

Student Instructions for using ProQuest Electronic Submission

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You can navigate through the software by using the “NEXT” button at the bottom of each page, or by using the navigation page on the left side of the screen.

Instructions

The screenshot displays the ETD Administrator interface for the College of William and Mary - School of Education. The page is titled "Welcome to the ETD Administrator @ College of William and Mary - School of Education". The left sidebar contains navigation options: "My ETDs" (with sub-links "Submit my ETD" and "My profile") and "Resources & Guidelines". The main content area is divided into sections: "Publishing information:" with sub-sections "Instructions" (selected), "PQ publishing options", "ProQuest agreement", and "Contact information"; "About my dissertation/thesis:" with sub-sections "Dissertation/Thesis details", "PDF", "Supplemental files (optional)", and "Notes (optional)"; and "Submission & payment:" with sub-sections "Register U.S. Copyright", "Order copies", "Shipping address", and "Submit". The "Instructions" section provides the following text: "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 by staff at your school before they deliver it to ProQuest. 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 to finish. No information will be lost." Below this is a "Some items to have on hand:" section with a bulleted list: "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", and "Subject Categories - 1 - 3 that best describe your dissertation/thesis' subject area." A "Subject Category list" link is provided. A boxed list of 8 numbered steps follows: 1. Submit your Dissertation Proposal Form to the SOE Office of Academic Programs. 2. Obtain names of approved reviewers from your dissertation chair. 3. Set up your dissertation defense date. 4. Defend your dissertation by the deadline. 5. Submit the Dissertation Verification form to the SOE Office of Academic Programs. 6. Submit your dissertation here, through ProQuest, by the deadline. 7. Once submitted, you will receive a confirmation email. 8. For PhD candidates - Complete the Survey of Earned Doctorates.

Select Publishing Option with ProQuest

The screenshot shows a web browser window displaying the ProQuest publishing options form. The browser's address bar shows the URL 'gradesstu.i...'. The page title is 'Select Type of Publishing *'. The form is divided into several sections:

- PQ publishing options:** Includes checkboxes for 'ProQuest agreement', 'IR publishing options', 'University agreement', and 'Contact information'.
- About my dissertation/thesis:** Includes checkboxes for 'Dissertation/Thesis details', 'PDF', 'Supplemental files (optional)', and 'Notes (optional)'.
- Submission & payment:** Includes checkboxes for 'Register U.S. Copyright', 'Order copies', 'Shipping address', and 'Submit'.
- Select Type of Publishing *:** Two radio button options: 'Traditional Publishing' and 'Open Access Publishing PLUS'. Each option has a list of terms and conditions.
- Select Publishing Options:** A radio button option for 'I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest *'. Below it is a 'Save & Continue' button.
- Access options (e.g., delaying the release of your work):** A section explaining that if the release is delayed, access to the full text will be delayed for a specified period. It includes a 'Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.'
- Delaying release in ProQuest:** A radio button option for 'I want my work to be available in ProQuest as soon as it is published *'. Below it is a radio button option for 'No - I have patents pending, or another reason why I need to delay access to the full text of my work.'.
- How long would you like to delay the release to ProQuest? * (more info):** Radio button options for '6 months', '1 year', and '2 years'.
- Note to administrator (optional):** A text input field with a character count of 200 and a 'Clear' button.
- Reason for delaying release to ProQuest: *** A dropdown menu with the following options: 'Publication pending with another publisher', 'Patent pending', 'Material under another copyright is contained in the work', 'Sensitive material is included', 'Deferred degree date', and 'Other'.

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Institutional Repository (IR) Publishing Options – W&M IR

The screenshot shows a web form titled "Institutional Repository (IR) Publishing Options" within a ProQuest interface. The form is divided into several sections:

- Submission steps:** A vertical sidebar on the left contains checkboxes for "Publishing information:", "About my dissertation/thesis:", and "Submission & payment:". The "IR publishing options" checkbox is currently selected.
- Publishing information:**
 - Question: "I want my work immediately available in my school's IR?" with radio buttons for "Yes" and "No - I have patents pending, or another reason why I need to delay access to the full text of my work." The "No" option is selected.
 - Question: "How long would you like to delay the release to your school's institutional repository (IR)?" with radio buttons for "1 year" (selected) and "2 years".
 - Text input: "Note to administrator (optional):" with a 200-character limit and a "Clear" link.
 - Text input: "Reason for delaying release to IR:" with a dropdown menu currently set to "Select".
 - A "Save & Continue" button is located at the bottom of this section.
- About my dissertation/thesis:** Includes checkboxes for "Dissertation/Thesis details", "PDF", "Supplemental files (optional)", and "Notes (optional)".
- Submission & payment:** Includes checkboxes for "Register U.S. Copyright", "Order copies", and "Shipping address".

William and Mary Institutional Repository Agreement

You will need to print this form from ProQuest, complete it, and then upload it to ProQuest as a supplemental form. (The top of the form includes a heading that says "Non Exclusive License and Availability Agreement for Theses and Dissertations")

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Publishing information:

- Instructions
- PQ publishing options
- ProQuest agreement
- University agreement
- Creative Commons
- 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

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Select **No thank you!**

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Contact Information – Name, address, email, phone, etc.

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Submission steps

Publishing information:

- Instructions
- PQ publishing options
 - ProQuest 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

Contact Information

Please enter your contact information. This information will be used to process your submission.

* - required

Contact information:

First name*:

Middle name:

Last name*:

Institutional student ID*:

Country of citizenship*:

Institution*:

Permanent email address*:
Enter permanent email address, not your institution email address.

Country code (outside US): Area code: Phone: Extension:

Phone Number:

Current Address:

Country*:

Street Address*:

Street Address line 2:

Street Address line 3:

City*:

State/Province*:

Zip/Postal code*:

Permanent Mailing Address*:

Use current address: Permanent address is same as current address

Date effective*:

Country*:

Street Address*:

Street Address line 2:

Street Address line 3:

City*:


State/Province*:

Zip/Postal code*:

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Dissertation Details – Title, degree, committee

The screenshot shows a web browser window with the URL <http://www.etsadmin.com/cgi-bin/student/details.html?submitid=704&submissionid=38772&saved=1>. The page title is "Dissertation/Thesis Details".

Submission steps:

- Publishing information:
 - Instructions
 - PQ publishing options
 - ProQuest agreement
 - All 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

Dissertation/Thesis Details:

Title*:
Year Manuscript Completed*:

Degree/Department Information:

Degree Date*:
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"/>
<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"/>
<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):

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Abstract*: Paste your abstract below. Formatting will not be shown here, but will display when your abstract is viewed in ProQuest databases.

Primary language*:

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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](#)

PDF Help

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

Publishing information:

- Instructions
- PQ publishing options
- ProQuest 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

If you are not ready to submit, use the left navigation pane to move to other sections after the PDF upload.

Supplemental Files

1. The William and Mary Institutional Repository Form
2. The signed Dissertation Defense Verification Form
3. (Optional) Audio, video, data sets, etc. *(there is no file size restriction)*

The screenshot shows the 'Supplemental Files (optional)' section of a submission form. On the left is a 'Submission steps' sidebar with various options checked, including 'Supplemental files (optional)'. The main area contains instructions for uploading files, a list of requirements (e.g., 'Do not upload files that someone else holds rights to'), and two 'Add File' sections. Each section includes an 'Upload file' button, a description field, and a 'Media Type' dropdown menu. A 'Save & Continue' button is at the bottom left, and an 'Add another supplemental file' link is at the bottom right. The footer identifies the 'College of William and Mary - School of Education'.

Notes to Administrator (optional)

The screenshot shows the 'Notes to Administrator (optional)' section of a submission form. The sidebar on the left has 'Notes (optional)' selected. The main area includes a text box for notes, a 'Clear' link, and a character count '(Maximum characters: 200)'. A 'Save & Continue' button is located at the bottom left of the main content area.

Register US Copyright – you can choose not to have ProQuest file for copyright on your behalf

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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 to file for U.S. Copyright Registration

Do not file for copyright - I am requesting that ProQuest not file for copyright on my behalf.


File for a new copyright - I am requesting that ProQuest file for copyright on my behalf.

- I understand that an additional fee of \$55.00 (USD) will be charged.
- I authorize ProQuest to submit an application for registration of my copyright in the Work in my name. I will receive the registration confirmation directly from the U.S. Office of Copyright.
- If I have previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Office of Copyright, I have provided the registration number and year of registration above (see Question 1).

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Softcover	6 x 9 in., single copy	Buy more & save:	<input type="text"/>
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Notes (optional)

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Submission steps


Submit

Your work is ready for submission to your institution for review.

- Verify the details of your work as shown below.
- If necessary, use the [Change](#) links to update corresponding details.
- Click **Submit**.

Submission Summary:

If changes are needed, you can make them using the links provided.

Dissertation/Thesis Details:	Change
Degree:	Doctor of Education
Title:	This is a Test Only a Test
Abstract:	This is my abstract for my take dissertation for testing.
Subject Categories:	Educational administration [0514] - primary Higher education administration [0446]
Keywords:	
PDF:	Change  (357.0 kB) View PDF
Publishing Options:	Change Traditional Publishing Delayed Release (ProQuest): 1 year Allow search engine access. Do not file for copyright - I am requesting that ProQuest not file for copyright on my behalf.
Institutional Repository (IR) Publishing Options:	Change Include in institutional repository: Yes Delayed Release (IR): 1 year (Note: These are my notes)

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ProQuest 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

Email Acknowledgement of Submission (*sample*)

Dear (Student Name),

Thank you for your interest in publishing your dissertation. Your submission, "This is a second test" (10003), has been submitted to College of William and Mary.

The administrators at the graduate school will review your submission and contact you if there is any missing information.

Your submission may be accessed via the following link: [View ETD](#)

Order Summary:

Quantity	Description	Unit Price *(USD)	Total Price *(USD)
1	Traditional Publishing	\$0.00	\$0.00
		Sales Tax	\$0.00
		Service Tax	\$0.00
	* Note: Prices are in U.S. Dollars (USD)	Total:	\$0.00 USD

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United States

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Department: Education