

Learn to Use the University of Pittsburgh ETD Template

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University Library System

ETD Workshop Overview

- ETD Guidelines and Resources
- Tips for Managing the ETD Creation Process
- Visibility, Supplemental Files, and Reuse Permissions
- Using the Word ETD Template
- Creating and Reviewing the PDF version of your ETD
- Where/How to Submit Your ETD
- Question and Answer Session

Where to Start?

The screenshot shows the homepage of the University of Pittsburgh's Electronic Theses & Dissertations website. At the top, the University of Pittsburgh logo and name are displayed. Below this is the main title "Electronic Theses & Dissertations" with a green double-arrow icon. A navigation bar contains links for HOME, PREPARE, WRITE, SUBMIT, GET HELP, and ABOUT ETDS AT PITT, along with a search bar. The main content area features a large background image of students in a library and a central white box with three columns of information:

- PREPARE: Before You Write**: Accompanied by a clipboard icon. 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**: Accompanied by a pencil icon. 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**: Accompanied by an upload icon. 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, there is a link: "About ETDS at the University of Pittsburgh".

etd.pitt.edu

ETD Site Features

- ETD Formatting Guidelines
- Word and LaTeX Templates
 - With Text Guides for Both Templates and a Video Guide for Word
- Document Creation Tips via a [LibGuide](#) and FAQs
- Copyright Permissions Advice
- Submission Tips
- ETD Support Services

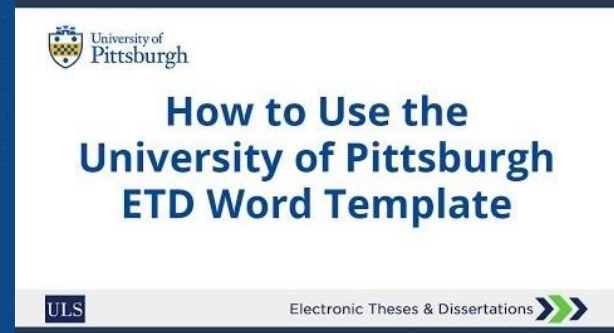
Actions Outside of ETD Support



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

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



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

- Rotating Pages to be Landscape
 - By entering section breaks you can rotate specific possible but 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
- Adding Headings Beyond Heading 5
 - This is possiblebut check with ETD Support to assist.

Supplemental Files

- What is a Supplemental File?
 - Any image, dataset, survey, or materials that support your research but are too large or impossible to include in the PDF.
- Where to Add Them?
 - In the ETD Administrator submission form, use the Supplemental File upload options*
 - Up to 30 files, 2GB per file limit, and reuse permissions should be granted
 - Contact ETD Support if you are unable to upload your file or have other questions
 - Sharing Datasets and Other Research Materials
 - Refer to our Sharing Data guide for tips on increasing your research data output.

Supplemental Files (continued)

- How to Reference the Supplemental Files?
 - Ideally, supplemental files should be listed and described in an Appendix section of your ETD.
 - Identify them by name, file type, size, required application software, and/or any special hardware requirements.
 - The references do not need to be linked to the file locations
- Accepted Formats
 - Spreadsheets and Databases (.csv, .txt, .xml, .ods)
 - Images (.tif, .pdf, .png, .gif)
 - Video and Audio (.avi, .wav, .mp3)
 - Documentation, scripts, maps, or graphs (.pdf, .odt, .rtf, .html, .txt, GIS files)
 - Zipped Archives (.zip, .tar, .gz, .taz, .tgz)

Content Reuse Permissions

- Content that you include in your ETD that has either been previously published or to which you do not own the exclusive reuse rights, require a permission to reuse statement from the rights owner.
 - These statements should state that ProQuest may supply copies on demand
- Even if you believe it is an Open Access publication, inquire with the rights owner for permission to reuse it.

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

- 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.
- After Converting to PDF
 - 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)

ETD Access and Visibility Options

- Access Restriction (Embargo)
 - 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.
 - The embargo lengths can be unique to D-Scholarship@Pitt and ProQuest
- 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.

ETD Access and Visibility Options

- Visibility (Patent Pending Status)
 - Patent Pending status restricts all information about your ETD from any public view for 1 to 2 years after it is approved.
 - This counts towards your total embargo length.

Depositing Your ETD

- Spring 2025 and Beyond

- Submit Dissertations and Theses using a ProQuest ETD Administrator site specific to your school
 - <https://etd.pitt.edu/school-specific-information>
 - David C. Frederick Honors College and SPH Master's Essays will still use D-Scholarship@Pitt for submission*
- There is an opt-out of ProQuest option in the submission form
- Your school will provide feedback on any required edits or missing documents

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](#)

University of Pittsburgh

Electronic Theses & Dissertations

HOME PREPARE WRITE SUBMIT GET HELP ABOUT ETDs AT PITT

Upcoming Events

- [ETD Workshop Online](#)
11:00am - 12:00pm Tuesday, January 17, 2023
- [ETD Workshop Online](#)
4:00pm - 5:00pm Monday, January 30, 2023
- [ETD Workshop Online](#)
1:00pm - 2:00pm Friday, February 10, 2023
- [ETD Workshop Online](#)
2:00pm - 3:00pm Sunday, February 26, 2023
- [ETD Workshop Online](#)
11:00am - 12:00pm Thursday, March 16, 2023

Get Help

FAQs and Tutorials

ETD FAQs

Type a question... [Ask Us!](#)

Include "ETD" in your question for best results.

For tutorials on using Styles, converting to an PDF, and other template tips: visit our [ETD Support LibGuide](#).

Ask a Question or Request a Consultation

If you would like to ask about ETD formatting, have a general question about the ETD Process, or would like to request a consultation with an ETD Specialist: please use our [Ask an ETD Specialist contact form](#).

Workshops and ETD Support Staff Contact Information

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

You can also work with an ETD template specialist during walk-in support/virtual chat hours. (calendar below)

For questions about deadlines, school-specific questions, and approval information: contact your [Student Services Staff Member](#).

January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	7
				8am Ask an ETD	8am Ask an ETD	8am Ask an ETD	
8	10am Ask an ETD	8am Ask an ETD	10am Ask an ETD	8:30am Ask an ETD	10am Ask an ETD		14
15	16	17	18	19	20	21	
		8am Ask an ETD	10am Ask an ETD	8:30am Ask an ETD	10am Ask an ETD		

Questions?