

*The West Virginia University*  
*Electronic Thesis and Dissertation*  
*Program*

*Prepared by:*  
*The Electronic Thesis and Dissertation*  
*Task Force*

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### **ETD Program**

The Electronic Thesis and Dissertation Program (ETD) is a project sponsored by the Monticello Library Project, a division of Southeastern Universities Research Association, Inc. (SURA). Virginia Polytechnic Institute and State University (Virginia Tech) took the lead in development of the ETD and was the first university to make the submission of theses and dissertations mandatory. West Virginia University, as of August 15, 1998, became the second university in the world to require the electronic submission of theses and dissertations.

### **ETD Program Goals**

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1. Graduate students learn about electronic publishing and digital libraries, applying that knowledge as they engage in their research, build and submit their own ETD,
2. Universities learn about digital libraries as they collect, catalog, archive, and make ETDs accessible to scholars worldwide,
3. Universities in the Southeast and beyond learn how to unlock the potential of their intellectual property and research productivity,
4. Graduate education improves through more effective sharing,
5. Universities demonstrate the high caliber of research and education occurring on the university campus,
6. Technology is more fully utilized and knowledge sharing speeds up as graduate research results become more readily and more completely available, and
7. Universities control costs formerly associated with the production and traditional library storage of theses and dissertations.

### *NDLTD Program Goals*

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West Virginia University is a member university of the Networked Digital Library of Theses and Dissertations(NDLTD). Program objectives are to:

- Improve graduate education by allowing students to produce electronic documents, use digital libraries, and understand issues in publishing,
- Increase the availability of student research for scholars and to preserve it electronically,
- Make submission and handling of theses and dissertations less costly and more efficient,
- Empower students to convey a richer message through the use of multimedia and hypermedia technologies,
- Empower universities to unlock their information sources, and
- Advance digital library technology.

### *The UMI Connection*

Bell & Howell Information and Learning Center (formerly UMI) has led the effort to archive and provide access to theses and dissertations worldwide. As with paper documents, West Virginia University will send dissertations and theses to Bell & Howell Information and Learning Center for archiving. This will provide an added level of security to ensure archival protection as the firm has a stated commitment to provide a parallel system (microfilm and digital), along with the assurance that as technology changes dictate, the ETDs will be reformatted and preserved on whatever medium is deemed appropriate according to future standards.

**WEST VIRGINIA UNIVERSITY**  
*Electronic Thesis and Dissertation Policy*

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West Virginia University is a charter member of the Networked Digital Library of Theses and Dissertations (NDLTD). All dissertations written in partial fulfillment of the requirements for any doctorate degree conferred by the University, and all theses written in partial fulfillment of the requirements of any master's degree conferred by the University must ordinarily be filed electronically with the WVU Libraries' system according to University procedures. Exceptions to filing electronically must be approved by the Office of the Provost. Copyright to electronic theses and dissertations is subject to the appropriate provisions of the WVU Copyright Policy [<http://www.wvu.edu/~osp/copyright.html>].

These are the salient copyright comments from the WVU Copyright Policy:

C. Copyrightable material not within the provisions of Categories A and B of this policy shall be the sole property of the author, except for theses, as discussed below.

The following provisions shall govern theses created by students:

D. Copyright ownership of theses generated by research which is performed in whole or in part by the student with financial support in the form of wages, salaries, stipend or grant from funds administered by the university shall be determined in accordance with the terms of the support agreement, or in the absence of such terms, shall become the property of the university.

E. Copyright ownership of theses generated by research performed in whole or in part utilizing equipment or facilities provided to the university under conditions that impose copyright restriction shall be determined in accordance with such restrictions.

F. Copyright in theses not within the provisions of Categories D and E of this policy shall be the property of the author. However, the student must, as a condition of a degree award, grant royalty-free permission to the university to reproduce and publicly distribute copies of the thesis.

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Policy effective as of August 15, 1998

### *Introduction of the ETD Program at WVU*

The Electronic Thesis and Dissertation Program was introduced to campus groups through a series of presentations, articles, discussions, resource guides, and a system demonstration.

#### Presentations were made to the following groups:

- Graduate Council
- Associate and Assistant Dean's Council
- WVU Libraries' Council
- Dean's Council
- Faculty Senate
- Senate Executive Committee
- College of Agriculture, Forestry and Consumer Sciences, Department Chairs
- School of Medicine, Department Chairs
- Computer and Technology Fair
- College of Human Resources and Education, Department Chairs
- Eberly College of Arts and Sciences, Department Chairs
- College of Engineering and Mineral Resources, Department Chairs
- Geography and Geology Department
- Academic Computing Advisory Committee

#### Articles/Press Releases about the WVU ETD Program:

- Beamish, Rita. "Rescuing Scholars from Obscurity", The New York Times, February 18, 1999.
- Conner, Pat. "WVU implements electronic filing of theses and dissertations", Press Release (West Virginia University, Morgantown, WV), April 1998.
- Johnson, David. "Faculty proposes electronic filing of master's papers", Dominion Post (Morgantown, WV), January 13, 1998.
- Lenkowitz, Eric. "New technology allows grad work to be done online", The Daily Athenaeum (West Virginia University, Morgantown, WV), April 8, 1999.
- Mendels, Pamela. "Paper-Bound Thesis Dusted Off, Digitally", The New York Times, September 5, 1998.
- Quigley, Amy. "WVU second university to require ETDs: U joins on-line theses, dissertations trend". The Mountaineer Spirit (West Virginia University, Morgantown, WV), August 13, 1998.
- Schackner, Bill. "All new theses online at W. Va. University", Pittsburgh Post-Gazette, August 22, 1998.
- "West Virginia University Takes the Plunge". Transforming Libraries: Issues and Innovations in Electronic Theses and Dissertations, SPEC Kit, 236, pp.18-19 (Office of Leadership and Management Services, Association of Research Libraries: Washington, D.C.), October 1998.
- Wilkins, Randy. "Grad students will soon have to do thesis work electronically", The Daily Athenaeum (West Virginia University, Morgantown, WV), May 1, 1998.

- "WVU is First to Require Electronic Theses in Humanities and Arts", West Virginia University Alumni Magazine, pp.19, (West Virginia University, Morgantown, WV), Spring 1999.

System Demonstration:

- WVU Computing and Technology Fair, Exhibit and Demonstration, March 31 -April 1, 1998
- WVU Computing and Technology Fair, Exhibit and Demonstration, April 7, 1999

Development of Guides and Other Resources:

- WVU ETD Web Site: <http://www.wvu.edu/~thesis/>
- WVU Theses and Dissertations (presentations by Pat Conner and Dick Kouzes)
- ETD Frequently Asked Questions
- Life Cycle of an ETD (chart)
- Checklist for Preparing and Delivering an Electronic Thesis or Dissertation at WVU
- WVU Electronic Theses and Dissertations and Using Adobe Acrobat to create PDF files, WVU, Office of Academic Computing
- Electronic Theses and Dissertations at WVU: Quick Start Guide, Office of Academic Computing
- Steps of the ETD Creation and Submission Process, WVU, Office of Academic Computing
- WVU Electronic Theses and Dissertations: 20 Tips for Success, Office of Academic Computing

**Electronic Distribution**

***Web Distribution***

West Virginia University attorneys have determined that the administrative policy currently in place extends the right for the University to publish our students' ETDs on the Web. In other words, we will not require express permission of the students to publish their theses or dissertations on the Web. Students will have three distribution levels from which to choose.

Note: WVU only refers to access from any computer with an IP address within any of the several WVU campuses.

Note: WVU reserves the right to modify this policy at any future date. Any future policy will supersede the policies stated here. An ETD is governed by the policy in effect at the time of its final submission.

### ***Levels of Distribution***

Three levels of electronic distribution are available. Graduate students submitting their ETD may choose the level which fits their situation.

1. World Wide Distribution

The first option, recommended by the University and ETD Task Force, is to make the information freely available worldwide. It should be noted that this option may be viewed by some book or journal publishers as publishing the work. They may see a conflict with this level of distribution of the thesis or dissertation.

2. WVU Only Distribution

The second option is to make the ETD freely available only to computers at WVU campuses and as requested through our University Libraries' Interlibrary Loan (ILL) Department. West Virginia University Libraries' ILL Department will provide access via electronic or paper distribution of WVU Only ETDs. This option addresses situations such as when a book or article is planned, and the book or journal publisher is concerned that prior publishing through a digital library will negatively impact on sales. WVU only distribution will continue from year to year without special notification for a period of five years after the submission date, after which time it will revert to 'World Wide Distribution'.

3. Restricted Access

The third option is to embargo the thesis or dissertation.

- (a) The student, with the written approval of his/her advisor, may select embargoed status for the ETD. (A student may select world or WVU only distribution without their advisor's consent.) The university ETD archivist will explain to the student the impact of embargoed status. The student will indicate the initial embargo time period up to the maximum allowed.
- (b) A student may not select embargoed status in lieu of obtaining appropriate copyright permissions, since theses and dissertations are intended to be public documents.
- (c) The university will determine, with guidance from the student and advisor, whether the embargo is for patent (or similar) purposes, and will so designate the ETD as "embargoed for patent/proprietary purposes." Otherwise, the ETD will be designated as "embargoed by personal request."
- (d) An ETD put in embargoed status will be placed on the ETD server in an encrypted form with password(s) determined by the ETD archivist. The passwords will be stored in the database in a form that is only accessible to the ETD archivist.
- (e) An ETD, in its entirety, will be governed by only one level of distribution at any given time. ETDs may not be subdivided with sections distributed under differing levels of distribution.

For ETDs holding the status of "embargoed by personal request,"

- (f) The student must work with the ETD archivist to submit the ETD and obtain the "read-only" password. The password will be given to the student for his/her use, whereupon the student will sign a release taking responsibility for protecting the password from misuse. Students will be free to share their ETD and password as they see appropriate. The encrypted file will be made visible to users in the same manner as WVU only access.
- (g) WVU will provide ETDs "embargoed by personal request" to UMI in unencrypted form. The student is responsible for specifying the embargoed status of their document to UMI by submitting a cover letter with their UMI form. UMI allows a document to be embargoed for a period of time set by the author.
- (h) ETDs designated as "embargoed by personal request" will be made available to non-WVU-Morgantown campus users by completing an Interlibrary Loan request at their local library to borrow the document from the University Libraries. Restrictions on usage and distribution shall follow normal copyright policy for fair use of educational materials. The ETD archivist(s), who will forward the unencrypted ETD to the Libraries for limited print distribution, will provide access to the password-protected documents. Final access is to be provided by the University Libraries as a hard copy, following the Libraries' Copy Services Policy. Normally a fee will be assessed to cover copy and service costs. WVU-Morgantown campus users should contact the ETD Archivist for access to a paper copy of the document.
- (i) For ETDs "embargoed by personal request," the initial embargo period will be 3 years. Students, or their proxy, may request an extension of the status up to a maximum of 5 years within this distribution type. Students may request removal of the document from embargoed status at any time, or may designate a shorter initial embargo period. When the embargo lapses, if less than 5 years after submission, the ETD will be placed into WVU only distribution unless worldwide distribution is requested. If the document is held in the embargoed by personal request category for the full 5 years, it will be moved directly into the worldwide distribution category. At the end of 5 years from the date of submission, the document will move into the worldwide distribution category.

ETDs holding the status of "embargoed for patent/proprietary purposes," will be handled in the same manner as the paper documents were previously handled. The status of "embargoed for patent/proprietary purposes" should be only rarely used and is designed to secure the work, even disallowing access to computers at WVU. This procedure addresses

situations such as when a patent application is planned or when proprietary interests are at stake. In certain cases, WVU may have rights related to intellectual property, and so does not want to release the work without its (WVU Intellectual Properties) permission. The graduate student will be asked to provide the reason this option has been selected.

- (j) ETDs "embargoed for patent/proprietary purposes" will be placed on the server in encrypted form, but will not be made visible. The password will not be provided to anyone.
- (k) The status of "embargoed for patent/proprietary purposes" will lapse after 1 year. To extend this time period for one additional year, the student must contact the ETD archivist to obtain the extension. When the ETD is released it will move to WVU only distribution. Five years after submission the document will be moved into world wide distribution unless an exception has been granted by the ETD Archivist.

### **Electronic Thesis and Dissertation File Formats**

#### ***Basic Considerations***

1. No limits have been set for file size. If you have special file transfer needs, please contact the ETD Implementation Task Force for assistance.
2. Default extensions should be placed on submitted files to assist the document user in opening and utilizing the file.
3. Embed any special fonts you use to ensure that the individual opening the document will see the information as you intended.
4. Electronic theses and dissertations submitted electronically are expected, in most part, to retain traditional typographic conventions and thus be equivalent in many ways to their paper predecessors.
5. Graduate students may submit their thesis or dissertation with the inclusion of a wide variety of creative formats. For instance, a given project could include sound bites, video clips, animation, interactive simulations, increased graphics, or even appropriate links to other web sites.
6. We encourage graduate students to consider creating the textual part of their document in the context that it may sometimes be viewed as a stand-alone document without the supporting files and appendices. The introduction and abstract should consist of text files, which makes the context of the document very clear.

#### ***Recommended Format for the Thesis/Dissertation Body***

- The Portable Document Format (. pdf) is recommended for the body of the text since it retains all formatting and graphics and may even allow for hot links and annotations. In addition, Adobe Acrobat files can be indexed and searched by keywords.
- If the Portable Document Format is not to be utilized in the main body of the thesis or dissertation, please contact the ETD Implementation Task Force or Steering Committee for further information.

### ***General Comments regarding the Inclusion of Multimedia File Formats***

1. Including complex multimedia objects in an ETD is a relatively new possibility. You are encouraged to work with those on your committee interested in this to gain their approval and assistance. [Ultimately, the committee should check your final submission, and should be prepared and agree to do so with the multimedia part, else you may think about putting your multimedia work into some other documents (e.g., report and WWW site).]
2. It is likely that the complex multimedia objects will each reside in a different file, located in the same directory as the rest of your ETD. You may wish to insert an icon, thumbnail or smaller form of the complex multimedia object in the body of your ETD, and link to the complex multimedia object.
3. Always include the highest resolution version of your object, not just a version suitable for today's devices, since technology will improve. You can include several versions, to help those with a variety of devices, particularly if the media itself is not scaleable. For example, scan a slide at 2700 dpi, but have 640x480 and 320x240 versions as well.
4. When possible include a version using a well-accepted international standard. Thus for video, MPEG is encouraged. If you start with QuickTime, include that, but also include MPEG if possible.
5. If you use proprietary software, include a viewer if the vendor permits, to allow readers to view your file(s) without purchasing additional software. Realize, however, that in a few years this file may not be readily usable due to changes in versions and technology.

### ***Dynamic Addendum***

1. There will be an HTML PDF directory and a secondary parallel directory that will contain the file for an addendum. The file size will be limited, possibly to 15 K. The Social Security number will be automated as the general password to the directory.
2. The purpose of the addendum file is to allow graduate students to:
  - (a) Supply their current address and contact information,
  - (b) Point to newer papers on the same topic,
  - (c) Include errata information, and
  - (d) Update links.
3. From the abstract it will be possible to link automatically in order to post to the dynamic addendum.
4. The University will retain the right to monitor and block the submission and/or release of information from this file.

***Keywords***

Three keyword sections will be included within the thesis/dissertation files. Two student assigned groups: keywords assigned by the graduate student and keywords from a major thesaurus for the discipline. One section will include Library of Congress Subject Headings, which will be assigned by library staff after the document's release.

**WEST VIRGINIA UNIVERSITY's**  
*Electronic Thesis and Dissertation Procedures*

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Students are required to submit their thesis/dissertation in electronic format, for defense dates on or after August 15, 1998, unless the Provost of West Virginia University grants an exception.

The electronic copy submitted by the graduate student is considered the master copy. All other copies are derived.

**1. Checklist for Preparing and Delivering an Electronic Thesis or Dissertation at WVU**

**a) Student writes document,**

The thesis or document will normally be typed using a standard word processing package, ( e.g. WordPerfect, Word). If you do not use either WordPerfect or Word to process your document, the ETD Implementation Task Force encourages you to visit an Academic Computing Lab early in the process to determine that the finished document will transfer easily into PDF format. Test the transfer of any special fonts or other textual features, which are not typically found in a routine text document. It is possible to embed fonts when transferring your document to PDF, so if you have problems please contact an Academic Computing Consultant for assistance.

The text of the document typically should meet normal format standards, but exceptions may be made, with the consent of the graduate committee if there is an overriding reason to vary from the normal format.

**1) Organization of Manuscript**

A thesis or dissertation should consist of the following parts:

- Title Page
  - Committee Members listing should appear on the title page.
  - Keywords listing should appear on the title page.
  - Notice of Copyright should appear on the title page (copyright is optional, but recommended).

- Abstract
- Dedication (optional)
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- List of Symbols, Abbreviations, or Nomenclature
- Introduction
- Review of Literature
- Text of Investigation
- Summary and Conclusions
- Recommendations
- Bibliography
- Appendix
- Curriculum Vitae (Resume)
- URLography, if applicable\*

\*A URLography (list of URL's and URN's used within the manuscript) should be included in the back of the ETD to provide a more complete citation for Web links included within the ETD.

- Paper Formats ONLY:  
The Signature Page may appear at the end of the manuscript or in the preliminary pages, following the abstract, at the discretion of your committee.

- b) **Document is given to thesis committee (in paper or electronic form as committee requires),**
- c) **Student and graduate committee sign request for shuttle sheet,**
- d) **College sends shuttle sheet to graduate committee chair,**
- e) **Defense is held; graduate committee signs shuttle sheet,**
  - (1) Student makes any required corrections in the document and converts it to an acceptable ETD format. If the body of the document is converted to a format other than PDF, the ETD Implementation Task Force should be contacted.

The body of the document should be limited to PDF, HTML, DBI, SGML or a platform independent protocol to ensure a reasonable shelf life. Students may submit in another format if they can provide evidence that the format is platform independent.

At the request of some University academic departments, a paper copy of a thesis or dissertation may still be required from the graduate student but the University will not require a paper copy for storage or archival use when an ETD is submitted.

**f) Student uploads ETD using electronic submission form,**

(Triggers e-mail to Graduate Committee Chair, College representative, and the Libraries)

- (1) Graduate Students will be allowed to submit their ETDs from any site. The Libraries will be responsible for determining if the name and Social Security number belongs to an active WVU student. Later, this is expected to be tied into the Banner system for automated checking.
- (2) All files should be submitted at the same time. If one or more files are not received, the remainder of the files will be deleted and it will be necessary to resubmit all the document files.

**g) Student will receive a response that the thesis/dissertation has been received along with a list of files submitted,**

Electronic notification including author and title information is distributed to the Chair of the Graduate Committee, Graduate Student, and Graduate Committee Members.

**h) Graduate Committee signs ETD Signature Form,**

**i.) In addition to submitting the thesis or dissertation electronically, the following forms and fees must be submitted to the University Libraries, either in person or by mail,**

- (1) UMI Agreement form
- (2) Survey of Earned Doctorates (dissertations only)
- (3) ETD approval form

- (4) library fees
- j.) Graduate Committee reviews ETD on-line to determine that any requested corrections have been made,**
- k.) Graduate Committee rejects or accepts electronic version within five working days,**
- l.) Library reviews ETD on-line for format and electronic legibility,**
  - (1) The library is responsible for verifying that the shuttle sheet and submission form information match.
  - (2) The Library will review the ETD for format and readability (including active links). Library approval will release the ETD for distribution at the appropriate release level. This process should take no longer than five working days from submission. The Library has no control over the content.
- m) Library accepts or rejects electronic version; if rejected, the student will be advised why the document was rejected and the student is responsible for revising and resubmitting the document. If accepted, the library ports the document to the WVU ETD web page,**
  - (1) If a student's ETD is rejected, it must be resubmitted in its entirety. A temporary copy of the rejected ETD will remain on the server for a limited time as a backup. When a dissertation /thesis is rejected by the library, the record and files will be destroyed completely. Submission forms and all files must be resubmitted. The library will keep a record stating the reason for the rejection, but the files will need to be fully rechecked because a change in one location within the document may cause other problems throughout the document.
- n) Approval by the Library is automatically reported to the graduate committee chair and graduate student,**
- o) Library of Congress cataloging of theses and dissertations, if conducted by the Libraries, will be considered an attachment to be added later to the document file and should not delay the release of the document,**

- p) **The student will have the ability to put information into a dynamic addendum, but will not be able to change or edit the dissertation/thesis after it is submitted. The Director of the student's graduate committee can request a dissertation be changed if necessary by contacting the Library.**

***Electronic Thesis and Dissertation Submission Exceptions***

1. A signed ETD Submission Exception Form must be submitted to the Office of the Provost to receive approval for non-electronic submission of dissertations and theses.
2. The Office of the Provost will consult with the Graduate Committee Chair for additional information on why an exception should be granted, prior to making a decision whether the exception should be granted or not. The ETD Implementation Task Force or ETD Steering Committee will act as a resource in cases where an exception is requested.

**Campus Support Available to ETD Program Users**

A support system has been established on campus to assist graduate students, faculty and staff in making the transition from paper submission to electronic submission of theses and dissertations.

WVU's Academic Computing Unit will provide training sessions, as well as technical support and assistance for the preparation of electronic dissertations and theses completing degree requirements at West Virginia University.

WVU Libraries have staff available to assist with formatting, filing with UMI, binding, and access questions.

The WVU ETD Implementation Task Force will be available to assist with any concerns you may have about the ETD Program at WVU.

**A. Academic Computing Consultants**

Technical support and assistance for the preparation of an electronic thesis or dissertation is available through the Office of Academic Computing. For the latest consultant information, access <http://www.access.wvu.edu/cc/>.

Name	E-mail	Telephone
Academic Computing Consultants		
Kathy Fletcher	kfletche@wvu.edu	293-3106 x1303
Amy Haney	ahaney@wvu.edu	203-2900 x5215
Lee Silverman	lsilverm@wvu.edu	293-3106 x1304
Amy Van Zant	avanzant@wvu.edu	293-2900 x5202
Sid Morrison	smorriso@wvu.edu	293-3106 x1302

Academic Computing locations where support is available:

Name	Location	Telephone
Colson Hall Computer Consulting	Colson Hall	293-3106 x1303 293-3106 x1304
Academic Computing Training Lab	Evansdale Library, G14	
Academic Computing Consultants	Evansdale Library, Ground Level	293-2900 x5202 293-2900 x5215
Instructional Technology Resource Center Staff	Colson Hall	293-3106 x1305

### **B. Workshops**

- Academic Computing regularly holds a workshop “*Electronic Theses and Dissertations*” regularly to familiarize faculty and graduate students with the Electronic Thesis and Dissertation program at WVU. Participants will learn about the merits of electronic theses and dissertations. Attendees will learn the steps or procedures involved in the production of an electronic thesis or dissertation and how the University handles such a document. Some of the specific topics covered are:
  - o An overview of the Electronic Thesis and Dissertation process at WVU
  - o Issues in preparing a document for electronic submission
  - o The procedure for converting word processor documents to the PDF format
  - o Submitting an electronic document
  - o What happens to the document after it is submitted?
  - o What else do you have to do?
  - o What can go wrong?
  - o Using the Electronic Thesis and Dissertation Archive
  
- Academic Computing also offers some ETD walk-in clinics at certain times throughout the year. Please contact the Office of Academic Computing for additional information.

**C. Academic Computing Labs**

Academic Computing labs will be equipped with the software needed to convert the word-processed document to PDF format.

Evansdale Library	293-2900 x5208
Colson Hall	293-3106 x1305
Mountainlair	293-7183
White Hall Computer Lab (to be opened, Spring 2000)	

**D. Other Computing Labs on Campus:**

For a map showing these locations, please access their Web site at <http://www.access.wvu.edu/Labs/Maps/>.

<b>Downtown Campus</b>	<b>Evansdale Campus</b>
Arnold Hall	Agricultural Sciences
Armstrong Hall	Allen Hall
Boreman Hall - South	Coliseum
Brooks Hall	Creative Arts Center
Business and Economics	Engineering Sciences
Clark Hall	Evansdale Residential Complex
Eiesland Hall	Health Sciences Center - South
Hodges Hall	Law Center
Knapp Hall	Mineral and Energy Resources Building
Martin Hall	
Oglebay Hall	
Stalnaker Hall	
Stansbury Hall	
White Hall	
Woodburn Hall	

**E. WVU Libraries' Support**

Name	E-mail	Telephone
John H. Hagen Acquisitions Unit (Submission)	jhagen2@wvu.edu	(304) 293-4040, x 4025
Myra Lowe Reference Unit (Local Access Assistance)	mlowe@wvnm.wvnet.edu	(304) 293-4040, x 4041
Todd Yeager Interlibrary Loan (Borrowing or UMI Access Assistance)	tmy@wvnm.wvnet.edu	(304) 293-4040. x 4650
Jo Ann Calzonetti Head of Evansdale Library (Local Access Assistance, borrowing, or UMI Access Assistance)	u517a@wvnm.wvnet.edu	(304) 293-4696 x 5112
Camille Riley Director of the Law Library (Local Access Assistance, borrowing, or UMI Access Assistance)	cmriley@wvnm.wvnet.edu	(304) 293-7641
Thea Browne Health Sciences Library Interlibrary Loan (Local Access Assistance, borrowing, or UMI Access Assistance)	tbrown@wvnm.wvnet.edu	(304) 293-1930

## **F. The West Virginia University Guide to the Preparation of Master's Theses and Doctoral Dissertations Web Page**

<http://www.libraries.wvu.edu/theses/>

The WVU Libraries' Web Page includes format requirements for theses and dissertations. The Table of Contents for the site includes the following topics:

- Table of Contents
  - Introduction
  - Format Requirements
  - Arrangement of Contents
  - Tables, Figures, and Supplementary Materials
  - Copyright and Patent
  - Submission Process
  - Master's Thesis Checklist
  - Doctoral Dissertation Checklist
- General Information
  - Graduate Contacts
  - Library Contacts
- Resources
  - Samples
  - Web Resources
- Services
  - Advising and Submissions
  - Workshops

## **G. Electronic Thesis and Dissertation Web Page**

<http://www.wvu.edu/~thesis/>

The WVU Electronic Thesis and Dissertation Implementation Task Force's Web Page includes access to the University's database of theses and dissertations as well as submission information. The Table of Contents for the site includes the following topics:

### **Overview of the ETD Project**

- Overview of ETDs at WVU
- Browse WVU ETDs
- Search WVU ETDs
- National Digital Library of Theses and Dissertations

### **How to Prepare and Submit and ETD**

- Preparing and Submitting ETDs
- WVU Guide to the Preparation of Theses and Dissertations
- FAQ About Electronic Theses and Dissertations (PDF version)
- Academic Computing ETD Support

### Other Helpful Sites

- Electronic Theses and Dissertations at Virginia Tech
- Electronic Theses and Dissertations at the University of South Florida
- Electronic Theses and Dissertations at the University of Virginia
- SURA Monticello Library Project
- Graduate Education at WVU
- Center for Literary Computing
- Academic Computing
- University Microfilms Incorporated
- Presentation on WVU ETDs (PDF)
- “Libraries Address the Challenges of Asynchronous Learning” (PDF)
- “Electronic Theses and Dissertations: Merging Perspectives”
- Electronic Theses and Dissertations at Virginia Tech flier (PDF)
- Download Adobe Acrobat Reader 4.0

### **H. ETD Task Force Information Guides and Other Resources**

- ETD Frequently Asked Questions
- WVU ETD Web Site: <http://www.wvu.edu/~thesis/>
- Checklist for Preparing and Delivering an Electronic Thesis or Dissertation at WVU
- Life Cycle of an ETD (chart)
- WVU Theses and Dissertations (presentation)
- ETD Resource File

### List of Related Forms and Policies

- WVU’s Electronic Thesis and Dissertation Policy (p.3),
- WVU’s Copyright Policy (Attachment),
- Electronic Thesis and Dissertation Submission Form (located at <http://www.wvu.edu/~thesis/>),
- Shuttle Sheet Request Form (Attachment),
- Shuttle Sheet - Master’s - A&S (sample form) (Attachment),
- Shuttle Sheet - Doctorate - A&S (sample form) (Attachment),
- Conditions for Graduation - A&S (sample checklist) (Attachment),
- Electronic Thesis and Dissertation Signature Form (located at <http://www.wvu.edu/~thesis/>),
- Publishing Your Master’s Thesis: How to Prepare Your Manuscript for Publication (includes UMI Master’s Thesis Agreement Form),
- Publishing Your Dissertation: How to Prepare Your Manuscript for Publication (includes UMI Doctoral Dissertation Agreement Form), and the
- Survey of Earned Doctorates
- Policy for Submission of WVU Graduate Problem Reports (forthcoming)
- Policy for Submission of WVU Undergraduate Honor's Theses (under review)

### **ETD Implementation Task Force**

Please direct questions about the ETD Program to the ETD Implementation Task Force members:

- **ETD Archivist:**

Currently Don McLaughlin and John Hagen jointly hold this position.

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- **Program Issues and Special Concerns:**

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Beginning in the Fall of 1999, a WVU graduate student will be added to the Task Force to represent graduate student concerns.