Policy for Submissions to the OhioLINK ETD Center

Purpose:

The following document was created to provide guidance for publication to OhioLINK's Electronic Theses & Dissertation Center (ETD) database.

Procedure:

After a student has defended their work, they must incorporate suggestions they have received and get final approval from their thesis advisor. They must ensure that any information they would not like published online is edited or deleted prior to submitting the work for publication, and all material included in the document that is not their own original work has permission from the copyright holder to be used in the document. All signatures on the signature page should be removed prior to submitting for publication online. The final document should be saved as a PDF in preparation for submission.

It is up to each individual college to decide whether students are required to submit their work for publication on the ETD Center, although the library always encourages publication. Once a student has been cleared for publication by their program, the program director emails the ETD Center Administrator librarian and includes the student, indicating completion of the program and readiness for document publication. The ETD Center Administrator librarian then provides the link for the Permission and Copyright Licensing for ETD Publishing form (attached).

The current publication process has been designed to create the least amount of extra work for the student. By granting permissions contained in the form, the ETD Center Administrator librarian is allowed to:

- Perform all required accessibility checks on the document, make required adjustments as needed, and include the generated accessibility report with the document's publication.
- Enter all required metadata throughout the submission process on behalf of the student.
- Upload the completed PDF document to the ETD Center on behalf of the student.

- Accept or Decline publication of the document to the ProQuest Dissertation & Theses Database on behalf of the student.
- Allow or Decline major search engine discovery of the work on behalf of the student.

If the ETD Center Administrator discovers issues with the submission, they will work with the student to correct them prior to publication.

If a college requires publication as a requirement for graduation and a student declines publication, the student must complete the permission form and choose the "no" option for all fields when available. This is so the library has on record the student has declined publication. Once a student graduates, if they have chosen not to publish, we will not go back and complete the process for the student if they change their mind.

If a student wishes to publish to the ETD but declines to provide permission for the ETD Center Administrator librarian to complete the process on their behalf, the student will be responsible for completing the submission process on their own.

After a student's work is successfully published on the ETD Center, the ETD Center Administrator librarian will contact the student and their program director with a congratulatory email that includes the permalink to the published work, as well as a hyperlink to the Thesis On Demand publication service should the student want to purchase a hardbound copy of their work.

Permission forms are downloaded and saved as PDF files in a shared library drive at the university so that the library has a record of the student's responses.

At this point, the student has completed the ETD submission process.

Congratulations on the completion of your program!

The next step in your process is to upload your dissertation/project to the OhioLINK Electronic Theses & Dissertations Center (ETD). In order to have your work uploaded into the ETD Center, you will need to fill out the following permission form.

The ETD Center is a free, online database of Ohio's undergraduate, master's, and doctoral theses and dissertations from participating OhioLINK member schools. Papers published on the ETD Center are available for download over the Internet and are indexed by major search engines. The ETD Center promotes wide dissemination of our students' work.

All submissions are final. Make sure all spelling, grammar, and formatting edits are complete on both this permission form as well as your final PDF document before submitting. The PDF supplied to us by your advisor and the PDF you upload via this form must match and be the complete and final approved documents ready for upload. We do not re-submit documents to OhioLINK if you discover an error. Thank you.

Begin

Name (required)

Street Address (required)

City / Town (required)

State (required)

Zip Code (required)

Country (required)

Phone (required)

(999)999-9999

Email (required)

OhioLINK Acknowledgement:

I hereby grant to the Ohio Library and Information Network (OhioLINK) and to my school THE NON-EXCLUSIVE RIGHT TO ARCHIVE, REPRODUCE AND DISTRIBUTE MY THESIS OR DISSERTATION, in whole or in part, and/or my abstract, in whole or in part, in and from an electronic format, subject to the release date subsequently stipulated in this submittal form and approved by my school.

- I represent and warrant that THE THESIS OR DISSERTATION AND ITS ABSTRACT ARE MY ORIGINAL WORK, do not infringe or violate any rights of others, and that I make these grants as the sole owner of the rights of my thesis and dissertation and its abstract. I warrant that I HAVE OBTAINED ANY NECESSARY PERMISSION FROM THE OWNER(S) OF EACH THIRD PARTY COPYRIGHTED MATTER to be included in my thesis or dissertation, and that such third party owned material is clearly identified and acknowledged within the text or content of the document. I acknowledge that OhioLINK and my school will not distribute my thesis or dissertation or its abstract if, in their reasonable judgment, they believe all such rights have not been secured.

- I acknowledge that I RETAIN OWNERSHIP RIGHTS TO THE COPYRIGHT OF MY WORK. I also retain the right to use all or part of this thesis or dissertation in future works (such as articles or books).

(required)

☐ I have read these terms and I AGREE to have my ETD published by my school and OhioLINK.

☐ I have read these terms and DO NOT AGREE to have my ETD published by my school and OhioLINK. I acknowledge if I decline publication that Ashland University and Ashland Theological Seminary will not retain any copies or record of my work. I understand that after graduation I cannot change my mind and request publication or a copy of my work.

Select a copyright license for your work:

FYI: Most of our students choose option #1 (if you plan to publish your work commercially) or #2 (students not planning to publish). Be aware that once one option is selected and your paper is published that this option cannot be changed.

☐ Copyright, all rights reserved. Your ETD will be available under the "Fair Use" terms of copyright law. This may be required by third party publishers you work with to publish your paper commercially.

☐ Copyright, some rights reserved. Your ETD may be copied and distributed only for non-commercial purposes and may not be modified. All use must give you credit as the original author. [This is the Creative Commons "Attribution – Noncommercial –No Derivative Works" license.]

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Permissions: (required)

Please select an option

☐ I GIVE AU/ATS the authorization to upload my work to the ETD.

☐ I DO NOT GIVE AU/ATS the authorization to upload my work to the ETD. I acknowledge if I decline publication that Ashland University and Ashland Theological Seminary will not retain any copies or record of my work. I understand that after graduation I cannot change my mind and request publication or a copy of my work.

Digital Accessibility:

As of January 2023, OhioLINK will require all submitted electronic theses and dissertations (ETD) PDFs to be digitally accessible.

Recommended Minimum Requirements for ETD PDFs in the OhioLINK ETD Center

· PDF file includes full text   (required)

· PDF accessibility permission flag is checked

· Text language of the PDF is specified

· Figures and images include alternative text

· PDF includes a title and use of at least one heading level in the text of the document

☐ I GRANT permission to the Archer Library/ATS Library to verify and modify my document to make sure it is compliant with OhioLINK's Accessibility Policy.

☐ I DO NOT GRANT permission to the Archer Library/ATS Library to verify and modify my document to make sure it is compliant with OhioLINK's Accessibility Policy. I will work with the library's staff to provide my documentation with all the required qualifications.

About My Paper:

Title:

Abstract:

Keywords:

Please choose a maximum of ten keywords for your document.

Subject Headings:

Choose 3 subject headings from the OhioLINK Provided Subject Heading List and type them into the line provided.

Year Completed:

Pages:

Language:

Degree:

College, School, Department, or Program:

Degree Year:

About Your Advisor:

Please provide your advisor's first and last name.

ProQuest

Your thesis office may allow or require you to upload your thesis or dissertation with ProQuest/UMI. ProQuest provides additional non-exclusive distribution via the ProQuest Dissertation & Theses Database (PQDT), which reaches 3,000 universities with over 200 million searches annually, and supports discovery through major subject and discipline indexes (SciFinder, MLA, MathSciNet, PsycINFO, ERIC, etc). Authors are also eligible for a royalty based upon sales of the full-text work. More information about ProQuest royalties is available on their Author Dissertations FAQs page. A copy of the ProQuest distribution agreement can be found here: *ProQuest Publishing Agreement*

(required)

☐ Upload my paper to ProQuest for the traditional publishing option. I understand that I must maintain a current mailing address with ProQuest to remain eligible to receive royalties.

☐ Do not upload my paper to ProQuest. I retain the option to submit it myself at a later date.

I want major search engines (*e.g. Google, Yahoo*) to discover my work via ProQuest (required)

☐ Yes

☐ No

Document Upload:

⬇

Choose a file or drag it here.
Maximum file size: 100.0 MB

Submit

Supplement: Policy for Digitization Request of Past Thesis

Purpose:

Prior to publishing works on the OhioLINK Electronic Theses and Dissertation Center (ETD), completed theses were printed, bound, and stored within the Ashland University library Rowe collection. If an alumnus contacts a college or the library requesting digitization of their work, the following procedure will be followed.

Procedure:

Upon request for digitization of a thesis, the library requires written permission and a signature from the creator/copyright holder of the work to create a digital copy for their personal use. The attached Digitization Permission Form must be completed and signed by the alumni. Additionally, it is at the discretion of the college or library to request additional identifying information from the alumni should they deem it necessary to ensure that the alumni is the creator/copyright holder of the work.

After the library has received the completed and signed Digitization Permission Form, the library may create a digital copy of the thesis.

After the thesis has been digitized and emailed as a PDF document to the alumni, the digital copy is deleted from our computers.

The signed Digitization Permission Form is stored in a shared drive for the library, so that we have record of copyright holder permission to create the digital copy of the work, and attestation that the alumni who requested the work is the creator/copyright owner.

Archer Library
Thesis Digitization Permission Form

I, _____,

creator of the dissertation entitled

_____

_____

published in the year _____ for Ashland University, grant permission to

the library to create a full, digitized copy of my work to release to only me, the

author and copyright holder of the work.

By signing, I indicate that I am the creator and copyright holder of this work

and have full authority to grant permission for digitization of this work under

the above stated conditions.

Sign:_____

Date:_____