# ELECTRONIC THESIS AND DISSERTATION SUBMISSION TUTORIAL
SMU SCHOLAR

This tutorial will guide the user throughout the entire Electronic Thesis and Dissertation (ETD) submission process. Send questions to department graduate studies coordinators or James Williamson, jdwilliamson@smu.edu, Digital Preservation Librarian.

I. Introduction and Navigation

ETDs are submitted directly to SMU Scholar, the SMU's institutional repository, at the department level. If a direct link to a specific department page within SMU Scholar was not provided, follow the path displayed below:

From the SMU Scholar main page (scholar.smu.edu), click on the Colleges and Departments link below the Browse Research heading.
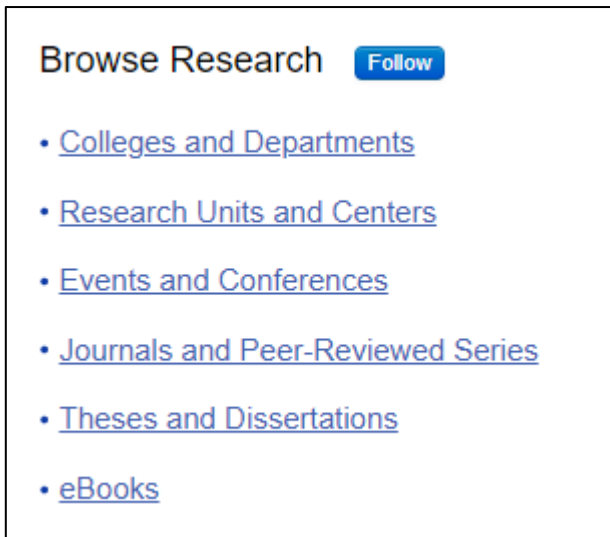
On the following page, click on the link representing your school or college (for this example, we will choose the Lyle School of Engineering).

Browse by Research Unit, Center, or Department

Content posted here has been selected and deposited by the individual campus groups. For more information, see About the Repository.

Expand All

⊞ Annette Caldwell Simmons School of Education & Human Development
⊞ Bobby B. Lyle School of Engineering
⊞ Business and Finance Offices
⊞ Cox School of Business
⊞ Dedman College of Humanities & Sciences
⊞ Dedman School of Law
⊞ Meadows School of the Arts
⊞ Office of Research and Graduate Studies
⊞ Office of the Provost
⊞ Perkins School of Theology
⊞ SMU-in-Taos
⊞ SMU Libraries
⊞ University Administration
⊞ University Honors Program

After clicking on your school or college, click on your department's link.

Browse the *Bobby B. Lyle School of Engineering* Collections:

Civil Engineering and Environmental Engineering

Computer Science and Engineering

Electrical Engineering

Mechanical Engineering

Multidisciplinary Studies

Operations Research and Engineering Management

Click on the Theses and Dissertation collection.

Browse the *Civil Engineering and Environmental Engineering* Collections:

Civil and Environmental Engineering Theses and Dissertations

Civil Engineering and Environmental Engineering Research

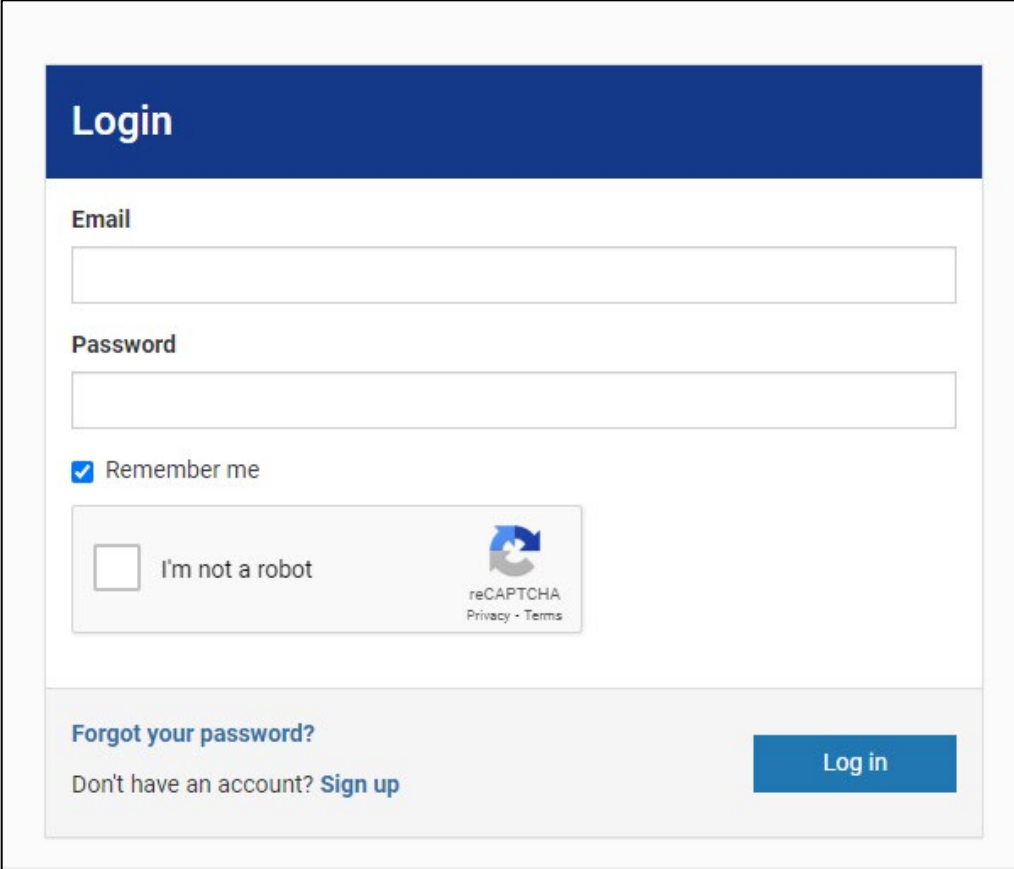Civil Engineering and Environmental Engineering: Sustainability and Development Capstone Projects

Then click on the Submit ETD link found in the right-hand sidebar.

Browse

Collections
Disciplines
Authors

Submit

Author FAQ
Submit ETD
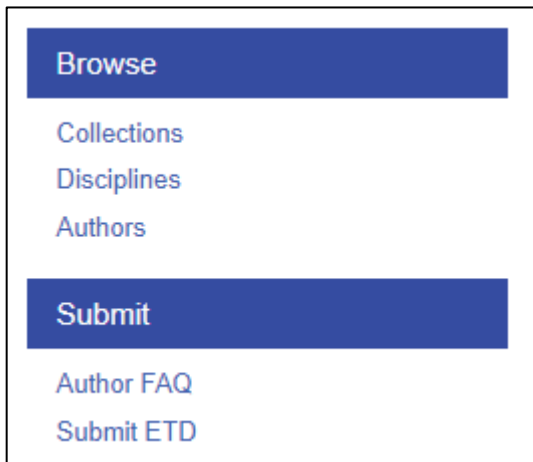
II. Account Login

After clicking on the Submit ETD link, you will be directed to a Login or Create New Account page.

If you already have an account, you can log in. If you do not have an account, click on Sign up under Create new account.

Create Account

Email

First Name

Last Name

Password

Confirm Password

[ ] I'm not a robot

reCAPTCHA
Privacy - Terms

○ Must be at least 8 characters long.
○ Must contain a lowercase letter.
○ Must contain an uppercase letter.
○ Must contain a number.
○ Must contain a special character.

By creating an account, you agree to
bepress's terms of service

Create Account

Fill out the required information. Use a non-SMU email address that you will maintain in the long term (so that we may contact you in the future if need be) and insert "Southern Methodist University" in the Institutional Affiliation field. For your full name, use the exact version given on the ETD.

III. Submission Agreement Form

After logging in, you will navigate to the Submission Agreement Form page. Read this page carefully, as there may be instructions or prompts for your department. Regardless of department, each student should have a signed Deposit Agreement Form (https://www.smu.edu/libraries/scholarship/impact), an electronic copy of the thesis or dissertation, and any other supplemental files, links or materials that accompany the thesis or dissertation.
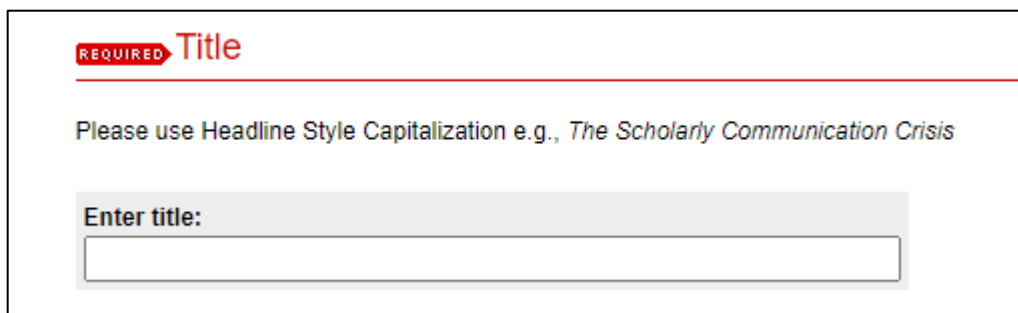
This page also contains a Content Release Form, which is like the Deposit Agreement Form. The Content Release Form ensures copyright and content compliance.

If you agree with the terms and conditions of the Submission Form, check the box at the bottom of the page and click Continue.

IV. ETD SUBMISSION

After accepting the terms and conditions of the Submission Agreement Form, you will navigate to the main submission page. You will enter all descriptive information, embed multimedia files (if applicable), and upload your thesis or dissertation. Any questions regarding the metadata and descriptive information you need to enter can be directed to your graduate studies director.

1. *TITLE: ENTER THE TITLE OF YOUR THESIS OR DISSERTATION AS IT APPEARS ON THE ORIGINAL DOCUMENT*

2. *AUTHORS: IF YOU ALREADY HAVE AN ACCOUNT WITH SMU SCHOLAR, YOUR INFORMATION WILL AUTOMATICALLY APPEAR. IF NOT, ENTER YOUR NAME AS IT APPEARS ON THE ORIGINAL THESIS OR DISSERTATION AND INCLUDE A NON-SMU EMAIL ADDRESS YOU PLAN TO MAINTAIN IN THE LONG TERM.*

3. STREAMING MEDIA: SOME DISCIPLINES WILL EMBED AUDIO, VISUAL, AND OTHER UNIQUE MEDIA INTO THEIR THESIS OR DISSERTATION LANDING PAGE. STREAMING CAPABILITIES OCCUR THROUGH THE STREAMING MEDIA FIELD. ASK EITHER THE GRADUATE STUDIES ADVISOR OR THE DIGITAL PRESERVATION LIBRARIAN FOR INSTRUCTIONS ON THE USE OF THIS FIELD. ESSENTIALLY, THE FIRST FIELD WILL CONTAIN THE URL THAT WILL EMBED THE MEDIA, WHILE THE SELECT FIELD, THE DROP-DOWN BOX, WILL ALLOW YOU TO CHOOSE THE LOCATION FROM WHICH THAT EMBED CODE CAME.

4. DEGREE DATE: FOR THIS FIELD, ONLY ENTER "SEASON" AND "YEAR"

REQUIRED Degree Date

If you choose to enter a date, the year is required but all other fields are optional.

Season	Month	Day	Year
- -	- -	- -	

5. ABSTRACT: IDEALLY, ENTER THE ABSTRACT THAT APPEARS IN YOUR THESIS OR DISSERTATION. IF YOUR THESIS OR DISSERTATION DOES NOT HAVE AN ABSTRACT, WRITE ONE TO TWO PARAGRAPHS THAT CONCISELY DESCRIBES YOUR WORK. THIS FIELD IS MANDATORY.

REQUIRED Abstract

Learn how your abstract can improve the discovery of your article in Google and Google Scholar.

Paste or type your abstract:

B *I* | ☰ ☰ | 🔗 ⚏ | x_2 x^2 | HTML

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6. DOCUMENT TYPE: TWO OPTIONS - THESIS OR DISSERTATION

Document Type

The default is **Article**.

Select from the following:
Thesis

7. DEGREE NAME: ENTER YOUR DEGREE NAME.

Degree Name
Select degree:
M.S. ⌄

8. DEPARTMENT: ENTER THE NAME OF YOUR DEPARTMENT (USE THE NAME OF THE ETD COLLECTION FOR REFERENCE).

Department
Enter department:
Civil and Environmental Engineering

9. ADVISORS: FILL IN AS MANY ADVISOR FIELDS AS NECESSARY. CONTACT YOUR GRADUATE STUDIES ADVISOR IF MORE FIELDS ARE NECESSARY.

Advisor
First Advisor:

10. SUBJECT AREA: ENTER SUBJECT AREAS YOU FEEL WOULD APPLY TO YOUR THESIS OR DISSERTATION.

Subject Area

Double click available items to include them, or click once and use the 'Select' button for each item.

Available:

- Aerospace, Aeronautical, and Astronautical Engineering
- Agricultural Sciences
- Anthropology
- Architecture
- Art
- Art History/Criticism/Conservation
- Astronomy/Astrophysics
- Biochemistry
- Bioengineering and Biomedical Engineering
- Biological Sciences, General

Select »

« Remove

Selected:

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11. *DISCIPLINES: THIS IS AN AREA THAT WILL ALLOW YOU TO PROVIDE MORE VISIBILITY TO YOUR THESIS OR DISSERTATION. CHOOSE DISCIPLINES THAT PROPERLY AND DIRECTLY CORRESPOND TO THE TOPIC OF YOUR THESIS OR DISSERTATION.*

Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click here to view the complete list of disciplines.

Available:

- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Select »

« Remove

Selected:

12. *NOTES: THIS SECTION IS OPEN TO ANY INFORMATION YOU FEEL IS RELEVANT TO THE DISPLAY AND ACCESS OF YOUR THESIS OR DISSERTATION.*

13. *CREATIVE COMMONS LICENSE: SELECT THE CREATIVE COMMONS LICENSE YOU WOULD LIKE TO APPLY TO THE WORK. IF YOU WOULD NOT LIKE TO APPLY A CREATIVE COMMONS LICENSE, SELECT NONE.*

    NOTE: WHEN SELECTING A CC LICENSE, ONLY SELECT 4.0 LICENSES. 3.0 LICENSES ARE OBSOLETE AND WILL BE REMOVED IN THE FUTURE.

14. *EMBARGO PERIOD: BEFORE YOUR SUBMISSION, YOU SHOULD HAVE ALREADY CONSULTED WITH YOUR ADVISOR ON WHETHER OR NOT AN EMBARGO PERIOD IS NECESSARY. IF YOU SELECT NO EMBARGO PERIOD, LEAVE THE FIELD AS IS. IF AN EMBARGO PERIOD IS CHOSEN, SELECT IT FROM THE DROP-DOWN BOX.*

Embargo Period

Please select the length of time you would like your submission to be placed under Embargo.

Embargo Expiration

No Embargo Required ▾

| None |
| No Embargo Required |
| 1 Year |
| 2 Years |
| **3 Years** |
| 4 Years |
| 5 Years |

15. *UPLOAD FILE: HERE, YOU WILL UPLOAD YOUR THESIS OR DISSERTATION. YOU MAY UPLOAD A WORD DOCUMENT OR A PDF. BEFORE SUBMITTING, REMOVE ANY SPECIAL CHARACTERS (@#$%&\/? etc.) FROM THE FILENAME. PLEASE USE UNDERSCORES OR DASHES TO SEPARATE INFORMATION IN A FILENAME INSTEAD OF SPACES.*

REQUIRED Upload File

○ Upload file from your computer
○ Import file from remote site
○ Link out to file on remote site

16. *ADDITIONAL FILES: IF DIRECTED BY YOUR GRADUATE STUDIES COORDINATOR TO SUBMIT AN ELECTRONIC COPY OF YOUR DEPOSIT AGREEMENT FORM, OR HAVE ADDITIONAL CONTENT (DATASETS, IMAGES, OR OTHER DOCUMENTS), CHECK THE BOX UNDER ADDITIONAL FILES.*

Additional Files

Please check this if you'd like to add additional files ☑

Click Submit to continue.

V. SUPPLEMENTAL CONTENT UPLOAD

You will upload your Deposit Agreement Form and any other additional files on the Supplemental Content Upload page.

For each uploaded file, you can add descriptive information. You can "show" or "not show" an uploaded file via the boxes under Show. If the "Show" box is unchecked, only your graduate studies coordinator or director can access the file. The Deposit Agreement Form, and any other file that should not be publicly accessible, should have an unchecked Show box.

VI. REVIEW UPLOAD

   After submitting your thesis or dissertation and accompanying files, you will navigate to
a review page.

Review your submission, and if any changes are necessary, click the "Revise submission" button.
Once you have completed your review of the submission, exit the page.