



GRADUATE SCHOOL OF ARTS & SCIENCES

Guidelines for the Submission of an Electronic Thesis

The Graduate School and Lauinger Library are pleased to allow electronic submission of your master's thesis. The guidelines summarized below may be accessed in greater detail at <http://digital.georgetown.edu/etd/guidelines.cfm>. Please note that these guidelines are *in addition* to the specific requirements of your department and that the submission of forms detailed in our paper guidelines (<http://grad.georgetown.edu/pages/thesis.cfm>) are still applicable when preparing and submitting an electronic thesis.

Preparation

Multimedia components may be submitted in any of the following formats: PDF, PowerPoint, JPEG, GIF, TIFF, PNG, MPEG, Quicktime, AVI, WAV, AIFF, MP3. You will need to convert any word-processing documents to PDF format, which you may do at <http://createpdf.adobe.com/index.pl>.

Submission

The electronic thesis *and* hard-copy forms need to be submitted by the last business day of the month in which you have applied to have your degree awarded (except in May, when the deadline is the *first* business day of the month).

- Hard-copy originals of the cover sheet (http://grad.georgetown.edu/pages/current_student_forms.cfm) and the ETD Agreement (http://digital.georgetown.edu/etd/ETD_Release_Form.pdf) should be submitted to Christine Quigley, Graduation Coordinator at the Graduate School, 302 ICC.
- Electronic files should be submitted according to the instructions on the ETD website (<http://digital.georgetown.edu/etd/submit.cfm>), which include combining them into a single folder, zipping them using Winzip or Stuffit, and completing the on-line ETD Submission Form.

The Graduate School will contact you by e-mail regarding the approval or outstanding requirements of your thesis. Once it has been approved and you have paid the thesis processing fee, your thesis will soon be cataloged and available for viewing through GEORGE.

Help

If you have questions about formatting, please contact: Christine Quigley, Graduation Coordinator, Graduate School, quigley@georgetown.edu or 202-687-5928.

If you have technical questions about submission, please contact: Joel Shields, Digital Production Specialist, Lauinger Library, jss44@georgetown.edu or 202-687-7385.

Additional assistance may also be available from University Information Services and the Gelardin Media Center.