

## HOW TO ELECTRONICALLY UPLOAD THE FULL-TEXT MANUSCRIPT TO OHIOLINK OR PRINT TO HARD COPY

Congratulations! The format of your document has been accepted by TAD Services (tad@ohio.edu). No changes can be made to your document. **These final steps require your immediate attention for timely processing of your graduation paperwork.**

Students from these colleges **are required to file electronically**:

- Center for International Studies
- College of Arts and Sciences
- Patton College of Education
- Russ College of Engineering and Technology

Students from these colleges **may elect to file electronically or in hard copy**:

- Scripps College of Communication
- College of Fine Arts
- College of Health Sciences and Professions

Student manuscripts that are filed electronically will be in open access format and may be retrieved through a Google Search or at [www.ohiolink.edu/etd](http://www.ohiolink.edu/etd) in the future.

### **For those Filing Electronically**

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Please remember you cannot be cleared for graduation until you complete these steps:

1. Using your TAD Services “Document Format Accepted” email, open and save the approved PDF file to your computer (Note: The TAD Approval appears on the last page of the PDF and is added by TAD Services only.)
2. If doctoral students have not completed the online ProQuest/UMI form, follow the instructions after uploading to OhioLINK. Once you upload, TAD Services is notified via email immediately by both ProQuest and OhioLINK.

### **Uploading the Final Document to OhioLINK**

After the format of your document has been approved by TAD Services, complete the following steps to upload your document to OhioLINK. For those filing in paper, please see section called “For those filing in hard copy.” *\*Please be aware that uploading your document to OhioLINK makes your document available via a Google Search after it is released by TAD Services.*

Go to [www.ohiolink.edu/etd](http://www.ohiolink.edu/etd) and click on “ETD Submission Form” (located under “Information for ETD Authors”).

**On the “ETD Submission” page:**

1. **Read the OhioLINK FAQ’s and publication agreement.**
2. At the bottom of the page, select the option: “I am submitting: My paper’s bibliographic information, abstract, and full text.” **If you signed a Publication Delay, you still need to select this option. Later in the submission process you will be prompted to select the publication delay time period and note reason.**
3. Check the box that states “I have read these terms...” and click “Continue.”

**On the “Select Your School” page:**

Select “Ohio University” and click “Continue to main form” button.

**On the “Information about You” page:**

1. Enter your name exactly as it appears on the title page of your thesis or dissertation. DO NOT TYPE YOUR NAME IN ALL CAPS. Tab and enter all other information. All asterisked “\*” items are required fields. Click “Save and Continue.”

**On “Information about Your Paper” page:**

1. **Title:** Type your document’s Title in title case with no period at the end (use uppercase and lowercase letters).
2. **Abstract:** Copy and paste the main paragraph(s) of your Abstract’s text from your final Word document. If your abstract has more than one paragraph, simply format them in block style and leave one blank line between each paragraph. Include *only* the abstract paragraphs (do not include the name, degree, date, program, and title, etc.).
3. **Keywords:** Enter keywords and separate them with a semi-colon (;). Keywords should be single words or short phrases that describe your document’s content or main ideas. Keywords should be specific and not too lengthy. Acronyms can also be used. These words are used via search engines for others to locate your work without knowing the title.
4. **Subject Headings:** Select one or more Subject Headings. To select more than one Subject Heading, hold down the CTRL key for the PC (or Apple key for the MAC) while clicking on more than one subject heading.
5. **Year Manuscript Was Completed:** Enter year manuscript was complete.
6. **Pages (optional):** Enter the total number of pages in your document. Click on “Save and Continue.”

**On the “Information about Your Degree” page:**

1. **Degree:** Select your degree from the list.
2. **College, School, Department or Program:** Select your department/college from the list.
3. **Primary Advisor/Committee Chair:** Enter your advisor name. You may also enter optional committee member names if you like.
4. **Year Awarded:** Enter the year your degree will be granted. Remember to change this date to the following year for those uploading before the first of the year, but graduating in the following year. Click “Save and Continue.”

**On the “Permissions and UMI Publications” page:**

This screen includes OhioLINK, Publication Delay, and ProQuest/UMI permissions. Please follow these instructions carefully:

**For Master Students:** Master students need to do two things on this page.

1. **OhioLINK Permissions:** Leave the default at: “Copyright, all rights reserved...” selected (since all thesis and dissertation documents are protected by U.S. Copyright laws with or without registration). You may select one of the “Creative Commons” option too if desired.
2. **Publication Delay:** If you signed a Publication Delay Form, select “I am requesting a publication delay”.
3. **UMI Publication:** Select option one - “Do not upload my paper to UMI...”

### **For Doctoral Students:**

1. **OhioLINK Permissions:** Leave the default at: “Copyright, all rights reserved...” selected (since all thesis and dissertation documents are protected by U.S. Copyright laws with or without registration). You may select one of the “Creative Commons” option too if desired.
2. **Publication Delay:** If you signed a Publication Delay Form, select “I am requesting a publication delay.”
3. **UMI Publication:**
  - a. **Select option two:** “Upload my paper to UMI for the *traditional* publishing...”
  - b. Only select a UMI publication delay if you have the Publication Delay form submitted to TAD Services.
  - c. **Do not select:** “Upload my paper to UMI for the *open access* publishing option”. This cost an additional \$95.
  - d. **Do not select:** “I want UMI to handle my copyright application...” see instructions for registering a copyrighting at [www.ohio.edu/tad](http://www.ohio.edu/tad) under **Step 2**. Click “Save and Continue.”

### **On the “Full text upload” page:**

1. Note: once you have completed all sections, the “Full text upload” page will appear automatically. If one of the link is incomplete in the left frame, click on the link and complete any missing information and click “Save and Continue.”
2. To upload this final document, first make sure you have saved the final electronically signed PDF file received from TAD Services to your computer, and click “Browse,” locate the file, and click to open. Click the “Upload Now” button. (You may need to wait a few minutes until your document is uploaded. **Do not click the upload button more than once.**)

### **On the “Review and complete your submission” page:**

1. When the upload is complete, the “Review...” page should appear automatically.
2. Click the blue link at the top of the page called “Please view your PDF file to confirm that it is the correct version of your paper and that it uploaded correctly.”
3. Once the document opens, scroll to the end to ensure the approval is present. (If not, check to make sure you uploaded the correct document. If the document you received from TAD Services had no approval, email TAD Services to replace your uploaded version with an approved copy—go ahead and submit the document up just uploaded, so you do not need complete this entire upload procedure again.) Close the document to return to the review page.
4. Proof all information on the review page carefully. If you find an error, click on “Go back and make necessary changes” link at the top of the page. Click the “edit” under the link for any page that requires changes and click “Save and Continue.”
5. Click the “Review and complete your submission” link at the bottom of the left frame if needed to return to the “Review...” page.
6. If you are satisfied with all your information on the “Review...” page after proofreading, click “Yes, submit my ETD Now” at the bottom of the “Review and complete my submission” page. TAD Services will be notified via email that you have uploaded your document to OhioLINK.

**For doctoral students who have not completed the online ProQuest/UMI form, please see the instructions to complete this process on the page after next.**

**All E.W. Scripps School of Journalism students are required to:**

1. Print the final document on regular paper.
2. Have the document placed in a hard cover black book (black-clasp binders are not accepted).
3. If you print the document on regular paper, Kinko's on Court Street will bind the paper in a black book for \$17. If you ask them to print the document too, it is an additional .08 to .21 cents per page, depending on the paper selected (as of 06-08).
4. Place a label on the front of the book (see label instructions below).
5. Drop the bound copy off to the Director of Graduate Studies in the E. W. Scripps School of Journalism to be placed in the Learning Center.

## Required for all Doctoral Students: Upload Your Dissertation to ProQuest/UMI (Dissertation Abstracts)

1. Go to [www.etsadmin.com/ohio](http://www.etsadmin.com/ohio)
3. Click “Submit my dissertation/thesis”.
4. To create a user account, click “Create an account,” provide information and click Sign Up.
5. An email will be sent to you immediately. In the email, click on “confirm your account” to start the submission immediately.
6. You have several **Publishing options**:  
Choose whether or not you want your document to be searchable or sold to third party publishers.  
If you have filled out a Publication Delay form, choose “No” in response to “I want my work to be available in ProQuest as soon as it is published.”  
Click Save and Continue.
7. Review Traditional Publishing Agreement and click “Accept”.
8. Enter personal information and click “Save and Continue” Do not type your name in all caps, only enter your name as it appears on your final document.
9. Enter Dissertation Details:
  - a. Copy and paste the exact title from your paper into this title field (if your title is in uppercase, please edit it into title case—uppercase the first letter of all major words).
  - b. Enter the “Year Manuscript Completed”.
  - c. Enter the “Year Degree Awarded”.
  - d. Select “Degree Awarded” from drop down list.
  - e. Select “Department” from drop down list.
  - f. Enter Advisor and Committee Member names.
  - g. Enter “Primary Subject Category.” (You can enter up to three in the following fields.)
  - h. Enter “Keywords” (search terms).
  - i. Copy and paste “Abstract” from your Word document into the “Abstract” field. Click “formatting hints” link if needed.
  - j. Select “Primary Language”.
  - k. Click “Save & Continue”.
10. Upload the final TAD Approved PDF file saved to your computer from the Document Format Approved email.
11. Enter note to administrator if desired and click “Save & Continue”.
12. Select “Do not file a copyright.” DO NOT HAVE PROQUEST/UMI REGISTER YOUR COPYRIGHT FOR YOU. If you are opting to register for a copyright, please go directly to <http://www.copyright.gov/forms>. Registering a copyright is an *additional fee of \$35* paid directly to the U.S. copyright office online. This process is less costly and will not slow the filing of your document at ProQuest/UMI.

13. Click “Save & Continue”.
14. For book order, click “Decline – do not order” to continue. DO NOT SELECT TO ORDER BOOKS FROM PROQUEST/UMI. ProQuest/UMI may take up to one year to process your book order. Because of this, we recommend using faster and more affordable local printers or other more immediate online providers, listed at [http://www.ohio.edu/graduate/upload/Local\\_Printer\\_02-11-09.pdf](http://www.ohio.edu/graduate/upload/Local_Printer_02-11-09.pdf).
15. Review all information entered and click “Submit Dissertation”.
16. Check the summary of order and click Done.
17. Click on the link at the bottom under “For quick access to your dissertation/thesis in the future, use the URL below” and print this page with the manuscript number for your record.
18. TAD Services will be notified immediately via email that you have uploaded your document.

## For those Filing in Hard Copy

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If you are filing in paper, please remember you cannot be cleared for graduation until you complete these steps. Using your TAD Services “Document Format Accepted” email, open and save the attached final electronically signed PDF file to your computer. Use this file to print to paper.

Please follow the instructions below called “Upload the Abstract Only for Hard Copy Filers” (Once you complete this step, TAD Services is notified via email by OhioLINK.)

1. Using your TAD Services “Document Format Accepted” email, open and save the attached final electronically signed PDF file to your computer.
2. Use the final PDF file to print to paper (see specifics below) and drop copies off to Graduate College, TAD Services, Research and Technology Center 220 (across from Bentley Hall) OR mail to: Research and Technology Center 220, Athens, OH 45701.

### For Masters Students (Thesis):

You must print **one (1) unbound, unsigned** copy of the final PDF file and drop this off to Research and Technology Center 220 using the following instructions:

1. Print one full copies on standard 20 lb. white paper (no signatures required).
2. Documents can be printed single or double sided.
3. Place one blank page front and back of each manuscript. Do not bind.
4. Place document in box or envelope.
5. Tape a one-half sheet of paper on the front with the label\* information below.

### For Doctoral Students (Dissertation):

**Doctoral Students must use the instructions below to upload the full-text document to ProQuest/UMI (Dissertation Abstracts). This is required by the Library for all Doctoral students. This step must be completed before the TAD Process Complete email can be sent.**

You do not need to print a copy. The copy uploaded to ProQuest serves as your library copy

### For both Master and Doctoral Students, print a hard copy for your advisor *if requested*:

1. Print **one (1) unbound, unsigned** copy of the final document on regular paper and bind in a black pressboard binder (or have the document hard bound--three ring binders are not acceptable.) *For E.W. Scripps School of Journalism students, your copy must be bound. See instructions below.*
2. Type a label\* and place it on the front of each envelope or box (see label information below).
3. Give this copy to your thesis/dissertation advisor or director.

### All E.W. Scripps School of Journalism students are required to:

1. Print the final document on regular paper.
2. Have the document placed in a hard cover black book (black-clasp binders are not accepted).
3. If you print the document on regular paper, Kinko’s on Court Street will bind the paper in a black book for \$17. If you ask them to print the document too, it is an additional .08 to .21 cents per page, depending on the paper selected (as of 06-08).
4. Place a label\* on the front of the book (see label instructions below).
5. Drop the bound copy off to the Director of Graduate Studies in the E. W. Scripps School of Journalism to be placed in the Learning Center.

## **\*Information required on all printed manuscripts:**

Ohio University <name of college>

Student's Name

Student's Address

Title of Thesis or Dissertation

Degree

Date (month and year--no comma) of Degree Conferral

## **Upload the Abstract Only to OhioLINK for Hard Copy Filer**

For those printing in hard copy, complete the following steps to upload your *Abstract only* to OhioLINK and to print in hard copy. You cannot graduate until you complete this step.

Go to [www.ohiolink.edu/etd](http://www.ohiolink.edu/etd) and click on "ETD Submission Form" (located under "Information for ETD Authors").

### **On the "ETD Submission" page:**

1. Read the OhioLINK FAQ's and publication agreement.
2. At the bottom of the page, select the option: **"My paper's bibliographic information and abstract only."**
3. Check the box that states "I have read these terms..." and click "Continue."

### **On the "Select Your School" page:**

Select "Ohio University" and click "Continue to main form" button.

### **On the "Information about You" page:**

2. Enter your name exactly as it appears on the title page of your thesis or dissertation. Tab and enter all other information. All asterisked "\*" items are required fields. Click "Save and Continue."

### **On "Information about Your Paper" page:**

7. **Title:** Type your document's Title in title case with no period at the end (use uppercase and lowercase letters).
8. **Abstract:** Copy and paste the main paragraph(s) of your Abstract's text from your final Word document. If your abstract has more than one paragraph, simply format them in block style and leave one blank line between each paragraph. Include *only* the abstract paragraphs (do not include the name, degree, date, program, and title, etc.).
9. **Keywords:** Enter keywords and separate them with a semi-colon (;). Keywords should be single words or short phrases that describe your document's content or main ideas. Keywords should be specific and not too lengthy. Acronyms can also be used. These words are used via search engines for others to locate your work without knowing the title.
10. **Subject Headings:** Select one or more Subject Headings. To select more than one Subject Heading, hold down the CTRL key for the PC (or Apple key for the MAC) while clicking on more than one subject heading.
11. **Year Manuscript Was Completed:** Enter year manuscript was complete.
12. **Pages:** Enter the total number of pages in your document as it appears on your abstract page. Click on "Save and Continue."

**On the “Information about Your Degree” page:**

5. **Degree:** Select your degree from the list.
6. **College, School, Department or Program:** Select your department/college from the list.
7. **Primary Advisor/Committee Chair:** Enter your advisor name. You may also enter optional committee member names if you like.
8. **Year Awarded:** Enter the year your degree will be granted. Remember to change this date to the following year for those uploading before the first of the year, but graduating in the following year. Click “Save and Continue.”

**On the “Information about Your Degree” page:**

1. **Degree:** Select your degree from the list.
2. **College, School, Department or Program:** Select your department/college from the list.
3. **Primary Advisor/Committee Chair:** Enter your advisor name. You may also enter optional committee member names if you like.
4. **Year Awarded:** Enter the year your degree will be granted. Remember to change this date to the following year for those uploading before the first of the year, but graduating in the following year. Click “Save and Continue.”

Review all information for accuracy, use the Back button if needed to make changes, then click “Yes – Submit my ETD Now”. TAD Services is notified via email that you have uploaded your Abstract only to OhioLINK.

**For Doctoral Students Only: Upload the Full-text Document to ProQuest/UMI (Dissertation Abstracts) if Filing in Hard Copy**

1. Go to [www.etsadmin.com/ohio](http://www.etsadmin.com/ohio)
2. Click “Submit my dissertation/thesis”.
3. To create a user account, click “Create an account,” provide information and click Sign Up.
4. An email will be sent to you immediately. In the email, click on “confirm your account” to start the submission immediately.
5. On the first screen, find the box titled “ATTENTION OHIO UNIVERSITY STUDENTS, READ AND FOLLOW THE INSTRUCTIONS IN THIS BOX ONLY:” and click “Continue” at the bottom of the screen.
6. You have several **Publishing options:**  
Choose whether or not you want your document to be searchable or sold to third party publishers.  
If you have filled out a Publication Delay form, choose “No” in response to “I want my work to be available in ProQuest as soon as it is published.”  
Click Save and Continue.
7. Review Traditional Publishing Agreement and click “Accept”.
8. Enter personal information and click “Save and Continue” Do not type your name in all caps, only enter your name as it appears on your final document.

9. Enter Dissertation Details:
  - l. Copy and paste the exact title from your paper into this title field (if your title is in uppercase, please edit it into title case—uppercase the first letter of all major words).
  - m. Enter the “Year Manuscript Completed”.
  - n. Enter the “Year Degree Awarded”.
  - o. Select “Degree Awarded” from drop down list.
  - p. Select “Department” from drop down list.
  - q. Enter Advisor and Committee Member names.
  - r. Enter “Primary Subject Category.” (You can enter up to three in the following fields.)
  - s. Enter “Keywords” (search terms).
  - t. Copy and paste “Abstract” from your Word document into the “Abstract” field. Click “formatting hints” link if needed.
  - u. Select “Primary Language”.
  - v. Click “Save & Continue”.
10. Upload the final TAD Approved PDF file saved to your computer from the Document Format Approved email. .
11. Enter note to administrator if desired and click “Save & Continue”.
12. Select “Do not file a copyright.” DO NOT HAVE PROQUEST/UMI REGISTER YOUR COPYRIGHT FOR YOU. If you are opting to register for a copyright, please go directly to <http://www.copyright.gov/forms>. Registering a copyright is an *additional fee of \$35* paid directly to the U.S. copyright office online. This process is less costly and will not hold up the filing of your document at ProQuest/UMI.
13. Click “Save & Continue”.
14. For book order, click “Decline – do not order” to continue. DO NOT SELECT TO ORDER BOOKS FROM PROQUEST/UMI. ProQuest/UMI may take up to one year to process your book order. Because of this, we recommend using faster and more affordable local printers or other more immediate online providers, listed at [http://www.ohio.edu/graduate/upload/Local\\_Printer\\_02-11-09.pdf](http://www.ohio.edu/graduate/upload/Local_Printer_02-11-09.pdf).
15. Review all information entered and click “Submit Dissertation”.
16. Check the summary of order and click Done.
17. Click on the link at the bottom under “For quick access to your dissertation/thesis in the future, use the URL below” and print this page with the manuscript number for your record.
18. TAD Services will be notified immediately via email that you have uploaded your document.