

Electronic Theses, Dissertations, and Reports (ETDR)

This handout available at <http://www.k-state.edu/grad/etdr/orient/overview.htm>

K-State students are required to submit their dissertations, theses, and reports in an electronic format. ETDRs are stored in the K-State Research

Exchange (K-REx) and are “open access,” i.e., they are freely available on the web. Open access can be delayed (sequestered) in some cases.

Important Resources

ETDR Web Site

(<http://www.k-state.edu/grad/etdr>)

Contains detailed information on all aspects of creating and submitting your ETDR.

K-State Research Exchange (K-Rex)

(<http://krex.ksu.edu>)

This is the site where you will submit your ETDR. You can also view ETDRs submitted by other KSU students.

Formatting Requirements

General guidelines for ETDR formatting and style are available on the ETDR web site (http://www.k-state.edu/grad/etdr/create/guide_new.htm). Check

with your major professor for specific requirements of your department or college.

Templates

Templates are available for Word and LaTeX. The Word template is essentially a sample document (.doc) that contains all the components (title page, abstract, table of contents, etc.) and formatting required by the Graduate School. In addition, the template provides many time saving features, such as automatically generating your table of contents and lists of tables of figures and numbering figure and table captions.

Hints for using the Word template

- Download the template from the ETDR web site (<http://www.k-state.edu/grad/etdr/template/>).

- Use the template from the earliest stages of your writing. Do all your writing within the template as a single file. Don't create a separate file for each chapter.
- Understand and use “styles” in Word.

Extensive documentation on using Word to write your ETDR is available on the ETDR web site (<http://www.k-state.edu/grad/etdr/orient/wordindex.htm>). Individual assistance with Word is available through the IT Help Desk (785 532 7722, helpdesk@k-state.edu).

Other ETDR Issues

Copyright: K-State encourages you to register your ETDR with the U.S. Copyright Office, although your ETDR is still protected under copyright law if you do not register. If you plan to use copyrighted works within your ETDR, you may need to obtain permission from the publisher or copyright holder. See the Copyright page (<http://www.k-state.edu/grad/etdr/create/cpyrthome.htm>) for details.

Previously Published Chapters: If you plan to include in your ETDR a research article authored by yourself and published in a journal, it is likely you will need to obtain permission from the publisher in order to use the article in your ETDR.

See the Prior Publication of a Chapter page (<http://www.k-state.edu/grad/etdr/create/priorpc.htm>) for details and a sample permission request letter.

Supplemental Files: With ETDRs it's possible to submit additional files, such as audio, video, datasets, etc., along with the text of your paper. See the Supplemental Files for ETDRs page (<http://www.k-state.edu/grad/etdr/create/supplement.htm>) for recommended file formats.

Sequestration: If you plan to file for a patent based on your ETDR, online access to your ETDR can be delayed until the patent is granted. You will

need to request sequestration through the Graduate School prior to submission. Details and request forms are available on the Sequestration

page (<http://www.k-state.edu/grad/etdr/submit/sequester.htm>).

Before Submitting Your ETDR

Before submitting your ETDR, complete these steps in the order shown:

1. Deliver the Final Examination Ballot to the Graduate School.
2. Deliver the completed ETDR Ballot to the Graduate School.
3. Doctoral students only: Deliver the Survey of

Earned Doctorate form to the Graduate School.

Details on each of these steps are available on the ETDR Submission Checklist (<http://www.k-state.edu/grad/etdr/submit/>)

Convert Your ETDR to PDF

Your ETDR must be submitted in Adobe Portable Document Format (PDF). The file must be named in this format: FirstnameLastname2010.pdf. There are number of ways to convert a Word document to PDF, but the IT Help Desk recommends using a computer equipped with both Word and Adobe

Acrobat Professional. Computers with the recommended software are available in the Media Development Center, 213 Hale Library, 532-7422 (<http://www.k-state.edu/infotech/mdc/>). For details, see Convert to PDF (<http://www.k-state.edu/grad/etdr/orient/pdf.htm>).

Submit Your ETDR

After you have submitted your ETDR Ballot, signed by your major professor, to the Graduate School, you are ready to submit your ETDR to K-REx. A complete submission checklist and detailed instructions on how to submit are available on the ETDR website (<http://www.k-state.edu/grad/etdr/submit/>). After submission, wait for an email confirmation indicating your ETDR has been

accepted or rejected for revisions.

After their K-REx submission has been approved, doctoral students must also submit their dissertation to UMI/ProQuest using a similar online submission process (<http://www.k-state.edu/grad/etdr/submit/subumipq.htm>).

ETDR Fees

There is a \$100 ETDR submission fee which replaces the previous binding fee and printing costs and helps support ETDR systems and services. There is a \$65 fee for doctoral students

to submit their dissertation to UMI/ProQuest and a \$55 fee if you register for copyright through UMI (optional). For details, see the Fees page (<http://www.k-state.edu/grad/etdr/submit/fees.htm>).

Questions/Help

Graduate School: For questions on general requirements for ETDR submission, final exam scheduling, fees, or graduation, contact the Graduate School, 103 Fairchild Hall, 785-532-6191 or 1-800-651-1816, grad@k-state.edu.

IT Help Desk: For questions on using Word or LaTeX to format your ETDR or producing audio,

video, or other multimedia to submit with your ETDR, contact the IT Help Desk, 214 Hale Library, 785-532-7722 or 1-800-865-6143, helpdesk@k-state.edu. The IT Help Desk provides individual consultations with formatting your ETDR. Make an appointment with an ETDR consultant early in your writing for an introduction to the ETDR template and using "styles" in Word.