

## Master's Thesis / Dissertation ProQuest Guidelines for Students

### What You Need to Do

- You should have completed all of the normal thesis and dissertation steps for your individual school/college, your advisor or chair / committee has approved your final draft completed and signed the Format review form found in the [Thesis and Dissertation Formatting Guidelines Handbook](#), scanned it and provided a pdf copy of your final draft. Then emailed the signed form and the pdf to [edreview@westga.edu](mailto:edreview@westga.edu).
- Prior to uploading your dissertation you need to have the following prepared:
  - A PDF copy of your dissertation/thesis
  - Abstract
  - Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text
  - Advisor and other Committee Members' Names
  - Subject Categories - 1 - 3 that best describe your dissertations/thesis' subject area (a list is provided on ProQuest)
- Go to <http://www.etdadmin.com/>
- Click the link, 'Submit my dissertation/thesis'

#### **Publishing your dissertation/thesis at University of West Georgia**

##### **Campus Resources & Guidelines for University of West Georgia**

This is the place where you can come to learn how your campus can assist you with your dissertation/thesis needs - from links to the campus writing center to important information about deadlines.

▶ [Campus Resources](#)

Learn more about your institution's guidelines & resources.

#### Ready to begin?

▶ [Submit my dissertation/thesis](#)

▶ [View/revise existing submission](#)

#### **Preparing to submit your dissertation or thesis**

Are you working toward submission of your dissertation or thesis? Obtain the information you need to ensure it's published the way you want it to look.

▶ [Publishing Guides](#)

View instructions and guides to help you prepare your manuscript.

#### **About ProQuest/UMI Dissertation Publishing**

[ProQuest/UMI Dissertation Publishing](#) is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with ProQuest/UMI, you ensure your dissertation or thesis gains the widest possible audience.

- You will need to then create your account

### Welcome to the University of West Georgia Site

ETD Administrator lets graduate students submit their completed dissertation/thesis to ProQuest/UMI Dissertation Publishing for publishing. to ProQuest/UMI Dissertation Publishing.

To continue, please log in or create a new account.

Do you have an account? If not, [create your account](#).

**Login:**

**If you have an account, login here.**

Username:

Password:

[Forgot your password?](#)

- Next you will create your account, remember your username and password this information is required to log back into the system

Do you have an account? If so, [log in](#).

**Create your account**

Enter the requested information below to create your account. When you return, use the username and password to log into the site.

Fields marked with \* are required.

Email\*:   
Email confirmation required

Verify Email\*:

First name\*:

Middle name:

Last name\*:

Institution\*: University of West Georgia

Country of citizenship:

Username\*:   
At least 4 characters. No spaces. Cannot match your password.

Password\*:   
At least 4 characters. Cannot start with @, . or end with %. Cannot match your username.

Password\*:

[Clear Form](#)

- After creating your account “log in” and logging in, you should see the following screen

### Welcome to the ETD Administrator @ University of West Georgia

Start the process of publishing to ProQuest Dissertations Publishing by submitting your completed dissertation/thesis using ETD Administrator.

You will be entering information about your dissertation/thesis, uploading a copy of your work, and ordering printed copies (if desired). Your submission will be reviewed

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), **you can save your information and come back later**

#### Some items to have on hand:

- A PDF copy of your dissertation/thesis. This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.
- Abstract
- Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- Advisor and other Committee Members' Names
- Subject Categories - 1 - 3 that best describe your dissertation/thesis' subject area. ([Subject Category list](#))

Continue

- Next select your publishing options. Information is provided on the ProQuest site about each option.

### Select Type of Publishing \*

- Traditional Publishing** [View agreement](#)
  - I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
  - I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.
  - I understand that ProQuest does not charge a fee for Traditional Publishing.
  - I understand that my work will be available through ProQuest Dissertations & Theses, [iParadigms](#) and [Dissertation Express](#).
- Open Access Publishing PLUS** [View agreement](#)
  - I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work.
  - I understand that I will not be eligible to receive royalties.
  - I understand that the ProQuest fee for Open Access Publishing PLUS is \$95.00 USD.
  - I understand that I will pay the fee, unless notified by my graduate institution that the school will pay.
  - I understand that my work will be available through ProQuest Dissertations & Theses, [iParadigms](#) and [Dissertation Express](#).

### Select Publishing Options

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. \* [Learn more](#)

- Yes
- No

Save & Continue

- Information will be provided about the option you choose and you will be asked to confirm your agreement.
- Next you will be asked to enter your contact information and mailing address. You are also asked to include your institutional student ID which is your 917 number.
- Then you are asked to provide your dissertation / thesis details.

Title\*:

Year Manuscript Completed\*:

**Degree/Department Information:**

Year degree awarded\*:

Degree Awarded\*:

Department\*:

**Advisor/Supervisor/Committee Chair\*:**

Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

First name:	Middle Initial:	Last name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee Members:**

Include up to 10 names. Do not include degrees as part of the name.

First name:	Middle Initial:	Last name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add another member](#)

**Description of Dissertation/Thesis:**

Primary Subject Category\*:

Additional Subject Categories:

Keywords (include up to 6):

- Next you will be asked to to upload the PDF of your thesis or dissertation. You will also need to indicate if you have any copyright permission documents to submit.

### PDF of your thesis or dissertation

#### Upload a PDF of your thesis or dissertation\*

PDF is the required format for ETD submission. If you are unable to convert your manuscript into PDF, you have the option to upload a Word or RTF file below and we will convert your file into PDF.

[Upload file](#)

#### Do you have any copyright permission documents to submit? \*

If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.

Yes  No

[Save & Continue](#)

- Next you will be asked if you want to upload supplemental files, this is optional.
- Next you are given the opportunity to leave any notes for the administrator, this is also optional.
- Next you will be given the option to register a U.S. Copyright, please read materials carefully, this involves additional fees.

### 1. Previous U.S. Copyright Registration

Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?

Yes - copyright was previously filed  No

### 2. Requesting ProQuest/UMI to file for U.S. Copyright Registration

- Do not file for copyright** - I am requesting that ProQuest/UMI not file for copyright on my behalf.
- File for a new copyright** - I am requesting that ProQuest/UMI file for copyright on my behalf.
  - I understand that an additional fee of \$55.00 (USD) will be charged.
  - I authorize ProQuest/UMI to submit an application for registration of my copyright in the Work in my name. I will receive the re
  - If I have previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Office of above (see Question 1).

[Save & Continue](#)

- Next you will be asked about purchasing copies of your dissertation / thesis in hardcover

or softcover formats.

- Next you are provided a submission summary, which you need to review before your final submit.

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#### Submit & Pay

Your dissertation/thesis is ready for submission. When you submit, it will be sent to your graduate school for review.

At the time that you submit, you will be asked to pay for any copies you ordered, along with any applicable Open Access Publishing PLUS and/or copyright registration fees. You will see a sum

**Please verify submission first**

After you submit, you cannot revise your submission without permission from your graduate school administrator. Please verify that your submission is complete and correct before continuing.

- Finally you are asked to submit & pay (if required). Once submitted it will be sent to the Format Reviewer of your college/school for the final formatting check.
- The Format Reviewer of your college/school will either approve your final copy or email you requested changes. You are required to complete the requested changes in a timely manner in order to graduate. Your dissertation / thesis is not final until the formatting is approved by the Format Reviewer of your college/school.