
ETD PROQUEST SUBMISSION PROCESS

All dissertations and theses must be submitted to ProQuest. The following section outlines the submission process. If you have questions about the submission process, please email the Digital Commons Manager at digitalcommons@odu.edu.

Before You Begin

Be sure to have the following:

1. The final, approved dissertation/thesis in PDF format. This must be one file. **Do not upload preliminary drafts – only the final, approved work.**

Note: The title page within the pdf should list committee members, but **no signatures**.

2. Optional supplemental files (images, sound files, etc.) that are an integral part of the thesis but not part of the full text.
3. The subject category list. Choose one main category and two optional supplementary subject areas.

Note: If you need assistance selecting appropriate subjects, contact the librarian for your discipline. A list of librarians can be found on [ODU Libraries' page here](#).

4. Up to six keywords. These are optional but useful. Can include phrases.

Creating an Account

1. Go to <http://www.etsadmin.com/odu> and click the “Sign up and get started today!” button. If you already have an account, use the Login option below that.



2. On the “Create account” page, fill out the required fields, and click “Create.”
3. You will receive an email asking you to confirm and activate your account.
4. After activating your account, you are ready to begin the submission process – a seven step procedure that should take less than an hour to complete. You can exit & return anytime to complete the process.

ETD Submission Process

The navigation tabs on the left allow you to save your submission as you work. Remember to hit the “Save & Continue” button before leaving each section. You may leave the ETD Administrator at any time and then return to your submission later.

Submission steps

Publishing information:

- Instructions
- PQ publishing options
- ProQuest/UMI agreement
- IR publishing options
- University agreement
- Contact information

About my dissertation/thesis:

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

Submission & payment:

- Register U.S. Copyright
- Order copies
- Shipping address
- Submit

STEP 1: Select publishing options and accept publishing agreements

ProQuest provides the option to have major search engines discover your work.

Select “Yes” for the greatest possible access to your work. If you select “Yes,” Google and Google Scholar will provide a link to your work in ProQuest and a link to your work in ODU Digital Commons.

If you select “No,” the ProQuest link will not be available via Google, but the ODU Digital Commons link will be available in Google and Google Scholar. If you absolutely do not want it available via search engines, consider an embargo.

The publishing agreement provides the opportunity to place an embargo on the release of your dissertation/thesis for up to 2 years. Any student who desires an embargoed dissertation or thesis beyond 2 years must make a request through the Graduate School.

Unless you have publishing or patent restrictions, it is best to make the thesis available as soon as it is published.

Click “Save & Continue.”

You will be prompted to accept the ProQuest Publishing Agreement. You must accept the agreement to continue.

Select Publishing Options

I want major search engines (e.g. Google, Google Scholar) to provide a link to your work in ProQuest and a link to your work in ODU Digital Commons.

Yes
 No

Access options (e.g., delaying the release of your work)

If you choose to delay the release of your work, you may select an embargo period. Note: Most institutions have delayed release options.

Delaying release in ProQuest

I want my work to be available in ProQuest:

Yes
 No - I have patents pending, or another restriction

How long would you like to delay the release of your work?

6 months 1 year 2 years

Note to administrator (optional):

Reason for delaying release to ProQuest:

Select

Save & Continue

IR Publishing Options & Agreement (ODU Digital Commons)

All theses and dissertations at ODU must be deposited in the university’s institutional repository, called [ODU Digital Commons](#), an open-access digital collection administered by the University

Libraries. This submission is made simultaneous with publication through ProQuest. You do not have to handle this yourself, but you do have to agree to the deposit of your work. Items in ODU Digital Commons are open-access and available through search engines. Like the ProQuest/UMI agreement, review the agreement carefully and know what you are agreeing to. If you have questions or concerns, contact the Graduate School.

Submission steps

Publishing information:

- Instructions
- PQ publishing options
- ProQuest/UMI agreement
- IR publishing options
- University agreement
- Contact information**

About my dissertation/thesis:

- Dissertation/Thesis details**
- PDF
- Supplemental files (optional)
- Notes (optional)

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STEP 2: Contact information

The next screen prompts you to enter current contact information, including email and mailing addresses, and a future mailing address if you will be moving soon. This information will be stored in ProQuest's internal database.

Enter your name exactly as it appears in your student record. Include UIN.

Contact information:	
First name*:	Jane
Middle name:	Elizabeth
Last name*:	Doe
Institutional Student ID*:	11882200

STEP 3: Graduate Work Details

Enter all necessary metadata about your graduate work – thesis title, advisor(s), committee members (required), abstract, etc. Be sure to complete ALL required fields, and proofread for typos.

Note: If you need assistance with selecting subject categories and keywords, please Note: If you need assistance selecting appropriate subjects, contact the librarian for your discipline. A list of librarians can be found on [ODU Libraries' page here](#).

Information included here should match what is included in the thesis itself – that is, the title should be exactly the same as it is on the title page of the submitted manuscript.

You may copy and paste your abstract, but be sure to verify that it pasted correctly. This information is used to create the bibliographic record in the ProQuest Dissertations & Theses database.

Submission steps

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STEP 4: Uploading the PDF (One file only)

Do not upload your work until it is the final, approved copy.

PLEASE NOTE: If you're submitting a pdf, you must ensure that

- 1) all fonts are embedded in the PDF and
- 2) the PDF security settings allow printing and modification of the document.

Both are critical to the publishing process. PDF Help is on the page.

PDF Help

- + Can I change this file later?
- + File name limit
- + Embedding fonts
- + Security settings

STEP 5: Uploading Supplemental Files (Optional)

Step 6 provides you with the opportunity to upload supplemental files that support your thesis. Examples might be sound clips or spreadsheets of research data. You can upload as many supplemental files as you need.

If the files are very large and/or you have a slow connection, you may provide a zipped file or a cd, dvd, or usb jump drive. Contact the Graduate School for more information.

Add File:

Note: do not add third party app

Description:

Media Type*:

- Select Media Type
- Audio
- Code/Script
- Data
- Image
- PDF
- Presentation
- Spreadsheet
- Text
- Video
- Webpage
- Other

Commons formats:
 Image: GIF (.gif); JPEG (.jpeg); TIFF (.tif)
 Audio: AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)
 Video: Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpg)
 Data: .xml; .csv; .xls; ascii

Submission & payment:

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Shipping address

Submit

STEP 6: Filing for Copyright Registration (Optional)

This step is strictly optional. Your work is automatically copyrighted once it is written.

If you want an additional layer of protection, ProQuest will register your claim to copyright with the U.S. Copyright Office (<http://www.copyright.gov/>) for a fee. For more information regarding copyright, see:

http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf

STEP 7: Ordering Bound Copies of the Thesis (Optional)

ProQuest has a variety of binding options and costs. Note: If you chose to embargo your work, you will not receive your bound copies until up to 8 months after the embargo has been lifted.

Confirmation and Log Out

Review all information that you submit. After completing the submission process, you will receive an email confirming that your submission has been received.

Submission Approval or Need for Corrections

The ODU ETD Manager will approve and send the submitted thesis to ProQuest Dissertation Publishing, at which time you will receive an email confirmation. In the event that the thesis must be revised in order for it be accepted, you will receive an email from the ODU ProQuest Administrator that will list the specific changes that need to occur. You should then make the necessary changes and resubmit the thesis.

What to Expect After You Submit Your Thesis/Dissertation

The Registrar's office will review the thesis/dissertation for the following and will let you know if changes are needed:

- Cover page with correct month and year of your official graduation
- Degree title
- Abstract
- Copyright page
- Table of contents
- Vita (at the very end)

Items should be in this order.

Once the submitted pdf is reviewed and accepted, and all paperwork has been received, your work will be locked and no other updates can be made. If changes need to be made, contact your graduate program director or committee chair who will email the Digital Commons Manager at digitalcommons@odu.edu.

Your work will be submitted to ProQuest for publishing 30 days after the official graduation date. ProQuest will not begin processing bound copies until they have published the work. You will receive an email from ProQuest letting you know your work has been published.

Making Changes After Your Work is Published by ProQuest

After your work is published by ProQuest, you must contact ProQuest for changes: disspub@proquest.com. There will be a fee.

If you need to make substantive changes, you will need approval of the Graduate School.

Contact the Digital Commons Manager at digitalcommons@odu.edu to submit the revision to ODU Digital Commons.