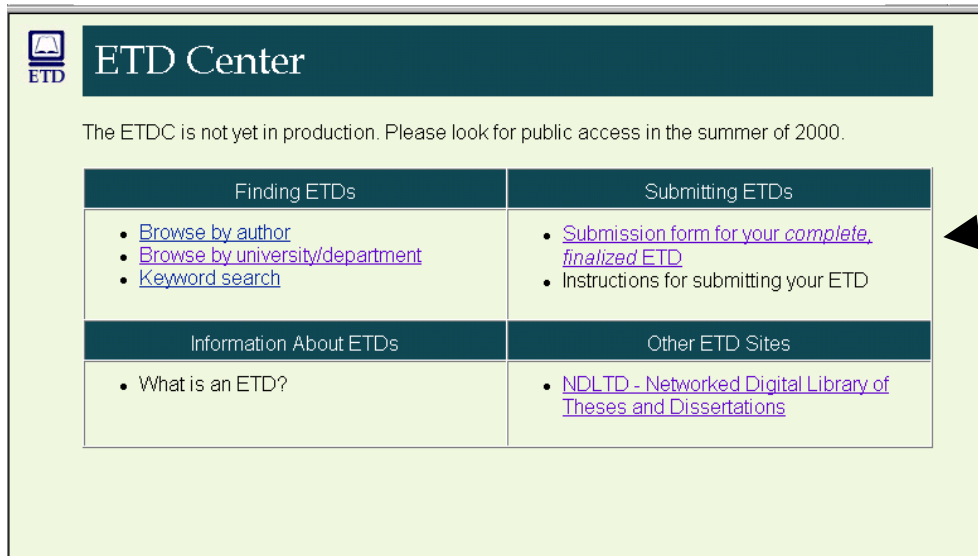


Electronic Thesis and Dissertation (ETD) OhioLINK Submission Guidelines

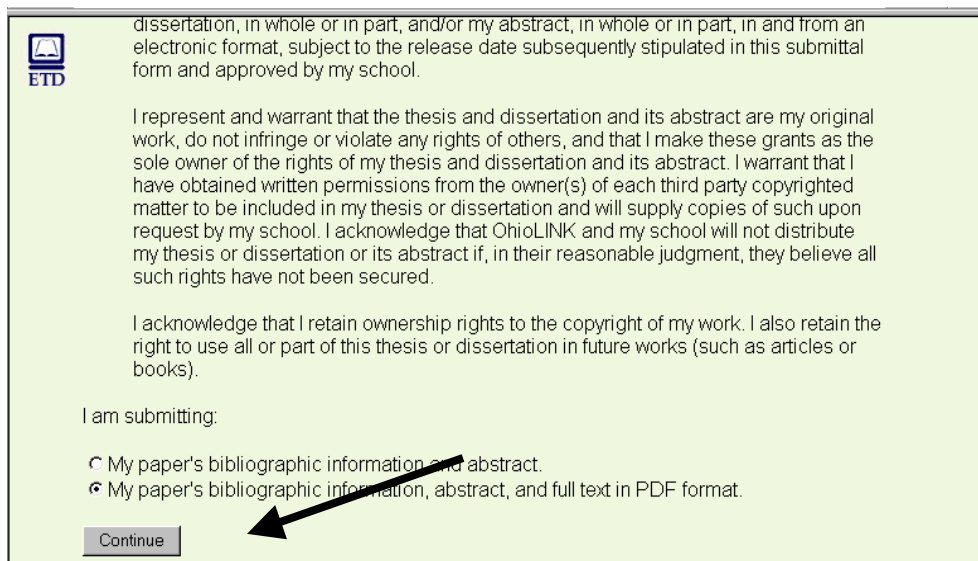
This information will assist you when submitting either your abstract and/or full text of your thesis or dissertation to OhioLINK.

1. Go to <http://www.ohiolink.edu/etd>. Click on *Submission form for your complete, finalized ETD*.



Finding ETDs	Submitting ETDs
<ul style="list-style-type: none">• Browse by author• Browse by university/department• Keyword search	<ul style="list-style-type: none">• Submission form for your <i>complete, finalized ETD</i>• Instructions for submitting your ETD
Information About ETDs	Other ETD Sites
<ul style="list-style-type: none">• What is an ETD?	<ul style="list-style-type: none">• NDLTD - Networked Digital Library of Theses and Dissertations

2. On the *ETD Submission* page, read the agreement and click the appropriate choice with your mouse. Then click *Continue*.



dissertation, in whole or in part, and/or my abstract, in whole or in part, in and from an electronic format, subject to the release date subsequently stipulated in this submittal form and approved by my school.

I represent and warrant that the thesis and dissertation and its abstract are my original work, do not infringe or violate any rights of others, and that I make these grants as the sole owner of the rights of my thesis and dissertation and its abstract. I warrant that I have obtained written permissions from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation and will supply copies of such upon request by my school. I acknowledge that OhioLINK and my school will not distribute my thesis or dissertation or its abstract if, in their reasonable judgment, they believe all such rights have not been secured.

I acknowledge that I retain ownership rights to the copyright of my work. I also retain the right to use all or part of this thesis or dissertation in future works (such as articles or books).

I am submitting:

My paper's bibliographic information and abstract.

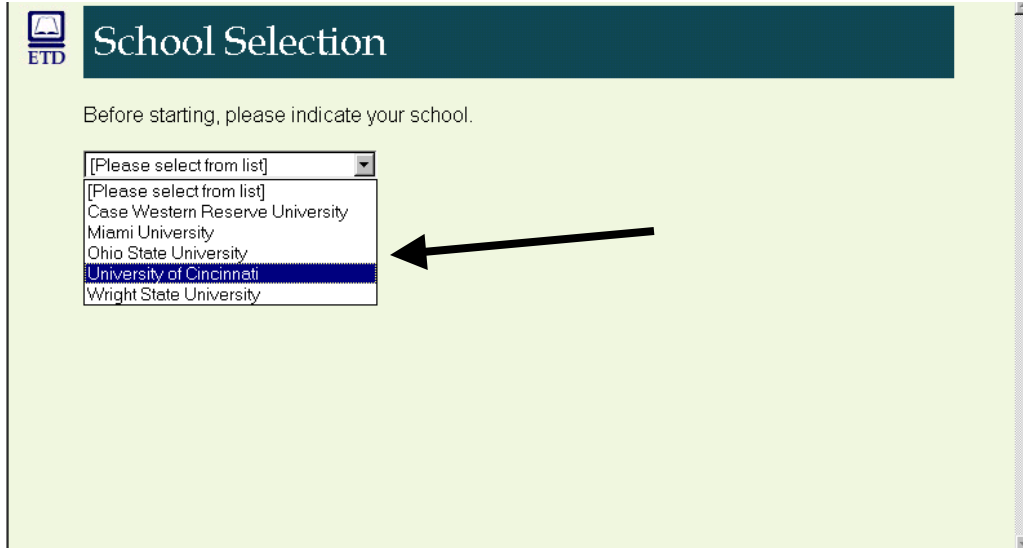
My paper's bibliographic information, abstract, and full text in PDF format.

3. If you clicked on the first option, *bibliographic information and abstract*, continue by following the instructions under *Option 1: Abstract Only*, page 3.

If you clicked on the second option, *bibliographic information, abstract and, full text in PDF Format*, continue by following the instructions under *Option 2: Full Document Submission*, page 7.

OPTION 1: ABSTRACT ONLY

1. On the *School Selection* page, choose the university with which you are affiliated. Then, click on *Continue to main form*.



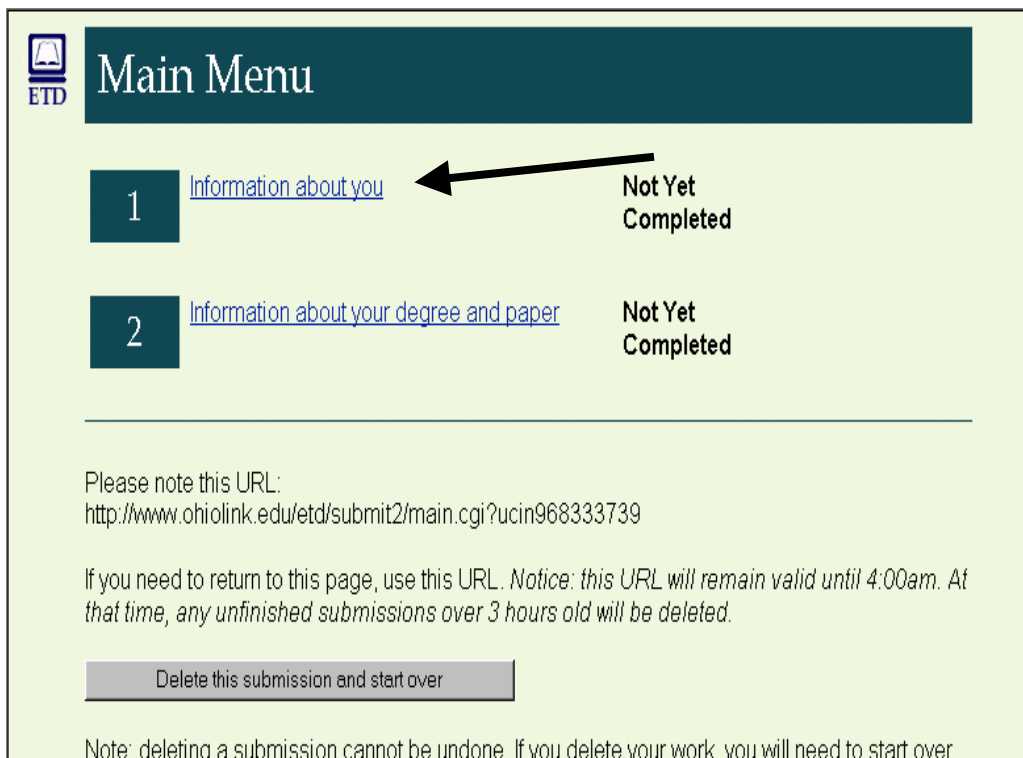
ETD **School Selection**

Before starting, please indicate your school.

[Please select from list] ▼

- [Please select from list]
- Case Western Reserve University
- Miami University
- Ohio State University
- University of Cincinnati
- Wright State University

2. On the *Main Menu* page, click on option 1, *Information about you*.



ETD **Main Menu**

1	Information about you	Not Yet Completed
2	Information about your degree and paper	Not Yet Completed

Please note this URL:
<http://www.ohiolink.edu/etd/submit2/main.cgi?ucin968333739>

If you need to return to this page, use this URL. *Notice: this URL will remain valid until 4:00am. At that time, any unfinished submissions over 3 hours old will be deleted.*

Delete this submission and start over

Note: deleting a submission cannot be undone. If you delete your work, you will need to start over

3. On the *Information About You* page, complete the following information (items with an “*” are required).
 - * Last Name
 - * First Name
 - Middle Name or Initial
 - Suffix
 - * Email Address
 - * Current Mailing Address
 - Current Telephone Number
 - Future/Permanent Email Address
 - Future/Permanent Mailing Address
 - Future/Permanent Telephone Number
 - Country of Citizenship
4. Click on *Update this information and return to the main menu.*
5. On the *Main Menu* page click on option 2, *Information about your degree and paper.*

ETD Main Menu

1	Information about you	Completed
2	Information about your degree and paper	Not Yet Completed

Please note this URL:
<http://www.ohiolink.edu/etd/submit2/main.cgi?ucin968333739>

If you need to return to this page, use this URL. Notice: this URL will remain valid until 4:00am. At that time, any unfinished submissions over 3 hours old will be deleted.

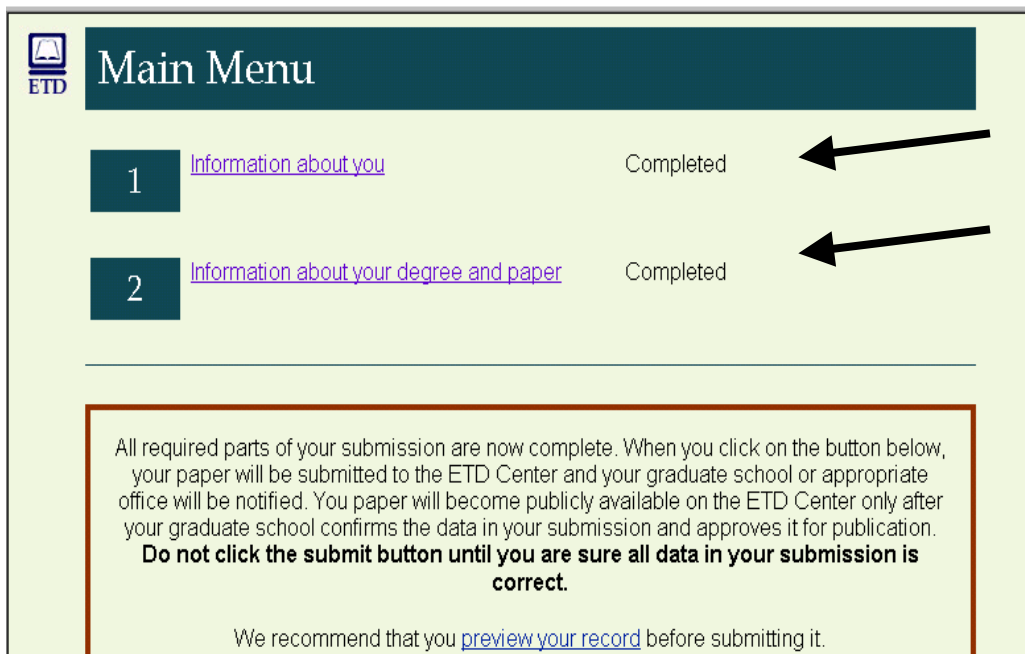
Delete this submission and start over

6. On the *Information About You* page, complete the following information (items with an “*” are required).

- * College, School, Department or Program
- * Degree
- * Title
- Pages
- Language
- * Abstract (must be only one paragraph with no hard returns). You may cut and paste from a word processor into the box.
- Keywords
- Subject Headings
- *Advisor Last Name
- *Advisor First Name
- Advisor Middle Name or Initial
- Year manuscript completed
- Year degree awarded

7. Click on *Update this information and return to the main menu*.

8. On the *Main Menu* page, you should see the word *Completed* beside numbers **1** and **2**.



The screenshot shows the ETD Main Menu page. At the top left is the ETD logo. The main heading is "Main Menu". Below this, there are two items listed in a table-like format:

1	Information about you	Completed	←
2	Information about your degree and paper	Completed	←

Below the table, there is a large text box with a red border containing the following text:

All required parts of your submission are now complete. When you click on the button below, your paper will be submitted to the ETD Center and your graduate school or appropriate office will be notified. Your paper will become publicly available on the ETD Center only after your graduate school confirms the data in your submission and approves it for publication.
Do not click the submit button until you are sure all data in your submission is correct.

We recommend that you [preview your record](#) before submitting it.

9. Now, click on the hyperlink *preview your record* to verify the information you submitted is correct. If correct, then click on *Return to main menu*. If incorrect, then choose *Return to main menu*, and click on *Delete this submission and start over*. This will return the screen to step one and you will be asked to begin again.

preview your record before submitting it.' There is a button labeled 'SUBMIT MY PAPER NOW'. Below the button, it says 'Please note this URL: http://www.ohiolink.edu/etd/submit2/main.cgi?ucin968333739'. Then, 'If you need to return to this page, use this URL. Notice: this URL will remain valid until 4:00am. At that time, any unfinished submissions over 3 hours old will be deleted.' At the bottom is a button labeled 'Delete this submission and start over'. Two black arrows point to the 'preview your record' link and the 'Delete this submission and start over' button."/>

ETD

All required parts of your submission are now complete. When you click on the button below, your paper will be submitted to the ETD Center and your graduate school or appropriate office will be notified. Your paper will become publicly available on the ETD Center only after your graduate school confirms the data in your submission and approves it for publication.

Do not click the submit button until you are sure all data in your submission is correct.

We recommend that you [preview your record](#) before submitting it.

SUBMIT MY PAPER NOW

Please note this URL:
<http://www.ohiolink.edu/etd/submit2/main.cgi?ucin968333739>

If you need to return to this page, use this URL. *Notice: this URL will remain valid until 4:00am. At that time, any unfinished submissions over 3 hours old will be deleted.*

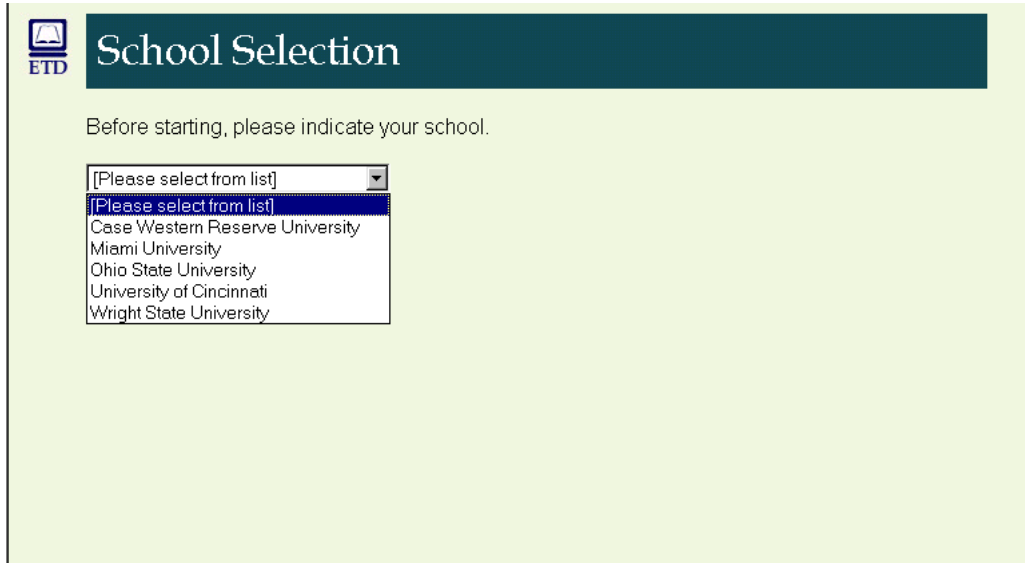
Delete this submission and start over


10. If you are finished, click on *SUBMIT MY PAPER NOW*, and the information will be sent to the appropriate university office for review and approval.

CONGRATULATIONS ON YOUR SUCCESSFUL SUBMISSION!

OPTION 2: FULL DOCUMENT SUBMISSION

1. On the *School Selection* page, choose the university with which you are affiliated. Then, click on *Continue to main form*.

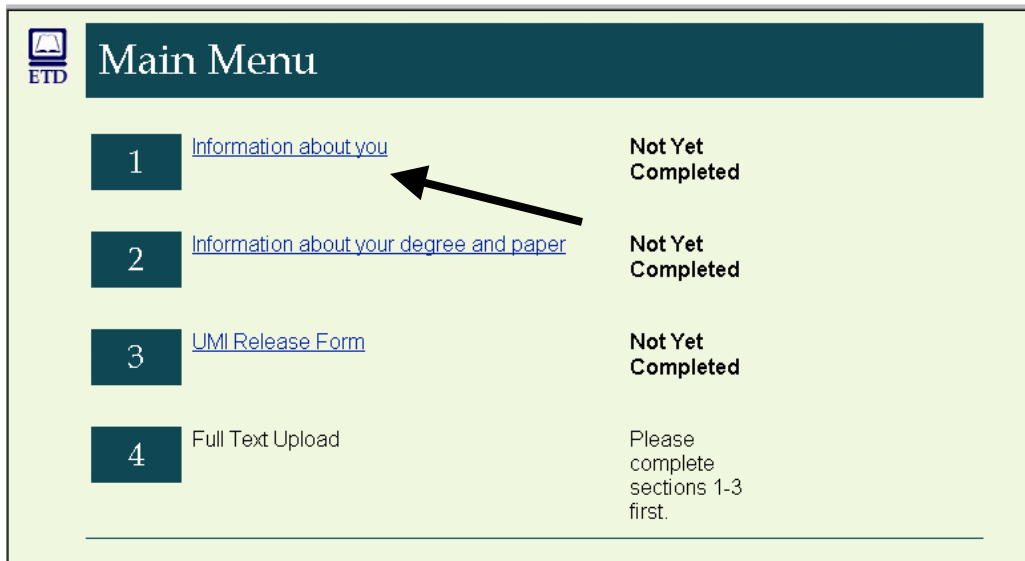


 **School Selection**

Before starting, please indicate your school.

[Please select from list] ▼
[Please select from list]
Case Western Reserve University
Miami University
Ohio State University
University of Cincinnati
Wright State University

2. On the *Main Menu* page, click on option 1, *Information about you*.



 **Main Menu**

1	Information about you	Not Yet Completed
2	Information about your degree and paper	Not Yet Completed
3	UMI Release Form	Not Yet Completed
4	Full Text Upload	Please complete sections 1-3 first.

3. On the *Information About You* page, complete the following information (items with an “*” are required).

- * Last Name
- * First Name
- Middle Name or Initial
- Suffix
- * Email Address
- * Current Mailing Address
- Current Telephone Number
- Future/Permanent Email Address
- Future/Permanent Mailing Address
- Future/Permanent Telephone Number
- * Country of Citizenship

4. Click on *Update this information and return to the main menu.*

5. On the *Main Menu* page click on option 2, *Information about your degree and paper.*

The screenshot shows the 'Main Menu' page with an ETD logo in the top left. The menu items are listed in a table-like format:

Option Number	Option Description	Completion Status
1	Information about you	Completed
2	Information about your degree and paper	Not Yet Completed
3	UMI Release Form	Not Yet Completed
4	Full Text Upload	Please complete sections 1-3 first.

An arrow points from the 'Not Yet Completed' status of option 2 to the link text.

6. On the *Information About You* page, complete the following information (items with an “*” are required).

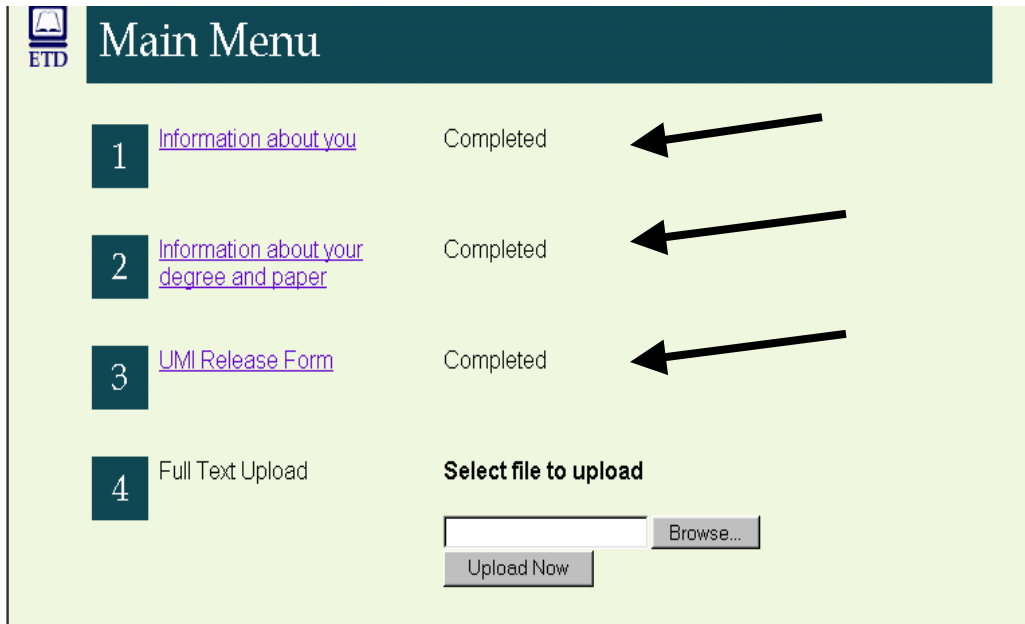
- * College, School, Department or Program
- * Degree
- * Title
- Pages
- Language
- * Abstract (must be only one paragraph with no hard returns). You may cut and paste from a word processor into the box.
- Keywords
- Subject Headings
- * Advisor Last Name
- * Advisor First Name
- Advisor Middle Name or Initial
- Year manuscript completed
- Year degree awarded
- Check the appropriate circle about publication delay (you may only choose this if you have made prior arrangements with the Department of Research and Advanced Studies).

7. Click on *Update this information and return to the main menu.*

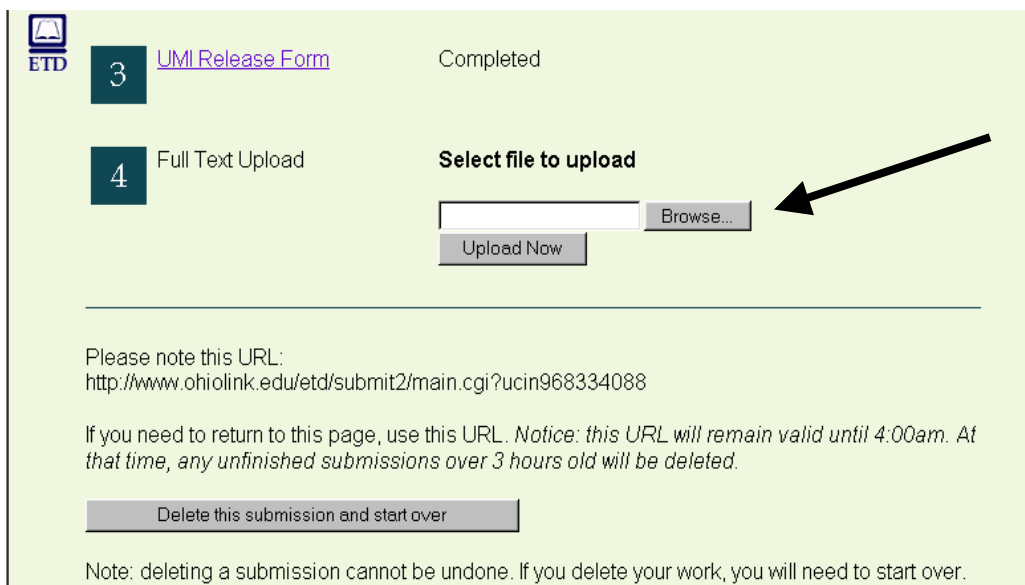
8. Click on Option 3, *UMI Release Form.*

Option Number	Option Name	Status
1	Information about you	Completed
2	Information about your degree and paper	Completed
3	UMI Release Form	Not Yet Completed
4	Full Text Upload	Please complete sections 1-3 first.

9. Carefully read the information on this page. Then, enter your social security number and complete the questions.
10. At the bottom of the page, click on *Update this information and return to the main menu*.
11. On the *Main Menu* page, you should see *Completed* next to numbers 1, 2, and 3.



12. Now, click on *Browse* next to the white field in number 4.



13. Choose the file location where your completed PDF file is located. Once you find your file in the directory, double click on the file name to place it in the white field. It is recommended that you upload from your **C: drive**, rather than a **ZIP disk** or a **CD/Rom**.
14. When you are finished locating your file, click on *Upload Now* and wait for the process to be completed.

ETD

3 [UMI Release Form](#) Completed

4 Full Text Upload **Select file to upload**

C:\My Documents\etd.pdf

Please note this URL:
<http://www.ohiolink.edu/etd/submit2/main.cgi?ucin968334088>

If you need to return to this page, use this URL. *Notice: this URL will remain valid until 4:00am. At that time, any unfinished submissions over 3 hours old will be deleted.*

Note: deleting a submission cannot be undone. If you delete your work, you will need to start over.

15. When the file has been uploaded, the main menu will appear with a **ucin** number highlighted in blue. Click on this number to preview your document and verify its accuracy.

ETD

1	Information about you	Completed
2	Information about your degree and paper	Completed
3	UMI Release Form	Completed
4	Full Text Upload	View current upload version: ucin968334088.pdf (7944 bytes) (You may re-upload your PDF file if necessary. This will overwrite the current version.)

Successful Upload

1. Click on *preview your record* and verify the information you submitted is correct.
2. After viewing the information click on *Return to main menu*. If the information is incorrect, click on *Delete this submission and start over*. This choice will delete the entire submission and require you to begin again.
3. If the information is correct, click on *SUBMIT MY PAPER NOW*, and the information will be sent to the appropriate university office for review and approval.

Unsuccessful Upload

1. If the document did not upload correctly, try to upload again by clicking the re-upload box located below the **ucin** number.
2. Repeat steps 12-15 above.
3. If unsuccessful after the second attempt, make sure you followed each step correctly. If the problem persists, contact the ETD Help Desk.

**CONGRATULATIONS ON YOUR
SUCCESSFUL SUBMISSION!**