

## HOW TO SUBMIT YOUR ETD

1. Each student will submit their Thesis or Dissertation for final review according to the guidelines of their College.
2. After the review process is complete, the student will make corrections indicated during the review process.
3. Following the Defense, the student may need to make additional changes to their Thesis or Dissertation. The student will follow College-specific requirements for final review and approval process.
4. Upon approval from their College, the student will submit the following forms to UGS:
  - M5 or D7 Form (completed and signed)  
M5 link - [http://gradschool.fiu.edu/PDF\\_forms/M5\\_Final\\_Approval\\_of\\_Thesis.pdf](http://gradschool.fiu.edu/PDF_forms/M5_Final_Approval_of_Thesis.pdf)  
D7 link - [http://gradschool.fiu.edu/PDF\\_forms/D7\\_Final\\_Approval\\_of\\_Dissertation.pdf](http://gradschool.fiu.edu/PDF_forms/D7_Final_Approval_of_Dissertation.pdf)
  - ETD Approval Page (separate from the Signature Page ii)  
[http://gradschool.fiu.edu/downloads/ETD\\_approval\\_form.pdf](http://gradschool.fiu.edu/downloads/ETD_approval_form.pdf)
  - Thesis or Dissertation Approval Pages (Signature Page ii)
  - <http://gradschool.fiu.edu/thesis.html> 2009-2010 UMI Publishing Agreement (completed and signed)  
<http://gradschool.fiu.edu/downloads/ProquestDissertationAgreementForm20092010.pdf>
  - Cashier's receipt for required microfilming or the Cashier's payment form  
[http://gradschool.fiu.edu/downloads/ETD\\_cashiersmemo\\_fall%2009.pdf](http://gradschool.fiu.edu/downloads/ETD_cashiersmemo_fall%2009.pdf)
  - Survey of Earned Doctorates (for Dissertations only)  
09-10 (for students defending after 7/1/09)  
[http://gradschool.fiu.edu/downloads/SED09-10\\_fr.pdf](http://gradschool.fiu.edu/downloads/SED09-10_fr.pdf)
5. The student will receive notification from UGS when the final submission is approved. As a step toward electronic publishing, students will then create an account in the FIU Digital Commons site (<http://digitalcommons.fiu.edu/>).
6. In Digital Commons, the student will submit their bibliographic information, abstract, publishing/moratorium preference, and ETD files. *Instructions on entering bibliographic information in Digital Commons are attached.* If the student has supplementary files (other than their actual written Thesis or Dissertation), the student should submit their files on a CD along with their forms to UGS.
7. Students will upload their final corrected Thesis or Dissertation as a Microsoft Word file (LaTeX authors producing .tex files follow these instructions <http://library.fiu.edu/LinkClick.aspx?fileticket=Ejt25WyOapc%3d&tabid=478>. Contact the Library ETD coordinator at [dcc@fiu.edu](mailto:dcc@fiu.edu) if you need assistance).

### Formatting instructions for electronic files:

- The Microsoft Word file may be formatted as .docx or .doc; for either Mac or PC.
- If graphics or media are included in the ETD, students should embed them in the Word document if possible, and also provide the native source files on a CD submitted to UGS along with required ETD forms. Acceptable file formats are: AVI, BMP, DOC, DOCX, JPEG, JP2 (JPEG2000), MIDI, MOV, MP3, MP4, MPG, RTF, TIF, TXT, WAVE, XLS. Standard-sized tables and graphs embedded in the Word document need not be included as separate files.
- If submitting supplementary files on a CD, please place the CD in a jewel box or CD sleeve, and label the box or sleeve with the full name of the student, Panther ID, and semester, e.g., "Sasha Martin, 123456, Summer 2009".

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8. Upon publication of the Dissertation in FIU Digital Commons, an email notification with the URL for the Electronic Dissertation will be sent to the student.
9. Students desiring a printed bound copy of their Dissertation may pursue this option individually with the printer/publisher of their choice. The UGS office maintains a list of vendors that provide this service.
10. The Library will create a new catalog record for the Electronic Dissertation based on the bibliographic information provided by the student in FIU Digital Commons.

**Questions? Concerns? We are here to help!!!**



If you have any trouble, concerns or questions while completing the ETD submission process, contact Allison McComb at the UGS Office ([mccomba@fiu.edu](mailto:mccomba@fiu.edu)) or the Library ETD Specialist ([dcc@fiu.edu](mailto:dcc@fiu.edu)).

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- 1) First you will need to go to FIU Digital Commons and set up a free account, if you have not done so already. From your web browser, go to <http://digitalcommons.fiu.edu/>
- 2) In the top right-hand corner of the initial screen, click on the gold tab labeled “Account”
- 3) Next to the phrase ‘New User?’ in blue font, click on the link for “create a FREE account”
- 4) Fill in the brief form, making sure to provide an email address to which you will have access after you graduate from FIU (so you can receive announcements and usage reports concerning your Thesis or Dissertation)
- 5) Click on the ‘sign up’ button.
- 6) Check your email account for a welcome message confirming the creation of your Digital Commons account.
- 7) A link in your email should redirect you to your Digital Commons account. If not, return to the FIU Digital Commons site, click on the gold “Account” tab again, and log in with your user name and password.
- 8) Go to the ETD Collection page at <http://digitalcommons.fiu.edu/etd/>. In the right-hand blue navigation bar, click on the link for “Submit research”
- 9) A submission agreement will appear on the screen. Please read it, print it for your records, check the box labeled “Please check this if you agree to the above terms”; then click on the “continue” button.
- 10) Now you are ready to enter the information for your Dissertation. A web form will appear prompting you to enter information as follows:
  - a) **Title:** Enter the full title of your Dissertation as it appears on the approval page, but please use Initial Caps (do NOT use all caps!).

An example of a Title in with Initial Caps is:

Anti-Quorum Sensing Agents from South Florida Medicinal Plants and their Attenuation of Pseudomonas Aeruginosa Pathogenicity

### NOT

ANTI-QUORUM SENSING AGENTS FROM SOUTH FLORIDA MEDICINAL PLANTS AND THEIR ATTENUATION OF PSEUDOMONAS AERUGINOSA PATHOGENICITY

- b) **Author:** Your name and email should be automatically entered, based on how you set up your account
- c) **Document Type:** select either Dissertation or Thesis, as appropriate.
- d) **URN:** Ignore this field; leave empty.
- e) **Degree:** Select as appropriate.
- f) **Department:** Select as appropriate.
- g) **Advisor’s Name:** In the first instance of this field, enter your Committee Chair’s first name and last name, as it appears on the approval page for your Dissertation.
- h) **Advisor’s Title:** In the first instance of this field, enter Committee Chair.
- i) In the remaining occurrences of ADVISOR NAME, enter the other members of the Committee as they appear on the signature page for your Dissertation. Leave ADVISOR TITLE blank (it is understood that they are Committee members).
- j) **Keywords:** Enter up to ten keywords that relate to the topic of your Dissertation, each separated with a comma.

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- k) **Date of Defense:** Select Month and Day from list; Type in year using four-digit format, for example, "2009".
- l) **Embargo:** An embargo will restrict worldwide access to the full text of your ETD (including FIU campuses). Select "No Embargo Required", "6 Months", "1 Year", or "2 Years" depending on how you filled out Part A of your ETD Submission Approval Form.
- m) **Disciplines:** Please leave empty; FIU is not utilizing this field at this time.
- n) **Abstract:** Please paste the abstract from your MS Word file into this box. You may need to remove special formatting in order to save your entry into the Digital Commons form.
- o) **Format of abstract:** select as appropriate.
- p) **Upload File:** Select upload file. Click "Browse..." to navigate to your final approved Thesis or Dissertation text file on your computer.
- q) **Publication Status:** please leave this blank.
- r) **Additional Files:** please leave this blank. The ETD Librarian will be uploading any additional file(s) from your CD for the Summer 2009 Pilot program.
- s) Click **submit**. Digital Commons will display a message that you have successfully uploaded your Dissertation.
- t) Click on gold "Account" tab and you will see that your submission now displays with a status of 'Under Review'. The UGS and Library personnel will be notified that your submission is in queue and they will take the final steps to process the submission in Digital Commons.
- u) Once the Dissertation has been published, the status on your account will change to "Posted" and you will receive a congratulatory email message along with the URL for the Dissertation online. You can see your Dissertation online at this URL. Also note that your advisor and UGS will also receive the email message forming publication of your Dissertation with the URL.
- v) As others find and download your Dissertation from Digital Commons, you will receive by e-mail periodic reports on usage.

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