

Addis Ababa University Libraries
Offline Electronic Thesis and Dissertation Submission Guideline

I. Introduction

This guideline describes the offline submission of Electronic Thesis and Dissertation (ETD) of the Graduate School of Addis Ababa University (AAU). The guideline focuses mainly on the technical aspect of the electronic or digital format preparation and submission. The offline submission is a temporary guideline until graduate students are empowered to submit their thesis or dissertation directly to the AAU-ETD repository, which is available at <http://etd.aau.edu.et/dspace>.

It should be noted that the entire requirement mentioned in *the print format thesis and dissertation guideline* are also valid for the electronic format.

II. Electronic Theses and Dissertations

Students must prepare and submit their theses or dissertations according to the Addis Ababa University Thesis and Dissertation Writing Guidelines.

Students are required to convert their thesis or dissertation into a PDF (Portable Document Format) and to submit the electronic document in CD enclosed with CD-Case to their respective departments. The libraries will check the submitted copies and upload into the online AAU-ETD repository, following the specific requirements of their department.

2.1 Formatting an ETD

Students should plan for formatting their thesis from the very beginning. It is important to submit an ETD that has a consistent appearance. ETD format contains the following:

- Use tabs, page breaks and section breaks in formatting your text. Use MS Word tools for creating cross-references and tables of contents to forego inconsistent pagination.
- Except for the title page and abstract, number all pages in your thesis preliminary pages
- Use standard fonts such as Times New Roman or Arial for normal body text.
- Use only the following picture formats: JPEG, GIF, TIFF and PNG.
- Use Heading styles (Heading 1 through 9) for your chapter titles and subtitles. These will later serve as internal navigational aids into your ETD as PDF- converter automatically generates bookmarks for MS Word Headings.

2.2 Creating an ETD file

To convert the word document into PDF, use the MS Word to PDF converter software available on the University Library's website.

- The ETD must be organized in a single or one file in PDF format
- A metadata of your thesis or dissertation must be prepared in MS-Word format using a format given in Appendix I.
- All images must be inserted into the appropriate location of the ETD file
- All annexes and pre-pages must be inserted and organized into the ETD file
- It should be noted that the conversion into PDF must be done after going through all the requirements mentioned above.
- The student is advised to make sure that pagination is consistent and all hyperlinks and headings are fully functional before and after the conversion. The ETD file must display clearly and properly on a monitor screen.
- The PDF converted document must be free from any PDF conversion security including password
- Files submitted in unacceptable or corrupted formats will be refused

2.3 Filename Convention

Your ETD file name should be your full name. Use underscore instead of a space in naming your file. For example; if your full name is Abebe Kebede Lemma, then the ETD file will be ABEBE_KEBEDE_LEMMA.PDF

2.4 Submission an ETD

After converting the thesis from MS Word document into PDF format, save the ETD files on CD-R or CD-RW together with the metadata file and submit to the Graduate School or/and to your faculty or department. Each ETD will be made available on AAU-ETD repository through the AAU Library catalogue in compliance with University copyright laws.

2.5 Concluding comments

It is the duty of the student to ensure that the thesis meets the standards described above, and the duty of the supervisor and department to ensure that the student takes the necessary steps to meet these requirements. Where a thesis fails to meet the requirements in one or more areas, it may be returned for revision. Students are encouraged to familiarize themselves with the above guidelines through computing and information literacy training.

