Seton Hall University Libraries
ETD Submission Workflow

Martha Loesch, Co-head Technical Services/Associate Professor
Sharon Ince, Digital Services Librarian/Associate Professor
Lisa DeLuca, Social Sciences Librarian/Assistant Professor

July 27, 2018
Seton Hall University
Founded: 1852
Private Roman Catholic
Undergraduate Majors: 60+
Graduate Programs: 70+
FTE 10,000
SHU Libraries ETD Program

- Students have always deposited a copy with library
- ETDs were scanned and added to Lotus Notes
- ETDs were migrated to eRepository in 2011
- ETDs online submission implemented 2013
ETD Policy and Submission Process

Dissertations and Theses Services

About the dissertation, thesis, & final project submission process

All graduate dissertations, theses, and final projects must be submitted electronically in PDF format to the university institutional repository. Please review the requirements and procedures before proceeding with your submission.

Note: Please submit your final, approved copy. Check your Seton Hall email for revision notices. Your dissertation/thesis/final project is not published in the eRepository until you receive an email stating that it has been posted to the Seton Hall University eRepository.

SETON HALL UNIVERSITY

Office of the Provost and Executive Vice President

From: Office of the Provost
Sent: Tuesday, February 2, 2016 1:06 PM
Subject: University Requirements for Doctoral Graduates

The University Libraries have put in place a process with the Registrar to ensure that Dissertations are deposited in acceptable, final form in both our Electronic Theses and Dissertations (ETD) Repository, and with ProQuest Dissertations & Theses Global (the international Dissertation registry) before the degree goes on the transcript or the diploma is released. Previously, the authorization to have the degree appear on the student's transcript has been communicated from the program director, even if the Dissertation was not deposited/registered, it appeared on the transcript and only the diploma was withheld. This has resulted in students who have graduated according to their transcript, but who have not fulfilled the degree requirements and submitted their ETD in final, approved form and registered it – a standard practice in higher education. Problems holding up the deposit/registration have ranged from a missing copyright page, to a missing committee signature sheet, not securing rights to nonpublishable images or documenting their public domain status, having no abstract, no consistent pagination or citation style, no consistent font, inconsistent margins, and converting the Word track-changes copy to PDF (not turning off track changes).
ETD Submission Process Webpage

Three Steps are Required

Step 1: Review submission process
Step 2: Submit dissertation to SHU eRepository
Pause until you receive confirmation that your dissertation has been posted in eRepository after all revisions have been made, if necessary.
Step 3: Submit dissertation to ProQuest Database

Step 1: The submission process consists of the following steps:

1. Read and accept the Submission Agreement
2. Include submission’s title page (remove “Running header”) followed by copyright page and signed signature sheet (signed by your advisors). For help merging a scanned signature sheet into your dissertation file, please review merging instructions.
3. Include your name exactly as it appears on the title page and your advisors names exactly as it appears on the signature sheet
4. Include an abstract (up to 500 words)
5. Include list of keywords (10 maximum)
6. Submit the final approved copy of your dissertation (track changes removed) in PDF format
7. Upload your electronic file and associated files
8. Pay the $25.00 processing fee using Pirate’s gold. To access Pirate’s gold you will need your student account number located on the back of your student ID card. Please call, email, or visit the circulation desk in-person to pay the processing fee using Pirate’s gold. Dissertations will not be processed until payment is received. You may also pay with PayPal.
   Circulation phone number: 973-761-9443
   Circulation email: circulation@shu.edu
9. Please make sure the final dissertation copy is submitted and the information in the record including the embargo decision is correct. All submissions are final.
   Please proceed to step 2.

Note: Please make sure your submission is complete. Incomplete or incorrect information will delay the processing of your submission. Please allow up to five business days for processing.
Steps in Submission Process

Submit your dissertation to eRepository

Step 2: Submit your Dissertation to eRepository

Before you submit, please review the Requirements & Procedures above and the submission instructions.

View an example of a completed dissertation: http://scholarship.shu.edu/dissertations/1935/

Note: Please make sure your submission is complete. Incomplete or incorrect information will delay the processing of your submission. Please allow up to five business days for processing.

Please submit your final, approved copy. Check your Seton Hall email for revision notices. Your dissertation/thesis is not accepted into the eRepository until you receive an email stating that it has been posted to the Seton Hall University eRepository.

Submit your Dissertation/Thesis to SHU eRepository

Submit your Dissertation to ProQuest

Step 3: Submit your Dissertation to ProQuest

Once your dissertation has been approved and posted in the eRepository you can submit the same version from your computer to ProQuest, including any revisions. Do not submit the eRepository PDF.

Bound copies of your dissertation may be ordered in the ProQuest submission module for departmental and additional copies.

Contact information for ProQuest and frequently asked questions may be found here.

Submit your Dissertation to Proquest
Payment Process

Paying the Processing Fee with Pirate's Gold

Contact the Circulation Desk to pay the $25.00 processing fee using Pirate's gold for all electronic dissertations, theses, or final projects. To access Pirate's gold you will need your student account number located on the back of your student ID card. Please call, email, or visit the circulation desk in-person to pay the processing fee using Pirate's gold. Dissertations/Theses will not be processed until payment is received.

Circulation phone number: 973-761-9443
Circulation email: circulation@shu.edu

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You may pay the $25 processing fee using either Pirate's Gold or Paypal. To use Paypal, select the button below to be directed to the Paypal site.

Student Name*

Student Seton Hall Email*

Pay Now

[Icons for Visa, Mastercard, American Express, and Discover]
ETD Submission Form

SETON HALL UNIVERSITY DISSERTATIONS AND THESSES (ETDS)

Signature Sheet
I affirm my dissertation/thesis contains the title page, copyright page, and signed signature sheet, in that order. Help

Final Dissertation/Thesis Copy
I affirm my dissertation/thesis is the finalized copy, and that tracked changes have been removed. Help

Processing Fee Payment
Payment for dissertation/thesis is accepted through Pirate's Gold and PayPal. I affirm my dissertation/thesis processing fee of $25.00 is paid. Help

Author ORCID
(Optional) separate multiple ORCIDs with commas (,).

Student Contact Information
Please include your contact information, phone number and email. You will be notified, if your submission requires revisions.
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Example Dissertation record

SETON HALL UNIVERSITY DISSERTATIONS AND THESES (ETDS)

Social Media Use: A Critical Analysis of Facebook's Impact on Collegiate EFL Students' English Writing in Thailand

Tharinee Kannoetsin

Date of Award
Summer 8-17-2014

Degree Type
Dissertation

Degree Name
PhD Higher Education Leadership, Management, Policy

Department
Education Leadership, Management and Policy

Advisor
Eunyoung Kim, Ph D

Committee Member
Joseph Stetar, Ph.D

Committee Member
Michael Reed, Ph.D

Keywords
EFL students' writing, Facebook, Social media, Facebook writing, Collegiate Students, Thai students

Abstract
In this technology era, a new trend of using Social Media or Social Networking Sites (SNSs) has been recently highlighted. Social media influences people's lives in many aspects including education and English language learning. The purpose of this study is to examine whether using Facebook online impacts the type (formal or informal) of English EFL students use for in-class writing or not, as well as to understand the students' perceptions on how the use of Facebook helps to facilitate or inhibit their English writing skills.
Example Thesis Record

SETON HALL UNIVERSITY DISSERTATIONS AND TESSES (ETDS)

The Bob Marley Effect: More Than Just Words

Juleen S. Burke

Date of Award
Spring 5-18-2014
Degree Type
Thesis
Degree Name
MA Strategic Communication
Department
Communication and the Arts
Advisor
Monsignor Dennis Mahon, Ph. D.
Committee Member
Dr. Albert Widman
Keywords
Jamaica, Bob Marley, Reggae

Abstract
This study explores the legacy of Robert Nesta Marley through a comparison of his influence in Jamaica and the United States. The recognition that Bob Marley received, both during his life and after his death, is comparatively different between the two countries. As iconic as Marley is, why is his message and legacy different in the United States and most of his recognition not received till after his death? The researcher explores how Marley's message was received in the two countries and whether his audience understood his philosophy and message in the same way. Results indicate that the communication of his thoughts were heard somewhat differently in Jamaica and the United States. Finally, this study presents recommendations for future research.
Digital Commons Record in WorldCat

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   by Juleen S. Burke, Seton Hall University, Department of Corporate and Public Communication., Juleen S Burke
   
   Thesis/dissertation 2014-05-19T07:00:00Z | No other editions or formats
   
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Monthly ETD Report

Seton Hall University Dissertations and Theses (ETDs)
Last month, Seton Hall University Dissertations and Theses (ETDs) had 18293 full-text downloads and 34 new submissions were posted.

The most popular papers were:
A Quantitative Study of Teacher Perceptions of Professional Learning Communities' Context, Process, and Content (1034 downloads)
http://scholarship.shu.edu/dissertations/15
A Qualitative Study Exploring Faculty Perception and Adaptation of Social Presence in the Online Classroom (389 downloads)
http://scholarship.shu.edu/dissertations/1796
Social Media Use: A Critical Analysis of Facebook's Impact on Collegiate EFL Students' English Writing in Thailand (377 downloads)
http://scholarship.shu.edu/dissertations/2059

Seton Hall University DNP Final Projects
Last month, Seton Hall University DNP Final Projects had 778 full-text downloads and 4 new submissions were posted.
Readership

![Map showing readership around the world]

**Article**

- To Infinity and Beyond: A Critique of the Aesthetic White Cube
- The Werewolf Pride Movement: A Step Back from Queer Medieval Tradition
- "Radical Overlap of Outage" Oppression and Exploitation in Jane Austen's Work
- The Napoleonic Egyptian Scientific Expedition and the Nineteenth-Century Survey Museum
- The Work of Abe Kobo in the 1960s The Struggle for Identity in Modernity, Japan, the West, and Beyond
- A Different Mind: Developing Museum Programs for Children with Autism
- Using Tasks Effectively to Teach Chinese as a Foreign Language to College Students in the U.S.A.
# Country Readership

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Past 90 Days: 04/25/2018 to 07/24/2018
Future work

• Not a seamless process; eRepository submission, payment, and ProQuest integration would be ideal

• Creating a Library Graduate Student webpage, which will include ETDs
Thank you!!

Questions?

Martha.Loesch@shu.edu

Sharon.Ince@shu.edu

Lisa.DeLuca@shu.edu