



Electronic Thesis and Dissertation Program

[ETD.LIB.WVU.EDU](http://ETD.LIB.WVU.EDU)

Submission Information Packet for  
Dissertations, Theses, and  
Problem/Project Reports

(Last Updated December 21, 2021)

**Unlocking Access**



**To Graduate Education**



Welcome to the WVU Electronic Thesis and Dissertation (ETD) program. This packet contains important information about the ETD submissions process, forms required and services available. After having reviewed the enclosed materials, please feel free to contact us with any questions.

Questions should be directed to Beau Smith at the WVU Libraries.

- Email: [ETDReview@mail.wvu.edu](mailto:ETDReview@mail.wvu.edu)
- Phone: 304-293-0308
- Location:  
Room 2400 (ask at Access Services Desk)  
Downtown Library  
P.O. Box 6069 / 1549 University Avenue  
Morgantown, WV 26506-6069

### Important Web Addresses

WVU Electronic Theses and Dissertations

Your one-stop shop for guidance on the arrangement, format, and submission of your manuscript.

<https://etd.lib.wvu.edu>

Research Repository @ WVU – Institutional Repository System

Where your ETD will be deposited, and where you can browse past Electronic Theses and Dissertations.

<https://researchrepository.wvu.edu>

## Submitting Electronic Thesis or Dissertation (ETD)

### Before submitting an ETD

Please have the following documents:

1. **Final graduate document**, saved as a PDF and with all changes approved by your committee.
  - a. The first two pages of the document must be Title and Abstract pages that are formatted like the example included in this instruction packet. These pages are counted as pages “i” and “ii”, but the page number must be suppressed (not printed).
  - b. Document must include a Table of Contents.
  - c. The body of the document should follow whatever discipline specific
2. **Completed Thesis and Dissertation Signature Form** (form can be found in this packet), signed by all committee members, scanned, and saved as a PDF.
3. **Survey of Earned Doctorates Certificate of Completion**: PhD, EdD, DMA, and DNP candidates must take the Survey of Earned Doctorates at <http://sed-ncses.org> and save the Certificate of Completion (as a PDF). Please note that, other than identifying information requested at the beginning of the survey, you are free to skip any questions in the survey that you prefer not to answer by simply moving to the next question. Please contact [ETDReview@mail.wvu.edu](mailto:ETDReview@mail.wvu.edu) with any questions about this survey.
4. **Embargo Request Form** (forms found in this packet) – IF a delay in the release of the full-text of the ETD is requested, please complete the Embargo Request Form, obtain the ETD committee chair signature and save as .pdf document. Embargos are normally granted for one (1) year, but may be renewed at the end of the year. Permanent embargos may only be selected for MFA-Creative Writing or sensitive Export Controlled submissions.

More information about embargos may be found on page 6 of this document.

## Steps for submitting your ETD

1. Go to <https://researchrepository.wvu.edu/etd>
2. Choose "Submit Research" (left panel, bottom).
3. Click "Log in with your WVU ID >>"

The screenshot shows the top navigation bar with links for Home, About, FAQ, and My Account. On the left, there is a 'Browse' section with links for Collections, Disciplines, and Authors, and a 'Search' section with a search box and a 'Search' button. Below the search box are links for 'Advanced Search', 'Notify me via email or RSS', and an 'Author Corner' section with links for 'Author FAQ' and 'Submit Research'. The main content area has a heading for current WVU users and faculty, followed by a large orange arrow pointing to a 'Log in with your WVU ID >>' link. Below this, there is a section for non-WVU users with a 'Login' form containing fields for email address and password, a 'Remember me' checkbox, and a 'Login' button. There is also a 'Create new account' section with a 'Sign up' button. A red 'REQUIRED' label is positioned above the 'REQUIRED' text in step 4.

4. Please complete all sections online, paying attention to the sections with **REQUIRED**
  - a. Please view [a SAMPLE submission form](#).
5. Questions regarding the submission process should be sent to [ETDReview@mail.wvu.edu](mailto:ETDReview@mail.wvu.edu). The ETD Office will be happy to help! In-person and telephone appointments are also available.
6. After the ETD submission is completed, the ETD Office reviews each submission, usually within five business days. If revisions are required, the ETD Office will contact the ETD author via email listing the needed changes. Once the ETD submission is approved, an email is sent to the author, committee chair(s) and the college graduate coordinator.

## Where will your ETD be published?

### Research Repository @ WVU

The [Research Repository @ WVU](#) is a service of the WVU Libraries and the WVU Office of Research, providing a home for the scholarship, creative work, and research of West Virginia University faculty, expanding the reach and impact of work conducted at WVU.

### Proquest Dissertations and Theses

The [ProQuest Dissertations and Theses Database](#) is a service that University Libraries subscribe to that lets people search theses and dissertations from schools all across the country in one place. Your ETD will live behind the paywall in the ProQuest database and people will be able to buy single copies of it from them. Each time someone does so, you will earn royalties, which ProQuest will pay out to you after they reach a certain amount. (You still own the copyright to your work, and can make contracts to publish it in journals or with other publishers. You are only giving ProQuest limited rights to sell individual copies).

Export Controlled Research, Problem/Project Reports and MFA – Creative Writing theses will not be placed into the ProQuest database.

### EBSCO OpenDissertations.org

In 2018, WVU Libraries will be joining the [EBSCO Open Dissertation](#) database. All ETD submissions that do not have delayed publishing embargos will be listed in this database. This is a second service that will enhance the dissemination of your research. It is an open access service, so no royalties will be earned from this service.

Export Controlled Research and MFA – Creative Writing theses will not be placed into the EBSCO Open Dissertations database.

## Frequently Asked Questions

Who should I talk to if I need help with Microsoft Word or Adobe Acrobat while creating my ETD?

Questions should be directed to Beau Smith at the WVU Libraries

- Email: [ETDReview@mail.wvu.edu](mailto:ETDReview@mail.wvu.edu)
- Phone: 304-293-0308

## What is a publishing embargo?

The Research Repository @ WVU offers 3 types of embargo for Electronic Theses, Dissertations, and Problem/Project Reports.

- Open Access: No Restrictions
  - The full text of the ETD will be available as soon as the submission is published in the Research Repository @ WVU
- 1 year Embargo
  - The full text of the ETD will not be available until 1 year after the submission is published in the Research Repository @ WVU. The embargo may be renewed at the 1 year period by contacting [ETDReview@mail.wvu.edu](mailto:ETDReview@mail.wvu.edu). This option is available for works that have patent applications or publications pending. Please complete the [Embargo Request form](#), obtain the required signature(s) and upload the form (.pdf) in the Additional Files section.
- Permanent Embargo: MFA Creative Writing
  - The full text of the ETD will not be available to any off-campus repository users. This embargo is restricted to students enrolled in the MFA – Creative Writing Department. Please complete the [Permanent Embargo Request Form](#) (upper portion) and upload the form (.pdf) in the Additional Files section.
- Permanent Embargo: Sensitive Export Control
  - The full text of the ETD will not be available for download or access without permission from the Export Control Office at WVU. Please complete the [Permanent Embargo Request Form](#), obtain the required signatures and upload the form (.pdf) in the Additional Files section.

## What about copyright?

Copyright is pretty much what it sounds like. You (the author) have the RIGHT to decide who can make COPIES of your work. The author automatically has copyright as soon as the document is written. It doesn't have to be published; it just has to exist. Sharing it somewhere on the Internet doesn't give anyone else the right to sell it or make copies for others unless the author specifically gives permission.

When the ETD is deposited in the IR and eventually uploaded to ProQuest, the author is giving ProQuest the RIGHT only to sell single copies of the document. ProQuest must then pay the author a portion of what is earned for every copy that it sells. (This is what royalties are.) You (the author) still have the right to make a contract with a journal or book publisher for all or part of the work. (That contract might have additional restrictions, or even ask that copyright be transferred to that publisher, so ALWAYS read the contracts and publishing agreements carefully before signing!)

The United States Copyright Office provides an additional layer of copyright protection. Information about this service and registration is available at <https://www.copyright.gov>.

West Virginia University  
Electronic Thesis and Dissertation  
Committee Signature Form

Student Name: \_\_\_\_\_  
(Last) (First) (Middle)

Student ID # \_\_\_\_\_ NON-WVU Email Account: \_\_\_\_\_

Degree: \_\_\_\_\_ Master's \_\_\_\_\_ Doctorate

Document Type: \_\_\_\_\_ Thesis \_\_\_\_\_ Dissertation  
\_\_\_\_\_ Project/Problem Report

Document Title: \_\_\_\_\_

**Student Agreement:**

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owners of each third party copyrighted matter to be included in my thesis, dissertation, project report, or other research material, allowing distribution as specified upon deposit.

I hereby grant to West Virginia University and its agents the non-exclusive license to archive and make accessible, under the conditions selected upon deposit, my above mentioned document in whole or in part in all forms of media, now or hereafter known. I retain ownership rights as specified in the WVU copyright policy to the copyright of the abovementioned document. I also retain the right to use in future works (such as articles or books) all or part of this abovementioned document.

**Review and Acceptance:**

The abovementioned document has been reviewed and accepted by the student's advisory committee. The undersigned agree to abide by the statements above, and agree that this Signature Form updates any and all previous Signature Forms submitted heretofore.

Signed: \_\_\_\_\_  
(Student) (date)

Committee: \_\_\_\_\_  
(Committee Chair) (date)

\_\_\_\_\_  
(Committee Co-Chair or Committee Member) (date)

\_\_\_\_\_  
(Committee Member) (date)

\_\_\_\_\_  
(Committee Member) (date)

\_\_\_\_\_  
(Committee Member) (date)

\_\_\_\_\_  
(Committee Member) (date)

Sample Title page – please DO NOT include brackets []!

[This Is the Title of Your Dissertation]

[Your Name]

[Document type (Dissertation/Thesis/Project/Problem Report)] **submitted**  
**to the** [Name of Your College Goes Here]  
**at West Virginia University**

**in partial fulfillment of the requirements for the degree of**

[Degree] in  
[Your Department/Concentration Goes Here]

**[List Your Committee Members Here, as shown below]**

**Joe College, Ph.D., Chair**

**Anna Graham, Ph.D.**

**Al K. Seltzer, M.S.**

**I.D. Clair, Ph.D.**

**Department of [Your Department]**

**Morgantown, West Virginia**  
**2018**

**Keywords:** [Include keywords that would help someone searching for your document]

**Copyright 2018 [Your Name]**



Sample Abstract page – please DO NOT include brackets []!

ABSTRACT

[This Is the Title of Your Dissertation]

[Your Name]

Start your abstract here . . .

- Use single spacing
- Word limits are no longer imposed.

## Memorandum

To: WVU Graduate Students

From: Beau Smith, Institutional Repository Librarian

RE: Requesting a 'Delayed Access' embargo for your thesis, dissertation, or problem report

From the West Virginia University Electronic Thesis and Dissertation Program Policy:

The student, with the written approval of his/her advisor, may select 'Delayed Access' distribution for the ETD. The status of 'Delayed Access' should be only rarely used. It is designed to secure the work, even disallowing access to the WVU community. This procedure addresses situation such as when a patent application is planned or when proprietary interests are at stake. In certain cases, WVU may have rights related to intellectual property, and so does not want to release the work without its (WVU Intellectual Properties) permission. The graduate student will be asked to provide the reason this option has been selected. A student may not select embargoed status in lieu of obtaining appropriate copyright permissions as theses and dissertations are intended to be public record of examination documents.

Student name (printed):

ETD title (printed):

Length of embargo requested:

1 year

If a longer embargo is required, please contact the ETD office when the embargo period has expired.

Post embargo status:

Open Access

Campus Access

Reason for embargo request:

Publication pending

Patent Application pending

Faculty advisor/committee chair:

Printed Name:

Signature:

# Memorandum

To: WVU Graduate Students

From: Beau Smith, Institutional Repository Librarian

Re: Requesting a permanent 'no access' embargo for your thesis, dissertation, or problem report

From the West Virginia University Electronic Thesis and Dissertation Program Policy:

The student, with the written approval of his/her advisor, may select "No Access" distribution for the ETD. The status of "No Access" should be only rarely used. It is designed to secure the work, even disallowing access to the WVU community. This procedure addresses situations such as when a patent application is planned or when proprietary interests are at stake. In certain cases, WVU may have rights related to intellectual property, and so does not want to release the work without its (WVU Intellectual Properties) permission. The graduate student will be asked to provide the reason this option has been selected. A student may not select embargoed status in lieu of obtaining appropriate copyright permissions as theses and dissertations are intended to be public record of examination documents.

Student name (printed): \_\_\_\_\_

ETD title (printed): \_\_\_\_\_

Reason for embargo request:

MFA- Creative Writing Permanent Embargo

Export Control Permanent Embargo

If selecting Export Control Permanent Embargo for (1) the International Traffic in Arms Regulations, 22 C. F.R. pts 120-130 and (2) the Export Administration Regulation, 15 C.F.R. pts 730-774, please obtain signature from:

## Export Control Office

Mailing Address	Physical Address	Contact
PO Box 6889 886 Chestnut Ridge Road Morgantown, WV 26506-6889	Chestnut Ridge Research Building 886 Ridge Road Morgantown, WV 26506	Email: <a href="mailto:exportcontrol@mail.wvu.edu">exportcontrol@mail.wvu.edu</a> Phone: (304) 293-8614 Fax: (304) 293-3224

This embargo request is approved due to the requirements of export control regulation \_\_\_\_\_.  
(please cite regulation)

Export Control Officer name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Faculty advisor/committee chair:

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_