



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

*Prepared by:*  
*The Electronic Thesis and Dissertation/  
Institutional Repository Task Force*

1998

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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 January 1, 1998, became the second university in the world to require the electronic submission of theses and dissertations.

### **ETD Program Goals**

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 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**

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 ProQuest (UMI) Connection**

ProQuest (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 ProQuest for abstract publication, electronic backup and microfilm archiving services. 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**

West Virginia University is a charter member of the Networked Digital Library of Theses and Dissertations (NDLTD) consortium. 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 are subject to the appropriate provisions of the WVU Copyright Policy [http://osp.research.wvu.edu/policies\\_and\\_regulations](http://osp.research.wvu.edu/policies_and_regulations).

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 [generic term "theses" includes master's theses, doctoral dissertations and similar research works completed for graduation credit], 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.

Policy effective as of January 1, 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.
- For a complete online listing of WVU ETD publicity, visit <http://www.wvu.edu/~thesis/news&publicity.htm>.

## **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
- For a complete online listing of WVU ETD resources and presentations visit <http://www.wvu.edu/~thesis/> and <http://www.libraries.wvu.edu/theses/>.

## **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: Campus access refers to access from any authorized WVU person (faculty, staff and students) via WVU ID login.

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. For more detailed

information about WVU Web distribution options and current trends visit <http://www.libraries.wvu.edu/theses/intel-prop.htm#w>

**1. Open Access (World Wide) Distribution**

The first option, recommended by the University and ETD/IR 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. Campus Access (WVU login required) Distribution**

The second option is to make the ETD freely available to WVU persons via login and as requested through our University Libraries' Interlibrary Loan (ILL) Department. WVU Libraries' ILL Department will provide access via electronic or print distribution of Campus restricted 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 may impact on sales.\* Campus access distribution will continue from year to year without special notification for a period of five years after the submission approval date, after which time it will revert to 'open access (worldwide) Distribution', unless an exception has been granted by the ETD Archivist with special permission from the department and/or college/school.\*

\*Blanket Exceptions: Due to special disciplinary publication norms and curriculum requirements, an open-ended campus restriction will be allowed **exclusively** for M.F.A. Creative Writing program theses, beginning with the spring 2009 semester. Students must request this restriction in writing on the [ETD Signature Form](#) to allow special handling by WVU Libraries staff. ETD exemptions will no longer be granted for this circumstance. The campus-wide ETD policy requirement will be strictly enforced. WVU Libraries' ILL Department will provide access via print-only distribution of Campus restricted ETDs.

The former "Campus (Encrypted)" option has been phased out as of fall 2008. WVU Libraries' ILL Department will provide access via print-only distribution of Campus (Encrypted) ETDs.

**3. No Access (Complete embargo to file access)**

The third option is to embargo the thesis or dissertation for reasons of patent, proprietary or data sensitivity interest.

- a) The student, with the written approval of his/her advisor, may select "No Access" distribution for the ETD. (A student may select open access or campus access 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 as theses and dissertations are intended to be public record of examination documents.
- c) The university will determine, with guidance from the student and advisor, whether the embargo request is for a valid patent (or similar) purpose, and will so designate the ETD as eligible to be "embargoed for patent/proprietary purposes" under the "No Access" distribution option.
- d) An ETD, in its entirety, and all component supplementary files, 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 "No Access,"

ETDs holding the status of "No Access," will be handled in the same manner as the paper documents were previously handled. The status of "No Access " should be only rarely used. It is designed to secure the work, even disallowing access to the WVU community. 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. Additionally, U.S. Federal Export Laws may prohibit disclosure of certain technologies which may be deemed to be critical or detrimental to the interest of national security.

- e) ETDs under the "No Access " will be placed on a secured server, but the ETD file link(s) will not be made visible or available to anyone. Only the metadata (author, title abstract and basic information about the submission will be publically visible.
- f) The status of "No Access " 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. Students may also designate a "post-embargo" option. After the first year of access embargo, access may be pre-determined to move to either option 1 (open access) or option 2 (campus access). Five years after submission approval date, the document will be moved into open access (worldwide) distribution unless an exception has been granted by the ETD Archivist with special permission from the department and/or college/school.

## 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/IR Task Force for assistance. Please be sensitive to Web distribution and file size, so consider a good balance between each file size and how practical it will be for online access. Sometimes materials can be broken down into smaller, more manageable sizes or various resolutions may be used to achieve a similar outcome.
2. Default file extensions should be used with 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 audio clips, video clips, animation, interactive simulations, increased graphics, data sets, or even appropriate links to other web sites. This type of material is considered “supplementary” to the main thesis or dissertation document.
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 preliminary pages and body (title page, abstract, table of contents, introduction and body, should consist of text files (usually PDF), which makes the context of the document very clear. The ETD/IR Task Force maintains a “Survey of WVU Multimedia ETDs” at [http://www.wvu.edu/~thesis/Statistics/WVU\\_Multimedia\\_ETDs.htm](http://www.wvu.edu/~thesis/Statistics/WVU_Multimedia_ETDs.htm)

### 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/IR Task Force 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. For a complete listing of information about acceptable file formats and recommendations, please visit <http://www.libraries.wvu.edu/theses/index.htm>.

## **Personal URL**

Students will have the ability to provide a personal URL upon ETD submission. The personal URL is intended for a student's professional Web site (may be an on or off campus site). Students may wish to include information in the professional Web site such as lists of post-graduation publications, addenda or errata to the ETD, CV/Resume, contact information, etc. The intention is to promote the student's research work along with the capability for the student to self-represent or market their intellectual property via the personal URL listing.

## **Keywords**

A keyword section will be included within the thesis/dissertation metadata. Appropriate keywords should be discipline specific. For a complete listing of WVU Libraries' print and online thesauri resources and/or librarian subject specialists please visit <http://www.libraries.wvu.edu/theses/samples/keyword-thesauri.pdf>.

The WVU Libraries will catalog the ETD for display in the online public access catalog (MountainLynx). Library of Congress subject headings will be assigned to the cataloging bibliographic information. Additionally the ETD metadata will be augmented so as to include both student-provided keywords as well as librarian assigned subject headings after the document's release.

# **WEST VIRGINIA UNIVERSITY**

## **Electronic Thesis and Dissertation Procedures**

Students are required to submit their thesis/dissertation in electronic format, for defense dates on or after January 1, 1998, unless the Provost of West Virginia University grants an exception. Students already in the process of completing submissions will be allowed to file print or electronic versions through the end of the spring 1998 semester.

The electronic copy submitted by the graduate student is considered the master copy of record. 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. Microsoft Word, WordPerfect, LaTeX, OpenOffice, etc.). If you do not use standard word processing software to create your document, the ETD/IR 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 the 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) Oral 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/IR Task Force should be contacted.**

The body of the document should be limited to PDF, HTML, 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 online submission process,**
  - 1) Graduate Students will be allowed to submit their ETDs from any site with Internet access via login procedure. The Libraries will be responsible for confirming student credentials by matching up required paper forms with the electronic information submitted online.
  - 2) All ETD 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,** (Automatic email notification is sent to the student upon submission. All communications are then forwarded to the Graduate Committee Chair and College/School coordinator / representative).
- h) Graduate Committee signs [ETD Signature Form](#),**
- i) In addition to submitting the thesis or dissertation online, the following forms and fees must be completed and submitted to the University Libraries, either in person or by mail,**
  - 1) ETD Signature form
  - 2) ProQuest (UMI) Agreement form
  - 3) Printed copy of title and abstract pages
  - 4) Survey of Earned Doctorates (dissertations only)
  - 5) Library ETD submission fee
- j) Graduate Committee has the option to request a copy of the ETD submitted online to determine that any requested corrections have been made,**
- k) Graduate Committee rejects or accepts electronic version within five working days (default review period is overridden by the University Libraries Reviewer during the last 3 weeks of each semester).**
- l) Library reviews ETD online for format and electronic legibility,**

- 1) The library is responsible for verifying the ETD forms submitted and online submission information match.
  - 2) The Library will review the ETD to ensure the file format meets required technical specifications as well as the document format for layout and legibility (including active links and supplementary files). Library approval will release the ETD for distribution at the appropriate access level. This process should take no longer than five working days from date of 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 automatically re-posts the submission (document(s) to the WVU institutional repository system,**
- 1) If a student's ETD is rejected, it must be resubmitted in its entirety. The library will keep a record stating the reason for the rejection. The re-submitted revised file(s) 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 reported to the student, Graduate Committee Chair and College/School coordinator/representative).**
- o) Library of Congress cataloging of theses and dissertations will be considered an attachment to be added later to the document information and should not delay the release of the document,**
- p) The student will have the ability to post a link to a professional Web site into the personal URL field upon submission, 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 University Libraries. Requests to change ETD access level and/or corrections to metadata or personal URL may be directed to the University Libraries.**

## **Electronic Thesis and Dissertation Submission Exemptions**

1. A signed [ETD Exemption 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/IR Task Force 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 OIT Technical Support Services 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 format issues, the submission process, filing with ProQuest, binding, and access questions.

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

## **Workshops and Seminars**

OIT Technical Support Services regularly presents the workshop "***Electronic Theses and Dissertations at WVU***" 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, the steps involved in the production of an electronic thesis or dissertation, and how the University handles such a document.

Another OIT workshop, "Word Skills for ETD Preparation", provides graduate students with the Microsoft Word skills needed to create and format a large document in a way that will ease its conversion to PDF. ETD formatting requirements are reviewed as part of the workshop.

OIT Technical Support Services also offers some ETD walk-in support clinics on campus during the last week of each semester. Graduate students bring their documents to the clinic labs for hands-on assistance with conversion to PDF and for assistance with submission of their final ETD documents.

The ETD/IR Task Force co-sponsors and presents, in conjunction with the Provost's Graduate Student Professional Development Workshop series, a seminar for graduate students twice per year. This lecture-style presentation gives graduate students an opportunity to learn more about ETDs at WVU, to learn about their support options, to be inspired by examples displayed and discussed, and to ask questions in an open forum.

## Computer Labs on Campus with Adobe Acrobat Software

The OIT White Hall Computing Center and the Evansdale Library Computing Center computer labs both have Adobe Acrobat Professional software installed. The WVU Libraries have also installed Adobe Acrobat on the computers in their facilities. Other departmental or college computer labs on campus may also have installed the Adobe Acrobat software on one or more of their computers; check with that departmental lab's staff for more information.

## WVU Libraries' Support

Name	E-mail	Telephone
John H. Hagen Acquisitions Dept. (ETD Submissions & Review)	<a href="mailto:John.Hagen@mail.wvu.edu">John.Hagen@mail.wvu.edu</a>	(304) 293-5267
Penny Pugh Reference Dept. (Local Access Assistance)	<a href="mailto:Penny.Pugh@mail.wvu.edu">Penny.Pugh@mail.wvu.edu</a>	(304) 293-0334
Hilary Fredette Interlibrary Loan (Borrowing or ProQuest Access Assistance)	<a href="mailto:Hilary.Fredette@mail.wvu.edu">Hilary.Fredette@mail.wvu.edu</a>	(304) 293-0318
Mary Strife Head of Evansdale Library (Local Access Assistance, borrowing, or ProQuest Access Assistance)	<a href="mailto:Mary.Strife@mail.wvu.edu">Mary.Strife@mail.wvu.edu</a>	(304) 293-9756
Camille Riley Director of the Law Library (Local Access Assistance, borrowing, or ProQuest Access Assistance)	<a href="mailto:Camille.Riley@mail.wvu.edu">Camille.Riley@mail.wvu.edu</a>	(304) 293-7641
Thea Browne Health Sciences Library Interlibrary Loan (Local Access Assistance, borrowing, or ProQuest Access Assistance)	<a href="mailto:Thea.Browne@mail.wvu.edu">Thea.Browne@mail.wvu.edu</a>	(304) 293-1930

## 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

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

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

The WVU Electronic Thesis and Dissertation 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
- Networked Digital Library of Theses and Dissertations

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

- Preparing and Submitting ETDs
- WVU Guide to the Preparation of Theses and Dissertations
- FAQ about Electronic Theses and Dissertations
- OIT Technical Support for ETDs

## **ETD/IR 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

## **Electronic Thesis and Dissertation/ Institutional Repository Task Force**

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

### **ETD Archivist/ETD Reviewer**

John H. Hagen,  
Institutional Repository Programs Manager/ETD Program Coordinator

WVU Libraries, email: [John.Hagen@mail.wvu.edu](mailto:John.Hagen@mail.wvu.edu), PO Box 6069,  
phone (304) 293-5267, FAX 293-4881

Contact the ETD/IR Task Force via Mr. Hagen for issues on:

- Education, Presentation, Publicity, Policy, Procedure, Technology and Electronic Storage
- Other related information technology issues are handled by WVU Library Systems Department and/or the WVU Office of Information Technology.

### **WVU ETD/IR Task Force Members**

(as of January 2009)

- Sandy (Charles) Baldwin, Department of English - Center for Literary Computing (Director) - Eberly College of Arts & Sciences
- Sara Bishop, Office of Information Technology (Assistant Director, Information Systems)
- Harry Boone, Department of Resource Management (Professor) - College of Agriculture, Forestry and Consumer Sciences
- Jonathan Cumming, Office of Graduate Education (Assistant Vice President for Graduate Education)

- Daniel Ferreras, Department of Foreign Languages (Associate Professor) - Eberly College of Arts & Sciences
- Kathy Fletcher, Office of Information Technology (Manager, Training and Publication Services - Technical Support Services)
- Keith Garbutt, WVU Honors College (Dean)
- John Hagen, Office of Academic Affairs & University Libraries (Manager, Institutional Repository Programs, ETD/IR Task Force Chair & ETD Program Coordinator, Member of NDLTB Board of Directors)
- Monte Maxwell, University Libraries (Development Representative)
- Sohinee Roy, Department of English (Doctoral Graduate Student) - Eberly College of Arts & Sciences
- Frances Van Scoy, Lane Department of Computer Science & Electrical Engineering (Professor) - WVU Center for Vision Enhancement Technology (Director) - College of Engineering & Mineral Resources
- Carroll Wilkinson, University Libraries (Director, Information Literacy Programs)