Electronic Theses and Dissertations
Now Required at BYU as of Fall 2009
Quick Facts

- 77% of all final works are already submitted as ETDs
- There are 1901 ETDs available for public inquiry
- Number of highest hits on 1 ETD: 67,254
- Number of ETDs with 10,000 + hits: 66
- Meets the Library goal of ‘open access’
What has changed?

- Department and Committee Chair paper copies are NOT required, but may be requested on ADV Form 8d.
- Copies are NOT required to be available for the public in the department two weeks before the oral exam.
- Margins should all be 1 inch - all edges.
- Preliminary pages must avoid blank pages that have to be removed in the ETD.
Changes, continued

- Title page includes more info: committee names, and copyright. Mixed case is used in the title.
- The abstract paragraphs are single spaced.
- Keywords are listed at the bottom of the abstract page.
- No signature pages are included in the ETD document. A student or department may add a signature page to their paper copy if desired.
Title: Titles can be no longer than six inches on one line and must be printed in the inverted pyramid format if additional lines are needed

[Student Name]

A thesis submitted to the faculty of Brigham Young University in partial fulfillment of the requirements for the degree of

Master of [Arts, Education, Fine Arts, or Science]

[Committee Chair] [Committee Member] [Committee Member]

Department of [Department Name] Brigham Young University [Graduation Month] [Year]

Copyright © [Year] [Student Name] All Rights Reserved
What stays the same?

- Department committees and coordinators are expected to read for content.
- Content revisions should be done before document review by college approvers.
- ETD is not submitted for approval until all content is revised and all signatures obtained on ADV Form 8d.
- ETD review still occurs at Dept, College levels.
Concerns?

• Many journal publishers now state that a prior ETD will NOT harm any journal submissions.
• Ask your specific journals if you have concerns, or have the student do so.
• One year delay is still available for any students who have info that the journal may not publish a work from a prior ETD.
• Secure – no set release date- available for ETDs involving a Patent
Sample Journal responses

- Thank you for your e-mail. As far as Taylor & Francis is concerned, releasing an electronic version of your thesis to your school library would not count as previous publication and would not prohibit your thesis from being published in one of our journals. (June 2009)
Generally by the time a thesis is translated into a journal submission it has been significantly edited in terms of page length (the required page limit for JMF is 30 pages) which often means that the background, theory, literature review, results, and discussion sections have been edited substantially. It is also important to note that the standards for work done as a thesis (in terms of method and analyses) are often not as rigorous as what is published in JMF. (June 2009)
Letter from Elsevier

- First, will we consider the electronic distribution of a thesis or dissertation to be prior publication and decline to consider either (sections of) the dissertation itself or other papers derived from the same project for publication within our journals?
- The answer to that is “no”. We believe that distribution as a dissertation is sufficiently different from publication in a refereed journal to not be of concern. We also wish to encourage graduate students to submit their articles for publication. (1997)
Second, will we give permission to include within the ETD archives ES copyrighted articles that have already been published in Elsevier Science journals and are a part of a thesis or dissertation?

Yes, we are happy to support the work of new research scientists in this way.

The only conditions are that there cannot be any commercial sale of our copyrighted material or separation of the article from its context within a dissertation or thesis, the original publication must be properly cited (with the appropriate copyright notice), and there should be a link from the article to the home page (if any) for that journal on our Web site. (12/1997)
How it works

- Oral exam, revisions required
- Revisions accepted by committee, dept chair or coordinator sign ADV Form 8d
- Document is reviewed by College. Sign ADV Form 8d
- Student converts to PDF, creates bookmarks
- Student submits ETD for review on ETD website
Process, continued

- Dept review, disapprove or approve
- If needed, student corrects document or bookmarks etc, and may need to create new pdf, and upload new version
- Dept review may take several cycles
- College review, disapprove or approve
- College Approved ETDs move to Library Administrative Offices queue (LAO)
ETD Flow Process

Student Submits (or corrects) ETD

- Department Approval
  - no
  - yes

- College Approval
  - no
  - yes

ETD enters LAO

Student Takes ADV Form 8D to Library
Process, continued

- Student is notified or can see that ETD is at LAO
- Student takes ADV Form 8d and title page copy to 2060 HBLL
- Student also brings personal or requested paper copies to HBLL
- Library verifies, receives fees if any
- Student takes ADV Form 8d and title page to Graduate Studies, 105 FPH
Process, continued

- Graduate Studies processes ADV Form 8d, title page, and clears the final graduation requirements.
Common reasons for disapproval

- Incorrect graduation date – should be month and year of graduation on title page.
- Bookmarks do not open automatically to the left
- Table of contents format is off
- Running head or page numbering on title page or other preliminary pages
- Heading formats do not follow a consistent pattern
Formatting paper copies

- Paper copies are optional for the committee chair and graduate coordinator, as well as personal copies for the student.
- Print a copy of the PDF, have it copied using ‘Right Margin shift’ on a copier in the library or copy center.
- This allows room for binding without having to reformat the document.
Using LATEX

- Many programs utilize and write in LATEX
- Graduate Studies wants to create an ETD template for these students
- Please send your LATEX templates or files to Dean Wynn Stirling at wynn_stirling@byu.edu so we can create a template that works well for all students using LATEX.
Questions?

- Be sure to use the new forms found on the Graduate Studies website.
- ADV Form 8d
- Sample Preliminary Pages
- Minimum Standards for ETD
- The ETD website is in the process of being updated. Suggestions welcome.
- Thank you for coming.