

LIBRARY REQUIREMENTS

For the transformation of METU Library to a new system which involves easy access to the graduate thesis done in METU , the graduate students should upload their thesis from the below address

<http://etd.lib.metu.edu.tr>

Attention to the below points

access to this internet site is authorized only from the campus for submitting the thesis

the whole content of the thesis, including the approval, title and preliminary pages, all illustrations and References, Appendices should be uploaded

the steps of electronic thesis application are given below

STEPS OF ELECTRONIC THESIS SUBMISSION

1. Ph.D./ M.s. students save the final copy of their thesis as a single file. The following steps are applied in order to prevent the skip of the pages and page numbers

- all parts of the thesis should be copied/pasted in a single word file
- clean to make use of a different page number you must use 'section break' feature up all page numbers
- to add a different formatted page number placing a 'section break' into the previous page will be sufficient
- to view 'section breaks'(view -normal) can be selected
- after placing 'section Break' to the desired points within the document a page number for each section is added . The section is activated by clicking once-left by the mouse on a point within that section
- to add a page number (insert-page number) is used
- and for the pages to be formatted(e.g. to start as III) the 'format' button can be used

2 The word file created is converted into pdf format . For this procedure the following steps apply;

- from the <http://www.pdf995.com/download.html> *Pdf995 Printer Driver* and *Free GPL Converter*

programs are uploaded

- by opening word formatted thesis file, and choosing PDF 995 under 'print' under 'file' it can be activated
- after all click 'OK' button and by giving a name to the file the procedure is completed

3 Ph.D./ M.s. students fill in the form completely by using <http://etd.lib.metu.edu.tr/>

4 After filling in the EDT Submission form completely 'next Step' button is clicked

5 On the appearing screen by clicking 'browse' button, the PDF formatted thesis is selected and the thesis is sent by clicking 'upload file and complete submission' button. If PDF formatted thesis is exceeding 6 MB, this time after coping it on a CD, it will be taken to the library directly

6 After completing all the above steps, the students are responsible to bring their approved thesis to the library for comparing and getting the library approve

7 If there is no problem after comparing the electronic thesis with the printed thesis, a printout will be given to the student and thus the student submits to his/her printed thesis to the reference unit

8 The printout should be approved by the Library and Documentation Unit

9 The student is sent to the 'Institute' with the approved printout