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 emailed to Emily Redd for filing (anyone can email it). [Instructions](#).

- ☐ Upload committee-approved thesis/dissertation to Digital Commons
  - Connect to the [ETD website](#) and click on “Get Account” which will take you to the Digital Commons website. Create and account and log in. Once you log in and click on “Submit Research” on the left side of the page. Take care in creating this profile as it will be displayed along with your ETD upon approval.

**REQUIRED FOR REVIEW**
*The Graduate School 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.

**REQUIRED FOR FINAL APPROVAL**
*The Graduate School will not approve manuscripts without the following items. Fill out only if they pertain to you.*

- ☐ ETSU’s ProQuest Agreement
  - In addition to Digital Commons, ETSU disseminates its scholarly output of 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 [here](#).

- ☐ Survey of Earned Doctorates (PhD only)
  - PhD only: Please complete the online [Survey of Earned Doctorates](#). This 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 NOT human subjects determination memo (if applicable)
  - If your research was reviewed by the IRB, e-mail the study closure memo* to Emily Redd at redd@etsu.edu. If you are leaving your study open, forward your communications with the IRB regarding this decision to Emily Redd, cc’ing Linda Zerby at zerbyl@etsu.edu. If your study was determined to be NOT human subjects, please send that memo to Emily at redd@etsu.edu.

- ☐ Alternate format Journal permissions (if applicable)
  - If using the alternate format and your ETD contains a journal article that you 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 redd@etsu.edu.

- ☐ Review
  - 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! 🎉

*to close your study, follow [these instructions](#)