Electronic Thesis and Dissertation (ETD) Submission Directions and Checklist

When you submit the Student Draft to the Graduate College Copy Editor via the RU ETD System, it must be 100% complete. Allow yourself at least two weeks to complete the formatting process (see deadlines below). The Thesis Preparation Manual will assist you in successfully completing the Thesis and Dissertation process. The Thesis Preparation Manual, forms, and sample pages can be located at: http://www.radford.edu/content/grad/home/forms-policies/ThesisDissertationForms.html.

Check list for Students

☐ Submit a completed Thesis or Dissertation “Student Draft” to the RU ETD system

☐ Submit title page with all committee member signatures as a .pdf document along with your “Student Draft” to the RU ETD system

☐ Submit a completed Thesis or Dissertation “Student Final” to the RU ETD system after all edits from the RU Editor and your committee have been approved

Check list for Thesis and Dissertation Committee Chair

☐ Verify your approval of the completed final “draft” documents by signing the title page required for all submissions by the student

☐ Review Graduate College Copy Editor’s recommendations and complete all final edits with student

How to Submit Your Thesis or Dissertation: RU ETD System

To submit your Student Draft electronically via RU ETD System through McConnell library, go to http://library.radford.edu/.

- Click on Instructions from the red top menu.
- Click on LibGuides (Course Guides)
- Click on Theses and Dissertations Submission Instructions: Graduate College Instructions on the right hand side of the screen about half way down
- The web address for this is http://libguides.radford.edu/ScholarsRepository.

- Choose “Create an Account” (first time only, then choose Login here)
- Students will receive an email to activate their password
- Choose the “Step 2-Submitting Your Thesis” tab and follow the directions to submit thesis or dissertation for review
- Complete the profile information and provide necessary contact information, etc.

### Submission Deadlines

<table>
<thead>
<tr>
<th></th>
<th>Student Draft Deadline Submitted by Student</th>
<th>Final Documents Deadline Submitted by Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>10-30-20</td>
<td>11-20-20</td>
</tr>
<tr>
<td>Spring</td>
<td>4-30-21</td>
<td>5-21-21</td>
</tr>
<tr>
<td>Summer</td>
<td>7-2-21</td>
<td>7-23-21</td>
</tr>
</tbody>
</table>