

FINALIZATION OF DISSERTATION/THESIS STEPS

1. Approval / Signature Pages

- a. Both Theses and Dissertation approval pages are now electronic through DocuSign. You should start this process as soon as you have successfully defended. The document can be found on the Forms page of the EHHS Graduate Student Services website: <https://www.kent.edu/ehhs/ogs/forms>. Please be careful when entering email addresses as one incorrect character will stop the progress of the form.
- b. Please direct any questions regarding this process to Luci Wymer (awymer@kent.edu, phone: 330-672-0552) in room 407 of White Hall.

2. Finalize document in preparation for upload to ETD

- a. Carefully review the *ETD Submitter User Manual* available on both the masters and PhD websites below.
- b. Prepare your document in the PDF/A format as instructed below. This document can also be found on the library website: <https://kent.teamdynamix.com/TDCClient/2005/Portal/KB/ArticleDet?ID=56452>

PDF Instructions

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Converting Your Document to PDF (Microsoft Windows with Office 2010)

1. Click on File > Save As. Under "Save As Type" select PDF from the drop-down menu.
2. On the left under "Optimize For" select Standard (publishing online and printing).
3. To preserve your document using the archival version of PDF, find "Options" towards the bottom and click on it. In the window, under PDF Options select ISO 19005-1 compliant (PDF/A). Click OK.
4. To embed fonts, click the drop-down menu next to "Tools" and select "Save Options". On the bottom on the left under "Preserve fidelity when sharing this document" place a check next to "Embed Fonts", and then also next to "Embed Only The Characters Used", and then also next to "Do Not Embed Common Systems Fonts." Click on "OK" (Fonts must be embedded to guarantee your document will be readable on computers that do not necessarily have your font on them. This is especially helpful for documents with special characters and symbols.)
5. Click on "Save".

Combining PDFs

To combine multiple files using Adobe Acrobat X Pro, choose File > Create > Combine Files into a Single PDF and follow the instructions. Acrobat is available on computers on the 1st floor of the main library (look for the Multimedia Express Workstations or use the Student Multimedia Studio).

Proofing Your PDF

Browse through your finished PDF to make sure all content and formatting was preserved during the conversion.

- c. Thesis information for upload: <https://www.library.kent.edu/about/departments/copyright-services/etd-submission-instructions>
- d. Dissertation information for upload: <https://www.library.kent.edu/about/departments/copyright-services/etd-submission-instructions>
- e. You do not need to submit a paper or electronic version for review prior to upload.
- f. Luci Wymer in Administrative Affairs, awymer@kent.edu, phone 330-322-5433, room 407 White Hall will be notified as soon as you have uploaded your document.

3. Review of Dissertation/Thesis

- a. Luci will pull a copy of your document from the ETD site and review for any formatting issues.
- b. Luci will provide you with a list of issues and/or corrections needed via your KSU email (unless you have provided a different email address). Your upload will also be returned to the submitter (See Submitter

Manual) for corrections and re-upload and submission. Instructions for this process will be available on the OGSS - masters and PhD websites.

- c. Once you and/or your editor have made the appropriate corrections you will re-upload your document on the ETD site and submit.
- d. The document is again reviewed for appropriate formatting. You will receive an email stating if there are further corrections needed or if the document is final.
- e. Once all corrections have been made Luci will publish the document in OhioLink at the end of the semester.

NOTE: Documents may NOT be embargoed without prior approval and proper paperwork being done.