

JMU ETD SUBMISSION INSTRUCTIONS

Before you submit your thesis or dissertation electronically, you must:

- Convert your manuscript to a PDF file. For conversion instructions, go to www.atomiclearning.com or www.acrobat.com.
- Rename PDF (and all other files you plan to upload) in accordance with the naming convention: *JMU-Eid_level_date_version*
(Example: *smithjf_doctoral_10-19-2009*)

JMU-Eid: Type the first six digits of your last name followed by the initials of your first and middle name.

_ : Be sure to include all underscores.

level : Type “honors” if you are an honors student, “masters” if you are a masters student, and “doctoral” if you are a doctoral student.

date: The date must be expressed in eight digits, separating month, day, and year with hyphens. You will want to use the date that reflects the most recent revision or update made to your file.

version: If you have only one file, do not type anything for this field. If you have more than one file (e.g. video, audio, or non-PDF appendices), use this field to label and distinguish them appropriately. For instance, if you are attaching an interview audio-file, type “interview” in this field. In the case above, the complete file name would read:

smithjf_doctoral_10-19-2009_interview

- Have ready access to your title page, signature page (and abstract if you have one).
- Go to <http://dev.lib.jmu.edu/etd/>

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Log In

JMU E-Id: trocchmx
Password: ●●●●●●

Log In

1. Log in using JMU E-ID and Password

Find: [] Next Previous Highlight all Match case

Done

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You must agree to the terms below in order to submit your work to the JMU Electronic Theses and Dissertations Database.

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You also agree that JMU may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that JMU may keep more than one copy of this submission for purposes of security, back-up, and preservation.

You certify that the version you are submitting is the same as that approved by your advisory committee. You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrevoked permission of the copyright owner to grant JMU the rights required by this license, and that such third-party owned material is clearly acknowledged within the text or content of the submission. If the submission is based upon work that has been sponsored by an agency or organization other than JMU, you represent that you have fulfilled any right of review or other obligations under any contract or agreement. JMU will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not use the submission for any purpose other than as allowed by this license, to your submission.

I, Michael Trocchia, accept this license agreement



2. Click here once you have read and understood the license. You cannot submit your thesis or dissertation without accepting the agreement.

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Fill out the following information to thoroughly describe the document being submitted:

Indicate the number of files you will be attaching. This form will accept a maximum of 5 files.

1 2 3 4 5

Please fill in the requested information about this submission below. Fields in **RED** are required:

Last Name: Trocchia

First Name: Michael

Middle Name(s):

Suffix:

Title of submitted work as it appears on your thesis:
Poetry as Philosophical Investigation : a Wittgensteinian Approach

Select the type of content of the item: Honors

Select your college: Arts & Letters

Find: tro Next Previous Highlight all Match case

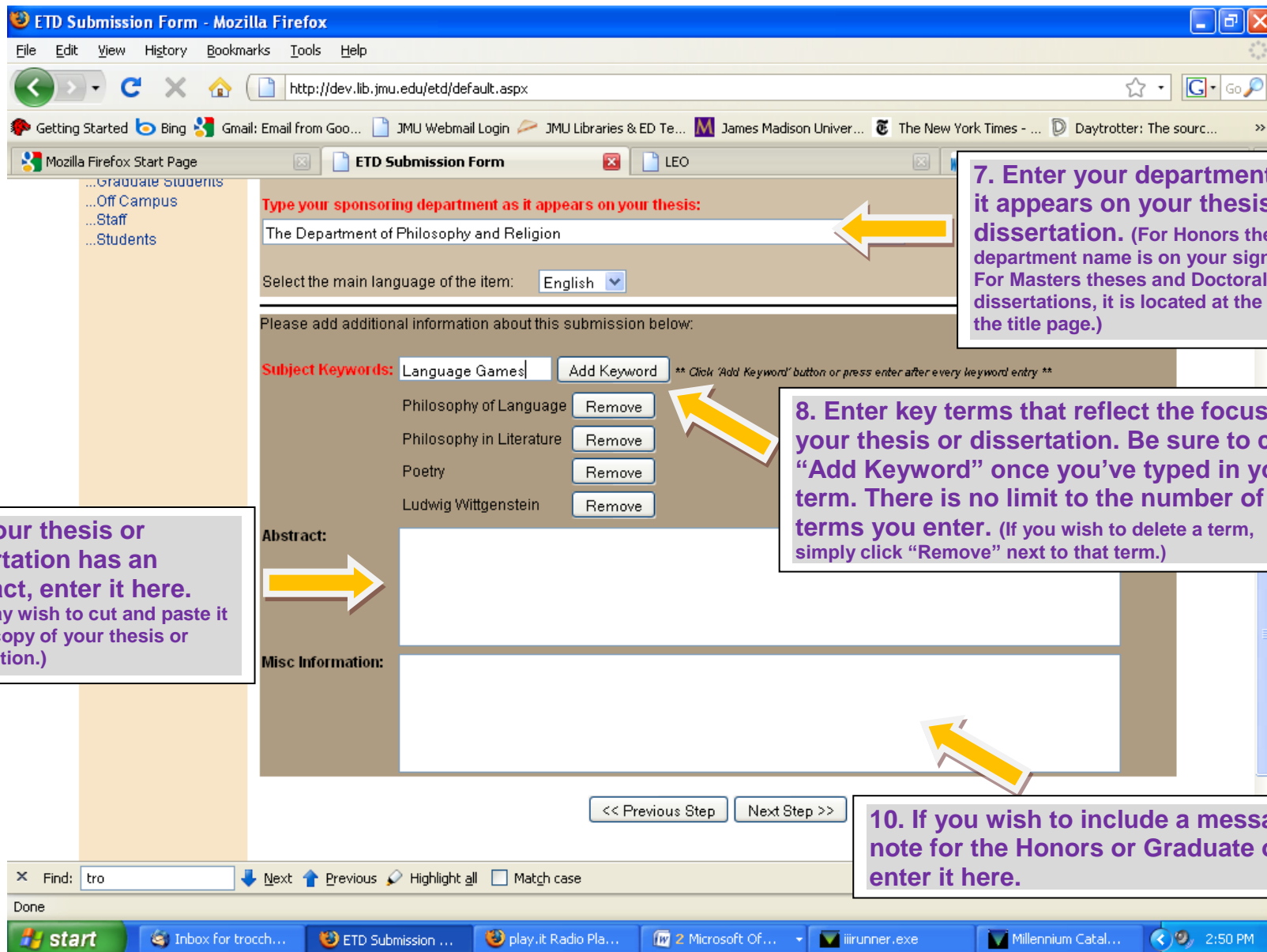
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3. Click the number of file attachments you plan to upload. Your thesis or dissertation manuscript should be one PDF file. But if you have video or audio files, you must upload these as separate files.

4. Enter your name as it appears on your title page.

5. Type your complete title as it appears on your title page.

6. Be sure to specify whether you are submitting an Honors Thesis, Masters Thesis, or Dissertation, and select your college. (Failure to indicate this may result in thesis or dissertation being sent to wrong office.)



7. Enter your department name as it appears on your thesis or dissertation. (For Honors theses, the department name is on your signature page. For Masters theses and Doctoral dissertations, it is located at the bottom of the title page.)

8. Enter key terms that reflect the focus of your thesis or dissertation. Be sure to click "Add Keyword" once you've typed in your term. There is no limit to the number of terms you enter. (If you wish to delete a term, simply click "Remove" next to that term.)

9. If your thesis or dissertation has an abstract, enter it here. (You may wish to cut and paste it from a copy of your thesis or dissertation.)

10. If you wish to include a message or note for the Honors or Graduate office, enter it here.

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Please enter the full path of the file corresponding to your thesis or dissertation. If you click "Browse...", a new window will appear in which you can locate and select the file on a local drive.

The filename must follow the following pattern: JMU-Eid_level_date_version.

Example: trocclmx_masters_10-20-2009_01

Number of indicated attachments: 1

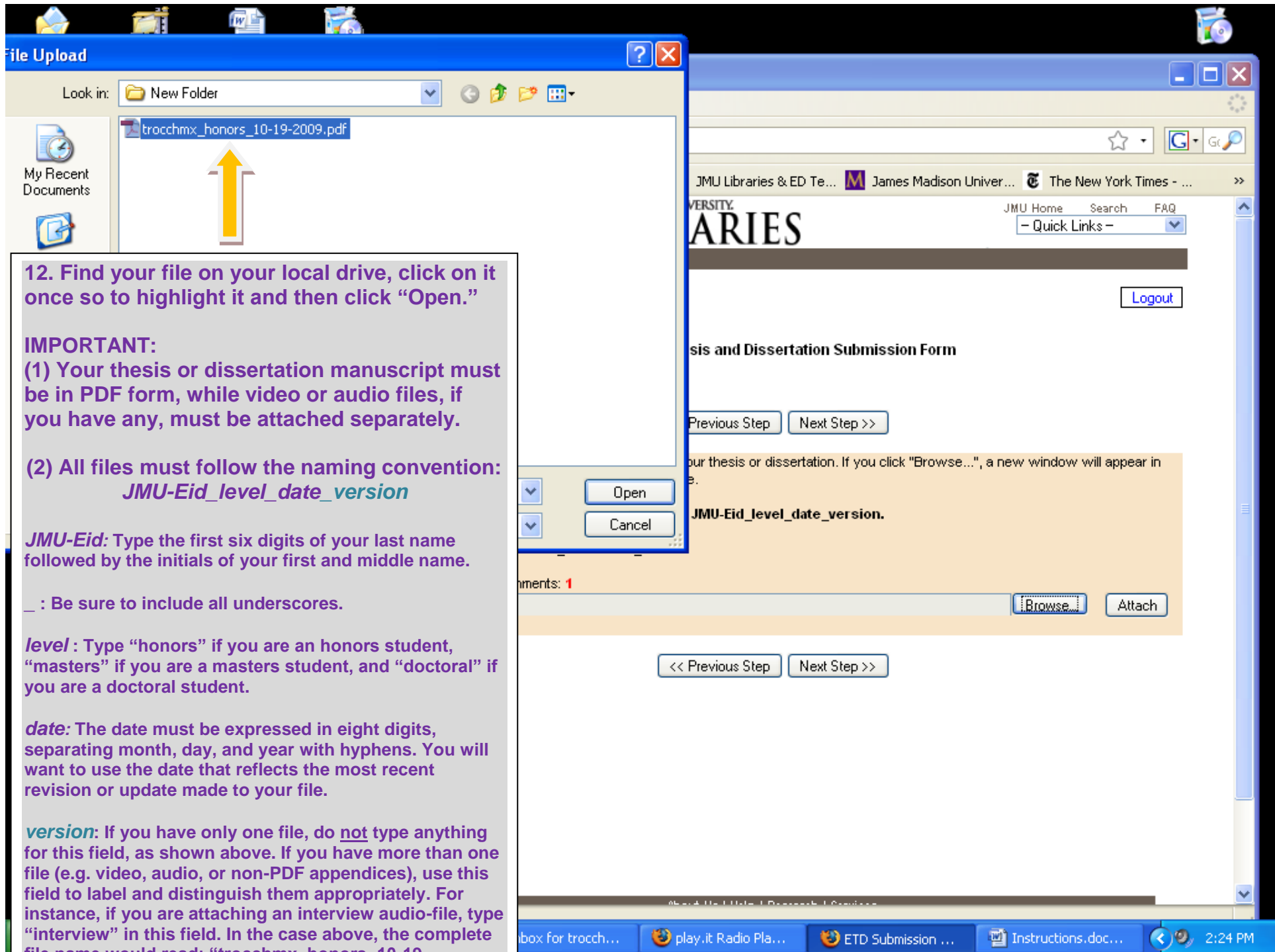
Browse... Attach

<< Previous Step Next Step >>

11. Click on "Browse" to open the upload window, as seen below.

Done

start iirunner.exe Millennium Catal... Inbox for trocch... ETD Submission ... play.it Radio Pla... Instructions.doc... 10:13 AM



12. Find your file on your local drive, click on it once so to highlight it and then click “Open.”

IMPORTANT:

(1) Your thesis or dissertation manuscript must be in PDF form, while video or audio files, if you have any, must be attached separately.

(2) All files must follow the naming convention:
JMU-Eid_level_date_version

JMU-Eid: Type the first six digits of your last name followed by the initials of your first and middle name.

_ : Be sure to include all underscores.

level : Type “honors” if you are an honors student, “masters” if you are a masters student, and “doctoral” if you are a doctoral student.

date: The date must be expressed in eight digits, separating month, day, and year with hyphens. You will want to use the date that reflects the most recent revision or update made to your file.

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The filename must follow the following pattern: JMU-Eid_level_date_version.

Example: trocchmx_masters_10-20-2009_01

Number of indicated attachments: 1

N:\AA\LIB\Lib-Common\trocchmx\ETD_tests\New Folder\trocchmx_honors_10-19-2009.pdf Browse... Attach

<< Previous Step Next Step >>

13. Your file will appear in the "Browse" field. Click "Attach" to upload it.

Done

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Please enter the full path of the file corresponding to your thesis or dissertation. If you click "Browse...", a new window will appear in which you can locate the file.

The filename must be the same as the file name. Example: t123456789.pdf

Number of indicated attachments: 1

File uploaded successfully!

Attached Files:

trocchmx_honors_10-19-2009.pdf Remove

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14. If file is named and attached correctly, you will receive the message below in red. If not, you will receive an error message indicating what you will need to correct.

15. The file attached will appear in this area. If it is incorrect, you must delete it by clicking "Remove."

16. To add more files, click "Browse" again and repeat uploading process (see 11-13).
Note: If you upload more than one file you must indicate this in a previous step (see 3).

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<< Previous Step Submit

Please verify that the information below is correct. If changes are needed, please click the "Previous Step" to make your modifications. If no changes are needed, please click the "Submit" button.

17. Verify that information and attached files are correct. Then click "Submit" to send to Honors or Graduate Office.

License accepted: Yes

Number of files being attached: 1

Last Name: Trocchia

First Name: Michael

Middle Name/Initial:

Suffix:

Sponsor: The Department of Philosophy and Religion

Title of Submitted Work: Poetry as Philosophical Investigation : a Wittgensteinian Approach

Type: Honors

Selected College: Arts & Letters

Language: English

Subject Keywords: Philosophy of Language
Philosophy in Literature
Poetry
Ludwig Wittgenstein

Abstract:

Misc:

Correct One Of These

The following file(s) will be attached to the email. Please verify that these are the actual files you want to submit. If this list is not correct, you have the option of removing and reattaching the correct files.

Files: trocchmx_honors_10-19-2009.pdf

Correct One Of These

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Submission Complete! You will be copied on the email sent to the receiving office as confirmation of your submission. Within the coming weeks you will receive an email notification from the appropriate office notifying you that either your submission has been accepted or that there are issues that require your attention. For additional assistance or information, please contact the following:

- For Honors Theses - Honors Program, honors@jmu.edu 540.568.6953
- For Masters Theses - Graduate School, [Laura Ryman](#) 540.568.7065
- For Doctoral Dissertations - Graduate School, [Laura Ryman](#) 540.568.7065

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18. This completes your submission! Please log out of the system. Confirmation of your submission will be sent to you in an email, as show below.

Subject: ETD Submission Form

From: trocchmx@jmu.edu

Date: 2:29 PM

To: honors@jmu.edu

Cc: trocchmx@jmu.edu

Identification:

Name:	Michael Trocchia
EID:	trocchmx@jmu.edu
Submission Date/Time:	10/20/2009 2:29 PM

Submission Details:

License Accepted:	Yes
Number of files attached:	1
Last Name:	Trocchia
First Name:	Michael
Middle Name(s):	
Suffix:	
Sponsor:	The Department of Philosophy and Religion
Title of work:	Poetry as Philosophical Investigation : a Wittgensteinian Approach
Type:	Honors
College:	Arts & Letters
Language:	English
Keywords:	Philosophy of Language Philosophy in Literature Poetry Ludwig Wittgenstein
Abstract:	
Misc:	
Files Attached:	trocchmx_hono...-19-2009.pdf

19. Here is an example of the email confirmation. Keep your confirmation for your records. It includes the information you entered and the files you uploaded.

If you notice a mistake please notify the Honors Office or Graduate Office immediately.



trocchmx_hono...-19-2009.pdf