

JMU ETD SUBMISSION INSTRUCTIONS

Before you submit your thesis or dissertation electronically, you must:

- Convert your manuscript to a PDF file. For conversion instructions, go to www.atomiclearning.com or www.acrobat.com.
- Rename PDF (and all other files you plan to upload) in accordance with the naming convention: *JMU-Eid_level_date_version*
(Example: *smithjf_doctorate_10-19-2012*)

JMU-Eid: Type the first six digits of your last name followed by the initials of your first and middle name.

_ : Be sure to include all underscores.

level : Type “honors” if you are an honors student, “masters” if you are a masters student, and “doctorate” if you are a doctoral student.

date: The date must be expressed in eight digits, separating month, day, and year with hyphens. You will want to use the date that reflects the most recent revision or update made to your file.

version: If you have only one file, do not type anything for this field. If you have more than one file (e.g. video, audio, or non-PDF appendices), use this field to label and distinguish them appropriately. For instance, if you are attaching an interview audio-file, type “interview” in this field. In the case above, the complete file name would read:

smithjf_doctorate_10-19-2009_interview

- Have ready access to your title page, signature page (and abstract if you have one).
- Go to www.lib.jmu.edu/forms/etd/

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Password:

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3. Click the number of file attachments you plan to upload. Your thesis or dissertation manuscript should be one PDF file. But if you have video or audio files, you must upload these as separate files.

Fill out the following information to thoroughly describe the document being submitted:

Indicate the number of files you will be attaching. This form will accept a maximum of 5 files.

1 2 3 4 5

Please fill in the requested information about this submission below. Fields in RED are required:

Last Name:
First Name:
Middle Name(s):
Suffix:
Your Major(s):

Please select one of the following document availability options:

No restriction on availability
 Available 1 year after submission
 Available 2 years after submission

Director/Advisor Name:
Director/Advisor Email: @jmu.edu

4. Enter your name as it appears on your title page.

5. Select an availability option.
The default option allows for “no restriction on availability.” By selecting this, you permit the library to make your thesis available electronically through the library’s online catalog at any time after submission. (Submissions indicating “no restriction” are typically made available sometime in the following semester.)
By indicating “Available 1 year after submission,” or “Available 2 years after submission” the library will not make the thesis available until after the selected time period.
IMPORTANT: It is your responsibility to discuss availability options and whether a restriction is appropriate with your director/advisor before submitting your work. For more information on restricting availability (also referred to as an embargo) and cases for which it may be appropriate, click [here](#) or refer to the end of this document.

Title of submitted work as it appears on your thesis:

6. Type your complete title as it appears on your title page.

Select the type of content of the item:

Honors ▼

Select your college:

Arts & Letters ▼

Type your sponsoring department as it appears on your thesis:

8. Enter your department name as it appears on your thesis or dissertation. (For Honors theses, the department name is on your signature page. For Masters theses and Doctoral dissertations, it is located at the bottom of the title page.)

Select the main language of the item:

English ▼

Please add additional information about this submission below:

Subject Keywords:

Add Keyword

9. Enter key terms that reflect the focus of your thesis or dissertation. Be sure to click "Add Keyword" once you've typed in your term. There is no limit to the number of terms you enter. (If you wish to delete a term, simply click "Remove" next to that term.)

Abstract:

10. If your thesis or dissertation has an abstract, enter it here.

Misc Information:

If the main language of the work is not English, please provide an English translation of the abstract or a summary statement of the work in English. (If you wish to include a message or note for the Honors or Graduate office, enter it in the Misc Information field.)

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7. Be sure to specify whether you are submitting an Honors Thesis, Masters Thesis, or Dissertation, and select your college. (Failure to indicate this may result in thesis or dissertation being sent to the wrong office.)

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Please enter the full path of the file corresponding to your thesis or dissertation. If you click "Browse...", a new window will appear in which you can locate and select the file on a local drive.

The filename must follow the following pattern: JMU-Eid_level_date_version.

Example: trocchmx_masters_06-11-2012_01

Number of indicated attachments: 1

Browse_

Attach

If you are having problems uploading a file, contact the ETD Coordinator at library-etd@jmu.edu

11. Click on "Browse" to open the upload window.

12. Find your file on your local drive, click on it once so to highlight it and then click "Open." Your file will appear in the "Browse" field. Click "Attach" to the right in order to upload it.

IMPORTANT:

(1) Your thesis or dissertation manuscript must be in PDF form, while video or audio files, if you have any, must be attached separately.

(2) All files must follow the naming convention: *JMU-Eid_level_date_version*

JMU-Eid: Type the first six digits of your last name followed by the initials of your first and middle name.

_: Be sure to include all underscores.

level: Type "honors" if you are an honors student, "masters" if you are a masters student, and "doctorate" if you are a doctoral student.

date: The date must be expressed in eight digits, separating month, day, and year with hyphens. You will want to use the date that reflects the most recent revision or update made to your file.

version: If you have only one file, do not type anything for this field, as shown above. If you have more than one file (e.g. video, audio, or non-PDF appendices), use this field to label and distinguish them appropriately. For instance, if you are attaching an interview audio-file, type "interview" in this field. In the case above, the complete file name would read:
"trocchmx honors 10-19-2009 interview"

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The filename must follow the following pattern: **JMU-Eid_level_date_version**.

Example: trocchmx_masters_06-11-2012_0

Number of indicated attachments: 1

Browse...

Attach

13. If file is named and attached correctly, you will receive the message below in red. If not, you will receive an error message indicating what you will need to correct.

If you are having problems uploading a file, contact the ETD Coordinator at library-etd@jmu.edu

File uploaded successfully!

Attached Files:

trocchmx_honors_04-08-2012.pdf

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14. The file attached will appear in this area. If it is incorrect, you must delete it by clicking "Remove."

To add more files, click "Browse" again and repeat uploading process (see 11-13). Note: If you upload more than one file you must indicate this in a previous step (see 3).



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Please verify that the information below is correct. If changes are needed, please click "Previous Step" to make your modifications. If no changes are needed, please click the "Submit" button.

License accepted:	Yes
Number of files being attached:	1
Last Name:	Trocchia
First Name:	Michael
Middle Name/Initial:	
Suffix:	
Major:	
Availability:	No restriction on availability
Director/Advisor Name:	Michael Trocchia
Director/Advisor Email:	trocchmx@jmu.edu
Sponsor:	test
Title of Submitted Work:	Test
Type:	Honors
Selected College:	Arts & Letters
Language:	English
Subject Keywords:	test
Abstract:	
Misc:	

Correct One Of These

15. Verify that information and attached files are correct. Then click "Submit" to send to Honors or Graduate Office,

The following file(s) will be attached to the email. Please verify that these are the actual files you want to submit. If this list is not correct, you have the option of removing and reattaching the correct files.

Files: trocchmx_honors_04-08-2012.pdf

Correct One Of These

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Submission Complete! You will be copied on the email sent to the receiving office as confirmation of your submission. Within the coming weeks you will receive an email notification from the appropriate office notifying you that either your submission has been accepted or that there are issues that require your attention. For additional assistance or information, please contact the following:

- For Honors Theses - Honors Program, honors@jmu.edu 540.568.6953
- For Masters Theses - Graduate School, Laura Ryman 540.568.7065
- For Doctoral Dissertations - Graduate School, Laura Ryman 540.568.7065

16. This completes your submission! Please log out of the system. Confirmation of your submission will be sent to you in an email, as show below.

Logout

Subject: ETD Submission Form

Message  trocchmx_honors_04-08-2012.pdf (11 MB)

Identification:

Name:	Michael Trocchia
EID:	trocchmx
Submission Date/Time:	6/11/2012 10:48 AM

Submission Details:

License Accepted:	Yes
Number of files attached:	1
Last Name:	Trocchia
First Name:	Michael
Middle Name(s):	
Suffix:	
Major:	
Availability:	No restriction on availability
Director/Advisor Name:	Michael Trocchia
Director/Advisor Email:	trocchmx@jmu.edu
Sponsor:	test
Title of work:	Test
Type:	Honors
College:	Arts & Letters
Language:	English
Keywords:	test
Abstract:	
Misc:	
Files Attached:	trocchmx honors 04-08-2012.pdf



17. Here is an example of the email confirmation. Keep your confirmation for your records. It includes the information you entered and the files you uploaded.

If you notice a mistake please notify the Honors Office or Graduate Office immediately.