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Electronic Theses & Dissertations (ETD) & Museum Studies Projects

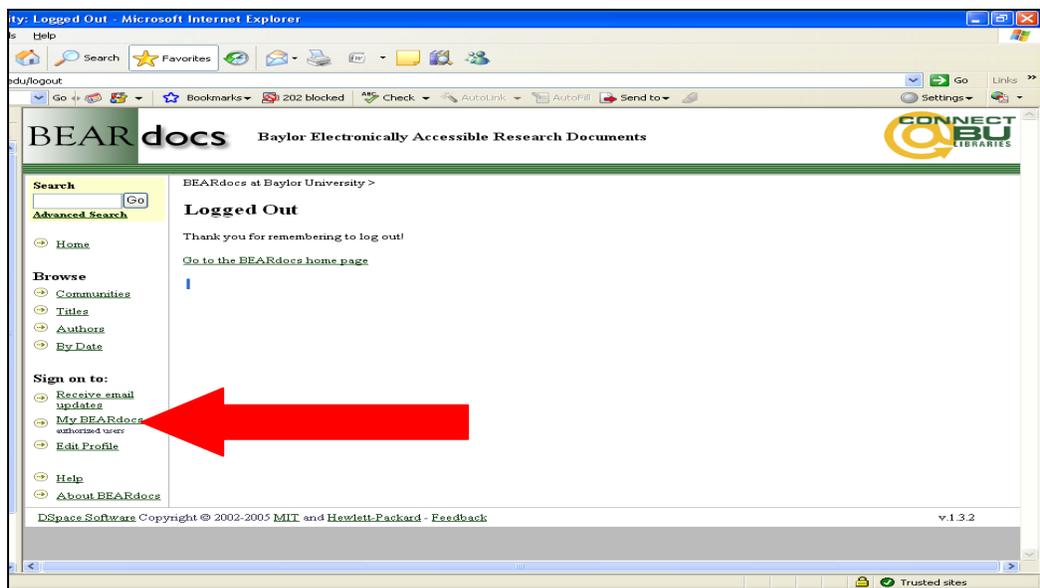
Procedures

Contents

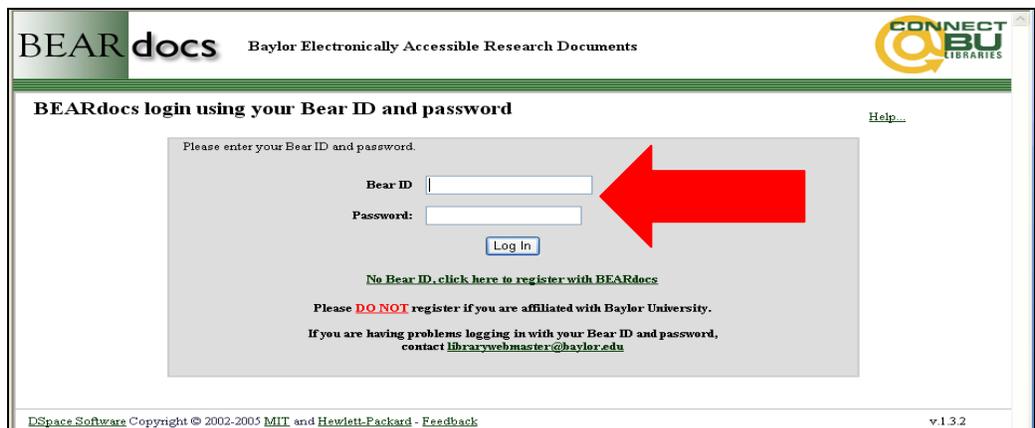
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Pre-Cataloging Steps

1. ETDs are cleared by the Graduate School and Projects are cleared by the Dept. of Museum Studies and then are submitted to BearDocs and placed in "Tasks in the Pool." ETDs and Projects placed here are not viewable to the public.
2. Once an ETD or Project is placed in BearDocs, the cataloger will receive an email notification.
3. Login to BearDocs.
 - Click on the My BearDocs link – located on the left side of the BearDocs website. Make sure to make this page a Favorite.



- Sign in using your full Baylor email address and the password 'thesis'.



- Once signed in, you will see two lists of tasks: “Owned Tasks” (documents you claimed from “Tasks in the Pool”) and “Tasks in the Pool” (ETDs or projects that have not been claimed). If you have not claimed any tasks, then the “Owned Tasks” section will not show.

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Tasks in the Pool

Below are tasks in the task pool that have been assigned to you.

Task	Item	Submitted To	Submitted By	
Final Edit of Submission	Semiparametric AUC Regression for Testing Treatment Effect in Clinical Trial	Electronic Theses and Dissertations	Lin Zhang	Take Task
Final Edit of Submission	Automated Sequence Homology: Using Empirical Correlations to Create Graph-based Networks for the Elucidation of Protein Relationships	Electronic Theses and Dissertations	Stephen Bush	Take Task
Final Edit of Submission	Iris Murdoch's Genealogy of the Modern Self: Retrieving Consciousness Beyond the Linguistic Turn	Electronic Theses and Dissertations	Jessy Jordan	Take Task

Start a New Submission View Accepted Submissions

See Your Subscriptions

- In the “Tasks in the Pool,” click the “Take Task” button on the right for one of the ETDs or projects.

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Final Edit of Submission	Iris Murdoch's Genealogy of the Modern Self: Retrieving Consciousness Beyond the Linguistic Turn	Electronic Theses and Dissertations	Jessy Jordan	Take Task

Start a New Submission View Accepted Submissions

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4. Note what the permissions are for the ETD or Project.

- Go to the “Files in This Item” section at the bottom of the “Preview Task” screen.

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Preview Task
 The following item has been accepted for inclusion in collection **Electronic Theses and Dissertations**. In order to accept the task of the final edit of this item, please click "Accept This Task" below.

Title: Semiparametric AUC Regression for Testing Treatment Effect in Clinical Trial
Authors: Tubbs, Jack D.
 Zhang, Lin
 Baylor University,
 Department of Statistical Science
 Statistical Sciences.
Keywords: Nonparametric analysis; ROC curve; Semiparametric AUC Regression
Abstract: We investigated distribution free methods for testing covariate adjusted treatment effects. Dodd and Pepe (2003) proposed a semiparametric logistic regression model for the area under the ROC curve (AUC). Their model was motivated by the observation that the commonly used non-parametric Mann-Whitney statistic is a non-parametric estimate of the AUC, where the AUC gives a measure of the separation between two density functions. Their result allows one to test hypotheses using distribution free methods when the covariates are discrete, however, the standard errors generated using standard GLM software were not correct since the Bernoulli data used in the Mann-Whitney statistic are correlated. They used bootstrapping to compute the standard errors. In Chapter 2, we present an analytical method for estimating the standard errors as an alternative to the bootstrap procedure. In Chapter 3, we present a new semiparametric beta regression model for the AUC. This was done by defining the response variable as the placement value of the treatment responses with respect to a placebo population. This model allows for both discrete and continuous covariate effects. In Chapter 4, we expand our model in two ways. The first is for a clinical trial with multiple treatments arms and a placebo. The second extension is for longitudinal or repeated measures data. These extensions are illustrated using both simulated and real data.
Description: Includes bibliographical references (p.)

Files in This Item:

File	Description	Size	Format	
Lin_Zhang_phd.pdf	Dissertation	2035Kb	Adobe PDF	View/Open
lin_zhang_permissions.pdf	Permissions Form	1433Kb	Adobe PDF	View/Open

- Click on “View/Open” for the permissions form (example above). Go to the “Availability Options” section of the Permissions Form and write down what permissions option was selected on the Initial Steps Checklist. Below are the abbreviations associated with the three different permissions options that you will use on the Initial Steps Checklist. NOTE: Close permissions form once the appropriate abbreviation has been written on the Initial Steps Checklist.

- 1) **OA** [open access] used for worldwide access
- 2) **NA** [no access] used for patent and journal/other publication hold

AVAILABILITY OPTIONS (check one)

OA 1. Release the work immediately for **worldwide access on the Internet**.

NA 2. (Patent Hold) Secure the work for **two years** for patent and/or proprietary purposes, then release the work for **worldwide access on the Internet**. (One-year extension upon request, if needed.)

NA 3. (Journal/Other Publication Hold) Hold the work for **one year**, then release the work for **worldwide access on the Internet**. (One-year extension upon request, if needed.)

Initial Steps Checklist

Author: _____ Access: _____

Advisor: _____

Advisor: _____

Advisor: _____

Other contributor(s): Baylor University. _____

Description: Includes bibliographical references (p. _____) Number of pages: _____

Degree: _____ Department: _____

5. Click on “View/Open” for the dissertation, thesis or project. Print out and staple the abstract, title, and approval pages with the Initial Steps Checklist on top. Do not close the document once the relevant pages are printed. NOTE: Sometimes there is no separate title page – just an approval and abstract page.

- Go through and check capitalization of the title on the printed abstract page.
 - Put a slash (/) through the letter of a word if it is not to be capitalized.

Ex. Semiparametric AUC ~~/~~Regression for ~~/~~Testing ~~/~~Treatment.

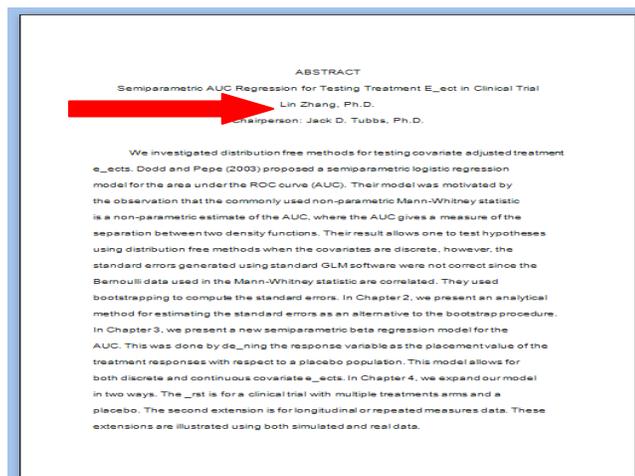
- Put two lines under the letter of a word that should be capitalized.

Ex. Inspecting eggs on easter morning at the hillshire farm.

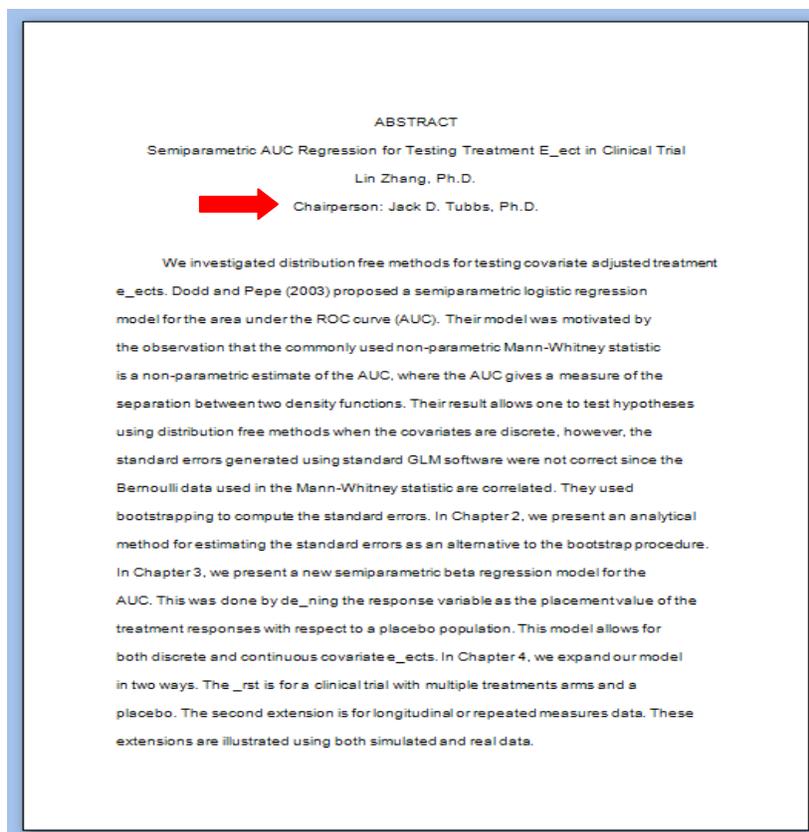
<p style="text-align: center;">ABSTRACT</p> <p style="text-align: center;">Semiparametric AUC Regression for Testing Treatment Effect in Clinical Trial</p> <p style="text-align: center;">Lin Zhang, Ph.D.</p> <p style="text-align: center;">Chairperson: Jack D. Tubbs, Ph.D.</p> <p>We investigated distribution free methods for testing covariate adjusted treatment effects. Dodd and Pepe (2003) proposed a semiparametric logistic regression model for the area under the ROC curve (AUC). Their model was motivated by the observation that the commonly used non-parametric Mann-Whitney statistic is a non-parametric estimate of the AUC, where the AUC gives a measure of the separation between two density functions. Their result allows one to test hypotheses using distribution free methods when the covariates are discrete, however, the standard errors generated using standard GLM software were not correct since the Bernoulli data used in the Mann-Whitney statistic are correlated. They used bootstrapping to compute the standard errors. In Chapter 2, we present an analytical method for estimating the standard errors as an alternative to the bootstrap procedure. In Chapter 3, we present a new semiparametric beta regression model for the AUC. This was done by defining the response variable as the placement value of the treatment responses with respect to a placebo population. This model allows for both discrete and continuous covariate effects. In Chapter 4, we expand our model in two ways. The first is for a clinical trial with multiple treatment arms and a placebo. The second extension is for longitudinal or repeated measures data. These extensions are illustrated using both simulated and real data.</p>	<p style="text-align: center;">Semiparametric AUC Regression for Testing Treatment Effect in Clinical Trial</p> <p style="text-align: center;">by</p> <p style="text-align: center;">Lin Zhang, B.S., M.S.</p> <p style="text-align: center;">A Dissertation</p> <p style="text-align: center;">Approved by the Department of Statistical Science</p> <hr style="width: 20%; margin: 10px auto;"/> <p style="text-align: center;">Jack D. Tubbs, Ph.D., Chairperson</p> <p style="text-align: center;">Submitted to the Graduate Faculty of Baylor University in Partial Fulfillment of the Requirements for the Degree of Doctor of Philosophy</p> <p style="text-align: center;">Approved by the Dissertation Committee</p> <hr style="width: 20%; margin: 5px auto;"/> <p style="text-align: center;">Jack D. Tubbs, Ph.D., Chairperson</p> <hr style="width: 20%; margin: 5px auto;"/> <p style="text-align: center;">John W. Seaman, Jr., Ph.D.</p> <hr style="width: 20%; margin: 5px auto;"/> <p style="text-align: center;">James D. Stamey, Ph.D.</p> <hr style="width: 20%; margin: 5px auto;"/> <p style="text-align: center;">Dean M. Young, Ph.D.</p> <hr style="width: 20%; margin: 5px auto;"/> <p style="text-align: center;">Joe C. Yeldeman, Jr., Ph.D.</p> <p style="text-align: right; margin-top: 20px;">Accepted by the Graduate School August 2008</p> <hr style="width: 20%; margin: 5px auto;"/> <p style="text-align: right;">J. Larry Lyon, Ph.D., Dean</p> <p style="text-align: center; font-size: small; margin-top: 20px;">Page bearing signatures is kept on file in the Graduate School.</p>
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Cataloging, Part 1: Initial Steps Checklist

1. **Author:** Write down the name under the title on the abstract page on the Initial Steps Checklist. Make sure it is inverted (last name, first name). **NOTE:** The Metadata and Catalog Librarian will be checking the author's name to make sure it follows name authority rules.



2. **Advisor:** Note the chairperson's name under the author on the abstract page. [Sometimes there is more than one chairperson.]



- In BearDocs, click on “ETDs” under Browse on the left side (this goes for projects too).

The screenshot shows the 'Tasks in the Pool' page in BearDocs. On the left, there is a navigation menu with links for Home, Browse, Communities, Titles, Authors, By Date, ETDs, Sign on to, Receive email updates, My BEARdocs, Edit Profile, and Help. A red arrow points to the 'ETDs' link. The main content area is titled 'Tasks in the Pool' and contains a table of tasks. Below the table, it says 'Below are tasks in the task pool that have been assigned to you.'

Task	Item
Final Edit of Submission	Semiparametric AUC Regression for Testing Treatment Effect in Clinical Trial
Final Edit of Submission	Automated Sequence Homology: Using Empirical Correlations to Create Graph-based Networks for the Elucidation of Protein Relationships
Final Edit of Submission	Iris Murdoch's Genealogy of the Modern Self: Retrieving Consciousness Beyond the Linguistic Turn
Final Edit of Submission	Divine Choice and Natural Law: The Eudokian Ethics of Francis Turretin
Final Edit of Submission	A Linked-plane Obstacle-set Algorithm for Modeling Broad Muscle Paths: Application to the Deltoid Muscle
Final Edit of Submission	Cormac McCarthy's Heroes: Narrative Perspective and Morality in McCarthy's Novels
Final Edit of Submission	Restarting the Lanczos Algorithm for Large Eigenvalue Problems and Linear Equations

- Click on the “Authors” button in the gray box on the “Electronic Theses and Dissertations” page.

The screenshot shows the 'Electronic Theses and Dissertations' page. At the top, there are links for 'BEARdocs at Baylor University >' and 'Graduate School >'. The page title is 'Electronic Theses and Dissertations' and the subtitle is 'Collection home page'. Below this, there is a search box with a dropdown menu set to 'Electronic Theses and Dissertations'. The search box contains a search field and a 'Go' button. Below the search box, there are three buttons: 'Titles', 'Authors', and 'By Date'. A red arrow points to the 'Authors' button. Below the search box, there is a 'Submit to This Collection' button and a 'Subscribe' button. Below the search box, there is a paragraph of text: 'This collection of theses and dissertation in BEARdocs contains selected theses and dissertations from Baylor University departments that offer graduate degrees. Please note that this is NOT a complete collection of Baylor theses. To search all Baylor theses, use BearCat, the Baylor Libraries' online catalog.' Below this, there is another paragraph: 'BEARdocs will contain all new Masters and Ph.D. theses beginning with Fall 2005, which will be added to this BEARdocs collection after degrees are awarded.' At the bottom, there is a paragraph: 'If you have questions about Baylor's Theses and Dissertation in BEARdocs, contact the Graduate School. Baylor University theses and dissertations are protected by copyright. They may be viewed from this source for any purpose, but reproduction or distribution in any format is prohibited without written permission. To ask for permission, please contact: librarywebmaster@baylor.edu.'

- Enter the advisor's last name in the search box and click "GO!" If the advisor has a common last name, search by first and last name.

BEARdocs at Baylor University >
 Graduate School >
 Electronic Theses and Dissertations >

Browse by Author

Jump to: [0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

or enter first few letters:

Showing authors 1-5 of 631.

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Accounting
Ackley, J. Free
Adams, Robert
Air Science
Aldaz, Raul
Alexander, Sara E.
Allen, Benjamin T.
Allen, Seth
Allman, Dwight D., 1957-
Alvarado-Salas, Eric L.
Amawi, Rema Mouawya
American Studies



- It will take you to a results page and if there is an exact match the name will be highlighted in purple. If there is not an exact match look above and below where the name should have been.

Browse by Author

Jump to: [0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

or enter first few letters:

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Hamerly, Gregory J.
Hamerly, Gregory James, 1977-
Hamilton, Jeffrey S.
Hankins, Barry, 1956-
Hanks, Dorrel Thomas.
Hannah, Jennifer Reiss.
Hanna, Michael.
Harbuziuk, David.
Hartsock, Chad.
Harvey, Barry, 1954-
Health, Human Performance and Recreation.
Helfand, Rebecca S.



Trusted sites

- To make sure that it is the correct advisor, click on the name and check under “Authors” to see what department is represented. If it is the same department as the one that approved the ETD or project you’re cataloging (department is found on the approval page), then it is the right advisor. Write down the advisor’s name on the Initial Steps Checklist exactly as seen on the results page.
- If it is not the same department being represented on the ETD or project you are cataloging, give the ETD or project to the Metadata and Catalog Librarian.

06	Patriarchy and politics: a comparative evaluation of the religious, political and social thought of Sir Robert Filmer and Robert Lewis Dabney.	Hankins, Barry, 1956-; Davenport, R. Dean.; Baylor University. Institute of Church-State Studies.; Church and State.
06	God's army: religious conservatives at the 1992 Republican National Convention.	Hankins, Barry, 1956-; Ellis, Blake.; Baylor University. Dept. of History.; History.
06	Religious liberty through the lens of textualism and a Living Constitution: the First Amendment Establishment Clause interpretations of Justices William Brennan, Jr. and Antonin Scalia.	Hankins, Barry, 1956-; Beckwith, Francis.; Waltman, Jerold L., 1945-; Nies, Gregory O.; Baylor University. Institute of Church-State Studies.; Church and State.
07	Faith seeking understanding: the relationship between noetic and pneumatic differentiation in Eric Voegelin's political philosophy.	Hankins, Barry, 1956-; Russell, Jonathan H.; Baylor University. Institute of Church-State Studies.; Church and State.
07	Kingdom of priests or democracy of competent souls? the 'Baptist Manifesto,' John Howard Yoder, and the question of Baptist identity.	Hankins, Barry, 1956-; Black, Andrew D.; Baylor University. Institute of Church-State Studies.; Church and State.
07	Bombast, blasphemy, and the bastard gospel: William Stringfellow and American exceptionalism	Hankins, Barry, 1956-; Johnston, Marshall Ron.; Baylor University. Institute of Church-State Studies.; Church and State.

- If the advisor’s name is not in BearDocs, give ETD or project to the Metadata and Catalog Librarian who will do some name authority work.

3. **Other contributors:** This information is found on the approval page in the statement “Approved by” ONLY use the form for departments, institutes, programs, and schools from the list below.

NOTE: For the projects, other contributors will ALWAYS be Dept. of Museum Studies.

NOTE: School of Engineering and Computer Science: Use the name of the department, if known. For Biomedical Engineering and general Engineering degrees use **Depts. of Engineering.**

Semiparametric AUC Regression for Testing Treatment E_{lect} in Clinical Trial
by
Lin Zheng, B.S., M.S.
A Dissertation
Approved by the Department of Statistical Science

Jack D. Tubbs, Ph.D., Chairperson
Submitted to the Graduate Faculty of
Baylor University in Partial Fulfillment of the
Requirements for the Degree
of
Doctor of Philosophy

Approved by the Dissertation Committee

Jack D. Tubbs, Ph.D., Chairperson

John W. Seaman, Jr., Ph.D.

James D. Stamey, Ph.D.

Dean M. Young, Ph.D.

Joe C. Yelderman, Jr., Ph.D.

Accepted by the Graduate School
August 2008

J. Larry Lyon, Ph.D., Dean

Page bearing signatures to kept on file in the Graduate School.

Programs
American Studies Program.
Departments
Dept. of Accounting and Business Law. Dept. of Biology. Dept. of Chemistry and Biochemistry. Dept. of Communication Sciences and Disorders. Dept. of Communication Studies. Dept. of Computer Science. Dept. of Curriculum and Instruction. Dept. of Economics. Dept. of Educational Administration. Dept. of Educational Psychology. Dept. of Electrical and Computer Engineering. Dept. of English. Dept. of Environmental Studies. Dept. of Geology. Dept. of Health, Human Performance and Recreation. Dept. of History. Dept. of Information Systems. Dept. of Journalism. Dept. of Mathematics. Dept. of Mechanical Engineering. Dept. of Modern Foreign Languages. Dept. of Museum Studies. Dept. of Philosophy. Dept. of Physics. Dept. of Political Science. Dept. of Psychology and Neuroscience. Dept. of Religion. Dept. of Sociology. Dept. of Statistical Sciences. Dept. of Theatre Arts.
Institutes
Institute for Air Science. Institute of Biomedical Studies. Institute of Church-State Studies.
Schools
School of Music. School of Social Work.

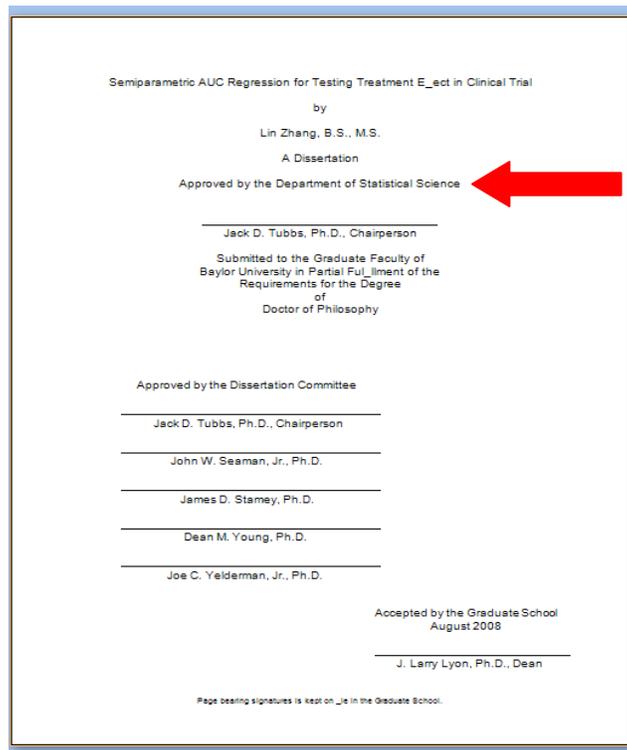
4. **Department:** Note the last part of the 'Approved by' statement on the approval page and check it against the list of departments below.

NOTE: For the project, the department will ALWAYS be Museum Studies.

NOTE: School of Engineering and Computer Science: Collapse the following two depts. into the heading of Engineering:

Electrical and Computer Engineering } **Engineering**
Mechanical Engineering }

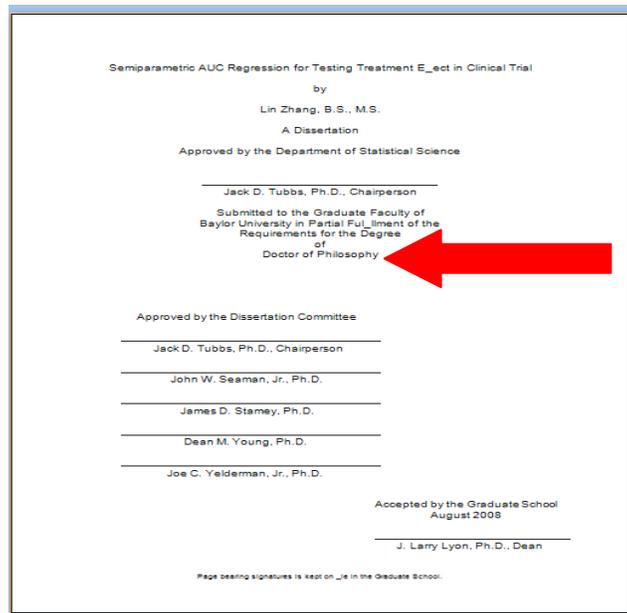
Dept. of Modern Foreign Languages: Use the heading **Spanish** unless the thesis is obviously not about a Spanish topic. Ex. *For the thesis Foreign language learning : an exploratory study on the external and internal influences affecting success* use **Modern Foreign Languages** for the Department/690 field.



Departments
Accounting.
Air Science.
American Studies.
Biology.
Biomedical Studies.
Chemistry and Biochemistry.
Church and State.
Communication Sciences and Disorders.
Communication Studies.
Computer Science.
Curriculum and Instruction.

Economics.
 Education Administration.
 Educational Psychology.
 Engineering.
 English.
 Environmental Studies.
 Geology.
 Health, Human Performance and Recreation.
 History.
 Information Systems.
 Journalism.
 Mathematics.
 Modern Foreign Languages.
 Museum Studies.
 Music.
 Philosophy.
 Physics.
 Political Science.
 Psychology and Neuroscience.
 Religion.
 Sociology.
 Social Work.
 Spanish.
 Statistical Sciences.
 Theatre Arts.

5. **Degree:** Note the degree on the approval form (Ex. Doctor of Philosophy). Double check the list of program degrees (Ex. Philosophy) below and write down the abbreviation of the degree (Ex. Doctor of Philosophy = Ph.D.). The list of degrees is not comprehensive. NOTE: For the projects, the degree will ALWAYS be M.S. or M.A.



Accounting	MAcc BBA/MAcc
Advanced Neonatal Nursing	MSN
American Studies	MA

Austin EMBA	MBA - EMBA
Behavioral Science	PhD
Biology	MA MS PhD
Biomedical Engineering	MSBME BSECE/MSBME BSE/MSBME BSME/MSBME
Biomedical Studies	MS PhD
Business Administration	MBA
Business Administration with Health Care Administration Specialization	MBA
Business Administration/Computer Science	MBA/MS
Business Administration/Information Systems	MBA/MSIS
Business Administration/Juris Doctor	MBA/JD
Chemistry	MS PhD
Church Music	MM MM/MDiv
Clinical Psychology	PsyD
Communication Sciences and Disorders	MA MSCD
Communication Studies	MA
Composition	MM
Computer Science	MS
Conducting	MM
Curriculum and Instruction	MA MEd EdD
Curriculum and Teaching	PhD
Dallas EMBA	MBA - EMBA
Directing	MFA
Doctor of Ministry - Truett Seminary	DMin
Earth Sciences	MA
Economics	MSEco
Ecological, Earth and Environmental Sciences	PhD
Educational Administration	MSEd
Educational Psychology	MA MEd PhD
Electrical and Computer Engineering	MSECE BSECE/MSECE PhD
Engineering	BSECE/ME ME/MBA BSME/ME ME
English	MA PhD
Environmental Biology	MS
Environmental Science	MES MS
Exercise, Nutrition, and Preventive Health	PhD
Family Nurse Practitioner	MSN
Geology	MS PhD
Health Care Administration - Fort Sam Houston	MHA
Health, Human Performance, and Recreation	MSEd
History	MA PhD
Information Systems	MSIS PhD
International Economics	MA MS
International Journalism	MIJ
International Relations	MAIR

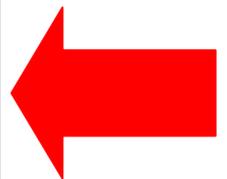
Journalism	MA
Limnology	MSL
Mathematics	MS PhD
Mechanical Engineering	MSME BSME/MSME
Museum Studies	MA
Music Education	MM
Music History and Literature	MM
Music Theory	MM
Neonatal Nurse Practitioner	MSN
Nursing	MSN
Nurse-Midwifery	DNP
Nutrition - Fort Sam Houston	MS
Occupational Therapy	Ph.D.
Orthopaedic Physical Therapy - Brooke Army Medical Center	DScPT
Orthopaedic Physical Therapy - West Point	DScPT
Performance	MM
Philosophy	MA PhD
Physician Assistant Studies - Fort Sam Houston	DScPA
Physical Therapy - Fort Sam Houston	DPT
Physics	MA MS PhD
Piano Accompanying	MM
Piano Pedagogy and Performance	MM
Political Science	MAIR MPPA PhD
Psychology & Neuroscience	PsyD PhD
Public Policy and Administration	MPPA MPPA/JD
Religion	MA PhD
School of Education Graduate Programs	EdS MA MEd EdD PhD
School Psychology	EdS
Social Psychology	PhD
Social Work	MSW MSW/Mdiv
Sociology	MA PhD
Spanish	MA
Statistical Science	MS PhD
Theatre	MA
Taxation	MTax BBA/MTax MTax/JD
Transition Doctor of Physical Therapy Program	MPT to DPT

6. After the Initial Steps Checklist has been filled out, put ETD or Project in the “To Be Checked” basket on top of the black filing cabinet by the Serials and Electronic Resources Catalog Specialist’s desk for the Metadata and Catalog Librarian.
7. Once the ETDs and Projects have been checked by Metadata and Catalog Librarian, the ETDs and Projects will be distributed to the Serials and Electronic Resources Catalog Specialist and the Metadata Specialist for cataloging.

Cataloging, Part 2: BearDocs

8. Login to BearDocs.
9. Find the author in the "Submitted By" column on the right side under "Tasks in the Pool." Click on the "Take Task" button next to the author's name on the right.
10. Scroll to the bottom of the page and click on the "Accept This Task" button. On the "Perform Task" screen there will be 5 choices to choose from at the bottom of the page:
 - I. **Approve** – ONLY click on this button when you have completely finished cataloging the ETD or Project.
 - II. **Reject** – NEVER click this button, because it will permanently delete the ETD or Project in which case the student would have to submit their ETD or Project all over again.
 - III. **Edit Metadata** – Click on this button to edit the ETD or Project.
 - IV. **Do Later** – Click on this if you cannot edit the ETD or Project right away. It will put the ETD or Project in your 'Owned Tasks' to do later and no one else can claim it.
 - V. **Return Task to Pool** – Click on this if you have decided not to catalog the ETD or Project. This is important because if you decide not to catalog, clicking this button will return it to "Tasks in the Pool" for someone else to claim and catalog it. NOTE: If you do this it will email everyone letting them know that a new ETD or Project has been submitted. Once that email has been sent, notify everyone that the ETD or Project is not new and has only been returned to the "Task in the pool."

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".	<input type="button" value="Approve"/>
If you have reviewed the item and found it is not suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and re-submit.	<input type="button" value="Reject"/>
Select this option to correct, amend or otherwise edit the item's metadata.	<input type="button" value="Edit Metadata"/>
If you wish to leave this task for now, and return to your "My BEARdocs", use this option.	<input type="button" value="Do Later"/>
To return the task to the pool so that another user can perform the task, use this option.	<input type="button" value="Return Task to Pool"/>



11. Click the “Edit Metadata” button if you are ready to catalog it. The “Submit: Describe Your Item” screen will appear. Ignore this screen and click the “Next” button to go to the next screen.

<input type="checkbox"/> The item has more than one title, e.g. a translated title
<input type="checkbox"/> The item has been published or publicly distributed before

- 1st Option: The only time this is selected is when the ETD is a translation.
- 2nd Option: This is only selected when previously published material is included in the ETD or Project. You will need to check for citations in a later screen (these citation fields do not appear unless this particular option is checked).

13. On this screen, you will be editing the author, advisor(s), other contributors, title, other title, date of issue, copyright date, publisher, citation, type, language, and access rights fields. There are two buttons on the right: “Remove This Entry” (to delete a field) and “Add More” (to add a field); use these buttons when necessary. When you are finished entering all the fields on this screen do a spell-check before clicking on the “Next” button to go to the next screen.

- **Authors:** Enter the author’s name exactly as it appears on the Initial Steps Checklist.

Ex. Smith, Joseph, 1978-
Sampson, Eleanor Jane.
Johnson, Michael Jim, 1980-
Torason, Hanna G.
Guya, S. Tina
Zimbana, R. E.

- **Advisors:** Enter the advisor’s name exactly as it appears on the Initial Steps Checklist.

Ex. Smith, Joseph, 1956-
Sampson, Eleanor Jane.
Johnson, Michael Jim, 1962-
Torason, Hanna G.
Guya, S. Tina
Zimbana, R. E.

- **Other Contributors:** Enter the department, institute, or school exactly as it appears on the Initial Steps Checklist.

- **Title:** Enter the title exactly from the abstract page with correct capitalization and punctuation. NOTE: Always put a space before and after a colon if there is a subtitle.

Ex. Electronic theses and dissertations : a case study in how they are inputted.

- **Other title:** This only appears when the 1st option from the previous screen is selected. Enter the title of the original work being translated here. **NOTE:** Make sure to take out [initials articles](#).
- **Date of Issue:** This only appears when the 2nd option from the previous screen is selected. Enter the date exactly from the previously published material.
- **Copyright Date:** Enter ONLY the month and year that is stipulated on the approval page under 'Accepted by the Graduate School.' Delete any numeric value that is in the 'day' field.
- **Publisher:** This only appears when the 2nd option from the previous screen is selected. Enter the publisher's name in this field.
- **Citation:** This only appears when the 2nd option from the previous screen is selected. If the citation is incomplete, check BearCat to see if Baylor owns the journal, check Baylor's periodical databases, or search the web to find all the information to make a complete citation following *Chicago Manual of Style* guidelines. Below are some examples of the most common types of citations for journal articles. If you cannot find any information to make a complete citation, give to the Metadata & Catalog Librarian.

Ex. Journal Article with volume and issue #

Author. "Article title." Journal title volume, issue # (date): page number(s).

Ex. Hagelson, Anthony. "How to input electronic theses and dissertations into DSpace." ETD Journal 3, 6 (2007): 54-63.

Ex. Journal Article with volume but no issue #

Author. "Article title." Journal title volume (date): page number(s).

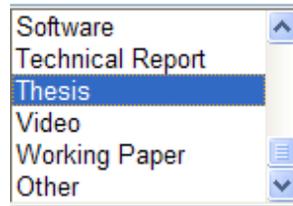
Ex. Hagelson, Anthony. "How to input electronic theses and dissertations into DSpace." ETD Journal 3 (2007): 54-63.

Ex. Journal Article with no volume or issue #

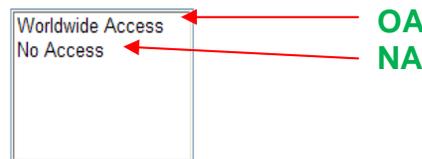
Author. "Article title." Journal title (date): page number(s).

Ex. Hagelson, Anthony. "How to input electronic theses and dissertations into DSpace." ETD Journal (2007): 54-63.

- **Type:** Verify that “Thesis” has already been selected from the drop-down menu for the ETDs. NOTE: ‘Project’ will have been already selected for the Projects.



- **Language:** English is the default language. If the ETD is in another language, select the correct language from the drop-down menu.
- **Access Rights:** Note the permissions abbreviation from the Initial Steps Checklist, and select from the drop-down menu the correct access option (Worldwide Access = OA; No Access = NA).



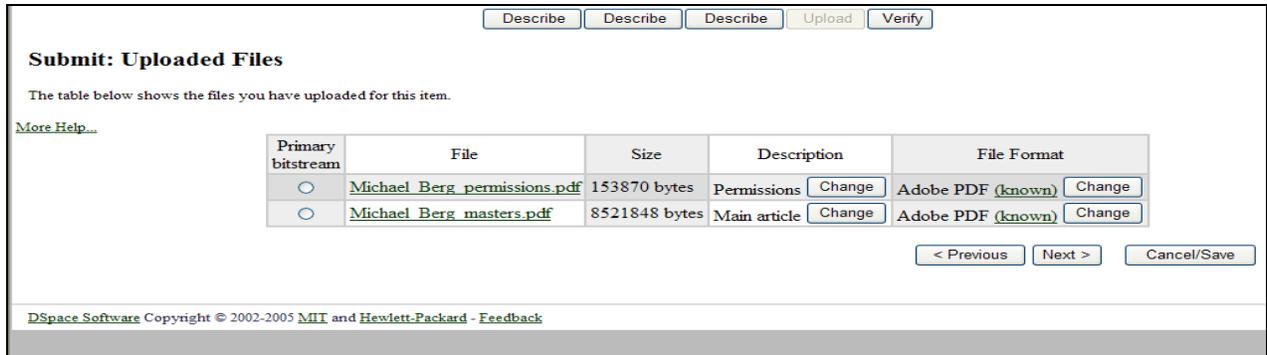
14. On this screen, you will be editing the subject, abstract, description, statement of responsibility, rights, degree, and department. Click on the “Next” button to go to the next screen.

- **Subject:** Use the keywords that the student has supplied. Make sure that each keyword or keyword phrase is in a separate subject field and that it has correct capitalization. DO NOT leave all the keywords or keyword phrases in one subject field.
- **Abstract:** Make sure the content in the abstract field and the summary on the abstract page match. Change smart quotes (ex. “me”) to straight quotes (ex. "me"), and curly apostrophes and quotes (ex. she’s and ‘me’) to straight apostrophes and quotes (ex. she's and 'me'). Other diacritics issues will be handled by the Metadata and Catalog Librarian.
- **Statement of Responsibility:** Enter the word “by” and the ETD or Project author’s name. The author’s name should be entered exactly as it appears on the abstract page (Ex. by Ulysis Thompson.).
- **Rights:** A standard rights statement will already be in this field; make sure it matches the rights statement below. If it does not, delete what is there and replace with the statement below.

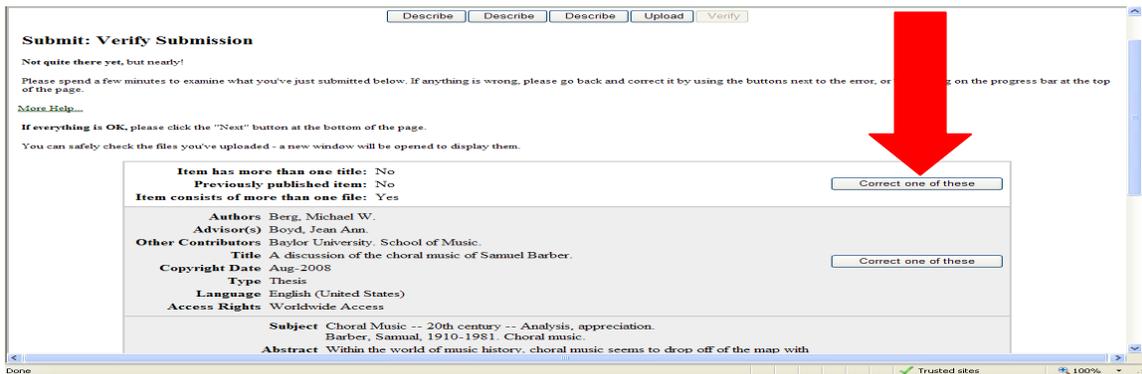
Baylor University theses are protected by copyright. They may be viewed from this source for any purpose, but reproduction or distribution in any format is prohibited without written permission. Contact librarywebmaster@baylor.edu for inquiries about permission.

- **Degree:** Enter the degree abbreviation exactly as it appears on the Initial Steps Checklist.
- **Department:** Note the department on the Initial Steps Checklist, and select the correct one from the drop-down menu.

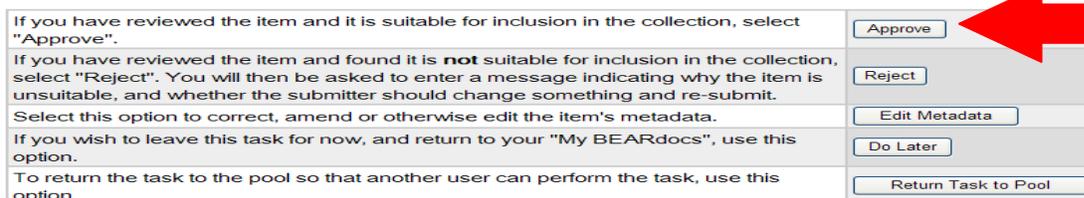
15. Ignore the “Submit: Uploaded Files” screen and click the “Next” button to take you to the next screen.



16. The “Submit: Verify Submission” screen will have all the fields from the previous screens. Verify that all the information is correct. If something is wrong, click on the “Correct one of these” button, and it will return to the screen where you need to make corrections. Once changes have been made, click the “Verify” button. This will take you back to the “Submit: Verify Submission” screen. Review the information again, make sure everything is spelled correctly, and if it is all correct, click on the “Next” button to take you to the next screen.



17. At the bottom of the “Perform Task” screen select the ‘Approve’ option to send it on to quality control queue.



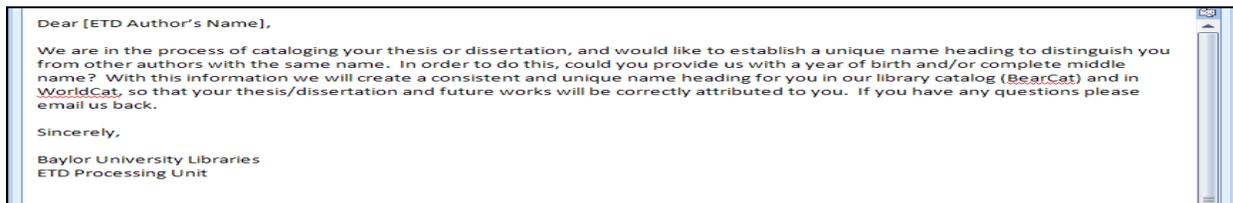
Quality Control, Part 3: BearDocs

18. Login to BearDocs.
19. Find the author in the “Submitted By” column on the right side under “Tasks in the Pool.” Click on the “Take Task” button next to the author’s name on the right.
20. Scroll to the bottom of the page and click on the “Accept This Task” button. On the “Perform Task” screen there will be 4 choices to choose from at the bottom of the page:
 - I. **Commit to Archive** – ONLY click on this button when you have finished quality control checking of the ETDs or Projects.
 - II. **Edit Metadata** – Click on this button to edit the ETD or project.
 - III. **Do Later** – Click on this if you cannot edit the ETD or Project right away. It will put the ETD or Project in your ‘Owned Tasks’ to do later and no one else can claim it.
 - IV. **Return Task to Pool** – Click on this if you have decided not to catalog the ETD or Project. This is important because if you decide not to catalog, clicking this button will return it to “Tasks in the Pool” for someone else to claim and catalog it. NOTE: If you do this it will email everyone letting them know that a new ETD or Project has been submitted. Once that email has been sent, notify everyone that the ETD or Project is not new and has only been returned to the “Task in the pool.”
21. Click on the ‘Edit Metadata’ button.

Once you've edited the item, use this option to commit the item to the archive.	<input type="button" value="Commit to Archive"/>
Select this option to correct, amend or otherwise edit the item's metadata.	<input type="button" value="Edit Metadata"/> 
If you wish to leave this task for now, and return to your "My BEARdocs", use this option.	<input type="button" value="Do Later"/>
To return the task to the pool so that another user can perform the task, use this option.	<input type="button" value="Return Task to Pool"/>

22. First assign name authority headings to the author and advisor.

- 1) Check in OCLC Connexion to see if there are any name conflicts.
- 2) If name in email address is different from the name given on the abstract page, give to the Catalog and Database Maintenance Librarian.
- 3) Remove designations like Jr., Sr., III, from names unless it is needed to break a name conflict. Rule: AACRII [22.19](#)
- 4) Qualify a name only when it needs to break a name conflict. For example, you might need to create a fuller name by qualifying initials (ex. Smith, T. Jones (Thomas Jones)). Rule: AACRII [22.18](#)
- 5) Check these additional places if more personal information about the author's name if needed: Baylor directory and website and BearDoc's author field.
- 6) Send the ETD Author Personal Information Request Form (EAPIRF) if more personal information is needed to break a name conflict, and be sure to cc the Catalog and Database Maintenance Librarian. NOTE: This form will also be used for Projects.



- 7) If the author's name is still problematic give to the Catalog and Database Maintenance Librarian to resolve.

23. Next fix any problematic diacritics in the title, author, advisor, and abstract fields. Save changes and make sure the changes have occurred.

24. Skim through all the information on the 'Verify' page to make sure everything is correct and click 'Next' and hit the 'Do Later' button at the bottom of the page.

25. Lastly, put author, advisor, title, department, degree, and access information in the GoogleDoc spreadsheet that keeps track of permissions.

26. Archiving ETDs & Projects. Once graduation has occurred you can archive the ETDs and Projects.

1) Commit to Archive

➤ ETDs and Projects that are Open Access (OA) or No Access (NA) **CANNOT** be committed to the archive until you have set a date with the Analyst Programmer for Library Systems to lock them down (permission form for the OA ETDs and Projects is the only item that is locked down). Until a date has been set, click on the “Do Later” button and keep them in your “Owned Tasks.”

- Once a date has been set, login to BearDocs.
- Set up a new email message to be sent to the Analyst Programmer for Library Systems.
- Go into your “Owned tasks” and click on the “Perform This Task” button for each ETD and Project individually.



Owned Tasks

Below are the current tasks that you have chosen to do.

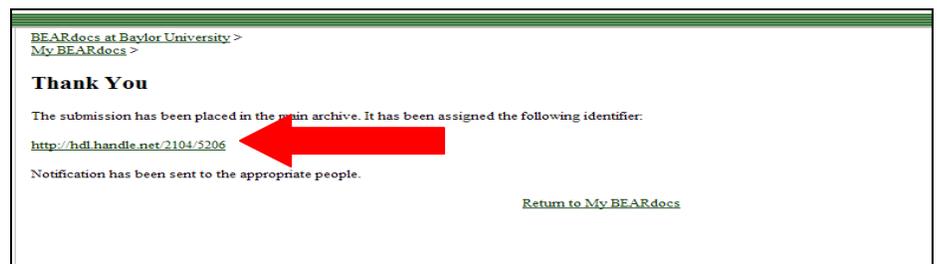
Task	Item	Submitted To	Submitted By	
Final Edit of Submission	A discussion of the choral music of Samuel Barber.	Electronic Theses and Dissertations	Michael Berg	<input type="button" value="Perform This Task"/> <input type="button" value="Return to Pool"/>

Tasks in the Pool

Below are tasks in the task-pool that have been assigned to you.

Task	Item	Submitted To	Submitted By	
Final Edit of Submission	Semiparametric AUC Regression for Testing Treatment Effect in Clinical Trial	Electronic Theses and Dissertations	Lin Zhang	<input type="button" value="Take Task"/>
Final Edit of Submission	Automated Sequence Homology: Using Empirical Correlations to Create Graph-based Networks for the Elucidation of Protein Relationships	Electronic Theses and Dissertations	Stephen Bush	<input type="button" value="Take Task"/>
Final Edit of Submission	Iris Murdoch's Genealogy of the Modern Self: Retrieving Consciousness Beyond the	Electronic Theses and Dissertations		<input type="button" value="Take Task"/>

- Commit each ETD and Project to the archive and copy the handle provided on the ‘Thank You’ page and paste it into the GoogleDoc spreadsheet for each ETD and Project.



BEARdocs at Baylor University >
My BEARdocs >

Thank You

The submission has been placed in the main archive. It has been assigned the following identifier:
<http://hdl.handle.net/2104/5206>

Notification has been sent to the appropriate people.

[Return to My BEARdocs](#)

- When all the ETDs and Projects have been archived, paste the GoogleDoc spreadsheet (author, title, date, department, handle) into an email message to the Analyst Programmer for Library Systems.
- The Analyst Programmer for Library Systems will lock the ETDs and Projects down and will send an email back to the Metadata and Catalog Librarian notifying them that they have been locked.

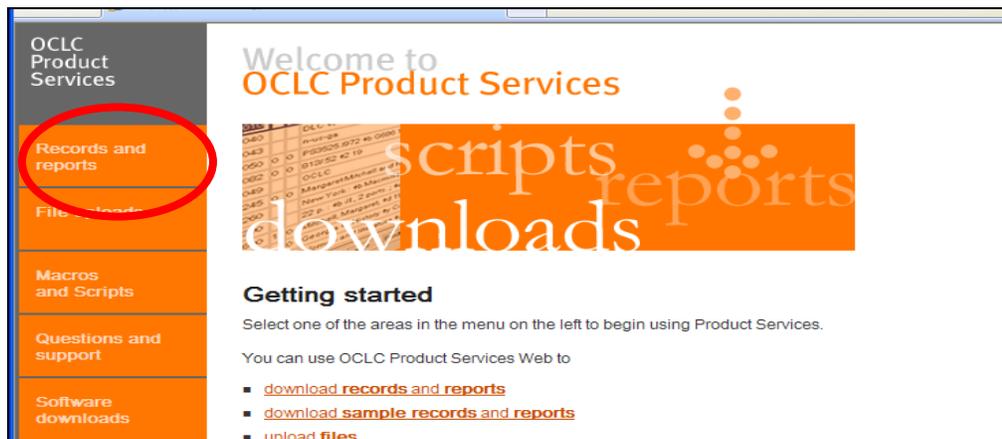
Cataloging, Part 3: Transform into MARC

27. Transform ETDs and Projects from Dublin Core to MARC.

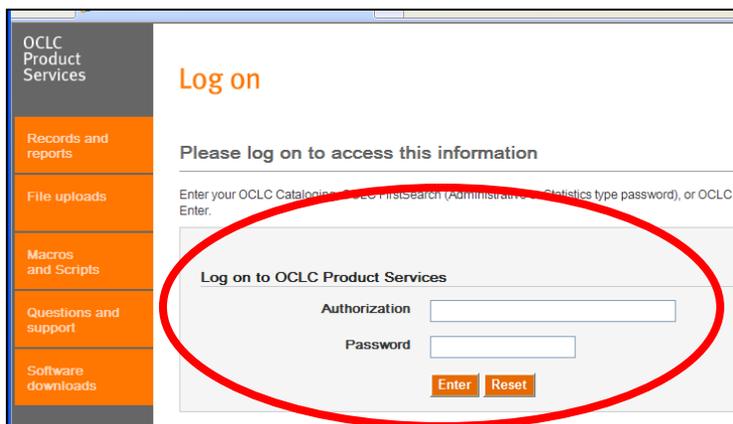
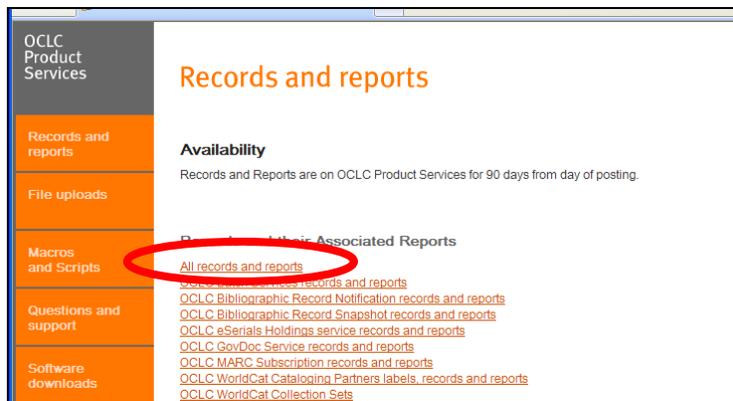
- The Metadata and Catalog Librarian will email the Analyst Programmer for Library Systems and ask him/her for a XML file of the ETDs and Projects that were recently cataloged.
- The Metadata and Catalog Librarian will review the XML file sent by the Programmer for diacritic issues and other problems. If there are problems, the Metadata & Catalog Librarian will login to BearDocs and make corrections. Once the corrections have been made, they will ask the Programmer to resend the XML file.
- Once the XML file is deemed okay, the Metadata and Catalog Librarian will run the XML file through the DC-MARC script program. If there are issues, they will make corrections and send a report to the Senior Systems Analyst to make corrections to the programming script.
- The Metadata and Catalog Librarian will review and edit as necessary the converted MARC UTF-8 file and then send it to the Catalog and Database Maintenance Librarian to proof. **NOTE: Make sure that the name authorities are formed correctly and that they have the correct MARC subfields. Also check titles that start with definite/indefinite articles to make sure the MARC indicators are correct. Lastly check diacritics, punctuation, and spacing and correct if needed.**
- After the MARC UTF-8 file is deemed fine, the Metadata and Catalog Librarian will run the MARC UTF-8 file through the diacritics script program to convert the file to a MARC MARC-8 file.
- Once the MARC MARC-8 file has been created, the Metadata and Catalog Librarian will proof the file.
- When the file has been finalized, the Metadata and Catalog Librarian will convert the MARC MARC-8 file into a raw MARC file format (.mrc), and email it to the Senior Systems Analyst who will FTP it to OCLC.

- Once OCLC has notified us that the ETD and Project records are ready for downloading, the Librarian will download the records from OCLC Products & Service website into a .bin file, which will be converted into a .mrk file (readable MARC).

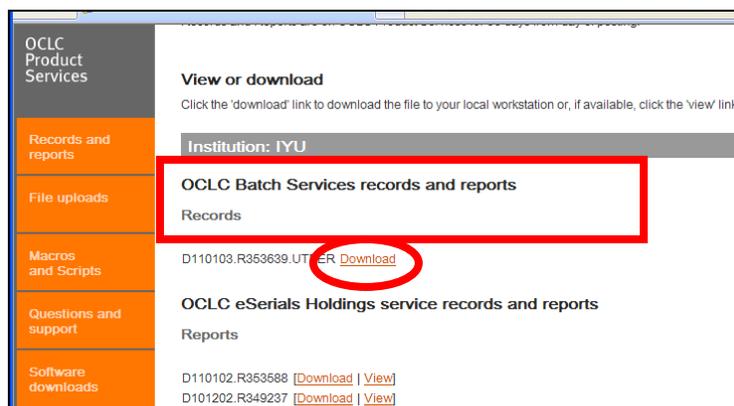
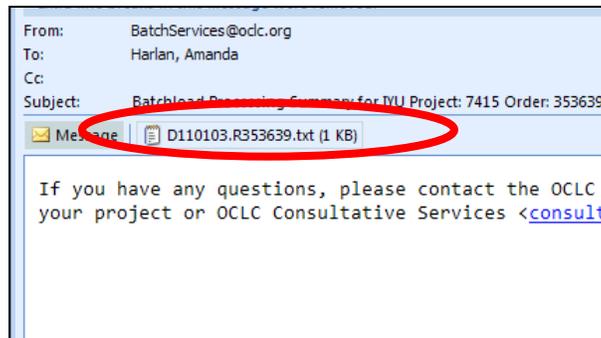
- Go to the OCLC Product Services website: <http://psw.oclc.org/>
- Click on the 'Records and reports' button in the left navigational panel.



- Click on the 'All records and reports' link, and login in using your Connexion user authorization code and password.



- Scroll to the bottom of the 'OCLC Batch Services records and reports'/'Records' section, and look for the file that has the exact file name as the text file attachment in the Batchload Processing Summary for IYU Project email (Ex. D110103.R353639). Once you have found the correct file, click on the 'download' link next to it.



- Next save the .bin file to Desktop/ETDs/Semester.Year/OCLC. Then click on the 'Close' button.
- Open up MarcEdit and convert the .bin file into a readable .mrk file that replaces the already existing one in the OCLC folder.
- Next convert the readable .mrk file back to a raw MARC .mrc file that will replace the already existing one in the OCLC folder.
- The Metadata and Catalog Librarian will take that .mrk file and the MARC UTF-8 file and run both files through the parsing program which will strip out the necessary MARC fields in both the OCLC .mrk file and the MARC UTF-8 file to create a new MARC UTF-8 file.
- Metadata and Catalog Librarian will proof the MARC UTF-8 file, and will then convert it into a raw MARC file and will send it to the Catalog and Database Maintenance Librarian who will review and download the records into BearCat.