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Saving Time in the Long Run: A New Workflow for Thesis Submissions

July 31, 2014
DC+GLUG Meeting
Valparaiso, Indiana

Getting to a New Workflow

1. Introduction & Background
2. Workflow Stages
3. General Recommendations & Lessons
4. Questions

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Washington University Libraries

Electronic Thesis Submission Form

Instructions

Welcome to the Washington University ETD Site.

This site lets graduate students submit their completed master's **theses** to the Washington University ETD Repository for publishing. Your submission will be reviewed by an administrator at your graduate school before publication.

Note: graduate students submitting doctoral dissertations will submit directly through the UMI / ProQuest site (which will still be reviewed by the your graduate school for approval). Dissertations will ultimately reside in both the UMI site and the Washington University ETD Site.

Before you begin

Before you begin, please be sure you have the following:

- **Full text of the thesis and in PDF format**. Each must be a single file. If your manuscript is currently only in Word or RTF or some other format, and need advice on converting it to the PDF format, please contact Digital Library Services (digital@uwlib.wustl.edu).
- Optional **abstract**
- Optional **Supplementary files** (images, data, etc.) that are an integral part of the thesis, but not part of the full text.
- **Advisor and other Committee Members' Names**

Contact Information

Please enter your contact information. Required fields are marked with an asterisk (*).

First Name: *

Middle Name:

Last Name: *

Student ID: *

ETD Approved

For the storage of completed ETD forms and thesis that have been approved.

New | Upload | Actions | Settings

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ETD Workflows: A Bird's Eye View, bepress

The graduate school uses the IR's letter templates to communicate with students about requests for revisions, acceptances, etc. These are all stored for reference within the repository. Students submit revisions through the repository; all versions are also stored for reference.

- Workflow #3
(UConn model)

7 Stages of a New Direct Submission Process for ETDs

1. Information Gathering
2. Evaluation & Implementation
3. Behind-the-Scenes
4. Documentation
5. Testing
6. Launch
7. Troubleshoot, Debrief, and Update

Information Gathering

- Stakeholders – Graduate School, digital staff
  - What is your goal? What are you trying to accomplish?
  - How does this fit with other initiatives?
  - What do you like? What do you want to change?
  - What is your timeline?

- Bepress Support
  - Are there best practices?
  - What issues should be considered?

- Other bepress users (GoogleGroups page)
  - What have you done?
  - Any surprises?

Evaluation

- Submission form
  - What works and what needs to be changed?
- Series structure
  - “Bucket” ETD series or College-specific series
- Repository structure
  - Changes to community levels?
- Other workflow questions
  - Approving metadata
  - Creating MARC records

Implementation

- Submission form:
  - Add field for DOIs
  - Add required field for Discipline
  - Add consistency to School and Department/Program (dropdown)
- Series structure
  - Separate series for each school collected into larger series
- Repository structure
  - No changes to communities but greater use of cross-collections/filters
- Other workflow questions
  - Approving metadata: Thesis format and submission form approved through Graduate School
  - Creating MARC records: *Still figuring this out…*

Behind the Scenes

- Administrator privileges
  - Who needs access and at what level?
  - Who needs to receive email notifications?
- Submission agreement
  - Customizing the form (for each series)
- Email template
- Training
  - Coordinate with bepress support

Behind the Scenes

- Administrator privileges
  - "Chief Editor" hierarchical model
- Submission agreement
  - Language standardized by Copyright/Digital Access Librarian
- Email template
  - Based on messages staff already sent
  - Fit messages within template structure
- Training
  - Separate training for Engineering and Arts & Sciences led by bepress support

Documentation

- External (http://digital.wustl.edu/publish/thesis-prep.html)
  - Instructions for students
  - Instructions for administrators

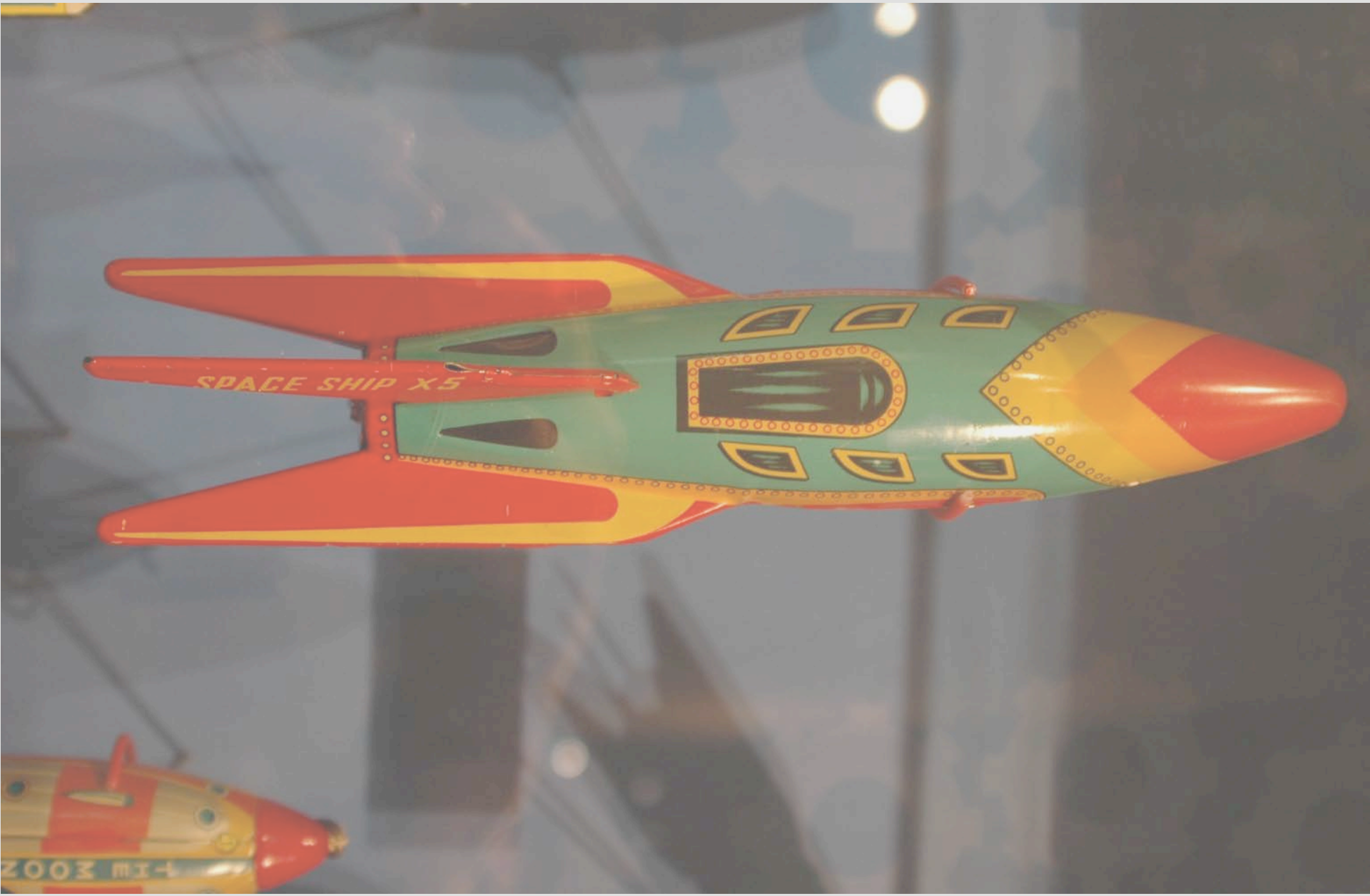
- Repository (http://openscholarship.wustl.edu)

- Internal
  - Updating workflow procedures (libworks page)
  - Why decisions were made (libworks page)

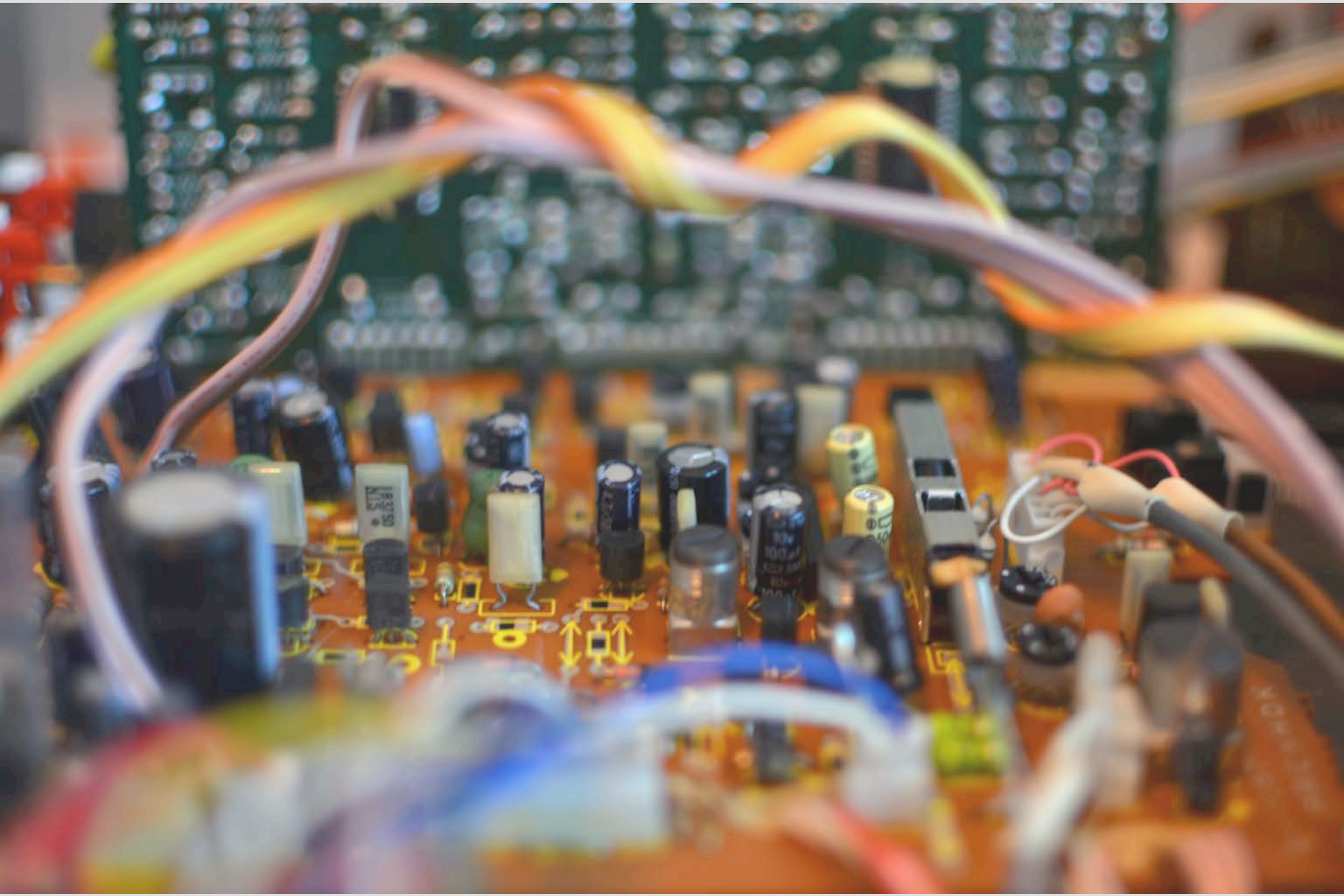
Testing

- Try out submission form
  - Demo site
- Review instructions
  - Distribute for feedback
- Move to live site

Launch



Troubleshoot, Debrief, and Update



General Recommendations

- Aim for a quiet graduation period (August instead of May)
- Work on a demo site first and then move to live site
- Don’t try to fit the old process into the new system
- Plan ahead but be prepared for changes (Project Management)
- Revise, revise, revise
- Communicate – stay in regular contact

Questions

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Digital Library Services | Washington University in St. Louis
E: emily.stenberg@wustl.edu | **P:** 314-935-8329
Open Scholarship: http://openscholarship.wustl.edu

7 Stages of a New Direct Submission Process for ETDs
Workflow when moving ETDs to direct submission through Digital Commons

1. Information Gathering
   1.1. Stakeholders (Graduate School, digital staff, etc.)
      - What is your goal?
      - What are you trying to accomplish?
      - How does this fit with other initiatives?
      - What do you like? What do you want to change?
      - What is your timeline
   1.2. Bepress Support
      - Are there best practices?
      - Can you share other examples?
      - What issues should be considered?
   1.3. Other bepress users (GoogleGroups)
      - What have you done?
      - Any surprises?

2. Evaluation & Implementation
   2.1. Submission form
      - What works and what needs to be changed?
      - Other initiatives to consider (e.g. DOIs, adding Discipline, etc.)
   2.2. Series structure
      - Bucket ETD series vs. College-specific series
   2.3. Repository structure
      - Changes at the community levels?
   2.4. Other workflow questions
      - Approving metadata
      - Creating MARC records

3. Behind-the-Scenes
   3.1. Administrator privileges
      - Who needs access and at what level?
      - Who needs (or wants) to receive email notifications?
   3.2. Submission agreement
   3.3. Email template
      - Customizing messages sent by staff
   3.4. Training
      - Coordinate with bepress support

4. Documentation
   4.1. External: Instructions for students and for administrators
   4.2. Repository pages
   4.3. Internal: Documenting decisions and workflow procedures

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5. Testing
   5.1. Submission form on demo site
   5.2. Review instructions and distribute for feedback
   5.3. Move form to live site
      - Update links

6. Launch

7. Troubleshoot, Debrief, and Update