ProQuest ETD Admin User Guide

To submit your Dissertation or Thesis to ProQuest you will need to make use of the ProQuest ETD Administrator system. This is a guide to how to use that system and considerations for you to make.

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2. Start a New Submission
3. Determine Publishing Options
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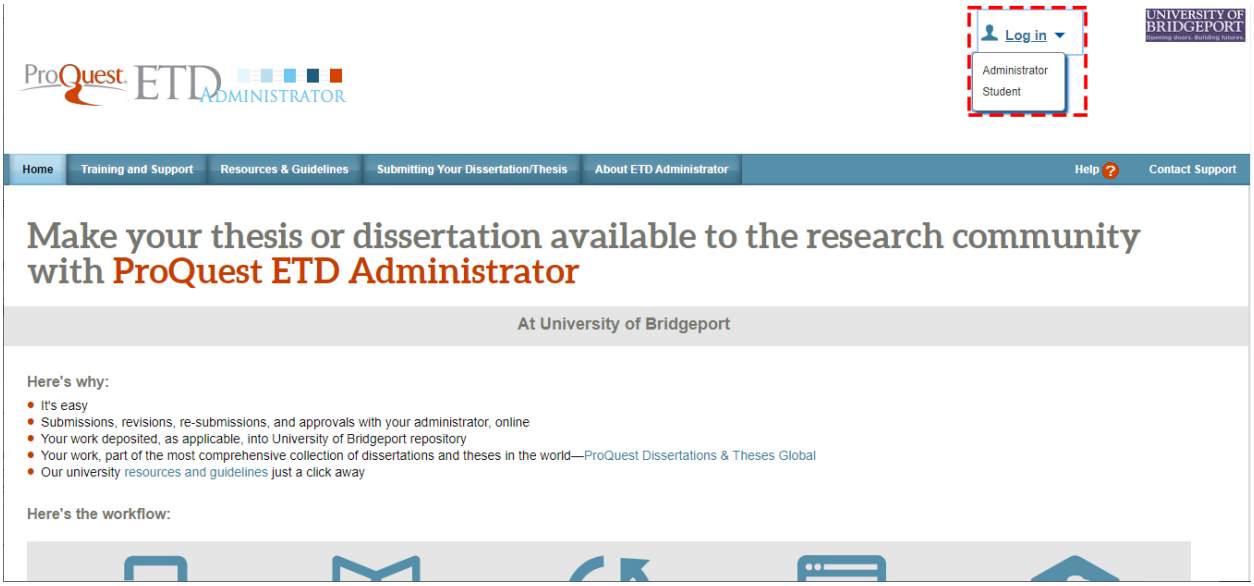
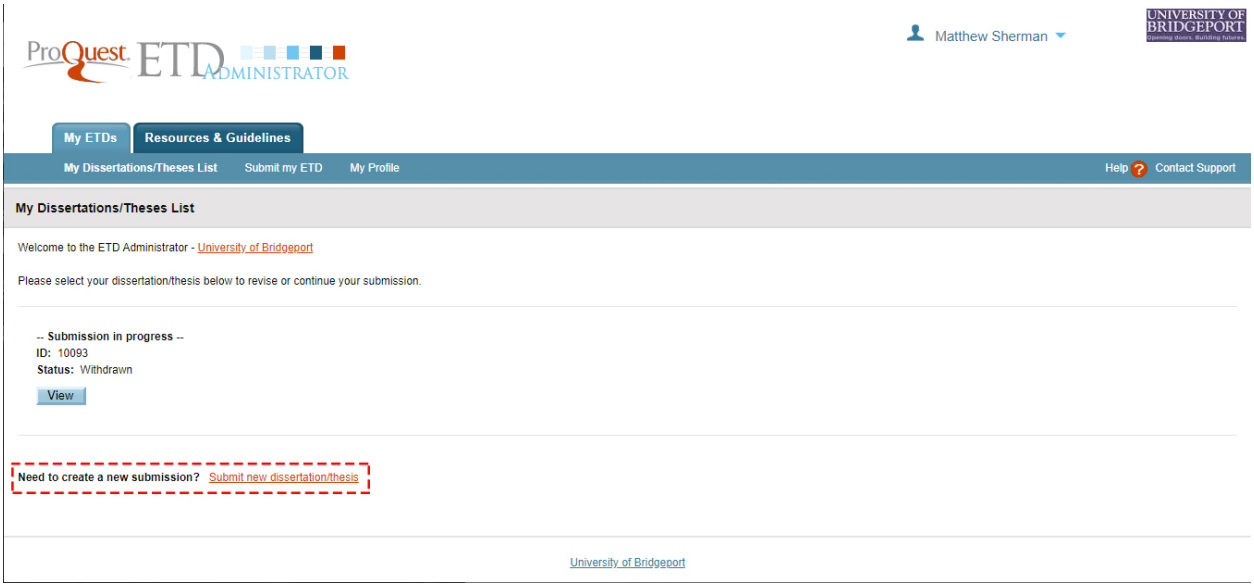
1. Login to ProQuest ETD Administrator

To submit your thesis or dissertation to ProQuest go to https://www.etdadmin.com/main/home?siteId=672. Once there you can login using the “Log In” dropdown and selecting “Student”. Login using your UBNet login.

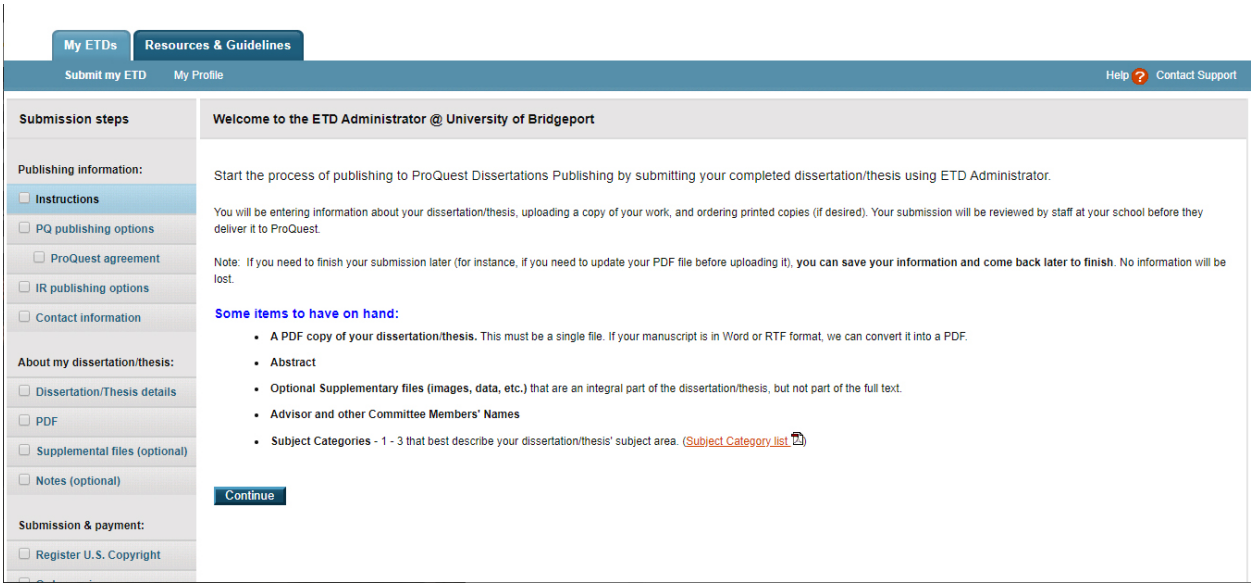


2. Start a New Submission

Once logged in you are able to create a new thesis/dissertation submission or continue working on an existing submission. To submit your thesis/dissertation click on the “Submit new dissertation/thesis” link.

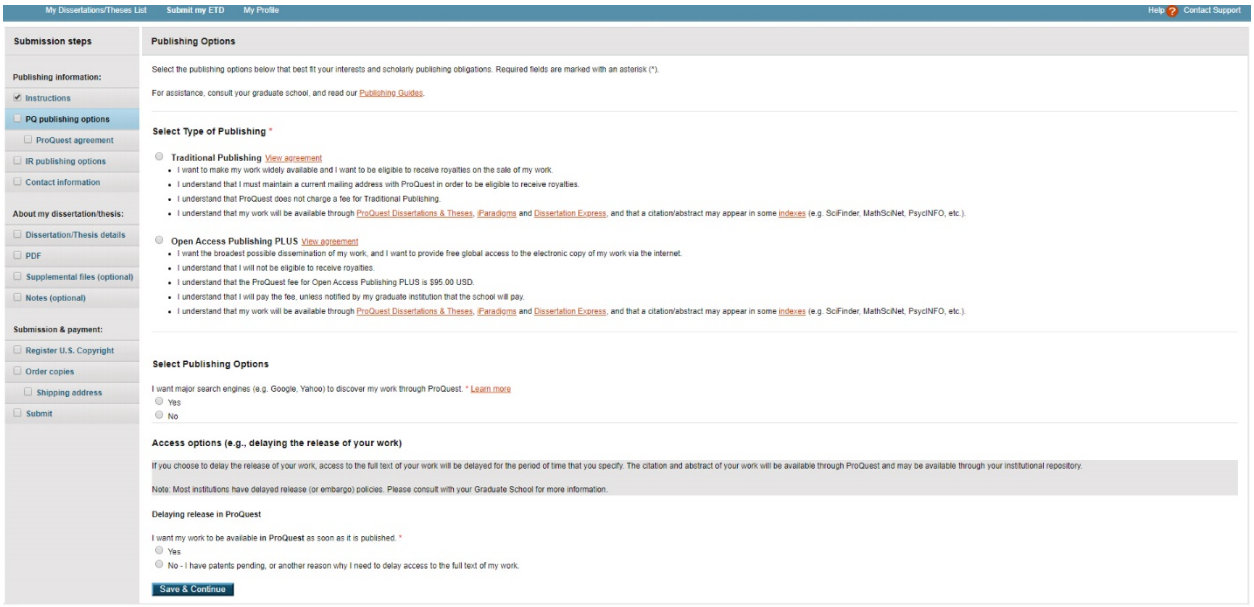


Once you start a submission ProQuest will outline the basic requirements you need. Make sure that you have the version of your thesis or dissertation that has been approved by the committee and that you want uploaded to ProQuest, any supplemental materials that you would also want to upload, and are prepared to describe your work within the submission form.

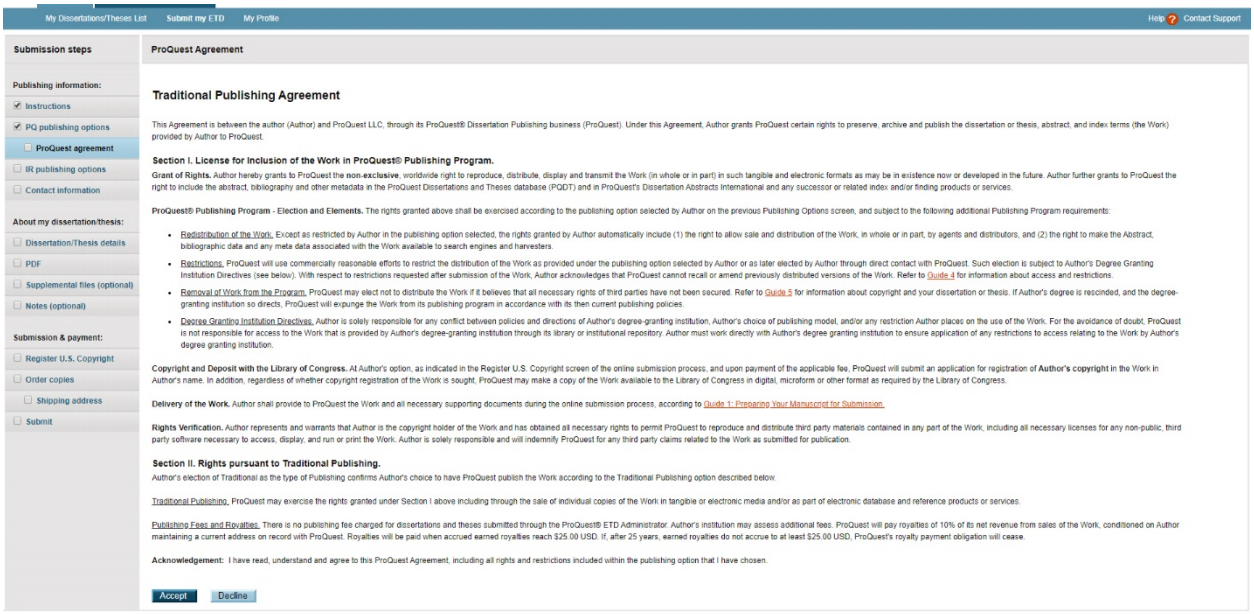


3. Determine Publishing Options

The first thing ProQuest asks is what type of publishing type you want do through ProQuest. You can select the traditional publishing model or open access publishing model. Both publishing models are a form of non-exclusive publishing agreement so you will retain the copyright to your work and can distribute it in other places in through other forms. The traditional publishing model has no charges associated with it, though only people at institutions with a subscription to ProQuest Dissertations and Theses can have access to your dissertation/thesis through that database. The traditional publishing model also allows some potential for royalties through ProQuest, though you should read the fine print as the stipulations make it unlikely for most people to make much if anything off of it. The open access publishing model has a fee associated with it, though anyone can access your dissertation/thesis through ProQuest's database. Regardless, you still own your copyright and can distribute your document as you wish with your document. Once you decide on the publishing type you wish to use there are two other publishing options you need to decide on. First you need to decide whether or not you want to have your copy of your dissertation/thesis that is in ProQuest discoverable by major search engines. Secondly, you need to say whether or not you need an embargo on your dissertation/thesis to delay access due to a pending patent or other reason that you would need to delay the ability for people to read your work. Once you have made your decisions click "Continue".

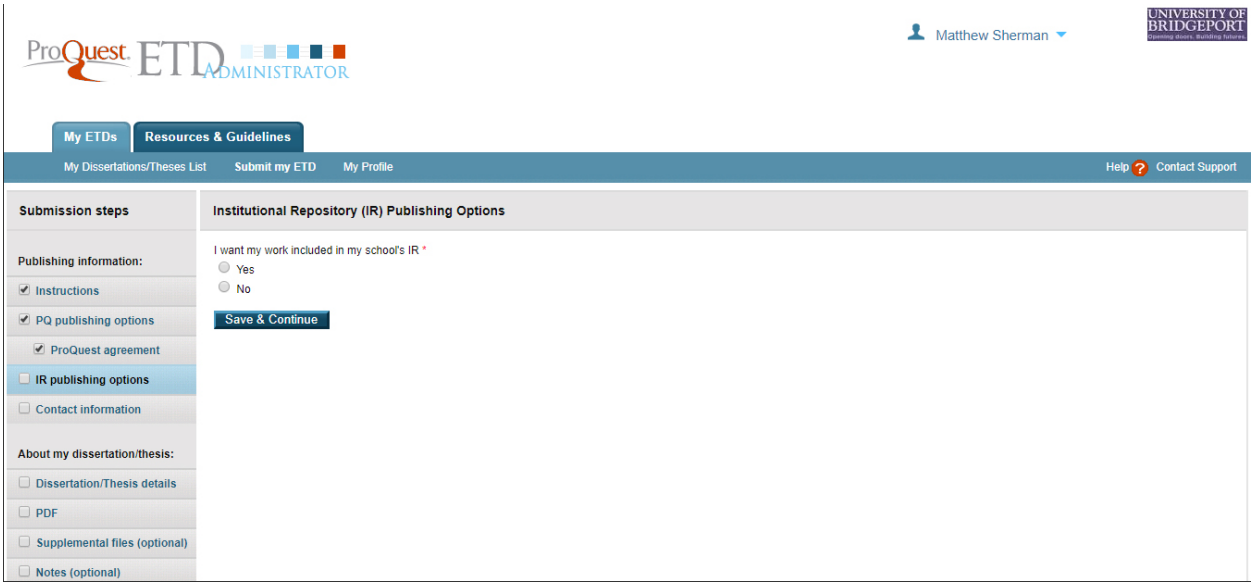


Regardless of which publishing model you chose you will need to acknowledge the publishing agreement of your choice to continue.

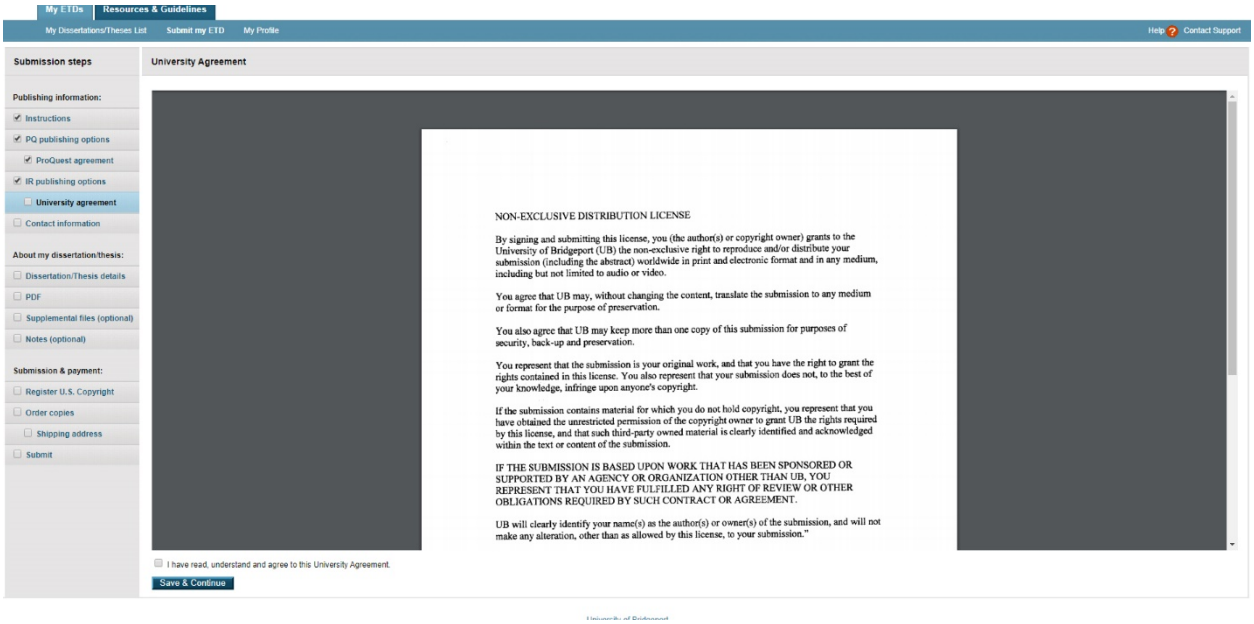


4. Decide Whether to Include in UB's Institutional Repository

Next you need to determine whether or not you want to include your dissertation/thesis in UB's institutional repository UB ScholarWorks. Will is a place administered by UB where you can provide your work open access for increased visibility and usage of your work. Check with your department to see whether there is a requirement of your program to deposit a copy in ScholarWorks.

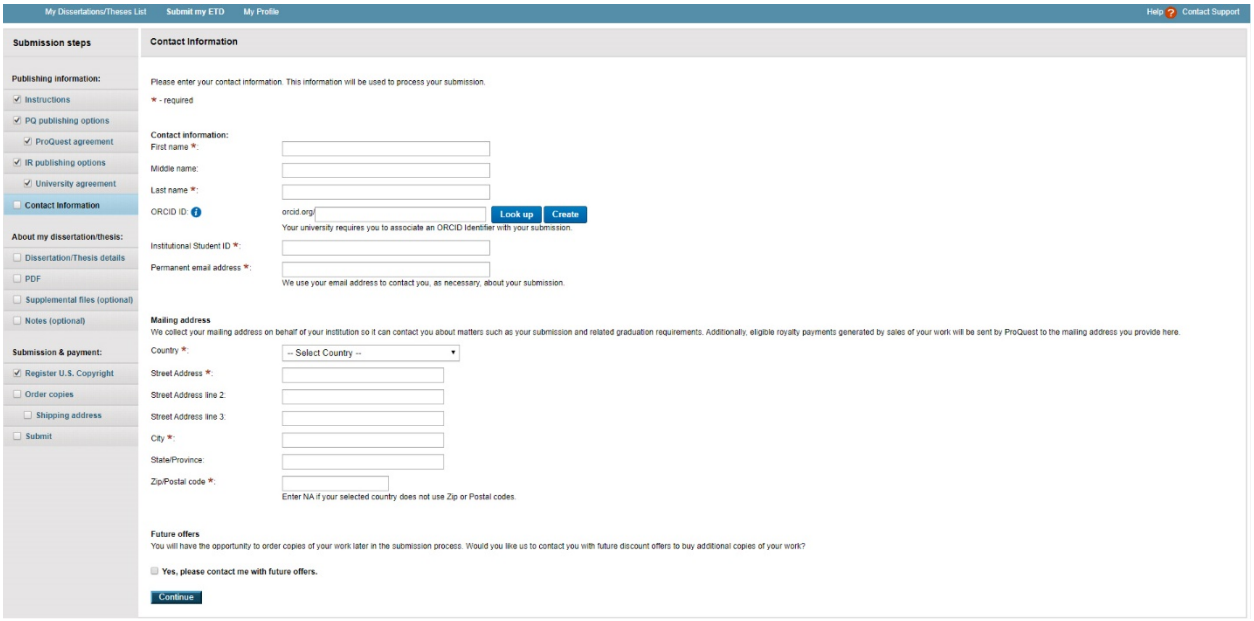


If you agree to post your dissertation/thesis in UB ScholarWorks then please read over UB's non-exclusive deposit agreement and acknowledge it to continue.



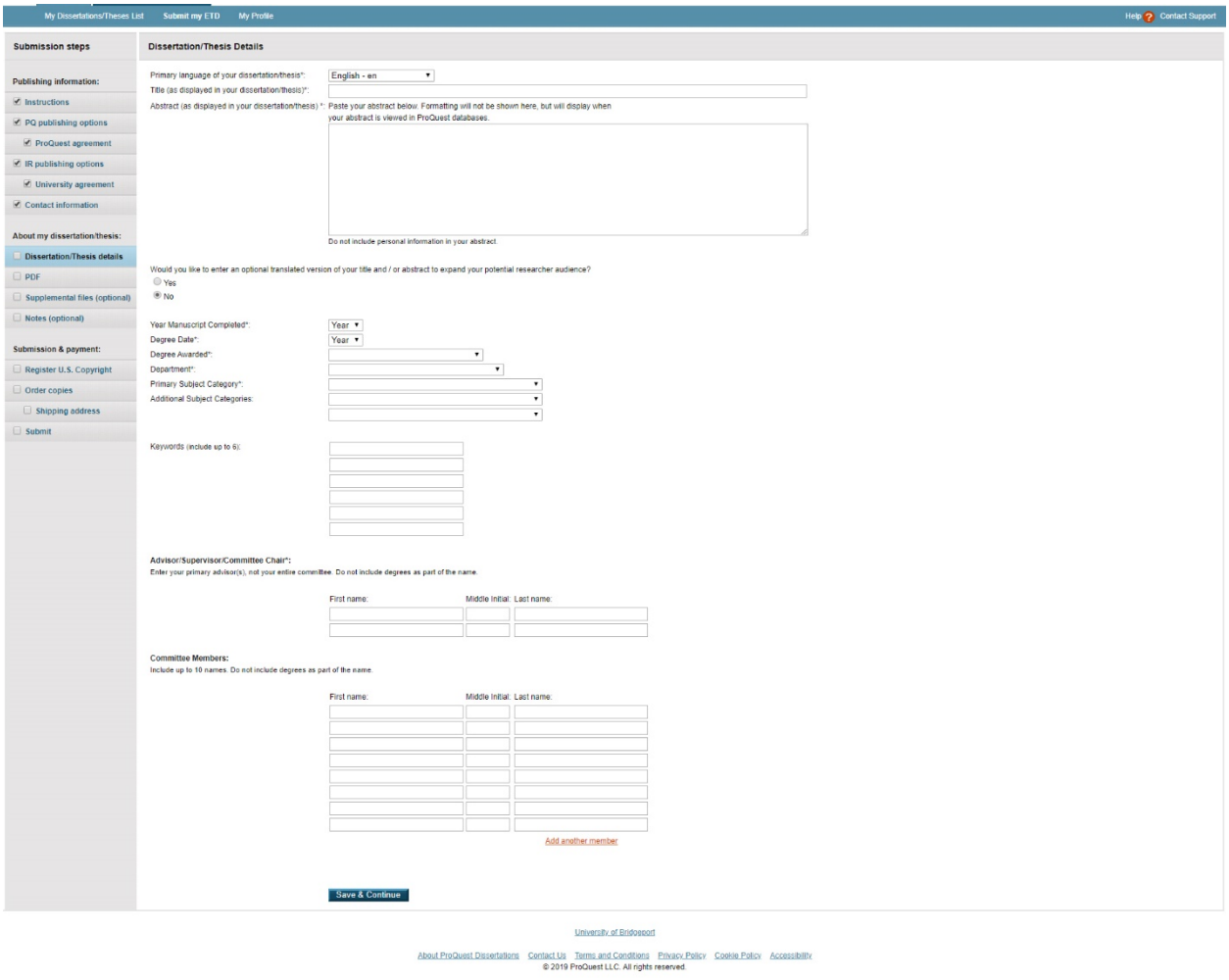
5. Provide ProQuest Your Contact Information

The final bit of publishing information ProQuest requests is for contact information for you as the author. This is the standard name and address form that is common throughout the internet. The unique fields to keep in mind though is the fields for ORCID, Institutional ID, and permanent e-mail. An ORCID (Open Researcher and Contributor ID) is a unique identifier that helps associate your works and differentiate you with others that share your name. This is not required to continue on but if you have one it is important to include it, or if you do not and you have many publications or expect to be publishing in the future it is worth creating one. Institutional ID is your student ID number. The permanent e-mail is a non-university e-mail that ProQuest can use to contact you after graduation.



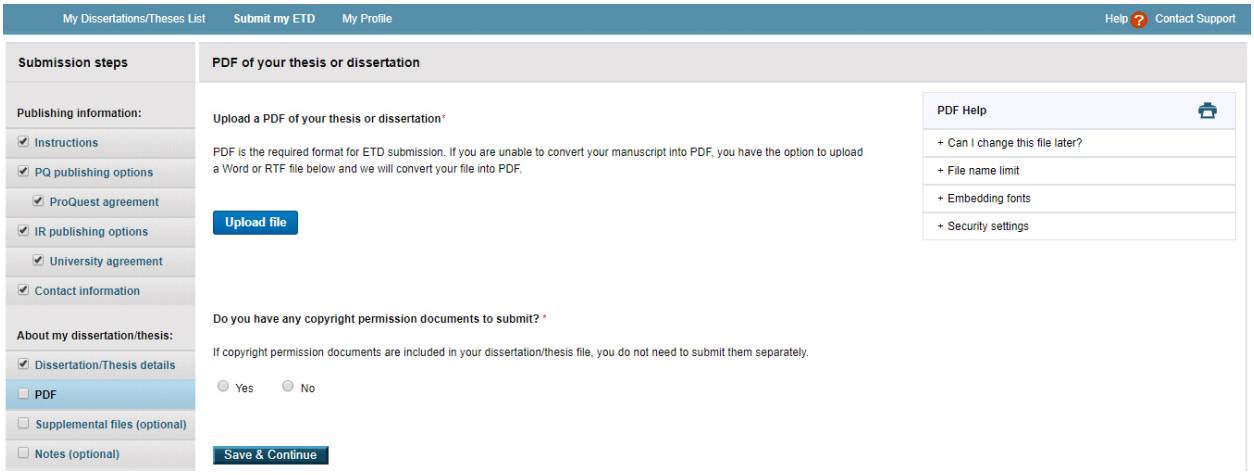
6. Provide Dissertation/Thesis Details

Now with the publishing information dealt with you will move onto the actual dissertation/thesis submission. You start with the simple items that you already have in your document by setting the language and copying the title and abstract in. If you have a second language you would like to put a title and abstract in to help scholars from another culture or language group you can optionally include one other version of your title and abstract which is in a different language, though you can only do one of these so chose accordingly if you wish to use this function. After that you need to provide dates for when you completed your manuscript. Then you need to provide information in regards to your degree, the year you graduated, what your degree is, and which department you obtained your degree from. At this point you need to think of how you describe your work. ProQuest asks you to determine the primary subject category from their list, as well as providing you the ability to select up to two secondary categories if there are other relevant ones from the list. Then you may include up six keywords that describe your dissertation/thesis that will be used to help highlight your work in searches. Finally for this page you need to provide the names of your advisor, committee chair, and the committee members overseeing your dissertation/thesis before you can continue.

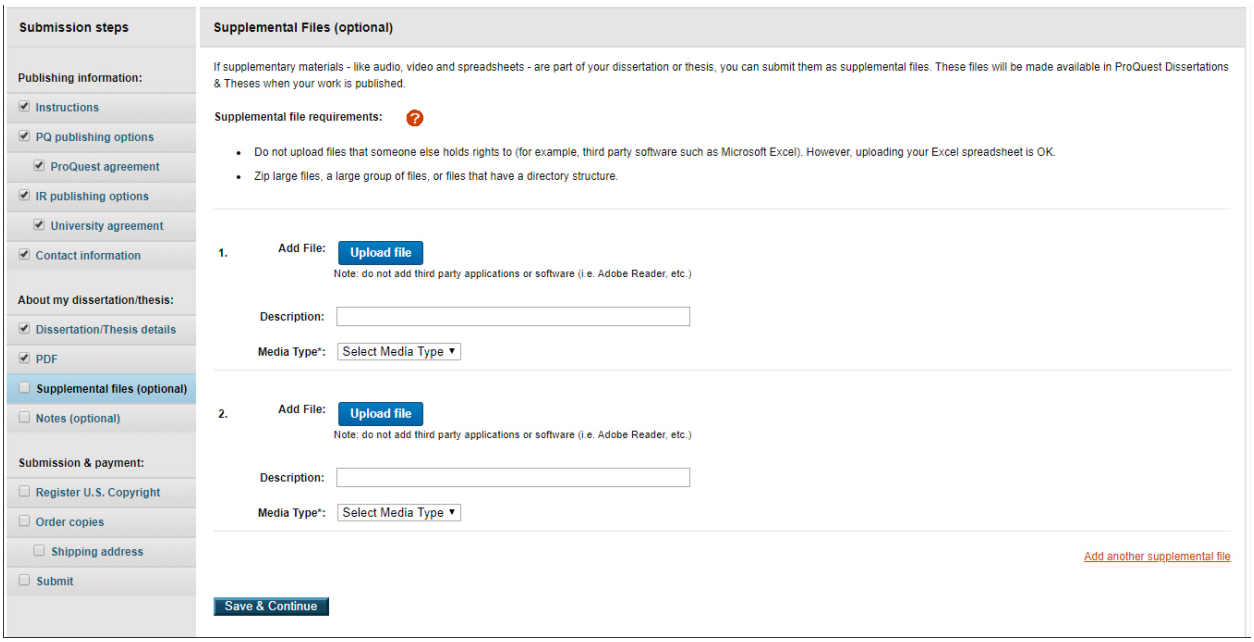


7. Upload PDF Copy of Your Dissertation/Thesis

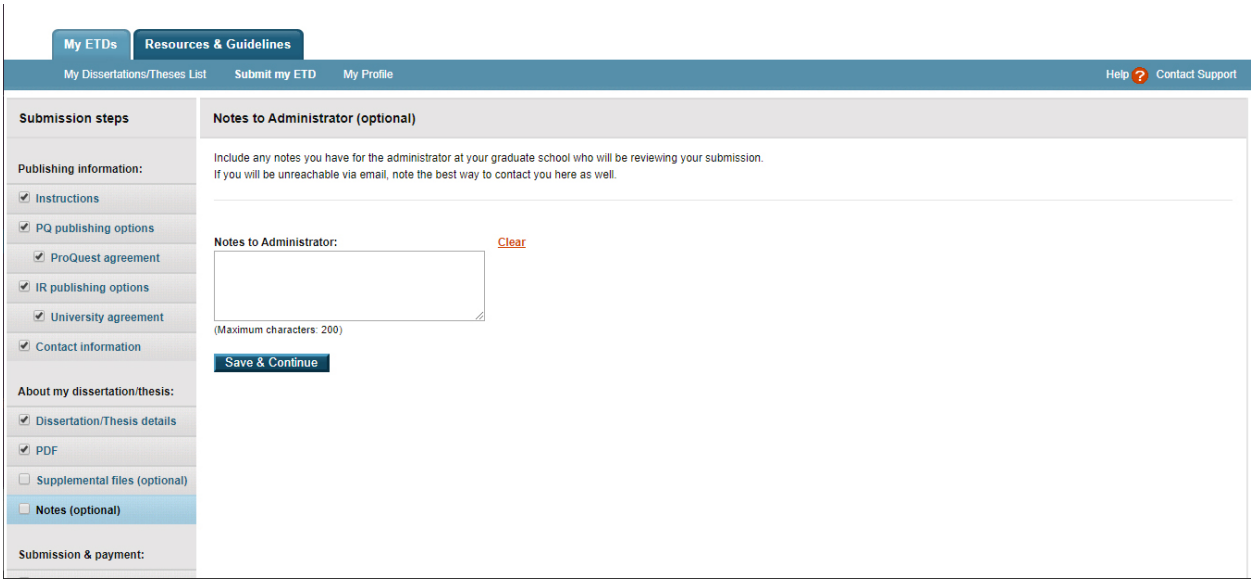
Now you simply need to upload the PDF copy of your dissertation/thesis. You can also upload items in Microsoft Word format or as an RTF file and the system can run a conversion process on it, though if you want to know that it is formatted the way you want you should upload it as a PDF. Make sure to upload the version that was approved by your committee with whatever corrects they requested. This page is also where you would upload any copyright permissions you may have needed to obtain to use copyrighted material within your dissertation/thesis.



If you have any additional files that were made in the course of creating your dissertation/thesis you can upload them on this pages. This may include things such as data sets, computer programs, images, and various other items.

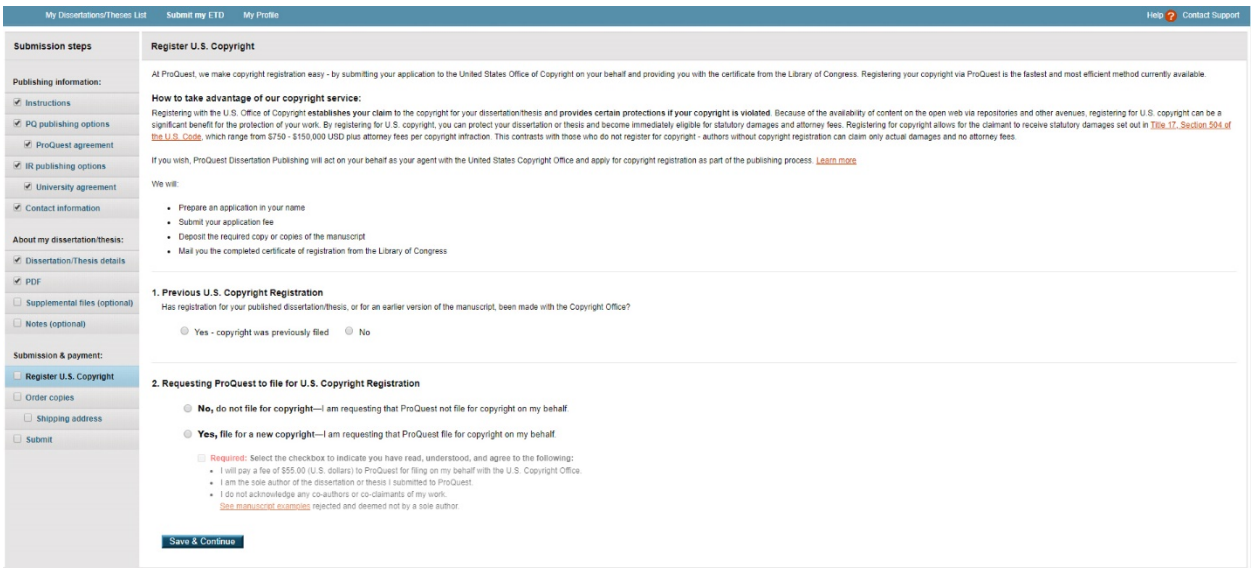


If you have any additional notes you need to provide the campus administrator to know or consider when they are reviewing your submission please include it on this page.



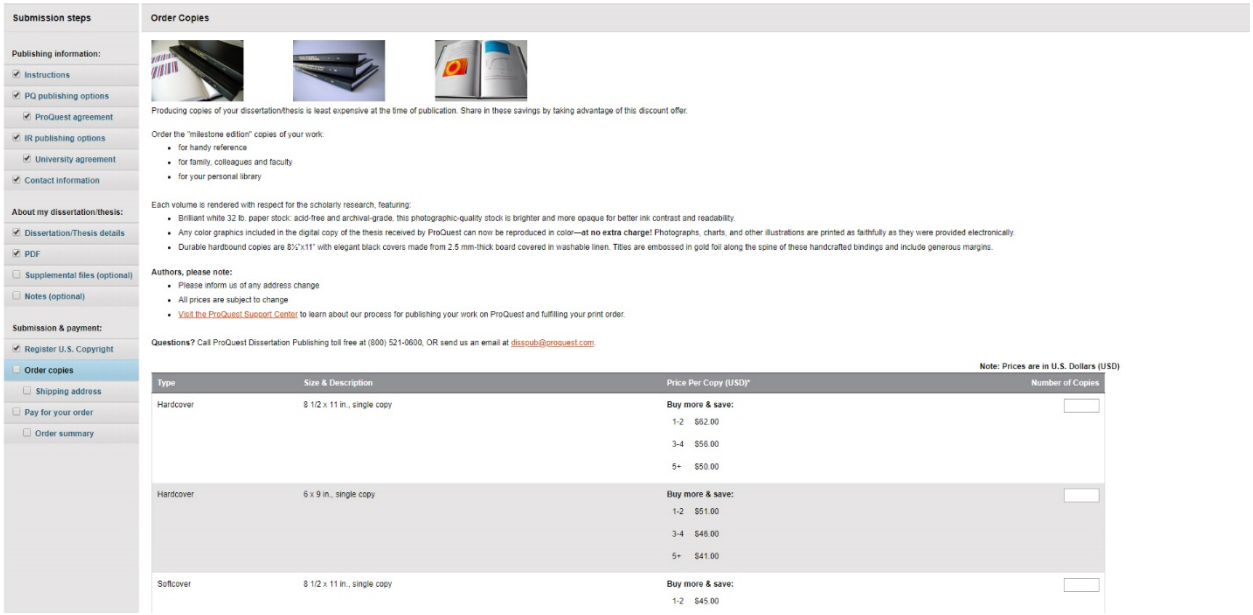
8. Decide on Copyright Registration

Next ProQuest asks if you would like to register your work the US Copyright Office. We should not though that given current US copyright law this is not required since your work is automatically protected under copyright at the moment of creation. As such, you can still take legal action against anyone violating your copyright, even if you do not file with the US Copyright Office. There are some reasons you may want to register your copyright, in which case you can use ProQuest's service, though you can always register it yourself at copyright.gov at a lower cost. Regardless if you do use ProQuest's services for copyright you need to let them know whether or not copyright was previous registered and if you want to them to register copyright on your behalf.

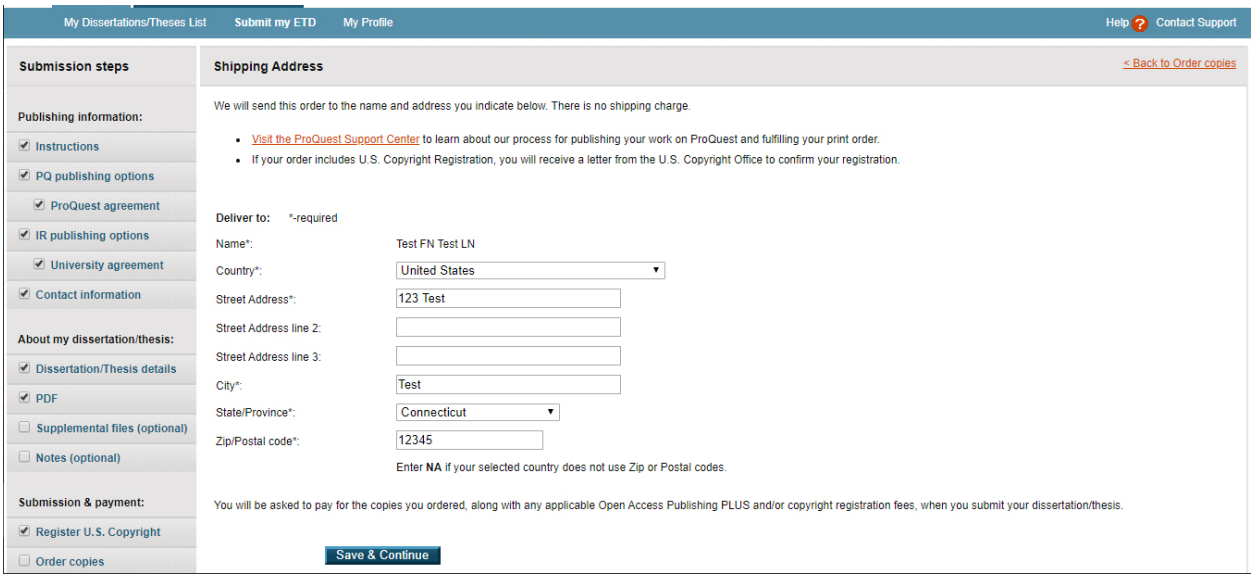


9. Ordering Physical Copies

Next ProQuest will also offer you the opportunity to obtain a print copy of your dissertation/thesis. There is no physical submission requirement for your dissertation/thesis with the University or the library, though you should check to make sure there is not one with your department. If you would like a physical copy for yourself, or if your department requires a copy, simply fill in how many copies you would like in what format, otherwise click the decline button.

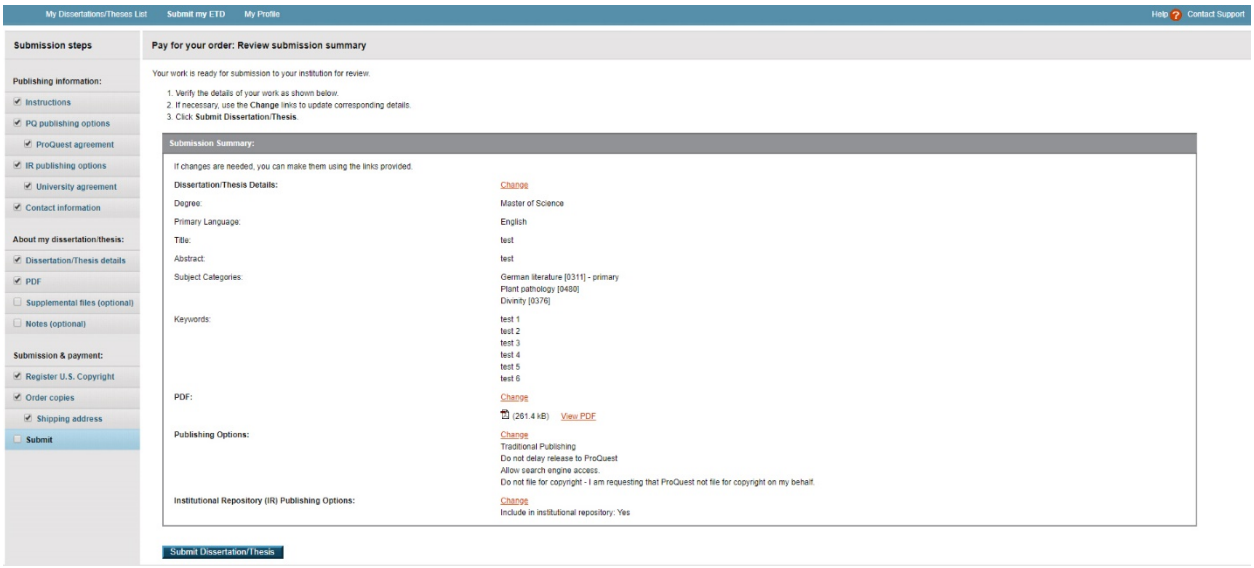


If you do order physical copies of your dissertation/thesis you will be then asked to provide your shipping address. Payment for your order will be asked for after you finish submitting your dissertation/thesis.



10. Review Submission

Regardless of whether you ordered copies or copyright registration you will be taken to a page to review your submission and ensure that all the data and files are correct. Please review to make sure all the information and options align with what you intended. Once it is correct you can hit submit and it will be sent along to the administrators for the system on campus to approve your dissertation/thesis submission to ProQuest. If you chose any option that would require some charge you will then be taken to a page to pay for those before you finish.



Once your dissertation/thesis is submitted you will receive an update whether you need to make any changes or if it has been successfully submitted to ProQuest. ProQuest typically takes a few weeks to months to get your dissertation/thesis online in their database. If you also said to include your dissertation/thesis in UB ScholarWorks it will appear in there with in a few days depending on our repository administrator's availability.