Graduate and Professional School

Student Guide to Submitting a Thesis or Dissertation at Texas A&M

To begin your submission, please visit http://etd.tamu.edu

Welcome to the Thesis & Dissertation Submission System

Once you have passed the final defense and satisfied the requirements of the committee, you are ready to submit your manuscript to Thesis and Dissertation Services for review. This submission process is fully electronic. Please review the following checklist prior to beginning the submission process:

1. Check that all pre-submittal requirements have been met.

2. Ensure that all required forms have been correctly completed and submitted to Thesis and Dissertation Services.

3. Complete the Thesis Preparation Checklist to ensure your document adheres to Texas A&M University format guidelines for theses and dissertations. This is not required.

4. To get started with your submission, click the link below. You will be asked to authenticate using your NetID.

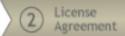Manage/View your submission(s)

Your help can make things better

You feedback is very important to us; it allows us to continue to improve the system. Please feel free to notify us directly at helpdesk@tamu.edu if you have any suggestions to increase the usability or effectiveness of this application. You can talk to the your Thesis Office regarding any issues that may arise during the submission process.
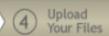
This application has been developed and is maintained by the Texas Digital Library, in conjunction with Texas A&M, MIT, and UIUC.

When you click "Start your submittal", this is the screen you will see. You will need to verify and fill in your personal information.

Some information will populate automatically, and the rest you will need to enter. If your name or any information that you cannot change is incorrect, please complete your submittal and then contact the Thesis Office. We can correct any errors on the administrative side.

Your TAMU email address is the default contact address. Please provide a permanent email that will be good for several years, in case we need to contact you after graduation.

This is step 1 of the submission process.

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.

Your name should appear as it does on your title page. You can use Unicode characters, if your computer supports them.

Personal Information

* **First Name:** Miriah

Middle Name: [ ]

* **Last Name:** Smith

* **Email:** msmith89@tamu.edu

* **ORCID iD:** 2140-8751-0541-8576

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

Have a question about ORCID? See the TAMU ORCID Library Guide for more information
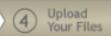
You must enter a permanent, long-term email address. It may not be an @tamu.edu address.
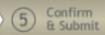
After clicking "Save and Continue" in step 1, you must read and agree to a license agreement.

You retain copyright but provide TAMU non-exclusive distribution rights.

This is step 2 of the submission process.

Texas Digital Library License Agreement:

I grant the Texas Digital Library (hereafter called "TDL"), my home institution (hereafter called "Institution"), and my academic department (hereafter called "Department") the non-exclusive rights to copy, display, perform, distribute and publish the content I submit to this repository (hereafter called "Work") and to make the Work available in any format in perpetuity as part of a TDL, Institution or Department repository communication or distribution effort.

I understand that once the Work is submitted, a bibliographic citation to the Work can remain visible in perpetuity, even if the Work is updated or removed.

I understand that the Work's copyright owner(s) will continue to own copyright outside these non-exclusive granted rights.
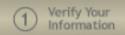
I warrant that:

    1) I am the copyright owner of the Work, or
    2) I am one of the copyright owners and have permission from the other owners to submit the Work, or
    3) My Institution or Department is the copyright owner and I have permission to submit the Work, or
    4) Another party is the copyright owner and I have permission to submit the Work.

Based on this, I further warrant to my knowledge:

    1) The Work does not infringe any copyright, patent, or trade secrets of any third party,
    2) The Work does not contain any libelous matter, nor invade the privacy of any person or third party, and
    3) That no right in the Work has been sold, mortgaged, or otherwise disposed of, and is free from all claims.

I agree to hold TDL, Institution, Department, and their agents harmless for any liability arising from any breach of the above warranties or any claim of intellectual property infringement arising from the exercise of these non-exclusive granted rights.
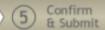
The next page asks for document information. You will enter:

- The title of your thesis (in upper & lowercase)
- The dates of graduation and defense
- The document type
- The abstract in the space provided (copy and paste the abstract from your manuscript)
- Any keywords (separate multiple keywords with semicolons)
- A primary subject (and any optional additional subjects)
- The language of your manuscript
- Committee members (select the appropriate roles for Chair and/or Co-Chairs as needed)
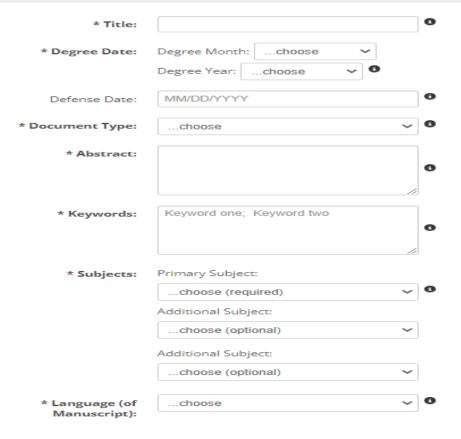- If you have previously published part of your document
- Embargo period

This is step 3 of the submission process.

Document Information

Instructions:

In this step you describe your thesis or dissertation. Please make sure that the information entered below matches the information contained in your document.

> Please enter your title in Title Case (upper and lowercase letters, with all major words capitalized). Please do not use all capital letters.

Document Information

* **Title:**	[ ] ❶
* **Degree Date:**	Degree Month: [...choose ▾]
	Degree Year: [...choose ▾] ❶
Defense Date:	[MM/DD/YYYY] ❶
* **Document Type:**	[...choose ▾] ❶
* **Abstract:**	[ ] ❶
* **Keywords:**	[Keyword one; Keyword two] ❶
* **Subjects:**	Primary Subject:
	[...choose (required) ▾] ❶
	Additional Subject:
	[...choose (optional) ▾]
	Additional Subject:
	[...choose (optional) ▾]
* **Language (of Manuscript):**	[...choose ▾] ❶

> For the degree date, enter the month and year in which your degree will be conferred (typically your graduation semester).

> You can enter multiple keywords. Use semi-colons (;) to separate the entries.

> Please supply the names of your committee members, and a single email address to reach the chair. Please do not include special appointments. Check the box for Chair and Co-Chair (if applicable). No role is needed for Committee Members.

This is where you upload your manuscript and any additional files.

Your manuscript (primary document) must be a PDF.

Other types of files that can be uploaded:
- Supplemental files may be any file type. These files must be listed in the appendix of your thesis or dissertation.
- Source files should be the file(s) that you used to create your manuscript
- Administrative files can be any files or forms required to support the submission of your document.

This is step 4 of the submission process.

Upload Your Files

In this step you will upload your thesis or dissertation to the server. Optionally, you may upload additional supplementary files that will be available along with your document after publication.

> Your thesis or dissertation can only be one file, and the only allowable file format is PDF.

Upload Primary Document

Your primary manuscript will be automatically renamed to a standardized format upon submission.

* Manuscript in PDF: [Choose File] No file chosen
[Upload]

> SIZE QUOTA: no individual file may exceed 512 MB, and the total of all files must not exceed 4 GB.

Upload Additional Files

Supplemental Files: You may upload supplemental files such as audio, video or data sets that you want to appear in the repository along with your thesis or dissertation. These files must be listed in the appendix of your thesis or dissertation.

> There is no limit on the number or formats of supplementary files you may upload.

Other Administrative Files: You may also include additional administrative files such as the signed Copyright & Availability Form, copyright permissions, etc.

> For all copyright permissions, please label them with the figure(s) or chapter(s) they cover and which publisher they are from. For example, "Copyright Permission for Figs 1-1 and 3-4 IEEE"

Additional Documents: [choose type... ⌄]
Browse for Additional Document: [Choose File] No file chosen
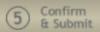[Upload]

[Save and Continue >>]

To upload your thesis, click "Browse" in the Upload primary document section. Find and select the file you wish to upload and then click "Upload".

This shows what the page will look like after you have uploaded your manuscript. You can choose to replace the manuscript if you uploaded the wrong file. You can also still upload additional files.

Notice that your file name was changed to LAST NAME-THESIS/DISSERTATION-YEAR.pdf.

This is step 4 of the submission process.

Upload Your Files

In this step you will upload your thesis or dissertation to the server. Optionally, you may upload additional supplementary files that will be available along with your document after publication.
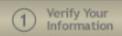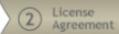
Upload Primary Document

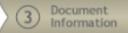Your primary manuscript will be automatically renamed to a standardized format upon submission.

* Manuscript in PDF: SMITH-THESIS-2025.pdf (920 KB)
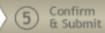
Replace Manuscript

If you have any supplementary files, or would like to upload other file types, you should upload them at this time.

Select the file type from the drop down list in the 'Upload Additional Files' section. Click "Browse" and upload the file.

This shows what the page looks like after you have uploaded the manuscript and one of each type of file. You can choose to upload more files, remove the file(s) you have uploaded, or click "Save and Continue" to move on.

This is step 4 of the submission process.

Upload Additional Files

Supplemental Files: You may upload supplemental files such as audio, video or data sets that you want to appear in the repository along with your thesis or dissertation. These files must be listed in the appendix of your thesis or dissertation.

> There is no limit on the number or formats of supplementary files you may upload.

Other Administrative Files: You may also include additional administrative files such as the signed Copyright & Availability Form, copyright permissions, etc.

> For all copyright permissions, please label them with the figure(s) or chapter(s) they cover and which publisher they are from. For example, "Copyright Permission for Figs 1-1 and 3-4 IEEE"

Additional Documents: choose type... ▾

Browse for Additional Document: Choose File | No file chosen

Upload

Uploaded additional files
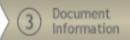
☐ Supplement.pdf
(SUPPLEMENTAL - 13 KB)

☐ Source.pdf
(ADMINISTRATIVE - 637 KB)

Remove Selected

This is where you must review all the information you have provided. If you need to go back and correct some information, choose a step from the navigation tabs at the top of the page.

When you are satisfied, click the "Confirm and Submit" button at the bottom of the page.

This is step 5 of the submission process.

Confirm & Submit

Instructions:

Please verify all the information displayed below before proceeding. Once you click the button to approve this document, you cannot make any more changes to the form's data without contacting your local thesis office.

About You

Name:	Smith, Miriah
ORCID iD:	▮▮▮▮▮▮▮▮▮
Email:	▮▮▮▮▮▮▮▮▮
Permanent Phone:	▮▮▮▮▮▮▮▮▮
Permanent Address:	▮▮▮▮▮▮▮▮▮
Permanent Email:	▮▮▮▮▮▮▮▮▮
Current Phone:	
Current Address:	

[edit your personal information]

Academic Affiliation

School:	Texas A&M University
College:	College of Engineering
Department:	Computer Science and Engineering
Degree:	Master of Science
Major:	Computer Science

You will then see this confirmation page.

If you do not see this page, or do not receive a confirmation email, then your submittal is NOT complete.

You can choose to view your submission status by clicking the link.

Submittal Complete

Instructions:

Thesis and Dissertation Services has received your electronic submission. 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 processed along with all other submissions for the semester in the order in which your completed file (manuscript and Approval Form) was received. A processing fee ($110 for master's and $170 for doctoral students) will be assessed to your account within 3-4 weeks of submission.

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

Early in semester: 5-10 working days
Week before Deadline Day: 10-15 working days
Deadline Day: 15-20 working days

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

Thank you.

Thesis & Dissertation Services
Graduate & Professional School
Texas A&M University
1113 TAMU | College Station, Texas 77843-1113
thesis@tamu.edu | thesis.tamu.edu

View submission status

You can log back into the system at any time to check your status. The screen below shows what your submission looks like while you're under review.

All your information can be seen at the top of the page and your uploaded documents are in the middle. At the bottom of the screen, you will see the "Application Activity" box. In this box, you can see all the actions taken on your account.

If at any time you have any questions about the status of your submission, please feel free to contact the Thesis Office at 979-845-3631 or thesis@tamu.edu.

Application Activity

Submission Action Log

Name	Action	Time
Miriah Smith	Submission status changed to 'Submitted'	13/02/2023 01:37:42 PM
Miriah Smith	Submission date set to 02/13/2023	13/02/2023 01:37:42 PM
Miriah Smith	ADMINISTRATIVE file 'Source.pdf' (637 KB) uploaded	13/02/2023 01:31:39 PM
Miriah Smith	SUPPLEMENTAL file 'Supplement.pdf' (13 KB) uploaded	13/02/2023 01:28:57 PM
Miriah Smith	SUPPLEMENTAL file 'Simple Floral Image Spring Quotes Instagram Post.pdf' (920 KB) removed	13/02/2023 01:25:52 PM

When the review is finished, you will receive an email with a link to get back to your submission.

In the Uploaded Files section, you will find the corrections as a Feedback Document. The list of corrections will usually be a PDF with your last name as a filename. For example: Smith 1st Round of Corrections.pdf

Uploaded Files

Manuscript in PDF: SMITH-THESIS-2025.pdf (920 KB)   [Replace Manuscript]

Additional Documents: ☐ Supplement.pdf (SUPPLEMENTAL - 13 KB)

☐ Source.pdf (ADMINISTRATIVE - 637 KB)

[Remove Selected]

Browse for Additional Document: choose type...   ▼   [Upload]

[Choose File] No file chosen

Feedback Document: Testing.pdf (614 KB)

VIREO

When you are finished making corrections and are ready to upload your corrected thesis, you need to revisit etd.tamu.edu.

Once here, click the "Replace Manuscript" button. It will remove the currently uploaded document. This is what the screen looks like after you have removed the manuscript.

Uploaded Files

Manuscript in PDF: Upload Choose File No file chosen   **(Your file will be renamed)**

Additional Documents: ☐ Supplement.pdf (SUPPLEMENTAL - 13 KB)

☐ Source.pdf (ADMINISTRATIVE - 637 KB)

Remove Selected

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

Choose File No file chosen

Feedback Document: Testing.pdf (614 KB)

Once you have uploaded the file, it will be the new primary document.

Please note that the file name has been changed to LASTNAME-THESIS/DISSERTATION-YEAR.pdf. Any time you upload a new primary file, this will be the filename.

At this point, you can also choose to upload/remove additional files if needed.

Uploaded Files

Manuscript in PDF: **SMITH-THESIS-2025.pdf** (1 MB) [Replace Manuscript]

Additional Documents: ☐ **Supplement.pdf** (SUPPLEMENTAL - 13 KB)

☐ **Source.pdf** (ADMINISTRATIVE - 637 KB)

[Remove Selected]

Browse for Additional Document: [choose type... ▼] [Upload]

[Choose File] No file chosen

Feedback Document: **Testing.pdf** (614 KB)

Application Activity

Submission Action Log

Name	Action	Time
Miriah Smith	PRIMARY file 'SMITH-THESIS-2025.pdf' (1 MB) uploaded	14/02/2023 08:36:54 AM
Miriah Smith	ARCHIVED file 'SMITH-THESIS-2025-archived-on-2023-02-14.pdf' modified	14/02/2023 08:34:53 AM

You may also wish to add a message for your reviewer to see. If they had comments or questions, or if you didn't make a change for a reason, you can explain in the message box.

Type your message in the box that is below the Application Activity Box. When you are finished, click "Add Message".

Leave a message

Message:

Added a subtitle and updated corrections.

Add Message

Once you have added a message, you can see it in the Application Activity box. You can then click "Complete Corrections" to complete the process. You will have to click twice to confirm.

Clicking this will finalize the process and change your status back to "Corrections Received." This will inform the Thesis Office that you have finished making corrections.

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

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

After completing your corrections you will no longer be able to edit this application. Did you complete all the required changes, and upload a new manuscript?

Are you sure?

Your document will be reviewed again. If there is another round of corrections, you will be sent another email informing you that your corrections are ready.

Once all your corrections are made and all other requirements fulfilled, you will receive an email confirming that you have cleared the Thesis Office!

Corrections Submitted

Thesis & Dissertation Services has received your corrections. Manuscripts are reviewed in the order received.

Early in semester: 5-10 working days
Week before Deadline Day: 10-15 working days
Deadline Day: 15-20 working days

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

Thank you.

Thesis & Dissertation Services

Graduate & Professional School

Texas A&M University

1113 TAMU | College Station, Texas 77843-1113

thesis@tamu.edu | thesis.tamu.edu

View submission status