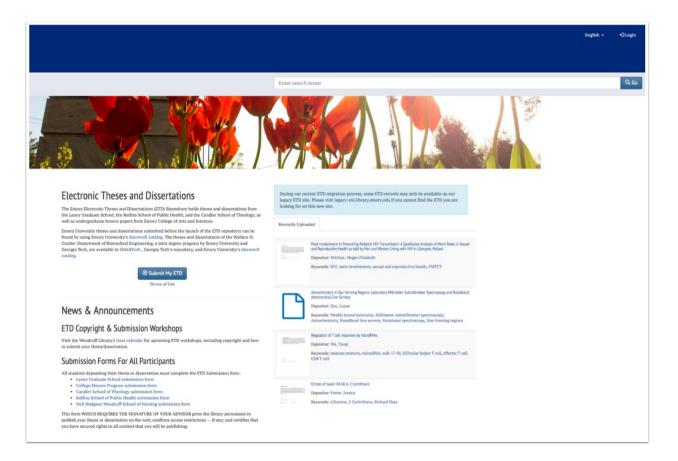
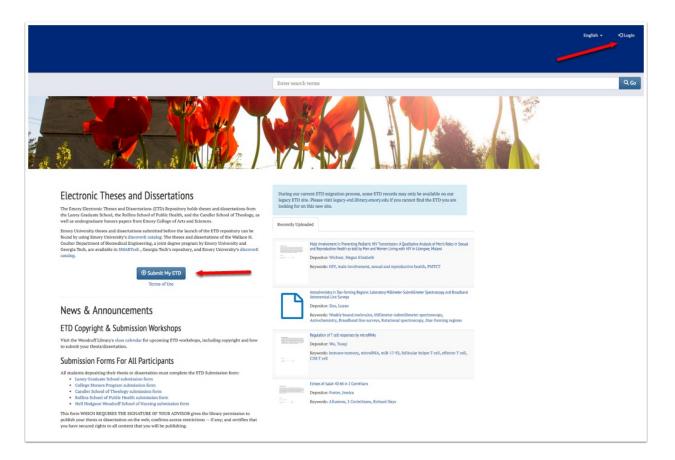
# Submitting Your Thesis or Dissertation

## Welcome to Emory ETDs!



## Step 1. LOG IN

LOGIN to the system using the top right-hand corner OR the "Submit My ETD" button to BEGIN the submission process.



## Step 2. SIGN IN with your Emory NetID and password.

Network ID	
EmoryStudent	Login is Emory's authentication tool for logging in questions, problems, or comments about Login, pl
Password	7777 or the Emory Healthcare Call Center at (404) http://help.emory.edu/.
•••••••••••••••••••••••••••••••••••••••	
Login Forgot Password?	

## Step 3. COMPLETE TOP EIGHT TABS to create your work.

Click on each TAB, complete the fields, save your work to continue to the next tab.

	Y   Electronic Theses → and Dissertations		
HOME	[	Enter search terms Q Go	All -
	Successfully authenticated from Emory NetID account.	×	
	Submit Your Thesis or Dissertation		
	About Me My Program My Advisor My ETD Keywords	My Files Embargo Submit	
	About Me It's time to submit your thesis or dissertation! Let's begin with some basic information. Student Name		
	Last Name, First Name		
	Select a School	٥	
	Graduation Date Select a Graduation Date	¢	
	Post-Graduation Email		
	name@example.com Save and Continue		

## Step 4. ABOUT ME TAB.

Fill out the fields with some basic information about you.

Tip: Use Last Name, First Name format.

Tip: Add a Non-Emory email address -- that you intend to keep and check --

so the system can send embargo notifications.

	My Program	My Advisor	My ETD	Keywords	My Files	Embargo	Submit	
About Me								
It's time to submit you	ir thesis or dissertation!	Let's begin with some	basic information.					
Student Name		and begin man bonne						
Student, Emory								
School								
Laney Graduate So	chool							
Graduation Date								
Graduation Date								

Step 5. *GREEN* CHECK confirms a completed tab and enables you to move to the next tab.

About Me 🛇	My Program	My Advisor	My ETD	Keywords	My Files	Embargo	Submit	
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## Step 6. MY PROGRAM TAB.

Use the dropdowns to fill out the fields with the specifics of your program.

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## Step 7. MY ADVISOR TAB.

Provide details about your committee chair or committee members.

## Tip: Use Last Name, First Name format.

If person is not affiliated with Emory, select 'Non-Emory' and enter their affiliation.

About Me 👁	My Program 👁	My Advisor	My ETD	Keywords	My Files	Embargo	Submit	
Advisor								
lease provide some de	tails about the people	who supervised your	submission. If your com	mittee chair, thesis ad	visor, or committee me	mbers are not affiliate	d with Emory, select 'N	on-Emory' and enter their
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Save and Continue		-						

## Step 8. MY ETD TAB.

Complete each field with information that describes your thesis or dissertation.

### *Tip: Copy & paste UNFORMATTED text for best results.*

The Table of Contents does not need to include all of the Figures, Tables, and Appendices found in your manuscript.

	My Program 👁	My Advisor 🛇	My ETD	Keywords	My Files	Embargo	Submit	
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## Step 9. KEYWORDS TAB.

Select at least one, but no more than three, *research fields* that best describe your work.

Enter a single *keyword* or *keyword phrase* per field. Add at least one with no limit.

Tip: Consult with your committee chair or advisor for help.

Review and answer the copyright and patent questions.

Tip: These answers must match your School's submission form.

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Copyright Does your thesis or diss Scholarly Communicati	sertation contain c	ontent, such as a previ		ie, for which you no lor	ger own copyright? If y	you have questions abou	it your use of copyrigh	ted material, contact the
No, my thesis or d	issertation does	not contain copyrig	ghted material.					\$
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## Step 10a. MY FILES TAB

~ Upload the PDF version of your thesis or dissertation approved by your Committee.

~ You can only upload one file.

### Tip: This file CANNOT contain any signatures.

About Me O My Program (	My Advisor My ETC	Keywords O	My Files	Embargo	Submit	
Ay Files						
Add Your Thesis or D	)issertation File					
pload the version of your thesis or dis	sertation approved by your advisor or con F/A is a better version for preservation an					
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elementSurprise.jpg	Element of Surprise	Funny Cart	oon	Image \$	🛱 Remov	e this file
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## Step 10b. MY SUPPLEMENTAL FILES

 $\sim$  Uploading supplemental files is not required, but it gives you a way to share more of your research.

*Tip: These files can be video, research data, securely zipped software, or other materials. Once uploaded, you are required to add additional metadata for each. You may upload as many supplemental files as you like.* 

About Me 🛇	My Program O	My Advisor 오	My ETD 👁	Keywords 👁	My Files	Embargo	Submit	
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## Step 11. EMBARGOES TAB

Select whether you would like to apply an embargo and how long you would like it to apply.

Select which parts of your record to include in the embargo.

*Tip: You have the option to restrict access to your thesis or dissertation for a limited time. Consult with your thesis or dissertation committee for help.* 

About Me 오	My Program 🥥	My Advisor 👁	My ETD 👁	Keywords 오	My Files 🕏	Embargo	Submit	
Embargo								
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## Step 12a. SUBMIT TAB

Review all your answers before submitting your document(s) to your department or school for approval. After you submit your document(s), your school will be notified, and staff will review your submission for acceptance.

About Me 오	My Program 👁	My Advisor 🛇	My ETD 👁	Keywords 오	My Files 🛛	Embargo 👁	Submit	
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About Me								
Student Name								
Student, Emory								
School								
Laney Graduate	School							
Graduation Date								
Fall 2018								
Post-Graduation	Email							
emorygrad@gm	ail.com							
My Program	>							
Department								
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Degree								
Ph.D.								
Submission Type								
Dissertation								
My Advisor								
<ul> <li>Chair name: F</li> <li>Affiliation: Er</li> </ul>								
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	nory University							
Member Nam	e: Professor, GSU eorgia State University							

# Step 12b. SUBMIT TAB

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5) This is a Sample Thesis /Dissertation for			
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Research Fields Ane Arts Linema Linematography Keywords Llassical Hollywood Cinema wting for the Camera Modernity			
Saturalism Sopyright Questions Additional copyrights: No, my thesis or dissertation does not co Requires Permission: Yes, my thesis or dissertation requires a Patents: No, my thesis or dissertation does not co	iditional permissions.		
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Aduralism Additional copyrights: No, my thesis or dissertation does not co Requires Permission: Yes, my thesis or dissertation requires an Patents: No, my thesis or dissertation does not co Your Thesis or Dissertation This_is_a_sample_Dissertation_for_traini	iditional permissions.		
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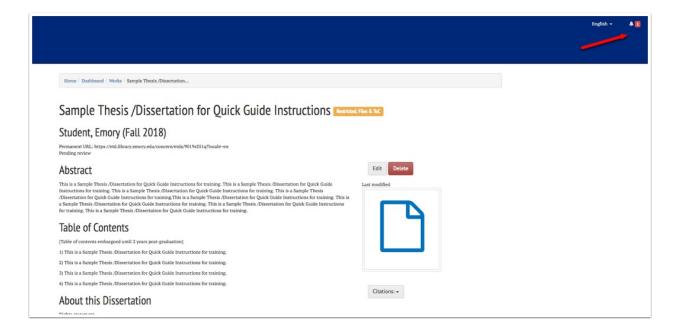
## Step 12c. SUBMIT TAB

After your Review, READ AND AGREE to the submission Agreement and Submit.

Embargio Brakego Length 2 yara Brakego Type E stard Table of Contents		
2 years Enbargo Type Files and Table of Contents Submission Agreement I hereby grant to Emory University and its agents the non-exclusive license to archive, make accessible, and display, subject to any embargo restrictions I have specified above, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known, including the display of the thesis or dissertation on the world wide web. I retain all ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation. I certify that my electronic submission is the version of my thesis/dissertation that was approved by my committee.	Embargoes	
Embargo Type Files and Table of Contents	Embargo Length	
Files and Table of Contents  Submission Agreement  Thereby grant to Emory University and its agents the non-exclusive license to archive, make accessible, and display, subject to any embargo restrictions I have specified above, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known, including the display of the thesis or dissertation on the world wide web. I retain all expensible rights to the copyright of the thesis or dissertation. I certify that my electronic submission is the version of my thesis of dissertation of my committee.  Where READ AND AGREE TO THE SUBMISSION AGREEMENT	2 years	
Submission Agreement I hereby grant to Emory University and its agents the non-exclusive license to archive, make accessible, and display, subject to any embargo restrictions I have specified above, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known, including the display of the thesis or dissertation on the world wide web. I retain all ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation. I certify that my electronic submission is the version of my thesis dissertation that was approved by my committee.	Embargo Type	
I hereby grant to Emory University and its agents the non-exclusive license to archive, make accessible, and display, subject to any embargo restrictions I have specified above, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known, including the display of the thesis or dissertation on the world wide web. I retain all ownership rights to the copyright of the thesis or dissertation is a tractice or books) all or part of this thesis or dissertation. I certify that my electronic submission is the version of my thesis of my committee.	Files and Table of Contents	
I hereby grant to Emory University and its agents the non-exclusive license to archive, make accessible, and display, subject to any embargo restrictions I have specified above, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known, including the display of the thesis or dissertation on the world wide web. I retain all ownership rights to the copyright of the thesis or dissertation is a tractice or books) all or part of this thesis or dissertation. I certify that my electronic submission is the version of my thesis of my committee.		
In whole or In part in all forms of media, now or hereafter known, including the display of the thesis or dissertation on the world wide web. I retain all expensible rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation. I certify that my electronic submission is the version of my thesis/dissertation that was approved by my committee.	Submission Agreement	
-	in whole or in part in all forms of media, now or hereafter known, including the display of the thesis or dissertation on the world wide web. I retain all ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation. I certify that my electronic submission is the version of my	
Submit Your Thesis or Dissertation	WHIVE READ AND AGREE TO THE SUBMISSION AGREEMENT	
	Submit Your Thesis or Dissertation	

## Step 13. VIEW Your Notifications.

The ETD System will send NOTIFICATIONS listing the activity related to your submitted record. For example, "Awaiting Approval," "Requires Changes, "Approved." etc."



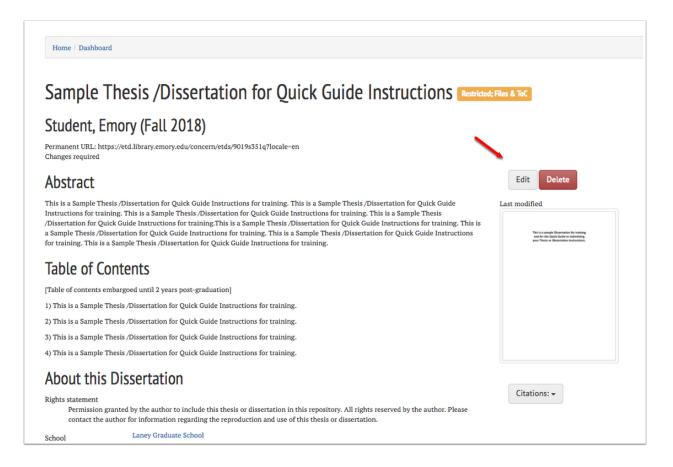
# Step 14. SAMPLE Notification if your School Approver "requests changes."

4	Noti	fications	
	ow 10 ≑ e Date ↓#	subject	Message 11
	34 seconds ago	Deposit Sample Thesis /Dissertation for Quick Guide Instructions requires changes	Sample Thesis /Dissertation for Quick Guide Instructions (9019:551:q) requires additional changes before approval. Dear Student. Please replace your primary manuscript file with another that has no faculty signatures.
	20 minutes ago	Deposit needs review	Sample Thesis /Dissertation for Quick Guide Instructions (9019:351c) was deposited by Frances Anne Fici and Is awaiting initial review.

Step 15a. MAKE REQUESTED CHANGES has multiple steps (15a -15h). First click on the linked record identifier in your notification. This opens your ETD record.

A Noti	fications	
Show 10 ¢ er Date 17	ntries Subject 11	Message 11
34 seconds ago	Deposit Sample Thesis /Dissertation for Quick Guide Instructions requires changes	Sample Thesis /Dissertation for Quick Guide Instructions (9019:851a) requires additional changes before approval. Dear Student. Please replace your primary manuscript file with another that has no faculty signatures.
20 minutes ago	Deposit needs review	Sample Thrsis /Dissertation for Quick Guide Instructions (9019:351a) was deposited by Frances Anne Pici and is awaiting initial review.

Step 15b. After your record opens, click on "Edit."



Step 15c. Scroll down to the "My Files" section, select "Remove this file."

No, my thesis or dissertation does not contain patentable material.		\$
My Files		
Add Your Thesis or Dissertation File		
Upload the version of your thesis or dissertation approved by your advisor or committee. You can only upload one f personally identifying information. PDF/A is a better version for preservation and for that reason we recommend yo please contact Student Digital Life.		
Your File		
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Add Optional Supplemental Files		

## Step 15d. Add your corrected file.

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Filename	Title	Description	Type		
Filename     Title     Description     Type       elementSurprise.jpg     Element of Surprise     Funny Cartoon     Image +     Image +					

## Step 15e. Once added, scroll to the bottom of the page and click "Submit your Thesis or Dissertation"

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Entent to Embargo Files Submit Please take a moment to review all your ans review your submission for acceptance. Submission Agreement Thereby grant to Emory University and its ag or in part in all forms of media, now or here etain the right to use in future works (such	igents the non-exclusive license to archive, after known, including the display of the th as articles or books) all or part of this thesi	make accessible, and display, subject to any en sesis or dissertation on the world wide web. I re	nbargo restrictions I have specified above, my thesis or tain all ownership rights to the copyright of the thesis	¢ fied and staff will dissertation in whold or dissertation. I also
Entent to Embargo Files Submit Please take a moment to review all your ans review your submission for acceptance. Submission Agreement Thereby grant to Emory University and its agor in part in all forms of media, now or here retain the right to use in future works (such committee.	igents the non-exclusive license to archive, after known, including the display of the th as articles or books) all or part of this thesi	make accessible, and display, subject to any en sesis or dissertation on the world wide web. I re	nbargo restrictions I have specified above, my thesis or tain all ownership rights to the copyright of the thesis	¢ fied and staff will dissertation in whold or dissertation. I also

## Step 15f. The screen will change to the "Edit" page.

In order to notify your School of "changes made" scroll down to "Review and Approval" and click the link to expand the options.

Student, Emor				
Permanent URL: https://etc Changes required	l.library.emory.edu/concern/etds/9019s351q?	locale=en		
Abstract				Edit Delete
Instructions for training. The /Dissertation for Quick Gui a Sample Thesis /Dissertati	sertation for Quick Guide Instructions for tra is is a Sample Thesis /Dissertation for Quick de Instructions for training. This is a Sample 1 on for Quick Guide Instructions for training. le Thesis /Dissertation for Quick Guide Instru-	Guide Instructions for training. This is a Sar Thesis /Dissertation for Quick Guide Instruct This is a Sample Thesis /Dissertation for Qui	nple Thesis ions for training. This is	t modified
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1) This is a Sample Thesis /	Dissertation for Quick Guide Instructions for	training.		
2) This is a Sample Thesis /	Dissertation for Quick Guide Instructions for	training.		
3) This is a Sample Thesis /	Dissertation for Quick Guide Instructions for	training.		
4) This is a Sample Thesis /	Dissertation for Quick Guide Instructions for	training.		
About this Dis	sertation			
	by the author to include this thesis or dissert for information regarding the reproduction ar		y the author. Please	Citations: •
School	Laney Graduate School			
Department	Film and Media Studies			
Degree	Ph.D.			
Submission	Dissertation			
Language	English			
Research field	Cinematography Fine Arts Cinema			
Keyword	Classical Hollywood Cinema Acting for the Camera Naturalism Modernity			
Committee Chair / Thesis Advisor	Professor, Emory, Emory University			
Committee Members	Professor, Emory, Emory University Professor, GSU, Georgia State University			
LTD requires remission	true			
ETD Contains Copyrighted Material				
ETD Might be Eligible for Patent	false			
Files Under Embargo	true			
	false			
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A Pariot	Element of Surpri	se (Funny Cartson)	2018-09-01	Select an action -
Review and Approval				

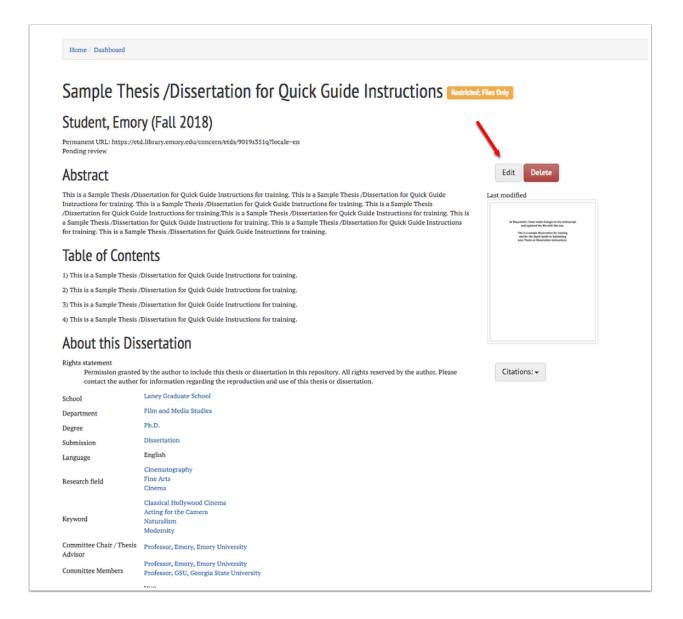
## Step 15g. Select "Request Review" under "Actions."

Add a comment to your School Approver, and click "Submit."

(Notice that your Approver's previous comments are also captured here).

Primary PDF				
Thumbnail	Title	Date Uploaded		Actions
Supplemental Files				
Thumbnail	Title		Date Uploaded	Actions
	Element of Surprise (Funny Cartoon)	)	2018-09-01	Select an action -
Review and Approval				
Review and Approval Actions Request Review	Review comment: Dear School Approver. I ma	ade the requested changes.	Please review my submissio	on again and thank you.
Actions		ade the requested changes.	Please review my submissio	m again and thank you.

## Step 15h. The screen will change to the "Edit" page.



Step 16. Look for another "Notification" displaying these actions and notifying your Approver that your record "needs review."

A Noti	fications	
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a minute ago	Deposit needs review	Sample Thesis /Dissertation for Quick Guide Instructions (VOIPs351q) was deposited by Frances Anne Pici and is awaiting initial review. Dear School Approver. I made the requested changes. Please review my submission again and thank you.
22 minutes ago	Deposit Sample Thesis /Dissertation for Quick Guide Instructions requires changes	Sample Thesis /Dissertation for Quick Guide Instructions (9019:351a) requires additional changes before approval. Dear Student, Please replace your primary manuscript file with another that has no faculty signatures.
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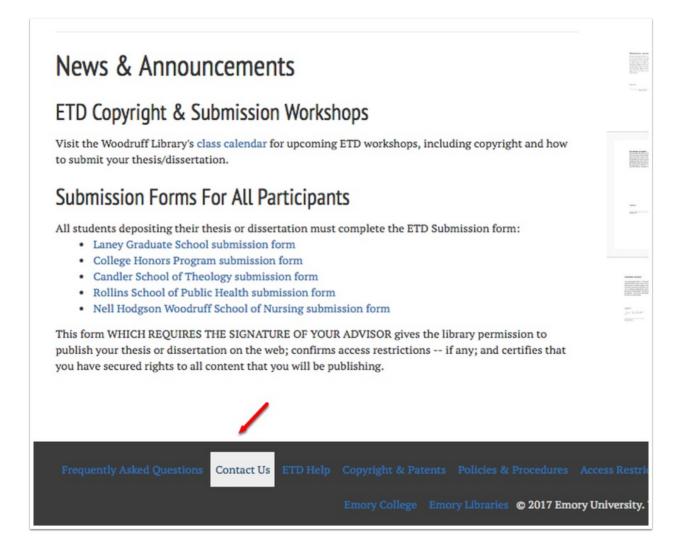
# Step 17. After your School Approver completes their final approval, you will receive another notification.

Notice that your record identifier has changed to a permanent URL. Approximately one month after graduation, your record will publish and be accessible.

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34 seconds ago	Deposit Sample Thesis /Dissertation for Quick Guide Instructions has been approved	work titled 'Sample Thesis, Dissertation for Quick Guide Instructions' has been approved by Frances Anne Pici. Comments (if any): Dear Student. Everything looks great. I approve your submission. Congratulations!) You can view the work in the Emory
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6 minutes ago	Deposit needs review	Sample Thesis /Dissertation for Quick Guide Instructions (9019:351a) was deposited by Frances Anne Pici and is awaiting initial review. Dear School Approver. I made the requested changes. Please review my submission again and thank you.
28 minutes ago	Deposit Sample Thesis /Dissertation for Quick Guide Instructions requires changes	Sample Thesis /Dissertation for Quick Guide Instructions (9019:551a) requires additional changes before approval. Dear Student. Please replace your primary manuscript file with another that has no faculty signatures'
an hour ago	Deposit needs review	Sample Thesis /Dissertation for Quick Guide Instructions (9019:351a) was deposited by Frances Anne Pici and is awaiting initial review.

## Step 18: Any Questions?

See bottom of page for *Contact Us* information.



## Step 19: "Contact Us" page expanded.

Electronic Theses

## Contact Us

The Electronic Theses and Dissertations (ETD) repository is managed by the Scholarly Communications Office at Emory Libraries, in partnership with Laney Graduate School, Rollins School of Public Health, Candler School of Theology, and Emory College. It provides online access to the university's masters theses, doctoral dissertations, and College Honors theses, increasing the visibility of our scholars and fulfilling the university's mission to contribute to academic scholarship.

#### **Contact Information**

For problems with the electronic submission process and the ETD website, please contact library staff using the ETD Help Form.

For copyright questions, please contact the Libraries' Scholarly Communications Office at scholcomm@listserv.cc.emory.edu.

For questions about graduation requirements and submitting your thesis or dissertation, including formatting and paperwork requirements, or extensions of your embargo for previously submitted ETDS, please contact your school's administrator or ADAP.

The school administrators are:

- Laney Graduate School: Renee Webb, renee.webb@emory.edu
- · Rollins School of Public Health, Departmental ADAPs available on the Rollins website.
- Candler School of Theology, Shelly Hart, <u>shart@emory.edu</u>
- Emory College: Honors Program, ec.honorsprogram@emory.edu

#### **Recommended Websites**

For more information about ETDs and graduation requirements, check out the websites below:

- Laney Graduate School: Degree Completion Instructions
- <u>College Honors Program Instructions</u>
- Rollins School of Public Health Submission Instructions

For more information about the Scholarly Communications Office at Emory Libraries, please visit our website.

CONGRATULATIONS!! on your successful ETD submission and your upcoming graduation!!

