# Tamkang University Electronic Thesis/Dissertation (ETD) Submission

# Outline

- Formatting of Electronic Thesis/Dissertation (ETD) contents
- ETD File processing
  - ✓ File converting
  - ✓ Adding the watermark
  - ✓ File protection setting
- Process of Submitting ETD
- Types of Authorizing ETD

# ETD Formatting Requirements

- Title Page (Chinese)
- Acknowledgement (optional)
- Chinese Abstract (meet formatting requirements)
- English Abstract (meet formatting requirements)
- Table of Contents (including page numbers, list of figures and list of tables)
- Body Text (Every chapter)
- References
- Appendixes

**Important documents:**

1、教務處→註冊組→法規章程→成績業務相關→

5-56 淡江大學研究生碩博士論文撰寫格式要點.doc

2、教務處→註冊組→表格下載→成績業務相關→

A12-淡江大學研究生中文論文提要ATRX-Q03-001-FM030

A13-淡江大學研究生英文論文提要ATRX-Q03-001-FM031

1
註冊組
淡江大學教務處
Office of Academic Affairs
教務長室 / 註冊組 / 課務組 / 招生組 / 通識與核心課程中心 /
共同服務連結
成員介紹
服務項目
最新訊息
法規章程
各項作業流程
表格下載
Q&A
畢業資訊
業務連結
校務行政資訊查詢系統
教師記分簿及成績登錄預警系統
Web成績上傳系統
成績單網路申購系統
學分抵免作業系統
2
GO
本站
站外
3
法規章程
» 學籍業務相關
» 成績業務相關
1.淡江大學英語能力檢定畢業門檻實施要點
2.淡江大學學分抵免規則
3.淡江大學研究生論文指導教授遴聘規則
4.淡江大學研究生學位考試辦法
5.淡江大學博士學位候選人資格考核實施要點
6.淡江大學教師繳交成績規則
7.淡江大學教師更正學期成績規則
8.淡江大學必修科目學分替代規則
4
9.淡江大學研究生碩博士論文撰寫格式要點
10.淡江大學榮譽學程實施要點
11.淡江大學學生出國修習學分規則
12.淡江大學研究生學術研究倫理教育課程實施要點

註冊組
淡江大學教務處
Office of Academic Affairs
1
教務長室 / 註冊組 / 課務組 / 招生組 / 印務組 / 通識與核心課程中心 /
共同服務連結
成員介紹
服務項目
最新訊息
法規章程
各項作業流程
2
表格下載
Q&A
應屆畢業資訊
業務連結
校務行政資訊查詢系統
教師記分簿及成績登錄預警系統
Web成績上傳系統
成績單網路申購系統
學分抵免作業系統
GO
本站
站外
表格下載
3
學籍業務相關
成績業務相關
A-研究生學位考試相關表格
A1-淡江大學論文指導教授變更同意書ATRX-Q03-001-FM046
A2-淡江大學研究生論文題目總表ATRX-Q03-001-FM029
A3-淡江大學博士學位候選人資格考核成績通知單ATRX-Q03-001-FM037
A4-淡江大學研究生學位考試申請表ATRX-Q03-001-FM040
A5-淡江大學碩士班學位考試委員名冊ATRX-Q03-001-FM044
A6-淡江大學博士班學位考試委員名冊ATRX-Q03-001-FM043
A7-淡江大學研究生學位考試評分表ATRX-Q03-001-FM034
A8-淡江大學研究生學位考試成績通知單ATRX-Q03-001-FM035
A9-淡江大學碩士班學位考試委員簽名單ATRX-Q03-001-FM
A10-淡江大學碩士在職專班學位考試委員簽名單ATRX-Q03
042
A11-淡江大學博士班學位考試委員簽名單ATRX-Q03-001-FM
4
A12-淡江大學研究生中文論文提要ATRX-Q03-001-FM030
A13-淡江大學研究生英文論文提要ATRX-Q03-001-FM031
A14-國家圖書館博碩士學位論文送存本【延後公開】申請書
A15-國家圖書館博碩士學位論文送存本【抽換】申請書

# ETD File Processing

- File Converting
- Add the watermark to PDF
- File Protection Setting

# Steps of Converting Word to PDF

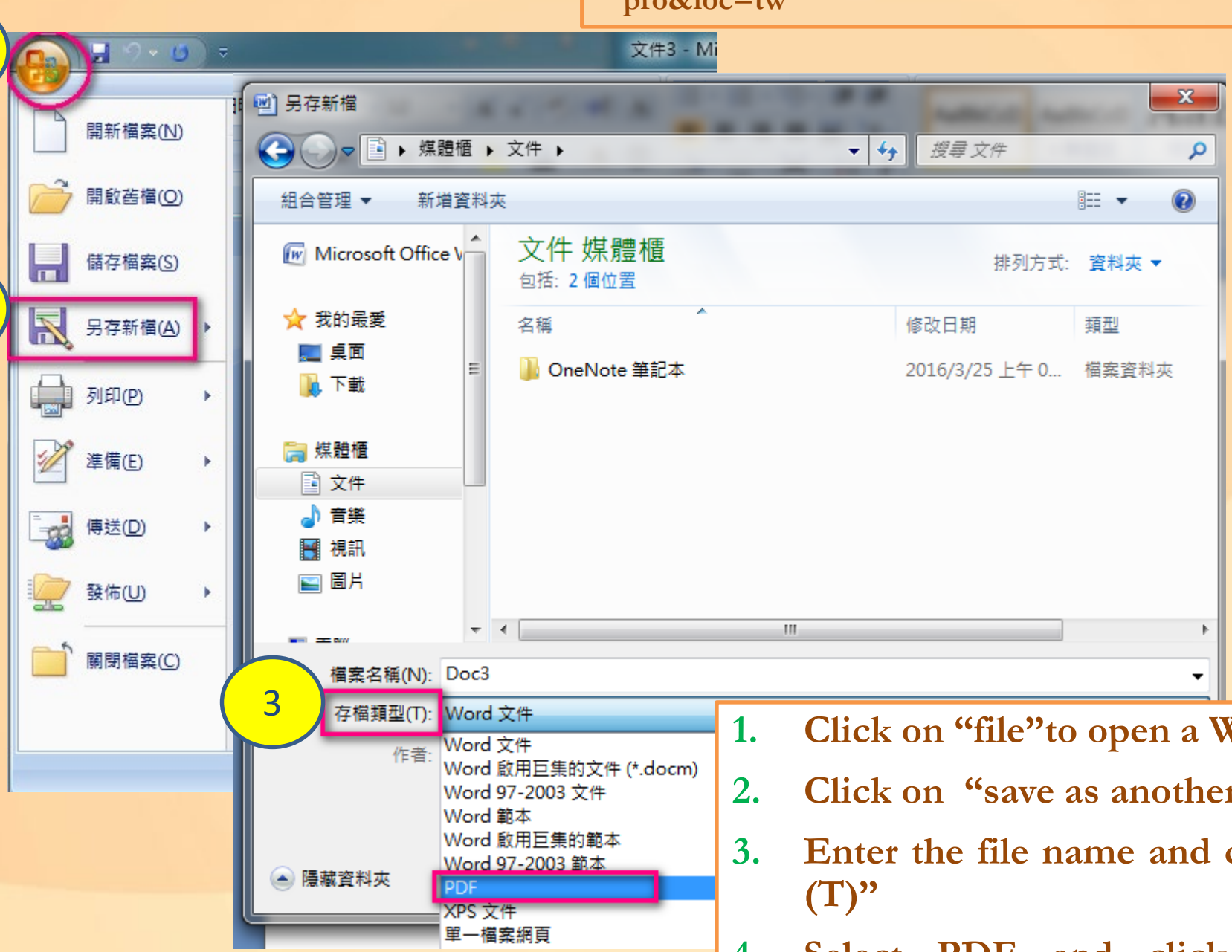
The ETD Service system only accepts PDF files

- **Upload the complete PDF file**：Including Title page, Chinese Abstract, English Abstract, Table of contents, Body text, and References, etc. (Please follow the regulations of theses format)

- -**Method One (for** thesis/dissertation in several Word files)：
  - ✓check the chapter number → convert the Word files into PDF files → combine all the PDFs into a PDF → upload the final PDF.
- -**Method Two (for** thesis/dissertation in one Word file)：
  - ✓check the chapter number → convert it into PDF file → upload it.
- **Tips：After converting all files, be sure that all chapters and page numbers are followed formatting requirement.**

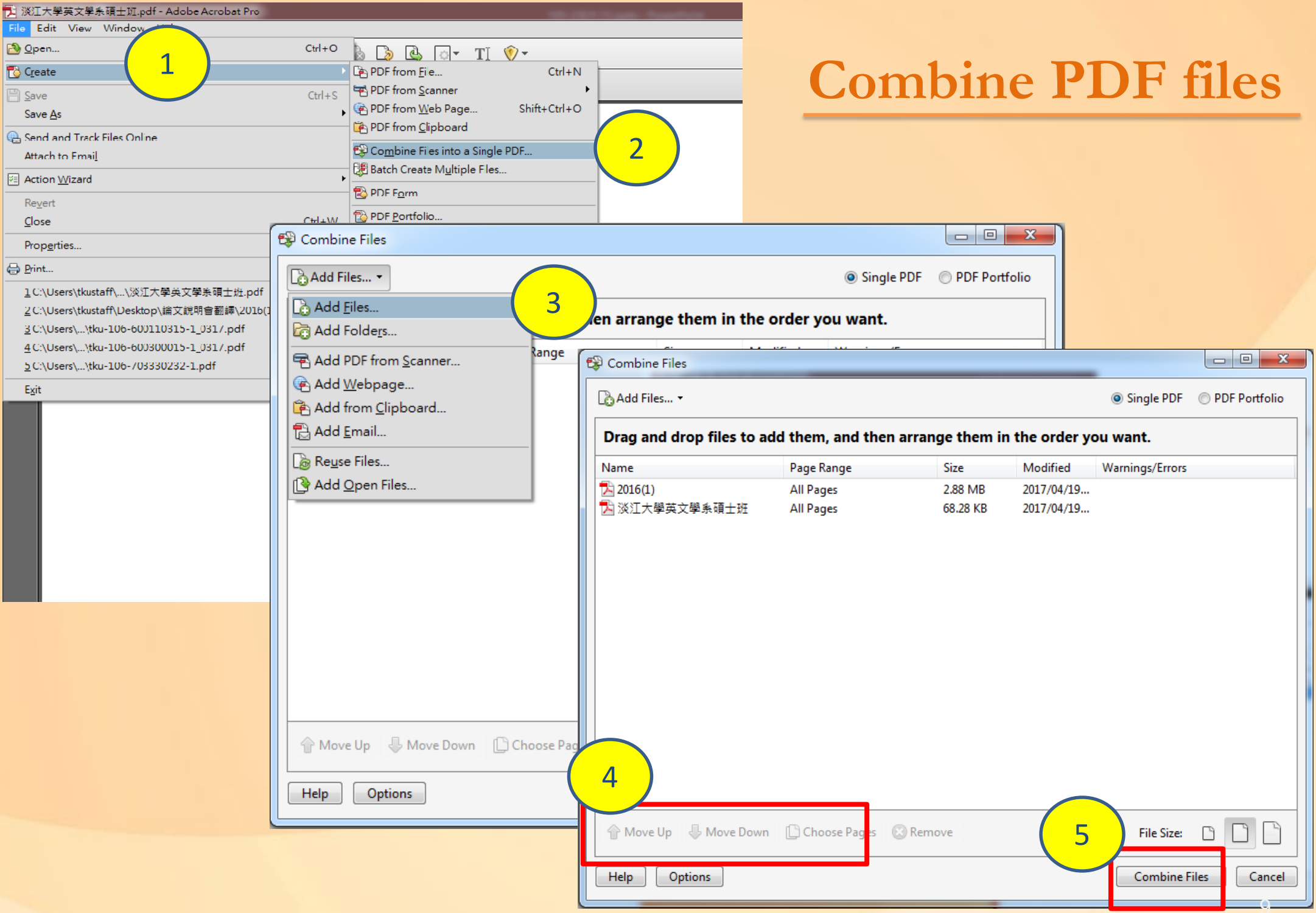
# Save as PDF files

◆Computers with software installed in library are available to use.
◆You also can download the trial version from Adobe Acrobat website. http://www.adobe.com/cfusion/tdrc/index.cfm?product=acrobat_pro&loc=tw




1. Click on “file”to open a WORD
2. Click on “save as another file”
3. Enter the file name and click on “存檔類型(T)”
4. Select PDF and click on “save” or “confirm”

# Combine PDF files



# After file converting is done, please check the file again!

- Can the file be opened normally ?
- Are the entire thesis/dissertation converted into a PDF file ?
- Is there any garbled text ?
- Is the chapter page number same as the page number written on the table of contents ?

# Add the Watermark to PDF

# Add the Watermark to PDF

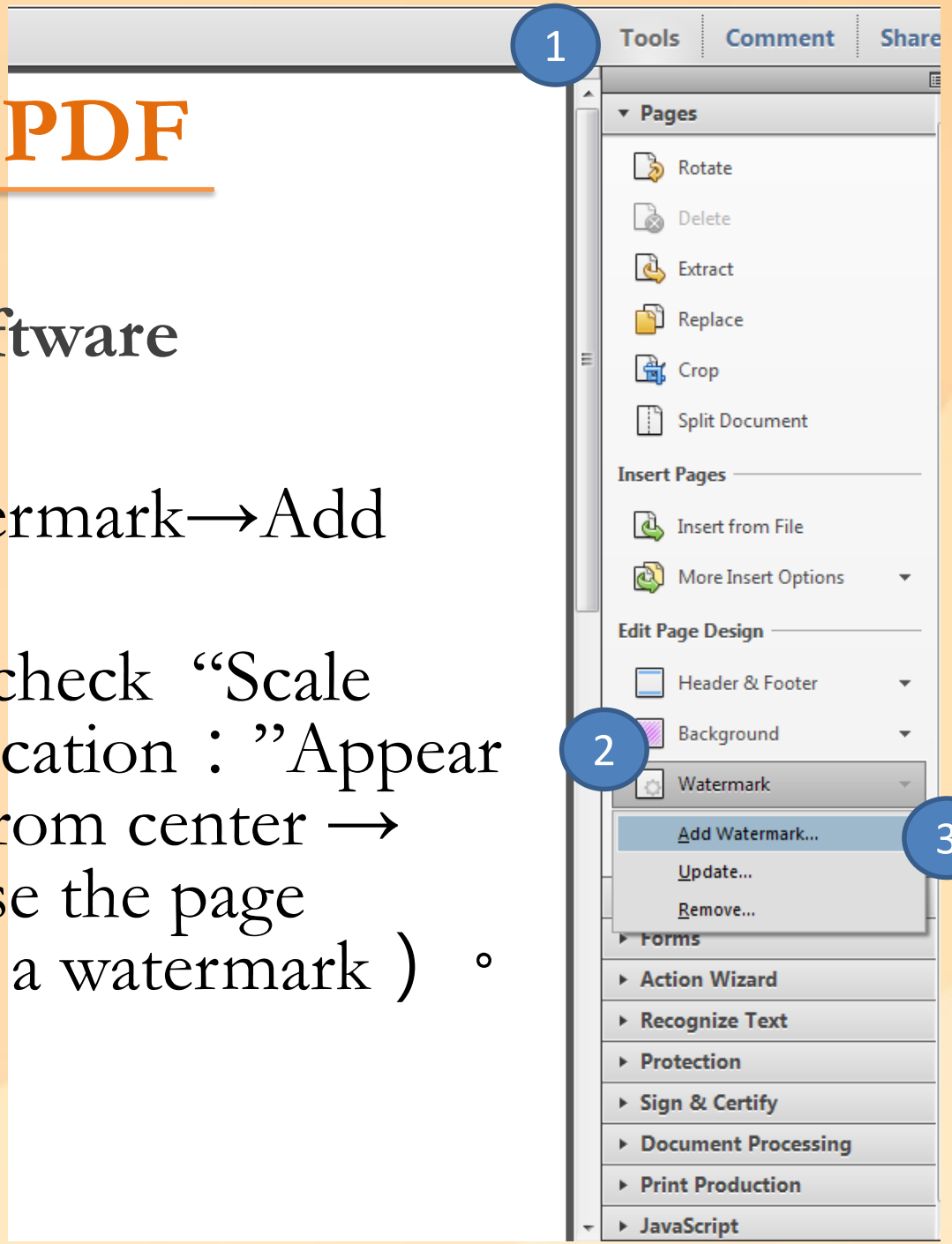
# Add the watermark to PDF

## Example：

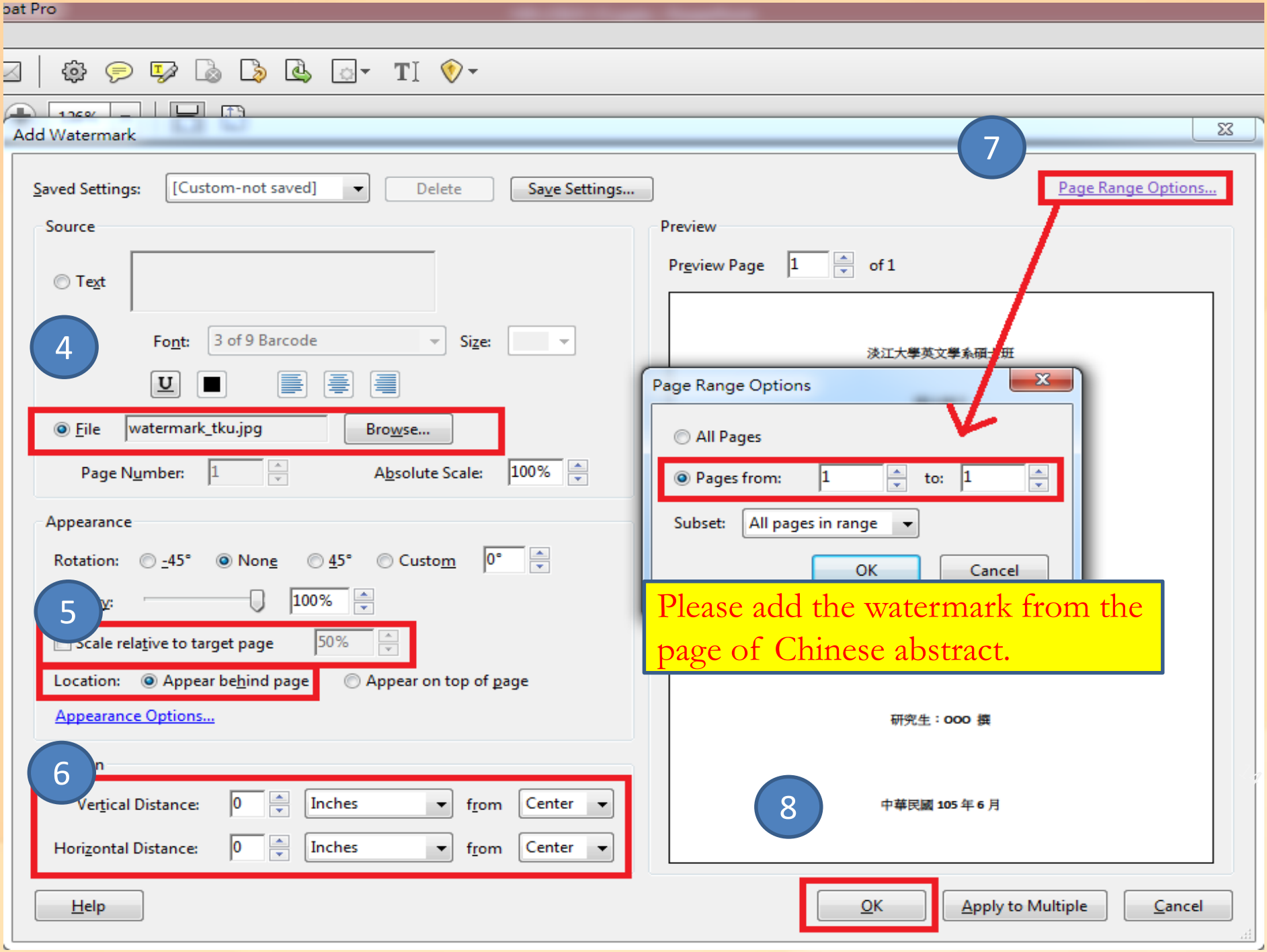
## Using Adobe Acrobat Pro software

- ✓ Open your PDF file
- ✓ Choose Tools→Pages→Watermark→Add watermark
- ✓ Add the watermark file→Uncheck “Scale relative to target page” → Location：”Appear behind page” → Position：from center → Page Range Options（Choose the page number that you want to add a watermark）。

**Watch out! Because of the different versions of Adobe, the diameter of the watermark is about 6.5cm.**

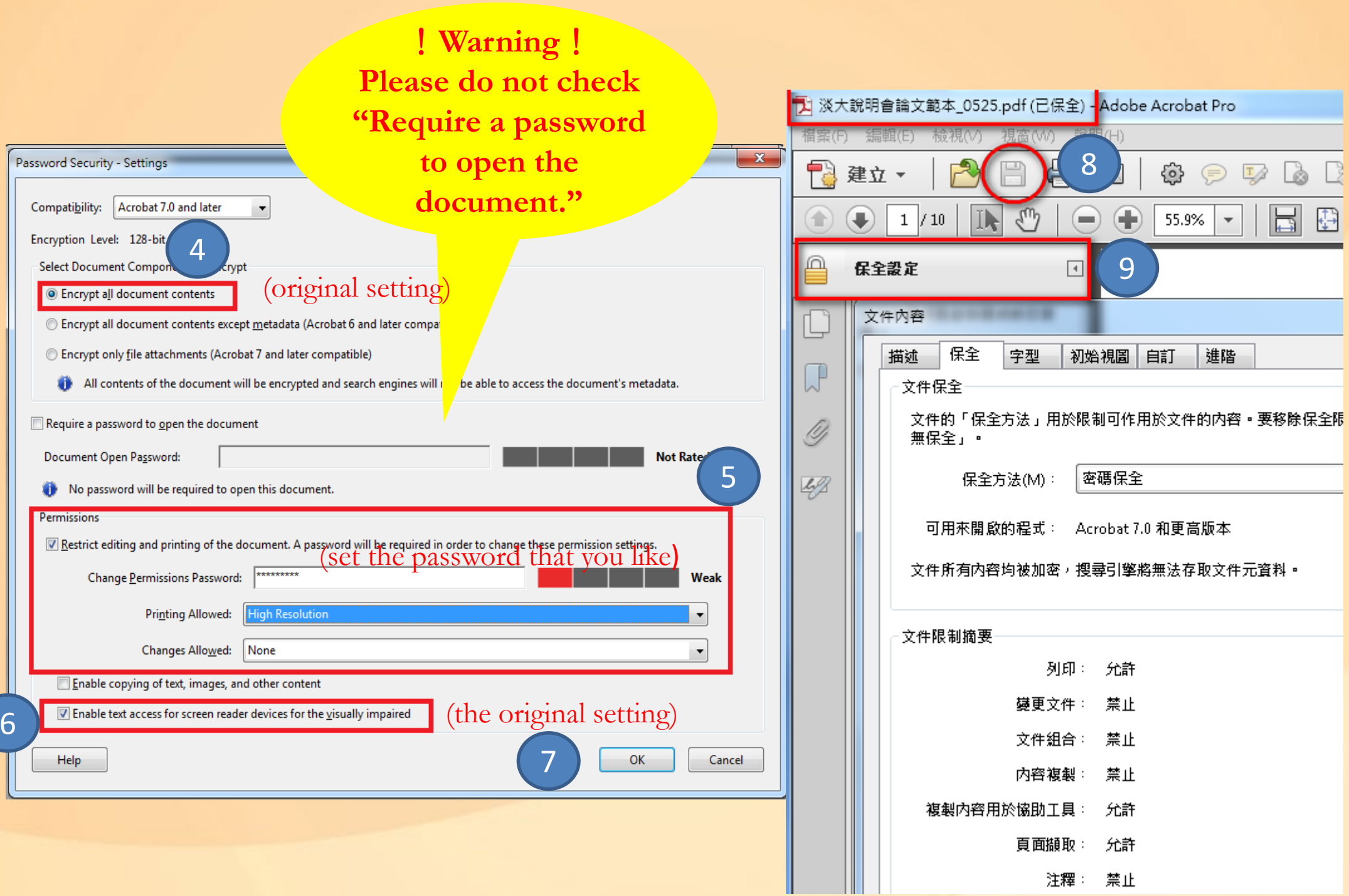


# Add the Watermark to PDF



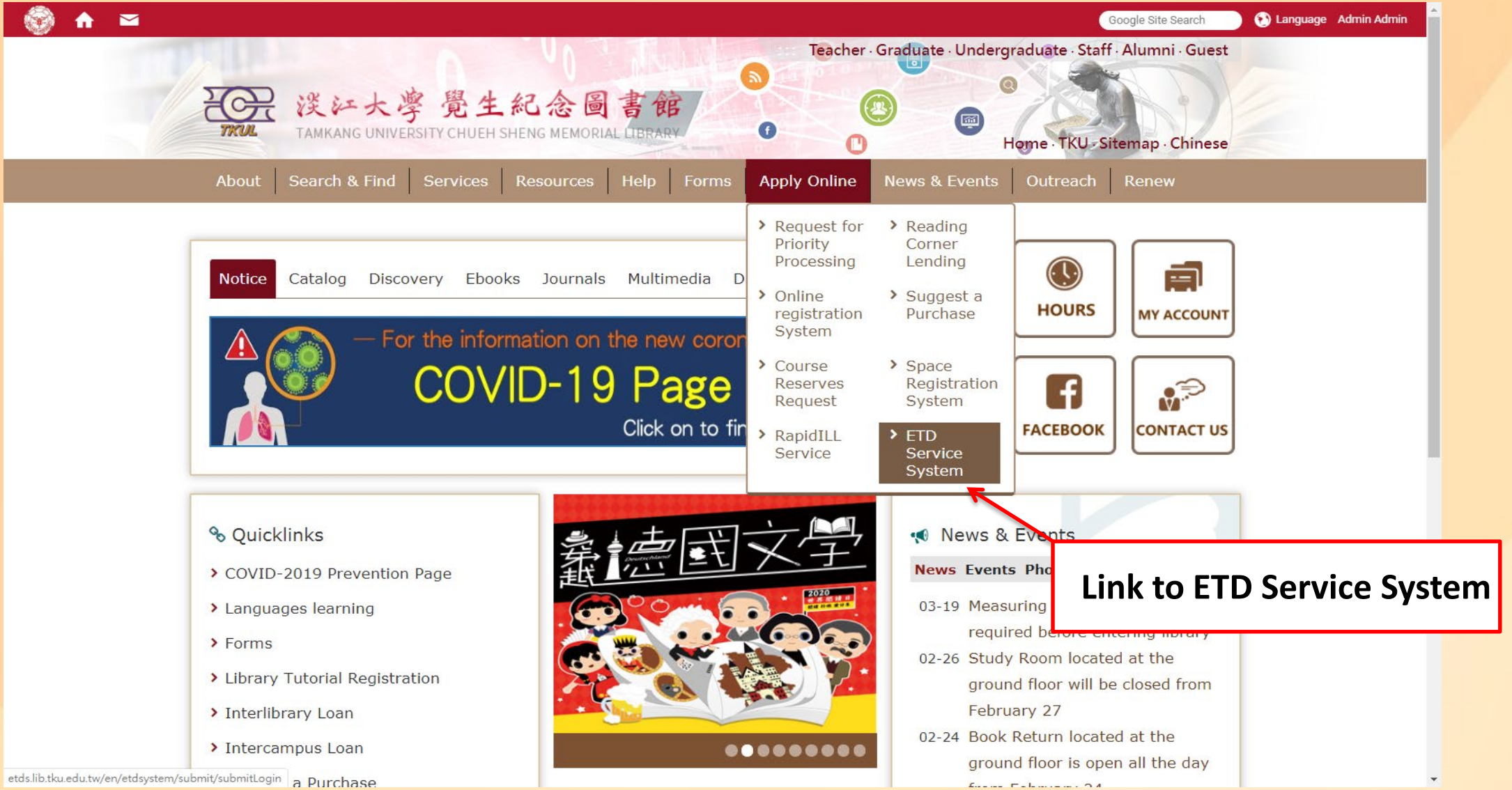
# Setting File Protection

1. Open your PDF file
2. SelectTools→Protection→Encrypt→ Encrypt with Password
3. Encrypt all document contents →
   Check “Restrict editing and printing of the document.” →
   Change permissions password (Set whatever you like) →
   Printing allowed：High Resolution →
   Changes allowed：None →
   Check “Enable text access for screen reader devices for the visually impaired.”


! Warning !
Please do not check
“Require a password
to open the
document.”
Password Security - Settings
Compatibility: Acrobat 7.0 and later
Encryption Level: 128-bit
4
Select Document Compon crypt
Encrypt all document contents
(original setting)
Encrypt all document contents except metadata (Acrobat 6 and later compa
Encrypt only file attachments (Acrobat 7 and later compatible)
All contents of the document will be encrypted and search engines will be able to access the document's metadata.
Require a password to open the document
Document Open Password:
Not Rate
5
No password will be required to open this document.
Permissions
Restrict editing and printing of the document. A password will be required in order to change these permission settings.
(set the password that you like)
Change Permissions Password: *********
Weak
Printing Allowed: High Resolution
Changes Allowed: None
Enable copying of text, images, and other content
6
Enable text access for screen reader devices for the visually impaired
(the original setting)
Help
7
OK
Cancel
淡大說明會論文範本_0525.pdf (已保全) - Adobe Acrobat Pro
檔案(F) 編輯(E) 檢視(V) 視窗(W) 說明(H)
建立
8
1 / 10
55.9%
保全設定
9
文件內容
描述 保全 字型 初始視圖 自訂 進階
文件保全
文件的「保全方法」用於限制可作用於文件的內容。要移除保全限
無保全」。
保全方法(M)： 密碼保全
可用來開啟的程式： Acrobat 7.0 和更高版本
文件所有內容均被加密，搜尋引擎將無法存取文件元資料。
文件限制摘要
列印： 允許
變更文件： 禁止
文件組合： 禁止
內容複製： 禁止
複製內容用於協助工具： 允許
頁面擷取： 允許
注釋： 禁止

# Process of ETD submission

# Link to ETD Service System from library homepage



# Login to ETD Service System

**Login to the system to:**

- ✓ revise thesis/dissertation
- ✓ view the progress of reviewing theses/dissertation
- ✓ print out the Copyright License Agreement.

# View and revise your thesis/dissertation

| | |
|---|---|
| System No. | U0002-2407201914171200 |
| Title of Thesis/Dissertation (in Chinese) | aaaaaa |
| le of issertation nglish) | bbbbbb |
| le of issertation language) | cccccc |
| Name of Graduate School | tku |
| Name of College | College of Education |
| Name of Department | Graduate Institute of Educational Psychology and Counseling |
| Year of Graduation | 108 |
| Semester | 2 |
| Year of Publication | 109 |
| Name of Author (in Chinese) | a |
| Name of Author (in English) | a |
| E-mail address | tang@mail.tku.edu.tw<br>(Don't publish my email address) |
| Backup email address | |
| Student ID | 402000100 |

# Basic Elements of EDT

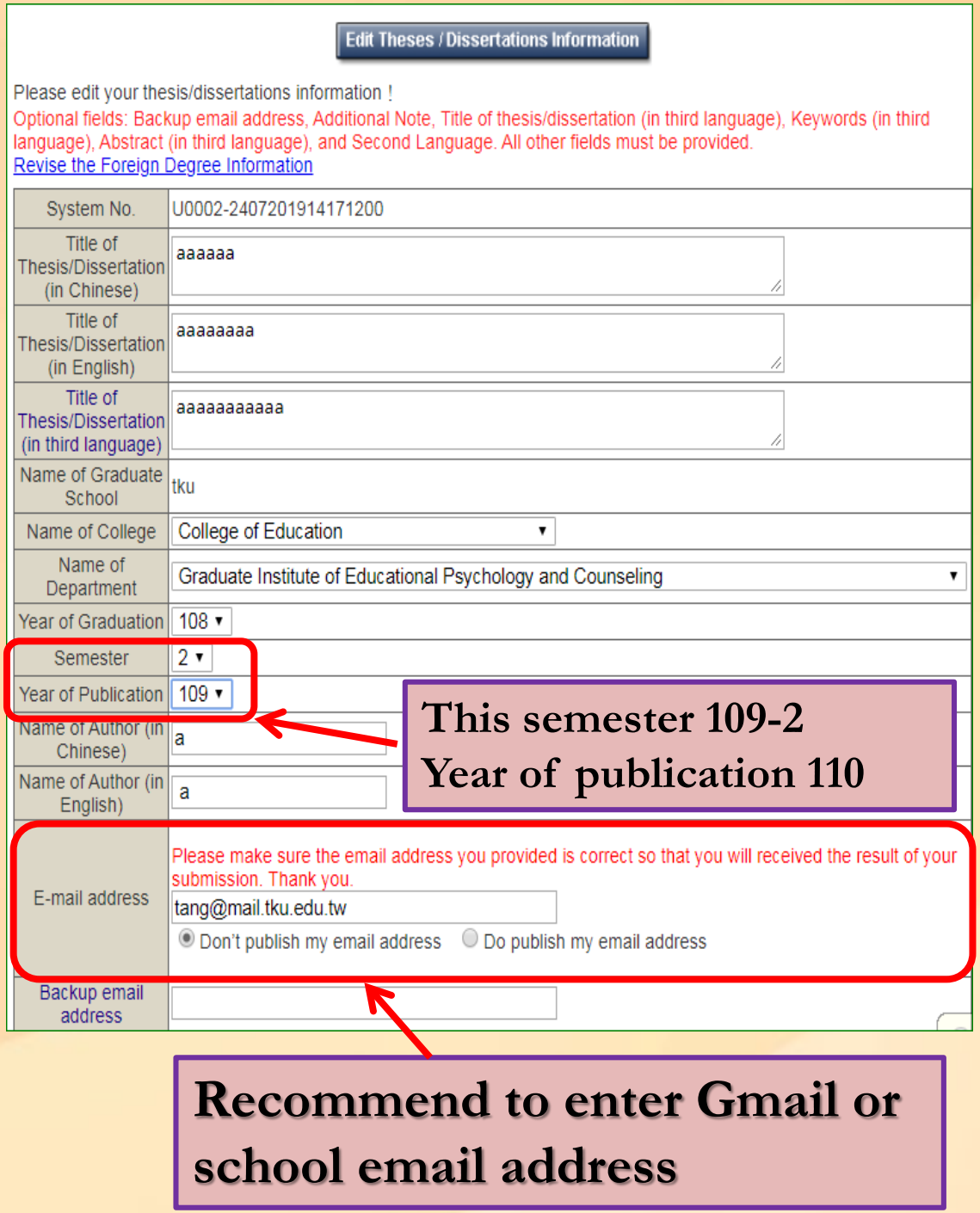
- Fill in elements of thesis/dissertation such as

  Title、Name of school、Year of publication、Keywords, etc. ( Be Careful: The fields of blue words are opional fields, others are required. )

- Please note the reminded words in every field, follow the instructions, fill in fields firmly.

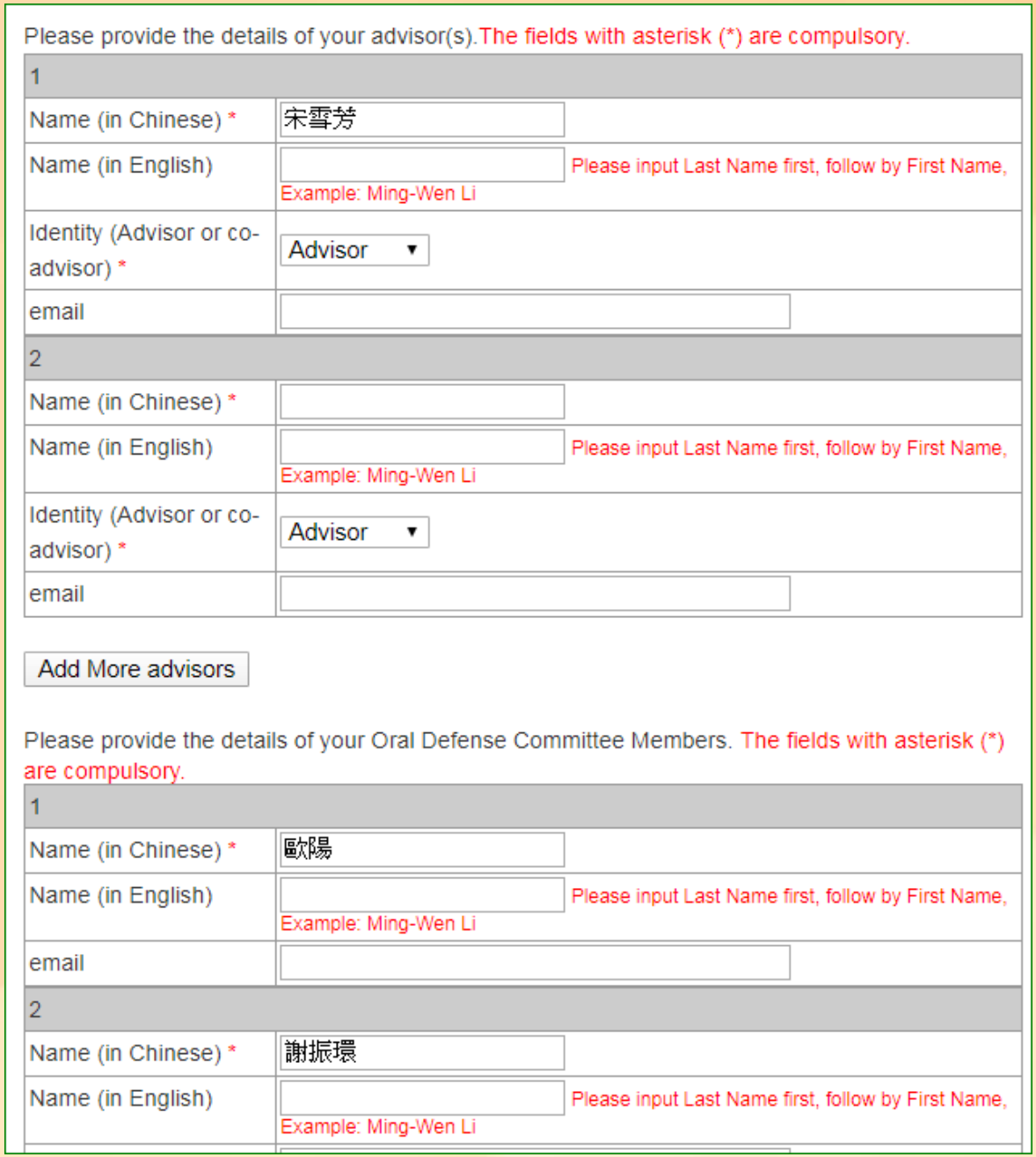
- ETD Service System will save the data temporarily for 30 days

- Remember to come back to finish submission, or the system will delete all the data after 30 days !



# Committee Members

- Fields marked with an asterisk * are required.
- System default settings are
  Two committee member fields
  Two oral examination committee member fields
- Use “Add More Committee Members” to create new columns if you need.



Please provide the details of your advisor(s).The fields with asterisk (*) are compulsory.

| 1 | |
|---|---|
| Name (in Chinese) * | 宋雪芳 |
| Name (in English) | Please input Last Name first, follow by First Name, Example: Ming-Wen Li |
| Identity (Advisor or co-advisor) * | Advisor |
| email | |
| 2 | |
| Name (in Chinese) * | |
| Name (in English) | Please input Last Name first, follow by First Name, Example: Ming-Wen Li |
| Identity (Advisor or co-advisor) * | Advisor |
| email | |

Add More advisors

Please provide the details of your Oral Defense Committee Members. The fields with asterisk (*) are compulsory.

| 1 | |
|---|---|
| Name (in Chinese) * | 歐陽 |
| Name (in English) | Please input Last Name first, follow by First Name, Example: Ming-Wen Li |
| email | |
| 2 | |
| Name (in Chinese) * | 謝振環 |
| Name (in English) | Please input Last Name first, follow by First Name, Example: Ming-Wen Li |

| | |
|---|---|
| | |
| Table of Content (with page number; includes list of figures and tables) | aa |
| References | aa |
| Additional Note | |
| The File You Uploaded | no file |
| The Granted Authorization of Thesis/Dissertation | • thesis/dissertation (paper version):<br>Allow access to the public immediately after submitting the Copyright License Agreement.<br>• I authorize Tamkang University to collect the royalty fee on my behalf and agreed to donate the royalty fee to the University Development Fund.Allow access to the public immediately after submitting the Copyright License Agreement.<br><br>edit data |

Proceed the submission immediately

Save

Click on no file
To load your PDF data

Click on Save
ETD Service System
will save the data
temporarily for 30 days

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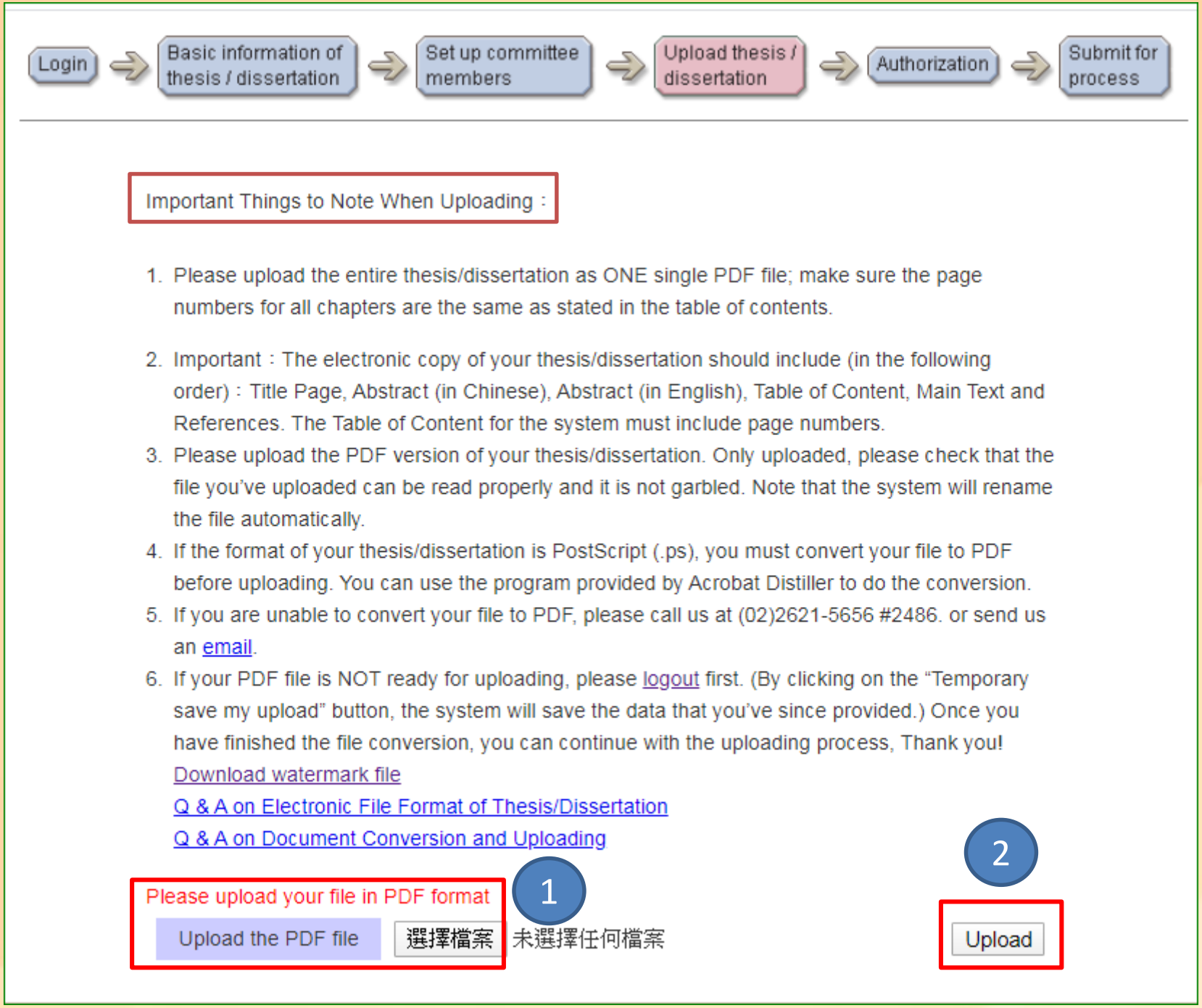
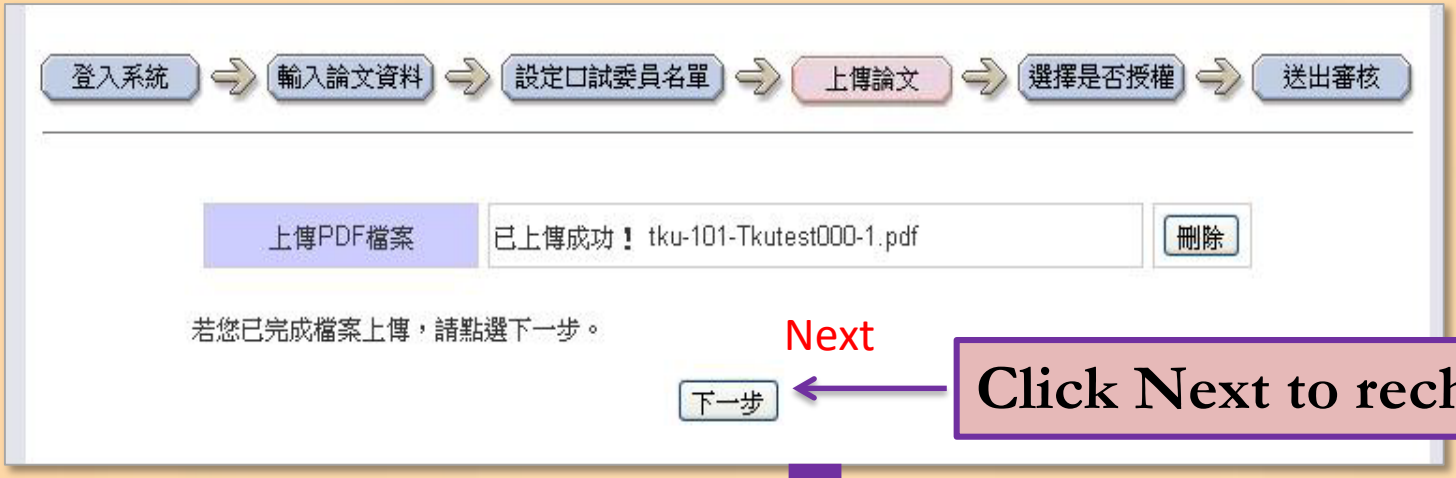
Electronic Theses & Dissertations Service
Your thesis/dissertation information has been saved.
Please don't forget to come back for the fulfillment of the rest part within 30 days, or the information you saved will be deleted automatically by system.
Thanks for using ETDS.
Logout
Back to Edit Theses/Dissertations


Login
Basic information of thesis / dissertation
Set up committee members
Upload thesis / dissertation
Authorization
Submit for process
Important Things to Note When Uploading：
1. Please upload the entire thesis/dissertation as ONE single PDF file; make sure the page numbers for all chapters are the same as stated in the table of contents.
2. Important：The electronic copy of your thesis/dissertation should include (in the following order)：Title Page, Abstract (in Chinese), Abstract (in English), Table of Content, Main Text and References. The Table of Content for the system must include page numbers.
3. Please upload the PDF version of your thesis/dissertation. Only uploaded, please check that the file you've uploaded can be read properly and it is not garbled. Note that the system will rename the file automatically.
4. If the format of your thesis/dissertation is PostScript (.ps), you must convert your file to PDF before uploading. You can use the program provided by Acrobat Distiller to do the conversion.
5. If you are unable to convert your file to PDF, please call us at (02)2621-5656 #2486. or send us an email.
6. If your PDF file is NOT ready for uploading, please logout first. (By clicking on the "Temporary save my upload" button, the system will save the data that you've since provided.) Once you have finished the file conversion, you can continue with the uploading process, Thank you!
Download watermark file
Q & A on Electronic File Format of Thesis/Dissertation
Q & A on Document Conversion and Uploading
Please upload your file in PDF format
1
Upload the PDF file
選擇檔案
未選擇任何檔案
2
Upload

# Check the thesis/Dissertation Files




Click Next to recheck your pdf file

You can check your PDF twice

Click Next to authorize your thesis/dissertation

# Uploading the theses/Dissertations Files

- Please read important things to note when uploading carefully
- Check whether the theses/dissertations have been added the watermark and protection in PDF file
- Click 「 選擇檔案 」 to select the file
- Click 「 upload 」
- Finish the submission
- Please note that the system will rename the file automatically
- Click 「 Next 」 to recheck your PDF file
- Click 「 Next 」 to authorize your thesis/dissertation

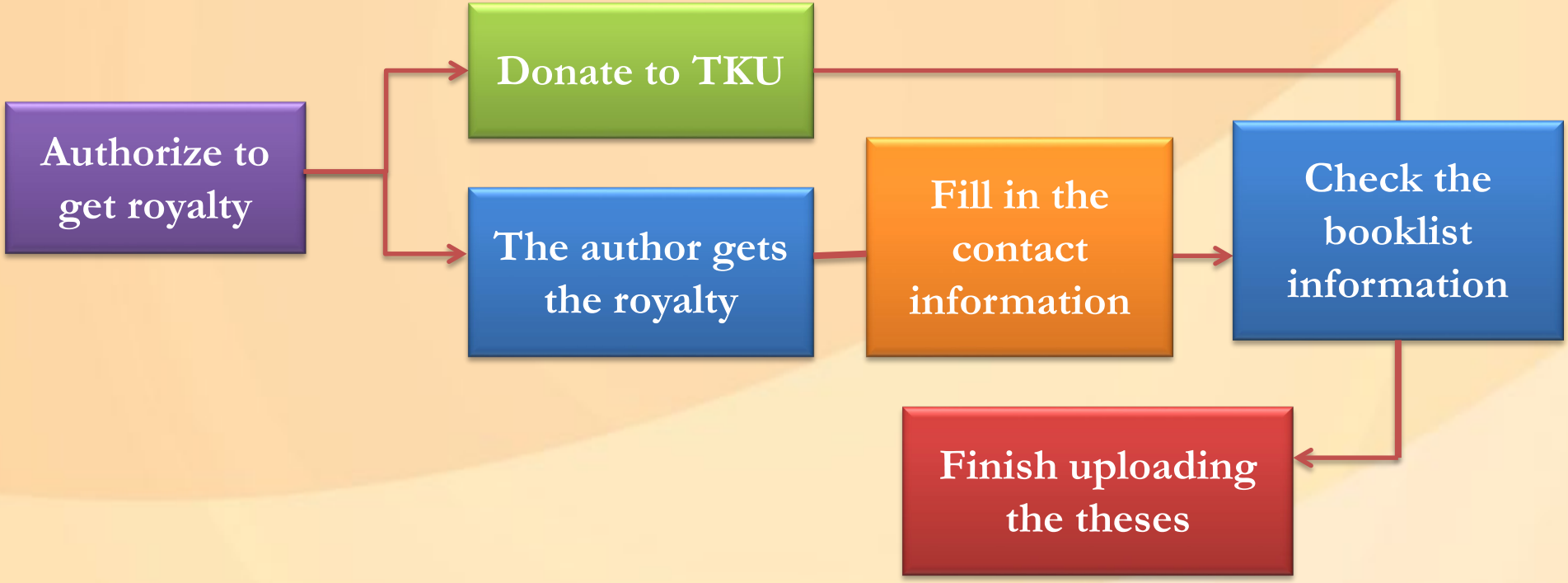
# Authorizing your Thesis/Dissertation

- Airiti Library online platform
- Process of authorizing theses/dissertations

# Airiti Library online platform

# Royalty Feedback

- In order to protect the right and interests of authors, Airiti (華藝) will pay the downloading fee to authors.
- If your thesis get more downloading, you will receive more money ！



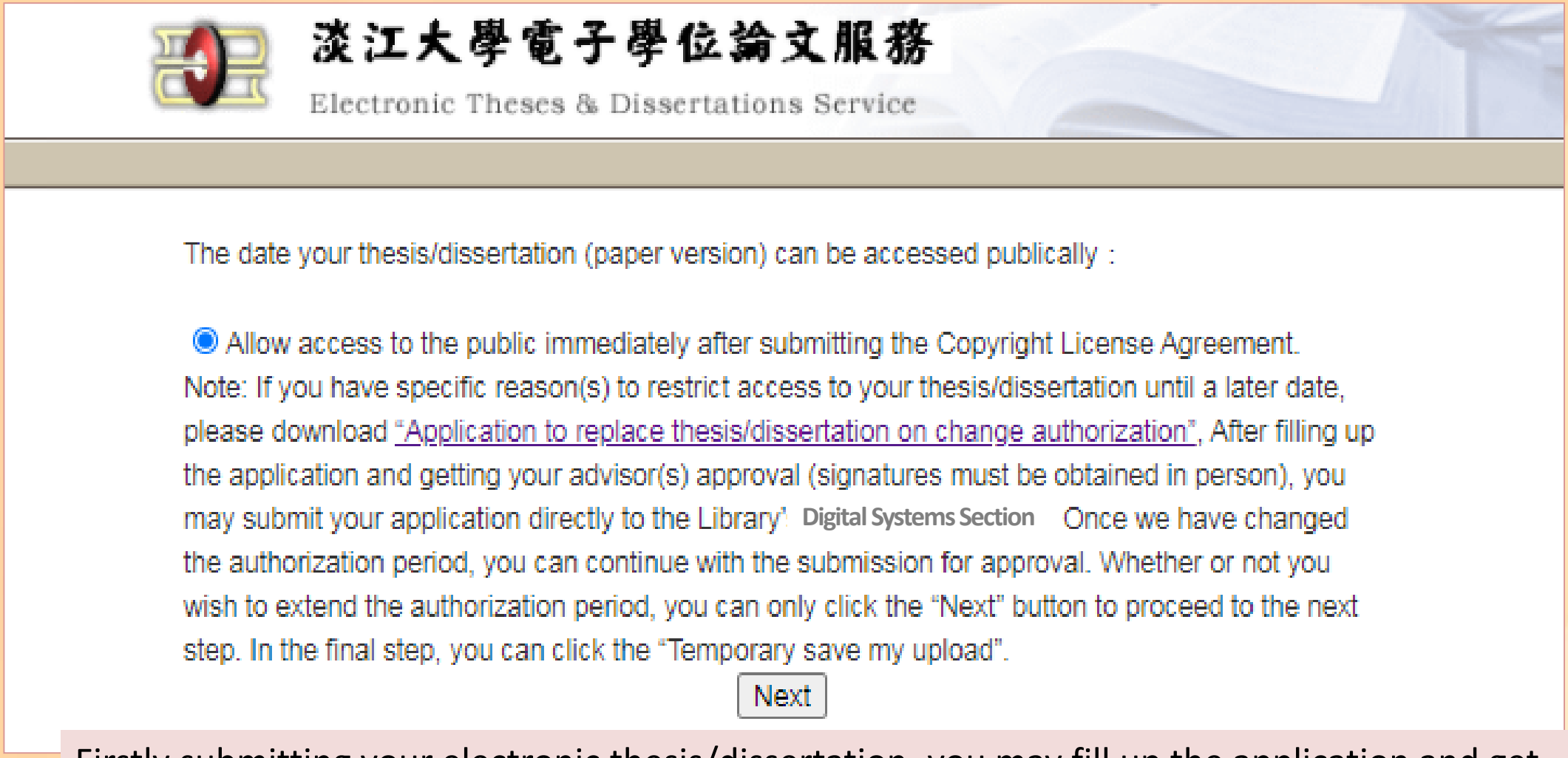
# Question about：

## How will TKU deal with the copyrights of Theses/Dissertations, if authors authorize the theses to TKU?

A1: If students authorize their theses to TKU, the most important thing for TKU is to protect the property rights in work of students and don't let the knowledge of students be abused or copied.

A2: TKU will cooperate with digital content industry. Students' works can not only benefit themselves but also have an impact on domestic education and academic performance.

# Time for public access in library




Firstly submitting your electronic thesis/dissertation, you may fill up the application and get your advisor(s) approval and submit your application directly to the Digital Systems Section, Library ( on 8 Floor, Main Libray).

# Authorization types and online public access date

淡江大學電子學位論文服務
Electronic Theses & Dissertations Service

Agree to authorize the database of our school and Airiti to provide users with retrieval, browsing, downloading, transmission and printing in electronic form through stand-alone computers, the Internet, wireless networks or other public transmission methods.
Royalty Fee is earned whenever a user reads or downloads your thesis/dissertation.

(●) I authorize Tamkang University to collect the royalty fee on my behalf and agreed to donate the royalty fee to the University Development Fund.

( ) I authorize Tamkang University to collect the royalty fee on my behalf and I would like to redeem the royalty fee personally.

Reminder!
1. If the university is unable to pay you the royalty fee due to incomplete, incorrect or outdated contact information, and you did not contact us to make the necessary updates, the royalty fee will be donated automatically to the University Development Fund after ONE year.
2. If you have received the email notification but did not redeem the royalty fee personally, the royalty fee will be donated automatically to the University Development Fund after ONE year.

The date your thesis/dissertation (electronic version) can be accessed publically :

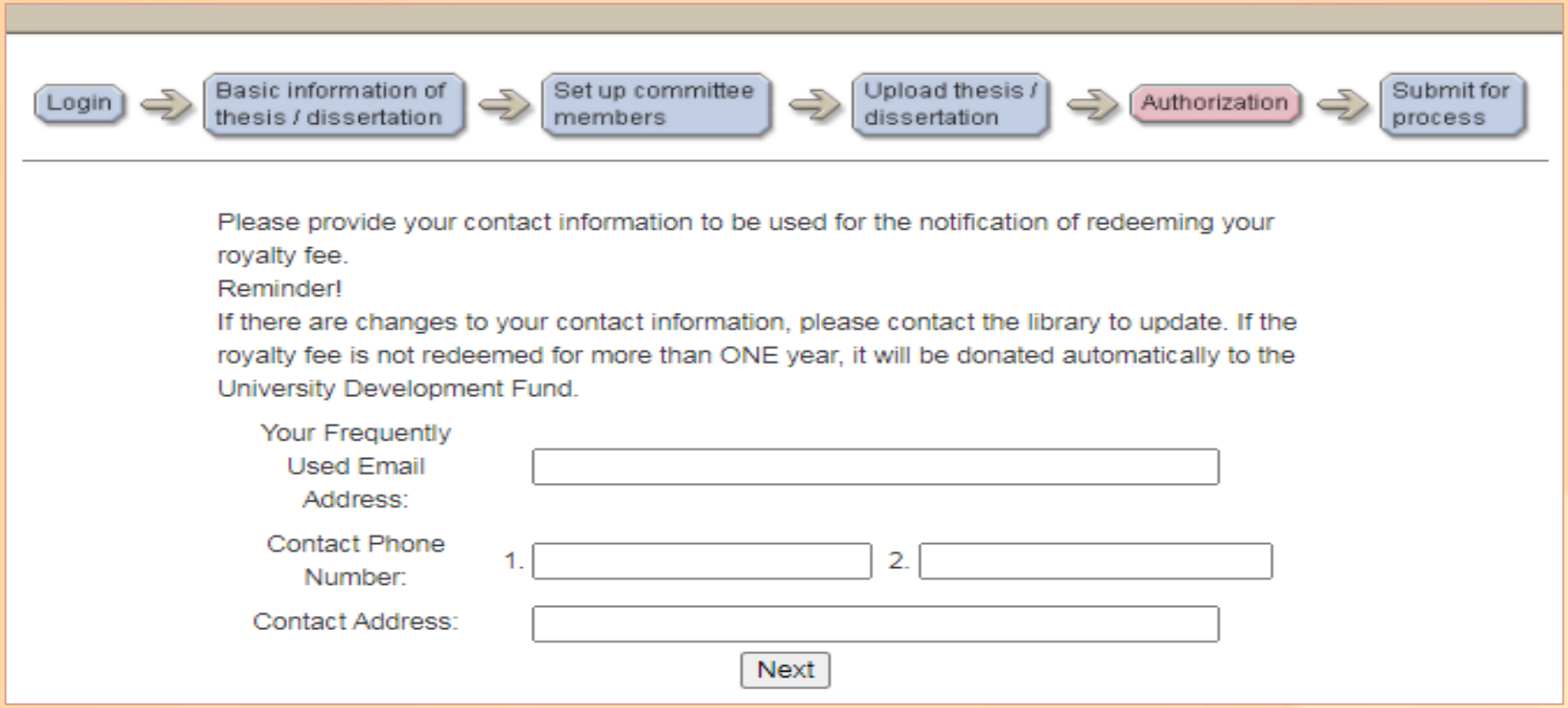
(●) Allow access to the public immediately after submitting the Copyright License Agreement.

Note: If you have specific reason(s) to restrict access to your thesis/dissertation until a later date, please download "Application to replace thesis/dissertation on change authorization", After filling up the application and getting your advisor(s) approval (signatures must be obtained in person),you may submit your application directly to the Library. Once we have changed the authorization period, you can continue with the submission for approval. Whether or not you wish to extend the authorization period, you can only click the "Next" button to proceed to the next step. In the final step, you can click the "Temporary save my upload".

( ) I do not agree to authorize the database of our school and Airiti to provide users with retrieval, browsing, downloading, transmission and printing in electronic form through stand-alone computers, the Internet, wireless networks or other public transmission methods.

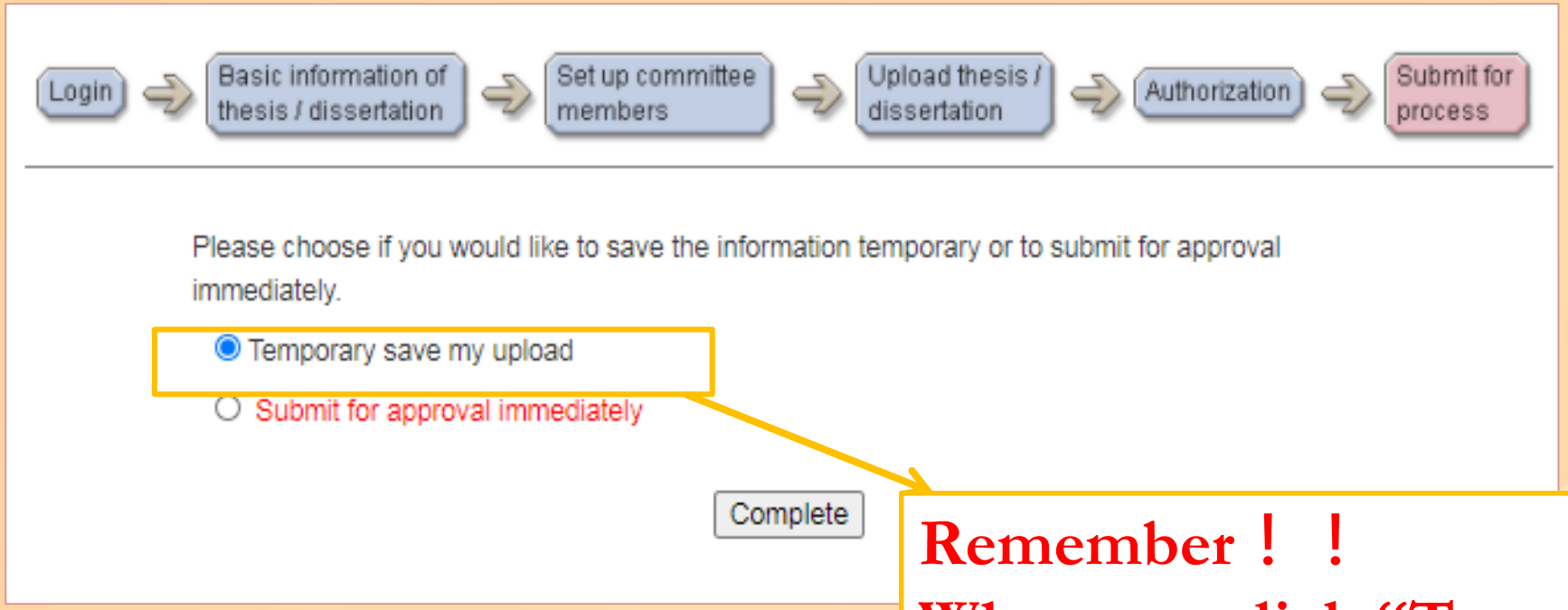
Next

# Author gets the royalty by authorizing




- Please provide the frequently used E-mail address in order to receive mails easier.
- If the information is not completed and incorrect, or you don't check the mails within one year, the money will be donated to TKU automatically.

# You can save information of your thesis/dissertation temporarily




**Remember！！**

**When you click "Temporary save my upload", you need to be back to update the information of your thesis/dissertation within 30 days. If not, all information will be deleted automatically by the system.**

Please choose if you would like to save the information temporary or to submit for approval immediately.

○ Temporary save my upload

◉ Submit for approval immediately

Complete

| | |
|---|---|
| The File You Uploaded | • tku-110-111111111-1.pdf (9606113 bytes)<br>upload file |
| The Granted Authorization of Thesis/Dissertation | • thesis/dissertation (paper version):<br>Allow access to the public immediately after submitting the Copyright License Agreement.<br>• I authorize Tamkang University to collect the royalty fee on my behalf and agreed to donate the royalty fee to the University Development Fund.Allow access to the public immediately after submitting the Copyright License Agreement.<br>edit data |

**Final checking is done**

Confirm

Save

淡江大學電子學位論文服務

Electronic Theses & Dissertations Service

Your thesis/dissertation has been submitted for approval. We will review your submission as soon as possible. The process will take two to three business days. We will email the results of our review once we have completed the process!
If you have NOT received any notifications after more than 5 days, please contact your department assistant!
Thank you for your cooperation! Tamkang University Electronic Theses and Dissertations Service are grateful for your support.

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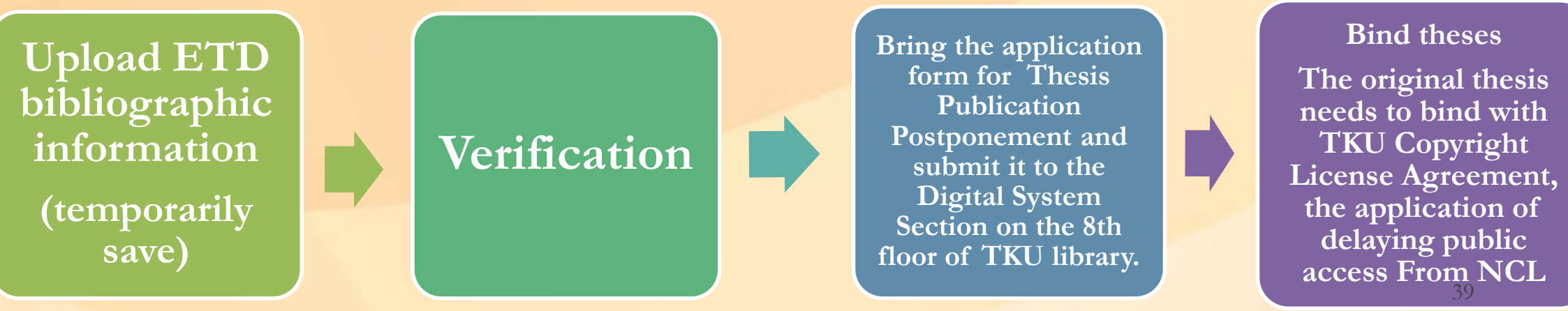


# Latest News on the Electronic Theses/Dissertations Service

1. Time and Place for Theses / Dissertations Verification
2. Checklists of theses/dissertations (Check thesis content by yourself)
3. Presentation of Electronic theses/dissertations Submission
4. Related links
   - National Central Library
   - TKU Registration Section

# Steps of submitting thesis

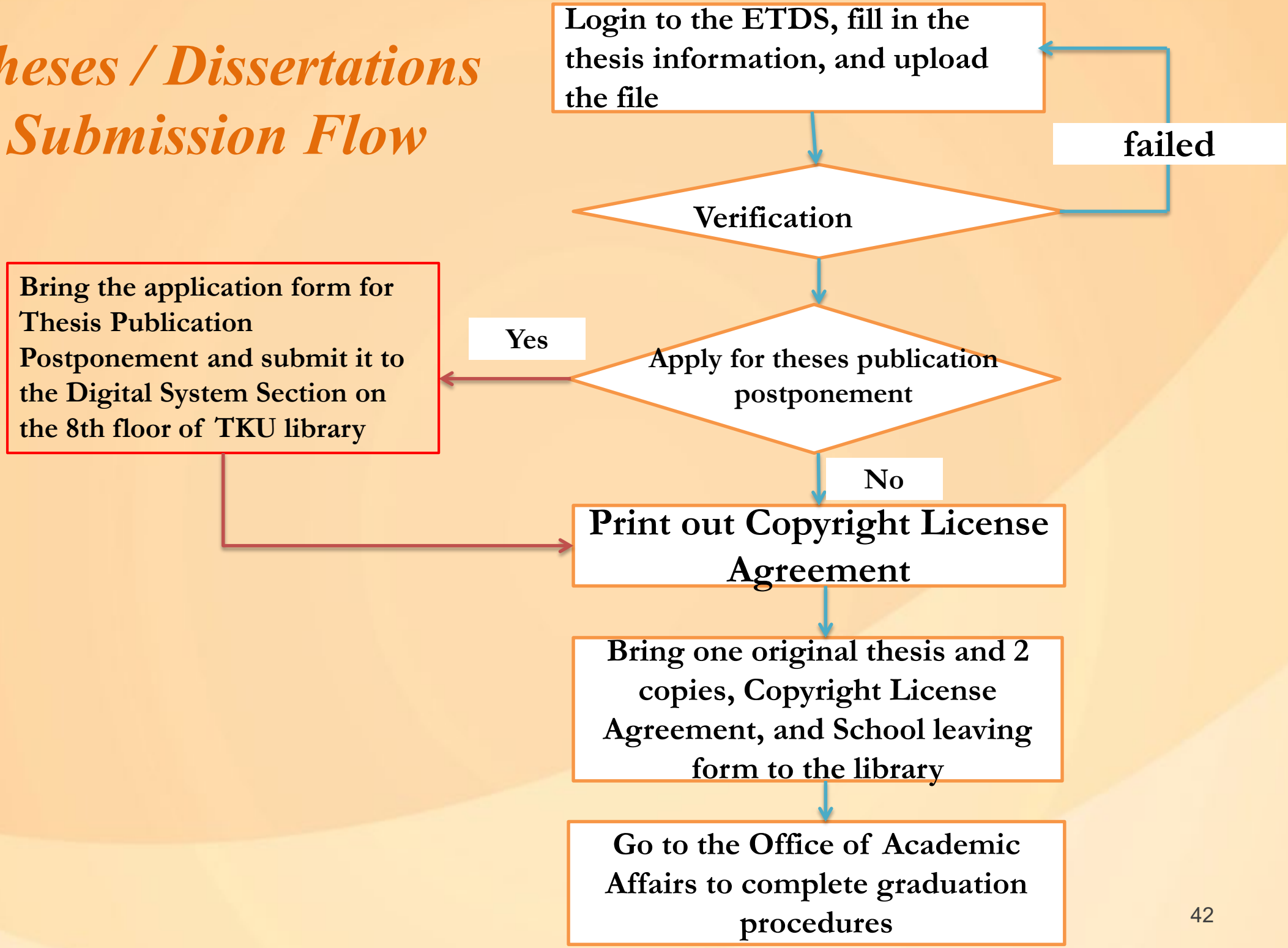
1.Upload the file to ETDS
(Temporary file)
2.Depertment Verification
3.Print out Copyright License Agreement
4.Bind printed thesis (Number of copies is depend on your department.)
5.Library Verification (One original thesis and two copies)
The checklist of thesis/dissertation

* After library verification, the library will keep two copies and return the original thesis.

6.Go to the Office of Academic Affairs to start school-leaving procedure

*The original thesis should be submitted to the Registration Section.

# *Theses / Dissertations Submission Flow*



# Things to keep in mind

Please note the due date of theses submission announced by departments and Office of Academic Affairs.

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