University ETD Requirement for Release Checklist
Dissertations
November 2013
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University ETD Checklist before Submission

Note :
Please do not prepare your ETD until you have FINAL approval from your chair. Your department dissertation handbook will have many requirements beyond these basic university requirements.

This is what the AU ETD Coordinator is checking before release.

These websites contain links and further information on each requirement

- http://libguides.phd.antioch.edu/audissertations
AU Dissertations [ETD] – Final Submission – also contains further documents
- http://libguides.phd.antioch.edu/audissertationsfinalsubmission

- Signatures /Committee section : There are no REAL signatures in a released dissertation. Names, degrees and status [Chair, Member, External Reader, etc. for all committee members.]
- Format :
  o PDF with subset embedded fonts, with or without Multimedia Supplemental files.
  o Multimedia components [e.g. video, audio, animation] and/or data sets, if any, must meet the current format standards and guidelines http://libguides.phd.antioch.edu/etdsmultimedia
All multimedia components and/or datasets must be properly described in a separate section of the Table of Contents

All multimedia components and/or datasets must be mentioned in the abstract.

- Abstracts: Must meet the following requirements:
  - Length: Maximum 350 words [APA requirement 150-250 words preferred].
  - Form: One paragraph
  - Mention: supplemental files, if any, number and format
  - Mention: Creative Commons License, if chosen to apply

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Personal Information: Be sure to remove from your dissertation, appendices, supplemental files and datasets ALL personal information – including your own, from the dissertation including, social security nos., telephone numbers, signatures

Delays and Embargoes:

- If your program allows, delays, then you must send ETD Coordinator evidence of their permission.

This is what you will be signing.
Appendix: Complete dissertation archive agreement signed by student

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