

ETD Submission Guide

Tennessee Research and Creative Exchange

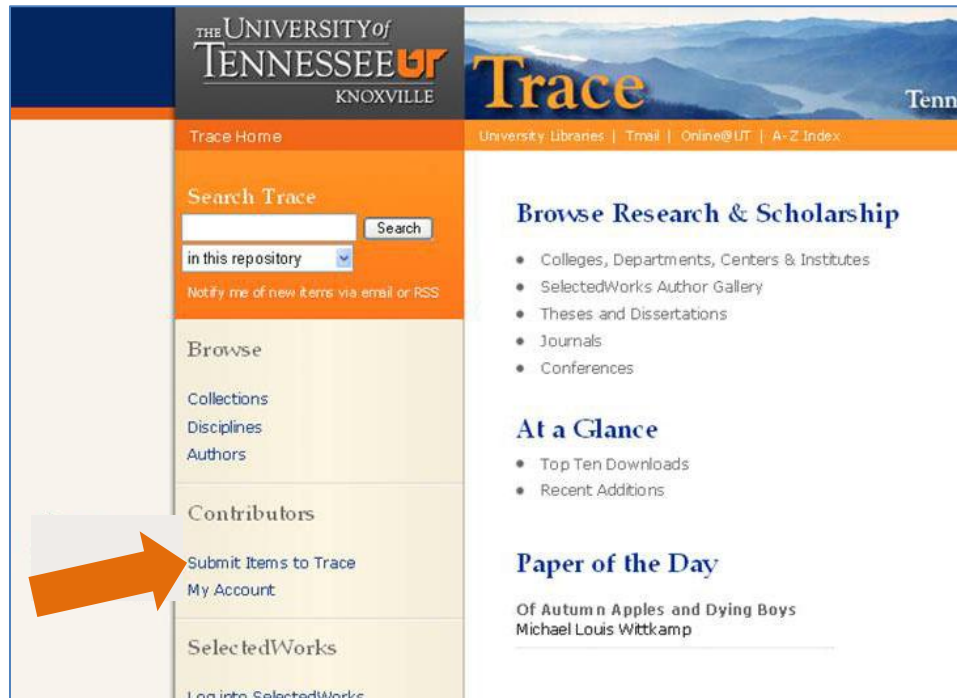
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STEP-BY-STEP GUIDE TO UPLOADING YOUR ETD TO TRACE

LOGGING IN

Before you submit your ETD, you'll need to log in to Trace. You can do this with your UTK NetID. Here's how:

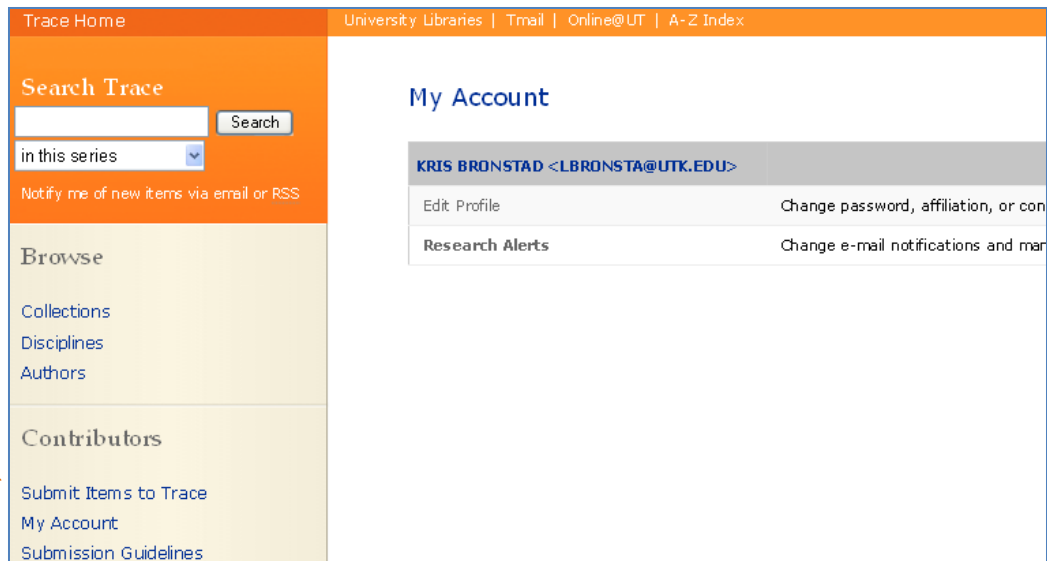
1. Go to www.trace.tennessee.edu
2. Click on "My Account"



3. On the next page, enter your UTK NetID and password. Then hit the "Login" button.

A screenshot of the Trace login page. It has a title 'Login' in blue. Below it is the label 'Email address or UT NetID:' followed by a text input field containing 'student'. Below that is the label 'Pass word:' followed by a password input field with three dots. There is a checkbox labeled 'Remember me' and a 'Login' button. An orange arrow points to the 'Login' button. At the bottom, there is a link 'Forgot your password?'.

4. If you've logged in correctly, Trace should take you to your "My Account" page. You can visit this page later to change your profile or preferences. But first, you'll need to **submit your document**. There is a link to do this on the left-side menu.



SUBMITTING YOUR DOCUMENT

Next, you'll need to decide where to deposit your document. This is easy: Theses and dissertations submitted as part of the graduation process *only* go in the Graduate School collection.

When you hit the "**Submit Items to Trace**" link, you'll be taken to a page with an extensive alphabetical list of departments.

Scroll down to the "**G**" section and choose the appropriate collection under the Graduate School: Master's Theses or Doctoral Dissertations.



Clicking on either “Masters Theses” or “Doctoral Dissertations” will take you to the **Submission Instructions** page:

Submission Instructions

Follow the instructions below to submit to *Doctoral Dissertations* in Trace. You will be notified by the Thesis/Dissertation Consultant when your dissertation is publicly available.

Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement below
2. Provide information about yourself and your dissertation
3. Upload your electronic file and associated files, if any

Before you begin, please be sure you have the following items:

- The submission's title
- The abstract (up to 350 words)
- A list of keywords (6 maximum)
- The electronic format of your file

As the page says, the submission process at this point consists of three steps:

Read and accept the **Submission Agreement**

Provide information about yourself and your thesis/dissertation

Upload your electronic file and associated files, if any

The Submission Agreement

The submission agreement grants the university a non-exclusive, perpetual right to use the digital assets (your ETD) for non-commercial use. Because you as the author retain the copyright for all content posted in the repository, you are free to reuse the content elsewhere, and hold all proprietary rights, such as patent rights, in the thesis or dissertation.

The agreement has been adopted directly from the ETD policies in the [Graduate School catalog](#).

Once you click the box to indicate your agreement with the said terms, hit the **continue** button to start putting in information about your ETD.

☒ **Please check this if you agree to the above terms.**

Continue

Providing Information About Yourself and Your Document.

Here's where you finally get to put in the information about your document. This information should come from your [approval sheet](#) and your abstract. You can also choose and/or enter some subject keywords about your document.

You will enter:

- Title**
- Author**
- Date of Award**

But first, a note. You'll see this note right above the **Title** field:

NOTE:
To revise your paper, please log into "My Account" and select your submission. DO NOT upload a new submission.
I Understand. <input type="checkbox"/>

Even if you end up posting more than one draft of your thesis/dissertation to Trace, *you should only have to fill in this information once*. You can make changes to this information as needed, and when working with the Graduate School can upload new versions of your ETD up until your final version has been accepted. But the process of making changes does not necessitate starting this process all over again.

With that out of the way, let's begin putting in information about you and your document.

Title

First, you'll enter (or copy & paste) your **Title**.

REQUIRED Title
Please enter the title using upper and lower case exactly as it appears in the manuscript of your dissertation or thesis.
Dissertation/Thesis Title
<input type="text"/>

Unless the style guide you are following says differently, you should enter your **Title** in headline case: The first and last words of the title and (depending on whatever style guide you are following) all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, as, that*, and so on). The title should be identical in wording and capitalization to the title on the approval sheet(s) and title page of your actual document. If you're not sure of your final title yet, this is something you can change later on in the process; but you should have a final title around the time of your defense.

To enter your **Title** in Trace, you can use the following [html codes](#) to produce special features like:

<i> ... </i> italics

e.g.: Drinking in <i>The Sun Also Rises</i> will show up online as
Drinking in *The Sun Also Rises*

^{...} superscripts:

e.g.: Methods of ¹⁴C Dating will show up online as
Methods of ¹⁴C Dating

_{...} subscripts:

e.g.: Incidence of CaCO₃ will show up online as
Incidence of CaCO₃

Author

The next fields you will need to fill in are the **Author** fields. Although you have the option to add co-authors in Trace, for your ETD you will be sole author.

Type your name exactly as it is recorded in official student records. Check your “official name” on the [myUTK portal](http://myutk.utk.edu/) (<http://myutk.utk.edu/>) and confirm this information with the Graduate School. Your name must be written this exact way on the Trace page, on your approval sheets and your title page. If your name is John Brigadier Doe, Put John Brigadier Doe, and not John B. Doe -- **unless** “John B. Doe” is the name the university has on record for you.

Order	Email	First Name	Middle	Last Name	Suffix	Institution	Remove
1	lbronsta@utk.edu	Kris		Bronstad		University of Tennessee	

Make sure that you only put your first name in the **First Name** field. You will have room to enter your middle name in the **Middle** name field.

Do not enter your suffix (e.g., “Jr.” or “III”) in the **Last Name** field. You can put this information in the **Suffix** field.

The last field under **Author** information is **Institution**. If you type in “University of Tenn...” a dropdown box will appear with three matching choices. You should choose “University of Tennessee – Knoxville.”

Date of Award

The next field is **Date of Award**. The date of award is the month and year you will officially graduate, *not* the date you defend or the date your ETD is accepted. Trace will let you put in any old month, but really there are only three acceptable choices: *May*, *August*, or *December*. That’s spring, summer, or fall graduation. If you are turning in your ETD to meet a [second deadline](#), that should figure into the date of award as well.

REQUIRED Date of Award

Choose MAY, AUGUST or DECEMBER

Month Year

Degree Type, Degree Name and Major

The next area is **Degree Type**. This is a dropdown menu; choose either **Thesis** or **Dissertation**.

The **Degree Name** field is also a dropdown menu. Given **Degree Names** include but are not limited to Master of Arts and Doctor of Philosophy. Choose the option that matches the degree name written on your **approval sheet**.

Next, you'll enter your **Major**. The dropdown menu should contain all possible majors for Master's and Doctoral degrees conferred by the University of Tennessee-Knoxville. Make sure that you choose your correct **major** and not your concentration. The major you pick here should match that on your **approval sheet**.

REQUIRED Degree Type

Degree Type:

Thesis

Thesis

Dissertation

Degree Name
Name of the degree associated with the work as it appears within the work. (example: Master of Science in Nursing)

Degree Name:
None

Major

Major:
None

Major Professor, Committee Members

Your committee members' names should be written out in the following format: First Name, Middle Initial, then Last Name (e.g., Petra R. Smith). *Do not* enter in honorifics or titles for your committee members like "Dr." or "PhD". It is understood that if they are on your committee, they have those qualifications.

The name of your major professor only gets entered into the **Major Professor** field. Enter the names of your remaining committee members in the **Committee Members** field, separated by commas.

Major Professor

First Name, Middle Initial, then Last Name. Example: Peter R. Smith

Major Professor:

Committee Members

Committee member names separated by a comma. Example: John K. Roberts, Jennifer T. Brown, Eric G. Marshall

Committee Members:

Keywords, Subject Categories (Optional, Highly Recommended)

There are two ways you can enter additional information to enhance the indexing and retrieval of your dissertation or thesis: **Keywords** and **Subject Categories**. You can put up to six keywords or phrases, separated by commas. These will help identify and classify your thesis or dissertation.

Keywords

Please enter up to 6 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

Keywords:

Subject Categories

Please select the subject category that best fits your Dissertation/Thesis. Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. [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:

In addition to putting in keywords, you can also choose **Subject Categories** from a three-tiered list of academic disciplines. Click on subjects that have a  symbol in front of them to expand them. Click on the  button to choose **Subject Categories**. The chosen categories will appear in the box to the right of the three-tiered list. You can remove selected categories from the chosen list by clicking on them to highlight them, and then clicking the **Remove** button.

Abstract

The **abstract** is a required field. It should be identical to the abstract in your ETD. You can cut and paste your abstract directly from your document (see a caveat and instructions about “special characters” below), but first, you will have to choose how Trace should format your abstract. You can do so by clicking on the dropdown menu titled “**The format of the abstract is:**” which is somewhat hidden – it’s directly underneath the **Subject Category** boxes and *above* the field where you will enter or cut and paste in your abstract. Click on the dropdown menu to choose the option that best defines the format of your abstract:

Abstract

Only plain text is supported for the abstract (fonts and text style changes are not preserved). If you would like to include **bold** or *italic* text in your abstract, HTML tags may be used.

[Find out how to include HTML tags.](#)

Paste or type Abstract:

What is this?

The format of the abstract is:

one paragraph

multiple paragraphs, as indicated by carriage returns

one paragraph

multiple paragraphs, as indicated by blank lines

paragraphs formatted with HTML tags

One Paragraph: Select this setting if your abstract should be formatted as a single paragraph, regardless of any line breaks that may have been introduced when copying and pasting it into the form. Only plain text can be used (no HTML tags.)

Multiple paragraphs, separated by carriage returns: Select this setting if your abstract consists of multiple paragraphs, and those paragraphs each begin on a new line. Only plain text can be used (no HTML tags.)

Multiple paragraphs, separated by blank lines: Select this setting if your abstract consists of multiple paragraphs, and those paragraphs are separated by a blank line in the submission form. Only plain text can be used (no HTML tags.)

Paragraphs formatted with [HTML tags](#): If your abstract uses any HTML tags, you must choose this option in order to have those tags correctly interpreted.

When entering an HTML tag, please be sure to enter it with the correct opening and closing tags as in the examples shown below. Please note that the tags will not appear in the text of the abstract; they will just affect how the abstract looks when it is uploaded. You can double-check the formatted version of your abstract once you have completed your submission, by logging back into the system and selecting the **Revise submission** option from the menu in your account settings.

Comments

You can use this field to enter additional information to be displayed on the index page. **You probably don't want to use this form to send information to the Graduate School or leave a note for yourself,** because the comments will remain and be posted along with the other information you have entered. Write an email to thesis@utk.edu instead.

Comments
Additional text to be displayed on index page.
<div>Comments:</div> <div></div>

Once you have filled out these fields, you're ready to upload your document.

UPLOADING YOUR ETD TO TRACE

Although Trace gives you three choices for how to upload your document into Trace, the preferred method is simply to upload your file directly from your computer.

1. Click the open dot next to **"Upload file from your computer."**
2. A "Browse" box and button will appear; click on the button and browse to wherever your document is stored on your computer; select it and double-click or click "Open." Files can be

any of the following formats: PDF, .doc, .docx, or .rtf. Non-PDF files will be transformed into PDF by an automatic filter in the system.

REQUIRED Upload Full Text

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:

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

Additional Files

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

NOTE: For your final copy, please submit a PDF. This will allow you to check that conversion from one format to another did not alter your work in any way. As you cannot submit any revisions after you upload the final version, making sure the final version is as perfect as possible is very important.

Additional files

If you don't have any additional files to upload, leave this box unchecked and skip to the next step. If you have previously discussed with the Graduate School that you will have attachments to your ETD (and, per the [guidelines](#), you have mentioned the attachments by name and file type in a List of Attachments within the final full text of your document), you can check the "Please check with if you'd like to add additional files box" *before* you hit the submit button below. After the main document is uploaded, you will be given opportunity to load the additional files one by one.

Additional Files

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

Now you're ready to upload your ETD!

Click the **Submit** button. Depending on the size of your file, the next screen may take a few seconds to appear. However, please only click this button once. (Note: Files upload at a rate of about 4 Mb per minute; unless you have an unusually large file or slow connection, your thesis should upload in a short time.)

This may take a while. **Please only click once.**

You will soon see a screen that says “You have successfully uploaded...”

Check over your submission for errors in the title, comments, abstract, etc. If anything needs to be fixed, click ‘Revise submission’ button, which takes you back to the submission screen. Make any necessary changes there and click “Submit” (again) at the bottom, which will bring you back to this page.

AFTER YOU SUBMIT

If everything goes as planned, the Graduate School (specifically, the thesis/dissertation consultant) will receive automatic notification from Trace that you’ve submitted a document to the Master’s Theses or Doctoral Dissertation collections. However, you should also **send the thesis/dissertation consultant an email acknowledging the submission and explaining where you are in the process.**

The thesis/dissertation consultant will email you back with notes, if necessary. If this is the final copy of your ETD, the consultant will let you know via email whether or not your ETD has been accepted. If there are still changes you need to make to the document in order for final submission, you do not need to go through the above submission process again; merely follow the directions below for resubmitting your ETD to Trace.

If your ETD is accepted, congratulations! The consultant will let you know what other thesis requirements you may still need to fulfill before you can officially graduate (you will also want to be in touch with your Graduation Specialist to find out about other, non-thesis graduation requirements.) At the point of final submission the consultant will “lock” the submission so that no alterations can be made. When graduation processes for the semester are finished, the consultant will make a final check that you have completed all graduation requirements, and then post your ETD online so that it will be available publicly from the Graduate School collection in Trace. Typically, this takes a month or two after the official date of graduation (May, August or December).

Once posted, your accepted ETD will immediately be available and discoverable via Google. It will take about three to four months after you graduate for your ETD to be included in the library catalog.

RESUBMITTING YOUR ETD

Most students use Trace during the review process, and therefore will end up submitting more than one version of their document to Trace over the course of their final semester(s). Students should not repeat the whole submission process by creating another Trace page, but merely log into their account and upload a revised file and/or change the information you’ve already entered. Go to your [MyAccount](http://trace.tennessee.edu/cgi/myaccount.cgi) page (<http://trace.tennessee.edu/cgi/myaccount.cgi>). On the My Account page, click the title of your ETD, then click the 'revise submission' link on the resulting article preview page. Use the Revise Submission form to upload any changes to your dissertation.