Electronic Thesis & Dissertation Workshop

Office of Graduate Studies
University of South Florida
Some Facts

• ETD stands for Electronic Thesis & Dissertation.

• The Office of Graduate Studies reviews and approves ETDs for all colleges at USF.
  • 100-130 dissertations per semester
  • 90-100 theses per semester

• Our ETDs are viewed online & downloaded over one million times each year.
  \(948,411 \text{ in the last year and Total Downloads: 6,656,889, to be exact!}\)
  • This is why we focus on formatting and consistency – to ensure there’s a consistent overall look that meets our standards. We also want our students to have a professional, well-formatted ETD that matches the quality of the content they’ve worked so hard on.

• See where in the world ETDs are being accessed in real time: https://scholarcommons.usf.edu/etd/ (it is located at the bottom of the page).
Workshop Topics

• ETD Resource Center Website
• Submission Deadlines
• Registration Requirements
• Submission Requirements (including Plagiarism Check and ProQuest)
• Help Sessions & Assistance
• Processing Costs
• USF Scholar Commons
• Previously Published Material
• Copyright Approvals
• IRB/IACUC Approvals
• HIPAA & Including Data
• Use of Photography
ETD Resource Center Website

Your One-stop Spot for All Things ETD:

http://www.grad.usf.edu/ETD-res-main.php
ETD Resource Center Website

Our ETD Resource Center site has everything you need to format your ETD correctly and complete the ETD Process.

Areas include:

• Deadlines
• Workshops/Help Sessions
• Registration & Submission Requirements, Forms, & Links
• Plagiarism Check Information and Tutorials
• ETD Processing Fee Information
• Previously Published Materials, Copyright, and IRB/IACUC Approvals
• Process Checklists for Theses and Dissertations
• General and Section-Specific Formatting Requirements & Examples
• Writing & Copyright Resource Links
• Quick Links – get what you need in a flash!
Welcome!

The ETD Resource Center website is designed to be your guide to navigating the ETD Process. It is essential that all thesis-masters and doctoral students become familiar with the submission process, registration process, and the formatting requirements. We know this can be intimidating, but we strive to make the process as simple and painless as possible. Our goal is to help you polish your ETD and ensure it looks as professional and consistent as possible. We want to see you graduate!

Dates & Deadlines

**Current ETD Deadlines | CLICK HERE**

Find the current semester’s deadlines and important dates here, along with the next two semesters - so that you can plan ahead and be prepared.

**ETD Workshops & Help Sessions | CLICK HERE**

Dates and information on our current ETD Workshops and One-on-One Help Sessions. The ETD Workshop is designed to explain the entire process, from registration to getting your ETD approved. One-on-One Help Sessions provide help to students in a non-stressful atmosphere. Students are assisted on an individualized basis. More information can be found on the Workshops and Help Sessions page.

What's New?

**NORC Survey is now known as the Survey of Earned Doctorates (SEDA) | CLICK HERE**

Recently, the Survey of Earned Doctorates has moved from NORC (University of Chicago) to RTI International. The survey itself hasn’t changed - only the web address.

**ETD Process Registration & Commencement Program | CLICK HERE**

While the deadline for the ETD Process Registration is the same deadline to turn in your thesis or dissertation, we strongly suggest completing this as early in the semester as possible.
This page allows you to easily check:

- your page numbering scheme
- the correct order for your content
- section specific guides
ETD Resource Center Website

Title Page (Section Formatting) *Required
Examples: Single Degree || Single Degree with Concentration

About
The Title Page format is very specific, and for good reason. All of our ETDs need to have a common title page with very specific information. Even the amount of space between text is specified. But if you follow the format, you will have this mastered in no time.

Format
General Formatting
- Line Spacing: Single-spaced
- Page Number: No page number is included on the Title Page
- Alignment: Each line of text is center-aligned

Title
- Title should start 2" from the top edge of the page.
- Title uses a Title Capitalization Scheme. (First Letter of Each Major Word Is Capitalized)
- Title is double-spaced if it wraps more than one line. (One line of space between each line)

Author
- "by" should not be capitalized, and there should be 3 lines of space above and below it.
- Student's full name is the same under the title and in the copyright.

Degree Information
- Type: A (thesis or dissertation) submitted in partial fulfillment (break to the next line)
- Type of the requirements for the degree of (break to the next line)
- Degree is listed correctly and spelled out (i.e. Doctor of Philosophy)
- Department is listed correctly and spelled out.
- Concentration (if present) is listed correctly, preceded by: with a concentration in
- College is listed correctly and spelled out.

Links to Examples
ETD Submission Deadlines

ETD Deadlines for the Next Three Semesters:

http://www.grad.usf.edu/ETD_Deadlines.php
# ETD Submission Deadlines

**Deadline to Submit for Review by Graduate Studies**

<table>
<thead>
<tr>
<th></th>
<th>Spring 2019</th>
<th>Summer 2019</th>
<th>Fall 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Students (Thesis)</td>
<td>March 22</td>
<td>June 28</td>
<td>November 1</td>
</tr>
<tr>
<td>Doctoral Students (Dissertation)</td>
<td>April 5</td>
<td>July 5</td>
<td>November 15</td>
</tr>
</tbody>
</table>

*For a more-detailed schedule, visit the [ETD Deadlines page here](#).*

**Final Submission Deadline**

Students who meet the ETD submission deadline but do not receive approval of the ETD must complete the revisions specified by Graduate Studies, resubmit the ETD, and receive approval by the Final Clearance Deadline (usually the day before Commencement).

**Departmental Deadlines**

Your college/department may have additional deadlines/requirements for their own approval process – please check with them for specific information.
ETD Process:
Registration Requirements
Registration Requirements

1. **Register for at least 2 hours of thesis (6971) or dissertation (7980) for the semester you are submitting your ETD.** (You must be registered to complete the ETD Process.)

2. **Apply for Graduation** through your OASIS account by the respective deadline of your department/college. You will also complete an exit survey as part of this process.

3. **Complete the Office of Graduate Studies ETD Process Registration** – this verifies you are registered for thesis/dissertation hours and gathers information needed for the process.

4. **If you plan to attend the USF Commencement ceremony, register through the Commencement website.**
ETD Process:
Submission Requirements I
Submission Requirements

(To Be Completed Prior to the ETD Submission Deadline in the Current Semester)

• Make sure you have the Certificate of Approval typed up and printed before the defense, so the committee, and department/college can sign off and you’ll have it ready for submission. (Your college may have an additional Thesis/Dissertation Defense form – this is different and should be completed and turned into your college.)

• Successfully defend the thesis/dissertation and make all requested revisions.
Certificate of Approval Form

Page 1 – Acknowledgment of Permissions, Release Forms, and Data

- Student information - Complete on your computer, except for signatures/dates.
- Embargo Agreement
- Copyright Reprint Permissions
- Photography/Subj ect Release Forms
- IRB/IACUC & Use of Classified Data
Certificate of Approval Form

Page 2 – Committee Approval and Verification

Typed – not handwritten

Plagiarism Check Statement

- Complete on your computer, except for signatures/dates.
- Print form.
- Sign and date yourself.
- Have the committee sign and date when they approve of your Thesis/Dissertation.
- Have the College Dean sign and date. (If Behavioral Sciences or Arts & Sciences, have your program director sign.)

Do NOT complete – this is for processing
Plagiarism Check (w/ Major Professor)

(To Be Completed Prior to the ETD Submission Deadline in the Current Semester.)

Work with your Major Professor to run your ETD through the TurnItIn plagiarism check via CANVAS.

1. They create an assignment in the Thesis/Dissertation course.
2. The document you submit for the check must be:
   - .doc file (.docx and .pdf seem to have issues);
   - without any figures or images;
   - under 20 mb and 400 pages (if more, you can shrink the text to as small as 2-3pt.
3. Once submitted, this can take several hours to a day, so do not leave this until the last minute.
4. Your professor needs to review the results, and then prints (or sends to you) the 1st-page of the plagiarism results summary.
Examples of TurnItIn Results

- Your report may look like this, or something similar, but should have:
  - Similarity Index (just to show it ran) & Sources noted
- We only need the 1st-page – your professor will be the one to review the results to check for evidence of plagiarism.
- The percentages have no relevance to us, as it picks up properly credited and quoted sections.

Plagiarism Summary Document Viewer

Plagiarism Summary Printed Summary
Submitting the Needed Documents

(To Be Completed Prior to the ETD Submission Deadline in the Current Semester.)

• Gather the following items to be submitted together to the Office of Graduate Studies:

1. Certificate of Approval (completed, with all signatures);
2. 1st page of the Plagiarism Summary Results (detailed above);

3. DOCTORAL STUDENTS ONLY: Complete the online Survey of Earned Doctorates, print the Certificate of Completion. (Add etd@grad.usf.edu as the second email address when you complete this, and we will receive a copy of the email in case you misplace yours.)

• Submit the packet either via hand-delivery or email:

  • Hand-delivery: Office of Graduate Studies (ALN 226; Monday – Friday, 8:00am – 5:00pm)
  • Email: etd@grad.usf.edu (All documents listed must be included in the same email.)

Note: If your department or college delivers the documents, they still must all be together – we’ve received Certificates without the accompanying documents, and they were sent back to the department.
ETD Process:
Submission Requirements II - ProQuest
Preparing to Submit ETD File

(To Be Completed Prior to the ETD Submission Deadline in the Current Semester.)

Before uploading the ETD to ProQuest, we need to do a few things:

1. Fully review the thesis/dissertation for compliance using the formatting requirements on the ETD Resource Center website.

2. Convert the ETD to PDF. In Word, it’s best to use Save As, then select PDF from the file type. Be sure to keep the editable word processing documents, since that’s where you’ll make any needed corrections.

• The submitted PDF must be the final committee-approved version of the ETD.

• We will not review ETDs until ALL required paperwork is turned in, ETD Registration is completed, and the PDF copy of your ETD is submitted to ProQuest.
Creating a ProQuest Account

(To Be Completed Prior to the ETD Submission Deadline in the Current Semester.)

1. Go to the ProQuest ETD Administrator website and click on the red “Sign up and get started today!” button.
2. Complete the Create New Student Account form. Use a username and password you will remember.
3. You’ll receive an email to complete the registration and log in.
Submitting the PDF to ProQuest

(To Be Completed Prior to the ETD Submission Deadline in the Current Semester.)

Once you confirm your account, you may login to complete the submission. It’s pretty self-explanatory, but there are several areas that may be slightly confusing. Let’s take a look at those items.

• Publishing Options (Continued on Next Page)
  • Type of Publishing:
    • Traditional Publishing (No Fee) – Strongly suggested!
    • Open Access Plus ($95) – your ETD will be available free of charge to anyone with access to the internet. But Scholar Commons already offers this, so you’d be paying for something you are getting for free.
  • You can choose to have major search engines discover the work through ProQuest.
Publishing Options - Access

- **Access Options:** This is the **Embargo** option. An embargo allows students to withhold the release of their ETD for one year. Reasons for an embargo include patentable rights; sensitive/classified information; interest of academic/commercial press in acquiring the rights to publish as a book; or content likely to be submitted to a peer-reviewed journal.

- **Delaying Release** “I want my work to be available in ProQuest as soon as it is published:”
  - Yes (Immediate Worldwide Access – No Embargo)
  - No (One-Year Embargo)

- This should match what you selected on the Certificate of Approval.
Optional Services (for a fee)

ProQuest will offer a couple of services to you that will cost you. These are not something we have any control or oversight over, so if you choose either of the services, you would need to contact ProQuest directly for assistance.

• **Register U.S. Copyright:** They will file the copyright for you for $55. If you do it yourself, it’s $35 - [https://www.copyright.gov/registration/](https://www.copyright.gov/registration/)

• **Order Hardbound Copies:** ProQuest will print and bind your ETD, but it is quite costly. We’ve also heard from many students that the turnaround time on printed books can be several months.
  - You may want to look for **“online printing and binding”** or **“self printing”** in a search engine to find other options. If you do go with another company, **make sure you are only having them print/bind – not publish.**
ProQuest Costs

ProQuest has eliminated fees for traditional publishing through the USF ProQuest website.

This means that if you simply upload your ETD to ProQuest and do not choose:

• File for U.S. Copyright ($55),
• Open Access Plus Publishing ($95), and/or
• Order bound copies of your ETD from ProQuest;

You pay nothing to ProQuest.
Confirmation Email

After submitting your ETD to ProQuest, you should receive a confirmation email from us (through ProQuest). Be sure you use an email address you check regularly.
ETD Process: MFA in Creative Writing
MFA in Creative Writing
Submission Requirements

(To Be Completed Prior to the ETD Submission Deadline in the Current Semester)

• Make sure you have the [MFA in Creative Writing Certificate of Approval](#) typed up and printed before the defense, so the committee, and department/college can sign off and you’ll have it ready for submission. *(Your college may have an additional Thesis/Dissertation Defense form – this is different and should be completed and turned into your college.)*

• Successfully defend the thesis and make all requested revisions.
MFA in Creative Writing
Certificate of Approval Form

- Complete on your computer, except for signatures/dates.
- Print form.
- Sign and date yourself.
- Have the committee sign and date when they approve of your Thesis/Dissertation.
- Have the program director sign for Committee Verification.

**MFA Exemption Statement**

**Plagiarism Check Statement**

**Typed – not handwritten**

**Do NOT complete – this is for processing**
MFA in Creative Writing
Plagiarism Check (w/ Major Professor)

(To Be Completed Prior to the ETD Submission Deadline in the Current Semester.)

Work with your Major Professor to run your ETD through the TurnItIn plagiarism check via CANVAS.

1. They create an assignment in the Thesis/Dissertation course.
2. The document you submit for the check must be:
   • .doc file (.docx and .pdf seem to have issues);
   • without any figures or images;
   • under 20 mb and 400 pages (if more, you can shrink the text to as small as 2-3pt.
3. Once submitted, this can take several hours to a day, so do not leave this until the last minute.
4. Your professor needs to review the results, and then prints (or sends to you) the 1st-page of the plagiarism results summary.
MFA in Creative Writing

Examples of TurnItIn Results

- Your report may look like this, or something similar, but should have:
  - Similarity Index (just to show it ran) & Sources noted
- We only need the 1st-page – your professor will be the one to review the results to check for evidence of plagiarism.
- The percentages have no relevance to us, as it picks up properly credited and quoted sections.

Plagiarism Summary Document Viewer

Plagiarism Summary Printed Summary

- In the UCDA Surveys 2016, in question 1, "What VLE, if any, is currently used in your institution," the headline figures for 2016 were Moodle 55%, Blackboard (including Angel, Vista and NJ) 40%, Inhouse VLE 3%, Technology 1% and Other 1%. The figures for Moodle in fact the same for the 2008 survey, whereas reported users of Blackboard were down 32% in 2010. The inclusion of Sharepoint is interesting and would warrant further investigation to determine if and how these users...
MFA in Creative Writing
Submitting the Needed Documents

(To Be Completed Prior to the ETD Submission Deadline in the Current Semester.)

• Gather the following items to be submitted together to the Office of Graduate Studies:

  1. MFA in Creative Writing Certificate of Approval (completed, with all signatures);
  2. 1st page of the Plagiarism Summary Results (detailed above);

• Submit the packet either via hand-delivery or email:

  • Hand-delivery: Office of Graduate Studies (ALN 226; Monday – Friday, 8:00am – 5:00pm)
  • Email: etd@grad.usf.edu (All documents listed must be included in the same email.)

    Note: If your department or college delivers the documents, they still must all be together – we’ve received Certificates without the accompanying documents, and they were sent back to the department.

• Send the PDF of your thesis to etd@grad.usf.edu for review – we will work on revisions through email. Once approved, you and your committee will receive an approval email, and the process is complete.
Reviewing and Revising ETDs

What to Expect After Submitting Everything
Review Process

Review of the ETD requires, in general, 7-10 business days – depending on when the ETD is submitted and how many other ETDs we currently are working with. Early in the semester, the turnaround time is much quicker.

Revisions:

• If we require revisions, you will receive an email with a link to the annotated PDF. Download and then open on your computer to view the comments we’ve made.

• Make the corrections/adjustments in the word processing document, save as a PDF. (DO NOT edit your PDF – it will mess up many more things in the document.)

• Upload the revised PDF to ProQuest as a Revision. Make sure you click through all of the confirm boxes and screens – there are several before it will submit the revision and inform us of the update.

We will review your revised PDF within 7-10 business days, and will either send it back for additional revisions or approve your ETD. (Approval Email will be sent.)
ETD Help Sessions & Assistance

We’re here to help! We offer Group Help Sessions from 2 pm – 4 pm every Thursday for most of the semester!

Help Sessions & Workshops Page
Group Help Sessions

The Office of Graduate Studies offers Help Sessions throughout the semester to provide an active learning environment and facilitate troubleshooting of all aspects of the ETD process.

- No appointments – students are assisted on a first-come, first-serve basis.
- Bring a laptop, flash drive, or a printed copy (We do not have printing available at the session).
- We encourage students to use these sessions to work ahead of deadlines and troubleshoot ETD issues well ahead of the final submission deadline.

Check the ETD Resource Center website (ETD Workshops & Help Sessions) for dates, times, and locations.
Group Help Sessions

Students should review the ETD Formatting Requirements & examples on the website and be familiar with the ETD Resource Center website prior to attending a Help Session.

Help Session Services:

• Quick, informal review of ETD sections for formatting compliance.
• Assistance with Microsoft Word.
• Assistance in understanding the ETD process.
• Assistance in understanding USF resources for preparation of the ETD.
• Clarification of all ETD requirements & policies.

Additional Assistance

If you have additional questions or cannot make an in-person Help Session, feel free to email us at etd@grad.usf.edu. We will do our best to answer your questions and assist you remotely.
ETD Processing Costs

All approved ETDs are charged a processing fee – covering the workshops, help sessions, and ETD review.

ETD Processing Fees Webpage
USF ETD Processing Fee Chart

<table>
<thead>
<tr>
<th>USF ETD Processing Fees</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuscripts submitted at least 2 weeks ahead of the submission deadline</td>
<td>$75.00</td>
</tr>
<tr>
<td>Manuscripts submitted within 2 weeks of the submission deadline</td>
<td>$100.00</td>
</tr>
<tr>
<td>Manuscripts requiring major editorial comments (more than 20) and/or multiple reviews (more than 2) by the Office of Graduate Studies will be assessed an additional</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

To determine the date when the ETD is submitted, we use the date on which the final piece of submission has been completed, whichever is completed last:

- ETD Registration
- Certificate of Approval, 1st-page of Plagiarism Results Summary (and SED Survey if you’re a Doctoral student) submitted
- ProQuest Submitted
USF Scholar Commons

- The USF Library houses the Scholar Commons – a virtual showcase for USF’s research and creative energies.
- A big portion of the Scholar Commons is the ETD Repository.
- All ETDs, with the exception of MFA theses & those ETDs currently embargoed, are available and can be accessed by anyone with access to the internet.
Previously Published Material

Permissions & Writing Notes to Readers

Helpful tips and information about using materials that have been previously published – even if it’s your own work.
Previously Published Work

- All previously published work from the author of the thesis/dissertation must be disclosed if it is reproduced in the ETD.

- In nearly all cases, you will need permission from the journal/publisher of the chapter/article.

- Students should consult with the USF Library on obtaining copyright approval from the journal/publisher and be familiar with the USF policies and procedures on this issue:
  - [http://guides.lib.usf.edu/copyright](http://guides.lib.usf.edu/copyright)
Disclosure

• If permission has been granted to use the previously published work within the ETD, it needs to be disclosed, either as a:
  • Note to Reader (First 2nd-order heading of the chapter where the work is utilized), or as a
  • Footnote to the chapter where the work is utilized.

• Example Statement:
  Portions of this chapter have been previously published in The Oracle, 2010, 35: 12-13, and has been reproduced with permission from Bahr Publishing Group.

Multiple Authors

• If work being utilized in the ETD involves multiple authors, the ETD author must be the first author of said publication(s) and the level of work contributed by each author should be disclosed, either in the Note to Reader or footnote.
Permission Documents/Reprints

• The documents obtained from the publisher must be included as a part of the Appendices.

• If PDF reprints of published articles are included in the Appendices, they should be placed in the last Appendix chapter. Please note: the inclusion of reprints will likely require copyright approval.

• Some publishers may have very strict regulations on reprinting or using “their” copyrighted material. You’ll need to make sure you’re meeting those regulations.

• If they refuse to allow you to reprint, you may be able to have a note where the content would be in the document, stating,

  This chapter has been previously published in *The Oracle*, 2010, 35: 12-13, and may be accessed via (WEB LINK).
Use of Copyrighted Material

Helpful Tips to Avoid Violating Copyright Law

Almost always, you need permission to include anything previously published. In some cases, fair use may apply. Here are some helpful tips for working through this!
Use of Copyrighted Material

- ETDs often include material created by others – whether it’s a table or figure, a rubric, or even portions of a previously published article. In some cases, the Fair Use Exception may allow you to include it without permission, but the distinction between fair use and copyright infringement is not clearly defined.

- We urge students to err on the side of caution – Contact the copyright holder (either the creator, or if it’s been published, the publisher) to ask for permission to reprint/use in your ETD.

- Once you have the approval (email or letter), you should include a copy in the Appendices and cite the source within the manuscript body, using, if prescribed, the language that the publisher requires.

**Fair-Use:** The Library has created a [Fair Use Worksheet](#) to assist in determining if the use of a previously-published material falls under Fair Use (and you wouldn’t need permission to reprint.)
IRB/IACUC Approvals

Including IRB and/or IACUC Approval Letters
IRB/IACUC Approvals

• Many ETDs focus on research studies involving human subjects and/or animal subjects. In nearly all cases, students should have worked with the Institutional Review Board (or the Institutional Animal Care and Use Committee for animal subjects) for review, determination, or exemption. **You must include their determination/exemption letter within the appendix.** This ensures that readers are able to see that the study was reviewed.

• **The determination/exemption letter can be accessed via the IRB/IACUC portal** - it should be the actual letter – not the email or screen saying there’s a document in the system.
Including Data & HIPAA

Including data with sensitive material/identifying information

(Research Integrity & Compliance Website)
Including Data & HIPAA

- Part of the IRB Approval pertains to Protected Health Information, and privacy issues.
- It is essential that you NOT include any identifiable information that would violate the subjects’ rights to privacy under HIPAA.

From the USF IRB Data Use Agreement:

C: LIMITED DATA SET
1. A Limited Data set is defined as a subset of PHI that excludes the direct identifiers listed below; all direct identifiers listed below must be removed for the individual and relatives, employers or household members of the individual:
2. The direct identifiers are as follows:
   - Names;
   - Postal address information, other than town or city, State and zip code;
   - Telephone numbers;
   - Fax numbers;
Including Data & HIPAA

- Electronic mail addresses;
- Social Security numbers;
- Medical record numbers;
- Health plan beneficiary numbers;
- Account numbers;
- Certificate/license numbers;
- Vehicle identifiers and serial numbers, including license plate numbers;
- Device identifiers and serial numbers;
- Web Universal Resource Locators (URLs);
- Internet Protocol (IP) address numbers;
- Biometric identifiers, including finger and voice prints; and
- Full face photographic images and comparable images.
Use of Photography

How to Include Images in your Thesis/Dissertation
Use of Photography

Using photography in your ETD is allowed, as long as you follow the following:

• You must have been the person who took the photo,
  OR
• You have permission from the photographer or publisher (if it’s been published previously); AND
• Any human subjects in photos must have given you written permission to include their likeness in your ETD. This is done by creating a simple Photo Release form. (Include a blank copy of this form in the appendices, and keep the originals in a safe place for 7 years - then destroy.) OR
• If you do not have permission, you need to blur the faces to conceal their identity.
Questions/Concerns?

ETD Resource Center Website
Email: etd@grad.usf.edu
Grad Studies Office: ALN 216