1. Introductions
2. Why Submit Theses and Dissertations Electronically?

- ETD program helps students and the University
- Electronic discovery and use
  - ProQuest Dissertations and Theses
    - http://infogateway.ku.edu (Lawrence/Edwards campus only)
  - Dissertations & theses @ University of Kansas
    - KUMC - Current Research @ KU
      http://library.kumc.edu/databases/dbinfo.htm
    - Lawrence/Edwards campus http://infogateway.ku.edu
  - KU ScholarWorks
    - http://kuscholarworks.ku.edu

3. Copyright and Responsible Research

- Copyright registration
- Protecting your own work and respecting the work of others
  - http://www2.ku.edu/~etd/copyright
- Research integrity
  - http://www.rcr.ku.edu/index.shtml
  - http://www2.kumc.edu/compliance
Open Access (OA) and Embargoes

- KU ScholarWorks
  - No additional cost
- ProQuest / UMI
  - Additional $95 fee
  - Talk to your advisor, RGS if you wish to embargo your work
  - Patents pending
  - Sensitive data
  - Pending publication

Four ProQuest / UMI Publishing Options

OA-1
- Open access
- Additional $95 fee
- 3rd party sales (e.g., Amazon)
- No royalties
- Release in ~3-8 months ("immediate")
- Search engine access

OA-2
- Open access
- Additional $95 fee
- No royalties
- Release options
  - ~3-8 months
  - 6 months
  - 1 year
  - 2 years
- Restrictions
  - None
  - No search engines
  - No 3rd party sales
Four ProQuest / UMI Publishing Options

TR-1
- Retail copy sales & royalties
- Search engine access
- Available in ~3-8 months

TR-2
- Retail copy sales & royalties
- Release options
  - ~3-8 months ("immediate")
  - 6 months
  - 1 year
  - 2 years
- Restrictions
  - None
  - No search engines
  - No 3rd party sales

4 ProQuest / UMI Publishing Options

TR-1
- Retail copy sales & royalties
- Search engine access
- Available in ~3-8 months

TR-2
- Retail copy sales & royalties
- Release options
  - ~3-8 months ("immediate")
  - 6 months
  - 1 year
  - 2 years
- Restrictions
  - None
  - No search engines
  - No 3rd party sales
4. Planning Ahead for Electronic Submission: ETDs and the Writing Process

www.graduate.ku.edu/~etd

General Requirements for Electronic Submission

1. Approved dissertation with signed
   a) title page
   b) acceptance page
   c) KU ScholarWorks release
2. Fees paid
3. Dissertation converted to PDF
4. Submission through the UMI web site
Signatures, Approvals, and Fees: The Title and Acceptance Pages

• Thesis Instructions
• Dissertation Instructions

Support Services for Writers

• Workshops: [www.infotraining.ku.edu](http://www.infotraining.ku.edu)
• Writing Center Resources: [www-writing.ku.edu/graduate_students](http://www-writing.ku.edu/graduate_students)
• Software: [www.technology.ku.edu/software](http://www.technology.ku.edu/software)
• Working with multimedia files: [www.graduate.ku.edu/~etd/multimedia.shtml](http://www.graduate.ku.edu/~etd/multimedia.shtml)
5. Creating the PDF File

- Why PDF is required
- Requirements for the PDF file
- Getting help
  - [www.techdocs.ku.edu/docs/pdf](http://www.techdocs.ku.edu/docs/pdf)
  - [training@ku.edu](mailto:training@ku.edu) (how to, getting started)
  - [ETD@ku.edu](mailto:ETD@ku.edu) (specific to theses and dissertations)

Looking Out for the “Gotchas”

- Getting from print to digital
- Microsoft Equation Editor (Word 2003 and earlier)
- LaTeX

- Start here: dissertations.umi.com/ku
- How the submission process works (step-by-step demonstration)
- Submitting very large files
- Connectivity questions
- Copyright registration: Retaining your rights

7. Questions?

www.graduate.ku.edu/~etd

ETD@ku.edu