

Thesis and Dissertation Guidelines

Thesis and Dissertation Services
Ohio University Graduate College
Research and Technology Center, Room 220
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OHIO
UNIVERSITY

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Contact Information

All required forms, individual college templates, deadlines, video tutorials, and workshop schedules can be found at www.ohio.edu/tad. Forms and documents can be emailed to tad@ohio.edu, submitted to the TAD Box account via the TAD website, dropped off at the Graduate College office, Research and Technology Center, Room 220, or mailed to:

TAD Services
Graduate College
Research and Technology Center, Room 220
1 Ohio University
Athens, Ohio 45701

The best way to reach TAD personnel for questions regarding formatting requirements, document submission, or additional assistance is by emailing tad@ohio.edu.

We also have walk-in or appointment hours, subject to availability:
Monday through Friday, 9:00 a.m. – 3:30 p.m.

Please note that TAD Services will not have office hours the week preceding a deadline, due to the high volume of documents under review.

TAD Services Personnel

Reghan Borer borerr@ohio.edu 740-597-2770	Director of Thesis and Dissertation (TAD) Services
Lois Hatfield	Manuscript Specialist, Thesis and Dissertation (TAD) Services

TAD Workshops

TAD Services holds workshops in Fall and Spring semester to assist students with the procedural requirements for graduation, train students in how to correctly format documents using Microsoft Word, and provide assistance formatting tables and figures in their document. The current schedule for these workshops is available at www.ohio.edu/tad.¹

Graduation Workshop - Provides an overview of the document submission process and formatting requirements, as well important deadlines that must be met in order to graduate.

Word Workshop - Provides assistance in formatting documents using Microsoft Word, specific troubleshooting questions, and training in how to use the pre-formatted templates provided for individual colleges.

Tables and Figures Workshop - Recommended to students who need assistance formatting tables, figures, images, graphs, etc. in their document. Provides assistance in automating the List of Tables and List of Figures in the document, placement, and techniques to ensure consistent formatting of tables and figures throughout the document.

¹ Training manuals and video tutorials are also available for both PC and Mac on the [Training and Troubleshooting](#) page of the TAD website.

Introduction

The purpose of this handbook is to acquaint students, faculty, and administrators with the guidelines for formatting and submitting a thesis or dissertation in electronic or paper format. All students should follow the guidelines on the website or in this handbook. *This handbook is not intended to provide all details on writing and submitting a thesis or dissertation and is not to be used in place of a style guide--APA, MLA, Chicago, etc. For additional details, attend a TAD Graduation Workshop or a Word Workshop.*

Students have the option of filing a thesis or dissertation in paper only if their college has not made filing electronically mandatory. Students filing in paper must follow all instructions in this handbook and do not need to decide if they want to file in paper until the end of the process. Please contact TAD Services if you are interested in filing in paper. Fewer than 1% of Ohio University students file in paper.

More on the Filing Process:

Electronic documents are typically published on OhioLINK in the semester following graduation. Before student documents appear online, a reasonable processing period is needed for ALICE (Ohio University's online catalog), the OhioLINK ETD Center (the Ohio Department of Education's database), and ProQuest/UMI. In general, OhioLINK documents are released by TAD Services in the semester following graduation. In the following semester, documents also appear in ALICE, and dissertation abstracts appear in ProQuest. The three options for filing a thesis or dissertation are briefly described below.

Electronic – Open access publishing is recommended because this allows for greater flexibility, cost savings, and improved access to graduate research. The student uploads the document in full text for online viewing through OhioLINK and ALICE. Dissertations are also viewable on campus through the ProQuest database.

Electronic: Delayed Publication – Students are discouraged from delaying the publication of a manuscript without reasonable cause. Generally, publication delays are requested due to a concern for the future publication of a book or a pending patent. The Publication Delay Form must be submitted to TAD Services by the Final Clearance Deadline for the semester. Only the abstract of the document becomes available for viewing online through OhioLINK, until the publication date specified.

Paper – To be used only by those who want to restrict access to their document. The student uploads the abstract only and this becomes available for online viewing through OhioLINK and ALICE. Master's students are required to provide paper copies. For dissertation documents (paper and electronic), ProQuest provides full-text viewing for Ohio University patrons only, and the first 24 pages for public viewing. For more information, contact TAD Services at tad@ohio.edu.

Student Responsibilities

The Graduate College requires students to meet the following minimum requirements:

- Follow discipline-specific style guidelines (APA, MLA, Chicago, etc.). The Patton College has an additional handbook for their students to follow.
- Format the front of the document and follow other general requirements to meet TAD guidelines.
- The student, advisor, and committee are responsible for the academic integrity, spelling, punctuation, grammar, and scholarly merit of the document.
- If a non-traditional layout or multimedia presentation is used, the textual content must be created using a style guide and the established formatting guidelines, and the student must also:
 - provide a link to the developed multimedia piece, and/or
 - place the presentation of the non-traditional, free-form layout in the appendix or supplemental file(s).

Graduation Checklist

In order to graduate in the intended semester, the student must:

- Apply for graduation by the published deadline through the Registrar's Office (www.ohio.edu/registrar).
- Register for thesis (6950) or dissertation (8950) hours.
- Complete all course requirements.
- Check with department/school and college to ensure all requirements have been met.
- Earn an accumulated GPA of at least 3.0.
- Successfully pass the oral defense.
- Make all necessary changes, obtain advisor approval, and complete the TAD Process by all stated deadlines.

Copyright Information

Registering a copyright is recommended if a student is filing a patent, writing a book, publishing articles, or if an advisor recommends it. A registered copyright creates a public record of ownership and is necessary for future legal action.

To register your copyright, you must complete the online form at www.copyright.gov/forms, pay the \$35 fee, and upload your final manuscript in PDF file format. For more information regarding copyright registration, go to www.copyright.gov. For more information about electronic copyright filing, go to www.copyright.gov/eco.

Required Copyright Line on Title Page

A separate copyright page is no longer required in Ohio University manuscripts. Since theses and dissertations are considered copyrighted once they are in tangible form, all Ohio University theses and dissertations now include the following copyright line at the bottom of the title page, centered and double-spaced below the graduation month and year:

© Graduation Year First M. Last. All Rights Reserved.

Example: © 2016 Reghan Borer. All Rights Reserved.

Thesis and Dissertation (TAD) Process Checklist

This checklist is an overview of all the steps required to complete the TAD process. Formatting requirements, individual college templates, video tutorials, deadlines, and TAD workshop dates can all be found at www.ohio.edu/tad. Use this checklist to keep track of your progress throughout the TAD process.

1. TAD Submission Form

- Email the completed TAD Submission Form to tad@ohio.edu.** TAD Services cannot review your document until this form has been received.

2. Pre-Defense Format Review (*recommended, but optional*)

- Submit your pre-oral defense document*** in Word format (PDF for LaTeX users) to tad@ohio.edu for a preliminary format review (for documents larger than 10 MB, submit via TAD Services' Box account using the uploader at the bottom of the TAD homepage).
- TAD Services will review the document and email you a list of required formatting revisions.**
- Make *all* requested revisions to the document.**

* The document should be nearly complete. TAD Services' role is to check the format of the document only. The student, advisor, and committee members are responsible for the content of the document.

3. Post-Defense Format Review

- You must orally defend by the Oral Defense Deadline to graduate in the current semester.**
- After the oral defense, make all content revisions, obtain advisor approval, and use the college template and/or TAD guidelines to ensure your document is formatted correctly. **Submit your content-final, advisor-approved document** in Word format (PDF for LaTeX users) to tad@ohio.edu or via the TAD Box account no later than the Post-Defense Format Review Deadline.
- TAD Services will review the document and email you a list of required formatting revisions.**
- Make *all* requested revisions to the document.**

* To meet the Post-Defense Format Review Deadline, no further content changes can be made to the document at this point. Keep in mind that most documents require at least two format reviews, and some require more, so please make requested changes in a timely manner to ensure that you meet the Final Clearance Deadline.

4. Oral Defense Form

- Submit one copy or scan of the original Oral Defense Form** signed by all committee members to tad@ohio.edu. This may be sent from your college on your behalf.

5. Submit Final Document Format

- After you have made all requested revisions to your document and no further changes are needed, TAD Services approves the document** and requests both a final Word and PDF version.
- Submit the final Word and PDF documents** (PDF only for LaTeX users) to TAD Services.
- TAD Services will review the final documents and place the approval page in the PDF**, then return the final PDF in an email titled "Document Format Accepted", along with instructions for uploading to OhioLINK.

6. OhioLINK Upload

- ❑ **Save the final PDF** emailed to you by TAD Services and upload the document to OhioLINK, following the instructions provided on the [Forms and Templates](#) page on the TAD website. TAD Services is emailed automatically when the OhioLINK upload has been completed.

* It usually takes one semester after the degree is conferred for documents to appear online in OhioLINK, ProQuest, and Alden Library's ALICE database.

7. Survey of Earned Doctorates (SED): *Doctoral Students Only*

- ❑ **Doctoral students go to <https://sed-ncses.org> to complete the SED.** TAD Services is emailed automatically when the SED has been completed.

8. TAD Process Complete

- ❑ **When all required documents have been received and all steps completed, TAD Services sends an email** titled "TAD Process Complete" to the student, advisor, college, and graduate director, containing the final PDF and the Oral Defense Form, electronically signed by TAD Services.

Optional Forms:

- ❑ To register your **copyright** go to www.copyright.gov/eco and follow the online instructions. A \$35 fee must be paid online (due after final document upload to OhioLINK).
- ❑ To request a **publication delay**, go to www.ohio.edu/tad to fill out the Publication Delay Form, sign and return to TAD Services (due by Final Clearance Deadline).

Special Considerations When Planning the Defense

College of Health Sciences and Professions

Your document must be sent to Dr. J. Horner at hornerj@ohio.edu for document edits and college approval no less than two weeks before TAD's Post-Defense Format Review Deadline. For this reason, please schedule your oral defense two weeks earlier than the Oral Defense Deadline.

Patton College of Education

An electronic copy of your document (following post-defense edits) must be submitted to your director no less than two weeks before TAD's Post-Defense Format Review Deadline. For this reason, please schedule your oral defense two weeks earlier than the Oral Defense Deadline.

Russ College of Engineering

A PDF of your pre- and post-defense manuscripts should be emailed to Jyl Mullins at mullinsj@ohio.edu for a mandatory plagiarism check.

Document Format Checklist

TAD Services reviews the following areas within a document before accepting it: order of pages, layout, page numbers, margins; references, tables, and figures for consistent layout; and lists of contents against the document. **TAD Services recommends using the template designed for your college. Each template is pre-formatted with the requirements listed below.**

- Send document in Word Format (PDF for LaTeX users)** to TAD Services for a pre-oral defense and post-oral defense format check at tad@ohio.edu. Please name the file “Last, First Name and current date” (Doe, Jane MM-DD-YY). Large documents can also be sent using via the TAD Box account, accessible on the TAD homepage: www.ohio.edu/tad.
- Page order and front of document** are formatted correctly (see sample pages or use document template).
- The same font** is used consistently throughout the document (font size should be 11 or 12 pt. and a common font, such as Times New Roman, Courier, etc.).
- Margins:** Right, top, bottom = 1 inch. Left = 1.5 inches. Margins on landscape pages: Top or Bottom = 1.5 inches. All other margins = 1 inch.
- Header from top** is set to 1 inch on the whole document to keep page numbers out of the top margin. **Exception:** Scripps College page numbers appear in the footer, centered.
- Spacing** is double or 1.5 throughout the document. Single spacing may be used for block quotations, footnotes, table titles, tables, figure captions, Table of Contents, List of Figures, List of Tables, Dedication, References, and appendices. There should be no space applied anywhere in the body of the document.
- Indentation:** The first line of each new paragraph should be indented consistently throughout the document; TAD Services recommends using the Tab key to indent each paragraph to .5”.
- Footnotes** may be numbered sequentially within the entire document, placed at the bottom of the appropriate page, sequentially at the end of a chapter, or at the end of the document.
- All photographs, illustrations, and musical scores are digitized for inclusion in the electronic file. Links can be created in the PDF document as described in the Word/PDF Training Handbook.

Page Numbering

- Page numbers begin** on page two (2) of the manuscript.
- Page number placement:** Upper right hand corner inside margins (set Header to 1”, so the page number does not appear in the margin). Press the Enter key once after inserting the page number to allow for proper line spacing between the page number and text. **Exception:** Scripps College page numbers appear in the footer, centered.
- Page number assignment:** Every page is assigned a number, but no number appears on the title (first) page. All page numbers are in Arabic number format (1, 2, 3). **Exception:** Scripps uses Roman numerals (i, ii, iii) at the beginning of the document and then the page number starts in the first page of Chapter 1 in Arabic numbers (1, 2, 3). No page number appears on the first page. Use the Scripps template document for the correct page number format.
- Page number format:** Page numbers stand alone. Use no dashes (-2-) or words (Page 2, Running head, name, etc.) before or after the page number. Page numbers should be formatted in the same font and size as your text.

Tables/Figures

Follow the discipline-specific style guide (APA, MLA, etc.) to format tables and figures. TAD Services also requires the following:

Ensure placement of tables/figures:

- Tables and figures appear in the document after the paragraph of mention. If a table/figure is too large to fit in the remaining space, place the entire table/figure on the following page (use CTRL-Enter to insert a page break). Landscape page orientation is also acceptable.

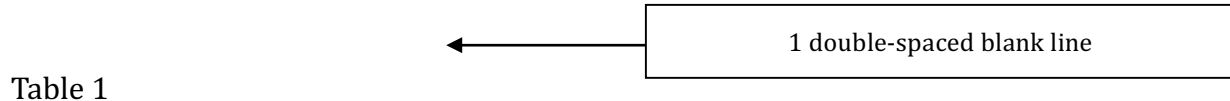
- ❑ Tables that spread over multiple pages, should have the title “Table #: continued” at the top of the following page(s).
- ❑ Tables/figures are consistently left aligned or consistently centered and should fit within the margins.
- ❑ No text appears to the left or right of a table/figure.
- ❑ If the page is oriented in landscape, the margins should be 1.5” for the top OR bottom margin, and 1 inch on all other sides. This should occur naturally when you set the page to landscape in Word.

Titles/Captions on Tables/Figures

- ❑ A brief and explanatory title should appear at the top of all tables. All titles should appear in the List of Tables with similar wording and the same capitalization as in the body of the document. The titles should be in the same font and size as other text.
- ❑ A concise explanation (called a caption) should appear below all figures. All captions should appear in the List of Figures with similar wording and the same capitalization as they appear in the body of the document. The titles should be in the same font and size as other text.
- ❑ Titles and captions have a consistent font, numbering, placement, and capitalization. Conventions for capitalization of words and punctuation in titles and captions vary from discipline to discipline. The format selected should be consistent throughout the document.
- ❑ Spacing between the title/caption and the table/figure should be formatted consistently for all tables and figures.

Sample Format and Spacing Before and After a Table and Figure

All tables and figures should be separated from the text by one double-spaced blank line.



This is an Example of an APA Table

Paper Type	Total for 2005	Total for 2006
Dissertation	52	54
Thesis	150	150

Note: Typeface and size of text within tables and table notes may be as small as 10 point, if 12 point is impractical. Titles should be consistent with the rest of the document.

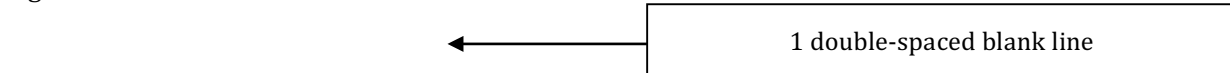
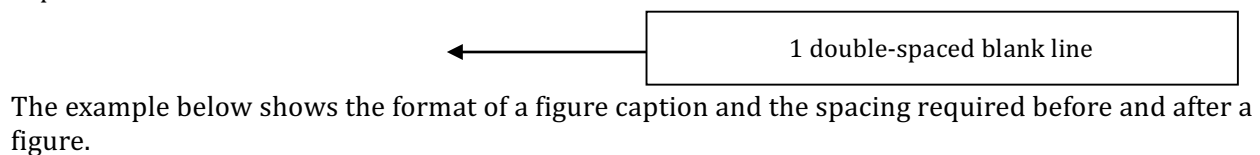


Figure 1. Ohio University logo.



Beginning of next paragraph...

Heading Levels for Theses and Dissertations

The following heading levels have been adopted by all colleges at Ohio University. These heading levels are not required (some students may want to use journal specific formatting guidelines). If these headings are used, they should appear in this order and in the same font as the body of the document. These heading styles have already been formatted into most TAD templates. The Scripps College of Communication has a Chicago Style Template with corresponding heading styles; The Patton College of Education and Health Sciences and Professions templates have been formatted with APA 6 headings. All templates are available on the [Forms and Templates](#) page on the TAD website.

CENTERED UPPERCASE HEADING	←Heading 1
Centered Uppercase and Lowercase Heading	←Heading 2
<i>Centered, Italicized, Uppercase and Lowercase Heading</i>	←Heading 3
<i>Flush Left, Italicized, Uppercase and Lowercase Side Heading</i>	←Heading 4
<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>	←Heading 5

Page Order

Flyleaf (blank sheet for paper copies only)

Title Page
Approval Page
Abstract Page
Preface (optional)
Dedication (optional)
Acknowledgements (optional)
Table of Contents
List of Tables
List of Figures
List of Charts, Illustrations, Schemes, Symbols, etc.
Main Body Text
Bibliography (References or Works Cited)
Appendices

Flyleaf (blank sheet for paper copies only)

Samples of these pages follow this section. Carefully read the guidelines for each page. To save time, you may use one of the the TAD Word or LaTeX templates (located on the Forms and Templates page of the TAD website). These templates are pre-formatted following most of the guidelines given in this handbook.

Margins: Left = 1.5 inches
Right, Top, Bottom = 1 inch

Sample Title Page

No page number appears

Type Your Title Here in Title Case, Centered: No Special Formatting, in the Same Font
and Text Size that Appears in the Document

Spacing: 5 double-spaced lines
or as many as needed to balance the
page

A <type “thesis” or “dissertation”> presented to
the faculty of
the <type your college name> of Ohio University

Spacing: 2 double-spaced lines

Note: the six lines of
text in the middle are
in sentence case.

In partial fulfillment
of the requirements for the degree
<type your degree>

Spacing: 5 double-spaced lines
or as many as needed to balance the
page

Type Degree:
Master of Science
Master of Arts
Doctor of Philosophy
etc.

Use middle initial if applicable

Graduation Month:
Usually December, May, or
August. If graduation is
delayed, the date must be
changed here and on the
Abstract page.

<First M. Last>
<grad month> 2017

©2017 First M. Last. All Rights Reserved.

All manuscripts are considered
copyrighted. You may also
register your copyright at
<http://www.copyright.gov/eco>

Sample Approval Page

Header from top should be set to 1" to keep page numbers out of the top margin

Begin at the top of the page

This <type "thesis" or "dissertation"> titled

Type Your Title Here in Title Case, Centered: No Special Formatting, in the Same Font and Text Size that Appears in the Document

Spacing: 3 double-spaced lines or as many as needed to balance the page

by

<YOUR FIRST M. LAST NAME IN UPPERCASE LETTERS>

Spacing: 1 double-spaced line

has been approved for

the <your department/school name>

and the <your college name> by

Spacing: 2 double-spaced lines

<advisor's First M. Last Name>

<advisor's academic title>

Use the campus directory to obtain your advisor's legal name, including initial(s), and professional title. Do not use "Dr.", "Ph.D.", or other such titles.

Spacing: 3 double-spaced lines or as many as needed to balance the page

<college dean's First M. Last Name>

Dean, <type your college name>

Ask your college for the dean's legal name and official title. This information is preformatted into the template for each college.

Sample Abstract

3

Your name appears in all uppercase letters

Graduation month and year are the same as on the title page

ABSTRACT

LAST, FIRST M., M.A., December 2017, Psychology

Program name

Type Your Title Here, Underlined and in Title Case

Director of Thesis: <advisor First M. Last>

Advisor's name is formatted the same as on the previous page

A concise abstract of the thesis or dissertation should be written here. An abstract is required for all electronic publications. Your program name should appear following the month and year of graduation. The heading "Abstract" appears at the top of the page, formatted consistently with other main headings in the document. Spacing on this page matches the spacing in the body of the document (1.5 or double-spaced). The first line of each new paragraph in this section should be indented consistently with other paragraphs in the body of the document. TAD Services recommends using the Tab key to indent each paragraph to .5".

Sample Dedication

DEDICATION

The dedication page is optional; it includes the name(s) of the person(s) to whom your work is dedicated. This information is centered horizontally and vertically on the page. The statement is italicized and spacing matches the spacing in the body of the document (double or 1.5 spacing). The heading "Dedication" appears at the top of the page, formatted to be consistent with other main headings in the document.

To my husband, Pär Bjälkebring

Sample Acknowledgments

5

ACKNOWLEDGMENTS

The acknowledgments page is optional. This page includes a brief, sincere, and professional acknowledgment of assistance received from individuals and/or institutions. This heading has two common spellings: “acknowledgments” and “acknowledgements”. Both spelling variations are acceptable, but the spelling of this word must be consistent on this page and in the Table of Contents. The heading “Acknowledgments” appears at the top of the page, formatted to be consistent with other main headings in the document. Spacing on this page matches the spacing in the body of the document (1.5 or double-spaced). The first line of each new paragraph in this section should be indented consistently with other paragraphs in the body of the document. TAD Services recommends using the Tab key to indent each paragraph to .5”.

Sample Table of Contents

“Abstract” appears as the first item in the table

6

TABLE OF CONTENTS



Page

Note: there is no entry for the Table of Contents

Abstract.....	3
Dedication.....	4
Acknowledgments.....	5
List of Tables.....	7
List of Figures.....	8
Chapter 1: Sample Format for Unnumbered Headings.....	9
No Entries Appear in All Uppercase Letters	10
Page Numbers Correspond Exactly to Text	12
Tutorials for Automating the Table of Contents in MS Word Available on the TAD Website	13
Chapter 2: Sample Format for Numbered Headings.....	30
2.1 Use Consistent Indentation for Chapter Sections.....	32
2.2 Use Consistent Capitalization in Headings of the Same Level.....	35
References.....	40
Appendix A: TAD Survey Form.....	46
Appendix B: Institutional Review Board Approval.....	47

The Table of Contents should include chapter titles and other main headings, at the minimum. Multiple levels of sub-headings are not required in the Table of Contents, but lower level headings must be formatted consistently if you choose to include them. Each lower level heading should be indented to a consistent depth: all second-level headings should be indented slightly farther than main headings, and each subsequent level should be indented slightly farther than the preceding level. The sub-headings included in the Table of Contents must be consistent for every section of the document. For example, if you include level three headings for one chapter, you must include level three headings for all chapters.

Each chapter number, title, heading, and page reference must correspond exactly with those in the text, including punctuation and the use of numerals or spelling out chapter numbers (4 vs. Four). This formatting must also be consistent throughout the document.

Sample List of Tables

LIST OF TABLES

	Page
1 Table Numbers and Titles Correspond Closely with Text.....	14
2 Page Numbers Correspond Exactly to Text.....	20
3 Place Tables as Close as Possible to Relevant Text	31

OR

Table 1. Tutorials for Automating the List of Tables in MS Word Available on the TAD Website	19
Table 2. Typically, Title Case is Used for Table Titles	34

Include separate pages for the List of Tables and List of Figures. Each table must have a number and title in the document and appear in the List of Tables. Entries in the List of Tables should be worded similarly to the corresponding table titles (entries may be shortened or summarized for longer table titles).

If a table extends onto multiple pages, only the first page is referenced in this list.

Use consistent capitalization for all tables in the document and in the List of Tables. Typically, table titles fall above the table and are in title case.

Sample List of Figures

LIST OF FIGURES

	Page
Figure 1. The List of Figures is formatted similarly to the List of Tables.....	27
Figure 2. APA suggests that figure captions be in sentence case, followed by a period in the text.....	68

Each figure must have a number and caption in the document and appear in the List of Figures. Entries in the List of Figures should be worded similarly to corresponding figure captions (entries may be shortened or summarized for longer captions).

Use consistent capitalization for all figures in the document and in the List of Tables. Typically, figure captions fall below the figure and are in sentence case.

CHAPTER 1: INTRODUCTION

Each chapter and other main headings should begin on a new page. The chapter number and title should be placed on the same line of text at the beginning of each chapter. The heading is formatted consistently with other main headings in the document. Spacing is consistent throughout the body of the document (1.5 or double-spaced). The first line of each new paragraph should be indented consistently with other paragraphs in the body of the document. TAD Services recommends using the Tab key to indent each paragraph to .5”.

Additional Formatting Tips

1. Be sure that all headings of the same level are consistent throughout the document. Modifying heading styles in Microsoft Word to match your style guide, and then applying them to the headings in the text, is the most efficient way to make sure they appear consistent throughout the document. Using this function also makes it easy to automate the Table of Contents.
2. Be sure there is no space applied to text in the body of your document: highlight the text, right click and select “Paragraph...”. In the dialog box, under Spacing, both “Before” and “After” should be set to 0 pt.
3. Lists of the same type should be formatted consistently throughout the document.
4. Nothing in the document should fall into the margins.

Sample Appendix

APPENDIX A: SAMPLE

The appendices include materials that interrupt the flow of the body of the document. The heading for each appendix is descriptive, formatted consistently with other main headings in the document, and appears in the Table of Contents. Margins and page numbers in appendices are formatted consistently with the rest of the document; however, text, tables, figures, and other information may be in any format. Items and text contained in appendices must fall within the margins of the document.

Tables and figures that appear in the appendices are not required to have corresponding entries in the List of Tables/List of Figures. However, if a table/figure is formatted with a number designation in its title/caption, it must also appear in the appropriate list in the beginning of the document.

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:

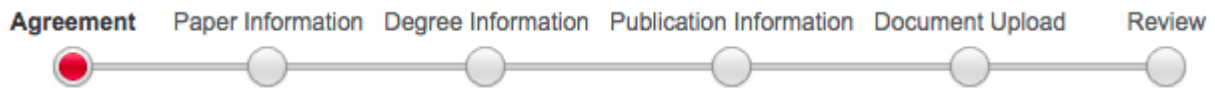
Once logged in to OhioLINK, create a new submission by clicking [Create New ETD](#)
 Read the OhioLINK FAQs and Publication Agreement.

- 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.

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- 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.
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- 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.

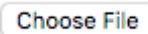



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