This tutorial is designed to guide the user throughout the entire Electronic Thesis and Dissertation (ETD) submission process. Questions may be directed to department graduate studies coordinators or James Williamson, jdwilliamson@smu.edu, Digital Preservation Librarian.

I. Introduction and Navigation

ETDs will be submitted directly to SMU Scholar, the University’s institutional repository, at the department level. If a direct link to a specific department page within SMU Scholar has not been provided, then follow the path displayed below:

From the SMU Scholar main page (scholar.smu.edu), click on the Colleges and Departments link found below the Browse Research heading

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Browse Research  Follow
  • Colleges and Departments
  • Research Units and Centers
  • Events and Conferences
  • Journals and peer-reviewed series
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On the following page, click on the link that represents your school or college (for this example, we will choose the Lyle School of Engineering)
After clicking on your school or college, click on your department’s link

Then click on the Submit ETD link found in the right-hand sidebar
II. Account Login

After clicking on the Submit ETD link you will be directed to a Login or Create New Account page.

If you already have an account, created in a previous training session, then login. If you do not have an account click on Sign up under Create new account.
Fill out the required information. Use a non-SMU email address that you will maintain in the long term (so that we may contact you in the future if need be) and insert “Southern Methodist University” in the Institutional Affiliation field. For your full name, use the exact version as given on the ETD.

### III. Submission Agreement Form

After logging in you will be taken to the Submission Agreement Form page. Read this page carefully, as there may be instructions or prompts particular to your department. Regardless of department, each student should have a signed Deposit Agreement Form (link; an electronic or paper version, per department instructions), an electronic copy of the thesis or dissertation and any other supplemental files, links or materials that are to be uploaded with the thesis or dissertation.

This page also contains a Content Release Form, which is similar to the Deposit Agreement Form. The Content Release Form ensures copyright and content compliance.

If you agree with the terms and conditions of the Submission Form, check the box at the bottom of the page and click Continue. Any questions should be directed to your graduate studies coordinator or director.

### IV. ETD SUBMISSION

After accepting the terms and conditions of the Submission Agreement Form you are taken to the main submission page. Here, you will enter all descriptive information, embed multimedia files if applicable and upload your thesis or dissertation. Any questions regarding the metadata and descriptive information to be entered can be directed to your graduate studies director.
1. **TITLE**: ENTER THE TITLE OF YOUR THESIS OR DISSERTATION AS IT APPEARS ON THE ORIGINAL DOCUMENT

![Title Field]

Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

Enter title:

2. **AUTHORS**: IF YOU ALREADY HAVE AN ACCOUNT WITH SMU SCHOLAR, YOUR INFORMATION WILL BE AUTOMATICALLY INCLUDED. IF NOT, ENTER YOUR NAME AS IT APPEARS ON THE ORIGINAL THESIS OR DISSERTATION AND INCLUDE A NON-SMU EMAIL ADDRESS THAT YOU WILL MAINTAIN IN THE LONG TERM.

![Authors Field]

Search For An Author Using: Last Name, First Name, Email, or Institution

1  (dwackerman@smu.edu) Dillon Wackerman

3. **STREAMING MEDIA**: SOME DISCIPLINES WILL EMBED AUDIO, VISUAL AND OTHER UNIQUE MEDIA INTO THEIR THESIS OR DISSERTATION LANDING PAGE. THIS WILL BE ACCOMPLISHED THROUGH THE STREAMING MEDIA FIELD. FURTHER INSTRUCTION ON THE USE OF THIS FIELD WILL BE GIVEN BY EITHER THE GRADUATE STUDIES ADVISOR OR THE DIGITAL REPOSITORY LIBRARIAN. BUT, ESSENTIALLY, THE FIRST FIELD WILL CONTAIN THE URL THAT WILL EMBED THE MEDIA AND THE SELECT FIELD, THE DROPDOWN BOX, WILL ALLOW YOU TO CHOOSE THE LOCATION FROM WHICH THAT EMBED CODE CAME.
4. PUBLICATION DATE: FOR THIS FIELD, ONLY ENTER “SEASON” AND “YEAR”

5. ABSTRACT: IDEALLY, ENTER THE ABSTRACT THAT APPEARS IN YOUR THESIS OR DISSERTATION. IF YOUR THESIS OR DISSERTATION DOES NOT HAVE AN ABSTRACT, WRITE ONE TO TWO PARAGRAPHS THAT CONCISELY DESCRIBED YOUR WORK. THIS FIELD IS MANDATORY.
6. **DOCUMENT TYPE: TWO OPTIONS - THESIS OR DISSERTATION**

7. **ADVISORS: YOU WILL BE PRESENTED WITH A LIST OF BLANK ADVISOR FIELDS. FILL IN AS NECESSARY. IF MORE FIELDS ARE NEEDED CONTACT YOUR GRADUATE STUDIES ADVISOR.**

8. **KEYWORDS: ENTER ANY AND ALL KEYWORDS THAT YOU FEEL WOULD APTLY APPLY TO YOUR THESIS OR DISSERTATION. FOLLOW INSTRUCTIONS AND SEPARATE KEYWORDS WITH COMMAS.**
9. **DISCIPLINES:** THIS IS AN AREA THAT WILL ALLOW YOU TO PROVIDE MORE VISIBILITY TO YOUR THESIS OR DISSERTATION. CHOOSE DISCIPLINES THAT PROPERLY AND DIRECTLY CORRESPOND TO THE TOPIC OF YOUR THESIS OR DISSERTATION.

10. **NOTES:** THIS SECTION IS OPEN FOR ANY INFORMATION THAT YOU FEEL IS RELEVANT TO THE DISPLAY AND ACCESS OF YOUR THESIS OR DISSERTATION.
11. ACKNOWLEDGEMENTS: IF DESIRED, ENTER ACKNOWLEDGEMENTS

12. EMBARGO PERIOD: PRIOR TO YOUR SUBMISSION, YOU SHOULD HAVE ALREADY CONSULTED WITH YOUR ADVISOR ON WHETHER OR NOT AN EMBARGO PERIOD SHOULD BE CHOSEN. IF NO EMBARGO PERIOD, LEAVE THE FIELD AS IS. IF A PERIOD IS CHOSEN, SELECT IT FROM THE DROP DOWN BOX.

13. UPLOAD FILE: HERE, YOU WILL UPLOAD YOUR THESIS OR DISSERTATION. YOU MAY UPLOAD A WORD DOCUMENT (WHICH WILL BE CONVERTED TO PDF AFTER SUBMISSION) OR A PDF.
14. IF YOU HAVE BEEN DIRECTED BY YOUR GRADUATE STUDIES COORDINATOR TO SUBMIT AN ELECTRONIC COPY OF YOUR DEPOSIT AGREEMENT FORM, OR, IF YOU HAVE ADDITIONAL CONTENT (DATASETS, IMAGES OR OTHER DOCUMENTS) THEN CHECK THE BOX UNDER ADDITIONAL FILES.

Click Submit to continue.

V. SUPPLEMENTAL CONTENT UPLOAD

On the Supplemental Content Upload page you will upload your Deposit Agreement Form if required and also any other additional files.

For each uploaded file you are able to add descriptive information. You are also able to “show” or “not show” an uploaded file via the boxes under Show. If the Show box is unchecked, only
your graduate studies coordinator or director will be able to access the file. The Deposit Agreement Form, and any other file that should not be publicly accessible, should have an unchecked Show box.

VI. REVIEW UPLOAD

After submitting your thesis or dissertation and accompanying files you will be taken to a review page.

![Review Page Screenshot]

Review your submission and if any changes need to be made, click the “Revise submission” button. Once you have completed your review of the submission, exit out of the page.