

**Subject:** Important Update on ETD Project

**From:** "Sparks, Carrie" <sparks@provost.pitt.edu>

**Date:** Thu, 13 Nov 2003 10:53:28 -0500

**To:** "walters, toni" <rsw2@pitt.edu>, "Baginski, Olive" <omb@pitt.edu>, "Biagini, Mary K" <biagini@pitt.edu>, "birnberg, jacob" <birnberg@pitt.edu>, "Borrelli, Marcia" <borrelli@pitt.edu>, "Brockington, Karen" <brockington@birch.gspia.pitt.edu>, "carter, phillipa" <pkc3@pitt.edu>, "Carvell, George" <gcarvell@pitt.edu>, "Cutone, Joan" <jcutone@pitt.edu>, "Derkach, Mary" <mary@gsphean.gsph.pitt.edu>, "Duffy, Cindy" <cindy@medschool.pitt.edu>, "Elhattab, Mary Pat" <elhatab@pitt.edu>, "Erlen, Judith" <jae001@pitt.edu>, "Kolar, Michael" <majak@pitt.edu>, "matlack, william" <wfm@pitt.edu>, "McFadden, Tricia" <plm48@pitt.edu>, "Pegher, Joanne" <jpegher@gsphean.gsph.pitt.edu>, "phillips, stephen" <sleep@pitt.edu>, "pingel, louis" <pingel@pitt.edu>, "Sales, Esther" <sales@pitt.edu>, "shuman, larry" <shuman@pitt.edu>, "taylor, jennifer" <jltaylor@pitt.edu>, "Uzyak, Carrie" <uzyak@katz.pitt.edu>, "victor, betty" <paub2v@pitt.edu>, "Vollmer, Regis" <vollm@pitt.edu>

**CC:** "Sparks, Carrie" <sparks@provost.pitt.edu>, "Baranger, Elizabeth" <eub@pitt.edu>, "Brown, Marguerite" <mabst85@pitt.edu>, "Garcia, Federico" <feg8@pitt.edu>, "Grabowski, Joseph" <joeg@pitt.edu>, "Husted, Steven" <husted@fcas.pitt.edu>, "Miller, Cynthia" <cymiller@pitt.edu>, "Miller, Rush" <rgmiller@pitt.edu>, "Root, Deane" <dlr@pitt.edu>, "Wisniewski, Jeffrey--Library Auto" <jeffw@pitt.edu>, "Baranger, Elizabeth" <eub@pitt.edu>, "Bates, Bobbie" <bates@registrar.pitt.edu>, "Carter, Philippa-- FAS" <carter@fcas.pitt.edu>, "Deliyannides, Timothy--Library Auto" <tsd@pitt.edu>, "Franklin, Vernon--CSSD" <vdf@pitt.edu>, "Sparks, Carrie" <sparks@provost.pitt.edu>

**TO:** ETD Student Services Staff and Administrators

**FROM:** Elizabeth Baranger

**DATE:** November 12, 2003

**SUBJECT:** Important Update on ETD Project

As the ETD Project concludes its second year, we are happy to report that over 200 ETDs have been submitted from nine of our graduate and professional schools. Pitt ETDs have already been downloaded a total of 22,859 times and we expect this number to continually increase dramatically in the years to come. We thank you for your continued participation and support of this project. This memo is to update you on some important new developments that you should be aware of.

**Revised Format Guidelines Manual**

The ETD Format Guidelines Manual (FGM) has recently been updated and revised in order to be more consistent and to provide more clarification on items that were previously ambiguous. The updated version is available in PDF and HTML at <http://www.pitt.edu/~graduate/etd/format.html>. We would like to bring to your attention some issues that may arise due to the revised guidelines. CSSD is working to update the Word and WordPerfect Templates to make them in compliance with the revised Format Guidelines. Due to the number of changes made, and the timing of these changes, it is possible that a few additions to the Format Guidelines may not be reflected in the current Word and WordPerfect Templates, though the LaTeX Template is in complete compliance. It is also possible that students may have recently completed their ETDs using the unrevised Format Guidelines. We request that during this transitional period that you continue to accept ETDs that comply with either the old or revised Format Guidelines. By April graduation 2004 we ask that ETDs follow the revised guidelines.

If you have any questions regarding the revised guidelines, or see any problems with them working with your school's style and guidelines, please notify Carrie Sparks immediately at [sparks@provost.pitt.edu](mailto:sparks@provost.pitt.edu).

#### **New Check List for ETD Student Services Staff**

Attached to this memo is a check list created for ETD Student Services Staff to assist in the ETD approval process. We ask that all ETDs meet the minimum requirements as outlined in the provided check list. The Format Guidelines Manual (FGM) should be used as a companion to this check list and should be followed by ETD authors except when the author's field dictates a style that contradicts the FGM. This check list will be revised on a yearly basis or as necessary. If you have any questions about the check list please contact Carrie Sparks at [sparks@provost.pitt.edu](mailto:sparks@provost.pitt.edu).

#### **Making ETDs a University Requirement**

As you will recall, last November the University Council on Graduate Study (UCGS) voted to recommend that the University enter a transition period, working toward all theses and dissertations at the University of Pittsburgh being submitted electronically. This transition period was to last at least through graduation of April 2004. At its meeting on November 4, 2003, the ETD Steering Committee agreed that ETDs should become a University requirement by the December 2004 graduation. UCGS will vote on this recommendation at its November 18<sup>th</sup> meeting. If the recommendation is passed by UCGS, the Provost will then have to make the final approval.

#### **ETD Training and Support for Student Services Staff**

The last training session for ETD Student Services Staff was held back in August 2001. Though the ETD process has not changed in any significant way, some Student Services Staff are new and others have not had the opportunity to practice approving ETDs.

Therefore a training session for ETD Student Services Staff is being planned for the spring term. Your feedback on the process is important, so we encourage all ETD Student Services Staff both experienced and new to attend this session. If you have an immediate need for assistance you can email Timothy Deliyannides at [tsd@pitt.edu](mailto:tsd@pitt.edu) or email [etd-contacts@library.pitt.edu](mailto:etd-contacts@library.pitt.edu) to discuss your questions with other ETD Student Services Staff.

### **New Step Added to Staff Instructions**

The ETD Staff Instructions were modified to include the following:

Print out a copy of the ETD approved sheet with ETD URL. File ETD Approval Form, a copy of the ETD URL, and Copyright Permission letter(s) in student's record. Send Registrar's Office the "certified for graduation" form for the student and the hard-copy supporting documents that will be processed to UMI along with two copies of the ETD approved sheet with ETD URL. For a complete list of Staff Instructions go to [www.pitt.edu/~graduate/etd/tstaff.html](http://www.pitt.edu/~graduate/etd/tstaff.html).

### **ETD Training and Support for Students**

Designated ETD Hillman Library staff continue to be available through [etd-support@library.pitt.edu](mailto:etd-support@library.pitt.edu) to assist students who need help creating their ETDs. If a question cannot easily be answered over email, students can call 624-4050 to request a one-on-one appointment at Hillman during normal University hours. ETD Training Sessions for students are available through CSSD. Students can register online at <http://training.cssd.pitt.edu/ETDStudentPage.htm>. For instructions, forms, formatting, style, and other important information, students should go to the ETD Web site [www.pitt.edu/~graduate/etd](http://www.pitt.edu/~graduate/etd).

If your school has had a change in the designated Student Services Staff who handle ETDs, please send their contact information to Carrie Sparks at [sparks@provost.pitt.edu](mailto:sparks@provost.pitt.edu).

We appreciate all your helpful feedback that has made the ETD Project a success.

*EUB/cas*

*Attachment*

cc: ETD Steering Committee  
ETD Process Group