O'Neill Library Component:

Instructions to graduate students submitting theses/dissertations

Goal: as many graduate students as possible submit their thesis (or dissertation) using Boston College's online submission system, eTD@BC (electronic Theses & Dissertations at Boston College).

Students who submit online will not need to furnish paper copies. Skip ahead, to Pre-submission checklist.

Students who are unable to submit online will need to furnish the following:

- CD containing all thesis files (PDF of the thesis itself, and all files from which the PDF file was generated --- for example, Word documents, JPEG files, etc.)
- One paper copy printed on acid-free paper (destined for the University Archives)
- All of the ProQuest forms (their latest versions), filled-out and signed by student
- Optionally, the signed form granting BC permission to provide open access to the thesis
- Personal check for all required fees (e.g. ProQuest publication, optional registration of copyright, fee for binding printed copy for the University Archives, etc.)

Pre-submission checklist
- ✓ Attend an eTD@BC workshop offered by the Boston College Libraries (an overview of the submission process, tips such as how to embed fonts as you create a PDF)
- ✓ Consult with your Dean's office regarding school-specific requirements
- ✓ Obtain permission for using any third-party-copyrighted materials
- ✓ Consult with your faculty advisor regarding whether to accept the offer of Boston College to provide free access to your thesis, and the duration of any embargo, if delayed access is preferred
    - [NOTE: Embargoes are typically requested when:
        - a dissertation is being submitted to a publisher that proscribes prior disclosure;
        - a patent application is going to be filed;
        - there is a need to protect proprietary information;
        - or, there is a need to respect confidentiality.]
- ✓ Gather information and make decisions as listed below
- ✓ After successfully defending your thesis (committee signed off, and all requested edits were completed), begin your online submission at the following website:
    http://www.bc.edu/libraries/help/howdoi/etd.html

Decisions to be made/information to be gathered before submitting your thesis
- ❖ Accept offer of free Open Access via eScholarship@BC?
- ❖ Have ProQuest register your copyright (for a fee)?
- ❖ Name of your committee chair
- ❖ Subject categories (from ProQuest's list) that characterize your thesis
- ❖ Key words or phrases that you would choose to characterize your thesis
- ❖ Your current contact information
- ❖ Your future contact information and when it will take effect
- ❖ How many personal copies do you wish to purchase from ProQuest?

For assistance, please contact BC's ETD administrator: Bill Donovan
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