

Wenzao ETD Submission Instructional Guide



1. Wenzao EDT site:

<http://etd.lib.wzu.edu.tw>

Choose English Interface and type in your user ID and password to log into the submission system.

UserID:

UserPwd:

Please enter the captcha code()

UserID is your Wenzao student ID number.
UserPwd is the PIN of your library account, which default is the last four digits of your passport number or ARC number.

2. After log in, type in requested info. Please note that blue bold fields are required items. It is suggested to also type in your advisor's name although it is not marked as required.

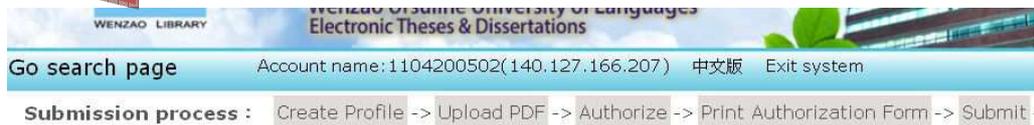


1) Enter your advisor's name either in English or in Chinese.

2) To copy and paste your text from any word processor into the field of Abstract, TOC, and References in this system without messing up formatting and alignment, please remember to convert your text into a plain text file by copying and pasting text into a Notepad or TextEdit prior to pasting the text into this system.

3) If bilingual keywords are provided, the list of Chinese keywords must be corresponded to the English ones. See example below.

Page	<input type="text" value="125"/>
Keyword (chinese)	<input type="text" value="蘋果"/> <input type="text" value="歐盟"/> <input type="text" value="網路行銷"/> <input type="text"/>
Keyword (english)	<input type="text" value="apple"/> <input type="text" value="European Union"/> <input type="text" value="Online marketing"/> <input type="text"/>



Step1. Create Thesis Dissertation Profile

Status : Filing data is saved, you can proceed to the next step.

System id	G1104200502
Author (chinese name)	羅文藻
Author (english name)	Wenzao Lo
E-mail	123
Phone	123
Student id	1104200
Institution	Wenzao Ursuline University of Languages
Institute	College of English and International Studies
department	Graduate Institute of Multilingual Translation and Interpreting
Title (chinese)	123456
Title (english)	abcdefg
Advisor (chinese)	<input type="text"/>
Advisor (english)	John Lin

Before final submission, you may click any specific step in which you need to make any modifications to your ETD including uploading a new

Check if Author's name is accurate and correct the mistake!

Enter your advisor's name either in Chinese or in English.

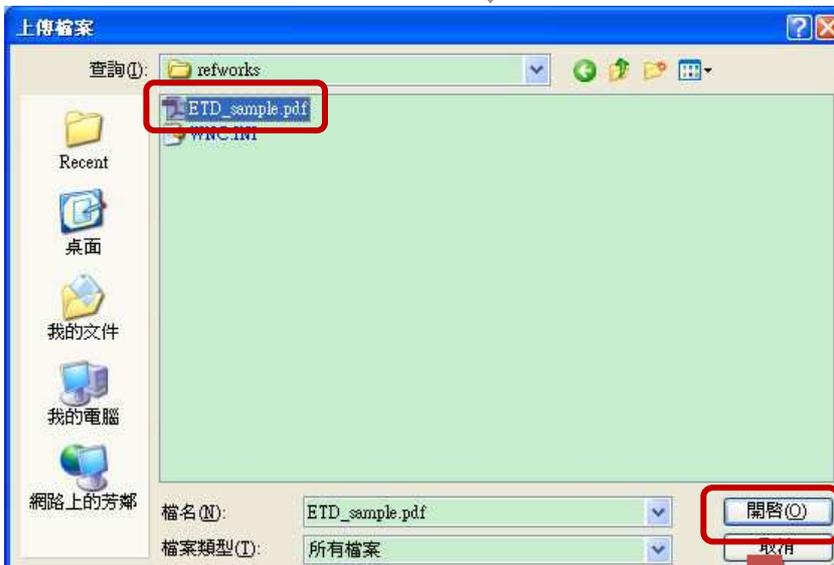
4) If you need to finish your submission later (for instance, in case you need to update your PDF file before uploading it), you can save your information and come back to finish.

3. When **Step1. Create Thesis Dissertation Profile** is completed, in the end of the webpage please click **Save** to proceed to the next step.
If not completed yet, click **Temp save** to save what you have already typed in and exit the system without losing the information.



4. **Step2. Upload Fulltext File.** Must submit your ETD as ONE PDF file. See the flowing steps.

Submission process : Create Profile -> Upload PDF -> Authorize -> Print Authorization Form -> Submit -> Staff Review



5. Once the button “Submit” in step 2 is clicked, an authorization form appears for you to grant permission to Wenzao and the National Central Library of Taiwan the non-exclusive license to archive, reproduce, and make accessible worldwide your thesis or dissertation. Please read the contents carefully and specify your release preferences and the date of release.

6. **Step4. Print Authorization Form.** Two hard copies of this form should be printed out and submitted to the Library staff for library clearance in the university exit procedures.

Search page Account Number: (1011211001201) 中文版 Exit System

Permission process : Create Profile -> Upload PDF -> Authorize -> Print Authorization Form

Step4. Print Authorization Form

ETD Authorization Form in Chinese texts

Next

Reminder :
Please print out two copies of this form and submit the hard

博碩士論文電子全文上網授權書

本校圖書館所授權之論文為授權人在文藻外語大學 多國語彙譯研究所 系所 _____ 組
105 學年度第 二 學期取得 碩士 學位之論文。
論文題目: 123456
指導教授: 甲乙丙

■ 紙本論文依著作權法第15條第2項第3款規定,「依學位授予法撰寫之碩士、博士論文,著作人已取得學位者」,「推定著作人同意公開發表其著作」,除學生另有申請延後公開並獲學校同意外,圖書館對典藏之論文採公開閱覽為原則。

■ 茲同意將授權人擁有著作權之上列論文全文(含摘要),基於學術研究之目的,非專屬、無償授權文藻外語大學及國家圖書館得不限地域、時間與次數,以微縮、數位化或其他方式複製收錄於資料庫,並以電子形式透過單機、網路網路、無線網路或其他方式公開傳輸數位檔案,提供讀者進行非營利性質之線上檢索、閱覽、下載或列印等。

請勾選下列選項,若未勾選任何選項,則視為立即開放

立即開放

■ 於中華民國 107 年 1 月 1 日公開 後再開放

上列論文為授權人向經濟部智慧財產局申請專利之附件或相關文件之一(專利申請案號: _____)

其他: _____

注意事項:

1. 延後公開之期限以不超過5年為限。
2. 紙本論文需同時延後公開者,請另於提送論文時將未經簽署護印乙份置訂於紙本論文內頁。
3. 非專屬授權是指被授權人所取得的權利並非獨立性的使用權,授權人尚保留相同的權利重復授權給他人使用。

茲同意文藻外語大學將授權人擁有著作權之上列論文全文(含摘要),在上述範圍內得再授權第三人以各種方法複製與利用

授權人:
親筆簽名或蓋章: _____ 民國 ____年__月__日

E-Mail: _____

7. **Submit for staff review in step 5.** When you are sure all information you supplied is accurate and in order, please click “Save and Submit” and the system will automatically send the departmental staff an email notice to review your ETD. If not, click “Save” for further review and modifications.

8. Once your ETD is approved by your departmental staff, the library staff will work on the final checks. After your ETD is approved, you will receive a notification of ETD approval by email. With this email notification, you may go on to begin the graduation clearance process (university exit procedures).

Step3. Grant Authorization

Wenzao Ursuline University of Languages paper and Electronic Authorization

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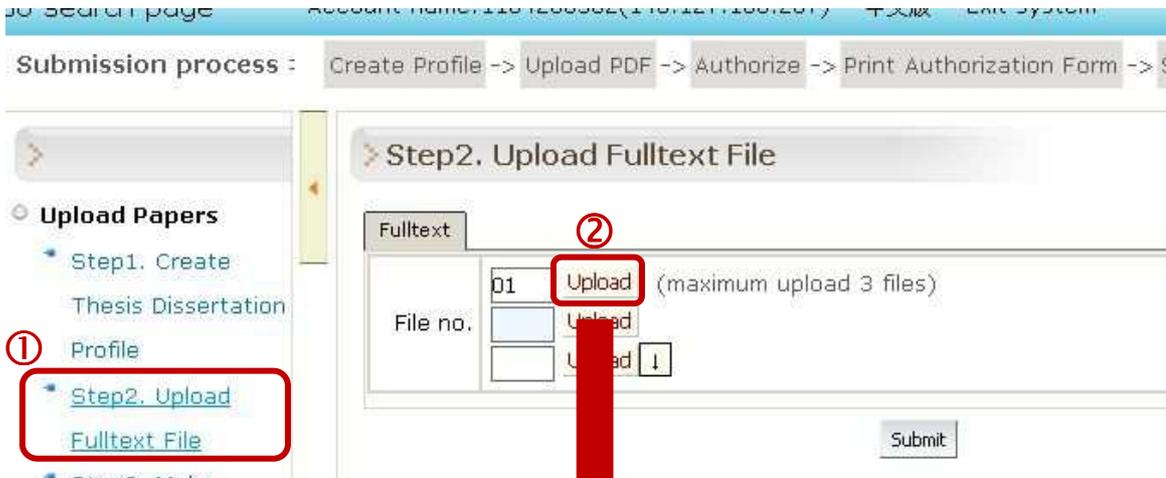
1. You may request a delayed release of your work for up to 5 years.
2. If a delayed release of your work in a bound paper version is also request authorization form and include it when bounding your thesis or dissertation.
3. When granting to Wenzao and the National Library the non-exclusive right to your work and the right to submit the work to publishers or other reposi

Auth save

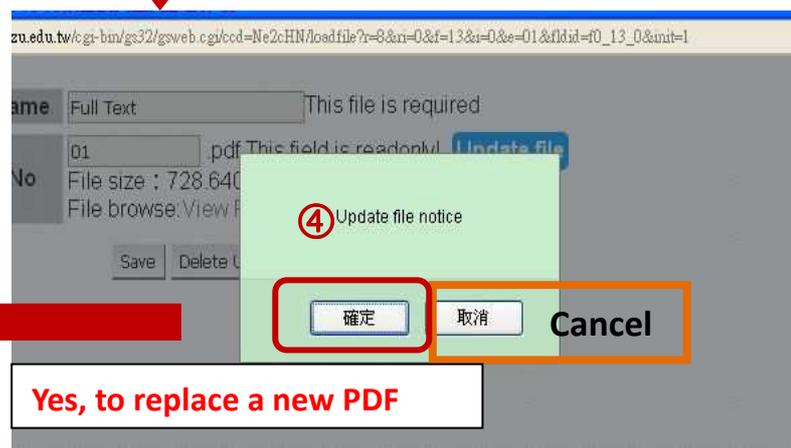
Step5. Submit

Save Save and Submit

If your thesis or dissertation is revised after uploading to the system, you may re-upload the complete, final, and approved version before the final step (ETD submission for staff review) is completed. Please see below the instruction to follow steps properly in order to avoid unsuccessful submission due to system error.



⑤ Browse to select the updated new PDF for replacement.



⑥ Please refer to Page 2 for the instructional guide showing the next steps to complete the file upload

