

Electronic Theses & Dissertations System(ETDS) User's Guide



NCCU Library Knowledge Organization Section
2023.01

5 Steps

- 1. Convert Word file to a **single PDF** file.
(Please upload the **PDF file converted with Office Word**, or it may add NCCU watermark fail)
- 2. Login to **ETDS** (<http://thesis.lib.nccu.edu.tw>). Finish [Step1. Create Thesis Dissertation Profile](#), [Step2. Upload Fulltext File](#), [Step3. Make Authorization](#), then submit.
- 3. After receiving the “National Chengchi University Electronic Thesis/Dissertation **Security Setting Notice**” letter (the day after the approval date), login to ETDS to **download** your **watermarked PDF file** to make two hardcover or softcover copies.
- 4. Thesis binding. [Oral Defense Committee Signature Form](#) and [Authorization Form](#) should be binded after [title page](#). And **Inner pages must have NCCU watermark**.
- 5. Submit two copies of the thesis(not limited to hardcover or paperback , **but the paperback must has spine and glossy cover**) to the Library.

Contents of E-thesis File

Title page (necessary)

The dissertation written in non-Chinese must have Chinese title. (According to the fourth rule of graduate degree examination rules of Chengchi University)

Abstract with keywords (necessary)

The dissertation written in non-Chinese must have Chinese abstract. (According to the fourth rule of graduate degree examination rules of Chengchi University)

Table of contents (necessary)

Body of the text (necessary)

References (necessary)

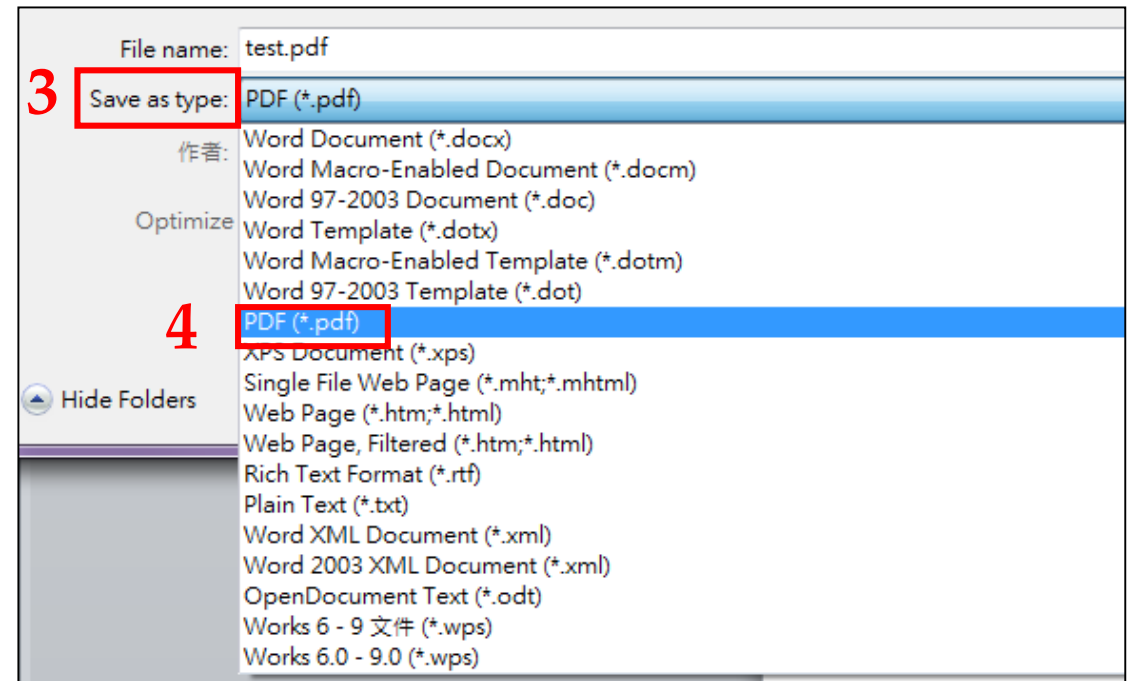
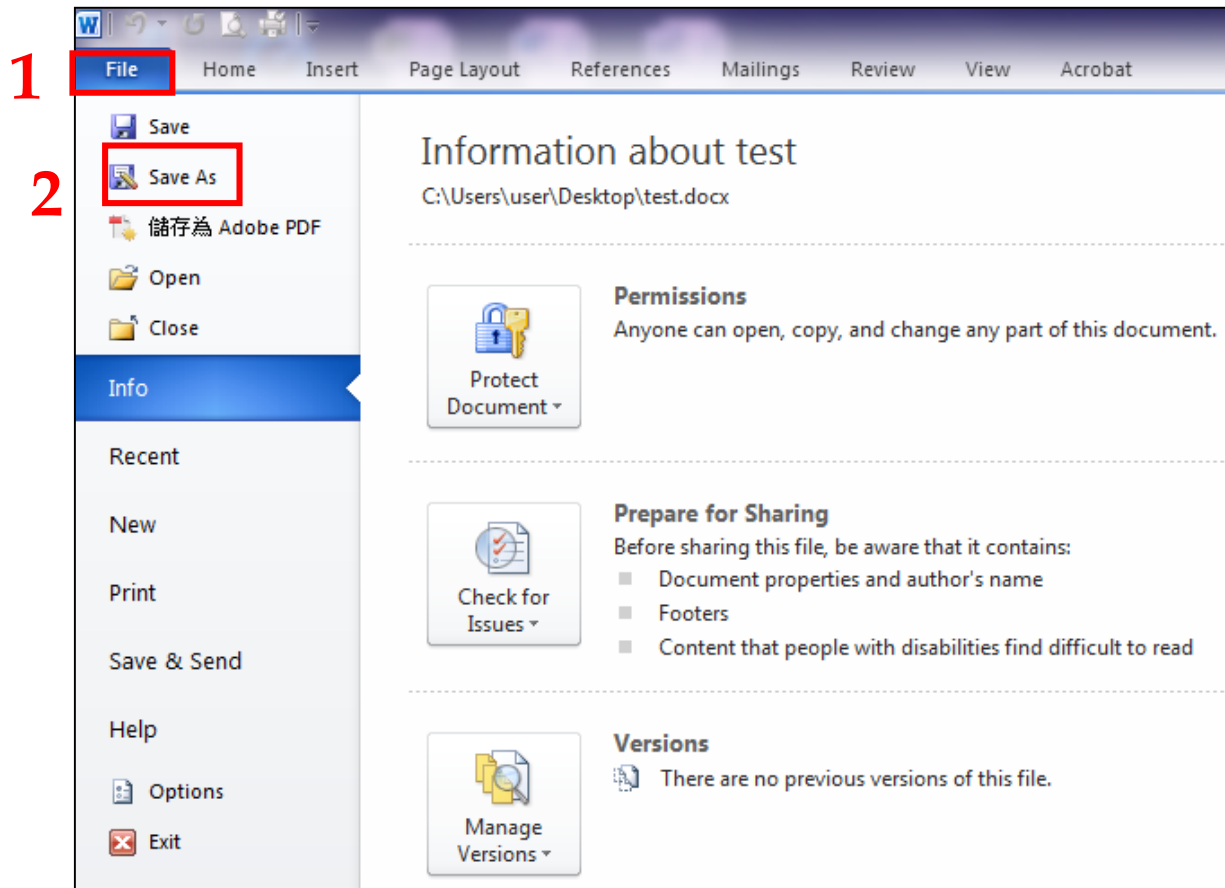
Appendix

Please **do not** add your **Oral Defense Committee Signature Form** and **Authorization Form** to the Uploaded file.

1. Convert Word file to a single PDF file.

Method 1.

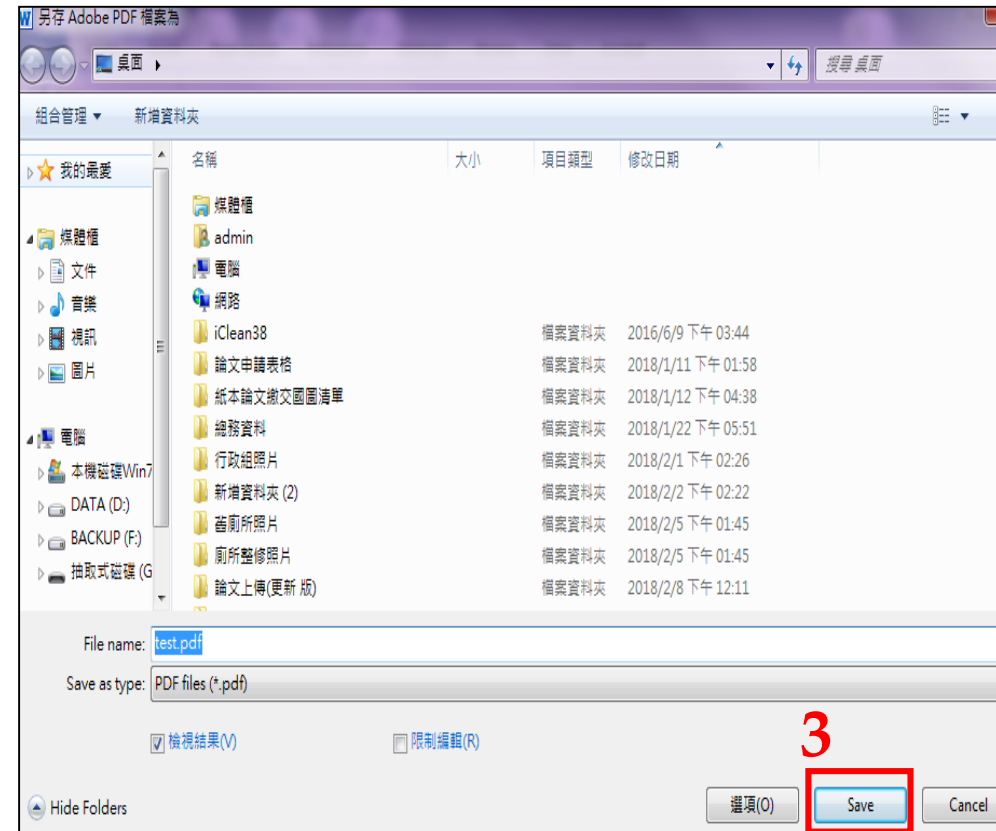
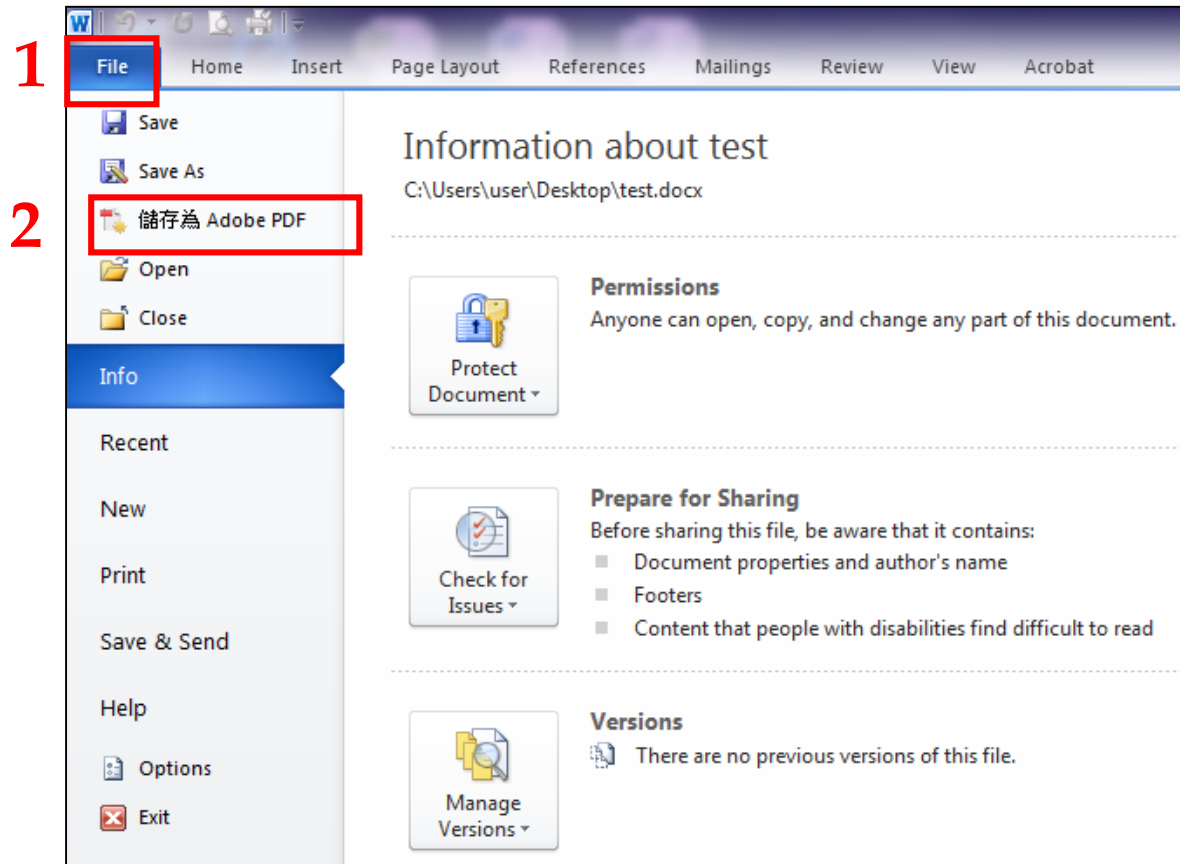
MS Word can save file as PDF directly. Please select:
File → **Save as** → **Save as type** → **PDF**



Method 2.

Open the MS Word e-thesis file with Adobe Acrobat, and select:

[File](#) → [儲存為 Adobe PDF](#) → [Save](#)



Login to ETDS & get your own DOI



Please enter your Student ID and Library Password

2 Student ID:

3 Password:

Type the characters you see in the picture below ()

4 Play sound

5

Password: Library password

If the login failed, please dial ext.63222 to verify the Student ID barcode and the password.

Step.1 Create Thesis Dissertation Profile-Information

- Thesis/Dissertation
 - Step1. Create Thesis Dissertation Profile
 - Step2. Upload Fulltext File
 - Step3. Make Authorization
 - Step4. Print out Authorization Form
 - Step5. Submit
 - Submission Instructions

Information	Profile	Advisor	Abstract	Table of Contents	References
Chinese name	sys00001				
English name	<input type="text"/> ex: wang, ta-ming				
Email	<input type="text"/> Please confirm your e-mail address for notification.				
Tel	<input type="text"/>				
Student number	sys00001				
National identify card number	<input type="text"/>				
Permanent address	<input type="text"/> Please fill in permanent address. Do not fill in dormitory address.				
School	National Chengchi University				
Institute (please choose college than institute)	<input type="text"/> department				

Please fill in your Chinese name.

Please fill in correct email address to receive Notification Letter.

Please fill in correct department

Enter the basic information of your thesis/dissertation.

Step.1 Create Thesis Dissertation Profile-Profile

Thesis/Dissertation

- Step1. Create Thesis Dissertation Profile
- Step2. Upload Fulltext File
- Step3. Make Authorization
- Step4. Print out Authorization Form
- Step5. Submit

○ **Submission**

Instructions

Information	Profile	Advisor	Abstract	Table of Contents	References
System id	G000CCW88U4				
Chinese title	論文上傳系統操作手冊				
English title	Electronic thesis & dissertation system				
Other title					
Graduate year	106				
	according to the approval date of oral test. (for those who graduate before aug. 1, fill in previous year ; for those who graduate on or after aug. 1, fill in current year.)				
Semester	second ▼				
	from Aug. 1 to Jan. 31, fill in first ; and from Feb. 1 to July 31, fill in second				
Personal web					
Degree	Master ▼				
Language	eng ▼				

Graduate year: according to the approval date of oral test.(for those who graduate before Aug. 1, fill in previous year of the "Republic Era" ; for those who graduate on or after Aug. 1, fill in current year of the "Republic Era".)

Semester : from Aug. 1 to Jan. 31, fill in first ; and from Feb. 1 to July 31, fill in second.

Please fill in **correct degree**

Step.1 Create Thesis Dissertation Profile-Profile

<u>Publish year</u>	<input type="text" value="2018"/>	the approval year of oral test · format: yyyy, ex: 2018
Oral test date	<input type="text" value="2018/06/06"/>	(format: yyyy/mm/dd)
Page	<input type="text" value="156"/>	Please enter the last page number of your thesis, not the page number of PDF file.
<u>Chinese keyword</u>	<input type="text" value="論文上傳"/> <input type="text" value="系統"/> <input type="text" value="手冊"/> <input type="text"/> <input type="text"/> <input type="text"/>	Please enter one keyword for each field.
<u>English keyword</u>	<input type="text" value="Thesis upload"/> <input type="text" value="System"/> <input type="text" value="Guide"/> <input type="text"/> <input type="text"/> <input type="text"/>	Please enter english keywords if pdf file includes english any.
Note	<input type="text"/>	

If there are more keywords, please enter them into different fields one by one.

Click to add fields

Step.1 Create Thesis Dissertation Profile-Advisor

Thesis/Dissertation

- Step1. Create Thesis Dissertation Profile
- Step2. Upload Fulltext File
- Step3. Make Authorization
- Step4. Print out Authorization Form
- Step5. Submit
- Submission Instructions

Information Profile **Advisor** Abstract Table of Contents References

No. 1

Advisor(chinese name)
(Do not fill in the title of professor Dr.)

Advisor(english name)
(Please Fill in First Name Last Name · Ex: Lin, Yu-Wei)

[+Add Advisor](#)

No. 1

Speaking members
(Do not fill in the title of professor Dr.)

Speaking members (eng)
(Please Fill in First Name Last Name · Ex: Lin, Yu-Wei)

[+Add Advisor](#)

Save

If space provided is not enough, please click [+Add Advisor](#) for more.

Step.1 Create Thesis Dissertation Profile-Abstract

Thesis/Dissertation

- Step1. Create Thesis Dissertation Profile
- Step2. Upload Fulltext File
- Step3. Make Authorization
- Step4. Print out Authorization Form
- Step5. Submit
- Submission Instructions

Information Profile Advisor **Abstract** Table of Contents References

Chinese abstract

Please enter Chinese abstract (necessary)

English abstract

Please enter English abstract.

Please enter English abstract if PDF file includes it.

Save

Step.1 Create Thesis Dissertation Profile-Table of Contents

◆ Table of contents : please enter the chapter's and the page numbers.

Information | Profile | Advisor | Abstract | **Table of Contents** | References

Table of contents

Chapter One - Introduction 1
Chapter Two - Literature Review 4
2.1 Culture 4
2.2 Culture Comparison Study 4
2.3 Hoefstede Cultural Dimensions 6
2.4 Scores for Mexico and Taiwan 8
2.5 Individualism and Collectivism 10
2.6 Advertising Appeals 12
2.7 Value Paradox 14
2.1 R.Q. 1 15
2.2 R.Q. 2 15
Chapter Three - Methodology 16

Please enter the chapter's title and the page numbers.

Save

Table of contents with numbering :
page numbers should be the same with
your e-thesis.

Step.1 Create Thesis Dissertation Profile-References

The screenshot shows a web application interface for creating a thesis dissertation profile. On the left is a navigation menu with the following items:

- Upload
- Thesis/Dissertation
 - Step1. Create Thesis Dissertation Profile
 - Step2. Upload Fulltext File
 - Step3. Make Authorization
 - Step4. Print out Authorization Form
 - Step5. Submit

The main content area is titled "Step1. Create Thesis Dissertation Profile" and displays a status message: "Status : Filing data is saved, you can proceed to the next step." Below this is a horizontal tabbed interface with the following tabs: Information, Profile, Advisor, Abstract, Table of Contents, and References. The "References" tab is currently selected. The main content area is labeled "Bibliography" and contains a large, empty text input field. At the bottom center of the main content area is a "Save" button.

Step.2 Upload Fulltext File-1

Step2. Upload Fulltext File

Fulltext

Upload this number is assigned automatically. (01、02...) please do not enter any number in this field.

全文檔案編號

Upload

Upload ↓

File upload **Browse**

File name Full Text This file is required

File No 01 This field is readonly!

Save Close

Tips :

1. Please convert the whole Thesis/Dissertation into PDF file.
2. The contents of your PDF file must be in the Chinese or English Contents, Text, Reference, Appendix.
3. You can click the "View Fulltext" to view your PDF file, if you have uploaded full text file
4. After complete upload files, please click "Submit" to the next step.
5. Update upload file steps: Please click the "Upload", and enter the "Update file" to update the upload file. Don't delete the original file.

Step.2 Upload Fulltext File-2

國立政治大學博碩士論文全文影像系統 - Internet Explorer
http://59.120.40.122:8008/cgi-bin/g32/stdcdr_nccu.cgi/ccd=a0iQaO/loadfile?r=1335&ri=0&f=13&i=0&e=&fldid=f0_13_0&init=1

File upload fulltext.pdf

File name Full Text This file is required

File No 01 This field is readonly!

3 **Save** Close

Upload

Thesis/Dissertation

- Step1. Create Thesis Dissertation Profile
- Step2. Upload Fulltext File

Fulltext

01	Upload	this number is assigned automatically. (01 · 02...) please do not enter any number in this field.
全文檔案編號	Upload	
	Upload	

4 **Submit**

Click Save

Click Submit and proceed to the next step.

Update upload file steps:

Please click the "**Upload**", and enter the "**Update file**" to select new file then save.
Please **do not** click "Delete Uploaded file".

Step 1: In the "Step2. Upload Fulltext File" form, click the **Upload** button.

Step 2: In the modal window, click **Update file** to select a new file.

Step 3: In the "Update file notice" dialog box, click **確定** (Confirm).

Step 4: In the modal window, click **Browse** to select a new file.

Step 5: In the modal window, click **Save** to save the changes.

Step.3 Make Authorization-1

◆ Date of off-campus public access must be after the releasing date of NCCU public access.

Step3. Make Authorization

Authorization for Electronic Thesis and Dissertation
Apply for Postponement of Public Access to Hard Copy Theses and Abstract of NCCU Electronic Thesis & Dissertation

To improve the global visibility of your thesis/dissertation, please agree to authorize your electronic thesis/dissertation for public access.
Would you agree to authorize your electronic thesis/dissertation for public access?

1 · Gratis authorization to National Chengchi University

Agree, Date of Public Access : Please set the opening date through
 Disagree, Reasons to disagree :

2 · Gratis authorization to National Central Library

Agree, Date of Public Access : Please set the opening date through
 Disagree

Please select
Please select
Immediately
1 year later
2 year later
3 year later
4 year later
5 year later

If agree, please choose release date.

Step.3 Make Authorization-3

If you do not need, please skip and proceed to the Step4.

Step3. Make Authorization

Authorization for Electronic Thesis and Dissertation

Apply for Postponement of Public Access to Hard Copy Theses and Abstract of NCCU Electronic Thesis & Dissertation

Would you like to postpone public access to hard copy of your thesis/dissertation and hide the abstract for patent application? If you do not need the application, please skip and proceed to the next step.

I do not need postponement.

Please select the reason for postponement of public access and appropriate opening time, and whether you would like to hide the abstract of NCCU Electronic Thesis & Dissertation.

- Contains information pertaining to the secret.
- Filing for patent registration. Registration number:
- Withheld according to the law. Please specify.

Date of Public Access : Please set the opening date throu Please select

Hide the abstract of NCCU Electronic Thesis & Dissertation (If you do not need to hide the abstract, please do not tick.)

Notices :

Please print out the application form and **attach the certification documents** approved by the department. The application form will not be accepted for processing until all information, signatures, and stamps are included. Please hand it in to NCCU library circulation when going through the process for graduation. **If you do not submit the application form as requested, it will be assumed that you do not need to postpone public access.**

Step.4 Print out Authorization Form-1

Click and print. Please make sure the information of Authorization Form is correct before you print out.

Step4. Print out Authorization Form

National Chengchi University Authorization Form for Thesis and Dissertation Full Text Upload:
Bind with paper copy thesis/dissertation following the title page. Please sign the authorization form in blue ink.

Next

Tips:
Please make sure the information of authorization form is correct before you print out, such as the name of department, graduation academic year, and the title etc.

Upload
Thesis/Dissertation

- Step1. Create Thesis Dissertation Profile
- Step2. Upload Fulltext File
- Step3. Make Authorization
- Step4. Print out Authorization Form**
- Step5. Submit

Step.4 Print out Authorization Form-2

Record No.:G000CCW88U5

National Chengchi University

Authorization Form for Thesis and Dissertation Full Text Upload

(For binding to the following page of a hardcopy thesis/dissertation's title page)

This form attests that the Division of the Department of Graduate Institute of _____ at National Chengchi University has received a degree thesis/dissertation by the undersigned in the 二 semester of 106 academic year.

Author: 李大華

Print out Authorization Form
and sign here

Signature: : _____

Date of signature : ____/____/____ (dd/mm/yyyy)

Please printed on
one page

Step.5 Submit

Please confirm that all steps completed, click **“Submit my thesis for review”**.

Step5. Submit

Please save my record **Submit my thesis for review**

A recent paper back trial dates : 2019/06/28 14:48:08

Tips :
Please confirm that the all steps are completed, and press "Submit my thesis for review".

Upload

- Thesis/Dissertation
 - Step1. Create Thesis Dissertation Profile
 - Step2. Upload Fulltext File
 - Step3. Make Authorization
 - Step4. Print out Authorization Form
 - Step5. Submit**
- Submission
- Instructions

Librarians will take 2 working days to examine the uploaded files. If the content and format comply with all requirements, the system will automatically send an approval e-mail to you.

NOTE:

Once you have completed the upload, you cannot change any information that you have submitted. If you want to edit entries or re-upload your Thesis/Dissertation file, click **“Cancel submit”** to edit. When you finish your work, don't forget click “Submit my thesis for review” again.

The screenshot displays a web interface with a sidebar on the left and a main content area on the right. The sidebar, under the heading 'Upload Thesis/Dissertation', lists five steps: Step1. Create Thesis Dissertation Profile, Step2. Upload Fulltext File, Step3. Make Authorization, Step4. Print out Authorization Form, and Step5. Submit. The main content area is titled 'Step5. Submit' and shows a status message in red text: 'Status : Information has been sent audit, we have been unable to carry out data movement!'. Below this message is a button labeled 'Cancel submit', which is circled in red. A red arrow points from the 'Cancel submit' button in the main content area to the 'Step5. Submit' item in the sidebar. Below the status message is a 'Tips' section with two numbered points: 1. You have finished your submission, we will review as soon as possible, and you will receive an e-mail approval notification in two or three working days. 2. If your thesis/dissertation does not pass the review, the system will send a check notice e-mail. Please correct the errors as soon as possible.

Approval Notification

【Approved】

109年7月30日

Record Number : G0107461019

Student Name : Pascaline Baltel

Thesis/Dissertation Title : Crossing cultures and platforms: Social support on Facebook vs. Instagram and the psychological adjustment of sojourners in Taiwan

Department/Institute Name : International Master's Program in International Communication Studies(IMICS)

To Whom it may concern,

Congratulations! The thesis/dissertation bibliographic information and full text file you previously uploaded to the system has been verified and approved.

Tomorrow morning, you will receive another e-mail -- the "National Chengchi University Electronic Thesis/Dissertation Security Setting Notice". When receiving the notice, please login to "NCCU Electronic Thesis/Dissertation System" to download your watermarked and encrypted PDF file, and print it out as your paper thesis/dissertation.

In addition, please print out this notice, and submit it to the Main library or Branch Libraries (Social Science Lib. /Commerce Lib. /Communication Lib.) circulation desk along with **two hardback copies of your thesis/dissertation**.

Thank you for your cooperation, and congratulations on your graduation. We will take on the responsibility of archiving the materials so that your research fruits will be well-preserved, and provided to following researchers for reference.

National Chengchi University Library

Print out the Approval Notification and submit to the library circulation desk with two hardcover or softcover copies to complete the graduation process.

Unapproved Notification

【Unapproved】

107年5月31日

Record Number : G000CCW88U4
Student Name : Wang, Ta-Ming
Thesis/Dissertation Title : G000CCW88U4
Department/Institute Name :

If you failed to pass the review, please revise the errors listed in the letter then resubmit it.

To whom it may concern,

Regarding the thesis/dissertation information and full text electronic file that you previously uploaded to the system, our personnel in charge of the verification discovered errors in the information provided, and this notification is sent to you to remind you that revisions are required. Revisions are required as follows:

- Please **do not watermark** your PDF file. Please resubmit.
- Please **do not encrypt** your PDF file. Please resubmit.

3. Download watermarked and encrypted PDF file

- After receive “Approval Notification” letter, you will receive another email tomorrow. When receiving the “National Chengchi University Electronic Thesis/Dissertation **Security Setting Notice**” letter, you may login to ETDS to **download** your **watermarked and encrypted PDF file**.

- **【Security setting notice】Letter**

【Password Notification】

2019年11月25日

Record Number : G000CCW88U5

Student Name : ccw88u5_tw

Thesis/Dissertation Title : thesis title tw 2019.10.53 test

Department/Institute Name : 中國文學系

PDF File Change Permissions Password : 4jmq2x

To Whom It May Concern,

The thesis/dissertation full text file you previously uploaded to the NCCU Electronic Thesis/Dissertation System has been watermarked and encrypted.

The change permissions password is shown above. Please keep your password properly.

You can now login to “NCCU Electronic Thesis/Dissertation System” to download your watermarked and encrypted PDF file, and print it out as your paper thesis/dissertation. Thank you for your cooperation, and congratulations on your graduation.

National Chengchi University Library

3. Download watermarked and encrypted PDF file

- Login to ETDS to **download** your **watermarked and encrypted PDF file**.


Upload Thesis/Dissertation

Please enter your Student ID and Library Password

Student ID:

Password:

Type the characters you see in the picture below()



[Play sound](#)

NOTICE :

1. Please enter your NCCU Library Card Account (Student ID) and password to login to the theses upload system. If you cannot login the system, please read the [My Library Account](#) or contact (02)29393091 ext.63222.
2. Please confirm your upload is the final version of your thesis. The library's review process only involves checking the format, you have the full responsibility to upload only your final thesis.

Internet Authorization From

- Upload Thesis/Dissertation
 - Your papers record had be doned !
- Print Authorization
 - Internet Authorization From (DownLoad FullText)

National Chengchi University Authorization Form for Thesis and Dissertation

Full Text Upload:

Bind with paper copy thesis/dissertation following the title page. Please sign the authorization form in blue ink.

保全加密日期 : 2019/11/25 14:02:21

全文下載 :

國立政治大學經濟學系

碩士論文

引入未來想像機制對於個人環保意圖與行為之
影響

Does the future imagination treatment affect people's pro-
environmental intention and behavior?



指導教授：蕭代基 博士

研究生：X X X 撰

中華民國 109 年 08 月

The downloaded file will have **NCCU watermark**, please use this file to make two hardcover or softcover copies.

Thesis Binding

- ◆ The cover must contain your department, the full title of your thesis, the advisor's name, your full name and oral test year & month.
- ◆ On the spine, there should be your department, thesis title, name and oral test year & month.
- ◆ **Binding order :**
Cover Page 、 Title Page 、 Authorization Form 、 Oral Defense Committee Signature Form 、 Abstract 、 Table of Contents 、 Body of the Text 、 References 、 Appendix
- ◆ **Inner pages must have NCCU watermark.**
- ◆ Two hardcover or softcover copies

Sample cover page

Cover page

國立政治大學○○○學院○○○學系↵
(Department) (College)(School)↵
↵
碩士論文↵
Master's Thesis↵
↵
↵
↵
論文中文題名↵
Thesis Title↵
↵
↵
↵
↵
Student : ○ ○ ○ ↵
Advisor : Professor ○ ○ ○ ↵
↵
↵
中華民國 ○○○ 年 ○○ 月↵
Month Year.

Spine of thesis

國立政治大學
○○○學院○○○學系
↵
碩士論文
↵
Title
↵
Name
↵
年
↵
月
↵

Oral test approval year and month

Submit Precautions

Submit two hardcover or softcover copies with the email confirmation and “Application Form for Graduation” from Graduation Checklist System(畢業生離校檢核系統) to the Library.

1. The Approval Notification
2. Two hardcover or softcover copies
3. Application form for Graduation
4. Local :
 - 1.) Main Library Circulation Desk
 - 2.) Commerce Library
 - 3.) Social Sciences Library
 - 4.) Communication Library
 - 5.) DH Library
5. library hours : Please note that the library opening hours to deal with the leaving process.

If any questions, please contact

NCCU Library Knowledge Organization Section

TEL : 2939-3091 # 67140

E-Mail : thesis@nccu.edu.tw

