

## ELECTRONIC SUBMISSION PROCEDURES

The student may make an appointment with the Graduate School to convert the document to PDF and submit it electronically. Students who prefer to convert and submit the document on their own should follow the procedures outlined below.

BEFORE you submit your final electronic copy:

- The manuscript must be submitted to the Graduate School in hard copy form for at least one preliminary formatting check before it can be submitted electronically.
- The student is permitted to submit electronically once the manuscript has been deemed by the Graduate School to have no further formatting corrections required.
- The final approved and formatted manuscript must be converted to a PDF.

1. Go to the OhioLINK website for electronic submission, and follow the steps to submit the “complete, finalized ETD.” <http://www.ohiolink.edu/etd/submit/>
2. Select the option for: “I am submitting: My paper’s bibliographic information, abstract, and full text.”
3. Read the terms and click on the box to agree and continue.
4. Select the school: University of Akron. Then click on the button “Continue to main form.”
5. Complete “Information About You” and click on the box to save and continue.
6. Complete “Information About Your Paper” and click on the box to save and continue.
  - Note: OhioLINK requires an abstract to be entered here even if one does not appear in your manuscript.
  - Note: OhioLINK allows you to select subject headings and keywords relating to your manuscript. The Graduate School highly recommends that you utilize these options. Entering keywords will allow people to find your manuscript via search engines without requiring that they know your complete title.
7. Complete “Information About Your Degree” and click on the box to save and continue.
  - Note: Only complete the section for “Other Advisors/Committee Members” if you have more than one advisor. You do not need to enter all of your committee members (they appear on the signature page).
8. Complete “Permissions and UMI Publication” and click on the box to save and continue.
  - **OhioLINK Permissions:** we recommend keeping the default of “Copyright, all rights reserved.” You may select one of the other options, but please read the links carefully before selecting one of those options.
  - **Publication Delay:** Manuscripts are not released for publication until after graduation. You will leave this as “I am not requesting any publication delay.”
    - If you think that you will need a further delay than that, review the Delay of Publication link <http://www.uakron.edu/gradsch/docs/DelayPub.pdf>, select “I am requesting that my school delay publication...” and select the length of the delay.
  - **UMI Publication:** UMI Publication is optional for master’s thesis, but mandatory for doctoral dissertations.
    - Master’s Theses: “Do not upload my paper to UMI.” (You may select traditional as below for a \$65 fee.)
    - Doctoral Dissertations: “Upload my paper to UMI for the *traditional* publishing option.”
  - **Copyright:** Copyright is optional for both master’s theses and doctoral dissertations. In most cases you will leave the default of “I do not want...” You may have UMI register your copyright for you for a \$65 fee. See the FAQ’s link before selecting this option. <http://www.uakron.edu/gradsch/docs/FAQ.pdf>
9. Complete “Full Text Upload” by clicking the “Browse” button, selecting your pdf file, and clicking the “Upload Now” button.
10. “Review and Complete Submission” and select “NO - Return to Editing” if there are errors or “YES – Submit My ETD Now” if everything is correct.
  - Note: Your paper is not submitted until you click on the “YES – Submit My ETD Now” button.
11. A page will appear stating, “Submission Complete.”
12. Students will be sent an email confirmation from OhioLINK that the manuscript was received and another once the Graduate School has approved it.