THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

SEAS PhD Graduation Workshop Fall 2021

Office of Graduate Admissions and Student Services
seasgrad@gwu.edu

Agenda

- Introduction
- SEAS PhD Graduation Requirements Overview
- Open Access and Copyright
- ETD Submission Process
- Q&A

2021-2022 Graduation Timeline

The Fall 2021 ETD Approval Deadline is:

December 10th at 5:00pm (ET)

The Spring 2022 ETD Approval Deadline is:

April 13th at 5:00pm (ET)

By this deadline you must have defended and submitted your ETD. You must also have gone through all revisions to have your ETD approved and accepted for publication.

If you miss the ETD deadline, you will not be able to officially graduate until Spring 2022 at the earliest!

2021-2022 Graduation Timeline

You are also required to submit your ETD Approval Form and Dissertation Completion Certificate to SEAS Grad (seasgrad@gwu.edu) by the ETD Deadline.

Once we have these two forms, your SEAS Grad Advisor will do several things:

1) Update your research grades from IPG to CR
2) Check off the Dissertation Submission requirement
3) Process your Graduation Clearance Form

Tips for a Smooth Graduation

- Check your DegreeMAP now to ensure that all requirements (except research grades and ETD submission) have been met.
- Make sure you have been enrolled continuously since the semester you were admitted to the PhD program.
- Apply online now to graduate in Fall 2021.
- The Spring 2022 graduation application will open at the same time as Spring registration.
- Recognize that the graduation clearance process is manual and may take some time!
- Diplomas are mailed out by Graduation Services about 6-10 weeks after a degree is awarded.

SEAS PhD Requirement Checklist

( ) Form 5: Doctoral Dissertation Program

( ) Defense Announcement (electronic copy)

( ) Resume of Outside Defense Committee Member

( ) Doctoral Final Examination Approval Form

( ) Dissertation Completion Certificate

( ) ETD Approval Form

( ) Survey of Earned Doctorates (SED)

( ) Confirmation Email from ETD Administrator

( ) ECE Colloquium Attendance Form *(ECE Only)*

( ) MAE Seminar Attendance Form *(MAE Only)*

( ) Journal/Conference Article Submission/Acceptance Email *(BME, CS, & ECE Only)*

( ) Copy of Journal Article *(ECE Only)*

All forms should be submitted to your Home Department BEFORE the relevant ETD Deadline

To Complete *Prior* to Your Defense:

( ) Form 5: Doctoral Dissertation Program

( ) Doctoral Final Examination Approval Form - Please note that this form does not require the signatures of all committee members, just their names and information.

To Complete *At the Time of* Your Defense:

( ) Dissertation Completion Certificate - This form should be signed by all members of your dissertation committee on the day of your defense.

To Complete *After* Your Defense:

( ) ETD Approval Form - Complete this form once you have uploaded your ETD to the library. You should submit your ETD about two weeks prior to the stated ETD Deadline to allow for any revisions. You **must** submit this form to SEAS Grad by the stated ETD Deadline or your graduation **will** be delayed until the next term.

( ) Survey of Earned Doctorates (SED) - This survey should be completed after your ETD has been submitted to ProQuest. Please submit your completion certificate.

( ) Confirmation Email from ETD Administrator - Once your ETD has been officially accepted for publication (no further edits are needed), you will receive a confirmation email. Please include a copy of this email in your submitted documents.

For all other required documents on the checklist - please check with your home department for specific submission deadlines and procedures.

ALL forms must be submitted to SEAS Grad by the stated ETD Deadline for your graduation term. Please be sure to submit all documents to your home department in advance of the ETD Deadline to ensure they are sent to SEAS Grad on time.

Please contact SEAS Grad at seasgrad@gwu.edu with any questions or concerns.
For ETD deadlines and assistance, visit https://library.gwu.edu/etd

Find this document on the SEAS Grad website here.

Spring 2022 Commencement

- Fall 2021 and Spring 2022 Graduates will be honored at the Spring 2022 Commencement Ceremony.
- When submitting the graduation application, Summer 2022 Graduates can opt into either the Spring 2022 or Spring 2023 Ceremony.
- Be sure to check out the SEAS Commencement website for more school specific information.
- Visit the GW Commencement website for University-wide information.

Spreading the word

Cultivating your scholarly presence

by Barrett Matthews, GW LAI

Publishing your thesis or dissertation

- GW will publish your thesis/dissertation in GW ScholarSpace.
- This open-access (OA) copy will be available to anyone who wants to read it.
- OA publication has been shown to increase citations of scholarly work and helps introduce your scholarship to new audiences.

Varieties of OA

- **Author-driven**: The author makes a copy of their own work freely accessible, either on their personal website, or in an institutional or disciplinary repository.
- **Publisher-driven**: The publisher makes the work freely accessible to readers (but often requires that the author pay a fee).

Knowing your rights

- Before you submit your work to a journal, visit SherpaRomeo to learn about their OA policies.
- If your work is accepted, read your author's agreement carefully. Ask for help if you need it.
- If the agreement is very restrictive, it may be possible to negotiate.

Copyright

Q: When is a copyright obtained?

A: From the moment the work is created!

Q: Who owns the copyright?

A: In most cases, the creator, but there are some exceptions.

For your ETD though, you own it.

The Rights

The exclusive right to…

- Copy
- Make derivative works
- Distribute
- Perform
- Display

Transferring copyright and licensing

Like all property, copyright can be transferred.

In many cases, employers take over copyright of employee work product.

Work for Hire agreements give copyright to someone who hires an author.

You can transfer/lend some of your rights with a license.

Creative Commons

- Used to share and distribute a work more broadly.
- There are some qualifications you can use:
  - By Attribution
  - Non-commercial
  - No derivatives
  - Share Alike
- Not the same as public domain.
- CC and OA are not the same thing.

Curating your scholarly profile

- ORCID helps you associate all of your published work with your identity as an author.
- A Google Scholar profile helps you track the reception of your work, including citation metrics.

We’re here to help!

GW LAI’s Scholarly Communications Team provides assistance with the following and more:

- Identifying publication venues
- Navigating author’s agreements
- Curating a scholarly profile
- Measuring your research impact

If you have questions, feel free to get in touch.

schol_comm@gwu.edu

Crossing the Finish Line:

Uploading Your Electronic Thesis or Dissertation (ETD)

Fall 2021

Valerie Emerson
ETD Administrator, Gelman Library

GW ETD Website

https://library.gwu.edu/gw-etds

This Workshop Covers:

- Preparing your document to upload
- Creating your account on the ETD Administrator website
- What will you be asked when you submit your thesis/dissertation?
- Forms and Surveys
- Resources

Fall 2021
ETD Approval Deadline

Dissertations and Master's Theses
December 10, 2021, 5 p.m.

Criteria for meeting the ETD Approval deadlines:

- Submitted final, correctly formatted version of your Dissertation or Thesis to the ETD Administrator
- Passed the formatting review
- Submitted a completed ETD Access/Approval Form ***to your graduate school***
- Completed and submitted email confirmations for all required surveys ***to your graduate school***
- Received final approval from your graduate school

University Formatting Guidelines

Why Formatting Guidelines?

- Your thesis/dissertation is a scholarly work
- Potential employers may view your work so you want it to have a professional appearance.
- Practical publishing considerations

Review content on the ETD Website prior to submission:

- University Formatting Guidelines
- Content on the ETD Website, including information on copyright and publishing issues

University Formatting Guidelines apply to:

Page margins
Page numbering
Front pages: content & formatting
Page Order
Line Spacing

Formatting Guidelines can be found at:
https://library.gwu.edu/etd/formatting-content

Resources for MS Word and LaTeX

MS Word Help:

LinkedIn Learning: Available campus-wide

Microsoft.com: Word Help for PCs and Mac

Word Help: ETD Website: https://library.gwu.edu/ms-word-help

Word Settings for Theses & Dissertations Front Pages: Step by step guide on how to set up word documents for the front pages: covers page margins to page numbers

Guides for Troubleshooting Formatting Issues: These guides were designed specifically to help with common formatting revisions needed to meet GW dissertation and theses formatting guidelines

Check Page Margins (Word):

Show Ruler: tool for identifying formatting issues with page margins, tab stops or tab indents.
View Page Margins: provides a visual of the page margins in your document.

Check Page Margins (Adobe Acrobat Pro)

As a PDF: instructions for checking the manuscript page margins as a pdf.
Ctrl + R: Displays a ruler at the top and left hand margin of the page.

Embedding Fonts: Fixes formatting in the document when converting the document from Word to a pdf.

LaTeX: https://library.gwu.edu/latex-etd-resources

Wikibooks: LaTeX

Create an Account

Create an account in the GW ProQuest ETD Administrator

Email address: A GW email address is required; You may add a secondary email address that you check on a regular basis and can handle .pdf documents

Add proquest.com to your address book to ensure delivery of email notifications.

Optional: ORCID (Open Researcher and Contributor ID): a unique, persistent digital identifier

ProQuest
Publishing Options

1. Publishing Options in ProQuest:
    a. Open Access*: $95.00 fee
    b. Traditional Publishing: $0 fee

* Theses & Dissertations will be published Open Access (subject to the embargo option) in the GW Institutional Repository, GW ScholarSpace

ProQuest Submission Process Embargos

2. Do you want to embargo your dissertation or thesis?

a. Why embargo your manuscript?
b. Embargo options:
   6 months, 1 year or 2 years

Note: The abstract of an embargoed manuscript will still be visible to the public.

Not sure? Ask your Dissertation/Thesis Advisor if you should embargo your dissertation or thesis

ProQuest Submission Process
Discoverability

3. Do want your work discoverable by major search engines such as Google, Yahoo!, etc.?

Yes or **No**

Yes: Your work will be indexed in major search engines. Unembargoed dissertations & theses will be discoverable and accessible through Google Scholar. Embargoed works will not be available for indexing in Google Scholar until after the embargo has expired.*

No: Only users of the ProQuest Dissertations & Theses database will be able to discover your work.

*If you change your mind, please contact ProQuest Support to opt-out.

ProQuest ETD Submission Copyright

4. Do you need/have permission to use third party intellectual property?

   a. Copyright Information is available on:

   - GW ETD Website
   - Copyright Basics for GW
   - ProQuest Resources (ETD Administrator)

   b. Include permissions at the end of your manuscript in an Appendix. *Redact all sensitive, personal information such as mailing/email addresses, phone numbers, etc.*

Previously Published Work

- If your work contains copies of articles and other works you've previously published, you may need the handle the upload slightly differently.
- Most publishing agreements that you sign will forbid you from publishing the work on a commercial database. ProQuest, the service we use for ETDs, is considered a commercial database.
- Please check your agreements to understand your restrictions. If you have such a restriction on your previously published work, you will be directed to an alternative way to submit your dissertation or thesis.
- You can contact bmatthews51@gwu.edu for assistance.
- A statement indicating the dissertation/thesis is based on a previously published work (i.e. journal article or conference proceeding) in full or in part should be provided on a separate page before the abstract of the the dissertation or thesis. See Previously Published Works in a Dissertation or Thesis for detailed information.

ProQuest Submission Process

5. Should ProQuest to file for copyright on your behalf? *

ProQuest Fee: $75.00 for copyright registration

File for copyright at U.S. Copyright Office yourself
    Fee: $45
    For information see: U.S. Copyright Fee Schedule

You do not have to file for copyright to get your copyright.

*If your manuscript includes works with multiple authors, you must file directly with the U.S. Copyright Office. Detailed information about copyright registration with ProQuest can be found on the ETD Website copyright page

Uploading Your Document

- **Embed the fonts** when saving your Word document to preserve the formatting.

- Save your document as a single .pdf file (except for supplementary files)
- **Review** the pdf file for **readability** & **formatting** **before** moving to the next step
- If you have problems uploading your document, contact the ETD Administrator (etds@gwu.edu) or ProQuest Tech Support (https://secure.etdadmin.com/cgi-bin/main/support)

ProQuest Submission Process Print Copies

6. Order copies of your manuscript (OPTIONAL)

7. Order Status of Print Copies
   - Allow 3-4 months to receive your print copy
   - ProQuest Order Production and Shipping Information
   - Contact the ***ProQuest Author and School Relations Group*** ***directly*** at disspub@proquest.com if you have any questions about your order

ProQuest Submission Process

Review your selections
BEFORE you submit your ETD!

1. **Once you click on the final submission button, these options CANNOT be changed in the ProQuest ETD Administrator.**

   Publishing Option
   Request to have ProQuest file for Copyright
   Orders for Hard Copies

   NOTE: Services can only be removed by – not added.

2. To remove services from your order, contact the ProQuest Author and School Relations Group directly at disspub@proquest.com. **BEFORE** the submission has been delivered to ProQuest.

3. Please be sure your ETD Approval form is updated to reflect any changes to your publishing option.

Review Process

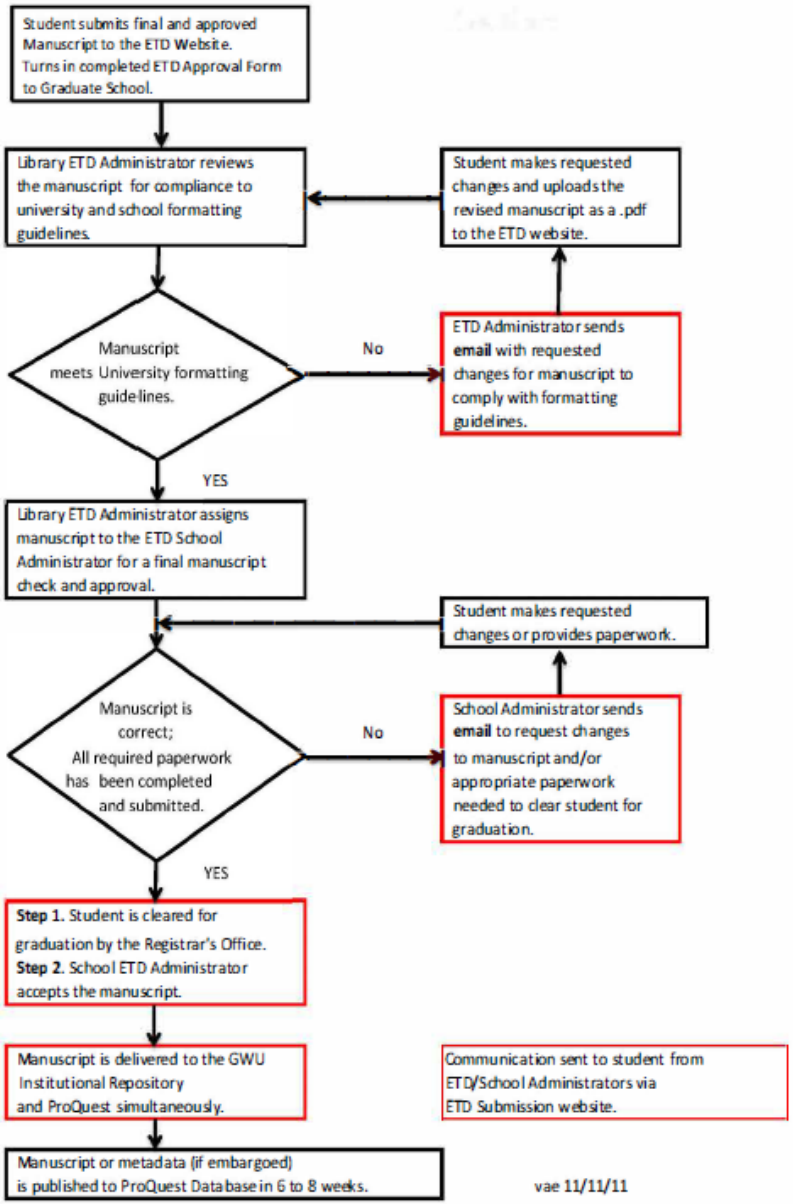
Formatting Review: Library ETD Administrator

- Reviewed for compliance with University Formatting Guidelines
- Submissions are reviewed in the order they are received
- Turn-Around Time is 2 business days (M-F)
- Check your account ETD Details page for that status of your submission

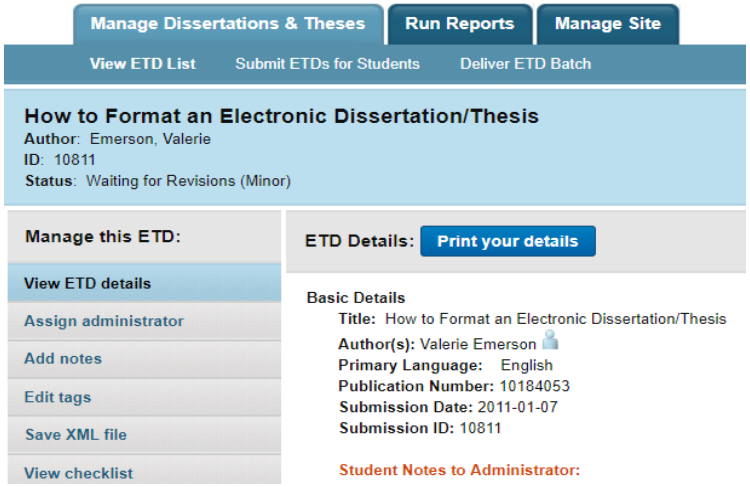
Final Review & Approval: School ETD Administrator

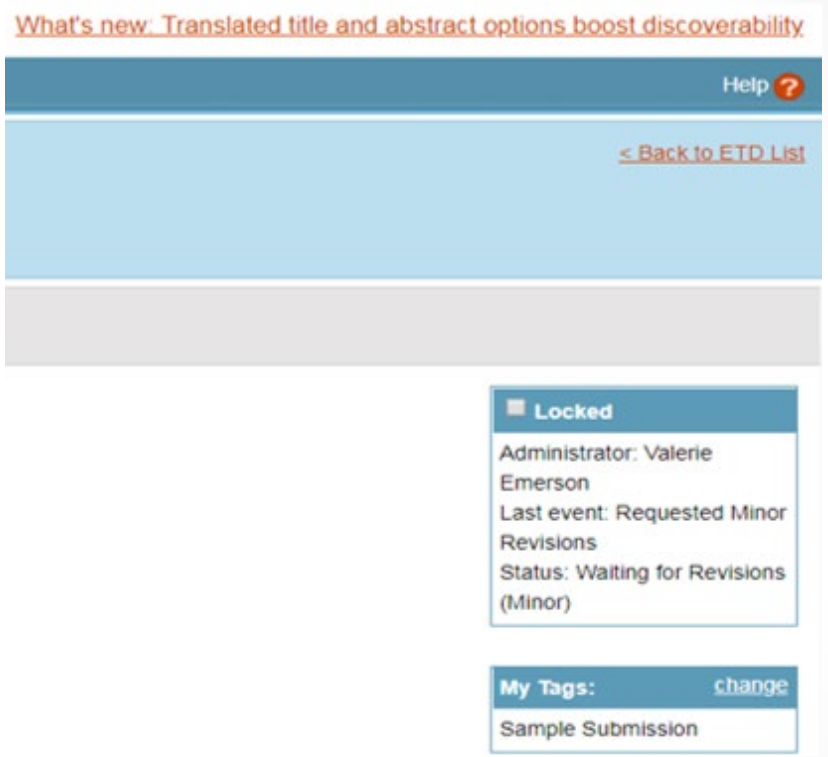
- Checks relevant content in front pages (varies by school/college)
- Your graduate school must have the ETD Access/Approval Form to complete this step
- Turn-Around Time: (varies by school/college)

ETD Submission Flowchart



Status of Submission





The Administrator listed is currently assigned to review the submission. Questions should be directed to this person.

Forms

- Download and complete the ETD Access/Approval Form
- Submit your completed ETD Access/Approval form to **your graduate school** at the time you upload your submission OR as directed by your graduate school.
- This form is required for the final review process and be cleared for graduation.

Surveys

Survey of Earned Doctorates: Ph.D. Candidates only

- Survey may be completed online.
- Forward the Survey of Earned Doctorates confirmation email to your School Administrator.

Student Graduation Survey: all graduate students

- Complete the survey online and forward the confirmation email to your graduate school.

You have crossed the finish line when ……

Dear [Your Name],

Congratulations. Your submission, [ETD Account No.] has cleared all of the necessary checks and will soon be delivered to ProQuest/UMI for publishing.

Regards,

[Your ETD School Administrator]

Online Resources and Guides

- **ProQuest Resources and Guides:**
- **https://www.etdadmin.com/main/resources**

- **GW ETD Website: https://library.gwu.edu/gw-etds**

- **ETD Workshop PowerPoint Presentation: https://library.gwu.edu/prepare-for-etd-submission**

Assistance is available by appointment for …

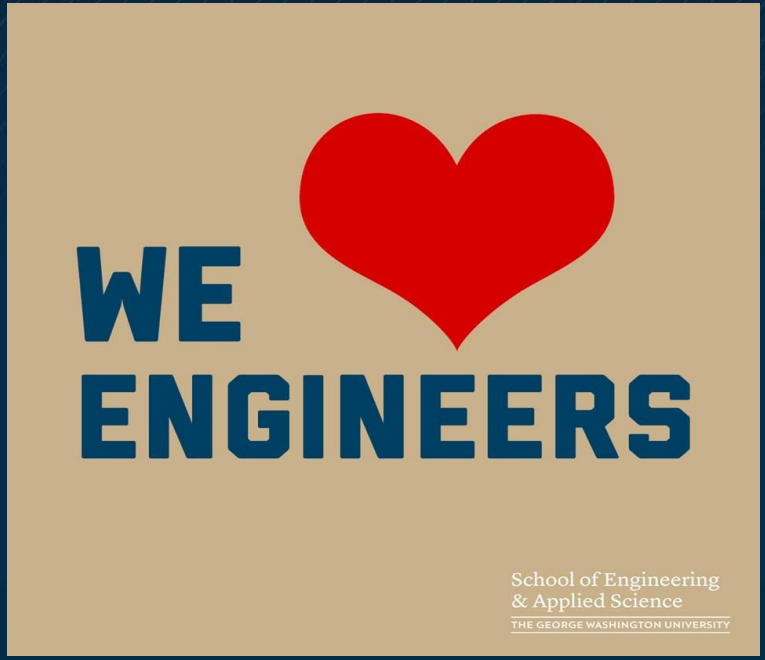
Copyright Issues-Barrett Matthews:
https://calendly.com/barrettm

ETD Administrator submission/university formatting questions – Valerie Emerson:
https://calendly.com/vemerson

For all other questions contact your School ETD Administrator:
https://library.gwu.edu/etd-contacts

Updated vae 09/16/2021

Questions?



Thank you for joining us!

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