5 Tips Before You Submit

Save yourself time by preparing before you begin your actual ETD submission.

Tip #1: Familiarize yourself with the submission process and the application's website.

- It helps to know ahead of time what information and files you should prepare prior to submission.

- The system allows you to save your work and continue later. Click the different tabs, see what you will need, choose things like your Research Field, embargo length, keywords, etc. and save them for later (*see Tip #4).*

- View the **Instructions** page of the ETDs website: http://sco.library.emory.edu/etds/instructions.html and download the **ETD Quick Guide to Submitting Your Thesis or Dissertation**: https://goo.gl/CxTwDJ.

Tip #2: Prepare a folder for all your files in Box or on your desktop ahead of time.

- Every Emory student gets a free Box cloud account, why not make use of it before you leave?

- Use this link https://emory.account.box.com/login and your Emory NetID to log in and create your folder.

- Instructions can be found here: http://it.emory.edu/box/

Tip #3: Save all your related files into your prepared folder.

- ETD Word doc for easy copy & paste into submission fields (*see Tip #4)*;

- ETD pdf to upload;

- Relevant Supplemental Files;

- An electronic copy of your completed school submission form;

- Copyrights permissions letters for copyrighted material included in your work (if applicable);

- Information related to patents relevant to your work;

- View the **Frequently Asked Questions** for more info on these different forms: http://sco.library.emory.edu/etds/faq.html

Tip #4: Create a Word.doc of the information you will need for submission.

About Me:

- Name

- Post-graduation e-mail you will keep and check for any post-graduation contact

- Committee Chair and Members' names and affiliations.

My ETD:

- Title

- Abstract

- Table of Contents

- Research Field (review the options available and save your choices on your Word doc)

- Keywords (prepare words or phrases describing your work and add them to your Word doc)

Supplemental Files:

Metadata. If you choose to add supplemental files to your submission, be prepared to provide information describing the content of those files such as:

- Title
- Description
- File Type (text, dataset, image, video, etc.)

Tip #5: When in doubt, contact the Scholarly Communications Office.

- The submission process is designed for ease of use. However, if you find that you need help or have questions, please contact us.

- Fill out an **ETD Help Form** if you have a question/problem come up related to the software: http://sco.library.emory.edu/etds/help-form.html

- Use the **Contact Us** page to find the Scholarly Communications Office email, as well as information about the school administrators and links to relevant webpages for each school: http://sco.library.emory.edu/etds/contact.html

Good luck and Congratulations!