

---

---

# New Dissertation Deposit Procedures

Roxanne Shirazi  
Mina Rees Library  
November 19, 2019

---

---

# 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

## Library Approval Page

The new thesis submission system will allow electronic approvals.

**No more signatures** on this page!

Black Catholicism: The Formation of Local Religion in Colonial Mexico

by

Krystle Farman Sweda

This manuscript has been read and accepted for the Graduate Faculty in History in satisfaction of the dissertation requirement for the degree of Doctor of Philosophy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Herman Bennett

Chair of Examining Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joel Allen

Executive Officer

Supervisory Committee:

Sarah Covington

Amanda Wunder

Amy Chazkel

THE CITY UNIVERSITY OF NEW YORK

# 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.

1. Personal Information →

2. License Agreement →

3. Document Information →









4. File Upload →


Confirm & Submit


### 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:	<input type="text" value="Emily"/>	
Middle Name:	<input type="text" value="Michelle"/>	
*Last Name:	<input type="text" value="Wuchner"/>	
Email:	<input type="text" value="wuchner2@illinois.edu"/>	
ORCID:	<input type="text" value="Input ORCID"/>	
<small>Enter your ORCID author identifier. If you do not have an ORCID ID, get one at <a href="http://orcid.org">orcid.org</a>.</small>		
Year of Birth:	<input type="text" value="Input Year of Birth"/>	
School:	<input type="text" value="Input School"/>	
*College:	<input type="text" value="Input College"/>	
*Department:	<input type="text" value="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



## Confirm & Submit

### About You

Name: Admin, TDL  
Email: admin@tdl.org  
[edit your personal information]

### Academic Affiliation

College:  
Department: Department of History  
Major: History  
[edit your academic affiliation]

### Document Information

Title: Comprehensive History of the British Empire  
Scholars Program Completion Date: August 2014  
Document Type: honors thesis  
Abstract: History of the British Empire  
Keywords: History, British Empire  
Research Advisor: Victoria, Alexandrina (*Chair*)  
Chair's Contact Email: AllHailTheQueen@Victoria.gov  
Previously Published Materials: No  
Embargo Options: 2-year Journal Hold - You request that we withhold your thesis from publication in the Digital Library for two years to provide you with time to prepare its contents for publication in a scholarly journal.

## 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.

## New Approval Workflow

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-etd.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?

Roxanne Shirazi  
Dissertation Research Librarian  
rshirazi@gc.cuny.edu  
212.817.7069