



**Electronic Thesis and Dissertation Program**  
**[THESIS.WVU.EDU](http://THESIS.WVU.EDU)**

**Submission Information Packet**  
**for**  
**Theses**

(Last Updated  
Aug. 1, 2016)

**Unlocking Access**



**to Graduate Education**



Welcome to the WVU Electronic Thesis and Dissertation (ETD) program. This packet contains important information about the ETD submissions process, forms required and services available. After having reviewed the enclosed materials, please feel free to contact us with any questions.

- Questions should be directed to Debra Borrelli at the WVU Libraries.
  - Email: [ETDReview@mail.wvu.edu](mailto:ETDReview@mail.wvu.edu)
  - Phone: 304-293-0324
  - Location:

Room 2040  
Downtown Campus Library  
P.O. Box 6069 / 1549 University Avenue  
Morgantown, WV 26506-6069

## **IMPORTANT WEB ADDRESSES**

### **WVU Electronic Theses and Dissertations**

Your one-stop shop for guidance on the arrangement, format and submission of your manuscript.

<http://etd.lib.wvu.edu>

### **wvuScholar Institutional Repository System**

Where your ETD will be deposited, and where you can browse past Electronic Theses and Dissertations. <http://wvusolar.wvu.edu>

# SUBMITTING YOUR ELECTRONIC THESIS (ETD)

## Before you submit your ETD

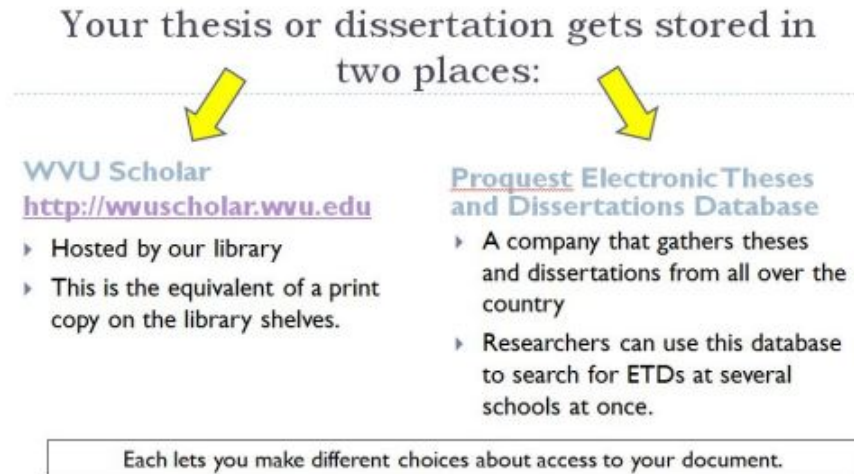
You will need the following:

1. Your final thesis document, saved as a PDF and with all changes approved by your committee.
  - The first two pages of the document must be a Title page and Abstract that are formatted like the example included in this instruction packet. These pages are counted as pages “i” and “ii”, but the page number must be suppressed (not printed).
  - Document must include a Table of Contents.
  - The body of the document should follow whatever discipline-specific style is preferred by your committee or department.
2. Completed Thesis and Dissertation Signature Form (form can be found in this packet), signed by all committee members, scanned, and saved as a PDF.

## Steps for submitting your ETD

1. Go to <http://www.etdadmin.com/cgi-bin/school?siteId=745> and choose the option to submit an ETD.
2. Create an account on Proquest’s website. This will allow you to log into the ETD Administrator and return to your submission if you need to revise it. This is not your WVU account. You will need to create a new user name and password just for this process.
3. Click on the link labeled “Submit new dissertation/thesis” and follow the step by step instructions provided to complete your ETD submission.
4. Please see the next section, Your ETD Publishing Options, for an explanation of the choices you will be asked to make during the submission process.
5. 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.
6. If you have questions about how to complete your ETD upload, please contact [ETDReview@mail.wvu.edu](mailto:ETDReview@mail.wvu.edu) and we will be happy to help! Let us know if you would like to schedule a time for help with your ETD submission in person or over the phone.
7. After submission of your ETD is complete, our office will review your submission, contact you about any changes you need to make, and notify you and your committee when approval is finalized, usually within five business days.

## Your ETD Publishing Options



### Proquest publishing options

The Proquest Dissertations and Theses Database is a service that university libraries subscribe to that lets people search theses and dissertations from schools all across the country in one place. You may have even used it in your own research. If you choose the “traditional publishing” option on the PQ Publishing Options screen, your ETD will be in the Proquest database and people will be able to buy single copies of it from them. Each time someone does so, you will earn royalties, which Proquest will pay out to you after they reach a certain amount. (A good analogy might be that Proquest is to dissertations as Cafepress is to t-shirts.) You still own the copyright to your work, and can make contracts to publish it in journals or with other publishers. You are only giving Proquest limited rights to sell individual copies.

The other Proquest option is their “Open Access Publishing Plus” service. What this means is that instead of Proquest paying you royalties if someone wants a copy of your work, you pay a certain amount in advance and Proquest allows anyone to read and download your ETD for free through their website.

### IR publishing options

WVUScholar is our own institutional repository, hosted by the university libraries. When you deposit your ETD, you choose one of two options: open access, which lets anyone on the web read your ETD, or campus access, which only lets people with a WVU login read your ETD, as well as people who request it through their library’s Interlibrary Loan. If you have a pending patent or publication, you will be able to choose a No Access embargo for a period of one year following your ETDdeposit. Students in the MFA in Creative Writing program are able to choose a permanent campus access option for their work.

## Frequently Asked Questions

***Who should I talk to if I need help with Microsoft Word or Adobe Acrobat while creating my ETD?***

**Solution:**

Refer to <http://it.wvu.edu/services/training/etd/etdworkshop> for ETD, Adobe Acrobat, and Microsoft Word Skills handouts.

Refer to <https://etd.lib.wvu.edu/> for information about the submission deadlines, formatting guidelines, frequently asked questions, the submission link, and a submission packet with signature forms and instructions on how to submit the ETD, etc.

***There used to be a fee for submitting my ETD. What happened to it?***

By moving to the Proquest ETD Administrator tool, WVU has eliminated the fees associated with ETD submission. The only charges now are for the optional parts of the submission process, like copyright registration or bound print copies of your thesis. If you select these options during the upload process you will be able to pay Proquest directly for these services. If you do not elect any of the fee-based options, there is no charge for ETD submission.

***If I've already made my work open access in WVUScholar, why would I pay the extra fee to make it open access with Proquest too?***

Some reasons you might (or might not) want to choose the Proquest open access option:

1. You want everyone to be able to access your work as easily as possible, no matter how they found it. While a Google search for your specific dissertation will take people to the copy in WVUScholar, you may also want to ensure that people who are doing a topic search on Proquest can read it right away for free, without having to track down the WVUScholar copy.
2. You'd rather pay a little bit up front to ensure that scholars everywhere can read your work without any of their money going to a publisher.

***Why are we required to deposit our work with Proquest?***

This is a policy decided at the university level. In order to have a database like Proquest that lets researchers have a single location to search all recent theses and dissertations, universities all across the country must participate. Will this change in the future as more theses and dissertations are available online in other locations? Quite possibly. It is something the university and the library will continue to evaluate on an ongoing basis.

***What about copyright? Does letting Proquest sell copies of my thesis mean that they have copyright? Do I need to register my copyright?***

Copyright is pretty much what it sounds like. You (the author) have the RIGHT to decide who can make COPIES of your work. You automatically have copyright as soon as you

write something. It doesn't have to be published, it just has to exist. Sharing it somewhere on the Internet doesn't give anyone else the right to sell it or make copies for others unless you specifically say that they can. When you deposit your work with Proquest you are saying: "I am giving you the RIGHT only to sell single copies of my document. And you must pay me a portion of what you earn for every copy that you sell." (This is what royalties are.) You (the author) still have the right to make a contract with a journal or book publisher for all or part of your work. (That contract might have additional restrictions, or even ask you to give the copyright to that publisher, so ALWAYS read your contracts and publishing agreements carefully before you sign!) The copyright registration page on the deposit website gives you the option of registering your copyright with the United States Copyright Office. "Why would I want to do this if I automatically have copyright to everything I write anyway?" you ask. Registering your copyright with the government may allow you to claim more damages if someone ever infringes your copyright (meaning they use your work without your permission). The copyright office gives a little bit more detail [here](#), but ultimately it's up to you to decide if you think it's worth it.

**West Virginia University Electronic  
Thesis and Dissertation Signature  
Form**

Student Name: \_\_\_\_\_  
(Last) (First) (Middle)

Student ID #: \_\_\_\_\_ Non-WVU Email Account: \_\_\_\_\_

Degree: \_\_\_\_\_ Master's \_\_\_\_\_ Doctorate

Document Type: \_\_\_\_\_ Thesis \_\_\_\_\_ Dissertation

Document Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Agreement:**

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owners of each third party copyrighted matter to be included in my thesis, dissertation, project report, or other research material, allowing distribution as specified upon deposit.

I hereby grant to West Virginia University and its agents the non-exclusive license to archive and make accessible, under the conditions selected upon deposit, my above mentioned document in whole or in part in all forms of media, now or hereafter known. I retain ownership rights as specified in the WVU copyright policy to the copyright of the abovementioned document. I also retain the right to use in future works (such as articles or books) all or part of this abovementioned document.

**Review and Acceptance:**

The above mentioned document has been reviewed and accepted by the student's advisory committee. The undersigned agree to abide by the statements above, and agree that this Signature Form updates any and all previous Signature Forms submitted heretofore.

Signed: \_\_\_\_\_ (Student) \_\_\_\_\_ (date)

Committee: \_\_\_\_\_ (Committee Chair) \_\_\_\_\_ (date)

\_\_\_\_\_ (Committee Member) \_\_\_\_\_ (date)

\_\_\_\_\_ (Committee Member) \_\_\_\_\_ (date)

\_\_\_\_\_ (Committee Member) \_\_\_\_\_ (date)

\_\_\_\_\_ (Committee Member) \_\_\_\_\_ (date)

\_\_\_\_\_ (Committee Member) \_\_\_\_\_ (date)

**[This Is the Title of Your Thesis]**

**[Your Name]**

**Thesis submitted  
to the [The Name of Your College Goes Here]  
at West Virginia University**

**in partial fulfillment of the requirements for the degree of**

**Master of Science in  
[Your Department/Concentration Goes Here]**

**[List Your Committee Members Here, as shown below]**

**Joe College, Ph.D., Chair  
Anna Graham, Ph.D.  
Al K. Seltzer, M.S..  
I.D. Clair, Ph.D.**

**Department of [Your Department]**

**Morgantown, West Virginia  
2013**

**Keywords: [Include keywords that would help someone searching for your document]  
Copyright 2013 [Your Name]**



# **ABSTRACT**

**[This Is the Title of Your Thesis]**

**[Your Name]**

Start your abstract here. . .

- Use single spacing
- Word limits are no longer imposed.