A Guide to Submitting Your Dissertation

School of Doctoral Studies

Franklin University

Columbus, OH 43215

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I.   Introduction

This guide will provide you an overview of how to submit your dissertation[1] after your committee has provided their final approval of the document.

All dissertations completed at Franklin University must adhere to the format standards specified in this document. All dissertations must also be submitted to the OhioLINK Electronic Thesis and Dissertation database ("OhioLINK ETD"). The OhioLINK ETD allows students to share their work with the broader academic community and provides the University the opportunity to showcase the exciting work done within it. Lastly, all dissertations must adhere to the accessibility standards outlined in this document.

In this manual, you will find descriptions of each part of the dissertation submission process as well as the clear guidelines on the standards the University requires for final versions of dissertation manuscripts.

II.   Outline of the Dissertation Submission Process

A. Submitting Completed Manuscript Approval Form

Before a student can begin the final dissertation submission process, they must send a completed "Dissertation Defense and Manuscript Approval" form to the School of Doctoral Studies.

This form certifies that the manuscript meets all the expectations of the dissertation committee that are related to the project's overall quality, ethical soundness, and stylistic correctness.

For a manuscript to be approved by the dissertation committee, it must align with APA style, adhere to the formatting standards specified in this document, and be free of grammatical errors.

B. University Dissertation Format

University formatting standards are limited in scope and generally refer to document design and layout. Students are responsible for grammar and APA correctness.

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[1] "Dissertation" refers to both traditional dissertations and Dissertations in Practice.

Dissertation committees are responsible for certifying that manuscripts meet appropriate expectations.

Format check standards are shown in the checklist below. The university dissertation template also reflects these standards.

C. Format Checklist

Overall Document:
- [ ] Margins 1 inch all around
- [ ] Times New Roman, 12 point sized font
- [ ] Double spaced
- [ ] Each new chapter begins on a new page
- [ ] No running head
- [ ] Headings are consistent (i.e. Chapter 1 vs. One vs. I, Chapter 2 vs. Two vs. II, etc.)

Page Numbers:
- [ ] Preliminary pages are lower-case Roman numerals
- [ ] First page of Chapter 1 begins with Arabic numeral one (1)
- [ ] Located in top right corner, ¾ inch down from top edge, 1 inch from right edge
- [ ] Numbered consecutively through the last page of the document
- [ ] No page number printed on the title page

Title Page:
- [ ] Must match the template provided by Franklin University
- [ ] Does not include any committee member degrees (i.e. Dr., PhD. EdD, etc.)
- [ ] Title must match the stated title on the "Dissertation Defense and Manuscript Approval" Form

Abstract:
- [ ] Approximately 1 ½ pages or less double spaced
- [ ] Starts on page iii
- [ ] Advisor's name (i.e. Mary E. Smith, Advisor) must appear between the page heading and the text and is left justified
- [ ] Does not include degree of advisor (i.e. Dr., PhD. EdD, etc.)

Table of Contents (TOC):

- ☐ Double spaced
- ☐ Page numbers are right justified
- ☐ Include all headings, chapters with titles, references, and appendices
- ☐ Titles should match the titles in the body of the paper, and be left aligned
- ☐ Subtitles should be right indented ½ inch underneath main titles. Subtitles should *not* be in all capital letters

Tables or Figures:

- ☐ If three or more, a separate List of Tables and/or Figures is required
- ☐ Include alternate text which explains the figure

Appendices:

- ☐ Are titled (i.e. Appendix A, Appendix B, etc.)
- ☐ Have page numbers in top right-hand corner
- ☐ Are included in the TOC
- ☐ IRB approval letter is included as an appendix when required. Students whose IRB submission was reviewed and approved by the convened IRB (i.e., the submission did not move through exempt or expedited review) should contact the IRB office to determine whether an approval letter is required.

Headings:

- ☐ 1st level headings are chapter headings
- ☐ Title of each heading matches what is written in the TOC
- ☐ 2nd, 3rd, etc. level headings are consistent
- ☐ Heading format has been applied via MS Word Document Styles

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III. Digital Accessibility Requirements

A. Introduction

To ensure the widest possible audience for doctoral dissertations, Franklin University dissertations submitted to the OhioLINK Electronic Theses and Dissertation Center after January 1, 2023, must comply with the University's Digital Accessibility Standards (DAS). Students will be required to indicate that their dissertation satisfies these standards when submitting their dissertation to the ETD.

B. Franklin University's Digital Accessibility Standards

To ensure digital accessibility of dissertations, Franklin University requires that dissertations submitted to the OhioLINK ETD meet the following requirements:

1. Are submitted as a pdf file which includes full text;
2. The PDF accessibility permission flag is checked;
3. The text language of the pdf is specified;
4. Figures and images include alternate text;
5. The PDF document properties include the title, author, keywords, and subject;
6. At least one heading level is included in the text and the document has appropriate headings;
7. If color is used, it must not be the only means of conveying information and the text contrast of colors must not trigger a hard to read text contrast error.

C. Responsibility

The doctoral student submitting their dissertation to the ETD is responsible for ensuring compliance with the DAS.

The University's ETD administrator will review dissertations after submission, before publishing them. If the ETD administrator identifies an issue with DAS compliance, they may correct the issue or return the submission to the submitter so that the submitter can correct the issue and resubmit the dissertation. The dissertation will not be published in the ETD until any issues with DAS compliance are corrected.

D. Ensuring the Dissertation PDF Satisfies the Franklin University Digital Accessibility Standards

Follow these instructions to make sure your dissertation satisfies thes University's Digital Accessibility Standards. The explanations below assume that students create their dissertation in Microsoft Word before exporting or saving to the PDF format.

To ensure accessibility, students should use the accessibility checker in Word and address any issues before exporting or saving to the PDF format, as explained below. Additionally, to ensure that accessibility features added in Word are carried over in the PDF export/save, students should follow the "Saving Your Word File to PDF"

instructions below. Students can also review the Microsoft guide to [create accessible PDFs](#).

1. "Are submitted as a PDF file which includes full text"

Dissertation PDFs should be full text, as opposed to image files. Generating a PDF file from a Word document should meet this requirement. To verify, open your PDF and make sure you are able to select or highlight text.

2. "The PDF accessibility permission flag is checked"

Exporting from Word to PDF should meet this requirement.

3. "The text language of the PDF is specified"

Exporting from Word to PDF should meet this requirement. To verify, select file from the top menu bar in Word. Then, click on "options." Select "language" from the left hand menu. Make sure that a language is selected under "choose editing languages" and select the appropriate language if one is not.

4. "Figures and images include alternate text"

Right click on the figure or image in Word. Select "edit alt text". Enter one or two sentences of alternate text which describes the figure or image. See the [Microsoft Guidance Document](#) for more information.

5. "The PDF document properties include the title, author, keywords, and subject"

These items are all entered in the document properties in Word. Select "file", "info" to see the properties on the right column.

a. Title

Copy the title of your paper from the title page. From the top menu bar in Word, select "file" and click on "info." In the right hand column, you will see "properties." Under properties is an entry for "title" with "add a title" next to it. Click on "add a title" and paste your document's title. Click on the back arrow to return to your document and save.

b. Author

Your name should appear as the author. Select "file" and click on "info." In the right hand column, you will see "related people" near the bottom. Your name should be listed. If not, select "add an author" and add your name. If someone else's name is listed, right click on their name and select "remove person." Click on the back arrow to return to your document and save.

c. Keywords

Select "file" and click on "info." In the right hand column, under "properties" you will see an entry for "tag" with "add a tag" after it. Click on the box for "add a tag" and put your keywords separated by commas. Click on the back arrow to return to your document and save.

d. Subject

The "subject" is the subject of the degree you are receiving – just the subject, not the whole thing. For example, if you are receiving a "Doctor of Education in Organizational Leadership", the subject is just "Organizational Leadership." See the table below for subjects.

Select "file" and click on "info." In the right hand column, under "properties" you will see an entry for "subject" with "specify a subject" after it. Click on the box for "specify a subject" and put your degree's subject. Click on the back arrow to return to your document and save.

Degree	Subject
Doctor of Business Administration (DBA)	Business Administration
Doctor of Professional Studies in Instructional Design Leadership (DPS)	Instructional Design Leadership
Doctor of Healthcare Administration (DHA)	Healthcare Administration
Doctor of Education in Organizational Leadership (EdD)	Organizational Leadership

6. "At least one heading level is included in the text and the document has appropriate headings"

The dissertation template may already include heading information. However, to ensure compliance with the standard, use document styles from the home tab in Word to select headings. For more information, see the Microsoft Word guideline to improve accessibility with heading styles.

The document must include at least heading level 1. If additional heading levels are used, they must be used in order, without skipping a level (i.e. you cannot use heading level 3 unless it is a subhead of heading level 2).

Additionally, headings must be unique. Do not repeat headings, because that will make navigation of your document more difficult.

7. "If color is used, it must not be the only means of conveying information and the text contrast of colors must not trigger a hard to read text contrast error"

Manually review your document for uses of color and make sure that you have not used color alone to convey information. While use of color is permitted to enhance your document, it cannot be the sole means of providing information. If you see that your dissertation uses color alone to convey information, provide a textual alternative.

Use of color must include sufficient contrast. Run the accessibility checker in Word by going to "review" from the menu bar. Click on the "check accessibility" icon. If you get a "hard to read text contrast" error, change the text contrast and run the report again to make sure that the new color chosen resolved the error.

8. Using the Word Accessibility Checker

To ensure accessibility, students should use the accessibility checker in Word and address any issues before exporting or saving to the PDF format.

Click on "review" from the top menu. Select "check accessibility" from the ribbon. The accessibility check will run and give results and information on fixing any issues that it finds.

9. Saving Your Word File to PDF

When you are ready to create a PDF of your Word file to upload to the OhioLINK Electronic Theses and Dissertation Center, select "file" from the top menu bar, then select "export" and click on the option to "Create PDF/XPS Document."

Before saving, click on the "options" button. Make sure that the options under "include non printing information" for "document properties" and "document structure tags for accessibility" are selected. Also make sure that the option for "create bookmarks using:" is selected with "headings" selected underneath it. Then select "ok" and click "publish." [See screenshot below.]

Before publishing, make sure your document complies with the Franklin University Digital Accessibility Standards by following the rest of the instructions set forth above in this document.

IV.   Uploading Manuscript to OhioLINK

After ensuring that their dissertation conforms to all format and accessibility standards, students should begin the OhioLINK upload process. This process **must begin at least two weeks before the end of the term so that all submission**

requirements are met prior to graduation. Students are responsible for making any changes requested by the OhioLINK ETD administrator during the process.

Students must upload a pdf of their dissertation which satisfies the University's digital accessibility requirements and also includes the signed certification of approval by their dissertation committee.

As part of their OhioLINK ETD submission process, students must authorize that their work be added to the ProQuest dissertation database. Students will also be required to indicate that their dissertation satisfies the University's digital accessibility standards.

In exceptional circumstances, students may request a delay of the publication of their dissertation. A full description of the publication delay policy and process is included in the "Policies" section of this guide.

A. Sign-up

In order to submit to the OhioLINK ETD Center, you must sign-up for an account. To sign-up, go to the login page (http://etdadmin.ohiolink.edu/) and click "New User? Register Here!" Then, select "Submitter/Student Account," and a form will display.

Complete the form. Required fields have a red asterisk (*). Keep in mind:

- Your full **Email Address** will be your username for logging in.
- **Current Contact Information** is your local mailing address.
- **Permanent Contact Information** is your contact information for after graduation.
- **Show this email address in my ETD's public record** allows the option to display your permanent email address to the public; the default is "no" but you can choose "yes."

  Note: The ETD Center supports ORCID Identifiers that help distinguish one researcher from another, especially when names are similar, and serve as an online profile that can link to a researcher's works, funding, professional website, and other useful information. This information is optional.

When finished, click "Save and Continue," and check your email for a temporary password in order to log in for the first time. You can immediately use the ETD Center once you have signed up and received the email with the temporary password.

B. Log in

For initial log in, use your email address for the username and the temporary password that was emailed to you. Find the login page here: http://etdadmin.ohiolink.edu/. You will also need to create your own password. Select "Change Password" to update your password.

C. Creating a new ETD submission

Once logged in, select the "Create New ETD" button to start the ETD submission process. The submission process involves completing a multiple-page form and uploading a PDF and any other additional, supplemental files. Read the instructions and OhioLINK ETD Center Publication Agreement on first page, complete the page, and click the checkbox to agree and continue. You will also need to click a checkbox to affirm that your dissertation complies with the university's digital accessibility standards.

D. Saving and Submitting Your ETD

"Save and Continue" is the only button that will save any changes on the current page and will take you to the next page. Be sure to use this button before exiting the form.

"Exit" leaves the ETD submission form and returns you to the submitter homepage without saving changes on the current page. A pop-up box will warn you before exiting and gives the option to Cancel and return to the page to save.

Previous takes you back a page but does not save any changes on the current page. Skipping ahead to other areas on the progress bar will jump you to that page but will not save any changes on the current page.

On the "Review" page, the "Submit My ETD" button appears when the submission form is complete and a PDF and any supplementary documents have been uploaded. Once submitted, your ETD gets sent to Franklin's OhioLINK ETD Center administrator who will review your document and if necessary request changes so that it aligns with Franklin University's submission requirements and digital accessibility standards. All requested changes must be made before the dissertation is published.

Once your ETD is published you can still log into your account and view, but not edit, your submitted information and even download a copy of your ETD. You can submit

another ETD later even if you are at a different OhioLINK institution as long as they use the ETD Center as well. All your ETDs will appear in your same account.

The OhioLink ETD Center Administrator will also share all submitted dissertations on the Franklin University Scholarly Exchange (FUSE).

V.   Dissertation Policies

A. Embargo Policy

Franklin University generally does not allow dissertation embargoes unless justified on a case-by-case basis. Any embargo request must be approved by the Office of Academic Scholarship. The maximum time the Office of Academic Scholarship will approve for an embargo is one year.

B. Corrections to Published Manuscripts Policy

Franklin University does not permit changes to published dissertations, except for the following situations.

For minor typographical errors, the University will permit the student to submit a correction on a separate errata sheet which must identify the original dissertation, the location and nature of the error, and the correction. The errata form must be submitted to the Office of Academic Scholarship at oas@franklin.edu

If the Office of Academic Scholarship approves the correction it will notify the dissertation committee of the correction and provide the errata to the ETD administrator who will post it as an additional file alongside the dissertation in the OhioLINK ETD Center and FUSE.

For cases of copyright infringement, or where a dissertation contains identifiable information on a study participant, the Office of Academic Scholarship may review the dissertation and determine whether the dissertation should be removed or corrected.