NAVIGATING THE ETD SUBMISSION PROCESS
Office of Thesis and Dissertation Format Review

Jenifer Ishee Hoffman, M.A., MLIS, Assistant Professor, Coordinator
MSU Libraries' Office of Thesis and Dissertation Format Review reviews documents for compliance with University formatting guidelines after approval by graduate students’ committee members.

For help, please contact:

etd@library.msstate.edu

Jennifer Ishee Hoffman, Assistant Professor - (662) 325-2170
jhoffman@library.msstate.edu

Deadlines

Summer 2017 Deadlines
Fall 2017 Deadlines
Spring 2018 Deadlines

For more deadlines and important dates, see the current Academic Calendar.

Upcoming Workshops
Why the Focus on Formatting?

- To adhere to University Standards established by the Graduate School
- To positively reflect on the student’s work, their committee and the University
- To help students gain experience working within the parameters of strict publishing guidelines related to submission and revisions
- Theses and Dissertations commonly viewed by potential employers
The Standards and the Templates

Standards for Preparing Theses and Dissertations, Sixth Edition (2012) prepared by the Mississippi State University Graduate Council

● The Templates:
  ○ 3 templates with varying sublevel configurations
  ○ 1 template for School of Education and Psychology
  ○ 1 template with Schemes (Chemistry)
  ○ LaTeX guidelines
Initial Submission Process

1. Create an Electronic Thesis/Dissertation (ETD) account
3. Obtain all required signatures on approval/signature page
4. Upload document as a Word file to the ETD account. The submission of a Word file does not apply to LaTeX users
5. Complete the ETD rights and permissions form (.pdf)
6. Complete the Author Contact Form (.pdf)
7. Upload signed approval/signature page, ETD rights and permissions form, and author contact form to the ETD account.
Review and Approval Process

1. We review the document and email the student a list of corrections or final submission instructions
2. Once they have made all of the corrections, they submit the corrected copy by uploading it to the ETD server and emailing a confirmation to their reviewer
3. They repeat these steps until all corrections have been made.
4. When all corrections have been made, we provide the student with final submission instructions where they will create an account, log in, and submit their document to UMI-ProQuest
5. [Doctoral Candidates Only] Also need to submit graduation information as listed in the final submission instructions
6. Pay all thesis/dissertation related fees via their Banner account
PROCESS IS COMPLETE!

OUR OFFICE PROVIDES GRADUATE SCHOOL LISTING OF STUDENTS WHO HAVE CLEARED THE ETD SUBMISSION PROCESS.
CONTACT INFORMATION:

● Jenifer Ishee Hoffman, M.A., MLIS: 662-325-2170

● jhoffman@library.msstate.edu

● etd@library.msstate.edu

● Website: http://lib.msstate.edu/thesis/