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Scholars Crossing Submission Checklist for Students

Liberty University

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This checklist is designed to guide you through the ETD submission process. Simply check off each item as you complete it. You do not need to submit the checklist. (*You may also find this brief [video tutorial](#) helpful as you prepare to submit your electronic thesis, dissertation, or scholarly project to Scholars Crossing, the Liberty University institutional repository.*)

- I have done ***one*** of the following for all copyrighted materials included in my work (e.g., *photographs, illustrations, charts, graphs, testing instruments, etc.*): (*Check one*)
 - I included an appendix that provides documentation that I received permission to use ***and*** to publish the copyrighted materials.
 - I removed or blocked out copyrighted material for which I do not have permission to publish and replaced it with the statement “*Removed to comply with copyright*” along with either a permalink or a citation for the removed material.
- I have carefully checked and confirm ***all*** of the following: (*Check all*)
 - The table of contents, list of figures, and/or list of tables are correct and consistent throughout my ETD.
 - There are no grammar or spelling errors.
 - The formatting is consistent and adheres to my program requirements.
- I have successfully defended my ETD and made all final revisions, if any, required by my committee.
- I have saved and will submit a scanned copy of the signed signature page or other documentation of committee approval (e.g., congratulatory email) ***as a separate file***. (*This file will not be published.*)
- In order to protect privacy, I have removed or blocked out all signatures and contact information in my final document that will be published, including email addresses, phone numbers, and street addresses.
- I have saved the final version of my ETD as a PDF.
- I have submitted the PDF version of my ETD via <https://www.liberty.edu/ETDsubmission>. (Once submitted, please allow up to **10 days** for review.)

We congratulate you on reaching this milestone! We are here to help you through the ETD submission process. Please feel free to reach out to us at scholarlycommunications@liberty.edu with any questions.