

# Graduate School Guidelines

- **Submission of Electronic Master's Theses**

## Overview

Beginning Winter Quarter 2009, master's students are required to submit their master's theses electronically to OhioLINK, the state library of Ohio.

## Submission Process

The submission system on OhioLINK used by master's students is essentially the same as the one used by Ph.D. and D.M.A. students for dissertation submissions. Once students have formatted their theses according to the established Graduate School guidelines, they must convert the document into a PDF by using any proprietary PDF conversion software. Once a PDF is created, students should visit the OhioLINK web site at [www.OhioLINK.edu/etd](http://www.OhioLINK.edu/etd) and choose the "Submission form for your *complete and finalized* ETD" option (ETD stands for Electronic Theses and Dissertations). At this point, the student follows a series of steps as they input information about themselves as well as their graduate program and the thesis document. The final step is the uploading and submission of the actual PDF thesis to OhioLINK.

**Special notes:** When completing the entries under "Permissions and UMI Publication" on the OhioLINK submission, students select their preferences for copyright and for requesting a publication delay. It is recommended that students select the option "Copyright, all rights reserved". Under the header "UMI Permissions," all students must choose the first entry – "Do not upload my paper to UMI." Master's theses at Ohio State are not sent to UMI for processing.

As part of the OhioLINK submission process, master's candidates will be required to cut and paste an abstract of the document that is 500 words or less. OhioLINK requires a 500 word or fewer version for its web site. The word restriction does not apply to the abstract in the actual thesis.

Once OhioLINK receives the electronic submission, the Graduate School is notified and reviews the document. The Graduate School contacts the student by e-mail if the document has been accepted or if there are formatting issues that need to be corrected. The Graduate School will normally contact a student within a few hours after submission. If a student needs to make corrections, he or she must resubmit to OhioLINK until the document is approved. Once the document is approved, the student submits the Thesis Approval form and payment for the document processing fee to the Graduate School by the posted deadline. The document processing fee is \$12.00 and is payable by check or money order made out to The Ohio State University.

## Formatting Guidelines

The guidelines for thesis formatting are available on the Graduate School's web site at <http://gradsch.osu.edu/Content.aspx?Content=25&itemid=1>. There is also a separate document that shows sample pages at <http://www.gradsch.ohiostate.edu/Depo/PDF/GuidelinesSamplePages.pdf>.

It is recommended that students bring a paper draft copy of the formatted thesis into the Graduate School for a format review before their defense date. This review will help to alleviate any major formatting problems at the time the final electronic PDF is submitted. Format reviews are done on a walk-in basis anytime during normal business hours. The review normally takes about 15-20 minutes.

### **Conversion of the Thesis to PDF**

All theses must be converted to a PDF before the final submission to OhioLINK. There is a tutorial for PDF conversion using Adobe Acrobat software on the Graduate School's web site at <http://gradsch.osu.edu/Content.aspx?Content=171&itemid=1>. However, any proprietary PDF conversion software can be used to create a PDF. When creating the PDF, students should not place any restriction on its access, such as adding password protection options. The document must be fully viewable and accessible. Assistance in creating a PDF is available through the computing labs on campus or the Digital Union in room 370 in the Science and Engineering Library.

### **Dissemination of the Final Thesis**

Once the Graduate School approves the thesis, the document will be made available on the OhioLINK ETD on-line database within a month after submission. The full text of the thesis will be available for viewing unless a Petition to Delay Dissemination is requested. The Ohio State University libraries will also catalog the thesis, and the link to the document will be available through the library's data base. No paper version will be available in The Ohio State University libraries.

### **Restricting Access and Distribution**

If a student decides to delay full access to and distribution of their thesis, they must follow the steps below.

1. Students should discuss their situation with their advisor. If a delay of access to their thesis appears to be warranted, students should proceed to step 2.
2. Students must submit their thesis PDF to OhioLINK via [www.OhioLINK.edu](http://www.OhioLINK.edu). On the first screen choose "Submission form for your *complete, finalized* ETD." After reading and agreeing to the terms and selecting Ohio State University, the student must provide information about the thesis and degree. A delay can be chosen in the "Publications and UMI publication" section. Under "Publication Delay" the student must choose the "I am requesting that my school delay publication" option.
3. Students must also complete a "Petition to Delay Dissemination" form. That form is available via the Graduate School's website at [www.gradsch.osu.edu](http://www.gradsch.osu.edu). Students must indicate why a delay is being requested and must have the form signed by their advisor.
4. Students must submit the request to the Graduate School. It is best to submit this form with the Thesis Approval form to complete degree requirements.
5. Only the thesis abstract will be viewable via OhioLINK for as long as the delay is in effect.
6. If students require an additional extension of the delay, they must request one from the Graduate School before the original delay expires. If an extension is not requested, the thesis will be released according to the original date.

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