

OhioLINK Electronic Theses and Dissertations (ETD) Center

Submitter Manual



OhioLINK

Connecting Libraries, Learning & Discovery

A Division of the Ohio Department of Higher Education

An **OH-TECH** Consortium Member

Version 1.2
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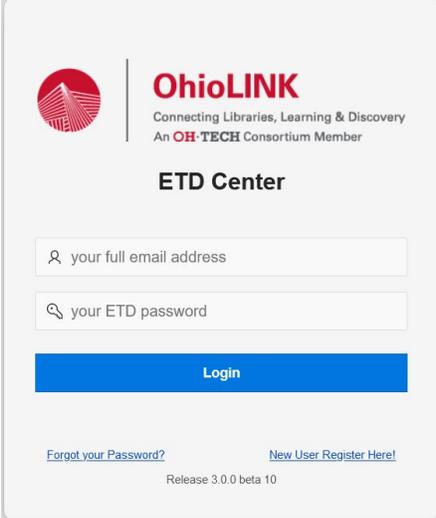
Overview

This manual covers common tasks in the OhioLINK Electronic Theses and Dissertations (ETD) Center for creating and submitting for an ETD. There is a Troubleshooting and Tips section at the end of this document. Please first contact your local ETD Administrator contact if you need any help or have submission questions.

Account Set-up and Log-in

Creating an account

Go to <http://etdadmin.ohiolink.edu> and click the hyperlink “New User Register Here!” in the lower left of the login box.



The screenshot shows the OhioLINK ETD Center login interface. At the top left is the OhioLINK logo, a red circle with a white stylized 'O'. To its right, the text reads "OhioLINK" in bold, followed by "Connecting Libraries, Learning & Discovery" and "An OH-TECH Consortium Member". Below this is the heading "ETD Center". There are two input fields: the first is labeled "your full email address" and the second is labeled "your ETD password". Below the fields is a blue "Login" button. At the bottom, there are two links: "Forgot your Password?" and "New User Register Here!". At the very bottom, it says "Release 3.0.0 beta 10".

Select “Submitter/Student Account” and the page will reload with the contact information form.



The screenshot shows the "New User Registration" form. The title "New User Registration" is in a blue header bar. Below the header, the text says "Please select the type of account you are creating:". There are two radio button options: "Submitter/Student Account" and "Institution Administrator/Reviewer/Batch Uploader Account". At the bottom left is a "Cancel" button, and at the bottom right is a red "Save and Continue" button with a star icon.

Complete the form, scrolling down to the end, then click “Save and Continue”. Required fields are marked with a red asterisk.

New User Registration

Please select the type of account you are creating:

Submitter/Student Account
 Institution Administrator/Reviewer/Batch Uploader Account

Name

Your contact information is provided for use by your school or library and will not be publicly available.

Last Name *
 First Name *
 Middle Name or Initial
 Suffix ("Jr.", "III", etc.)

Please enter your name in the form used on the title page. Capitalize normally (for example, "McGuire", rather than "MCGUIRE" or "McGUIRE").
[See our notes about entering special characters and formatting.](#)

Account Information

* Email Address
(This will be your ETD Center username)
 * Confirm Email Address

ORCID Identifier

ORCID Identifier

Current Contact Information

* Country
 * Street Address

 * City / Town
 State / Province / Region
 Zip / Postal Code
 Phone + () ext.

Personal Information

Year of Birth ⓘ
(Optional. Your school's library can use this to distinguish between authors with similar names.)

Permanent Contact Information

Email Address
 Phone - Select to set Country Code - + () ext.

Show this e-mail address in my ETD's public record: Yes No

An email will be sent to the email address provided for the user account, which contains a link for setting a password that meets the requirements.

Logging in

To login, use your account's email address as the username and enter the password that you created. Click "Login" button.

Resetting a password

On the login page, click the hyperlink "Forgot your Password?" on the lower right of the login box.

Forgot Password
Use this page to reset your password when you have forgotten it.
Enter your ETD username below and click submit.
An email message will be sent to you with a link to set a new password.

Username

Enter your account's email address then click "Submit". An email will be sent to that email address with a hyperlink to change your password.

Password Change

ETD Username: **EXAMPLE@INSTITUTION.EDU**

New Password

Confirm Password

Password Requirements

- ✗ Password is at least 10 characters long and no more than 100
- ✗ Password cannot contain the user's username
- ✗ Password must contain at least 3 of the 4 character classes: uppercase, lowercase, number, punctuation
- ✗ Password cannot contain any part of the user's full name
- ✗ Password cannot contain an ascending or descending sequence of characters or numbers (ie: abcd 6789 54321 GFEDC) longer than 3
- ✗ Password cannot contain a string of repeating characters (ie: TTTT yyyyy) longer than 3
- ✗ The same password cannot be used more than once
- ✗ New Password must match Confirm Password

Password must meet the requirements on the right side of the screen, which will update as each requirement is met, then click "Submit".

Password Change

ETD Username: **EXAMPLE@INSTITUTION.EDU**

New Password

Confirm Password

Password Requirements

- ✗ Password is at least 10 characters long and no more than 100
- ✓ Password cannot contain the user's username
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- ✗ New Password must match Confirm Password

Password Change

ETD Username: **EXAMPLE@INSTITUTION.EDU**

New Password

Confirm Password

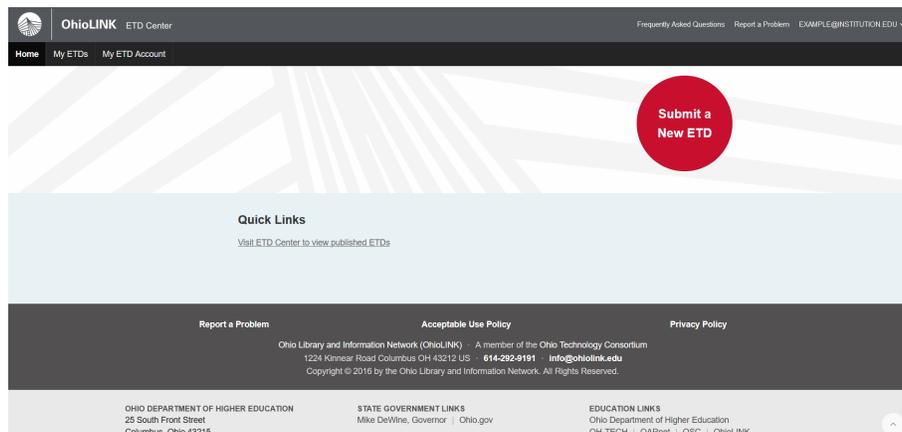
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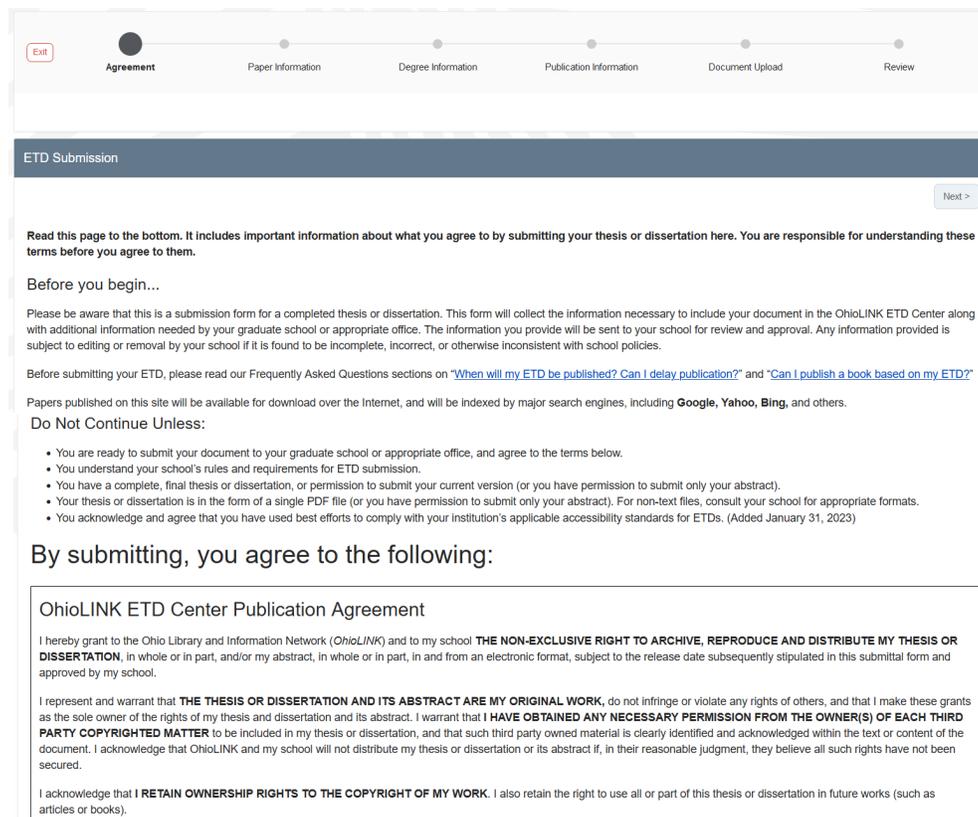
Submit an ETD

Creating an ETD Submission

Once logged in, click the red button “Submit a New ETD”. This will create a new ETD submission form.



Proceed through the submission form, completing fields, and clicking “Save and Continue” in the upper right to save the document.



ETD Submission Next >

Read this page to the bottom. It includes important information about what you agree to by submitting your thesis or dissertation here. You are responsible for understanding these terms before you agree to them.

Before you begin...

Please be aware that this is a submission form for a completed thesis or dissertation. This form will collect the information necessary to include your document in the OhioLINK ETD Center along with additional information needed by your graduate school or appropriate office. The information you provide will be sent to your school for review and approval. Any information provided is subject to editing or removal by your school if it is found to be incomplete, incorrect, or otherwise inconsistent with school policies.

Before submitting your ETD, please read our Frequently Asked Questions sections on "[When will my ETD be published? Can I delay publication?](#)" and "[Can I publish a book based on my ETD?](#)"

Papers published on this site will be available for download over the Internet, and will be indexed by major search engines, including **Google, Yahoo, Bing**, and others.

Do Not Continue Unless:

- You are ready to submit your document to your graduate school or appropriate office, and agree to the terms below.
- You understand your school's rules and requirements for ETD submission.
- You have a complete, final thesis or dissertation, or permission to submit your current version (or you have permission to submit only your abstract).
- Your thesis or dissertation is in the form of a single PDF file (or you have permission to submit only your abstract). For non-text files, consult your school for appropriate formats.
- You acknowledge and agree that you have used best efforts to comply with your institution's applicable accessibility standards for ETDs. (Added January 31, 2023)

By submitting, you agree to the following:

OhioLINK ETD Center Publication Agreement

I hereby grant to the Ohio Library and Information Network (*OhioLINK*) and to my school **THE NON-EXCLUSIVE RIGHT TO ARCHIVE, REPRODUCE AND DISTRIBUTE MY THESIS OR DISSERTATION**, in whole or in part, and/or my abstract, in whole or in part, in and from an electronic format, subject to the release date subsequently stipulated in this submittal form and approved by my school.

I represent and warrant that **THE THESIS OR DISSERTATION AND ITS ABSTRACT ARE MY ORIGINAL WORK**, do not infringe or violate any rights of others, and that I make these grants as the sole owner of the rights of my thesis and dissertation and its abstract. I warrant that **I HAVE OBTAINED ANY NECESSARY PERMISSION FROM THE OWNER(S) OF EACH THIRD PARTY COPYRIGHTED MATTER** to be included in my thesis or dissertation, and that such third party owned material is clearly identified and acknowledged within the text or content of the document. I acknowledge that OhioLINK and my school will not distribute my thesis or dissertation or its abstract if, in their reasonable judgment, they believe all such rights have not been secured.

I acknowledge that **I RETAIN OWNERSHIP RIGHTS TO THE COPYRIGHT OF MY WORK**. I also retain the right to use all or part of this thesis or dissertation in future works (such as articles or books).

As of January 31 2023, the “Document Upload” page will also include a new “Document Type” called “Digital Accessibility Report”. Each institution has their own digital accessibility policy and standards, with some requiring the upload of a separate digital accessibility report in addition to the ETD PDF and any supplemental files. Check with your institution to verify the requirements for your ETD submission if you don’t already know.

Continue editing an ETD Submission

Submissions can be saved and returned to later. The “Quick Links” section will update as needed to display options available to your account and ETD(s), whether in progress, submitted, or published. Click “Continue to work on a draft ETD submission” to return to the ETD submission form.

Quick Links

- [Continue to work on a draft ETD submission](#)
- [Visit ETD Center to view published ETDs](#)

Quick Links

- [Check your embargo request status](#)
- [Continue to work on a draft ETD submission](#)
- [View your submitted ETD](#)
- [Visit ETD Center to view published ETDs](#)

Another way to continue working on an ETD is in the menu bar. Click “My ETDs”, which will the ETD submission form if there’s only one ETD in progress in your account.

If there are multiple ETDs for your account (such as a master’s thesis and a PhD dissertation), clicking “My ETDs” will load a list of your ETDs with their status.

My ETDs

Accession Number	Title	Status	Author Name
-	Example ETD Submission: second master's thesis	Draft	EXAMPLE, NAME
jcu1628967751655914	Example ETD Submission: first master's thesis	Submitted	EXAMPLE, NAME

Previewing your ETD

On the “Review” page, there is a “Preview ETD” button that opens a new tab to show how your ETD will appear on the public ETD Center once it is published. Any requested delays are only requests at this time so the “Files” box does not represent what it will look like when published; if your delay is approved, then the release date will be shown but if not then the file(s) will be available there instead.

OhioLINK ETD Center Ohio.gov

Note: This is a time-limited preview of an unpublished ETD. The above URL will expire in 15 minutes or less. To generate a new preview, return to the ETD submission review page and click "Preview ETD" again. File downloads from this page are disabled.

Search by title, author, keywords, etc. [Need Help?](#)

Participating Institutions [Advanced Search](#)

JCU

Files
Full text release has been delayed at the author's request until (embargo date not yet approved)

Supplemental Files
no data found

Example ETD Submission: first master's thesis

Example, Name

Remark: (not assigned until submitted)

Year and Degree
2021, Master of Business Administration, John Carroll University, Communications Management.

Abstract
Description.

Committee
James Smith (Committee Chair)

Subject Headings
[Adult Education](#)

Recommended Citations [Reference](#) [Export](#) [RSS](#) [Mendeley](#)

Citations

Example, N. (2021). Example ETD Submission: first master's thesis [Master's thesis, John Carroll University]. OhioLINK Electronic Theses and Dissertations Center. http://rave.ohiolink.edu/etd/view/acc_num=...
APA Style (7th edition)

Example, Name. Example ETD Submission: first master's thesis. 2021. John Carroll University, Master's thesis. OhioLINK Electronic Theses and Dissertations Center. http://rave.ohiolink.edu/etd/view/acc_num=...
MLA Style (8th edition)

Example, Name. "Example ETD Submission: first master's thesis." Master's thesis, John Carroll University, 2021. http://rave.ohiolink.edu/etd/view/acc_num=...
Chicago Manual of Style (17th edition)

Document number: (not assigned until submitted)

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This preview is a great opportunity to double or triple check your submission and all the information. Close the Preview tab to return to your ETD submission. Prior to clicking “Submit My ETD”, this is your final chance to make any changes or edits in the submission form.

Submitting your ETD

Once you have completed the submission form, filling out all required fields (marked with red asterisk), be sure to read through the information on the last page of the form, titled “Review”. This is your opportunity to catch any changes or corrections needed and fix it yourself. A submitted ETD moves on to your institution’s Reviewers and Administrator, and you will not be able to edit the submission further. To submit your ETD, click the “Submit My ETD” button.

Submission Review

< Previous Preview ETD Submit My ETD

Below you will find all the information you have entered for your ETD. Please take a few moments to verify that all of the information below is correct. You may still go back and make any necessary changes.

If you don't see a "Publish ETD", "Submit my ETD" or "Save Comments" button above, then some required information is missing from the submission. To find the missing information, select the "Agreement" bubble above and then select "Save and Continue" through each step of the submission wizard until you are informed of missing required fields.

Author and Paper Information

Author Example, Name
Degree Master of Business Administration, John Carroll University, Communications Management, 2021
Title Example ETD Submission: first master's thesis
Abstract Description.

A final pop-up box will ask you to confirm your ETD submission. Once you click “OK”, the ETD will be submitted to your institution for their review queue and no longer editable by you.

OhioLINK ETD Center

Home My ETDs My ETD Account

Are you sure you wish to submit your ETD now? You will be unable to edit it after clicking okay.

Cancel OK

If the “Submit My ETD” button is missing from the “Review” page, go through each page to ensure that nothing required was left blank. The easiest way is to click the green checkmark above the word “Agreement” then clicking “Save and Continue” through the submission form.

Submission Review

< Previous Preview ETD Submit My ETD

Below you will find all the information you have entered for your ETD. Please take a few moments to verify that all of the information below is correct. You may still go back and make any necessary changes.

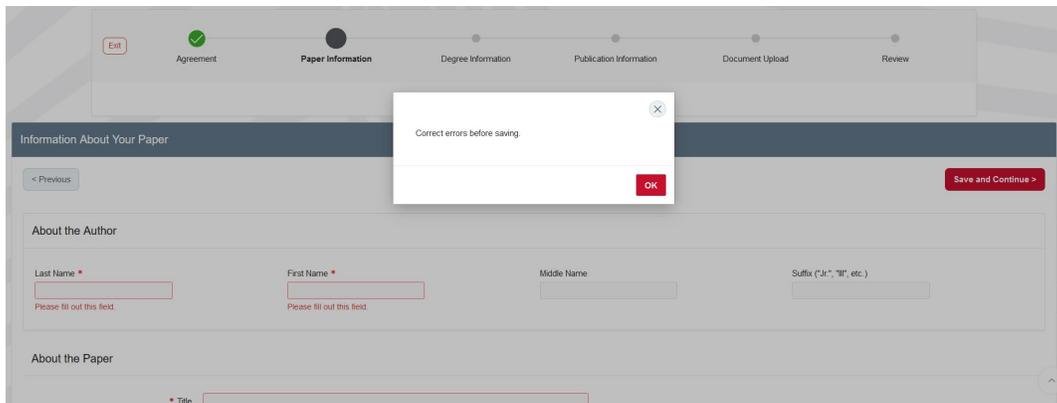
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Author and Paper Information

Degree MA, Kent State University, College and Graduate School of Education, Health and Human Services / School of Teaching, Learning and Curriculum Studies
Advisors Jane Smith, Advisor

Publication Information

You can scroll down the page of the form, but the system will not allow you to proceed to the next page if a required field needs to be completed. If you try to go to the next page with required fields empty, a pop-up box will appear to remind you and the form will update with little notes below the required fields of what information is still needed.



View a Published ETD

Quick Links

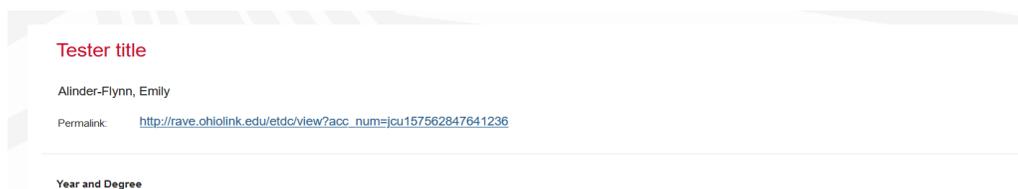
When logged into the ETD Center, once your ETD is published, the “Quick Links” section on the homepage will include a link to your ETD. Click on “View your published ETD in the OhioLINK ETD Center” to open a new tab to your published ETD.

Quick Links

- [Review your returned submission and resubmit](#)
- [Check your embargo request status](#)
- [View your published ETD in the OhioLINK ETD Center](#)
- [Continue to work on a draft ETD submission](#)
- [Visit ETD Center to view published ETDs](#)

Searching the public ETD Center

Published ETDs are available on the [public ETD Center](#). The homepage search box searches information about your ETD (known as metadata) as well as the full text. Searching by accession number for your ETD is the best way to find it. However, general searching (portion of the title, your name, and/or specific keywords) works too but maybe return other ETDs in the results. When you find your published ETD, click on the title to view your ETD’s page.



Use the “Permalink” when sharing your ETD with others or linking to it on another website or your resume, etc. The permalink is the official link to your ETD’s page in the OhioLINK ETD Center and should always be used when wanting to link to your ETD.

Troubleshooting and Tips

Local ETD Administrator contact information

Each institution has an ETD Center Administrator as the main contact for questions and issues with ETDs and the submission process. Find your institutional contact on the [OhioLINK ETD Admin roster page](#).

Changes to a published ETD

For questions or requests concerning making changes to a published ETD, contact your institution's ETD Center Admin. This includes delay/embargo requests or extensions, takedowns, and edits.

Avoiding duplicate ETDs

Make sure to edit and change the same submission form for your ETD, especially when it is returned to you. There is no need to make a new one for the same ETD. This keeps your submission homepage less cluttered and confusing.

Permalink for sharing ETD

Once published, your ETD will have its own permalink that goes directly to your published ETD in the [public ETD Center](#). Use this permalink for sharing or linking to your ETD. For more information, see the View a Published ETD section in this manual.

When to contact OhioLINK

In general, always start with contacting your local ETD Administrator about all questions, issues, and requests. If you still have issues with the system itself, such as logging into the ETD Center, feel free to [email OhioLINK](#).