# 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, your Chair will run it through Turnitin and review the results. Then, this report should be emailed to Emily Redd for filing (anyone can e-mail it).

- **☐ Upload committee-approved thesis/dissertation to Digital Commons**  
  Connect to the ETD web site and click on “Get Account” which will take you to the Digital Commons website. Digital Commons is ETSU’s research and scholarship repository and this will be where your ETD will be sent upon approval, so take care in creating your profile.

## 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.*

- **☐ ProQuest Agreement**  
  In addition to submitting to Digital Commons, you will also be submitting to ProQuest. Create an account with ProQuest and complete all steps to submit your author agreement. You are NOT uploading your manuscript here – this is only a form. Emily Redd will send ProQuest the final PDF copy of your ETD after you receive Graduate School approval (if withholding, the PDF will not be sent until after the year embargo period is up).

- **☐ 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 or exemption memo (if applicable)**  
  If your research was reviewed by the IRB, e-mail the exemption memo or the study closure letter 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.

- **☐ 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.

- **☐ Microfilm Fee**  
  Pay the microfilm fee ($20) at the Bursar’s office, 2nd floor, Dossett Hall by the posted deadline. Give a copy of the receipt for the microfilm fee to your Program Specialist in the Graduate School. If you are unable to pay in person, please visit our Microfilm Fee Online Payment Site. If you pay online, a receipt will automatically be sent to your Program Specialist.

- **☐ 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!