

Submitting Dissertations and Theses

Liz Rugg

Associate Dean

Office of Graduate Education

erugg@utdallas.edu

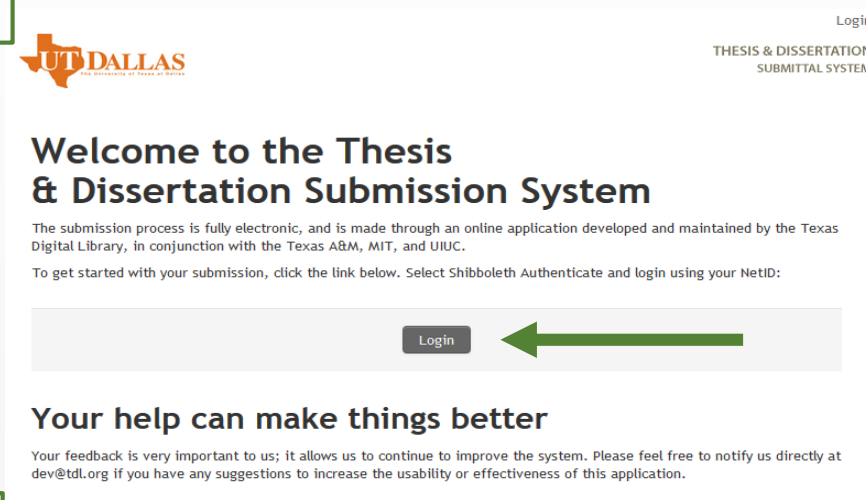


Office of Graduate Education

Logging on to the Electronic Thesis and Dissertation Submission Website

<https://utd-etd.tdl.org/>

1



UT DALLAS
The University of Texas at Dallas

THESIS & DISSERTATION
SUBMITTAL SYSTEM

Welcome to the Thesis & Dissertation Submission System

The submission process is fully electronic, and is made through an online application developed and maintained by the Texas Digital Library, in conjunction with the Texas A&M, MIT, and UIUC.

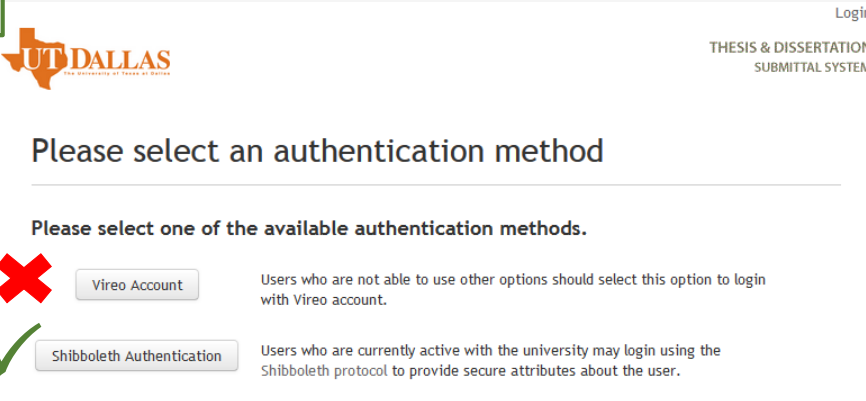
To get started with your submission, click the link below. Select Shibboleth Authenticate and login using your NetID:

Login

Your help can make things better

Your feedback is very important to us; it allows us to continue to improve the system. Please feel free to notify us directly at dev@tdl.org if you have any suggestions to increase the usability or effectiveness of this application.

2



UT DALLAS
The University of Texas at Dallas

THESIS & DISSERTATION
SUBMITTAL SYSTEM

Please select an authentication method

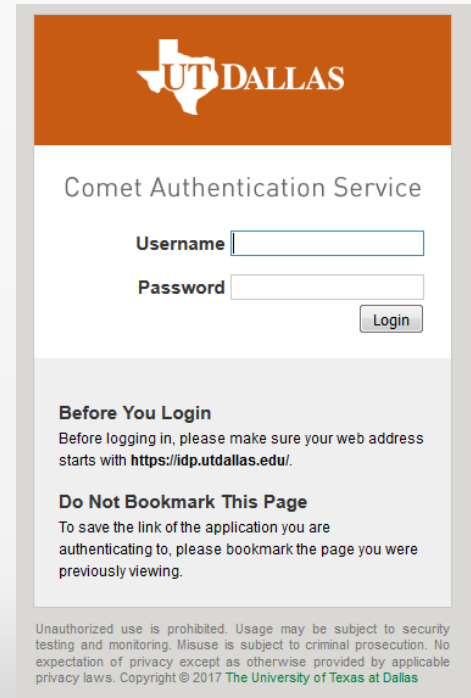
Please select one of the available authentication methods.

Vireo Account Users who are not able to use other options should select this option to login with Vireo account.

Shibboleth Authentication Users who are currently active with the university may login using the Shibboleth protocol to provide secure attributes about the user.

3

Select Shibboleth Authentication and log in with your UT Dallas username and password



UT DALLAS

Comet Authentication Service

Username

Password

Login


Before You Login
Before logging in, please make sure your web address starts with <https://idp.utdallas.edu/>.

Do Not Bookmark This Page
To save the link of the application you are authenticating to, please bookmark the page you were previously viewing.

Unauthorized use is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution. No expectation of privacy except as otherwise provided by applicable privacy laws. Copyright © 2017 The University of Texas at Dallas

Starting Your Submission

Elizabeth Rugg | Admin | Submission History | Logout



THESIS & DISSERTATION
SUBMITTAL SYSTEM

Welcome to the Thesis & Dissertation Submission System

The submission process is fully electronic, and is made through an online application developed and maintained by the Texas Digital Library, in conjunction with the Texas A&M, MIT, and UIUC.


To get started with your submission, click the link below. Select Shibboleth Authenticate and login using your NetID:

[Start your submission](#)

Your help can make things better

Your feedback is very important to us; it allows us to continue to improve the system. Please feel free to notify us directly at dev@tdl.org if you have any suggestions to increase the usability or effectiveness of this application.

Elizabeth Rugg | Admin | Submission History | Logout



THESIS & DISSERTATION
SUBMITTAL SYSTEM

Currently accepting submissions for the May 2019 semester.

- 1 Verify Your Information
- 2 License Agreement
- 3 Document Information
- 4 Upload Your Files
- 5 Confirm & Submit

Verify Your Information

Instructions:

Please verify all of your personal information. Some of the information has been provided by your school; if this information is in error, you will need to correct it through the appropriate office at your school.

Required fields are indicated with an asterisk.

Further instructions can be found by clicking the information icon next to each field.

New Sticky Note.

Personal Information

* First Name: Elizabeth

Middle Name:

* Last Name: Rugg

Submission Status

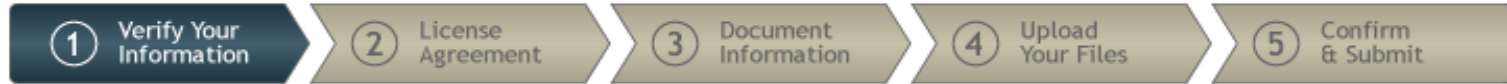
Currently accepting submissions for the May 2019 semester.

Title	Manuscript	Status	Date Submitted	Assigned To	Actions
	none	In Progress	n/a	Unassigned	Continue Delete

You've already submitted an ETD or have one in progress!

Information required to submit a dissertation/thesis

Currently accepting submissions for the May 2017 semester.



Your Information

- School
- Degree Program
- Degree
- Permanent Phone Number
- Permanent Address
- Permanent email

License Agreement

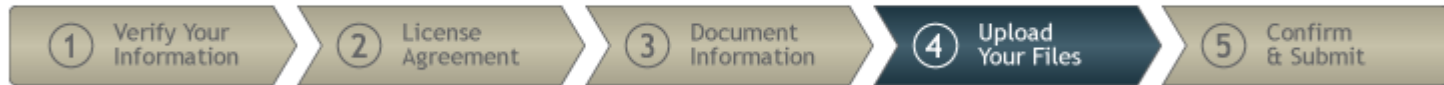
- Texas Digital Library
- UMI/ ProQuest Publication

Document Information

- Title of your dissertation/thesis
- Degree Date
- Defense Date
- Document type
- Abstract
- Keyword(s)
- Primary Subject
- Names and roles of your committee members
- Chair's email
- Chapters and/or page numbers identifying previously published material
- Embargo

Uploading Your Files

Currently accepting submissions for the May 2017 semester.



Documents Required

- Dissertation or Thesis
 - Must be a PDF file
- Signature Page
 - Upload as an Administrative file
- Completed Request for Final Examination Form (PhDs only)
 - Upload as an Administrative File

Supplemental Files

- Will be publically available

Administrative Files

- For internal use only

Upload Primary Document


Your thesis or dissertation can only be one file, and the only allowable file format is PDF.

* Manuscript (PDF): No file selected.

Upload Additional Files

Supplemental Files: Upload only supplemental files such as audio, video or data sets. These files must be listed in the appendix of your thesis or dissertation.

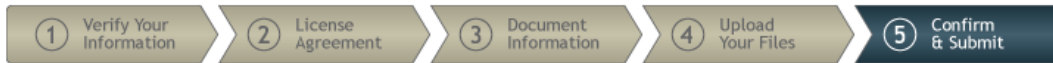
Administrative Files: Upload any required administrative files such as permissions for previously published material.

 Document Type:

Browse for Additional Document: No file selected.

Confirm & Submit

Currently accepting submissions for the May 2017 semester.



Confirm & Submit

Instructions:

Please verify all the information displayed below before proceeding. Once you click the button to approve this document, you cannot make any more changes to the form's data without contacting your local thesis office.

- There are errors on the "Verify Your Information" step. [visit step]
- There are errors on the "License Agreement" step. [visit step]
- There are errors on the "Document Information" step. [visit step]
- There are errors on the "File Upload" step. [visit step]

You need to correct these errors before completing your submission.

About You

Name: Rugg, Elizabeth

ORCID ID:

Email: elr120030@utdallas.edu

Permanent Phone:

Permanent Address:

Permanent Email:

Preferred Phone:

Current Address:

[edit your personal information]

- You can not submit until all required information and files have been entered or uploaded
- Missing information is highlighted at the top of the page

Submitted

Once you click the submit button you will not be able to edit your submission

- You will have the opportunity of correcting any errors later

An automatic email will be generated with a link to your submission

[Home](#) / [Submissions](#) / [Complete](#)

Submittal Complete

Instructions:

The Office of Graduate Studies has received your electronic submission. You will also receive an email confirmation. Your manuscript will be reviewed and you will be informed of any required changes and/or outstanding documentation. If you have any questions about your submission, feel free to contact our office.

Thank you,

Office of Graduate Studies
Founders West Annex Building 3.104
Phone: 972-883-2234
Office Hours: Monday-Friday: 8 a.m.-5 p.m.
Phone: 972-883-2234

[View submission status](#)

[Home](#) / [Submissions](#)

Submission Status

Currently accepting submissions for the May 2017 semester.

Title	Manuscript	Status	Date Submitted	Assigned To	Actions
Term paper	RUGG-THESIS-2016.pdf [view]	Needs Correction	23 August 2016	Karl Van Leeuwen	Edit
THESIS AND DISSERTATION GUIDE	RUGG-DISSERTATION-2016.pdf [view]	Submitted	20 October 2016	Unassigned	View

After Formatting Review

You can only replace your dissertation or thesis and/or upload administrative files when the status is "Needs Corrections".

Home / Submissions

Submission Status

Currently accepting submissions for the May 2017 semester.

Title	Manuscript	Status	Date Submitted	Assigned To	Actions
Term paper	RUGG-THESIS-2016.pdf [view]	Needs Correction	23 August 2016	Karl Van Leeuwen	Edit
THESIS AND DISSERTATION GUIDE	RUGG-DISSERTATION-2016.pdf [view]	Submitted	20 October 2016	Unassigned	View

Corrections Submitted

The Office of Graduate Studies has received your corrections. You will be notified shortly if any further actions are required. If you have any questions about your submission, feel free to contact our office.

Thank you,

Office of Graduate Studies
Founders West Annex Building 3.104
Phone: 972-883-2234
Office Hours: Monday-Friday: 8 a.m.-5 p.m.
Phone: 972-883-2234

View submission status

Current Submission State:
Needs Correction!

The application requires you to make corrections. Please make the indicated corrections and upload the new manuscript. After clicking the "Corrections Completed" button you will no longer be able to edit the application.

Click here to jump down to replace manuscript

Corrections Completed

But just in case...

Current Submission State:
Needs Correction!

The application requires you to make corrections. Please make the indicated corrections and upload the new manuscript. After clicking the "Corrections Completed" button you will no longer be able to edit the application.

Click here to jump down to replace manuscript

After completing your corrections you will no longer be able to edit this application. Did you complete all the required changes, and upload a new manuscript?

Are you sure?



Office of Graduate Education

Generating an Originality Report in eLearning

▼ My Organizations ← 1

Organizations where you are: Leader

- Graduate Studies TA/RA Information Center


Organizations where you are: Participant

- Dev-eLearning FACULTY FORUM & RESOURCES
- Dev-eLearning FACULTY FORUM & RESOURCES (reformatted)
- Emergency Situation Training for Faculty
- One Card – Pre Application Test
- PeopleSoft and Related Training (Not Compliance)
- Registrar Information for Faculty and Staff
- Research Compliance
- Test Organization
- UTD eLearning Student Forum
- Writing Center Resources for Faculty and Students
- eLearning FACULTY FORUM & RESOURCES
- eLearning FACULTY FORUM & RESOURCES

Organizations where you are: Org-Leader

- Epigeum Courses
- Graduate Student Citation Check ← 2

Homepage

 **Thesis and Dissertation Citation Check**

Upload your thesis or dissertation as a PDF. ← 3

>> [View/Complete](#)

Submit: Single File Upload ▾

Author

Rebecca Newcomb (rgn100020) ▾

First name

Rebecca

Last name


Newcomb


Submission title ← 4

[What can I submit?](#)

Choose the file you want to upload to Turnitin:

Choose from this computer ← 5

 Choose from Dropbox

 Choose from Google Drive

Upload Cancel ← 6

Downloading your Originality Report

- Repeat steps one to three on the previous slide
- Click “View” to open your report

Submit Turnitin Assignment

Messages English Help

turnitin

Assignment Inbox preferences

Welcome to your new class homepage! From the class homepage you can see all your assignments for your class, view additional assignment information, submit your work, and access feedback for your papers. Hover on any item in the class homepage for more information.

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Assignment Inbox: Graduate Student Citation Check _87507_1

	Info	Dates	Similarity	
Thesis and Dissertation Citation Check		Start 01-Jan-2017 12:31PM Due 31-Dec-2017 11:59PM Post 01-Jan-2018 12:00AM	4%	Resubmit View

**It can take up to 24 hours before the Originality Report is available
DO NOT LEAVE THIS STEP UNTIL THE LAST MINUTE**

Downloading the Originality Report

The image shows two screenshots of a software interface. The left screenshot shows a sidebar with a red '4' icon. A blue arrow points from this icon to a central text box. The right screenshot shows the 'Match Overview' window with a red '4%' similarity index and a list of matches.

1. Click the similarity index to see the match overview

Rank	Source	Similarity
1	Submitted to Birkbeck ... Student Paper	1%
2	CAROL A. HESS. "Com... Publication	1%
3	Submitted to University... Student Paper	1%
4	www.sibetrans.com Internet Source	1%
5	Submitted to King's Col... Student Paper	<1%
6	gal Internet Source	<1%

Downloading the Originality Report

The screenshot displays a plagiarism check interface. A 'Download' menu is open, showing three options: 'Current View', 'Digital Receipt', and 'Originally Submitted File'. A 'Match Overview' table is visible on the right, showing a 4% match rate and a list of six matches. A text box with a blue arrow points to the download icons in the left sidebar, with the text: '2. Click here to download the Originality Report (Current View) and Digital Receipt'.

Match Number	Match Description	Match Percentage
1	Submitted to Birkbeck ... Student Paper	1%
2	CAROL A. HESS. "Com... Publication	1%
3	Submitted to University... Student Paper	1%
4	www.sibetrans.com Internet Source	1%
5	Submitted to King's Col... Student Paper	<1%
6	gal Internet Source	<1%

Review the originality report with your supervisor

Required Files

DOCUMENTS REQUIRED AT LEAST TWO WEEKS BEFORE FINAL ORAL EXAM

- Dissertation (*PDF*)
- Unsigned signature page (*PDF, upload as an ADMINISTRATIVE FILE*).
This page must be approved before your defense
- Completed and signed [PhD Request for Final Oral Exam Form](#)
(*Upload as an ADMINISTRATIVE FILE*)

DOCUMENTS REQUIRED BY THE FINAL DEADLINE

- Final PDF version of the dissertation/thesis with **unsigned** signature page.
The final version must be approved by your supervisor
- Signed signature page
- [Survey of Earned Doctorates](#) Certificate of Completion
- [Citation Form](#) signed by the supervising professor and student
- Turnitin Digital Receipt
- Permissions from publishers to reprint previously published material, OR documentation stating permission is not needed
- Signed Use of Human Subjects in Research Form (IRB) *Only required if the research involved human subjects*
- Signed Use of Animals in Research Form (IACUC) *Only required if the research involved animals*

Contacts

Dissertation/Thesis Formatting/Submitting

Josefine Green

Josefine.green@utdallas.edu

Alyssa Grimley

Alyssa.Grimley@UTDallas.edu

Turnitin Originality Report/Digital Receipt

Eric Van Leeuwen

eric.vanleeuwen@utdallas.edu

Doctoral Hooding Ceremony

Lila Foroutan

lila@utdallas.edu

Elizabeth L. Rugg

Associate Dean of Graduate Education

erugg@utdallas.edu

Please visit our website for the latest deadline dates, upcoming events for graduate students, and much more...

<http://www.utdallas.edu/ogs/>



Office of Graduate Education