

# ELECTRONIC THESIS AND DISSERTATION SUBMISSION TUTORIAL

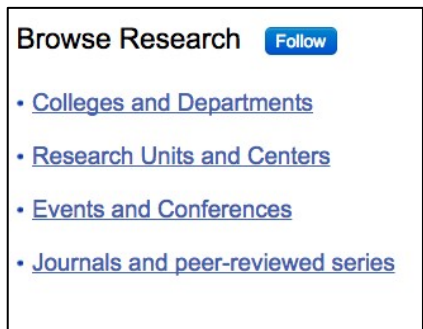
## SMU SCHOLAR

This tutorial is designed to guide the user throughout the entire Electronic Thesis and Dissertation (ETD) submission process. Questions may be directed to department graduate studies coordinators or James Williamson, [jdwilliamson@smu.edu](mailto:jdwilliamson@smu.edu), Digital Preservation Librarian.

### I. Introduction and Navigation

ETDs will be submitted directly to [SMU Scholar](#), the University's institutional repository, at the department level. If a direct link to a specific department page within SMU Scholar has not been provided, then follow the path displayed below:

From the SMU Scholar main page ([scholar.smu.edu](http://scholar.smu.edu)), click on the Colleges and Departments link found below the Browse Research heading



On the following page, click on the link that represents your school or college (for this example, we will choose the Lyle School of Engineering)

## Browse by Research Unit, Center, or Department

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[Engaged Learning](#)

[Meadows Museum](#)

[University Honors Program](#)

[Meadows School of the Arts](#)

[Cox School of Business](#)

[Bobby B. Lyle School of Engineering](#)

After clicking on your school or college, click on your department's link

## Browse the *Bobby B. Lyle School of Engineering*

[Computer Science and Engineering \(CSE\)](#)

[Electrical Engineering](#)

[Engineering Management, Information, and Systems](#)

[Mechanical Engineering](#)

Then click on the Submit ETD link found in the right-hand sidebar

**Browse**

Collections

Disciplines

Authors

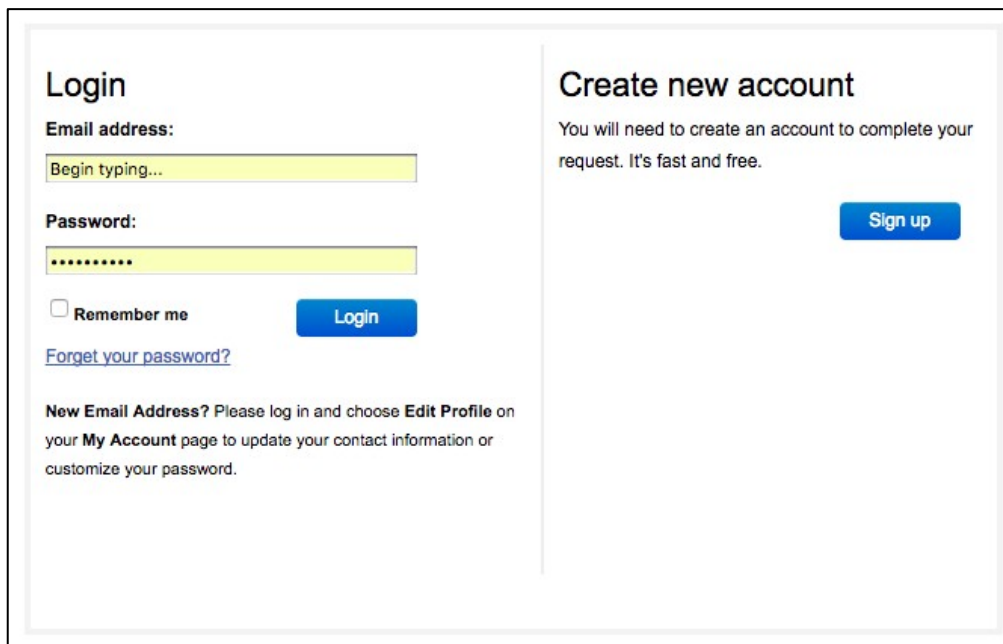
**Submit**

Author FAQ

Submit ETD

## II. Account Login

After clicking on the Submit ETD link you will be directed to a Login or Create New Account page.



The screenshot shows a user interface with two main sections: 'Login' and 'Create new account'. The 'Login' section includes an 'Email address:' field with a placeholder 'Begin typing...', a 'Password:' field with a masked password '\*\*\*\*\*', a 'Remember me' checkbox, and a blue 'Login' button. Below these is a link for 'Forget your password?'. A note at the bottom of the login section asks if the user has a 'New Email Address?' and provides instructions to log in and use the 'Edit Profile' option. The 'Create new account' section features a message stating that an account must be created to complete the request, followed by a blue 'Sign up' button.

If you already have an account, created in a previous training session, then login. If you do not have an account click on Sign up under Create new account.

Required fields are marked with an \*:

Email address \*

First/Given Name \*

Middle Initial

Last/Family Name \*

Suffix

Institutional Affiliation **Not on list? Please enter name in full.**

Password \*

Re-enter Password \*

Fill out the required information. Use a non-SMU email address that you will maintain in the long term (so that we may contact you in the future if need be) and insert “Southern Methodist University” in the Institutional Affiliation field. For your full name, use the exact version as given on the ETD.

### III. Submission Agreement Form

After logging in you will be taken to the Submission Agreement Form page. Read this page carefully, as there may be instructions or prompts particular to your department. Regardless of department, each student should have a signed Deposit Agreement Form (link; an electronic or paper version, per department instructions), an electronic copy of the thesis or dissertation and any other supplemental files, links or materials that are to be uploaded with the thesis or dissertation.

This page also contains a Content Release Form, which is similar to the Deposit Agreement Form. The Content Release Form ensures copyright and content compliance.

If you agree with the terms and conditions of the Submission Form, check the box at the bottom of the page and click Continue. Any questions should be directed to your graduate studies coordinator or director.

### IV. ETD SUBMISSION

After accepting the terms and conditions of the Submission Agreement Form you are taken to the main submission page. Here, you will enter all descriptive information, embed multimedia files if applicable and upload your thesis or dissertation. Any questions regarding the metadata and descriptive information to be entered can be directed to your graduate studies director.

1. TITLE: ENTER THE TITLE OF YOUR THESIS OR DISSERTATION AS IT APPEARS ON THE ORIGINAL DOCUMENT

**REQUIRED** Title

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Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*



**Enter title:**


2. AUTHORS: IF YOU ALREADY HAVE AN ACCOUNT WITH SMU SCHOLAR, YOUR INFORMATION WILL BE AUTOMATICALLY INCLUDED. IF NOT, ENTER YOUR NAME AS IT APPEARS ON THE ORIGINAL THESIS OR DISSERTATION AND INCLUDE A NON-SMU EMAIL ADDRESS THAT YOU WILL MAINTAIN IN THE LONG TERM.

**REQUIRED** Authors

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Search For An Author Using: Last Name, First Name, Email, or Institution

1 (dwackerman@smu.edu) Dillon Wackerman  



3. STREAMING MEDIA: SOME DISCIPLINES WILL EMBED AUDIO, VISUAL AND OTHER UNIQUE MEDIA INTO THEIR THESIS OR DISSERTATION LANDING PAGE. THIS WILL BE ACCOMPLISHED THROUGH THE STREAMING MEDIA FIELD. FURTHER INSTRUCTION ON THE USE OF THIS FIELD WILL BE GIVEN BY EITHER THE GRADUATE STUDIES ADVISOR OR THE DIGITAL REPOSITORY LIBRARIAN. BUT, ESSENTIALLY, THE FIRST FIELD WILL CONTAIN THE URL THAT WILL EMBED THE MEDIA AND THE SELECT FIELD, THE DROPDOWN BOX, WILL ALLOW YOU TO CHOOSE THE LOCATION FROM WHICH THAT EMBED CODE CAME.

## Streaming Media

To display streaming audio or video with your submission, **enter the link to the file below** and **select the format** of the file from the drop-down list.

Enter the link to your remote media file:

Select media format:

- None
- Flash/HTML5 Audio (m4a,mp3)
- Flash/HTML5 Video (flv,mp4,RTMP)
- QuickTime Audio (aac,aif,mid,midi,mov,wav)
- QuickTime Video (3g2,3gp,mov,mpg,mpeg)
- RealAudio (ra,ram)
- RealVideo (ram,smi,smil)
- SWF Format (swf)
- Windows Media Audio (wma)
- Windows Media Video (avi,wmv)
- Vimeo
- YouTube
- Other rich media

but all other fields are optional.

4. PUBLICATION DATE: FOR THIS FIELD, ONLY ENTER "SEASON" AND "YEAR"

## **REQUIRED** Publication Date

If you choose to enter a date, the year is required but all other fields are optional.

Season	Month	Day	Year
--	--	--	<input type="text"/>

5. ABSTRACT: IDEALLY, ENTER THE ABSTRACT THAT APPEARS IN YOUR THESIS OR DISSERTATION. IF YOUR THESIS OR DISSERTATION DOES NOT HAVE AN ABSTRACT, WRITE ONE TO TWO PARAGRAPHS THAT CONCISELY DESCRIBED YOUR WORK. THIS FIELD IS MANDATORY.

## Abstract

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Paste or type your abstract:



### 6. DOCUMENT TYPE: TWO OPTIONS - THESIS OR DISSERTATION

## Document Type

The default is **Article**.

Select from the following:

Thesis

### 7. ADVISORS: YOU WILL BE PRESENTED WITH A LIST OF BLANK ADVISOR FIELDS. FILL IN AS NECESSARY. IF MORE FIELDS ARE NEEDED CONTACT YOUR GRADUATE STUDIES ADVISOR.

## First Advisor

First Advisor:

### 8. KEYWORDS: ENTER ANY AND ALL KEYWORDS THAT YOU FEEL WOULD APTLY APPLY TO YOUR THESIS OR DISSERTATION. FOLLOW INSTRUCTIONS AND SEPARATE KEYWORDS WITH COMMAS.

## Keywords

Please separate keywords/keyword phrases with commas.

**Enter Keywords:**

**9. DISCIPLINES: THIS IS AN AREA THAT WILL ALLOW YOU TO PROVIDE MORE VISIBILITY TO YOUR THESIS OR DISSERTATION. CHOOSE DISCIPLINES THAT PROPERLY AND DIRECTLY CORRESPOND TO THE TOPIC OF YOUR THESIS OR DISSERTATION.**

## Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

### Available:

- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

### Selected:

Select »

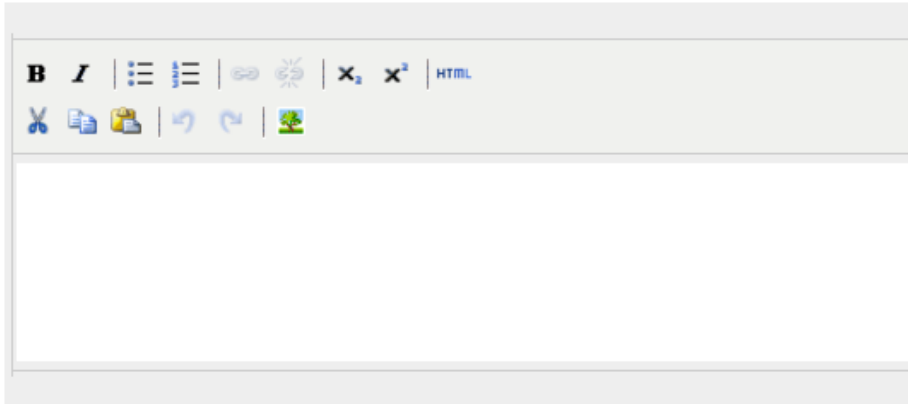
« Remove

**10. NOTES: THIS SECTION IS OPEN FOR ANY INFORMATION THAT YOU FEEL IS RELEVANT TO THE DISPLAY AND ACCESS OF YOUR THESIS OR DISSERTATION.**



## Notes

Additional text to be displayed on index page.



A rich text editor interface with a toolbar containing icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), HTML, cut, paste, insert image, undo, redo, and a refresh icon. Below the toolbar is a large empty text area for entering notes.

### 11. ACKNOWLEDGEMENTS: IF DESIRED, ENTER ACKNOWLEDGEMENTS

## Acknowledgements

Enter acknowledgements from resource:

### 12. EMBARGO PERIOD: PRIOR TO YOUR SUBMISSION, YOU SHOULD HAVE ALREADY CONSULTED WITH YOUR ADVISOR ON WHETHER OR NOT AN EMBARGO PERIOD SHOULD BE CHOSEN. IF NO EMBARGO PERIOD, LEAVE THE FIELD AS IS. IF A PERIOD IS CHOSEN, SELECT IT FROM THE DROP DOWN BOX.

## Embargo Period

Please select the length of time you would like your submission to be placed under Embargo.

- None
- ✓ No Embargo Required
- 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5 Years

### 13. UPLOAD FILE: HERE, YOU WILL UPLOAD YOUR THESIS OR DISSERTATION. YOU MAY UPLOAD A WORD DOCUMENT (WHICH WILL BE CONVERTED TO PDF AFTER SUBMISSION) OR A PDF.

**REQUIRED** Upload File

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- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

14. IF YOU HAVE BEEN DIRECTED BY YOUR GRADUATE STUDIES COORDINATOR TO SUBMIT AN ELECTRONIC COPY OF YOUR DEPOSIT AGREEMENT FORM, OR, IF YOU HAVE ADDITIONAL CONTENT (DATASETS, IMAGES OR OTHER DOCUMENTS) THEN CHECK THE BOX UNDER ADDITIONAL FILES.

**Additional Files**

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Please check this if you'd like to add additional files

Click Submit to continue.

## V. SUPPLEMENTAL CONTENT UPLOAD

On the Supplemental Content Upload page you will upload your Deposit Agreement Form if required and also any other additional files.

Upload a new file:  No file chosen

Filename	Description	Upload new version	Sort	Show
<a href="#">image1.jpeg</a>	<input type="text" value="Table 5a"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
<a href="#">test document doc 1.docx</a>	<input type="text" value="Deposit Agreement Form"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="2"/>	<input type="checkbox"/>

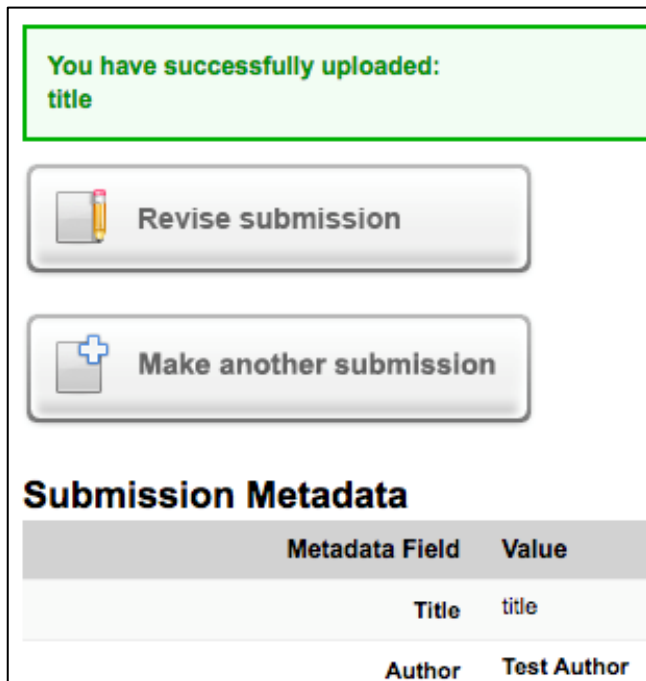
Checked items will appear with the published thesis/dissertation.

For each uploaded file you are able to add descriptive information. You are also able to “show” or “not show” an uploaded file via the boxes under Show. If the Show box is unchecked, only

your graduate studies coordinator or director will be able to access the file. The Deposit Agreement Form, and any other file that should not be publicly accessible, should have an unchecked Show box.

## VI. REVIEW UPLOAD

After submitting your thesis or dissertation and accompanying files you will be taken to a review page.



The screenshot displays a user interface for reviewing a submission. At the top, a green box contains the message "You have successfully uploaded: title". Below this are two buttons: "Revise submission" with a pencil icon and "Make another submission" with a plus icon. At the bottom, a section titled "Submission Metadata" contains a table with the following data:

Metadata Field	Value
Title	title
Author	Test Author

Review your submission and if any changes need to be made, click the "Revise submission" button. Once you have completed your review of the submission, exit out of the page.