Electronic Thesis and Dissertation Information Session

Hosted by Graduate Enrollment Management Services (GEMS)
University of Washington Graduate School
Topics to Cover

• The Big Picture: Graduation
• Dates & Deadlines
• Student Responsibilities
• Required Sections for Your Document
• Common Formatting Mistakes to Avoid
• Committee Approval Forms
• Open Access and Publishing Options
• ETD Submission Process
• Registration Waiver Fee
• Commencement
The Big Picture: Graduation

- Student
- Graduate Program Advisors
- Faculty
- Supervisory Committee (Master’s students)
- Reading Committee (Doctoral students)
- Department Graduate Program Advisors (GPAs)
- UW Graduate School
- UW Libraries
- Graduation and Academic Records (GARS) Office
- Office of Ceremonies - Commencement
Graduation Timeline: Spring Quarter 2017

- **Student: last day to submit ETD**
  - Last day of quarter: June 9, 2017

- **Student: last day to submit approval form**
  - Last day of quarter: June 9, 2017

- **Faculty: 5:00 p.m. deadline to submit grades**
  - Tuesday, June 13, 2017

- **Department: deadline to recommend student graduation to Grad School**
  - Wednesday, June 14, 2017

- **Grad School: Deliver ETDs to ProQuest and UW Library**
  - Est: Tuesday, July 11, 2017

- **Last day of quarter: June 9, 2017**

- **Last day of instruction: June 2, 2017**

- **Grad School: Review ETDs**
  - 4/17/2017 – 7/11/2017

- **Grad School: Process Graduation**
  - 6/14/2017 – 7/11/2017

- **First Day of Quarter: 3/27/2017**

- **Last Day of Quarter: 6/9/2017**
Student Responsibilities

• Submit your Master’s Request and schedule exams (PhD students) through MyGrad Program
• Meet deadlines!
  – Submit your ETD early, if possible, to guarantee priority review.
• Make sure the required sections (title page, copyright page, abstract) are complete, accurate and proofread before submission.
• Read the publishing/distribution agreements- confer with the UW Library if unsure of which option to select.
• Understand copyright basics.
• Understand open access and delayed release options.
• Check your email for revision requests after submitting your ETD.
• Above all: Ask questions!
Preparing Your Manuscript for Submission (Including Supplemental Files)

Submit as a PDF
When submitting a page-based manuscript of your dissertation or thesis, it must be submitted to ProQuest Dissertation Publishing in Adobe PDF format. When preparing your PDF, be sure to do the following:
- Embed all fonts (further information is provided below regarding to embedding fonts)
- Make sure there is no password protection on the PDF
- Ensure that security settings allow printing
- Format as individual, single pages

Note: As part of our normal process, ProQuest inserts an extra page in the front of every published manuscript.

Verify Proper Formatting
ProQuest Dissertation Publishing makes no changes to the formatting or content of submitted manuscripts. Therefore, the burden of how the manuscript looks when it is accessed of printed is entirely the responsibility of the author. ProQuest strongly recommends that individual authors take responsibility for reformatting the document into Adobe PDF, for checking the reformatted document for accuracy, and for submitting the PDF document to the graduate school or library for publication.

File Format
Adobe PDF, unzipped with NO password protection or digital signature.

Multimedia files and formats
Digital preservation files typically include multimedia content in standard PDF, either richly formatted or in Microsoft Office formats. Additional files (e.g., images, audio, video) may also be included with submission. These multimedia files may be embedded within the PDF or stored separately. The file types that will be embedded by ProQuest. File types other than those listed below are not guaranteed to be migrated.

Audio: .mp3, .mp4, .wav, .wma
Images: .jpg, .gif, .png, .psd, .pdf, .tif, .tiff
Video: .mp4, .mov, .wmv, .mpg, .mpeg, .avi

Margins
1” Top, 1” Bottom, 1” Left, 1” Right

Line spacing
Double-spacing is required for the abstract, dedication, acknowledgments, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, and items in tables, lists, charts, charts, and single-spread footnotes/notes, bibliographies, and appendixes.

Color
Native digital manuscripts will appear in color when viewed electronically. Manuscripts and print publications will NOT preserve color. Colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is color-coded or based on color shading may not be interpretable. For best results, have color photographs reprinted in black and white by a professional lab.

Reproduction
PDF files for print reproductions will include all color material. Manuscripts and print publications will NOT preserve color. Colors will appear in shades of gray.
Required Sections for Your Document

Title Page – Copyright Page – Abstract

- **Remember** to review the document templates available on the Graduate School website.
Required Sections for Your Document
Title Page – Copyright Page – Abstract

Copyright Page

Abstract
Required Sections for Your Document
Title Page – Copyright Page – Abstract

What are we looking for?

• **Completeness**
  – Is all of the information there? Have you included the three required sections?

• **Accuracy**
  – Is your degree title correct? Is your name listed as it appears on your official UW record (preferred or legal name)?

• **Proofread**
  – Does your ETD title match your degree request? Are your committee members’ names spelled correctly?

• Refer to the [ETD Checklists](#) and [Required Sections for Your Document](#) Resources
Title Page- Common Corrections

- Name must appear as it does in your official UW record
  - Preferred name may be used, if entered via identity.UW.edu
- Ensure you are using the correct sample pages
  (Ph.D. vs Master’s)
- Name of Degree
  - Ex: Master of Science (Civil Engineering) vs. Master of Science in Civil Engineering
  - Not sure? Refer to your unofficial transcript or MyGrad Program
- Year is the year you are graduating
- Committee Member Names
  - Omit Professional Titles (Dr., Professor, PhD...)
  - Avoid using nicknames
- Avoid blank pages between required sections
The Graduate School

ETD Title Page- Common Corrections

Program Authorized to Offer Degree:

• Not sure what to list? Refer to the drop-down selection in ProQuest

• Avoid using specifics from your degree title in the program name. Generally, this is the department or college awarding your degree.

• Exclude the specific UW campus from the program name

• Contact your GPA or GEMS at uwgrad@uw.edu with questions!
ProQuest: Administrative Documents Section

- Committee Approval Forms
  - Master's Supervisory Committee Approval Form
  - Doctoral Dissertation Reading Committee Approval Form

- ETDs are reviewed only after a completed approval form is received by the Graduate School

- Survey of Earned Doctorates (SED) Certificate of Completion
  - PhD Students Only
Committee Approval Forms

• Signatures certify that the committee has examined the final copy of the thesis or dissertation and is satisfied with the final result

• Scan the completed form and submit electronically via the Administrative Documents Section of ProQuest

• Note on signatures:
  – If necessary, you may obtain signatures on separate forms, but you must upload the forms as one PDF file.

• Deadline: 11:59 p.m. PST on the last day of the quarter
ETD Access Options

• You will be prompted to select two publishing options when submitting your ETD
• Once your ETD is accepted and your graduation processed, the system deposits identical digital copies within the ProQuest System and the UW Institutional Repository- ResearchWorks.
• Students may restrict access to their theses and dissertations...
  – while seeking to publish journal articles or books based on them,
  – to protect intellectual property during the patent application process, or
  – to prevent the disclosure of sensitive or classified information.
• Review “Selected Scenarios” on the Graduate School website to consider your options.

http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/access-options-for-electronic-theses-and-dissertations/
# Publishing Options

<table>
<thead>
<tr>
<th>Access System</th>
<th>Publication Options</th>
<th>Restricted Access Periods</th>
<th>How is your work accessed?</th>
<th>Who has access to your work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ProQuest (PQ)</td>
<td>Immediate Access (chosen by most students)</td>
<td>N/A</td>
<td>ProQuest Dissertations and Theses Database</td>
<td>Students, faculty, and researchers with access to the PQ database</td>
</tr>
<tr>
<td></td>
<td>No Access during the Restricted Access Period</td>
<td>6 months, 1 or 2 years, or specified date</td>
<td>N/A</td>
<td>Not accessible to anyone</td>
</tr>
<tr>
<td>Institutional Repository (ResearchWorks)</td>
<td>Immediate Open Access (chosen by most students)</td>
<td>N/A</td>
<td>UW Libraries' Research Works</td>
<td>Anyone via the web</td>
</tr>
<tr>
<td></td>
<td>UW-only Access during Restricted Access Period, followed by Open Access</td>
<td>1, 2 or 5 years</td>
<td>UW Libraries' ResearchWorks</td>
<td>Only UW faculty and on-site users of UW Libraries</td>
</tr>
<tr>
<td></td>
<td>No Access during Restricted Access Period, followed by Open Access</td>
<td>1 year</td>
<td>N/A</td>
<td>Not accessible to anyone</td>
</tr>
</tbody>
</table>

Publishing Options

Select Publishing Options

Access options (e.g., delaying the release of your work)

If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and may be available through your institutional repository.

Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.

Delaying release in ProQuest

I want my work to be available in ProQuest as soon as it is published. *

- Yes
- No - I have patents pending, or another reason why I need to delay access to the full text of my work.

How long would you like to delay the release to ProQuest? * (more info)

- 6 months
- 1 year
- 2 years

Note to administrator (optional): 200 characters

Reason for delaying release to ProQuest: *

Select

- Publication pending with another publisher
- Patent pending
- Material under another copyright is contained in the work
- Sensitive material is included
- Deferred degree date
- Other

Clear
Publishing Options

Institutional Repository (IR) Publishing Options

Access options*
Select the option that best reflects your preference for publishing your work in your school's institutional repository.

- Open Access
- Restrict to UW for 1 year, then make Open Access
- Restrict to UW for 2 years, then make Open Access
- Restrict to UW for 5 years, then make Open Access
- No access for 1 year, then make Open Access (limited to students pursuing a patent or having another compelling need to restrict access)

Save & Continue
After Submitting

I’ve submitted my ETD and Committee Approval Form… what’s next?

• ETDs will be reviewed by GEMS advisors as they are received, in the last two-three weeks before the quarter ends, and after the last day of the quarter.

• You will receive an email notification from the name “ETD Administrator” etdadadministrator@proquest.com if any revisions are requested or notifying you if your submission has been accepted. Check your spam folder if you don't see anything!

• Submission in progress — You have started, but not completed submission of your ETD to the UW Graduate School (GEMS).

• Submission in review — Your submission was submitted and received.

• Revisions requested — Your submission was reviewed and you were sent an email requesting revisions.

• Submission approved — Your submission was approved by a GEMS advisor and is in the queue for delivery to ProQuest.
A Few Notes

• **Dates and Deadlines** are posted on the Graduate School website.
• If you start your ETD submission but need to finish later, you can save your information and come back to finish. No information will be lost.
• Bound copies can be ordered through ProQuest or the UW Copy Centers.
• Once your thesis/dissertation is submitted, no additional changes to the document are allowed with the exception of a major data error in the document.
  – In this circumstance, a letter outlining the necessary changes is required from your supervisory committee chair.
• ETDs are delivered to UW ResearchWorks and ProQuest for publication after degrees are conferred.

http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/
Graduate Registration Waiver Fee

Definition:
• The $250 Graduate Registration Waiver Fee is an optional fee paid in lieu of registration. It is available to qualifying students for a 2 week period directly following the quarter in which all Graduate School and graduate program degree requirements are met. Qualifying students who pay this fee will graduate in the quarter following the fee payment period.

Eligibility:
• Master's students who did not submit a Master's degree request prior to the request deadline for the quarter in which all degree requirements were completed
• Students who completed all degree requirements but needed additional time to format the thesis or dissertation (project papers are not included)

Scenario:
• You’re a Master's thesis student and have completed all degree requirements in Spring quarter 2017, you've defended your thesis and your committee has approved the document but you haven't completed formatting your footnotes
• You submit your thesis 2 weeks following the last day of Spring quarter and pay the $250 Registration Waiver Fee
• You submit another Master's request for Summer 2017 and your graduation is processed at the end of Summer quarter.

Deadline:
• For Spring Quarter 2017, the deadline to submit your ETD is is Friday, June 23.
• The deadline to pay the $250 fee is the last day of instruction the following quarter.

More Information: https://grad.washington.edu/policies-procedures/general-graduate-student-policies/graduate-registration-waiver-fee/
Commencement

- Students who graduated Summer 2016, Autumn 2016, or Winter 2017 are eligible to walk in commencement and their names will appear in the Commencement bulletin.

- Students who plan to graduate Spring 2017 are eligible to walk in commencement and have their names appear in the Commencement Bulletin; however, they must submit their master's requests or doctoral final exam requests to the Graduate School no later than April 14, 5 pm if they want their name to appear in the Commencement Bulletin.

- Students who plan to graduate Summer 2017 are eligible to walk in commencement; however, their names will appear in next year’s Commencement Bulletin.

Office of Ceremonies: ceremony@uw.edu, 206.543.2592

- Bothell: http://www.bothell.washington.edu/commencement
- Seattle: http://www.washington.edu/graduation/
- Tacoma: http://www.tacoma.uw.edu/commencement
Questions?

• Dates & Deadlines
• Formatting
• Title Page, Copyright Page, Abstract
• Supervisory Committee Approval Forms
• Status of a Submitted ETD
• Graduation Process or Requirements
• Letters of Certification

Contact Graduate Enrollment Management Services (GEMS)
uwgrad@uw.edu
206.685.2630

• Copyright
• Fair Use
• Embargoes
• Open Access
• Publishing Agreements
• ResearchWorks

Contact UW Libraries
rworks@uw.edu

Review the Library ETD FAQ Page:
https://researchworks.lib.washington.edu/etd-faq.html