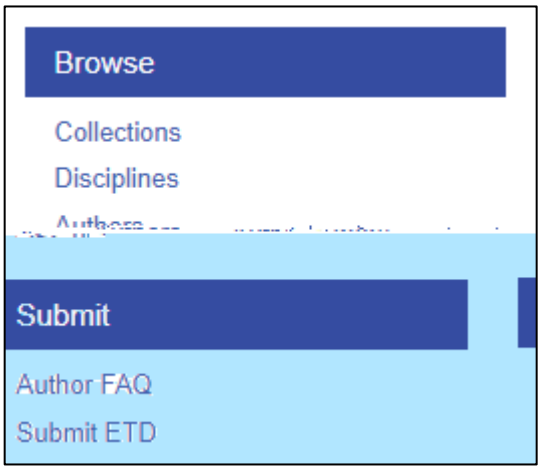
After clicking on your school or college, click on your department's link.

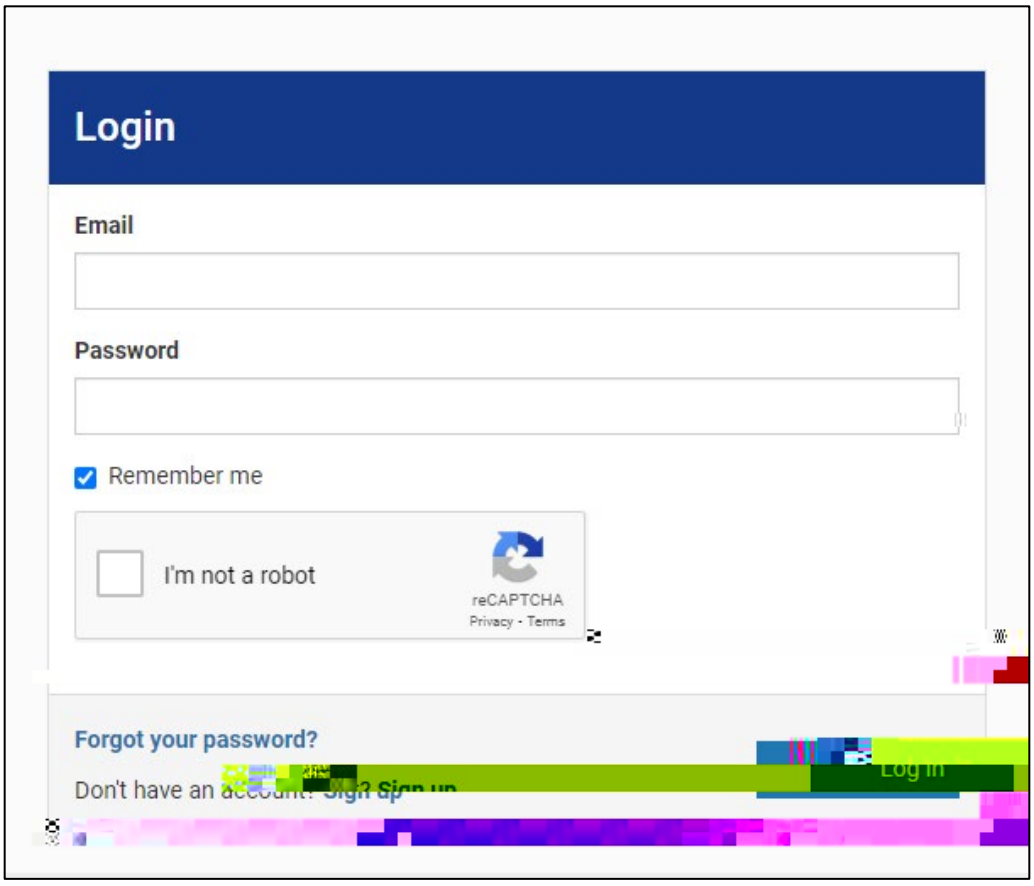
Click on the Theses and Dissertation collection.

Then click on the Submit ETD link found in the right-hand sidebar.



II. Account Login

After clicking on the Submit ETD link, you will be directed to a Login or Create New Account page.



If you already have an account, you can log in. If you do not have an account, click on Sign up under Create new account.

Fill out the required information. Use a non-SMU email address that you will maintain in the long term (so that we may contact you in the future if need be) and insert “Southern Methodist University” in the Institutional Affiliation field. For your full name, use the exact version given on the ETD.

III. Submission Agreement Form

After logging in, you will navigate to the Submission Agreement Form page. Read this page carefully, as there may be instructions or prompts for your department. Regardless of department, each student should have a signed Deposit Agreement Form (https://www.smu.edu/libraries/scholarship/impact), an electronic copy of the thesis or dissertation, and any other supplemental files, links or materials that accompany the thesis or dissertation.

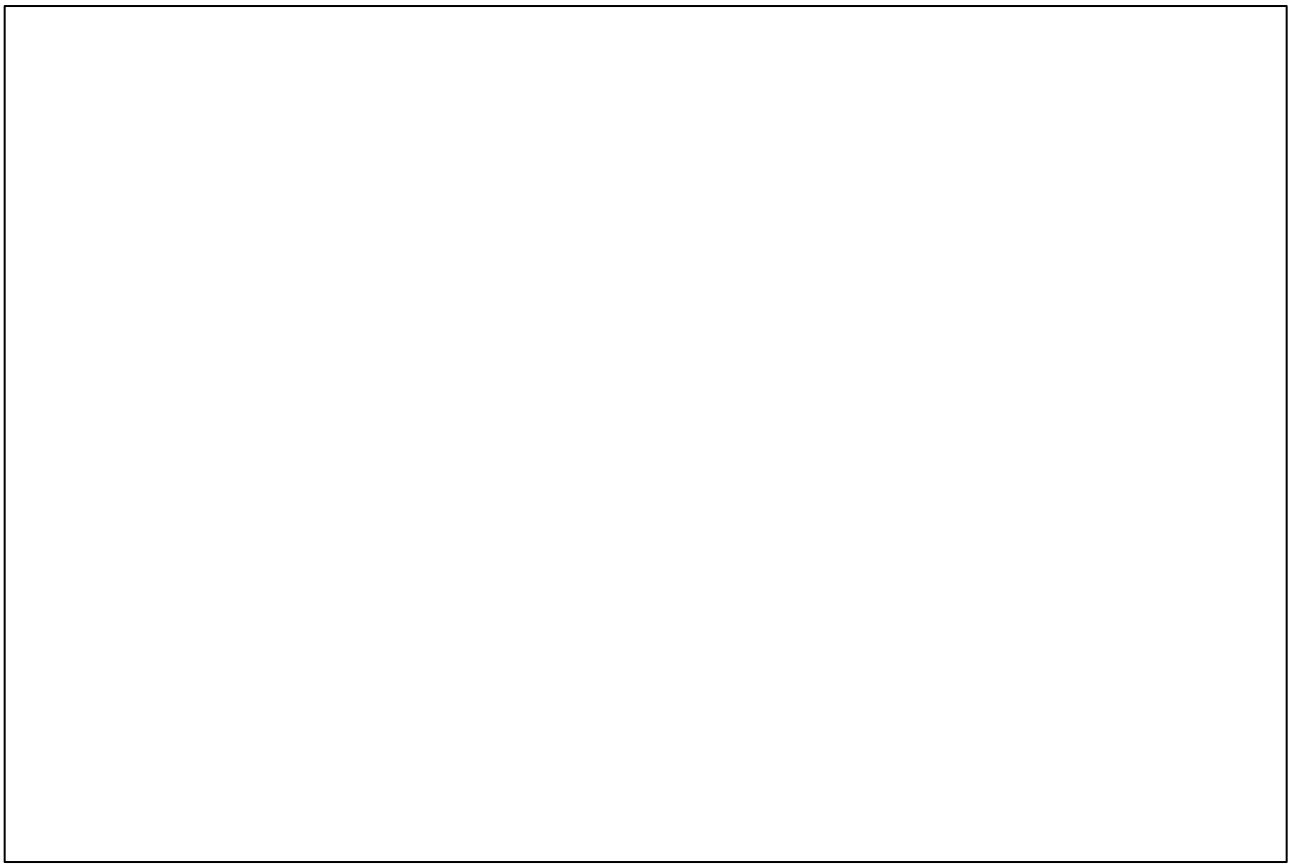
This page also contains a Content Release Form, which is like the Deposit Agreement Form. The Content Release Form ensures copyright and content compliance.

If you agree with the terms and conditions of the Submission Form, check the box at the bottom of the page and click Continue.

IV. ETD SUBMISSION

After accepting the terms and conditions of the Submission Agreement Form, you will navigate to

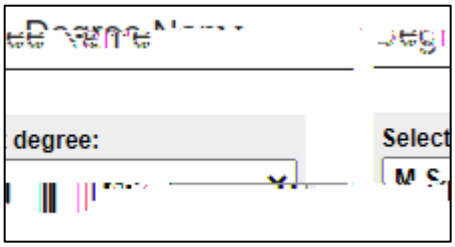
3. STREAMING MEDIA: SOME DISCIPLINES WILL EMBED AUDIO, VISUAL, AND OTHER UNIQUE MEDIA INTO THEIR THESIS OR DISSERTATION LANDING PAGE. STREAMING CAPABILITIES OCCUR THROUGH THE STREAMING MEDIA FIELD. ASK EITHER THE GRADUATE STUDIES ADVISOR OR THE DIGITAL PRESERVATIONS LIBRARIAN FOR INSTRUCTIONS ON THE USE OF THIS FIELD. ESSENTIALLY, THE FIRST FIELD WILL CONTAIN THE URL THAT WILL EMBED THE MEDIA, WHILE THE SELECT FIELD, THE DROP-DOWN BOX, WILL ALLOW YOU TO CHOOSE THE LOCATION FROM WHICH THAT EMBED CODE CAME.



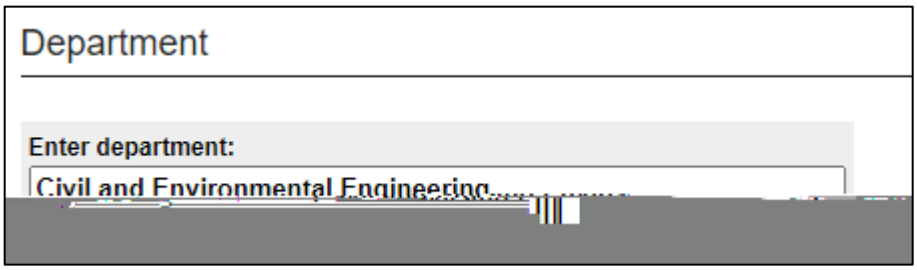
4. DEGREE DATE: FOR THIS FIELD, ONLY ENTER “SEASON” AND “YEAR”

5. ABSTRACT: IDEALLY, ENTER THE ABSTRACT THAT APPEARS IN YOUR THESIS OR

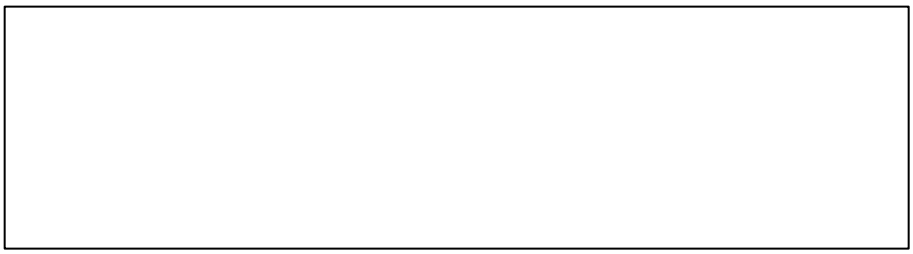
7. DEGREE NAME: ENTER YOUR DEGREE NAME.



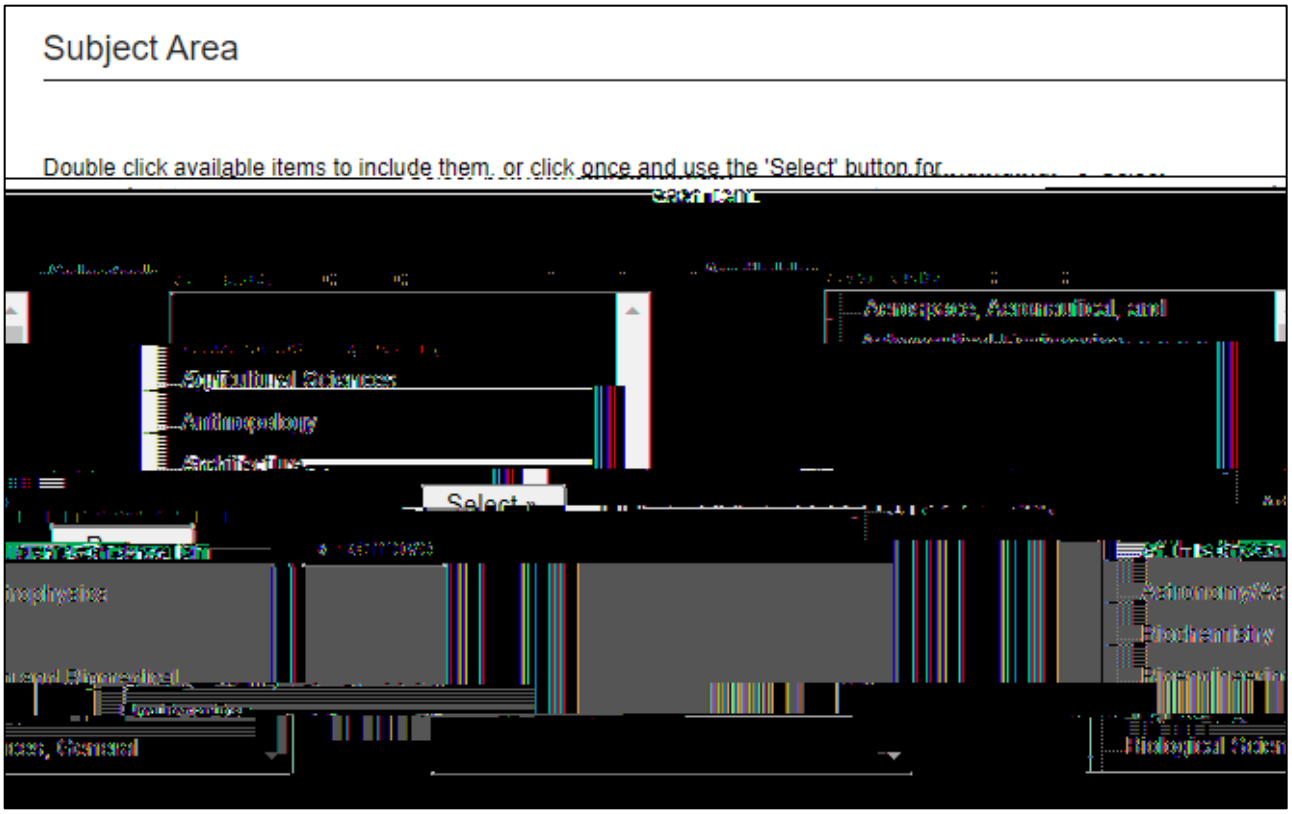
8. DEPARTMENT: ENTER THE NAME OF YOUR DEPARTMENT (USE THE NAME OF THE ETD COLLECTION FOR REFERENCE).



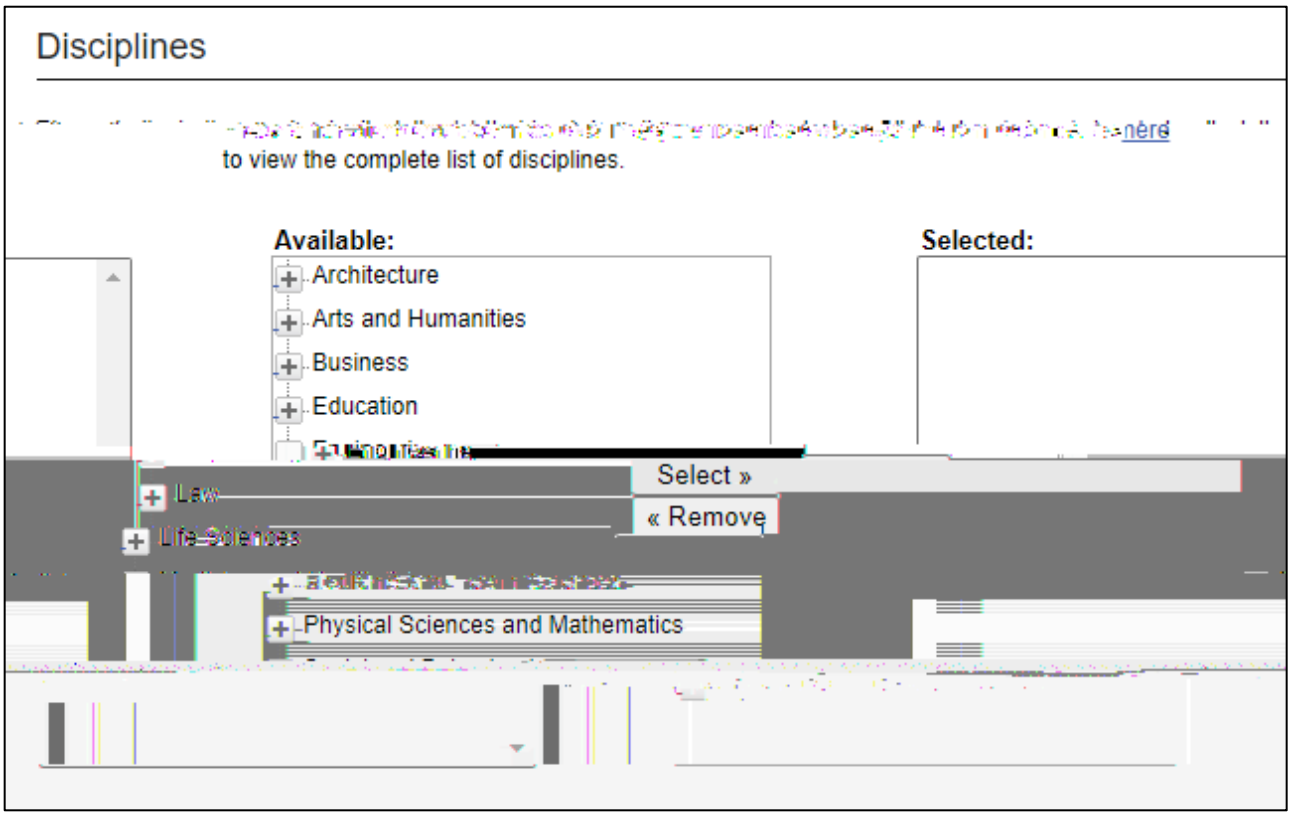
9. ADVISORS: FILL IN AS MANY ADVISOR FIELDS AS NECESSARY. CONTACT YOUR GRADUA STUDIES ADVISOR IF MORE FIELDS ARE NECESSARY.



10. SUBJECT AREA: ENTER SUBJECT AREAS YOU FEEL WOULD APPLY TO YOUR THESIS OR DISSERTATION.



11. DISCIPLINES: THIS IS AN AREA THAT WILL ALLOW YOU TO PROVIDE MORE VISIBILITY TO YOUR THESIS OR DISSERTATION. CHOOSE DISCIPLINES THAT PROPERLY AND DIRECTLY CORRESPOND TO THE TOPIC OF YOUR THESIS OR DISSERTATION.



12. NOTES: THIS SECTION IS OPEN TO ANY INFORMATION YOU FEEL IS RELEVANT TO THE DISPLAY AND ACCESS OF YOUR THESIS OR DISSERTATION.

13. CREATIVE COMMONS LICENSE: SELECT THE CREATIVE COMMONS LICENSE YOU WOUL LIKE TO APPLY TO THE WORK. IF YOU WOULD NOT LIKE TO APPLY A CREATIVE COMMONS LICENSE, SELECT NONE.

    NOTE: WHEN SELECTING A CC LICENSE, ONLY SELECT 4.0 LICENSES. 3.0 LICENSES ARI

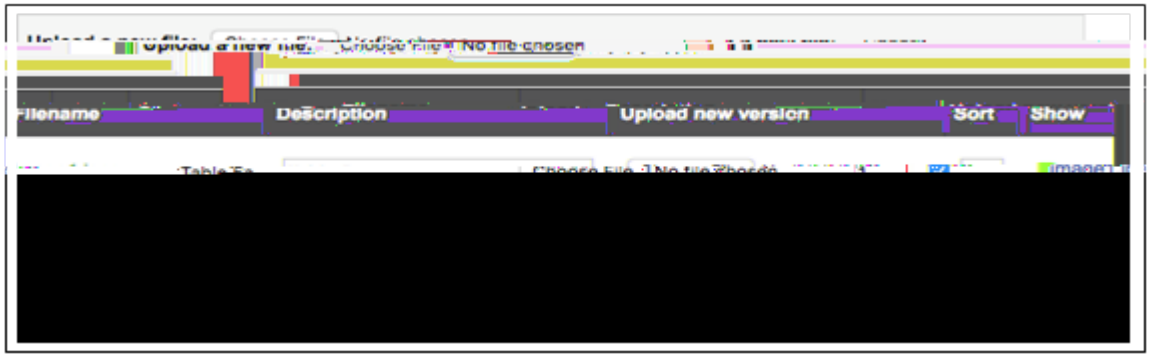
15. UPLOAD FILE: HERE, YOU WILL UPLOAD YOUR THESIS OR DISSERTATION. YOU MAY UPLOAD A WORD DOCUMENT OR A PDF. BEFORE SUBMITTING, REMOVE ANY SPECIAL CHARACTERS (@#$%& etc.) FROM THE FILENAME. PLEASE USE UNDERSCORES OR DASHES TO SEPARATE INFORMATION IN A FILENAME INSTEAD OF SPACES.

16. ADDITIONAL FILES: IF DIRECTED BY YOUR GRADUATE STUDIES COORDINATOR TO SUBMIT AN ELECTRONIC COPY OF YOUR APPROVAL FORM, OR HAVE ADDITIONAL CONTENT (DATASETS, IMAGES, OR OTHER DOCUMENTS), CHECK THE BOX UNDER ADDITIONAL FILES.

Click Submit to

V. SUPPLEMENTAL CONTENT UPLOAD

You will upload your Deposit Agreement Form and any other additional files on the Supplemental Content Upload page.



For each uploaded file, you can add descriptive information. You can “show” or “not show” an uploaded file via the boxes under Show. If the "Show" box is unchecked, only your graduate studies coordinator or director can access the file. The Deposit Agreement Form, and any other file that should not be publicly accessible, should have an unchecked Show box.

VI. REVIEW