

# Electronic Thesis and Dissertation (ETD) Workshop

# Workshop Overview

- This workshop will review:
  - The registration options for submitting your work (enrolled or on Filing Fee)
  - What counts as a completed submission
  - How to format your thesis/dissertation
  - How to submit your thesis/dissertation electronically
  - What happens to your manuscript, post-submission
  - Copyright policy and fair use

# Registered & Enrolled vs. Filing Fee

- Student must have a status to file.
- If you will be registered and enrolled during the term in which you file your thesis or dissertation, you do not need to submit a Filing Fee Application.
- Filing Fee Usage is not a requirement to submit your thesis or dissertation, but it is a form of student status in lieu of registration.

# Filing Fee Eligibility

	Eligible	Not Eligible
3.0 GPA and above	X	
Advanced to candidacy at least one quarter prior	X	
Using less than 12 hours of faculty and/or library time	X	
On LOA the prior quarter		X
Only need to make minor revisions to thesis or dissertation	X	
Registered & enrolled the previous quarter	X	
TA/GSR		X

Visit our [website](#) for the Filing Fee application and more details about the Filing Fee.

\*International students should consult with DCISS about visa implications prior to applying for Filing Fee

# Registered & Enrolled vs. Filing Fee

Do these apply to you?	Registered & Enrolled	Filing Fee
Still completing course work and/or other requirements	X	
Need access to Ashe Center and other student resources	X	
Need more than 12 hours of faculty and/or library time	X	
Still conducting research	X	
TA/GSR	X	
Would like to maintain "in school" status to defer loan repayment	X	
Currently writing your manuscript (not making minor revisions)	X	

# What Counts as a Completed Submission?

All of the following must occur by the **deadline**:

- ✓ You completed the online Graduate Division process
- ✓ You submitted a final PDF via ProQuest
- ✓ All required committee members have approved through the ETD website
- ✓ Committee has certified you have passed the final oral exam (if applicable)

# UCLA Thesis and Dissertation Filing Requirements

- [UCLA Filing Website](#) --> Click on “Formatting and Filing Guidelines”

These Guidelines include:

- Everything you need to know in order to file successfully
- Information on supplementary files (images, video, audio files)
- ETD Submission Instructions
- Sample Pages

Other Resources

- Copyright Librarian: [copyright@library.ucla.edu](mailto:copyright@library.ucla.edu)
- [ProQuest Technical Support](#)


# Formatting Assistance

- Use the CLICC Labs or LearnIT for specific formatting issues (i.e. creating page numbers, altering margins, using LaTeX, Adobe Acrobat or other programs, formatting images, etc.)
  - [CLICC Lab Assistance](#)
  - [LearnIT Assistance](#)
- Also Check Out:
  - ETD Drop-In Hours (Dates and times announced every quarter)
  - [ETD Formatting Tutorial for Preliminary Pages](#)



# Manuscript Arrangement

Preliminary  
Pages



Section	Required?	Suggested Numbering
<b>Title page</b>	Yes	Not numbered
<b>Copyright Page</b>	Yes	Not numbered
<b>Abstract</b>	Yes	ii (may be more than one page)
<b>Committee Page</b>	Yes	iii (roman numeral, depends on preceding page)
<b>Dedication Page</b>	Optional	(roman numeral, depends on preceding page)
<b>Table of Contents</b>	Yes	(roman numeral, depends on preceding page)
<b>List of Figures, List of Tables, List of Symbols, List of Acronyms, Supplementary Materials, Glossary, etc.</b>	Yes, if applicable	(roman numeral, depends on preceding page)
<b>Acknowledgments or Preface</b>	Optional	(roman numeral, depends on preceding page)
<b>Vita/Biographical Sketch</b>	Yes, for doctoral	(roman numeral, depends on preceding page; max. 2 pages)
<b>Body Text</b>	Yes	Begin with page 1 (Arabic numeral) for Chapter 1, and number pages consecutively through the end of the manuscript
<b>Appendices</b>	Optional	
<b>References/Bibliography</b>	Yes	Last pages of manuscript, if not included in individual chapter bibliographies

All capital letters

UNIVERSITY OF CALIFORNIA

Los Angeles

Official university name

Title with Formulae, symbols, superscripts, Greek letters, acronyms, and abbreviated forms in general are to be spelled out

The Effect of Urbanization

on Socialization Practices and Personality Development

in Guajiro Society

Only use special characters allowed by UCLA. Italics are acceptable.



1" margins on each side

A dissertation submitted in partial satisfaction of the requirements for the degree Doctor of Philosophy

in Anthropology

by

Official major as according to the Registrar's Office or Graduate Division. Do not include unofficial specializations.

Official name registered with UCLA

Kristina May Clark

2019

Year of degree award date

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Your official name

Kristina May Clark

© Copyright by

Copyright notice

2019

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All capital letters

ABSTRACT OF THE DISSERTATION

The Effect of Urbanization  
on Socialization Practices and Personality Development  
in Guajiro Society

Be consistent on  
each page with  
title, name, year,  
professors' names

by

Kristina May Clark  
Doctor of Philosophy in Anthropology  
University of California, Los Angeles, 2019  
Professor Katherine Doe, Chair

Include Chair or Co-  
Chairs here and always  
call chair Professor  
regardless of the  
individual's usual title

(The student begins typing the abstract here, double-spaced.)

UCLA recommends  
limiting the abstract  
to 350 words for  
doctoral dissertation

Continue roman  
numeral numbering  
after abstract

ii

0.75" from bottom  
of page

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The dissertation of Kristina May Clark is approved.

Do not use titles or degree designations (e.g. Professor, MD, etc.)

George A. Brown

Jane Marie Smith

B. Joseph Jones

Gerald B. Greene

Katherine Doe, Committee Chair

List all certifying committee members

List Committee Chair or Committee Co-Chairs last

University of California, Los Angeles

2019

Continue roman numeral numbering after abstract

iii

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# Important Formatting Reminders

- Begin with roman numeral ii on the abstract page and continue this numbering throughout the preliminary pages
- Do not include personal information on your vita
- Doctoral degrees must not be listed in vita
- Name must match official university records
- Only list certifying committee members on the committee page
- Committee member names must match university records on Abstract page and Committee Approval page

Start at: <https://grad.ucla.edu/etd>

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HOW TO APPLY  
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FAQs

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- Read the [formatting and filing guidelines](#).

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- [Deadlines for Filing Your Dissertation or Thesis](#)
- [Formatting and Filing](#)
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- [Changing your Name on your Thesis or Dissertation](#)

### THESIS & DISSERTATION COMMITTEES

- [Dissertation & Thesis Committee Regulations](#)
- [Change Committee Members](#)

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Page State = 2; Degree = Doctoral; Degree Program ID = 223304; CommitteeID = 36211

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You must enter your name and major on the title page and abstract of your thesis or dissertation as it appears below.

Official Name: *MARY CHRISTINE BARON NELSON*

If you wish to change your name, please visit the Registrar's Office before you proceed.

Official Major: *Nursing - PHD*

If this major is incorrect, please email us or call (310) 825-3819 before you proceed.

Final Oral Exam Required: **Yes**

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- Please verify the committee members listed below are currently serving on your committee. If not, you must submit a [Reconstitution Form](#). The form must be approved by the Graduate Division before you proceed. Processing time for a reconstitution is 7-10 days.
- When you are ready to ask for approval of your thesis or dissertation, click the "Send Request" button below. An email request for approval of your thesis or dissertation will be sent to the certifying committee members. Ask your committee for approval only when your committee has already seen the final version of your thesis or dissertation.
- If you have a final oral exam, all committee members will be asked to enter a decision of pass/not pass through the email request for approval.
- Give your committee members enough time to complete the approval process. You cannot complete the filing process until all committee members have signed off.
- If you appointed or reconstituted your committee effective Fall 2016, all committee members must be certifying.

**Current Committee Members:**

Name	E-Mail
* SHARVIT, YAEL	rjohnson@grad.ucla.edu
* RETT, JESSICA L	rjohnson@grad.ucla.edu
* STOWELL, TIMOTHY A	rjohnson@grad.ucla.edu
* DARWICHE, ADNAN YOUSSEF	rjohnson@grad.ucla.edu

\* Certifying members

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An email request has been sent.

**Complete Surveys**

Your participation in these surveys helps UCLA evaluate and improve graduate programs, including the distribution of resources, as well as policy makers at all levels (federal, state, local). Data from the surveys is aggregated to ensure confidentiality.

Your assistance is greatly appreciated.

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My ETDs

Resources & Guidelines

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Help ?

**Submission steps:**

**Publishing information:**

Instructions

Publishing options

ProQuest/UMI agreement

Contact information

**About my dissertation/thesis:**

Dissertation/Thesis details

PDF

Supplemental files (optional)

Notes (optional)

**Submission & payment:**

Register U.S. Copyright

Order copies

Shipping address

Submit

**Instructions**

Welcome to the ETD Administrator - University of California, Los Angeles

The ETD Administrator lets graduate students submit their completed dissertation or thesis to ProQuest/UMI Dissertation Publishing for publishing. Your submission will be reviewed before it is delivered to ProQuest/UMI.

**Before you begin**

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

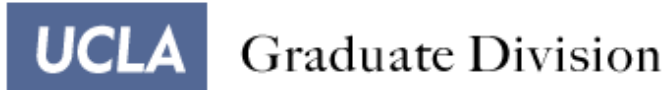
- **Full text of the dissertation/thesis in PDF format.** This must be one file. If your manuscript is in Word or RTF format, you can convert to PDF using the [PDF Conversion tool](#). You also must embed fonts in the PDF. For tips on creating PDF files, see the [PDF FAQs](#)
- **Abstract**
- **Optional Supplementary files** (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- **Advisor and other Committee Members' Names**
- **Subject Category.** Please choose one to three subject categories from the [Subject Category list](#) that best describe your dissertation/thesis' subject area.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back to finish. No information will be lost.

1. You MUST visit [grad.ucla.edu](http://grad.ucla.edu) before continuing with your submission.
  2. If you have any formatting questions please consult the [UCLA formatting guide](#).
- Once you've finished items 1 & 2:
3. Under "Dissertation/Thesis Details" please select your major from the drop down menu titled "Department."
  4. In the title box, copy and paste the title into the title box as you would like to see it in the Doctoral Hooding Booklet (if applicable). If you have special characters, make sure they conform to what UCLA accepts. You can review what UCLA accepts through a link in the Resources & Guidelines tab.
  5. Ordering copies: You can order copies through ProQuest, but you can also order copies through the [UC Bindery](#).
  6. Once you have completed the submission, make note of your submission ID that you receive in the confirmation email of your submission to the Graduate Division as you will need to enter it into the [grad.ucla.edu](http://grad.ucla.edu) site to complete the filing process.

Continue





## Electronic Thesis & Dissertation Filing

Page State = 8; Degree = Doctoral; Degree Program ID = 229934; CommitteeID = 36123

### Confirmation

Thank you!

You will be notified via email once the Graduate Division has confirmed that you have met all your degree requirements.

The Graduate Division will contact you if your submission needs any changes.

You can always log back in to this site to see which of your professors have submitted their approval of your thesis or dissertation.

### Exit

Need help? Have questions? Please contact the UCLA Graduate Division at [academicervices@grad.ucla.edu](mailto:academicervices@grad.ucla.edu) or (310) 825-3819.



# File Your Thesis or Dissertation

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## THESIS & DISSERTATION COMMITTEES

- [Dissertation & Thesis Committee Regulations](#)
- [Change Committee Members](#)

## RESOURCES

# Post-Submission Process

- Once submitted, your manuscript will be assigned to an Academic Services analyst for review
- Review occurs within 8 business hours from the time of assignment
  - On or immediately before the deadline, the review timeline may exceed 8 business hours
- If revisions to formatting are needed, the analyst will contact you via email through the ProQuest site
  - Instructions regarding specific changes will be included in the email
- If you submit your manuscript on the day of the deadline, and revisions are needed, we will indicate a time limit in which to submit the revised manuscript

# Final Email Confirmation

Dear <name>,

Congratulations! Your submission, <submission id>, has been approved. It will be delivered to ProQuest/UMI for publishing and will be available through eScholarship.

You have met all Graduate Division requirements for filing and any remaining requirements (for the Master's degree) will be monitored by the Registrar's Office. Award of the degree, to be dated June 14, 2019, will be made by formal action of the Chancellor of the University.

Regards,  
UCLA Graduate Division

# Release of the Manuscript

- All theses and dissertations become available on [ProQuest](#) and UC's [eScholarship](#)
- UCLA Library Catalog links to all published theses and dissertations
- If you would like to know more about public dissemination, see our [FAQ page](#)

# Common COPYRIGHT Questions

## Should I “register” the copyright for my ETD?

- You already own the copyright to this work, whether or not you register it with the US copyright office.
- You must register if/when someone infringes upon your copyright and you decide to take them to court.
- If you register as you file, or within 6 months of the filing date, you will be able to seek actual & punitive damages, as well as attorney’s fees.
- If you register later, you will only be able to seek actual damages – which will likely make it financially impractical to take the infringer to court.

# Common COPYRIGHT Questions

## **Can I reprint a previously published article that I authored?**

This is a very common practice, but you should:

1. Check the author agreement you signed with the publisher of the original article. It may have granted you specific permission to reproduce the article in this way. Some publishers have an “author rights” statement on their website that details this as well. If you cannot verify this, then:
2. You must ask that publisher for permission to reprint the article in your ETD. They typically say yes, so don't fret. Get it in writing and keep it on file.

# Common COPYRIGHT Questions

**Must I get permission for every copyrighted image, table, and chart that I incorporate into my ETD?**

*It Depends...*

- Fair Use will cover most typical uses – the incorporation of such content for critical or scholarly analysis.
- Too much content from a single source can stretch the boundaries of Fair Use; permission might be advisable in such cases
- See if you can replace such content with Creative Commons-licensed materials
- Consult with UCLA Librarians if you are unsure!



# Questions are welcome!



Individual consultations  
with a copyright librarian  
are available by appointment.

Email: [copyright@library.ucla.edu](mailto:copyright@library.ucla.edu)

# Questions?

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310-825-3819

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