

YSU Guidelines for Submission of Electronic Theses and Dissertations (ETDs)

[Pt.1 Introduction](#)

[Pt.2 ETD Process](#)

[Pt.3 Upload to ETD Center](#)

[Thesis Guidelines](#)

[Dissertation Guidelines](#)

[Intent to Produce a Thesis or Dissertation](#)

[ETD Submission Part 1](#)

[ETD Submission Part 2](#)

[Fees Payment](#)

[ETD publication delay request \(optional\)](#)

[Title page template](#)

[Thesis signature page template](#)

[Dissertation signature page template](#)

[Copyright page template](#)

[The ETD Process \(PowerPoint\)](#)

[OhioLINK Controlled Subject Terms](#)

[OhioLINK ETD Center](#)

[Filing for copyright](#)

[Creative Commons](#)

Part 1. Introduction and Contacts

This document contains guidelines for formatting and submitting your thesis or dissertation to the OhioLINK Electronic Theses and Dissertations (ETD) Center. As a participant in OhioLINK's ETD program, Youngstown State University releases all master's theses and doctoral dissertations to the ETD Center for online access. The benefits of the ETD program include open access to your thesis or dissertation and open access to the knowledge produced by the YSU academic community.

Questions or concerns about ETD submission or any aspect of the ETD program should be addressed to:

Dr. Barbara L. Jones
Coordinator of Graduate Administrative Affairs
School of Graduate Studies & Research
etdadmin@cc.yosu.edu
330.941.7252

Kevin Whitfield
Catalog Librarian, Maag Library
etdadmin@cc.yosu.edu
330.941.2922

Part 2. The ETD Process

The submission of your faculty approved ETD should take place as early as possible after you have successfully defended your thesis or dissertation. Be advised that several of the following forms must be submitted in order to complete the ETD process:

- Intent to Produce a Thesis or Dissertation
- ETD Submission (Parts 1 and 2)
- Fees for Thesis and Dissertation Binding
- ETD publication delay request (optional)

Masters theses will not be submitted to UMI.
Doctoral dissertations will be submitted to UMI.

Release of your ETD to the OhioLINK ETD Center can be considered as prior publication. If you are using the content of your thesis or dissertation toward another pending publication or patent, you may request a publication delay.

Deliver the [ETD Publication Delay Request](#) form to the School of Graduate Studies and Research before uploading your document to the OhioLINK ETD Center.

Your advisor and the School of Graduate Studies and Research must approve the publication delay. Select the publication delay option when uploading your document to the OhioLINK ETD Center. (see [Part 3](#) of this document)

Stages of the ETD process

Check the formatting of your faculty approved Microsoft Word document so that it is in compliance with the examples and guidelines of the [Thesis Procedure](#) or [Dissertation Procedure](#) documents. For example:

- Title page is formatted as per the example
- Signature page is included without student and faculty signatures
- Copyright page is formatted as per the example Note: A copyright page is included only if you are filing for copyright
- Pages are appropriately numbered
- Margins are properly formatted and consistent throughout
- Fonts are consistent throughout

Be advised that failure to comply with formatting standards may cause a delay in the submission of your ETD because you may be called upon to perform the necessary changes, re-convert the file to PDF, and re-submit.

Once proper formatting of the MS Word document has been confirmed, convert your file to PDF format using Adobe Acrobat Professional.

Converting your MS Word file to PDF Format

Software for PDF conversion is available at the Maag Library Reference desk by appointment. Call: 330.941.3686.

- The converted file can be transferred to a flash drive or written to a CD.

Many students create their theses and dissertations in multiple files for later assembly as a print document. If you choose to assemble files with different page numbering in MS Word, retaining correct formatting of page numbering can be difficult. In order to preserve the original page numbering format, it is advisable that you convert each file to PDF separately and assemble the document in Adobe Acrobat Professional following conversion.

Following conversion, perform an overview of each page of your PDF document for possible corruption of data, paying particular attention to:

- Formulae
- Data in statistical tables

Re-convert the original document to PDF if errors in the conversion appear.

When you submit your print copies to the School of Graduate Studies and Research for binding, include a copy of your MS Word and PDF files on a CD-ROM. For archival purposes, the following guidelines apply:

- Use a brand name disk.
- There must be no writing on the disc surface.
- Include an insert in the container identifying the author, title and degree.

The School of Graduate Studies and Research will perform an examination of the submitted PDF document to ensure compliance with the formatting guidelines of the Thesis or Dissertation Procedure documents in addition to establishing a match with your print copy.

Be advised that the responsibility of checking the thesis or dissertation upon conversion to PDF format rests mostly with the student.

Upon approval of the submitted PDF file, the School of Graduate Studies and Research will apply an electronic signature to your document identifying it as approved. You will receive your electronically signed PDF document by e-mail.

In rare cases where the file is too large for e-mail attachment, you will be asked to come to the office of the School of Graduate Studies and Research to retrieve the file. Bring a flash drive to carry the approved file.

You will upload the approved file to the [OhioLINK ETD Center](#) where your file will remain in a buffer awaiting permanent submission by the School of Graduate Studies and Research.

OhioLINK will send an e-mail to the School of Graduate Studies and Research confirming that your

submission has taken place.

The School of Graduate Studies and Research will check for their electronic signature to confirm that the uploaded document has been approved by them. Your thesis or dissertation will then be released for public viewing.

You will receive an e-mail from OhioLINK advising you that final submission has taken place.

Part 3. Uploading your Document to the OhioLINK ETD Center

Click on the link entitled [Submission form for your complete finalized ETD](#).

- Read the agreement
- Select the radio button to submit your paper's **bibliographic information, abstract, and full text**
- Acknowledge that you have read and understand the agreement
- Select "Youngstown State University" from the dropdown list
- Continue to the forms

You will be expected to complete four forms before uploading your PDF document. Most fields are self explanatory. Explanations are provided where necessary. If you have problems with completing any section, contact one of the [program representatives](#).

- Information about you (Self explanatory)
- Information about your paper

Title	Use upper and lower case letters.
Abstract	Cut and paste your abstract to this field.
	Abstracts containing special characters (<), superscript (x^2), subscript (x_3) and <i>italic</i> text require HTML markup. Consult the list of HTML character entity references provided by OhioLINK or contact an ETD program representative for instructions.
Keywords	Enter specific words or phrases of your choice that describe the content of your document. Separate each with a semi-colon followed by a space.
Subject headings	This vocabulary is controlled. You must select a subject from the pre-determined list of terms. If several terms apply, use the CTRL (Windows) or Apple key (Mac) to select additional terms from the list.

- Information about your degree (Self explanatory)
- Permissions and UMI publication

OhioLINK permissions	The majority of students choose the first option, copyright all rights reserved.
	The remaining two options are for Creative Commons licenses. Creative Commons licenses are irrevocable. Make sure that your decision is an informed one.
Publication delay	The presence of your ETD in the OhioLINK ETD Center is viewed by publishers as prior publication. If you are using the content of your thesis or dissertation toward another pending publication or a patent and you require a publication delay, choose the publication delay option within OhioLINK.
	A publication delay must be approved by your department and the School of Graduate Studies and Research. Fill out the ETD Publication Delay Request form to establish the length of the publication delay.

Read the UMI Publishing Agreement. There are three options in this area:

- No submission to UMI.
- Traditional publishing (allows royalties from sales)
- Open access publishing (no royalties with possible additional fees)

For master's theses: Select No submission to UMI.

Options two, three and the UMI publication delay option are for dissertations only.

OhioLINK will electronically submit a dissertation to UMI. YSU will receive a bill for a UMI processing fee of \$65.00 which is collected as part of your graduation fees.

- Publication delay (You may also delay publication of your dissertation with UMI)
- Copyright

The author of a thesis or dissertation may file online for copyright through the [United States Copyright Office](#) for a fee of \$45.00. Copyright is better defensible in a court of law if you have registered your paper with the U.S. Copyright Office.

Finally, browse for your thesis or dissertation and complete the upload to OhioLINK.

NOTE: YSU requires a minimum of two hard paper copies of your thesis or dissertation document at \$25 per copy, to be paid at the Office of Student Accounts and University receivables.