

# UJ INSTITUTIONAL REPOSITORY

## Thesis and Dissertation Frequently Asked Questions

### What are the benefits or advantages of ETDs over traditional (hard-copy) manuscripts?

- Broader exposure of graduate student research through greater accessibility via the World Wide Web. Research is accessible to any potential reader every day at any time;
- Opportunities to use new forms of creative scholarship through use of interactive elements, multimedia, hyperlinks, etc.;
- Ability to have a hyperlink to the thesis/dissertation on homepages and electronic CVs;
- Professional development experience for graduate students as they learn the basic skills of scholarly publishing in an electronic format;
- Conservation of paper and library storage space;

*Theses and dissertations more immediately accessible: publication occurs near point of submission/graduation rather than many months later.*

### Why PDF?

Adobe Portable Document Format (PDF) allows documents created through word processing to be made available on the Web. PDF makes it possible for the fonts, format, and pagination to remain consistent when viewed from different platforms such as Windows, Macintosh, and Unix and different Web browsers such as Mozilla and Internet Explorer. [Adobe Reader](#) can be downloaded for free, thus providing everyone with access to the document. UJ has set standards for archiving digital materials in PDF, so archiving is better ensured. Finally, PDF is the text-based format accepted by National Research Foundation standards for publishing dissertations.

### What other electronic formats are allowed?

The text-based portion of the thesis or dissertation should be a PDF file. You may use the following other additional permitted file types already approved and supported by UJContent for electronic dissertations: image files as .gif, .jpeg, or .tif; video files as .mov, .mpg, or .avi; and audio files as .aif, .midi, .snd, .wav, or as CD-DA, CD-ROM/XA, or MPEG-2 only if necessary for supplementary materials. You may also submit additional file types such as spreadsheets: .xls, as secondary, accompanying files.

### **Can I submit multiple PDFs in my ETD?**

No. Only one PDF in an ETD is acceptable. In addition to the one PDF, you may submit other files such as .mpgs, .wavs, MPEG-2s, etc. where appropriate. See the complete list of acceptable file types under the FAQ concerning permitted electronic formats above.

### **Will I need to buy my own copy of the Adobe software?**

No. Many departmental computer labs have computers equipped with software that converts documents written in Microsoft Word to Adobe Acrobat (PDF) format. The software will allow you to convert your word processing document to PDF format.

### **Why are bookmarks suggested for my PDF?**

Bookmarks are links that enable the reader of the ETD to navigate through the document chapter by chapter. They also allow the reader to link to tables, figures, charts, etc. Bookmarks are strongly suggested in the ETD because they enable long documents, such as dissertations and theses, to be easily read. For information on how to create bookmarks, see the University of Cincinnati's [Guide to Creating Bookmarks](#).

### **If I have already started writing my thesis/dissertation in a word processing document, is it too late to change it to a PDF file?**

No. Students will need to create their original document using a word processor, such as Microsoft Word. You should apply the Faculty Formatting Guidelines. If you are done working with your document in a word processor, you will then need to convert it to a PDF file, which will retain the original document format (for the purpose of future editing). Conversion into a PDF file is a straightforward process. Questions regarding PDF creation please contact, [UJ IR](#)

### **Are there any size limits imposed on ETDs?**

No. However, to ensure that readers will be able to download and use your ETD in the future, it is important to keep the size to a minimum. For example, embedded images scanned at very high resolution can often be reduced in size without sacrificing readability.

### **Is there a different ETD-specific Style and Form Manual I need to refer to for information on specifications on the submission format for my ETD?**

No. Use your Faculty Thesis/Dissertation Formatting Guidelines

## **What procedures are in place for accepting items in the ETD that cannot be digitized?**

Students who need to incorporate items in their ETD that cannot be digitized should notify their Faculty Officer, their supervisor, explaining what the item is and why it cannot be digitized. Requests to include non-digitized items will be handled on a case-by-case basis.

## **What assistance is available for help with creating my ETD?**

For assistance creating your ETD, contact [UJ IR](#)

## **How will an ETD affect the faculty's role in assuring the quality of the dissertation?**

Faculty will continue to be responsible for upholding the quality of the thesis or dissertation, whether that thesis or dissertation is submitted using electronic formats or through paper.

## **Who is responsible for processing the electronic submission after dissertation/thesis committee approval?**

The Faculty Officer is responsible for submitting the required copies (e-copy) to the UJ Library, UJ IR.

## **Do ETDs save the University money?**

Quantifying costs for either traditional theses/dissertations or ETDs is not really possible; however, our best guess is that there is no money to be saved by changing to ETDs. That is, print and electronic theses and dissertations are approximately equivalent in cost. The primary motivation for producing ETDs is wider access of graduate student research and the other benefits to the university.

## **What experience does the University have in accepting or working with ETDs?**

Since 2009 the UJ Library has been handling ETD submissions that would enable students to easily submit pdf files of their dissertations or theses. As of July 2012 all master's theses and doctoral dissertations are required to submit e-copy and 1 hard copy version before graduation.

## **Are the rules governing the use of copyrighted materials any different for ETDs compared to hard-copy theses and dissertations?**

No. The author owns copyright to his/her thesis or dissertation, regardless of format. As part of the e-copy submission process, the university has chosen a [Creative Commons](#) license for thesis or dissertation that provides [a flexible range of protections and freedoms](#) for authors.

## **If I properly cite all my sources in the form of a footnote, endnote, or bibliography, do I still need to get copyright permission?**

If the material you are quoting or reproducing does not fall under the general guidelines of "fair use" then you will need to get written permission from the copyright owner.

## **What does "fair use" mean?**

Since a dissertation or thesis is published for non-profit educational purposes, the author is permitted limited use of copyrighted material under the guidelines of "fair use." The purpose, amount, nature, and effect of the work reproduced determine whether or not one must seek permission from the copyright owner.

## **What are some examples of things that I probably would need to get copyright permission for?**

Items that you would want to pay special attention to would be materials such as graphs, charts, data, pictures, maps, illustrations, long quotations, questionnaires, journal articles, music, archival material, unpublished works, computer software, and creative works such as poetry, novels, and plays.

## **Are there any hard and fast rules for the amount of text I can use in my ETD from a copyrighted source without attaining copyright permission?**

There are no exact rules to follow; however, you should be acutely aware that quoting lengthy passages such as 500 words in a single passage, 2000 words throughout a single copyrighted manuscript, more than one and one-half single spaced pages of text, and more than three or four lines of poetry are all examples that will send up red flags. For different types of works such as music, art, photographs, cartoons, etc., it is imperative that their use be closely linked to your research objectives and that the reproduction does not supersede the market for the original. Please consult, [Senior Copyright Officer](#), UJ Library.

## **If my dissertation is online, don't I increase the risk of being plagiarized?**

Plagiarism is a risk faced by all authors. You will continue to have the same legal recourse whether your dissertation is available electronically or in hard copy. ETD files do not require any security settings on the PDF copy (passwords should not be required to open the document). [UJ IR](#) will insert a Security feature of Adobe Acrobat, checking the box titled "No Content Copying or Extraction, Disable Accessibility" to prevent a user from copying text and graphics from your PDF file.

## **How will electronic theses and dissertations be archived and maintained over time?**

Dissertations (whether submitted in electronic or hard-copy format) will continue to be archived and maintained in electronic. In addition, both theses and dissertations submitted in electronic format will be archived and maintained on a University Library server. The UJLIC is committed to regular updating of archived electronic documents to ensure they continue to be accessible to future technologies and use an open architecture for file types and structures so that they can be more easily migrated to future file types.

## **How will digital theses and dissertations be accessible?**

After submission in [UJ IR](#) the theses and dissertations are quickly made available worldwide through the Internet, other electronic search mechanisms, the library catalogue itself, Open Archives Initiative search engines, and web search engines (e.g. Google).

## **Where can I learn more about ETDs?**

For more information about ETDs, see the [Networked Digital Library of Theses and Dissertations](#) Web site.

**If you have specific questions about ETDs that were not answered in this Webpage please email to: [E-Research & Institutional Repository](#)**