New Dissertation Deposit Procedures

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Mina Rees Library
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Changes coming for the June 2020 degree
(April 30, 2020 deposit deadline)

● Replace hard copy signature page with online approvals

● Students submit to a single, University-branded platform hosted by the Graduate Center and administered by the Library

● Additional reporting capabilities and custom workflows
Replace the hard copy signature page with online approvals

- Committee chair receives email with a link to student submission, clicks to view and approve online
- Program Officers notified upon status change, approve online
The new thesis submission system will allow electronic approvals.

No more signatures on this page!
Students submit to a single Graduate Center platform

- No new accounts necessary
- Students log in using their GC Network ID, just like any library database
Moving to an open-source system to manage thesis submissions

- Vireo is developed by the Texas Digital Library
- 18 institutions in Texas with Vireo hosted by TDL
- 11 institutions with open-source installations of Vireo
  - East Carolina University
  - Florida Institute of Technology
  - Georgia Tech
  - Harvard
  - Johns Hopkins University
  - Princeton University (forthcoming)
  - University of Hawai‘i Manoa
  - University of Illinois at Chicago
  - University of Illinois at Urbana-Champaign
  - University of Saskatchewan
Welcome to the Thesis & Dissertation Submission System

Formatting Requirements

There are formatting requirements that all theses and dissertations must follow before being submitted to the library. You can find more about the requirements here.

Welcome to ETDS @ Harvard

Harvard's Electronic Thesis & Dissertation Submission System

Please use this system to submit your approved manuscript to the FAS Registrar’s Office for review. This submission tool was developed by the Graduate School, the FAS Registrar’s Office, the Office for Scholarly Communication, and Harvard University Archives, and is based on an application developed and maintained by the Texas Digital Library, in conjunction with the Texas A&M, MIT, and UIUC.

Please view the helpful tutorial below. To get started with your submission, click the link below. You will be asked to authenticate using your HUID.

Start your submission

Sample submission sites from Johns Hopkins and Harvard
Currently accepting submissions for the Fall 2019 semester.

Instructions:
Please verify all of your personal information. Some of the information has been provided by your school; if this information is in error, you will need to correct it through the appropriate office at your school.
Required fields are indicated with an asterisk.

*First Name: Emily
Middle Name: Michelle
*Last Name: Wuchner
Email: wuchner2@illinois.edu
ORCID: Input ORCID
Enter your ORCID author identifier. If you do not have an ORCID ID, get one at orcid.org.
Year of Birth: Input Year of Birth
School: Input School
*College: Input College
*Department: Input Department

* Your name should appear as it does on your title page. You can use Unicode characters, if your computer supports them
* Select the degree and major that are listed on your title page.
* You must enter a permanent, long-term address. If your present address is different, use the Current Address field.

Sample submission form
NEW! Online advisor approval:

Students enter committee chair’s email address on submission form.

Committee chair receives email and logs in with GC network ID to confirm approval.

Program officers can be notified on status changes.
Dear Committee Chair:

You are receiving this message because Cynthia Goode has submitted a thesis or dissertation for final review, and has listed this email address as the contact email for their committee. We are giving you access to the submission in order to verify that the document is the correct, final version that you and the committee have approved.

The submission is available for your review at:

https://shsu-tdt.tdl.org/advisor/9SpnuWvQ8zU/review

The following information is included for your convenience:

Title: It's a big, big world in America.
Type: Thesis
Status: Submitted
Assigned to: n/a

You do not need to reply to this message. Your approval can be noted, along any necessary comments or information, at the web address listed above.

If you have any questions about this submission, feel free to contact our office.

The Vireo Team

Sample email to committee chair for online approval
Additional reporting capabilities and custom workflows

- Multiple submission forms (doctoral, master’s) with custom field inputs
- Email notification rules and administrative staff accounts for viewing deposit status and reports
Spring 2020 Timeline

January

- complete configuration and user testing
- library instructional materials and website updated
- deposits for February degree using current system

February – March

- new system in place mid-February for June degrees
- library outreach and instruction to students, faculty, staff

April 30

- deposit deadline for June 2020 degree
Questions?

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