



INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF DISSERTATIONS AND THESES

You should submit the electronic copy after your thesis advisor has signed the title page of the print copy and just before you bring the signed copy to the Office of Graduate Education. Links to the [electronic deposit form](#) are located on the web pages of the Rensselaer Libraries and the Office of Graduate Education.

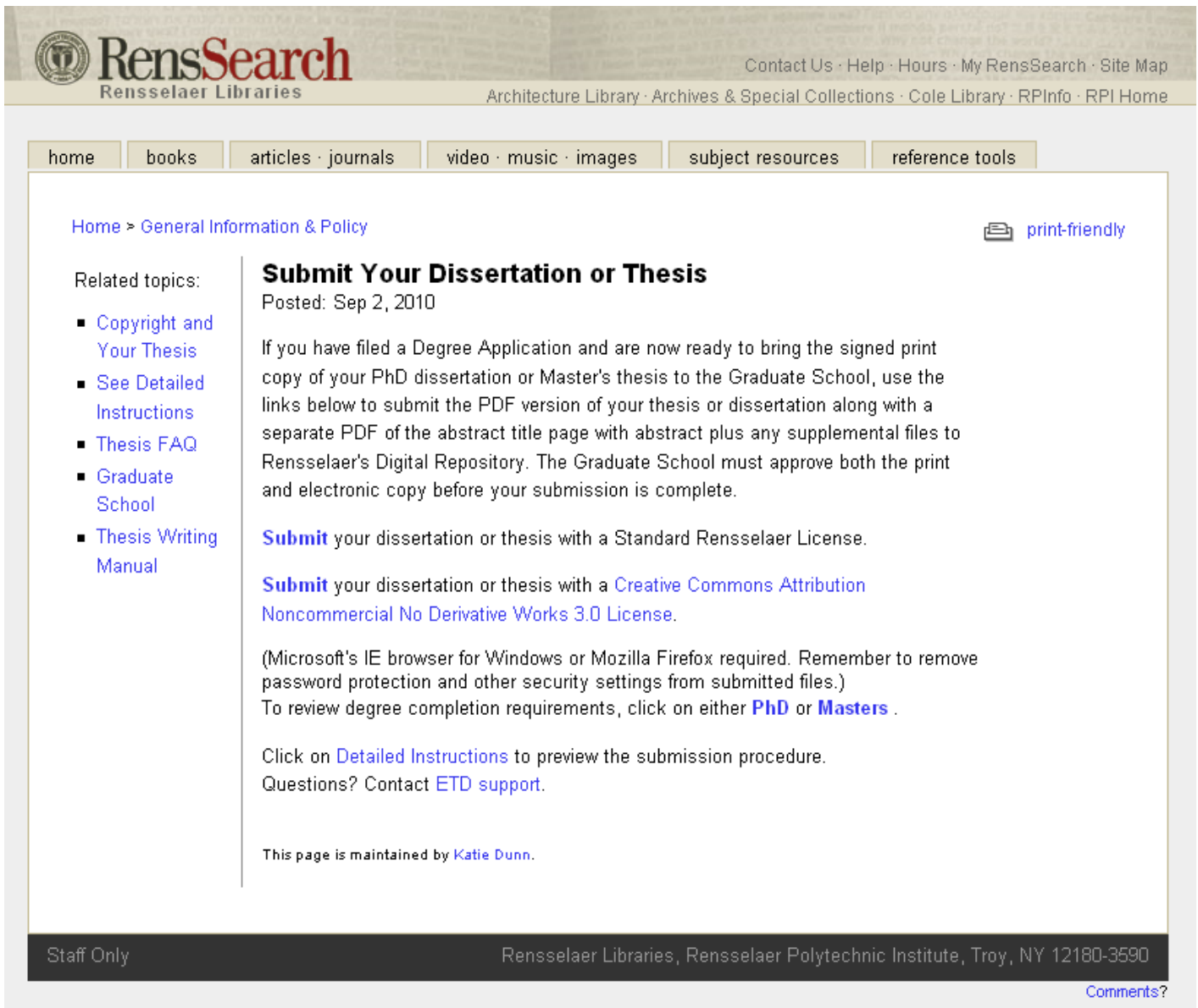
Reminder: Prepare your files in accordance with the [Writing Manual for Dissertations & Theses](#) and review the “Submission Checklist” on the Office of Graduate Education’s website for the documents you will need when you are ready to submit your dissertation or thesis.

When you are ready to submit your electronic copy, the first thing you will need to do is to choose between two possible options for copyright to your electronic dissertation or thesis.

- If you select the **Standard Rensselaer License**, the electronic copy of your thesis or dissertation will be available only to current Rensselaer faculty, staff and students. Rensselaer will only allow the abstract of your work to be viewed by people outside of Rensselaer. You might want to choose this option if you plan to try to find a commercial publisher for your thesis or dissertation.
- If you select the **Creative Commons Attribution Noncommercial No Derivative Works 3.0 License**, you authorize Rensselaer to permit the electronic copy of your thesis or dissertation to be viewable and available for download to anyone in accordance with the terms identified in a [Creative Commons Attribution Noncommercial No Derivative Works 3.0](#) license. The license specifies that anyone may copy or share your thesis or dissertation, but they must attribute the work to you, cannot use the work for any commercial purpose, and cannot modify your work in any way without obtaining your explicit permission.


You might want to choose the Creative Commons option because it potentially provides you with faster professional recognition than is gained by using traditional distribution channels, and makes it easier for others to discover and access your work. However, it is important to note that a Creative Commons License is not "revocable," i.e. you cannot change this decision later. Your thesis or dissertation may also be considered as published by some entities because you made it available to the general public. Finding a publisher may be harder; and in some European jurisdictions, other intellectual property rights, such as your filing for patent protection, will be affected.

Step 1. Choose whether you would like to submit under the Standard Rensselaer License or the [Creative Commons Attribution Noncommercial No Derivative Works 3.0](#) license, and click the appropriate “**Submit**” link.



The screenshot shows the RensSearch website interface. At the top left is the RensSearch logo with the text "Rensselaer Libraries". To the right are navigation links: "Contact Us · Help · Hours · My RensSearch · Site Map". Below this is a secondary navigation bar with links: "Architecture Library · Archives & Special Collections · Cole Library · RPIInfo · RPI Home". A main navigation bar contains tabs for "home", "books", "articles · journals", "video · music · images", "subject resources", and "reference tools". The page content includes a breadcrumb trail "Home > General Information & Policy" and a "print-friendly" icon. A sidebar on the left lists "Related topics" such as "Copyright and Your Thesis", "See Detailed Instructions", "Thesis FAQ", "Graduate School", and "Thesis Writing Manual". The main content area features the heading "Submit Your Dissertation or Thesis" with a post date of "Sep 2, 2010". It provides instructions on submitting a signed print copy and a PDF version to the Graduate School. Two "Submit" links are provided: one for the Standard Rensselaer License and another for the Creative Commons Attribution Noncommercial No Derivative Works 3.0 License. Additional text includes browser requirements, a link to degree completion requirements, and contact information for ETD support. The footer contains "Staff Only", the library address "Rensselaer Libraries, Rensselaer Polytechnic Institute, Troy, NY 12180-3590", and a "Comments?" link.

home books articles · journals video · music · images subject resources reference tools

Home > General Information & Policy  print-friendly

Related topics:

- [Copyright and Your Thesis](#)
- [See Detailed Instructions](#)
- [Thesis FAQ](#)
- [Graduate School](#)
- [Thesis Writing Manual](#)

Submit Your Dissertation or Thesis

Posted: Sep 2, 2010

If you have filed a Degree Application and are now ready to bring the signed print copy of your PhD dissertation or Master's thesis to the Graduate School, use the links below to submit the PDF version of your thesis or dissertation along with a separate PDF of the abstract title page with abstract plus any supplemental files to Rensselaer's Digital Repository. The Graduate School must approve both the print and electronic copy before your submission is complete.

Submit your dissertation or thesis with a Standard Rensselaer License.

Submit your dissertation or thesis with a [Creative Commons Attribution Noncommercial No Derivative Works 3.0 License](#).

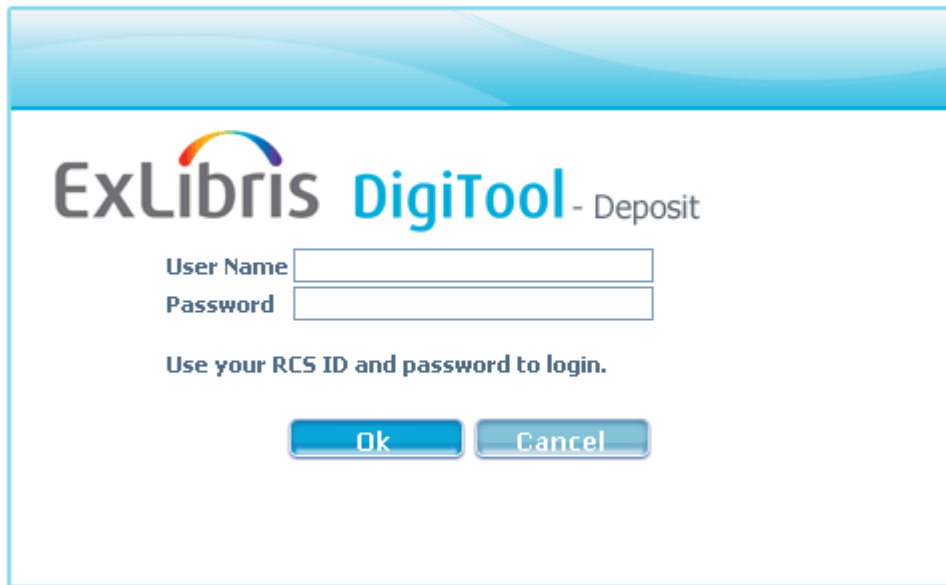
(Microsoft's IE browser for Windows or Mozilla Firefox required. Remember to remove password protection and other security settings from submitted files.)
To review degree completion requirements, click on either [PhD](#) or [Masters](#) .

Click on [Detailed Instructions](#) to preview the submission procedure.
Questions? Contact [ETD support](#).

This page is maintained by [Katie Dunn](#).

Staff Only Rensselaer Libraries, Rensselaer Polytechnic Institute, Troy, NY 12180-3590 [Comments?](#)

Step 2. Enter your RCS ID (e.g. “smithr6”) and password and click the **Ok** button.



The image shows a login dialog box for ExLibris DigiTool. The title bar is blue with a gradient. The main area is white with a blue header bar. The logo 'ExLibris DigiTool - Deposit' is displayed, with 'ExLibris' in black and 'DigiTool' in blue. Below the logo are two input fields: 'User Name' and 'Password'. Below the input fields is the text 'Use your RCS ID and password to login.' At the bottom are two buttons: 'Ok' and 'Cancel'.

If your authentication fails to be recognized, you have either mistyped your password; or, if you have not used your RCS account recently, it may be that your password has deactivated. You can reactivate your password by using the [on-line password-changing program](#). After clicking on this link, you will be prompted for your current RCS ID and password. You will then be prompted to re-enter you current password and a new password. However, you can just re-enter your current password.

Step 3. Verify that you've selected the license you want (Standard Rensselaer License or Creative Commons Attribution Noncommercial No Derivative Works 3.0 License) and then click the **Next >** button on the lower right side of the display to continue.

ExLibris DigiTool - Deposit

User: Dunn, Kathryn M. Admin Unit: ETD01

1

Choose type of object to be submitted

Type of object:

- Dissertation or thesis licensed under terms of the standard Rensselaer agreement.

The electronic copy of your work will be directly available only to Rensselaer faculty, staff and students in accordance with Rensselaer's 2007 Intellectual Property policy. You retain the copyright in your work, and it is not considered as being published.

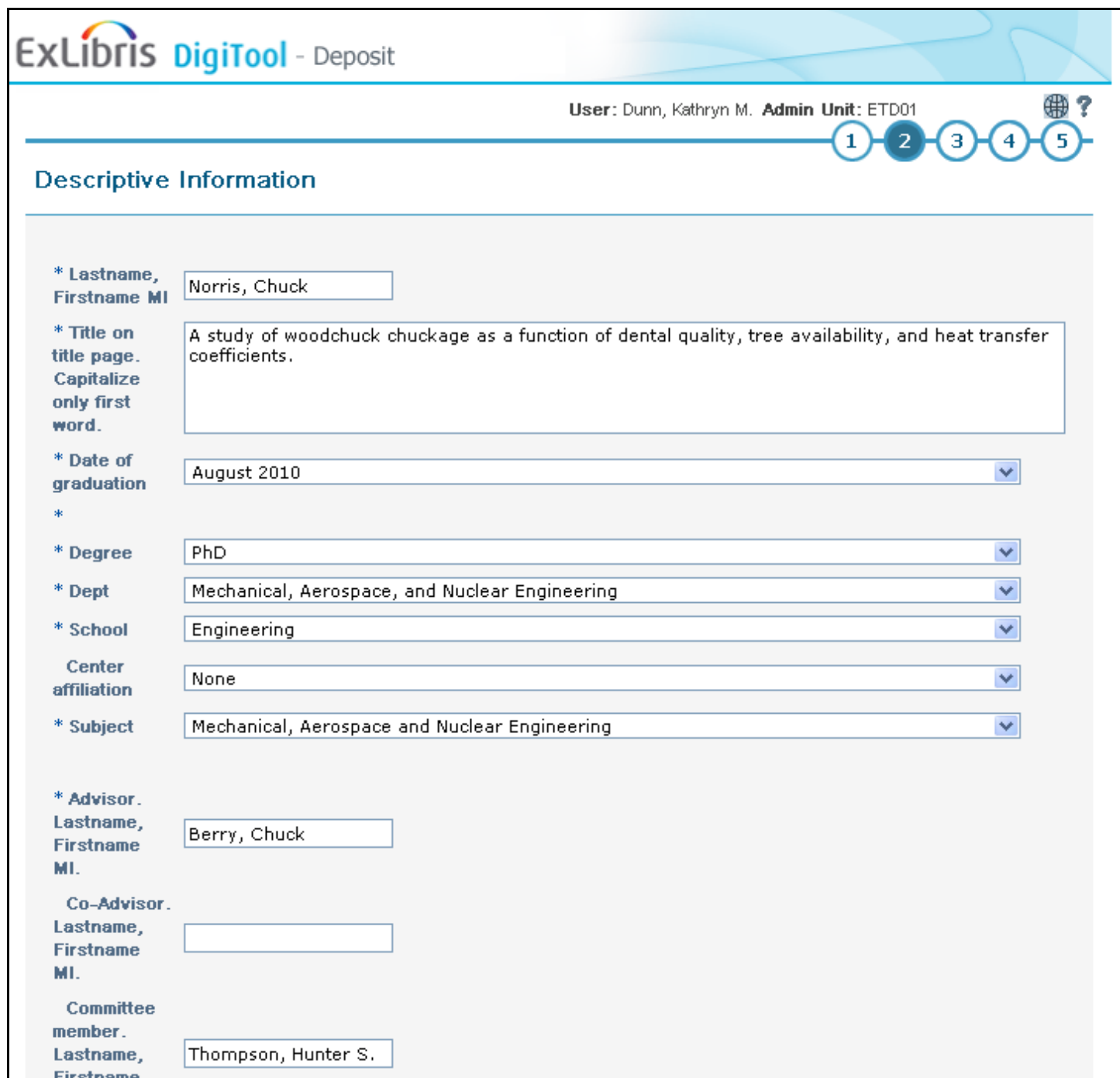
Next > Cancel

Note: This screenshot shows the deposit form for the Standard Rensselaer License.

Step 4. Descriptive Information. Enter data about your dissertation or thesis. Required fields are identified by an asterisk (*) and some boxes are drop-down menus. You will need to scroll down the page to complete the form.

NOTE: Remember to enter your name, the names of your advisor(s) and committee members in the form **Lastname, Firstname MI.**

When you have finished entering this data, click the **Next>** button on the lower right side.



The screenshot shows the 'ExLibris DigiTool - Deposit' interface. At the top right, it displays 'User: Dunn, Kathryn M. Admin Unit: ETD01' and a progress indicator with five numbered steps, where step 2 is highlighted. The main section is titled 'Descriptive Information' and contains several form fields:

- * Lastname, Firstname MI:** Text input field containing 'Norris, Chuck'.
- * Title on title page. Capitalize only first word.** Text input field containing 'A study of woodchuck chuckage as a function of dental quality, tree availability, and heat transfer coefficients.'
- * Date of graduation:** Drop-down menu showing 'August 2010'.
- * Degree:** Drop-down menu showing 'PhD'.
- * Dept:** Drop-down menu showing 'Mechanical, Aerospace, and Nuclear Engineering'.
- * School:** Drop-down menu showing 'Engineering'.
- Center affiliation:** Drop-down menu showing 'None'.
- * Subject:** Drop-down menu showing 'Mechanical, Aerospace and Nuclear Engineering'.
- * Advisor. Lastname, Firstname MI.** Text input field containing 'Berry, Chuck'.
- Co-Advisor. Lastname, Firstname MI.** Empty text input field.
- Committee member. Lastname, Firstname** Text input field containing 'Thompson, Hunter S.'

Step 5. Assertion of Copyright. Click in the box located near the bottom of the lower right side to attest that your electronic thesis is identical in format and content to the print copy and that you understand how Rensselaer will use the copy you are providing. Click the **Next >** button for the next step.

ExLibris DigiTool - Deposit

User: Dunn, Kathryn M. Admin Unit: ETD01

1 2 3 4 5

Assertion of Copyright

Access Rights

Standard Rensselaer License

By submitting this material for deposit in Rensselaer's Institutional Repository I warrant that:

The electronic and paper copies of the dissertation or thesis are identical in content and format and that the dissertation or thesis and its abstract are my original work and do not infringe or violate any rights of others. I also represent and warrant that I have obtained written permissions from the owner(s) of each third party copyrighted matter included in my dissertation or thesis or in any supplemental work submitted along with my dissertation or thesis that exceeds "fair use" guidelines as specified by Title 17 of the United States Code governing Copyright.

I understand that the entire dissertation or thesis will be accessible to Rensselaer faculty, students and staff and that Rensselaer Polytechnic Institute will archive, reproduce and distribute, in whole or in part, single copies of the dissertation or thesis in accordance with Title 17 of the United States Code governing Copyright.

I accept the terms

< Back Next > Cancel

Note: this screenshot shows the Standard Rensselaer License.

Step 6. Upload File/s

You will need a minimum of two files.

- A PDF file consisting of the title page and the abstract. Note that his title page is identical to the title page for the dissertation.
- A PDF file containing the complete thesis or dissertation.

See the [Writing Manual for Dissertations & Theses](#) for formatting instructions and sample pages:

Remember to remove password protection and all other security settings you may have set for submitted files.

About Supplemental Files: You may also submit supplemental files that you consider to be important to your dissertation or thesis. Your submission of supplemental files is optional and is limited to the formats listed in the [Writing Manual for Dissertations & Theses](#).

If you have embedded media files within your dissertation and they are critical to the text, you should also submit copies of these files as supplemental files. This will improve the chances for their preservation in future file format migration. It is also strongly recommended that you employ non-proprietary formats whenever possible.

Provide labels for your files as directed on the deposit form. Give descriptive labels to any supplemental files.

When you have selected your files for uploading, Click the **Next >** button.



Upload file/s

Insert title page with abstract file here, enter label "Title Page with Abstract"

File with the following extensions: pdf

File size should not exceed - 12000 (KB)

ettings\Administrator\Desktop\my_titlepage_and_abs.pdf

Label:

Note:

Insert thesis file here, use label "Dissertation" for PhD or "Thesis" for MS

File with the following extensions: pdf

File size should not exceed - 1000000 (KB)

uments and Settings\Administrator\Desktop\my_diss.pdf

Label:

Note:

Step 7. Brief Information and Confirmation. The textual data that you entered earlier and the files you selected are displayed in summary form for your final review.

If the information is not correct, e.g. a typo appears in the Title, you can move backwards in the process by clicking on the < **Back** button at the bottom right.

If the information is correct, click the **Submit** button at the bottom right. (You may have to scroll to see this button.)

ExLibris DigiTool - Deposit

User: Dunn, Kathryn M. Admin Unit: ETD01

1 2 3 4 5

Brief Information and Confirmation

Activity Information:

Id:	506251	Local files:	
Type:	Dissertation or thesis licensed under terms of the standard Rensselaer agreement.	Upload file/s	

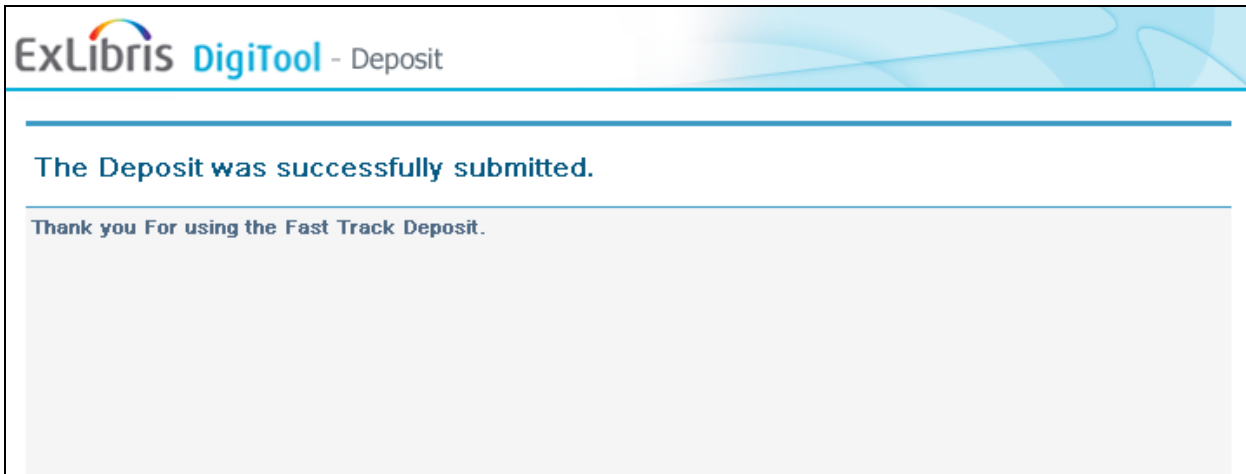
Descriptive Information:

Lastname, Firstname MI	Norris, Chuck
Title on title page. Capitalize only first word.	A study of woodchuck chuckage ...
Date of graduation	August 2010
Degree	PhD
Dept	Mechanical, Aerospace, and Nuc...
School	Engineering
Center affiliation	None
Subject	Mechanical, Aerospace and Nucl...
Advisor. Lastname, Firstname MI.	Berry, Chuck
Co-Advisor. Lastname, Firstname MI.	
Committee member. Lastname, Firstname MI.	Thompson, Hunter S.
Committee member. Lastname, Firstname MI.	
Committee member. Lastname, Firstname MI.	
Committee member. Lastname, Firstname MI.	
Committee member. Lastname, Firstname MI.	
Committee member. Lastname, Firstname MI.	

This electronic version is a l...
Restricted to current Renssela...

< Back Submit Cancel

Step 8: When your files and data have been transmitted, a brief message lets you know that your deposit has been successfully submitted.



If you realize that you need make a correction in your thesis or dissertation after you have already submitted it, just repeat the submission process and notify the Office of Graduate Education that you have deposited another version.

Please contact [ETD support](#) with any questions about the electronic thesis and dissertation submission process.