

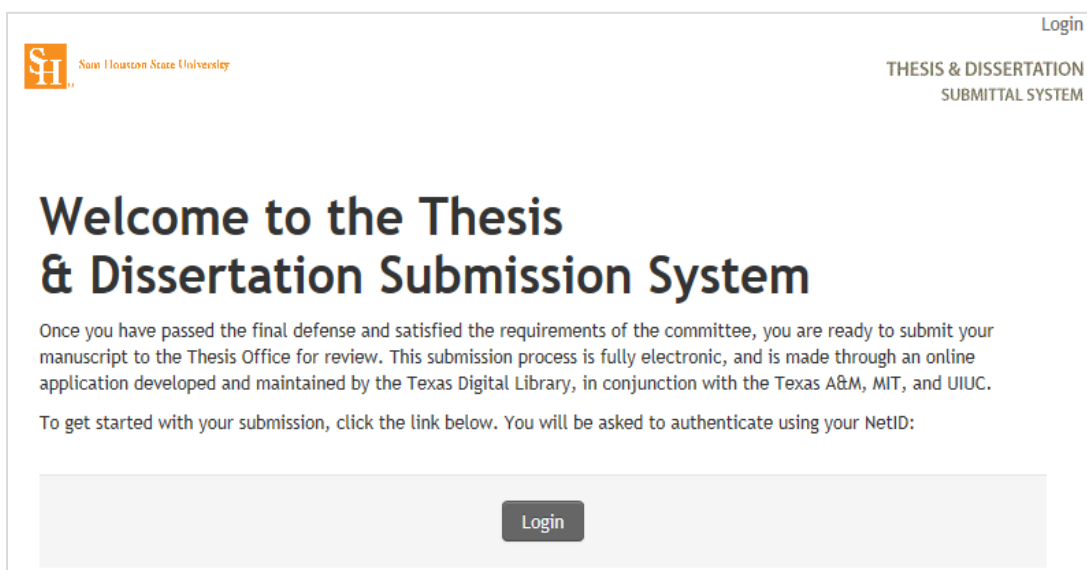
VIREO

ELECTRONIC THESIS & DISSERTATION SUBMITTAL SYSTEM

STUDENT INSTRUCTION MANUAL

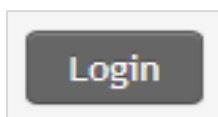
SAM HOUSTON STATE UNIVERSITY | NEWTON GRESHAM LIBRARY

1. Go to the **VIREO** website: <https://shsu-etd.tdl.org/>

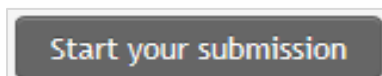


The screenshot shows the homepage of the SHSU Thesis & Dissertation Submission System. In the top left corner is the SHSU logo with the text "Shsu Houston State University". In the top right corner, there is a "Login" link and the text "THESIS & DISSERTATION SUBMITTAL SYSTEM". The main heading reads "Welcome to the Thesis & Dissertation Submission System". Below the heading, a paragraph states: "Once you have passed the final defense and satisfied the requirements of the committee, you are ready to submit your manuscript to the Thesis Office for review. This submission process is fully electronic, and is made through an online application developed and maintained by the Texas Digital Library, in conjunction with the Texas A&M, MIT, and UIUC." Another paragraph follows: "To get started with your submission, click the link below. You will be asked to authenticate using your NetID:". At the bottom center of the page is a dark grey button with the text "Login" in white.

2. Click the **Login** button:



3. You will be automatically logged onto the SHSU ETD submittal system. Next, click on **Start your submission**:



4. Make sure that your name and email address is correct. This information is automatically pulled from SHSU's official records database.

Verify Your Information

Instructions:

Please verify all of your personal information. Some of the information has been provided by your school; if this information is in error, you will need to correct it through the appropriate office at your school.

Required fields are indicated with an asterisk.

Personal Information

* **First Name:** Cynthia

Middle Name:

* **Last Name:** Goode

* **Email:** cxg070@SHSU.EDU

ORCID id:

Enter your ORCID author identifier. If you do not have an ORCID iD, get one at orcid.org.

5. Select the appropriate college, program, department, and degree information. Ask your advisor if you're not sure.

Affiliation

School: Sam Houston State University

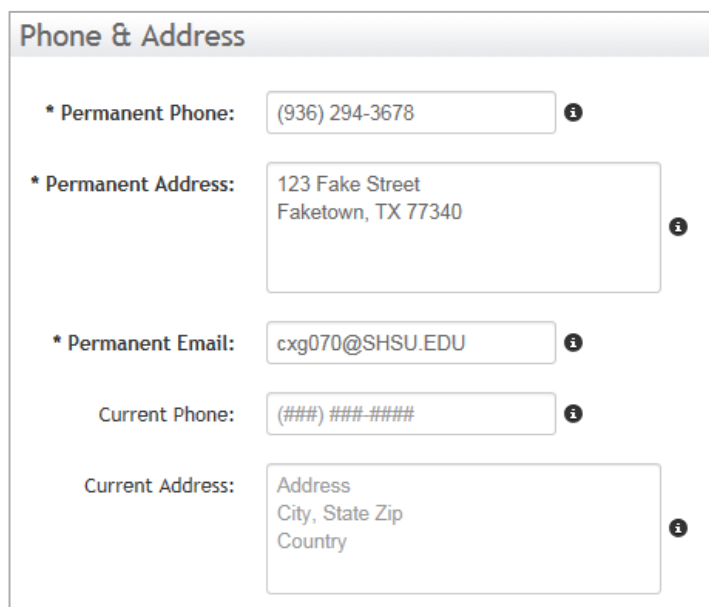
* **College:** College of Criminal Justice ⓘ

* **Program:** Criminal Justice Leadership and ⓘ

* **Department:** Security Studies ⓘ

* **Degree:** Master of Public Administration ⓘ

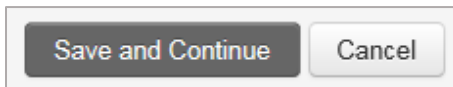
6. Type in your both your permanent contact information, plus your current contact information. We need a permanent address and phone where we may contact you after graduation.



The image shows a form titled "Phone & Address" with the following fields:

- * Permanent Phone: (936) 294-3678
- * Permanent Address: 123 Fake Street, Faketown, TX 77340
- * Permanent Email: cxg070@SHSU.EDU
- Current Phone: (###) ### ####
- Current Address: Address, City, State Zip, Country

7. Click **Save and Continue**.

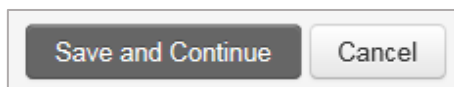


Save and Continue Cancel

8. The next page contains two agreements that you must accept before your work can be submitted to the Texas Digital Library's repository, and published by ProQuest.

It is very important that you read these thoroughly because you need to understand what will happen to your manuscript and its copyright once it is submitted.

9. Click **Save and Continue**.



Save and Continue Cancel

10. Next, tell us about your document, including the semester and date of publication (Degree Date). It's important that **Degree Date** reflects the current semester and year that the document is completed – NOT your intended graduation date.

Use sentence-style capitalization for the title.

Document Information

* Title: ⓘ

* Degree Date: Degree Month:
Degree Year: ⓘ

* Defense Date: ⓘ

* Document Type: ⓘ

* Abstract: ⓘ

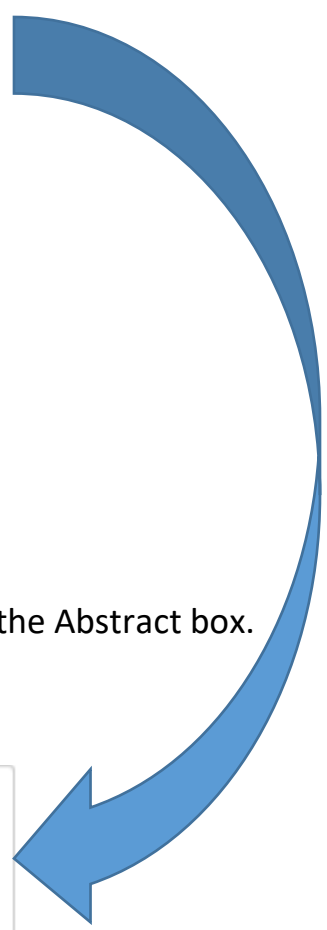
* Keywords: ⓘ

* Subjects: Primary Subject: ⓘ
Additional Subject:
Additional Subject:

11. Don't forget to paste a copy of your abstract into the Abstract box. Do not include the abstract citation or key words.

* Abstract:

Paste a copy of your abstract here.



12. Separate keywords with semicolons (;). Capitalize the first word of each term, and follow normal capitalization rules for proper nouns.

* Keywords:

13. Tell us who your committee members are, using the **Roles** drop down box to identify each person's role.

Your Committee

First Name	MI	Last Name
<input type="text" value="Advisor"/>	<input type="text"/>	<input type="text" value="One"/>
Roles: <input type="text" value="Chair"/>		

First Name	MI	Last Name
<input type="text" value="Committee"/>	<input type="text"/>	<input type="text" value="Member2"/>
Roles: <input type="text" value="2 selected"/>		

First Name	MI	Last Name
<input type="text" value="Committee"/>	<input type="text"/>	<input type="text" value="Member3"/>
Roles: <input type="text" value="Committee Memeber"/>		

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Roles: <input type="text" value="... no role selected"/>		

14. Next, provide your Advisor's contact email. (The Thesis or Dissertation Chair is your Advisor.)

Committee Contact Email

* Chair's Contact Email:

15. You **MUST** tell us if any part of your document contains previously published material, either by yourself or another entity.

This includes charts, images, tables, quotes, and instruments for research such as tests or questionnaires.

The college is NOT liable for any copyright infringement, but you (the author) are.

You must provide copies of permission to modify or reprint other entities' work in the Appendixes at the end of your document.

Refer to the following web pages for more information about copyright:

- <http://shslibraryguides.org/thesisguide/copyright>
- <http://library.shsu.edu/research/guides/copyright.html>

Previously Published Material	
Previously Published Material:	<input type="checkbox"/> Has any part of the material being submitted been previously published (i.e. book chapters or journal articles)? If so you will be asked identify the section where these materials are used in whole or in part.

16. Next, you must choose an embargo for your manuscript. Choosing the correct embargo period is important and should be done with the help of your advisor.

Most students will have their work published and publicly available as soon as possible. However, a student who intends to publish in an academic journal, or is applying for a patent, may need to embargo their work for a certain length of time.

Embargo Options

*** Default Embargos**

With your advisor's approval you may request a delay in the publication (embargo) of your work.

None: The work will be published after approval.

Journal Hold: The work will be delayed for publication by one year because of a restriction from publication in an academic journal.

Patent Hold: The work will be delayed for publication by two years because of patent related activities.

*** ProQuest Embargos**

With your advisor's approval you may request a delay in the publication (embargo) of your work.

None: The work will be published after approval.

6-month Journal Hold: The full text of this work will be held/restricted from worldwide access on the internet for six months from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.

1-year Journal Hold: The full text of this work will be held/restricted from worldwide access on the internet for one year from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.

2-year Journal Hold: The full text of this work will be held/restricted from worldwide access on the internet for two years from the semester/year of graduation to meet academic publisher restrictions or to allow time for publication.

17. Now, upload a PDF copy of your thesis or dissertation.

Upload Primary Document

* Manuscript in PDF:

18. You may upload additional files as Supplemental Files. These may include digital files that support your thesis or dissertation such as audiovisual materials, research data, or LaTeX files.

Note that while Vireo accepts all file types, end users can only open files for which they also possess the correct software. Also, make sure that you do not upload materials of a sensitive nature (i.e. revealing research subjects' personal info), and that you have obtained permission to distribute materials (such as audiovisual interviews) from any person in the file.

It is your decision whether to upload Supplemental Files or not. If unsure, discuss this with your Advisor.

Upload Additional Files

Supplemental Files: Upload only supplemental files such as audio, video or data sets. These files must be listed in the appendix of your thesis or dissertation.

*** Source File:** Upload the source files used to create your manuscript such as SHSU Template, Word Document, LaTeX Source file, etc. These files will be used to improve the digital preservation potential of your document.

Administrative Files: Upload additional administrative files such as a signed graduation release form or other local administrative requirement.


***Document Type:**

***Browse for Additional Document:**

19. Finally, confirm that all the information you have provided is correct. You can edit information by clicking on the **[edit]** links beneath each section.

Confirm & Submit

Name:	Goode, Cynthia
ORCID id:	
Email:	cxg070@SHSU.EDU
Permanent Phone:	(936) 294-3678
Permanent Address:	123 Fake Street Faketown, TX 77340
Permanent Email:	cxg070@SHSU.EDU
Current Phone:	
Current Address:	
	[edit your personal information]



20. Once you are sure that all information is correct, click on **Confirm and Submit**. Once submitted, you cannot go back and make changes.

21. After submitting your document, this **Submittal Complete** page appears....

Submittal Complete

Instructions:

The Thesis Office has received your electronic submittal. You will also receive an email confirmation. We will check your records as soon as possible to determine whether or not we have the signed Approval Form on file. Please be aware that your file is not complete and cannot be reviewed until we have both the electronic manuscript and the signed Approval Form.

As soon as both items have been received, your manuscript will be placed in the queue and will be processed along with all other submissions for the semester in the order in which your completed file (manuscript and Approval Form) was received.

The following are approximate turn-around times after the manuscript and the signed approval form have been submitted to the Thesis Office. Manuscripts are reviewed in the order received.

Early in semester - 5 working days
 Week before Deadline Day - 10 working days
 Deadline Day - 15 working days

If you have any questions about your submittal, feel free to contact our office.

Thank you,
 Thesis Office


[View submission status](#)

22. ... and confirmation emails are sent to you and your Advisor. This email contains a link back to the **VIREO** website:

Dear Cynthia Goode:

You are receiving this message to confirm the successful submission of your submission as soon as we can.

The submission is available for your review at:

<https://shsu-etd.tdl.org/submit> 

The following information is included for your convenience:

Title: It's a big, big world in America.
 Type: Thesis
 Status: Submitted

You do not need to reply to this message. The status of your submission is available at the web address listed above. If you have any questions, please contact the Thesis Office.

The Vireo Team

23. Use this link to easily navigate back to your **VIREO** submission and review its status.

Home / Submissions

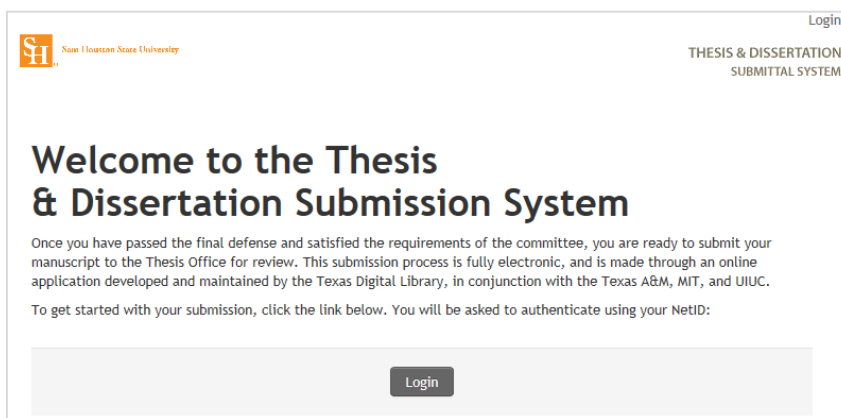
Submission Status

Currently accepting submissions for the semester.

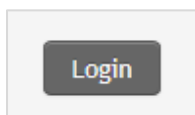
Title	Manuscript	Status	Date Submitted	Assigned To	Actions
It's a big, big world in America.	GOODE-THESIS-2017.pdf [view]	Submitted	11 December 2015	Unassigned	View

You've already submitted an ETD or have one in progress!

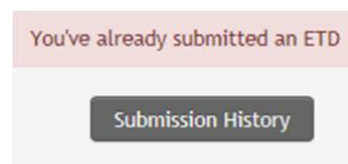
24. Alternatively, you can follow the original **VIREO** link <https://shsu-etd.tdl.org/>



25. Click the **Login** button:



26. And then click on **Submission History...**



27. ... to view your **Submission Status**:

Home / Submissions

Submission Status

Currently accepting submissions for the semester.

Title	Manuscript	Status	Date Submitted	Assigned To	Actions
It's a big, big world in America.	GOODE-THESIS-2017.pdf [view]	Submitted	11 December 2015	Unassigned	View

You've already submitted an ETD or have one in progress!

28. Click the **View** button to review your submission:

Assigned To	Actions
Unassigned	View

Home / View

View Application

About You

Name: Goode, Cynthia

ORCID id:

29. You can't change anything that has been submitted, but if anything is not right or if you have questions, there is an option at the bottom of the page to **Leave a message** for the thesis reviewer.

Leave a message

Message:

[Add Message](#)

30. You can also see your **Submission Action Log**, which provides a detailed account of all activities relating to your document:

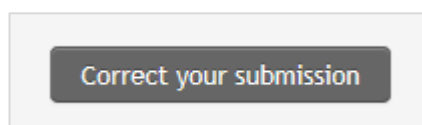
Application Activity		
Submission Action Log		
Name	Action	Time
Cynthia Goode	Submission status changed to 'Submitted'	11/12/2015 04:47:47 PM
Cynthia Goode	Submission date set to 12/11/2015	11/12/2015 04:47:47 PM
Cynthia Goode	SOURCE file 'test thesis doc.docm' (49 KB) uploaded	11/12/2015 04:46:59 PM
Cynthia Goode	PRIMARY file 'GOODE-THESIS-2017.pdf' (51 KB) uploaded	11/12/2015 04:46:59 PM
Cynthia Goode	Defense date changed to '03/02/2016'	11/12/2015 04:44:08 PM
Cynthia Goode	LICENSE file 'PROQUEST_LICENSE.txt' (5 KB) uploaded	11/12/2015 02:39:00 PM
Cynthia Goode	LICENSE file 'LICENSE.txt' (1 KB) uploaded	11/12/2015 02:39:00 PM
Cynthia Goode	Submission license agreement set	11/12/2015 02:39:00 PM
Cynthia Goode	Submission created	11/12/2015 02:32:53 PM

31. This log updates each time an action is performed to your submission, plus you can discover items of note such as the name of your reviewer as well as any status changes:

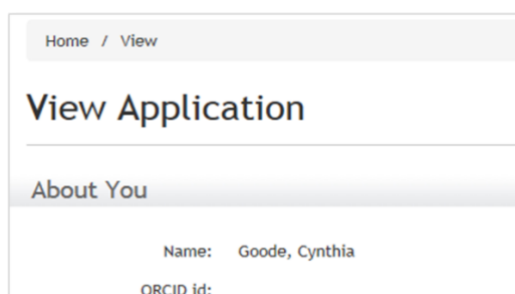
Application Activity	
Goode	
Cynthia Goode	Submission status changed to 'Under Review'
Cynthia Goode	Submission sta

Action
Submission status changed to 'Under Review'
Assignee changed to 'Cynthia Goode'

32. When your document needs corrections, your login page will show this button:



33. Click on it to get to the **View Application** page:



34. Scroll down the page to **Uploaded Files...**

Uploaded Files

Manuscript in PDF: GOODE-THESIS-2017.pdf (51 KB) Replace Manuscript

Additional Documents: test thesis doc.docm (SOURCE - 49 KB)
Remove Selected

Browse for Additional Document: choose type... Upload Browse...

35. ...or click on the provided sidebar link to jump down to **Uploaded Files.**



36. Click on **Replace Manuscript** to replace the old PDF document with a corrected version.

Uploaded Files

Manuscript in PDF: GOODE-THESIS-2015.pdf (907 KB) Replace Manuscript

37. A log of your corrected submission appears on the **Submission Action Log**:

Application Activity	
Submission Action Log	
Name	Action
Cynthia Goode	SOURCE file 'cgoode_testthesis_CORRECTED.docx' (10 KB) uploaded
Cynthia Goode	Submission status changed to 'Needs Correction'

38. Click on **Corrections Completed** to finish the submission process:

Current Submission State: Needs Correction! [-]

The application requires you to make corrections. Please make the indicated corrections and upload the new manuscript. After clicking the "Corrections Completed" button you will no longer be able to edit the application.

[Click here to jump down to replace manuscript](#)

Corrections Completed