

## How to File a Thesis or Dissertation

After your document has been approved by TAD Services, a PDF version including the TAD Approval Page will be emailed to you. No additional changes can be made to the document at this point.

### Electronic Filing Required:

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

### Electronic or Paper Filing Allowed:

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


### Electronic Filing

**For students filing electronically, you must complete the following steps in order to graduate.** Please be aware that publishing your document on OhioLINK will make it searchable via Google Scholar.

- Open and save the approved PDF document**, emailed to you by TAD Services. The last page of this document is the TAD Services Approval Page.

### Create a New OhioLINK Account:

Go to <https://etdadmin.ohiolink.edu/> and **register as a new user** by clicking the link in the lower left portion of the login box.



ETD Login

Username

Password

[Forgot your password?](#)  
[New User? Register Here!](#)

- On the account registration page, **select the Submitter/Student Account option. Complete the form to register as a new user.** Follow these guidelines:
  - The **format of your name** should match the format that appears in your final document.
  - The **email address** you enter on this page will also serve as your username to log in.
  - Creating an **ORCID Identifier** is optional, but recommended by TAD Services. This identifier is a unique number that distinguishes researchers from one another, and serves as a living résumé of your research. This identifier allows you to create an online profile that can be linked to published work, funding, and other professional information. The ORCID Identifier has become required for publication in some journals. Click  to register, and then copy and paste your 16-digit number in the ORCID Identifier field.

- **Current Contact Information** should contain your local mailing address.
  - **Permanent Contact Information** should contain contact information for after graduation.
  - After completing all require fields, click [Save and Continue >](#)
- You will be emailed a temporary password. Retrieve the password from your email, return to <https://etdadmin.ohiolink.edu/> and log in using the temporary password.

### Create a New Submission:

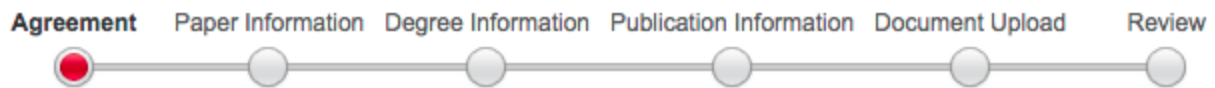
Once logged in to OhioLINK, create a new submission by clicking [Create New ETD](#)  
 Read the OhioLINK FAQs and Publication Agreement.

- At the bottom of the page, select the option that reads “My paper’s bibliographic information, abstract, and full text. I understand that the full text of my paper will be freely available on the internet.” \*

\* If you submitted a Publication Delay Form, you still need to select this option. Later in the submission process, you will be prompted to select the option for publication delay.

- Check the box to indicate that you have agreed to the terms of publication and click [Save and Continue >](#)
- Be sure to click this button each time you complete a page or make a change to a page you have already completed, in order to save your progress.

The bar at the top of the page will show your progress throughout the submission process.




### Paper Information:

- Name:** The format of your name should match the format that appears in your final document.
- Title:** Type your document’s title in title case with no period at the end (use uppercase and lowercase letters).
- Abstract:** Copy and paste the abstract from your final Word document. If your abstract has more than one paragraph, leave one blank line between each paragraph. Include only the abstract paragraphs (do not include the name, degree, date, program, and title, etc.).
- Keywords:** Enter keywords, separated by semicolons (;). Keywords should be single words or short phrases that describe your document’s content or main ideas. Acronyms can also be used. Keywords help people find your document based on its content, and make your work more discoverable.
- Subject Headings:** Select one or more subject headings from the list.
- Year Completed:** Enter the year of graduation.
- Pages:** Enter the number of pages in your document.
- Language:** Select English. Click [Save and Continue >](#)

You can preview all text fields in a new window. Make sure any special characters appear correctly.

### Degree Information:

- Degree:** Select your degree from the list.
- College, School, Department, or Program:** Select your department/program from the list.
- Degree Year:** 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.
- Advisors and Committee Members:** Enter your advisor's name. You may also enter the names of other committee members. Click 

### Publication Information:

This section includes licensing permissions, publication delay options, and ProQuest/UMI permissions. These instructions differ for master's and doctoral students; please follow them carefully.

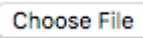



#### For Master's Students:

- Licensing Permission:** TAD Services recommends leaving the default "Copyright, all rights reserved..." selected (all thesis and dissertation documents are protected by U.S. Copyright laws with or without registration). You may select one of the other options if desired, but please be sure you understand the implications of your selection.
- Publication Delay:** If you submitted a Publication Delay Form, select "I am requesting a publication delay" and the length of time requested. You must also give a brief description of the reason you are requesting the delay.
- UMI Publication:** Select option one: "Do not upload my paper to ProQuest..."

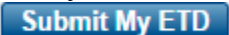
#### For Doctoral Students:

- Licensing Permission:** TAD Services recommends leaving the default "Copyright, all rights reserved..." selected (all thesis and dissertation documents are protected by U.S. Copyright laws with or without registration). You may select one of the other options if desired, but please be sure you understand the implications of your selection.
- Publication Delay:** If you submitted a Publication Delay Form, select "I am requesting a publication delay" and the length of time requested. You must also give a brief description of the reason you are requesting the delay.
- UMI Publication:** Select option two: "Upload my paper to UMI for the traditional publishing option..."

### Document Upload:

- Click  and select the final PDF document sent to you by TAD Services. Click 
- Once your document is uploaded, it will appear below in the Documents section of the page. Click the magnifying glass  to make sure the document was uploaded successfully. Click 

### Review:

- Review all information on this page carefully. If you find an error, return to the appropriate page to edit the information.
- Once you have reviewed and are satisfied with all of the information on this page, click 

TAD Services will be notified automatically when you have completed your OhioLINK upload.

## **Paper Filing**

If you are interested in filing in paper, please contact TAD Services at [tad@ohio.edu](mailto:tad@ohio.edu).