

**University of Kansas  
Electronic Theses and  
Dissertations  
Spring Workshop**

March 11, 2008

[www.graduate.ku.edu/~etd](http://www.graduate.ku.edu/~etd)

[ETD@ku.edu](mailto:ETD@ku.edu)

**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
- 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> party sales

## **4. Planning Ahead for Electronic Submission: ETDs and the Writing Process**

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### **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

## **6. Submitting the Thesis/Dissertation**

- Start here: [dissertations.umi.com/ku](http://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?**

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