Courtright Memorial Library

Otterbein Minimum Digital Accessible Standards for Submissions to the OhioLINK Electronic Thesis and Dissertation (ETD) Center and the Digital Commons @Otterbein (DC)

New or Revised: New	
Last Review Date: Click or tap to enter a date.	Approval Date: 2/21/2023

Purpose

Otterbein University is committed to ensuring equal access for individuals with disabilities to the programs and services of the University in accordance with the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, and Section 504/Section 508 of the 1973 Rehabilitation Act as amended. Equal access includes access to electronic and information technology.

Otterbein University adheres to our Digital Accessibility Policy (Otterbein Policy Number: 123.0 Digital Accessibility). Our commitment includes student scholarships that are published in Otterbein's institutional repository Digital Commons and OhioLINK ETD Center:

- ETDs (Electronic Theses, Dissertations, DNP papers, Master theses, etc.)
- Honors and Distinction Papers
- Capstone Papers/Projects (undergraduate/graduate)

As the authors of a paper/project, all students share this responsibility for ensuring that their work meets accessibility standards so it is available to all interested researchers. This document delineates the recommended minimum requirements for digital accessibility of an electronic capstone paper/project or document (undergraduate/graduate) in the PDF format to be published in the Otterbein Digital Commons or OhioLINK ETD Center.

Recommended Practice

Every department and program participating in the Otterbein Digital Commons (DC) and OhioLINK ETD Center shall meet the minimum requirement for digital accessibility (see Web Content Accessibility Guidelines (WCAG)) per OhioLINK and Otterbein University requirements. In addition, it is strongly encouraged that the departments and

programs make this a requirement for graduate and undergraduate papers/projects to be submitted to Digital Commons (DC) and OhioLINK ETD Center by including the information in its department/program theses handbook/manual.

As ETDs must be approved for content by the student's defense committee before submission to the DC or Ohiolink ETD, the final post-defense copy submitted electronically to DC/OhioLINK ETD must meet the campus ETD minimum requirements for digital accessibility. Ensuring the professional-level standards (including meeting the digital accessibility standard) is the student's responsibility as the author of the paper/project and the responsibility of the appointed thesis/project Chair and committee (graduate/undergraduate). Making a document accessible is easiest when students are in the initial stages of creating a document. Thus, we suggest advising students on the requirements as early as possible and making the accessibility report part of the defense copy requirement.

Otterbein Recommended Minimum Requirements for Submissions to the OhioLINK ETD and the DC

We recommend that students start creating an accessible paper/project in Microsoft Word, PowerPoint, or another document format from the beginning. Check each of the figure descriptions (captions) of images, graphs, formulas, or charts. If the students have thoroughly explained the visual elements of the figure in its description and surrounding paragraphs, they do not need to create separate alt text. **Utilize the Microsoft accessibility check function after completing the paper/project before converting to PDF**. Creating the PDF and checking it for accessibility should be the **FINAL STEP** in preparing the ETD for submission.

All papers/projects (full primary texts or supplementary content) submitted to Digital Commons or OhioLINK ETD Center must be accessible in PDF format with the following requirements.

- **The PDF file includes full text**
- **PDF accessibility permission flag is checked**
- **The text language of the PDF is specified**
- **Figures and images include alternative text**
- **PDF includes a title**
- **The submission includes the digital accessibility report**

Support

Checking for Accessibility

In Word: in the more recent versions of Word, click the "File" tab. Then click the "Check for Issues" button and choose "Accessibility Check." Please do your best to address any

errors or warnings that come up. Complete ALL edits before converting to PDF. See the Formatting Guidelines for more information on how to save it properly as a PDF.

In Adobe Acrobat: Choose "Tools" > "Accessibility." Then in the secondary toolbar, click "Full Check." Choose "Start Checking." See the Formatting Guidelines for more information

Students should try their best to fix any failed items. Right-click each item and choose "Explain" for more information.

Formatting Questions

For specific questions on accessibility formatting, view the Formatting Guidelines, browse Microsoft's accessibility training or consult the Digital Accessibility at Otterbein University Libguide.

Submissions to the OhioLINK Electronic Thesis and Dissertation (ETD) and/or the Otterbein Digital Commons that do not comply with submitting a digital accessibility report and/or fail the accessibility checker cannot be uploaded.

To be revised by Digital& Web Services Librarian every year or as needed.
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Previous Revisions (List all known-- DD Month YYYY): Click or tap here to enter text.