



## ELECTRONIC THESIS/DISSERTATION (ETD) SUBMISSION GUIDELINES

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## ELECTRONIC THESIS/DISSERTATION SUBMISSION GUIDELINES

### ***Library Thesis submission requirements***

***The Library's ETD submission form must be submitted to the relevant Head: Faculty Administration together with one electronic PDF copy of your thesis/dissertation.***

The UJ Library requires the following to be submitted:

- **The final corrected and approved electronic version of the thesis (single PDF-file)** saved on a Compact Disk; (CD(RW) or DVD (RW)); **USB flash drive**; sent or shared via **Email, Google Drive, Dropbox** and any other approved ETDs submission tool. The IR office must acknowledge the receipt of submission.
- **Signed Thesis/Dissertation submission form, Annexure D** (which must not be bound in the volume or included in the ETD file).

**Please Note**

**BIG FILE SIZE (Above 10Mb)**

**ALL STUDENTS, NOTABLY FADA STUDENTS**

The following procedure can assist you to make your e-copy smaller;

After printing your copy, before binding it, please scan the same copy at 300dpi to create a new electronic copy, which will be smaller in size. The new smaller sized file can be submitted to the library on a CD/DVD or USB (Sent or shared via Email, Google Drive, Dropbox or other approved ETD submission tool is acceptable)

Do a quality check after converting your thesis from MS Word to PDF i.e. to see if tables and figures, scientific texts, etc.... are all in order in comparison to the MS Word document.

**Please Note**

- THE MAXIMUM FILE SIZE IS **10MB**, ABOVE THIS, PLEASE CONTACT US
- DO NOT PROTECT YOUR ETD FILE BY PASSWORD
- SAVE ON A CD/DVD (RW) TYPE ONLY
- RE-CHECK THE CD BEFORE YOU HAND-IN AT FACULTY OFFICE

***Benefits of ETDs***

ETDs increase the availability of research to the academic community worldwide, it increase the exposure to potential employers, improve student understanding of electronic publishing issues and reduce the need for library space. The ETD will be given an address on the World Wide Web after it is publicly released so it can be accessible worldwide. In this way the ETD can provide answers to questions and inspire further research. Through the World Wide Web, people anywhere in the world can link directly to specific ETDs or to ETD collections at UJ and at other universities. ETDs are cost-effective for both the student and the university. It helps in accelerating workflow within the university and the library systems and make faster access to theses and dissertations available to outside audiences.

### ***Requesting an Embargo***

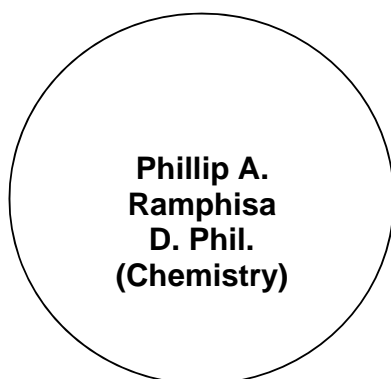
A thesis or dissertation containing disclosures of patentable discoveries may be embargoed (withheld from being viewed by anyone) by the Library for a maximum period of 5 years after final Faculty committee approval.

The embargo is granted upon the receipt of a written request in the ETD submission workflow from the student/supervisor, stating that a patent application is pending. This written request must be noted on the Library ETD Submission Form.

### ***CD Labelling***

The hard copy and electronic copy of the thesis or dissertation must be submitted securely fastened together or in an envelope as shown below:

**Example:**



### ***CD Cover Labelling***

<b>UNIVERSITY OF JOHANNESBURG UJ IR</b> Electronic Thesis/Dissertation File	
First Name .....	Surname.....
Student No.:.....	
Title of Thesis/Dissertation: ..... .....	
Department:.....	
Faculty:.....	

Year of Graduation:.....
Permanent Email Address:.....

***Digital copy***

The ETD MUST be a SINGLE PDF file or it will not be accepted. The ETD file MUST be named as follows: Student's Surname, First name, Initials, qualification type, year of submission.

**EXAMPLE:** Smith\_ John \_E\_ MEd\_ 2011

***Password***

The file must not be protected by a password.

<b>Submit your e-copy on a CD/DVD (RW) in a CD envelope or CD case.</b>
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<b>Or USB flash drive</b>
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<b>Or Send or share e-copy via Email, Google Drive, Dropbox or other approved ETD submission tool</b>
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**NB:** Please indicate the following:

- A. Department
- B. Degree code
- C. Faculty

**If not sure please check with your department/faculty**

**ENHANCING YOUR THESIS FOR WEB PUBLISHING**

**(Not Compulsory)**

***Setting Up and Using Styles to Create an Electronic Table of Contents***

This technique will change with various MS Word versions and will also differ on Macs, so find parallel techniques in whatever version or computer type you use. Good luck following these steps!

1. Click on the **Change Styles** arrow located in the bottom, right corner of the **Change Styles** icon on the **Home** tab – looks like two A's stuck together.

2. Click on the very bottom left (double A's) icon in the **Styles** drop-down box to open another box that will let you define your headings.

You have now opened a box called **Create New Style from Formatting**. There are two areas in this box you will use to define your styles: **Properties** (four fields/lines to complete) and **Formatting**.

### ***Properties***

3. *Line 1)* Write the distinct name of your heading next to **Name**. For example, you might use something like Thesis Heading One.

4. *Line 2)* Make sure **Style Type** says "paragraph."

5. *Line 3)* Select, next to **Style Based On**, heading level 1 (or whichever level you are creating). You can create numerous levels of headings with this technique.

6. *Line 4)* Make sure that this line/field is populated with the exact same name you created in field/line one (Cindy Heading One).

### ***Formatting***

7. Create the heading to look like you want it to appear in your document. You can adjust the font, font colour, etc., here.

8. Check the **Automatically Update** box, and click OK. You have just created a custom heading that will now be populated in the Styles drop-down box.

9. Highlight your heading throughout your paper and select the heading you just created. Again, you can create numerous levels of headings with this technique. You are now ready to insert an electronic table of contents.

10. Go to the very top of your document and place the cursor on the last letter on the left of the page.

11. **Insert a Page Break** with the **Insert** tab.

12. Place the cursor at the very top of the newly-created page.

13. Click on **Table of Contents** located on the far left of the **References** tab.

14. Select any ToC that you like. The ToC is immediately inserted as the first page of your document. As you continue to revise your document, you can update your table as often as you like.

15. Select **Update Table** and check the second box to **update the entire table**. You can navigate throughout your document by doing a Control Click on any item in your ToC.

### ***Converting the File to a PDF***

Adobe Acrobat is the most commonly used software for creating PDF files. A PDF file is a Portable Document Format that allows the document to be read on any computer using the free Adobe Reader.

### ***Creating PDF files within Word***

If Acrobat is on the computer, the Adobe Acrobat application symbol should appear on the MS Word toolbar.

1. Click on the Acrobat button to “Create Adobe pdf.”
2. In the “Save as” dialog box, choose a location and type in your filename. Click “Save.”

If you select the “View Result” option, Acrobat will automatically open your new PDF file as a temporary, unsaved file. When you close this file, you are prompted again with a “Save as” dialog box. Be sure to type in the filename and click “Save” or the file will be deleted.

### ***Bookmarks (Not compulsory)***

In a PDF file, bookmarks can be used to take the reader quickly from one location to another. For example, the author can bookmark the Table of Contents to the text or the data results with corresponding tables or figures in the appendix. Bookmarks can also be used to allow an action, such as run a video clip or play a sound. For additional information on these action features, use the Help Guide in Adobe Acrobat.

To establish standard bookmarks, open the PDF file in Adobe Acrobat. Scroll to the location you'd like to access with the bookmark. Select **Document, Add Bookmark**. Then, click in the bookmark window and type in the specific name of the bookmark just created.

### ***Combining Multiple PDF Files***

Open the file in Adobe Acrobat. Select “File”, then “Create PDF”. Choose “Merge Files Into a Single PDF”. The “Combine Files” box will appear. Click on “Add Files” in the top left corner. This will open the option to search the various files on your computer. Find your dissertation files. Select the first PDF of your dissertation by double-clicking on it. Then, start the process again with “Add Files” in the top left corner. Repeat until all of the dissertation PDF files are listed. Click “Combine Files” in the lower right corner. A “Save As” box will appear. Select where you want to save the new, single PDF file, type in a name for the new document, and save. Be sure to check the new PDF file carefully to assure that all items and pages are included and the formatting (margins, etc.) are still correct.

**Contact us for further assistance**

UJ Institutional Repository Office  
Email: [ujir@uj.ac.za](mailto:ujir@uj.ac.za)

Ms. Mutali Lithole  
Email: [mlithole@uj.ac.za](mailto:mlithole@uj.ac.za)  
Tel: 011 559 3374

Mr. Tyson Mabunda  
Email: [ttmabunda@uj.ac.za](mailto:ttmabunda@uj.ac.za)  
Tel: 011 559 2688



**The Future. Reimagined.**

