

Electronic Submission of Master's Theses

Overview

Master's students are required to submit their master's theses electronically to OhioLINK, the state library of Ohio, in order to fulfill this degree requirement.

Submission process

The submission system on OhioLINK used by master's students is essentially the same as the one used by Ph.D. and D.M.A. students for dissertation submissions. Once students have formatted their thesis according to the established Graduate School guidelines, they must convert the document into an embedded-font PDF by using any proprietary PDF conversion software. Once this PDF is created, students should visit the OhioLINK ETD submission site at <https://etdadmin.ohiolink.edu> (ETD stands for Electronic Theses and Dissertations).

When you initially go into the system you will need to create a user I.D. and password (click the "Register" link). Once in the system you can access the ETD Center to review and complete the document submission pages as much as you like, up until you submit your final document. Your draft will be maintained on the site for up to 30 days; after 30 days drafts are purged automatically by the OhioLINK system. Once you actually submit your final approved thesis for Graduate School review, your submission information and document can no longer be accessed. Before uploading your final document you are welcome to upload various drafts of your thesis for your review, but make note that these will not be reviewed by the Graduate School. We will only be looking at final submissions.

As you go through the submission pages, you will eventually get to the section "**Publishing Options.**" In this section you will indicate your choices for copyright (normally the first option [all rights reserved] is best) and whether or not you want to delay the electronic dissemination of your document with OhioLINK. Remember if you are requesting a publication delay with OhioLINK you will need to submit a Delay of Final Document Form on GRADFORMS.OSU.EDU at the time you submit your Thesis Approval form. The last part of this section on OhioLINK is the "UMI" information. To complete this part select the first option, "Do not upload my paper to UMI".

Once you submit your final thesis to OhioLINK they will notify us that the document is available for review. The Graduate School will get back to you, normally within one business day. If we return your document to you due to the need for formatting corrections you can resubmit utilizing the same submission pages you completed initially. Once you are ready to upload your revised document, return to the "Document Upload" section of your submission, delete out your initial document (click on the trash can), and then upload and submit the revised version.

Formatting guidelines

The [guidelines for thesis format](#) are available on the Graduate School's web site. There is a separate document that shows [sample pages](#) and a [handout](#) which contains tips for the most common formatting errors. A [template](#) utilizing MS Word for PC is also available on the web site.

It is recommended that students bring a paper draft copy of the formatted thesis into the Graduate School for a format review before their defense date. The review will help to alleviate any major formatting problems at the time the final electronic PDF is submitted. Format reviews are done on a walk-in basis between 9am and 4:30pm (between 9am and 4pm during the summer). The review normally takes about 15-20 minutes.

Conversion of the thesis to PDF

All theses must be converted to an embedded-font PDF before the final submission to OhioLINK. Any proprietary PDF conversion software can be used to create this file. When creating the PDF, students should not place any restriction on its access, such as adding password protection options. The document must be fully viewable and accessible. Assistance in creating a PDF is available through the computing labs on campus.

Dissemination of the final thesis

Once the Graduate School approves the thesis, the document will be made available on the OhioLINK ETD on-line database normally within a month or two after graduation. The full text of the thesis will be available for viewing unless a petition to delay dissemination is requested. The Ohio State University Library will also catalog the thesis, and the link to the document will be available through the library's data base. No paper version will be available in The Ohio State University libraries.

Restricting access and distribution

If a student decides to delay full access to and distribution of the thesis, the following steps must be followed:

1. Students should discuss the situation with their advisor. If a delay of access to their thesis appears to be warranted, students should proceed to step 2.
2. Students must submit their thesis PDF to OhioLINK via <https://etdadmin.ohiolink.edu> and do a full text submission. After creating a user I.D. and password (click the "Register" link), the student must provide the requested information. A delay can be chosen in the "Publishing Options" section. The student must select the "I am requesting that my school delay publication" option.
3. Students must also complete a Delay of Final Document form that is available on GRADFORMS.OSU.EDU. A reason for the delay must be given and the form must be electronically approved by the advisor. It is best to submit this form by the deadline for the submission of the final approved thesis.
4. Only the thesis abstract will be viewable via OhioLINK for as long as the delay is in effect.
5. If an extension of the delay is required, the student must request one in writing from the Graduate School before the original delay expires. If an extension is not requested, the thesis will be released according to the original date. The maximum length of time for a delay is five years.

Contact: Tim Watson, Director of Graduation Services, at 247-7292 or Watson.11@osu.edu