

Frequently Asked Questions

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Preliminary checks of thesis/dissertation ([back to top](#))

- Mandatory for all theses and dissertations.
- You must submit at least one preliminary check by the posted deadline for the term you wish to graduate.
- You may submit format checks as many times as you like before and after the preliminary deadline(s). However, the week before the final deadline, format checks will only be accepted on a case by case basis. Preliminary checks are not accepted after the final deadline.
- Any format check that is not your final electronic submission is considered a preliminary check.
- Checks are usually completed in 1-7 days. You will be sent an email listing the corrections to be made.
- Hard copies are required for preliminary checks. If you are not local, someone else can drop off your manuscript or you can mail the it to:

The University of Akron
Graduate School-Format Check
Akron, OH 44325-2101

Final submission of thesis/dissertation ([back to top](#))

- Mandatory for all theses and dissertations.
- You must submit the electronic submission (via OhioLINK) by the final deadline for the term you wish to graduate.
- You must also submit a correctly formatted, original, signed signature page by the deadline. The signature page in the electronic submission will be unsigned.
- Minor extensions may be granted on a case by case basis if accompanied by advisor approval and a rationale.
- The electronic copy must meet formatting requirements before your thesis/dissertation will be approved.
- After your final copy has been checked, you will be notified as to whether it was accepted or further corrections are required.

Electronic submission of thesis/dissertation (ETD) ([back to top](#))

- Mandatory for all theses/dissertations.
- You will need to convert your final, formatted manuscript to a pdf document. The Graduate School recommends using Adobe Acrobat Distiller.
- You may make an appointment with the Graduate School to convert and/or upload your ETD with Graduate School assistance.
- OhioLINK requires an abstract for all submissions. If you have a dissertation (or thesis with an Abstract), copy/paste the Abstract into the OhioLINK form. If you have a thesis without an Abstract, enter a brief description of the thesis content into that section of the OhioLINK form.
- The formatting will be reviewed on your ETD. You will be notified as to whether it was accepted or further corrections are required.
- Approved ETD's will not appear on OhioLINK for viewing until after graduation. All ETD's for the semester are posted the week after graduation.

Signature Pages ([back to top](#))

- You must submit a correctly formatted, original, signed signature page by the deadline.
- All signatures must be affixed except the Dean of the Graduate School and the date.
- The signature page may be printed on standard white paper.
- The signature page in the electronic submission will be unsigned.
- You may submit additional copies of the signature page to be signed.

Delay publication of thesis/dissertation ([back to top](#))

- Done in cases of intellectual property issues such as patent application.
- Check with your advisor to see if it is applicable.
- Your advisor will consult with the Office of Technology Transfer.
- OTT will decide whether or not an official delay is warranted.
- The Graduate School can also allow a delay of 6 months if your advisor approves.
- Must submit the Delay of Publication form to Graduate School.
<http://www.uakron.edu/gradsch/docs/DelayPub.pdf>

Copyrighting ([back to top](#))

- Optional for master's theses and doctoral dissertations.
- Check with your advisor to see if it is worthwhile/necessary.
- You can register copyright directly through the Library of Congress Copyright Office.
<http://www.copyright.gov/>
- You can also enlist UMI to register the copyright for you. (see below)

Publishing through UMI (University Microfilms, Inc.) ([back to top](#))

- Mandatory for doctoral dissertations.
- Optional for master's theses.
- Follow Electronic Submission Procedures.
<http://www.uakron.edu/gradsch/docs/ElecSubProc.pdf>
 - A fee of \$65 covers microfilming and publishing through UMI.
 - For a \$65 fee, UMI also offers to act as your agent with the Library of Congress Copyright Office to register copyright.