



Step 4: Submit Your Manuscript for Format Review and Publishing

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1. Considerations as you get started

The submission process for both formatting review and digital publishing is completed **online**, through the University Libraries’ [TigerPrints ETD web portal](#), hosted by [Digital Commons](#)



and powered by [bepress™](#). Ultimately, your work will be available through the University’s repository, [TigerPrints](#).

Prior to uploading your manuscript, read the information that follows. Doing so will save you time and potential confusion once you begin your submission. In particular, we encourage you to discuss with your advisor or committee chair and research sponsors whether a **publication embargo (delay)** may be prudent, or even required by a research sponsor. The time to have these conversations is **well before your defense date** so that you can investigate the policies in your field and, if necessary, talk to others about the situation. Prior discussion will ensure that you make crucial publication decisions before the time pressures of graduation start to weigh on you and your committee.

There are no required fees for uploading, digitally publishing and permanently archiving your manuscript.



Quick tips — SUBMISSION

- **No Fees Required.** There are no fees required to upload, publish, and archive your thesis or dissertation.
- **It's all done online.** The entire process for both formatting review and digital publishing is completed **online**, through the University Libraries' [TigerPrints ETD web portal](#), hosted by Digital Commons and powered by bepress™. Please don't send your Word or PDF manuscript directly to the Review office.

Once you've uploaded your PDF file following the steps in this section, and have clicked **submit**, the Manuscript Review staff receives an automated email that tells us your ETD is ready for review. We review through the same online portal, and will notify you via email of your ETD's official acceptance or of any revisions that may be required.
- **You can submit a draft** of your ETD via the bepress™ Digital Commons portal in advance of the initial submission deadline to get formatting feedback — even prior to your defense. This gives you a head start on both your final formatting and in setting up your account with Digital Commons. You can leave a note to the reviewer that your first submission is a draft.

Please note: *you may not submit an unfinished draft to meet the [initial manuscript submission deadline](#) and buy extra time to finish edits for your committee.* After that initial deadline, the only revisions you may make to your manuscript are formatting revisions.
- **Bound Copies.** Several [departments](#) still require graduates to provide one or more printed, bound copies for departmental archives. TigerPrints and the Graduate School do not provide printing and binding services. Since you own the copyright to your published ETD, you are free to engage a thesis and dissertation print-on-demand vendor of your choosing to produce print copies.

The TigerPrints ETD portal

When you are ready, go to the Clemson University [TigerPrints thesis & dissertation submission page](#), where you will set up your personal submission account.

Personalizing your TigerPrints ETD upload account

You will be asked to create a personal account with TigerPrints. For this account **please use your official Clemson email address** (with the @clemson.edu domain) *or* your **Clemson G-mail account** (@g.clemson.edu). You may choose your password; it does not need to be your main Clemson login password.

Formatting feedback and final manuscript approval from Manuscript Review will be sent to the University email account you specify here, so please check that account regularly after you submit. You'll find a field in your upload account where you may enter a non-institutional, permanent email address along with your other contact info.



Publication agreement

You will be asked to agree to TigerPrints' publishing terms when you submit your manuscript. You are not only uploading your manuscript for format review and acceptance for graduation; you're also making your research global via open access publishing, and permanently archiving it in the TigerPrints repository.

Embargo (delay of publication)

As part of the TigerPrints ETD account metadata you will enter, you'll be given the option to embargo — to delay the publication of your thesis or dissertation without impacting your graduation status. A variety of situations warrant an embargo:

- You are pursuing a patent (or plan to pursue one);
- Your research includes sensitive or proprietary content; e.g., collaborative work with a military or governmental entity or a public or private corporation;
- You've signed an agreement with a research sponsor that requires an embargo for a specified period of time, *or* a research partner has reserved the right to review your manuscript in full before it is published, as a condition for funding;
- You have submitted or intend to submit part or all of your graduate research to a peer-reviewed journal or other publication in your field whose editorial board requires first publication rights; that is, they only accept previously unpublished content;
- You intend eventually to publish your thesis or dissertation as a book with a commercial publisher or a university press.

The Graduate School permits embargoes on student manuscripts of up to one year in length, renewable for up to an additional year; however, certain circumstances may justify a longer embargo. Under current Graduate School policy (as of Fall 2021), your embargo must be approved by the Dean of the Graduate School. Please note that an embargo:

1. Requires written (email) request from your advisor to the Graduate School's [Director of Communications](#), representing the Dean of the Graduate School, per Graduate School [policy](#);
2. Should be placed when you submit your ETD, not afterward, so *please* discuss with your advisor beforehand; and
3. Cannot be requested after your ETD has been published by the Clemson Libraries (TigerPrints). You may, however, contact the [Institutional Repository Coordinator](#) to request that the full text of your ETD be removed from public view and download access.

On the following page, you'll find a Best Practices box outlining [What You Need to Know About ETD Embargoes](#). This information also is hosted in the PDF, [Best Practices: ETD Embargoes](#), linked on the [Templates, Links & Tools webpage](#).

Contact the Manuscript Review office at manuscriptreview-1@clemson.edu if you have additional embargo-related questions.



Best practices: ETD embargoes

At this time, embargo administration is handled by the Clemson Library staff, following embargo policies defined in the [Graduate School Policies & Procedures Handbook](#).

Here's how to request an embargo (delay of publication)

When you create your TigerPrints submission account, you'll find fields for entering your embargo period and reason when you reach the Embargo step — this ensures that we don't release your dissertation prematurely. Marking your request in your TigerPrints publishing options is step one, but per [Graduate School embargo policy](#), the request must be filed by your advisor with the Graduate School.

Please have your advisor/committee chair send an email to the Graduate School's [Director of Communications](#), indicating the reason for the requested embargo as well as the length (a maximum of one year from the date of your graduation, which is renewable for a maximum of one additional year). The embargo request will be forwarded to the Dean of the Graduate School for official approval and you will be notified of the results.

Also, you are encouraged to request (by emailing the Clemson Libraries' [Institutional Repository Coordinator](#)) that your embargo be lifted before its expiration if it's no longer needed.

Q: Can I request an embargo after I've submitted, after my ETD is accepted, or after my graduation?

A: Since a semester's ETDs are released to TigerPrints for publishing and archiving following graduation, rather than at the time you get your acceptance email from Manuscript Review, you may request an embargo between the time you are accepted and the day of graduation. If your manuscript has been accepted, and you find your TigerPrints account has been locked, please email manuscriptreview-l@clemson.edu so that the reviewer can enter the embargo for you.

If you need to place an embargo *immediately* after graduation, this must happen before the next semester's classes begin (contact the reviewer at the email above).

Q: Can I request an embargo after my ETD has been published in TigerPrints?

A: No. An embargo is a delay of publication, not a retraction from publication, and cannot be placed after your ETD has been published to TigerPrints.

Once your work is published and archived, if you find you need to *remove the text of your ETD from full-access status*, you will need to contact Clemson's [Institutional Repository Coordinator](#). Your metadata — title, author, committee, graduation date, and abstract — will not be removed from view or from the databases. **Please note:** If your work has been published electronically and later assigned restricted access, we have no control over search engines' links to and records of it.

Copyrights and author's rights

Once your ETD is published, ***you own the copyright to your work***. You can find useful information about authors' rights, copyrights basics, open access publishing, the TigerPrints repository and more in the Clemson Libraries' online LibGuide, [Scholarly Communication & Authors' Rights](#). The Libraries also host a [Publishing & Copyright resource page](#).



Bound copies

With the ETD submission transition from ProQuest to TigerPrints ETD beginning in academic year 2021–22, candidates will no longer have the option of ordering printed, bound copies of their manuscripts *as part of the submission process*. At this time, several departments still require their graduates to supply one or more bound copies of their ETD, and may have a preferred print service. TigerPrints and the Graduate School do not provide ETD printing and binding services. You are free to choose any vendor whose services meet your and your department’s preferences. If you want bound copies for yourself, and don’t prefer hardcover, local print and copy shops may be able to provide spiral-bound, soft-cover books. An online search will locate established North American and overseas printers/binderies who specialize in hardcover thesis or dissertation print production, including [Thesis On Demand](#), [PHD Bookbinding](#), [Bachelor Print](#), and [Smith-Shattuck Bookbinding](#). **Please note:** the Graduate School cannot recommend nor endorse a third-party vendor, nor can we provide or negotiate pricing and shipment time information.

Italics and special characters in TigerPrints ETD metadata

As you enter the abstract for your ETD into the appropriate fields in the thesis or dissertation details page, you’ll find simple formatting tools for the Abstract field. In your title, you may add HTML codes for italics, superscripts, subscripts, or some special characters. If you’d like to try it yourself, for italics, insert “<i>” in front of the word to be italicized and “</i>” after the word. On screen it will look like this: “The title of my manuscript has an <i>italic</i> word in it.” The actual displayed text will look like this: “The title of my manuscript has an *italic* word in it.” If you’re not familiar with HTML, no worries — a digital librarian will add code for you.

Optional: ORCID number

If you have previously published research in peer-reviewed journals, you have or may know about obtaining an ORCID (Open Researcher and Contributor ID) number. Information about ORCID and how to obtain your identifier *free of charge* may be found on the [ORCID website](#). There is an optional field in the TigerPrints ETD account metadata where you may enter your ORCID number.

2. The upload procedure



Create your login and set up your account

Thank you for reading the above information thoroughly. If you are generally comfortable

with setting up secure personal accounts and associated online transactions, you may start the upload process. Begin by going to the [TigerPrints Thesis & Dissertation homepage](#).

The copy-and-paste URL for your browser is https://tigerprints.clemson.edu/etd_submissions.html. On that page, click either the **Submit Your Thesis** or **Submit Your Dissertation** button. While the two academic manuscript terms are used interchangeably at many

Hot link

Direct link to the TigerPrints Digital Commons ETD submission portal:
https://tigerprints.clemson.edu/etd_submissions.html



institutions, Clemson University prefers the term THESIS for master's/specialists' manuscripts, and DISSERTATION for doctoral manuscripts.

You will first be asked to log in (if you have an existing TigerPrints account) or **create your personal account**. Use your Clemson University email address — with the domain either “@clermson.edu” or “@g.clemson.edu” — as your username. Create a password of your choosing; it does not have to be your official university password. Once you have created your account, go to “Submit.” You may be asked to read and accept the Digital Commons publishing agreement.

The information you'll enter for each step is clearly described and required information is marked in red. The “Author” field is automatically populated from your official email address.

- The Graduate School and Clemson Libraries encourage you to add **keywords** for open access.
- You may include your permanent (non-University) address and email address in the Contact field.
- If you are submitting a DRAFT for format feedback only, please email Manuscript Review to let them know the file you just submitted is a draft.

Once you click the “Submit” button at the bottom of the page, TigerPrints generates an automatic email to the manuscript reviewer to alert us that your ETD is ready for format review.

Waiting for your results

You will receive a results email from the Manuscript Review staff within approximately one to two business days, though it may take longer during peak submission times (i.e., close to the submission deadline for the semester of your graduation). Review emails will come from the domain, @dcclemson.bepress.com.

Your email will contain information about one of the following:

- **Accepted manuscripts:** If your manuscript is approved without needing revision, you have finished. CONGRATULATIONS!
- **Manuscript needing revisions:** If revisions are required, you will need to make those revisions to your *original* manuscript file, convert the edited file to PDF, upload the new file to the same account as your original, and wait for a review response again. The reviewer will include details of how to make particular revisions if any are tricky to format.

Be aware that many manuscripts require one round of minor revisions, and occasionally more than one, but your reviewer will send you details about how to make specific revisions. If you get stuck, make an appointment with the Manuscript Review Office by sending an email to manuscriptreview-l@lists.clemson.edu or calling 864-656-5338..

Your official clearance for graduation will come via email as soon as:

- Your ETD manuscript is accepted, and
- Enrolled Services has received your signed GS7 and updated your approved-for-graduation status in the Registrar's database.

Quick tip

Are you awaiting feedback from Manuscript Review, and it's taking more than 48 hours or so? **Check your junk mail or spam folder.** Depending on your email security settings, messages from the domain, @dcclemson.bepress.com may get filtered out.



For doctoral candidates only

Please complete the [Survey of Earned Doctorates](#), sponsored by the National Science Foundation, the National Institutes of Health, the U.S. Department of Education, the National Endowment for the Humanities, the U.S. Department of Agriculture and the National Aeronautics and Space Administration. Over 90% of doctoral degree holders across the country participate in this important project. This *optional* survey helps these and many other agencies and entities assess the availability of highly-educated personnel.

3. The next step

Revise if needed, and if not, you're done!

The [REVISE webpage](#) and the PDF Ref, [Step 5: Make Format Revisions as Needed](#) provide a list of some of the most common formatting revision requests plus tips for how to make them. If you don't get an email from the Manuscript Review office telling you your manuscript has been accepted *or* needs minor revisions, call or [email us](#). On rare occasions, email from the TigerPrints domain may get sent to your junk-mail folder.

Once your manuscript is accepted, you'll receive an email similar to what's described on the [FINISHED webpage](#), or check out PDF Ref, [Step 6: ETD Acceptance and What's Next](#), and you have completed the process.