## Electronic Thesis/Dissertation (ETD) CHECKLIST OF REQUIREMENTS

REQUIRED TO MEET THE DEADLINE	
Students must complete these two requirements by the deadline posted in the academic calendar	
Turnitin Report	Once your manuscript has been approved by your committee, you Chair will
	run it through Turnitin and review the results. Then, this report should be e-
	mailed to Emily Redd for filing (anyone can e-mail it). Instructions.
Upload committee-	Connect to the ETD web site and click on "Get Account" which will take you to
approved thesis/dissertation	the Digital Commons website. Create and account and log in. Once you log in,
to Digital Commons	click on "Submit Research" on the left side of the page. Then, under "Student
_	Works," click on "Electronic Theses and Dissertations."
REQUIRED FOR REVIEW	
The Graduate Sci	hool will not review manuscripts without the following completed form
Manuscript Review Form	The manuscript review form is an online form that will be routed to your
	committee for approval. *DO NOT USE "@mail" to fill out this form, use
	name@etsu.edu only or the form will not be routed. You can find this form
	here under Thesis/Dissertation Forms <submission forms<="" td=""></submission>
REQUIRED FOR FINAL APPROVAL	
The Graduate School will not a	approve manuscripts without the following items. Fill out only if they pertain to you.
ETSU's ProQuest	In addition to Digital Commons, ETSU disseminates its scholarly output of
Agreement	master's theses and doctoral dissertations in ProQuest Dissertation & Theses
	Global in order to promote and preserve the intellectual output of its master's
	and doctoral degree candidates. Please read and acknowledge this
	partnership <u>here</u> .
Survey of Earned	PhD only: Please complete the online <u>Survey of Earned Doctorates</u> . This
Doctorates (PhD only)	survey is required. Please use these codes when choosing your field of study:
	PhD, Biomedical Sciences (all concentrations): 103
	PhD, Early Childhood Education: 899
	PhD, Environmental Health Sciences: 210
	• PhD, Nursing: 230
	PhD, Psychology (all concentrations): 648
	PhD, Sports Physiology & Performance: 222
□ IRB closure memo or	If your research was reviewed by the IRB, e-mail the study closure memo* to
exemption memo (if	Emily Redd at <u>redd@etsu.edu</u> . If you are leaving your study open, forward
applicable)	your communications with the IRB regarding this decision to Emily Redd,
	cc'ing Linda Zerby at <u>zerbyl@etsu.edu</u> . If your study was determined to be
	exempt, please send that memo to Emily at <u>redd@etsu.edu</u>
□ Alternate format Journal	If using the alternate format and your ETD contains a journal article that you
permissions (if applicable)	have written or co-written and it has already been published or accepted for
	publication, please turn in a copy of permission for you to use that journal
	article in your thesis/dissertation. Send e-mail(s) to <u>redd@etsu.edu</u> .
	The Graduate School will review your manuscript to make sure it conforms to
	your departmental style guide and the template. The comments will be
	returned to you via email. Resubmit via Digital Commons as many times as
	needed but earn approval before the final deadline. When it is approved, you
	will be notified via email.
CELEBRATE!!!	Once you receive email approval from the Dean, celebrate! 赵

\*to close your study, follow these instructions