General ETD Questions

**What is an ETD**

An ETD is an electronic thesis or dissertation document expressed in a form simultaneously suitable for machine archives and worldwide retrieval. The document is similar to its paper predecessor, but differs in that ETDs provide a technologically advanced medium for expression. They may be prepared using nearly any word processor or document preparation system and, if desired, the incorporation of relevant multimedia elements. ETDs eliminate the university-wide requirement to submit multiple copies on cotton bond paper. ETDs consume virtually no library shelf space. Furthermore, with the student's approval, they can be available to anyone browsing the World Wide Web. **Note:** Individual departments may require bound copies. Please check with the academic department on its policy regarding bound copies for the department and/or committee chair(s). Even when bound copies are not required, students should, as a courtesy, determine whether the chair and other members of the thesis or dissertation committee would like a bound copy of the dissertation.

**What are the benefits of ETDs?**

ETDs enable graduate students to more effectively and creatively present their research. Some of the specific benefits of the electronic submission and archiving of theses and dissertations include the following:

- The results of research presented in a thesis or dissertation are more accessible to scholars all over the world via the World Wide Web. Potential employers may also more easily view these documents.
• The message of a thesis or dissertation may be better conveyed in an electronic format. Creative possibilities are expanded by allowing color diagrams, color images, hypertext links, audio, video, animation, spreadsheets, databases, simulations, etc., to be integrated into a document.

• ETDs reduce the need for library storage space, and they utilize advancements in the digital library, which improves service. The university can more economically fulfill its responsibility of providing for recording and archiving of theses and dissertations.

Should I urge my committee members to review my document electronically?

Committee members should have the option to review the thesis or dissertation in paper format or as an electronic document. The choice is strictly up to the committee members. The review by the committee takes place BEFORE conversion of the thesis or dissertation to PDF format and online submission. However, there are advantages to reviewing the document electronically such as the ability to review the document from any location and avoiding paper and printing costs.

What are the options for ETD accessibility once submitted?

Level of access for an ETD will be determined according to the Verification of Final Thesis/Dissertation Document—Part 2 (Verification Form), which must be completed, signed and submitted to the Graduate College by the thesis or dissertation chair (students are prohibited from delivering the completed form to the Graduate College). The department will supply a copy of this completed form to the student to assist in answering questions during the ETD online submission process. The level of access should be considered carefully, taking into consideration patent, publishing and other proprietary issues. Students should feel free to discuss options with their advisors and/or committee members. If intending to work with a publisher regarding journal or book publications, students should understand what agreements and contracts entail.

Open Access Publishing: Describes content that a reader can access free of charge. The ultimate goal is to ensure the widest possible distribution of a given publication, such that researchers around the world can easily access important research. Graduates who wish to ensure the widest possible distribution of their work or who have benefited from public funding would be well served by the Open Access publishing option. If a dissertation or thesis will contain patentable or other sensitive material, this option should not be used. There is a one-time charge by ProQuest/UMI to the student of $95.00 (as of Fall Term 2011) related to choosing Open Access. The fee funds long-term storage and access. Click on the Open Access link for more information.
**Embargo**: A student may choose to restrict access to the full text of her or his work for six months, one year, two years, or longer by special request. Click on the link for questions on Embargo.

What are the policies regarding copyrights?

The student author retains ownership rights to the copyright of the dissertation, thesis or selected project, as well as the right to use all or part of the dissertation, thesis or selected project in future work (such as articles or books). However, the student grants to Northern Arizona University and its agents the non-exclusive license to archive and make accessible, under the conditions specified in the Verification of Final Thesis/Dissertation Document—Part 2 (Verification Form), the dissertation, thesis or selected project in whole or in part in all forms of media, now or hereafter known.

If the student intends to work with a publisher regarding journal or book publications, the student should understand any policies and agreements that might be required. Students should discuss all issues with their advisors. Public record of the copyright claim is required before an infringement suit may be filed in court. Copyright registration allows statutory damages and attorney's fees to the copyright owner in court actions and recording with the U.S. Customs Service for protection against importation of infringing copies. Students may file for a copyright on the ProQuest/UMI website for a cost of $55.00 (as of Fall Term 2011). Copyright can also be filed separate from ETD submission. See the Copyright link for more information.

What are the issues associated with ETD online publication and journal publishers?

Most journal publishers do not consider the online publication of dissertations and theses as ETDs to be any different than making the bound paper copies available to the general public on the library circulation shelves.

Under some rare circumstances it might be necessary to delay the online distribution of the ETD to meet journal or monograph publishers' requirements against prior publication. This is done by selecting delayed release on the online submission form; this secures the ETD for up to a year if necessary. Please check with the thesis or dissertation committee chair and with the specific journals for their policies.