

## What is an ETD?

Electronic Theses and Dissertations (ETDs) are an electronic submission of a student's written thesis or dissertation in a PDF format. ETDs provide a new method for graduate students at Southern Illinois University to submit theses and dissertations using a technologically advanced medium for expressing ideas by incorporating multimedia objects. ETDs can be available to anyone that can browse the World Wide Web.

## Why ETD?

- Improve graduate education through more effective sharing
- Opportunity to better express ideas
- World-wide access to scholars
- Timely sharing of technology, knowledge, and peer review
- Economical

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**Cost – Paid by credit card at the time of submission**

**Thesis = \$70**

**Copyright = \$55 (optional)**

**Dissertation = \$80**

**Copyright = \$55 (optional)**

**Open Access (\$95 optional)**

## What is the process for submitting an ETD?

- 1) Read Graduate School Guideline for Preparation of Theses, Dissertations.
- 2) Use templates.
- 3) Write your thesis or dissertation. Follow your departmental style guide.
- 4) Submit the Graduation Application Form to the Graduate School by week 2 of the semester you are planning to graduate.  
\*\*\*Pass your Defense\*\*\*
- 5) Have your committee sign the Approval forms (One Approval form and one Oral Defense form for ETD).
- 6) Convert your thesis/dissertation to pdf format. Must be **ONE** file.
- 7) Have your committee members review the pdf file
- 8) Submit original Approval form and Oral Defense form to the Graduate School.
- 9) Pay necessary fees and provide title page to the Graduate School.
- 10) Submit Earned Doctorate Survey (doctoral students only).
- 12) Submit your ETD online at <http://dissertations.umi.com/siu>
- 13) Graduate School will notify the student of the approval status.

## Guidelines for ETD

The format of the ETD in PDF should be as suggested in the Graduate School Guidelines and department writing style manual. Consult with the Graduate School before final submission.

## Suggested Format for ETD (see Templates)

- 1) Front Matter
  - a) Title
  - b) Approval page
  - c) Abstract
  - d) Acknowledgement
  - e) Preface
  - f) Table of Contents
  - g) List of Tables
  - h) List of Figures
- 2) Body Matter
  - a) Multimedia Objects
  - b) Simple Objects
  - c) Complex Objects
- 3) Back Matter
  - a) Appendix
  - b) Vita
- 4) Recommended file formats
  - a) Full Text of an ETD PDF (.pdf)
  - b) Images PDF (.pdf)
  - c) JPEG (.jpg)
  - d) CompuServe GIF (.gif)
  - e) TIFF (.tif)

## Required Documents for ETD

Submit the following to the Graduate School:

- ❑ One original paper copy of the Approval form with signatures
- ❑ One original paper copy of the Oral Defense form
- ❑ Title page
- ❑ Human Subjects Committee Approval form (if applicable)
- ❑ Survey for Earned Doctorates (PhD Only)

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## Copyright and Intellectual Property

Compliance with copyright law is imperative. You must obtain author's/publisher's permission to use copyrighted material. Information on copyright issues is available at:

<http://www.umi.com/umi/dissertations/copyright/>

<http://www.copyright.gov/circs/circ1.html>

<http://www.copyright.gov/fls/fl102.html>

**For Guidelines for Preparation and Submission of Theses and Dissertations, visit:**

[www.siu.edu/gradschl/dtrguide.htm](http://www.siu.edu/gradschl/dtrguide.htm)

**ETD Submission site:**

<http://dissertations.umi.com/siu/>

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## Contact Information

For Support, contact:

For pdf conversion help, contact Morris Library Reserve Desk at (618) 453-3028

For technical help, contact [etdsupport@proquest.com](mailto:etdsupport@proquest.com)  
1-800-408-5027

For questions regarding the ETD, contact the Graduate School at (618) 453-4570

For questions regarding graduation and fees, contact: the Graduate School at (618)453-4523

Contact University Bookstore for personal bound copies.  
(618) 536-3321

# ETD

## Electronic Theses and Dissertations

<http://www.siu.edu/gradschl/dtrguide.htm>



Southern Illinois University  
Carbondale  
Graduate School

<http://www.siu.edu/gradschl>