Video Transcript:
Author Submission to an ETD Series

Video Duration: 6 minutes, 56 seconds

Hello and welcome. The title of this video is "Author Submission to an ETD Series."

I'd like to mention that if an administrator wants to submit a thesis or dissertation on an author's behalf, or if an administrator would like to upload past ETDs, there is a separate process for an administrator submitting. This is only for an author submitting their thesis or dissertation for review and publication in an ETD series in Digital Commons.

The author begins on the ETD homepage and clicks on "Submit Research" in the sidebar. This allows the author to log in with either an existing account, or to create a new account, which is free.

In this case, I will go ahead and login with the author account that I have already created, which will take me to the submission overview.

Before the submission process begins, the author is shown this summary to let him or her know how to upload and approve the submission agreement. The author continues by checking the box to agree to the terms and then clicking on "Continue."

Now we are taken to the second step, where we provide the metadata associated with the submission, as well as uploading the submission itself. This is a generic submission form, and your institution may have varying requirements for the information you must supply for your electronic thesis and dissertation.

I begin by entering the "Dissertation/Thesis Title."

Next, we provide information about the author who is submitting. In this case, it's taking information about my name and my institutional affiliation from my account. If I would like my name to appear differently on the published article, I can change my name here. In this case, I would like it to appear the same.

Next we enter the date of award, here we can enter in the season and the year.

Next we have several drop-down menus, including the degree type, with the choices of thesis or dissertation, the degree name, and department. Then we enter in our advisor's name. Now we enter keywords. We can enter keyword phrases and multiple keywords separated by commas.

Then we choose disciplines from our three-tiered list. We can choose disciplines from any level of the hierarchy, and as many as we like.

Next we enter in the abstract of the thesis or dissertation. We can format text using the rich text editor, if we like. Then we can enter additional comments.

Next we upload the full text of our submission, which we can either upload from our computer, or in this case we can also import the file from a remote site, if we already have the document hosted on another server somewhere. For this submission, I'll upload a file from my computer.

And finally, if we have additional files such as datasets, images, or a permission form that we need to upload, we can check the box under "Additional Files." After we submit we will arrive on another screen to upload these additional files.

Now that I finished filling out the submit form, I will click on "Submit." Since I checked the box for additional files, I am now on the page to upload these files. I'm going to click on the "Browse" button and select the file from my computer. Now I can enter in a description and then uncheck "Show", since I only need to submit the form with my thesis and not display it on the IR. Then I'll click "Save" and then "Continue."

The system will upload my documents and will take me to the confirmation page. Now that the submission process has been completed, I am given the overview of the metadata that I submitted. I can download the main document as it was uploaded, or the additional file.

I also have the option to revise the submission. To revise a submission, I can either click on "Revise your submission" from the confirmation page here, or if I ever leave this page, I may view a list of all of my submissions on the "My Account" page. Any submissions that have not been "locked" by editor, or posted to the ETD series, rejected, or withdrawn may be revised.

So I will choose my article from the "My Account" page, and this will take me to the author's view of the submission. And here I can revise my submission by clicking the "Revise thesis" link at the top of the sidebar. Anything that I change on the revision page will be changed. Anything that I leave the same will be left the same.

For instance, if I would like to make changes to the document that I uploaded, I may make those changes locally on my computer, and upload a new version of the document with my changes on it. If I don't want to make changes to the document, I just leave it the same and I don't need to worry about uploading the original document again.

For the purpose of this demonstration, I will change the title. And when making revisions to the submission, the system adds a new field, which allows us to provide the reason for the update. This lets the ETD administrators know what was changed. When I've made all the changes I would like, I click on "Submit" and then the changes have been received.

I can make a further revision or I can return to my "My Account" page.

This concludes the author submission for an ETD series in Digital Commons. If you have any questions, please contact Consulting Services.

[Contact information on screen: dc-support@bepress.com, 510-665-1200, option 2.]