

# Learn to Use the University of Pittsburgh ETD Template

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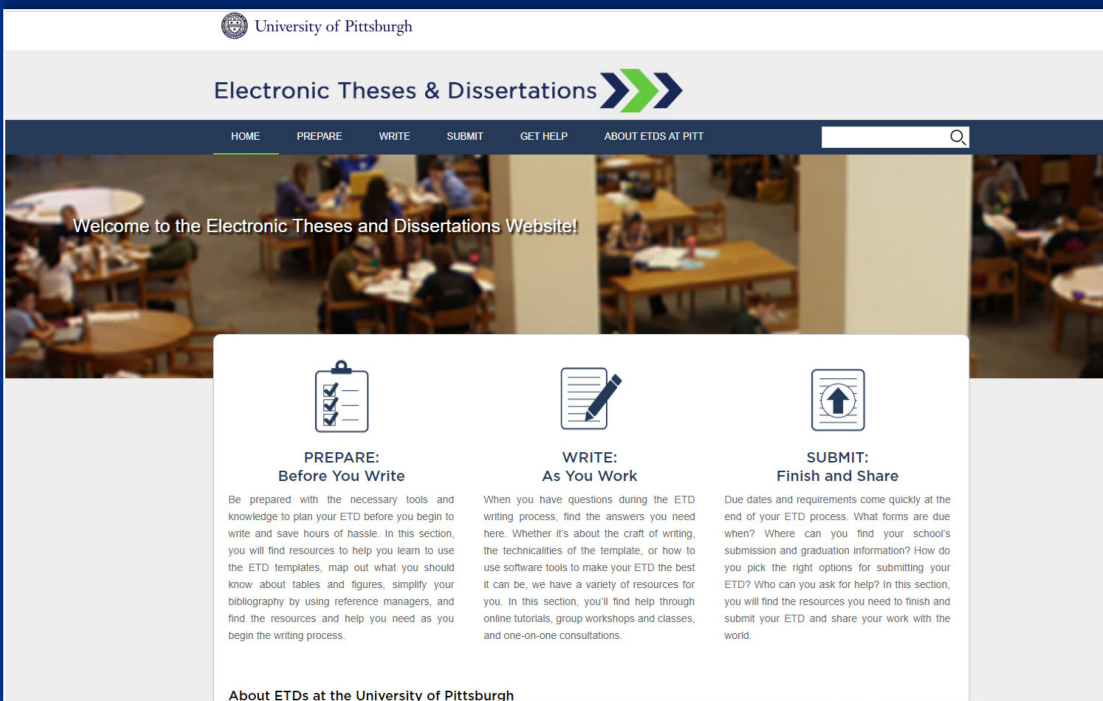
*Repository Librarian*

University Library System – Office of Scholarly Communication and Publishing

# ETD Workshop Overview

- ETD Guidelines and Resources
- Tips for Managing the ETD Creation Process
- Embargoes, Supplementary Content, and Permissions
- Using the Word ETD Template (demonstration)
- How-to Convert Your Word Document to a PDF
- Where to Submit Your ETD ([D-Scholarship@Pitt](mailto:D-Scholarship@Pitt))
- Question and Answer Session

# Where to Start?



The screenshot shows the homepage of the University of Pittsburgh's Electronic Theses & Dissertations (ETD) website. At the top, the University of Pittsburgh logo is on the left, and the title "Electronic Theses & Dissertations" is in the center, followed by a green double arrow icon. Below this is a dark navigation bar with links: HOME, PREPARE, WRITE, SUBMIT, GET HELP, and ABOUT ETDs AT PITT. A search bar is on the right. The main content area features a large background image of students in a library. A white box in the center contains three columns of information:

- PREPARE: Before You Write**  
Icon: Checklist on a clipboard.  
Text: Be prepared with the necessary tools and knowledge to plan your ETD before you begin to write and save hours of hassle. In this section, you will find resources to help you learn to use the ETD templates, map out what you should know about tables and figures, simplify your bibliography by using reference managers, and find the resources and help you need as you begin the writing process.
- WRITE: As You Work**  
Icon: Pencil writing on a document.  
Text: When you have questions during the ETD writing process, find the answers you need here. Whether it's about the craft of writing, the technicalities of the template, or how to use software tools to make your ETD the best it can be, we have a variety of resources for you. In this section, you'll find help through online tutorials, group workshops and classes, and one-on-one consultations.
- SUBMIT: Finish and Share**  
Icon: Document with an upward arrow.  
Text: Due dates and requirements come quickly at the end of your ETD process. What forms are due when? Where can you find your school's submission and graduation information? How do you pick the right options for submitting your ETD? Who can you ask for help? In this section, you will find the resources you need to finish and submit your ETD and share your work with the world.

At the bottom of the white box, it says "About ETDs at the University of Pittsburgh".

[etd.pitt.edu](http://etd.pitt.edu)

# etd.pitt.edu Site Features

- ETD Guidelines
- Word and LaTeX Templates
  - With text guides and video guide for Word
- Document Creation Tips via a LibGuide and FAQs
- Copyright Permissions Advice
- Submission Tips
- ETD Support Services

# Where to Start?

- Prepare Menu
  - Learn to Use the ETD Template
    - Download the Word Template
    - Refer to the ETD Formatting Guidelines
    - Utilize Document Creation Instructions
    - Rewatch the Tutorial Video



# Actions Outside of ETD Support



## Participants Comment on Dissertation Camp

Dissertation writers at the University of Pittsburgh reflect on their experiences with Dissertation Camp and Writing Days:

"Dissertation Camp was one of the most productive writing weeks I've ever had. Not only did it provide structured time for writing (with great food and coffee!), but the facilitators did an excellent job sharing helpful strategies and tips. I highly recommend this wonderful opportunity for dissertation writers." **Molly Nichols**, English, Dietrich School of Arts and Sciences

"After a year of on-site research, I knew I needed to shift into writing, but I didn't know where to start. Dissertation Camp gave me my first taste of real dissertation writing, in a structured, supportive environment. I also learned, for the first time, the awesome

## Graduate

Dissertation Camp

Participants Comment on  
Dissertation Camp

Dissertation Writers' Workshop for  
Doctoral Candidates

Writing Days

Online Tutorials

Books and Software for  
Dissertation Writers

Resources for Graduate Student  
Writers

Administrative Writing Resources



- For Writing Assistance
  - Use the Writing Center
  - Confer with your Advisor

# ETD Formatting Basics

- Title Page
- Committee Page
- Copyright Page
- Abstract Page
- Table of Contents
- List of Figures
- List of Tables
- Other Lists
- Preface
- Body
- Appendix
- Bibliography

Don't Edit These Fields  
Manually

Right-click and use the  
Update Field Command

Title of Thesis or Dissertation

by

Author's Full Name

Undergraduate degree, institution, year

Master degree, if applicable, institution, year

Submitted to the Graduate Faculty of

Name of school in partial fulfillment

of the requirements for the degree of

Click to choose your degree

University of Pittsburgh

Year

# Word Template Styles

- Styles are Used to Format the Text of the Document
  - Set to Conform to the ETD Formatting Guidelines
- To Access them Use the Styles Manager
  - Keystroke (Shift+Ctrl+Alt+S)
- Refer to our [ETD Formatting LibGuide](#) for More Details on the Styles
- Alternate Styles
  - Discuss Style Changes with the Student Services Staff Member of your School

# Common Edits and Tips

- Removing the Preface
  - In-template instructions should be followed
- Rotating Pages to be Landscape
  - By entering section breaks you can rotate specific pages but you need to check that the page numbering doesn't shift.
- Renumbering Captions or Adding Caption Descriptions
  - Chapter numbering can be added to labels
  - Caption numbering can be restarted or duplicated using field codes
  - Inserting a Style Separator (PC only) or adjusting the line break (Mac) will allow you to add extended captions

# What to Check Before PDF Conversion

## ☐ Preliminary Sections

- Is the information correct?
- Are the pages numbering in lowercase Roman numerals?

## ☐ Update your TOC and Lists

- Right-click on these elements and use the Update Field command.
- Check that the links are previewing correctly. They should say Ctrl+click to follow link.

## ☐ Check for Blank Pages or Large Spaces

- Styles that weren't deleted properly can leave artifacts with errant spaces.

# Converting from Word to PDF

- If Template is from 2018 or later:
  - Use the Save as PDF file menu in Word.
    - PC users should select Options and make sure that “Create Bookmarks Using Headings” is selected.
    - Mac users should select “Best for electronic distribution and accessibility”
      - If your file is too large, it may not convert properly or at all. You will need a PC or Lab computer to make your PDF.
- Once Converted
  - Check the bookmarks are working and the sections are nested properly.
  - Check that the file size is below 2 GB.
  - Rename your file to include your name and version and year.  
(name\_etdfinal\_2022)

# Supplemental Files

- What is a Supplemental File?
  - Any images, datasets, surveys, or materials that support your research but are too large or impossible to include in the PDF.
- Files Should be Linked from Your Appendix
  - To create that link, add the file to D-Scholarship and use the Download link to copy the file location URL. (Guide)
  - Contact ETD Support if you are unable to upload your file or generate the proper URL.
- Sharing Datasets and Other Research Materials
  - Refer to our Sharing Data guide for tips on increasing your research data output.

# Embargo?

- Should I Embargo?

- If your ETD contains patentable intellectual property for which you haven't received a certificate. [Yes]
- If your ETD contains sensitive data (that might not be sensitive in 4 years). [Yes]
- If a publisher is interested in creating a manuscript or work based on your ETD and has expressly told you they will not do so if the ETD is available online. [Yes]
- If you want to share your work openly with the world. [No]
- If you are nervous that someone will scoop or plagiarize your work? [Probably Not]

# Embargo?

- Openly Accessible

- The more accessible your ETD is, the more likely it is to be cited and read.
- One Pitt ETD has been downloaded over 235,000 times.

# Embargo?

- Length
  - The University of Pittsburgh allows for a maximum of a 2 year embargo on the initial approval of your ETD.
  - You can extend that for another 1 or 2 years by emailing ETD Support before that embargo expires.
    - If it is outside of that period, your school and the Office of the Provost will need to approve the embargo request.

# Embargo?

- Restrictions

- Embargoes restrict full-text access to only University of Pittsburgh users for the length of your embargo
- The information about your ETD will still be publicly available by search engines and on D-Scholarship
- Patent Pending status restricts all information about your ETD from any public view until first year after it is approved
  - This counts towards your total embargo length as well.

# Deposit in D-Scholarship@Pitt

- <http://d-scholarship.pitt.edu>
- Login with your Pitt username and password
- Browse to Manage Deposits and select New Item
- Choose University of Pittsburgh ETD as the item type
- Complete all the required fields. Shown by this symbol: ★
- Choose your embargo and patent pending options.
- Upload your PDF and any other supplemental files
- Select Deposit Item Now and await feedback from your school.

# ETD Support

- <https://etd.pitt.edu/help>
- Student Services Staff Member
  - Contact and Degree Related Information
- Email Contact Form
- Online Chat/Walk-in Support
- Schedule an Expert Consultation
- Read our FAQs
- Check our ETD Tips LibGuide

## Get Help

### ETD FAQs

Type a question...

Ask Us

Include "ETD" in your question for best results.

Please see our [Frequently Asked Questions](#) for common answers to common questions. We also have some [specific tutorials](#) to help with frequent template questions.

### Ask an ETD Support Specialist

To ask a question of the ETD team, use our [Ask an ETD Specialist contact form](#).

For *school-specific* questions (such as deadlines or field-specific inquiries), contact your [Student Services Staff Member](#).

### Workshops and ETD Support

To sign up for an ETD workshop on templates and copyright, visit the [University Library System's ETD Workshops](#).

You can also work with an ETD template specialist during [walk-in support hours](#).

If you have a question that can't be handled by ETD Walk-in Support, please [schedule a consultation with an ETD Support specialist](#).

< > Today  
Agenda Day Week Month

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11 5pm ETD Walk-in	12 5pm ETD Walk-in	13 1pm ETD Walk-in	14 12pm ETD Walk-in	15
16	17 1pm ETD Walk-in	18 5pm ETD Walk-in	19 10am ETD Walk-in	20 1pm ETD Walk-in	21 12pm ETD Walk-in	22
23 1pm ETD Walk-in	24 5pm ETD Walk-in	25 5pm ETD Walk-in	26 5pm ETD Walk-in	27 1pm ETD Walk-in	28 12pm ETD Walk-in	29
1 1pm ETD Walk-in	2 5pm ETD Walk-in	3 5pm ETD Walk-in	4 5pm ETD Walk-in	5 1pm ETD Walk-in	6 12pm ETD Walk-in	7

# Questions?