

The University of Missouri St. Louis Electronic Theses and Dissertations

Manual for Student Submission



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Before the Conversion to pdf

The items in this section should be addressed before you submit your preliminary copy and schedule your oral defense.

Your Degree

The University has an approved list of degrees and emphasis areas. The degree on the title page, your ETD profile, and your transcript need to be the same and have the wording that has been approved by the University of Missouri System and the Missouri Coordinating Board of Higher Education. For an abbreviated table, please go to:

<http://www.umsl.edu/divisions/graduate/etd/DegreeTables.htm>

Determining your Copyright Status

Although it isn't required, we recommend that students copyright their theses or dissertations as the sole owners. Please visit the copyright information page on the ETD site for more information about copyrighting.

There may be cases where you may not copyright your dissertation. Some examples are:

- a. Your research is the property of your employer.
- b. Your research was conducted through a sponsored grant and the University of Missouri is the owner of the research
- c. You have a publishing agreement in place and the publisher will copyright your work

You and your advisor should discuss copyrighting and whether copyrighting as the sole owner is an option for you.

Embargo Requests

We will accept a thesis or dissertation and agree not to publish it for a period of up to five years. Approval from your dissertation advisor and the Graduate School is necessary in order to obtain this embargo. The Request for Embargo form is available at:

http://www.umsl.edu/divisions/graduate/etd/etd_prepare/forms.html

There are usually some specific reasons to embargo your thesis or dissertation.

Some examples are:

- a. There is a patent pending
- b. Your employer requires a review of the research before publication.
- c. A publishing agreement that has been signed requires initial publication.

Title Page

All title pages need to follow the title page guidelines. The information on this page needs to match the information provided to Proquest and the ETD system.

IMPORTANT: Faculty signatures may not be on this page. Many programs have faculty members sign the title page of the thesis or dissertation before it is bound. Due to the ease of identity theft using the internet, it has been recommended that signatures not appear on the title pages.

The following information must be included:

Title
Last Name
First Name
Previous Degrees
Type of Document
Degree Being Earned
Month and Year of Completion
Advisory Committee

The following information is optional:

Middle Name/Middle Initial
Emphasis Area
Copyright Information.

In order to ensure that you have the correct information, we have created a template in Microsoft Word that can be filled in and copied into your document.

The template and instructions can be found at:

http://www.umsl.edu/divisions/graduate/etd/etd_prepare/forms.html

Pagination Convention

All students need to follow the pagination guidelines. This is to ensure that your entire document can be found if, for example, only page 75 opens.

The guideline is as follows:

The pagination will be in the upper right hand corner.

Last Name, First Name, Year, UMSL, p. (page number)

Instructions for Word

1. Open your document.
2. Click on the “View” button in the menu bar.
3. Choose “Header and Footer” from the list provided.
4. The Header box will open and the document will look light gray.
5. Click on the “Format” button in the menu bar.
6. Choose “Paragraph” from the list provided.
7. There are two tabs at the top. “Indents and Spacing” should be in front
8. The first choice is “General” and a drop-down box next to “Alignment.” Choose “Right” from the drop down box.
9. Enter the following information in the header box:

Last Name, First Name, Year, UMSL, p.
10. Click on the “Insert” button on the menu bar.
11. Choose “Page Numbers” from the list provided.
12. For Position, choose “Top of Page”
13. For Alignment, choose “Right”
14. The number should not be shown on the first page.
15. If there is a space between p. and the number, you can move the “margin” by reopening the “Header and Footer” box and clicking on the tab (upward facing triangle) on the ruler at the top of the page.

Instructions for Word Perfect

1. Click on the “Format” button on the menu bar.
2. Choose “Page” from the list provided.
3. Choose “Numbering” from the submenu and click on it.
4. For position, choose “Top Right.”
5. For page numbering format click one time on “1”
6. Click on the “Custom Format” Button
7. Place the cursor in front of [page #] in the text box and enter:

Last Name, First Name, Year, UMSL, p.
8. Click “OK”

Scanning

You more than likely will have to scan documents, .jpg., or .gif files that will be part of your thesis or dissertation. We recommend you go to the Faculty Resource Center for assistance with scanning if you are unfamiliar with scanners.

Please use a high resolution so the scanned copies are clear and easy to read.

The Conversion to pdf

Obtaining Access to Adobe Acrobat Distiller

Purchasing a copy

Copies are available at the University Bookstore.
For further information, please call 516-5673.

Faculty Resource Center

Computers in the Faculty Resource Center have Acrobat Distiller. There are staff members available to assist with the conversion.

The FRC website is:

<http://www.umsl.edu/technology/frc/index.html>

Student Computer Labs

The following computer labs have Apple G5's with Acrobat Distiller on them:

North Campus:

103 SSB
227 SSB
220 Fine Arts Building
232 Benton Hall

South Campus:

100 Marillac Hall

For information concerning hours go to:

<http://www.umsl.edu/technology/instructionalcomputing/labs/labs.html>

We recommend that students use the Faculty Resource Center for the conversions. The staff is knowledgeable and can assist if there are problems.

Please note: There is no naming convention for the pdf file. It would be helpful if you save it as your last name with a "t" or "d" after it.

Before Uploading

Finding Keywords: Keywords are necessary to locate your thesis or dissertation in searches. They should be terms that reflect the focus of your dissertation, but be general enough that most users searching in your topic know the term.

There are two thesauri available online:

ERIC <http://www.ericfacility.net/extra/pub/thesearch.cfm>

MeSH <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=mesh>

The Library can also help search for appropriate keywords in other databases.

Opening the Document: The Document does not have to be open, but must be on the hard drive or on a disk or CD-Rom that has been inserted in the computer.

Uploading the Document

The following information will be attached to your ETD and library catalogue entry. Make sure you are using Internet Explorer, Firefox, Netscape or another common browser. Some browsers provided by commercial internet providers may not work for the submission process. There is a "Save" button at the bottom of the page. Please use it if you decide to leave the ETD site or have been working in the site for a while.

Logging in: The Login ID is your MyGateway ID and the password is your MyGateway password.

Part I

Name: The name entered should be the same as your title page.

Degree and Major: Choose your degree and major from the drop down boxes. Make sure it is the same as on the title page.

Email Address: You may provide an email address, if you wish, for readers to contact you about your thesis. Please do not use an UMSL student email address since it will expire soon after you graduate. Providing the address is optional.

The screenshot shows a web browser window titled "Submit your Thesis or Dissertation Online - Microsoft Internet Explorer". The address bar shows the URL: <https://tomsawyer.ums1.edu/webapps/weboffice/ETD/stud/main.cfm>. The page content includes the University of Missouri - St. Louis logo and the text "ELECTRONIC THESIS AND DISSERTATION INITIATIVE at the University of Missouri - St. Louis". Below this is a "Help with this page" link and a section titled "(Step 1) Author Information".

The form fields are as follows:

- Last Name: Sampson
- First Name: Elizabeth
- Middle Name: A.
- Degree: Doctor of Philosophy (dropdown menu)
- Major: History (dropdown menu)
- E-mail (optional): sampson@ums1.edu

Annotations on the right side of the form:

- A box labeled "Name" has an arrow pointing to the Name fields.
- A box labeled "Make sure you include your emphasis area!" has an arrow pointing to the Major dropdown menu.
- A box labeled "Optional email address" has an arrow pointing to the E-mail field.

Part II

Date of Defense: This should be the date of your oral defense. It should be entered month/day/year. Some master's programs do not have a traditional oral defense. For those programs, enter the date of the committee approval at the bottom of the M-2.

Advisor: The advisors are listed in alphabetical order by last name. This is a drop-down box. Do not worry about entering the advisor's name. They enter their name when they approve the thesis or dissertation.

Committee Members: For your committee members, other than the advisor, please enter their first name, last name and degree. If you have a co-advisor, there is a space to enter his or her name. Co-advisors are optional.

(Step 2) Advisor and Committee Information

Date of Defense (DD/MM/YYYY)

Graduate Advisor

Co-Advisor (optional)

Committee

(Step 3) Dissertation/Thesis Information

Student Agreement for Electronic Theses and Dissertations:

I hereby certify that the thesis or dissertation and abstract that I am submitting are my original work and do not violate any property rights of others.

I hereby certify that, when appropriate, I have obtained statements of written permission from the owners of each third party copyrighted matter to be included in my thesis, dissertation, and/or abstract. Copies of these statements are included in the thesis or dissertation.

I acknowledge that the University of Missouri-St. Louis and its agents will not distribute my thesis, dissertation, and/or abstract if, in their reasonable judgment, they believe all such rights have not been secured.

Defense Date

Drop Down Box for Advisors

The Committee (Don't forget to use full names and the degrees)

Part III

Title and Abstract: We recommend that students cut and paste the title and abstract into the form. This will ensure that it matches the title page and the abstract. The title is limited to 300 characters. Normally, a long title has 150 – 160 characters. The abstract is limited to 350 words, per the Proquest regulations.

Note: The system is designed to read special characters, such as Greek letters. If they do not appear in the title or abstract, please contact the Graduate School.

To italicize words: If you need to italicize words in your title or abstract, you will have to write the html code for italics. The code is <i>words</i>. For example,

Extra-pair Fertilization, Mate Choice and Genetic Similarity in the Mexican Jay
(*Aphelocoma ultramarina*)

should be entered:

Extra-pair Fertilization, Mate Choice and Genetic Similarity in the Mexican Jay
<i>Aphelocoma ultramarine </i>

Keywords: Enter keywords with a semi colon between each term. For example, if one of the keywords is Disability Disclosure, it should read “Disability Disclosure;” not “Disability; Disclosure;” .

The screenshot shows a web browser window titled "Submit your Thesis or Dissertation Online - Microsoft Internet Explorer". The address bar shows the URL: <https://tomsawyer.umsl.edu/webapps/weboffice/ETD/stud/main.cfm>. The page content includes a "Release Agreement" section with two radio button options: "Release my dissertation/thesis to the public immediatly upon approval." (selected) and "Release my dissertation/thesis to the public after 1 month(s)". Below this is a "Title" field containing the text: "on, Mate Choice and Genetic Similarity in the Mexican Jay (<i>Aphelocoma ultramarine </i>).". The "Abstract (350 word max)" field contains the text: "This abstract was cut and pasted, and contains various symbols" followed by a line of symbols: "Σ @ Π @ \$ ù". The "Keyword(s) (20 max)" field contains the text: "Diasability Disclosure; Employment;".

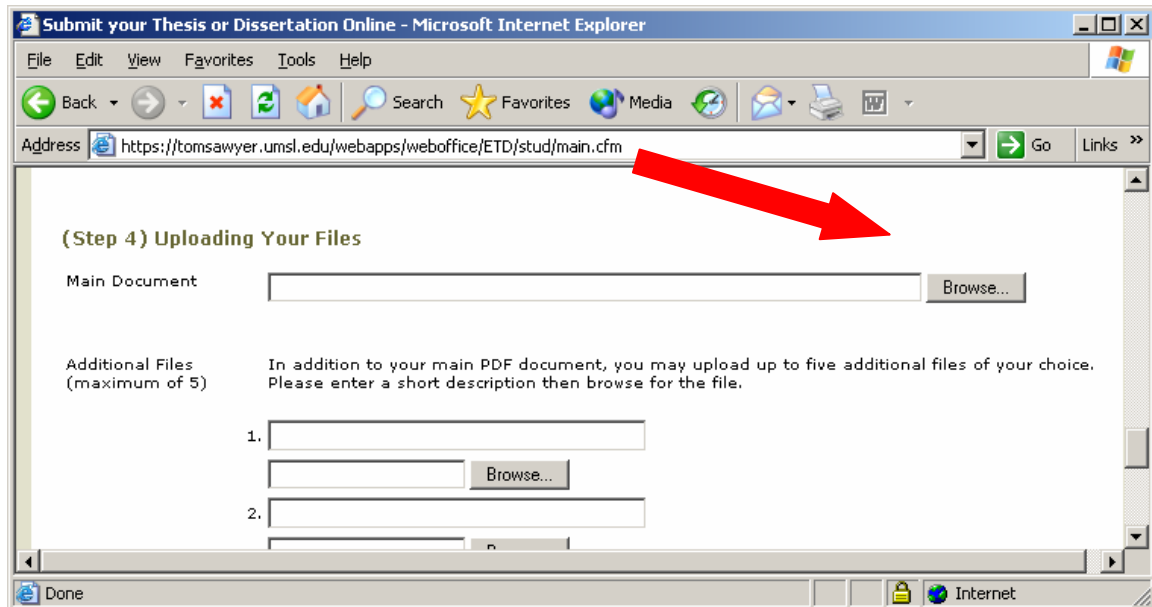
Annotations with green boxes and arrows point to specific elements:

- Release Agreement Choices**: Points to the radio button options in the Release Agreement section.
- Title with Italicized Words**: Points to the title text, specifically the italicized species name.
- Cut and Pasted Abstract with symbols**: Points to the abstract text, highlighting the symbols.
- Two-word keyword**: Points to the keyword text, specifically the words "Diasability" and "Disclosure".

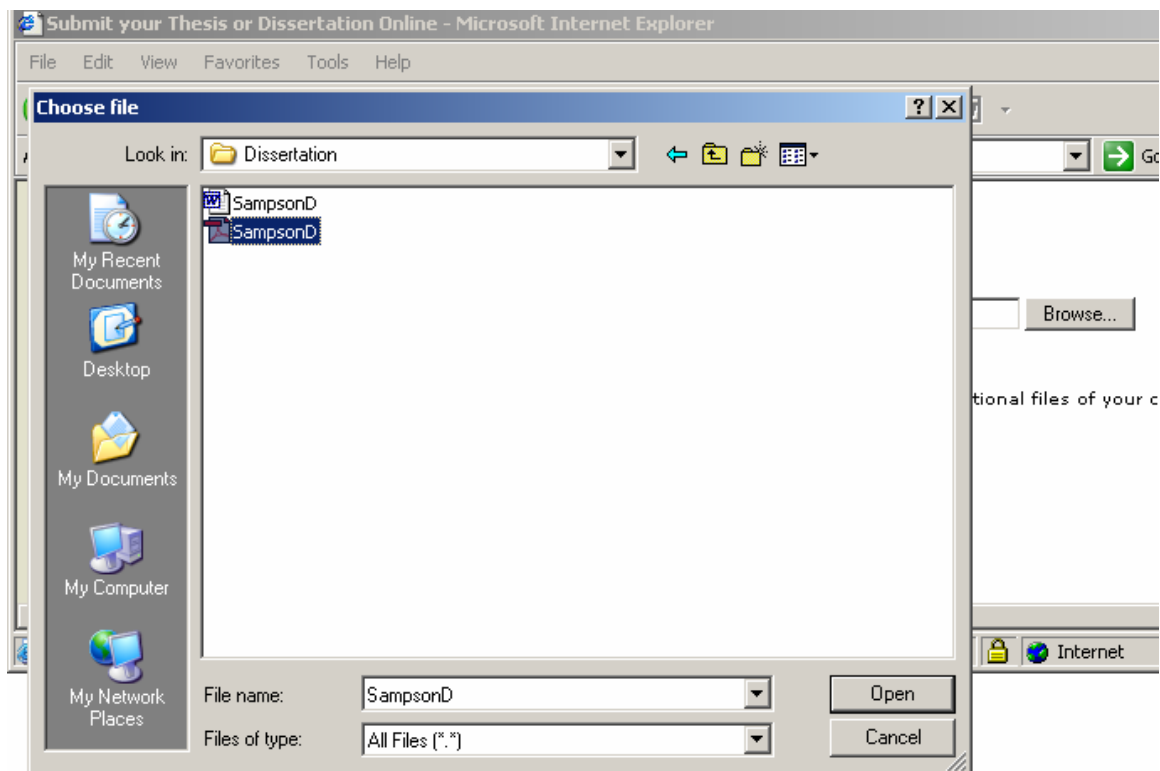
Part IV

Uploading Documents:

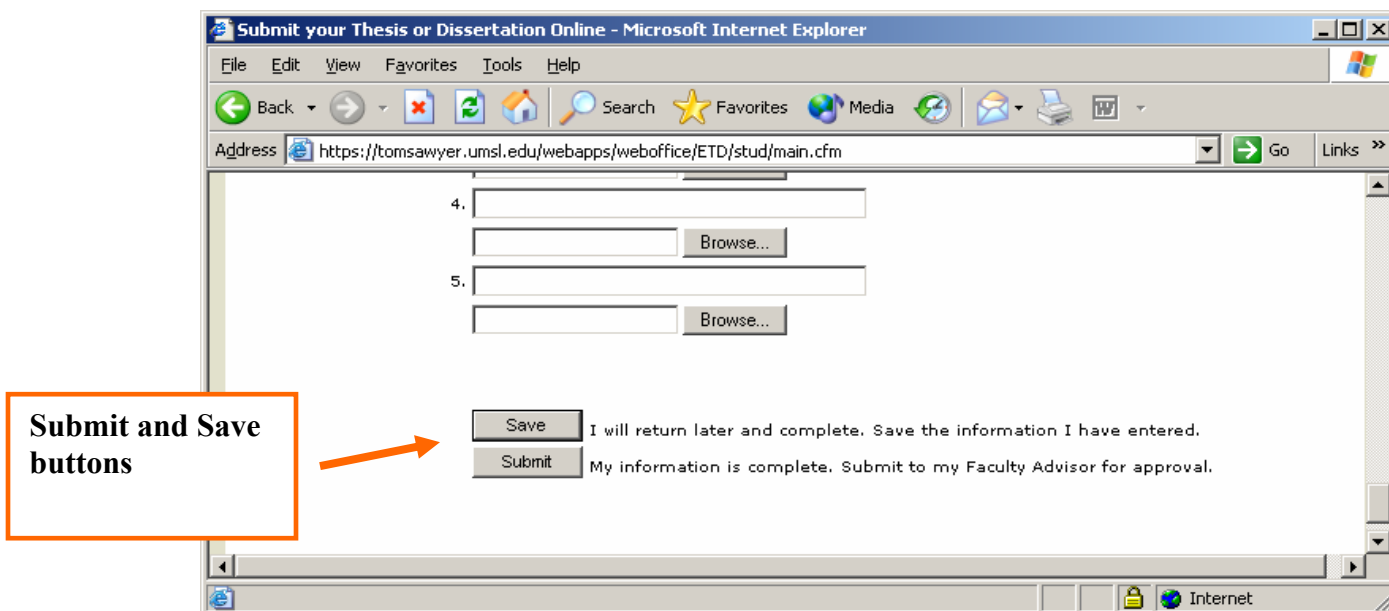
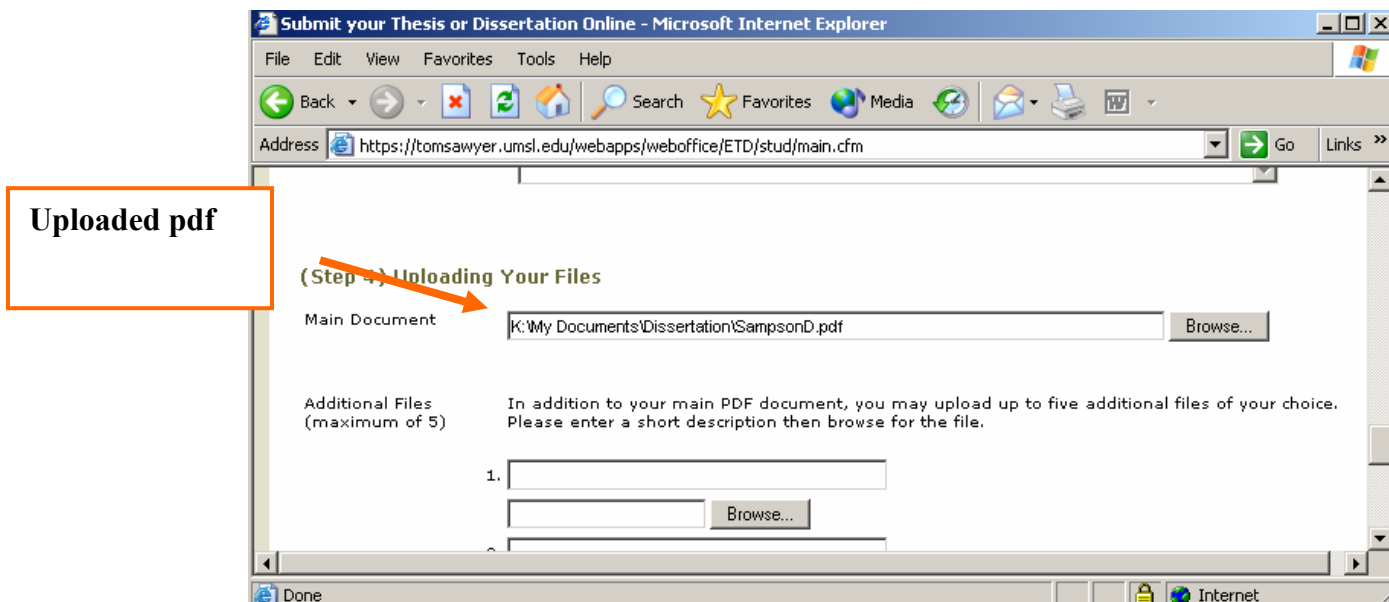
1. Click on Browse after “Main” Document



2. Go to the file on the hard drive, disk, or CD-Rom
3. Click once on the document title. Click “Open.”



4. Your file will appear in the Upload box. Scroll to the bottom and Hit “Save.”



All other documents may be uploaded the same way.

When you think everything is perfect, hit “Submit.”

Your advisor will be notified that your thesis/dissertation has been submitted.

*******Please be reminded that you will not receive final approval from the Graduate School until your UMI/Proquest publishing agreement, microfilming fee and Survey of Earned Doctorates are submitted.*******

Requested Corrections

The advisor and the Graduate School may request changes to your thesis or dissertation. You will receive notice through your student email account. You can login to the student submission page to make the changes.

You will need to resubmit your document. The advisor will review again, and forward it to the Graduate School for approval.