Emory ETD Submission Process

This documentation provides a step-by-step manual for student submissions to Emory's ETD site.

Step 1. Begin the ETD submission process

Congratulations on your upcoming graduation! As part of your degree completion, you will submit your thesis/dissertation to Emory's ETD repository. You will create, edit, and submit a record using Emory's ETD site at etd.library.emory.edu. For best results, use Chrome, Firefox, or Safari. DO NOT use Internet Explorer.

After arriving at the site, log into the system using your NetID and password as shown below. Make sure you are logging in with your NetID, not your emory.edu email address.

![ETD Submission Process](image)

Step 2. Launch the submission process

To begin creating your ETD record, click the Submit your Thesis button at the top of the left side menu.
Step 3. Overview of the submission process

The next page gives you an overview of the submission process. As it explains, you will first complete a few pre-screening questions, then create and edit your record, and the final step is to submit your thesis/dissertation.

Step 4. Pre-screening questions

There are three pre-screening questions you will answer before creating your ETD record. The first covers your use of copyrighted materials, the second patents related to your work, and the last any embargo/access restriction you wish to place upon your ETD record.

These questions are not editable later, but do not worry. If your answer to a question changes after you've started the submission process, it is fine. The questions are here to prompt the consideration of these issues before submitting your thesis/dissertation.
Step 5. Enter your title

After completing the three pre-screening questions, you should enter a title at the bottom of the page. This title is editable later, so you can enter a working title and update it with changes. Once you've entered the title, you'll click Begin.

NOTE: There may be a delay after clicking begin before you arrive at the next page. The ETD system is building your record, which may take some time. This step will take longer if you are working on it close to your submission deadline because there will be more people accessing the site.
Step 6. Record creation page

You are now on the main record creation page. You will return to this page after you complete each section of your ETD record. Please be aware that any typos, incorrect characters, or improper formatting you see in the fields as you complete them will be visible in your final published ETD. You should correct any of these errors before submitting your record for approval.

Step 7. Using the edit links

There are two ways you can navigate through the record creation process - using the edit links beside each section or the submission status menu (shown in Step 8).
Step 8. Using the Submission Status menu

The Submission Status menu is the second way you can navigate the record creation process. The menu gives you additional information that tells you whether you have completed sections of your record. **Red x** marks denote sections that are required, but incomplete. **Green check marks** are completed sections. **Blue x** marks are optional sections that are incomplete.
Step 9. Edit Contact Information

On this page, you are required to enter your permanent contact information; however, it is optional whether to add your current address. Once you have completed your contact information, click save at the bottom of the page.

Two things to note:

• Your permanent (non-Emory) email address should be one that you plan to maintain and check on a regular basis. The ETD site sends notifications to your permanent email address, and it is also how ETD program administrators will contact you. For example, if you choose to embargo your work, the ETD site will send you a 60-day warning before the expiration of your embargo. If your email address changes in the future, please email the ETD administrators at etd-help@LISTSERV.CC.EMORY.EDU to update your information.

• The date valid for the permanent mailing address should be the day you can begin to receive mail at that address. If you can receive
mail at your permanent address now, you can put today’s date as the date valid. You must enter the date valid as YYYY-MM-DD.

- Your current email address will be pre-populated with your Emory email address. You should not edit this field.

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**Step 10. Review contact information**

After clicking save, you will be taken to a page where you can review the contact information you entered. If everything is correct, click return to record to return to the main record creation page.
Step 11. Edit School/Program/Department

Your school should have been automatically added to your record based on your login; however, you can add it on this page if need be. If you are a dual degree student, make sure the school selected matches the school to which you are submitting your thesis/dissertation.

You will also select your program on this page. The blue bracket symbol beside each school name allows you to show/hide the programs for that school. To choose your program, click on the program name. If you choose the wrong program, simply click on the correct program, and the incorrect one will be deselected.

Make sure you click save at the bottom or top of the page.
Step 12. Edit Committee/Adviser - Add Committee Chair/Thesis Adviser

On this page, you will add both your committee chair/thesis adviser and your committee members. You'll use the top box to add your committee chair/thesis adviser. In this box, enter your chair/adviser's last name. The ETD site is connected to the central Emory database, so a drop down menu will appear with Emory employees with this last name.

If your chair/adviser has a common last name, you should enter Last Name, First Initial to narrow down the list. Former Emory faculty can be found by checking the box beneath the search box. If you have a non-Emory chair/adviser, click the Yes box to access boxes to manually enter the name and affiliation of the person.
Step 13. Edit Committee/Adviser - Add Committee Members

To add committee members, follow the same process outlined in the previous step. Make sure you click save at the bottom of the page.

![Edit Committee/Adviser]

Step 14. Edit Research Fields

Research Fields describe the subject of your work. You must choose one research field, and you can choose up to three. To select a research field, click on it. If you select the wrong one, click on it again to deselect it.

If you cannot find your exact topic, choose the best fit. If your research is in an emerging field, it likely will not be represented in the subject list.

Make sure you click save at the top of the page.
Step 15. Edit Thesis Information - Keywords

On this page, some of the information will be pre-populated. Check your name and the language section to make sure they are correct.

Next, add keywords to your record. You can use any keywords you'd like, and there is no limit to the number of keywords. To add more keywords, click Add Keyword. The red x marks beside the keyword boxes are there to delete that box. If you are unsure what keywords to use, consider the search terms you would use to find your thesis/dissertation in a database or library catalog.
Step 16. Edit Thesis Information - Degree

After entering your keywords, select your degree from the drop down menu.

Make sure you click save at the bottom of the page.
Step 17. Edit Abstract

On this page, you'll add your abstract. The editor provides basic formatting options, but you'll notice that the options are limited when compared to most word processing software. You likely will not be able to format your record exactly like your files (PDF and original file), but that is okay.

You can either type your abstract into the box or 'copy and paste' from one of your files. If you 'copy and paste', make sure you use one of the special paste tools (the greyed out clipboard icons shown in the screenshot below). These tools will cut down on the amount of manual formatting you have to do to correct any weird characters or formatting. If icons are greyed out after you've copied content, you can try using another browser or paste directly into the editor.
Save your abstract and review it on the main record page. If you notice any weird characters or formatting, manually correct it or it will show in your published record.

Make sure you click save at the bottom of the page.

Step 18. Edit Table of Contents

You will complete the table of contents section the same way as the abstract section. Be aware that weird formatting is more likely to occur when copying and pasting your table of contents because it is highly formatted in your file.

Make sure you click save at the bottom of the page.
Step 19. Partnering Agencies (when applicable)

Depending on your school/program, you may be required to complete a partnering agencies section. Select up to three agencies from the list or if you did not work with any agencies, choose "Does not apply (no collaborating organization)." If you analyzed data from an organization, list it as a partnering agency.

Step 20. Add file to record

You will follow the same process to add your PDF, original file/format (it is the file you converted to a PDF, usually a Microsoft Word document), and optional supplemental files. The drop down menu for type of file to add is the only part of the process that changes. Make sure the drop down menu selection matches the type of file you're uploading.

Click browse to launch the file browse; browse to the file you'd like to upload. Click the upload button.

NOTE: Do not upload a document that contains the signatures of your adviser/chair and committee members.
Step 21. Edit File information

After uploading your file, you will be taken to the Edit File Information page. All the information on this page will have default information, but you can change it if you’d like (ex: change the title to be the title of your thesis/dissertation); however, you can leave it as is.

Make sure you click save at the bottom of the page.

Step 22. Add file to record

Follow the same process detailed before to upload your original file to your record. Remember your original file should be what you converted to a PDF. If you wrote your thesis/dissertation using Microsoft Word, upload a Microsoft Word doc. If you used LaTeX, output a Zip file and upload it as your original file.

Step 23. Edit File Information

Remember you can either keep the default information on this page or edit as you did with your PDF file.

Make sure you click save at the bottom of the page.
Step 24. Add file to record

You can add supplemental files to your record. Supplemental files can include images, videos, audio, datasets, software, etc. If you'd like to upload supplemental files, follow the same process as before.

Step 25. Edit File Information

Edit your supplemental file information as needed. You should choose the type based on the supplemental file you upload. Make sure you click save at the bottom of the page.
Step 26. Author Rights and Access Restrictions

On this page (accessed by clicking "embargo request" in the submission status menu), you will set your embargo/access restriction (see the next step for more information about setting your access restriction) and assent to the submission agreement by clicking the box. If you are a Laney Graduate School doctoral student, you will also choose whether to have ProQuest register copyright for you.

The submission agreement grants Emory University a non-exclusive license to archive your thesis/dissertation and make it available to the public after any embargo expires. You still own copyright to your thesis/dissertation, and you can publish with it following graduation. However, you should make your publisher aware of this non-exclusive license so that your author agreement can be modified to reflect it.

Make sure you click save at the bottom of the page.

Step 27. Access Restriction

If you want to add an embargo/access restriction to your record, choose yes. You will also need to answer the follow up question regarding which parts of your record should be subject to the embargo.

You will notice that there is no question about the length of time you would like to embargo your record. You do not set the length of time on the ETD site. In the paperwork you submit to your school, you will select how long you’d like your record to be restricted. When your school's ETD reviewer finishes reviewing your record, s/he will add the length of embargo you specified in the paperwork you submitted.
Remember to click save when you've completed all sections of this page.

**Access Restriction (Embargo) **

- No, my ETD can be published immediately after graduation.
- Yes, I want an access restriction.
  - Which parts of your record do you want restricted?
    - Restrict files only
    - Restrict files and table of contents.
    - Restrict files, table of contents, and abstract

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**Step 28. Review & submit**

Once you've completed all the sections of your record, a review & submit button will appear at the bottom of the submission status menu. You can click this button whenever you are ready. Take a deep breath and submit your record.
Step 29. Submission warning
You'll be taken to a page where you can review everything you've entered before submitting. Make sure everything is complete and correct before clicking submit.

Step 30. Submit
Once you've reviewed all the information you've entered, click submit.
Step 31. Submitted

Your record is now no longer in draft status; it is now in submitted status. You cannot edit your record now unless you contact your school's ETD reviewer to request s/he return it to draft status.

This record is not published. Current status: submitted

Step 32. Next steps

After you submit your record, it will be reviewed and approved by your school. The approval process is not immediate, so expect a delay between when you submit and when your record is approved. If your school's reviewer needs you to correct anything with your record, s/he will return it to draft, and the ETD site will send you an email notification.

Once your record is approved, it will be unpublished until Emory's central database has been updated to reflect your new status as a graduate. There is usually a lag of 2-3 weeks between graduation and when ETD records publish.

If you have additional questions, the best way to contact the ETD team is by using the help form on the ETD website: https://vmch-etd.library.emory.edu/help.

Congratulations on your upcoming graduation!