[Submit Dissertation/Thesis](#)

The Windows taskbar at the bottom shows the Start button, several application icons, and the taskbar itself with open windows for "ETD Administrator - M..." and "Microsoft PowerPoint ...". The system tray shows "Internet", "100%", and the time "4:45 PM".

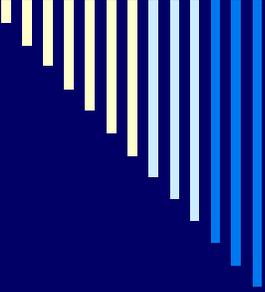
# Confirmation

The screenshot shows a Windows Internet Explorer browser window displaying the ETD Administrator website. The address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/thanku?siteId=130;submissionId=925>. The page title is "ETD Administrator - My ETDS". The user is signed in as "Jonathan Robert Sanders" and has links for "My Profile" and "Sign Out". The website logo is "UMI ETD ADMINISTRATOR". There are three navigation tabs: "My ETDS", "Resources & Guidelines", and "PDF Conversion". The main content area has a grey header that says "Submission Complete: Thank You". Below this, the text reads: "Thank you for submitting your dissertation/thesis. Please contact your [Graduate Office](#) with any questions regarding your submission. For quick access to your dissertation/thesis in the future, use the URL below. <http://www.etdadmin.com/cgi-bin/student/etd?siteId=130;submissionId=925>". There is a "Sign Out" button. At the bottom, there are links for "Tennessee Technological University-Office of Research and Graduate Studies" and "Copyright © 2008 ProQuest LLC. All rights reserved. [Terms and Conditions](#)". The ProQuest logo is also visible. The Windows taskbar at the bottom shows the Start button, several icons, and the system tray with the time 4:46 PM.



# Process That Graduate School Administrators Use

1. Log in to UMI website (eTD Administrator) to access submitted dissertations and theses.
  - The initial view displays all submissions with their unique ID number, author, title, and status (and the administrator assigned to the document).
2. Graduate School Administrators will review the dissertation/thesis format.
3. Provide feedback to student on any necessary format changes.
4. When everything is complete, the administrator sends an acceptance message to the student.
5. Then with one click, the administrator delivers the manuscript to UMI.
  - Manuscripts can be delivered incrementally as they're ready.
  - Alternatively, manuscripts may be queued as ready then delivered as a batch.

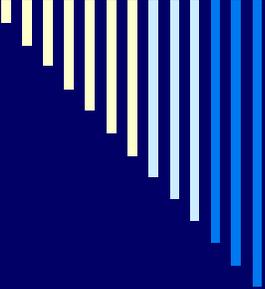


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# Deadlines for Submission

All deadlines for the following may be found on the [University Academic Calendar](#) :

- ❑ Comprehensive Exam/Thesis Defense Deadline
  - ❑ Final Copy for Format Review of Thesis/Dissertation Deadline for electronic receipt at the Graduate School
  - ❑ Final Copy of Thesis/Dissertation for Publication Deadline for electronic receipt at the Graduate School
  - ❑ Deadline to Remove "Incomplete" grades
-



# Format Guidelines

- Same as for paper versions
  - Thesis/Dissertation Guide Manual  
[http://www.tntech.edu/files/graduatestudies/ Guide\\_Manual\\_June\\_2014.pdf](http://www.tntech.edu/files/graduatestudies/Guide_Manual_June_2014.pdf)
  - Thesis/Dissertation Checklist  
[https://www.tntech.edu/assets/userfiles/resourcefiles/17/1408630786\\_Thesis-Dissertation%20student%20checklist\\_Aug\\_2014.pdf](https://www.tntech.edu/assets/userfiles/resourcefiles/17/1408630786_Thesis-Dissertation%20student%20checklist_Aug_2014.pdf)

ETD Administrator - My ETDS - Windows Internet Explorer

http://www.etdadmin.com/cgi-bin/student/resources?siteId=130

File Edit View Favorites Tools Help

ETD Administrator - My ETDS

Signed in as: Jonathan Robert Sanders  
[My Profile](#) | [Sign Out](#)



UMI ETD ADMINISTRATOR

My ETDS Resources & Guidelines PDF Conversion

Help ?

### Resources & Guidelines

The following resources & guidelines are available to help you submit your dissertation/thesis. Your school or department may have additional information on the process for your area of study.

#### Format Guidelines & Authoring Tools

- [Tennessee Technological University-Office of Research and Graduate Studies Guidelines](#)
- [Dissertations & Theses @ Tennessee Technological University](#) Browse and download free PDF copies of Tennessee Technological University dissertation & theses.
- [ProQuest/UMI Formatting Requirements](#)
- [Online Submission: Frequently Asked Questions](#)
- [Creating PDFs](#)

#### Campus Resources

Questions regarding the thesis and dissertation process may be addressed to The Graduate School at 931-372-3233

#### Intellectual Policy & Publishing Agreements, Guides & Policies

- [UMI Copyright Booklet](#)
- [IUPUI Copyright Center](#)

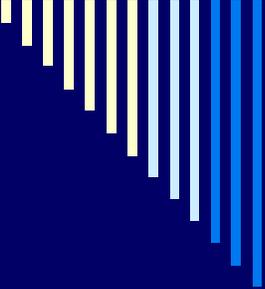
[Tennessee Technological University-Office of Research and Graduate Studies](#)

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Done Internet 100% 4:51 PM

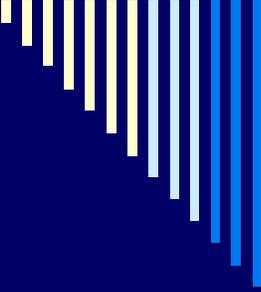
start ETD Administrator - M... Microsoft PowerPoint ...



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# About PDF

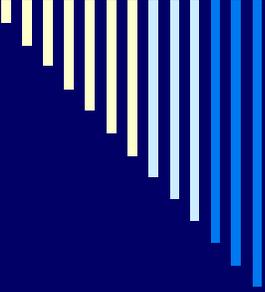
- ❑ Adobe's Portable Document Format
  - ❑ File looks like original document and can be read by anyone who has the free Adobe Reader software
  - ❑ Creating a PDF is performed on a computer that has the full Adobe Acrobat software and is as simple as "Printing" to the Adobe printer driver instead of to a printer OR using the PDFMaker macro (MS Office only)
-



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# Locations for Using Acrobat

- Acrobat X Pro is available in:
    - Clement Hall 215, 313B, 313D
  - Acrobat is also available and in later versions for purchase through ITS
    - <https://www.tntech.edu/its/itspurchases/>
  - Free pdf converters are also available such as: PDF Creator and CutePDF and through the eTD Administrator page
-



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# How To Convert to PDF

- To convert a file to PDF:
    - Use the tab provided in the eTD Administrator (reference next slide) or
    - Refer to the instructions in the following link:
      - <http://dissertations2.umi.com/tutorial.html>
-

PDF Conversion - Windows Internet Explorer

http://www.etdadmin.com/cgi-bin/student/pdfconv?siteId=130

File Edit View Favorites Tools Help

PDF Conversion

Signed in as: Jonathan Robert Sanders  
[My Profile](#) | [Sign Out](#)

**UMI ETD ADMINISTRATOR**

My ETDs Resources & Guidelines PDF Conversion Help ?

### PDF Conversion

You can use this tool to convert your dissertation/thesis into PDF Format.

You can convert the following types of documents:  
Microsoft Word, WordPerfect, and RTF (rich text format)..

**Preparing your file:** ?  
Before using this tool, prepare your file by embedding all fonts. [Instructions](#)

File to convert:

**More PDF resources**

- [Create a PDF](#)
- [PDF FAQ](#)
- [Embedding Fonts](#)
- [Setting Security](#)

**Need help with your PDF?**

- [Contact Technical Support](#)

[Tennessee Technological University-Office of Research and Graduate Studies](#)

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**ProQuest**

Internet 100%

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