



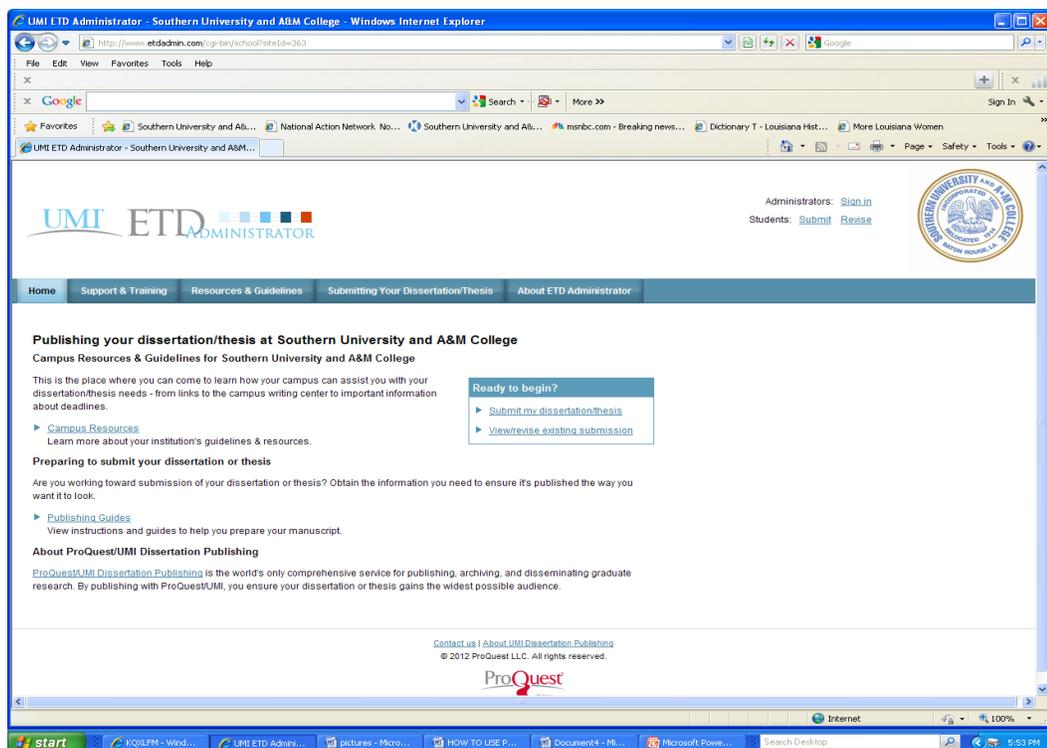
HOW TO SUBMIT AND UPLOAD TO PROQUEST/UMI ETD

Creating an Account

From the main page of the ETD [Electronic Thesis and Dissertation].

Homepage site: <http://www.etsadmin.com/subr>

- ✦ At the top of the page on the right hand side [Students:] - **CLICK** on **SUBMIT - NEXT**
- ✦ Click the link **Create an Account** or login using an existing account:
- ✦ If this will be your first time using the system then you will be **creating an account** not logging in.
- ✦ If you are revising an existing ETD click “Revise”



2 Create your account

Fill in the form below to register and submit your dissertation/thesis.

- ✦ **To Create an account** fill out the form. Enter and submit the basic information requested – name, username, password and email address [**NOTE! do not use Southern University's email as the email address**] **use a personal email address here**].
- ✦ After the online form is completed **CLICK on the Sign Up button** to submit your information.

	*required Clear Form
Email*:	<input type="text"/> An email will be sent to this address for activation
Verify Email*:	<input type="text"/>
First Name*:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name*:	<input type="text"/>
Institution*:	Southern University and A&M College
Country of Citizenship*:	-- Select Country -- <input type="button" value="v"/>
Username*:	<input type="text"/> Must be at least 4 characters
Password*:	<input type="text"/> Must be at least 4 characters
Verify Password*:	<input type="text"/>
	<input type="button" value="Sign Up"/>

After the account is set up, a **verification email** is sent to you immediately. Activate your account by following the link included in the email. Once you have activated your account, follow the submission instructions provided on the site.

An email will be sent to the address you entered, allowing you to confirm your account.



UMI ETD Administrator Accounts

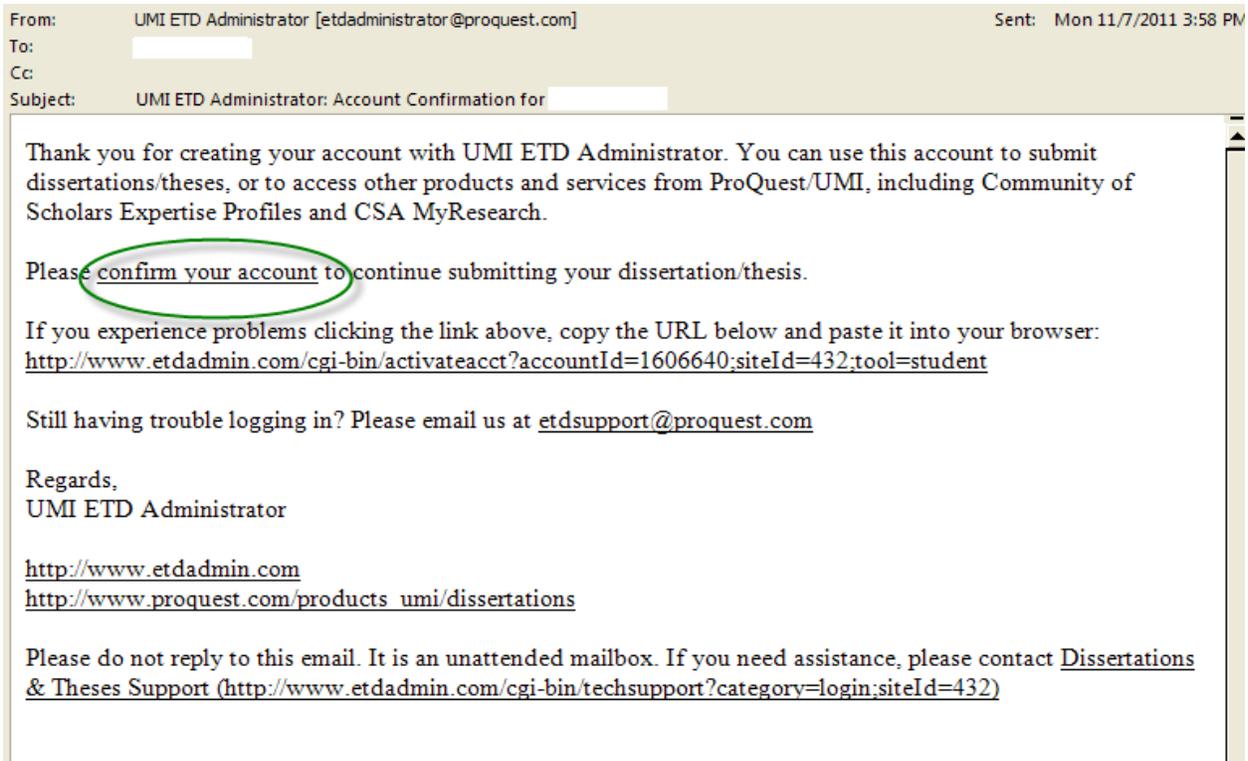
Help ?

Your account has been created - please activate using your email

Before you begin using your account, it must be activated. We've sent an email to marlene.coles@proquest.com. The email includes a link you can use to activate your account.

If you have any questions, please [contact Technical Support](#)

Here is what the message will look like in your email client. Click “**confirm your account**” to activate your ETD account. The link will take you back to the login page.



The Submission Process



Once you have set up the account, you are ready to begin the submission process – a simple, process that should take, on average 30 minutes to complete. What follows now is a brief, step-by-step description of the submission process.

Instructions

Before you begin

Before you begin, please be sure you have the following: Then click on the **Continue** button.

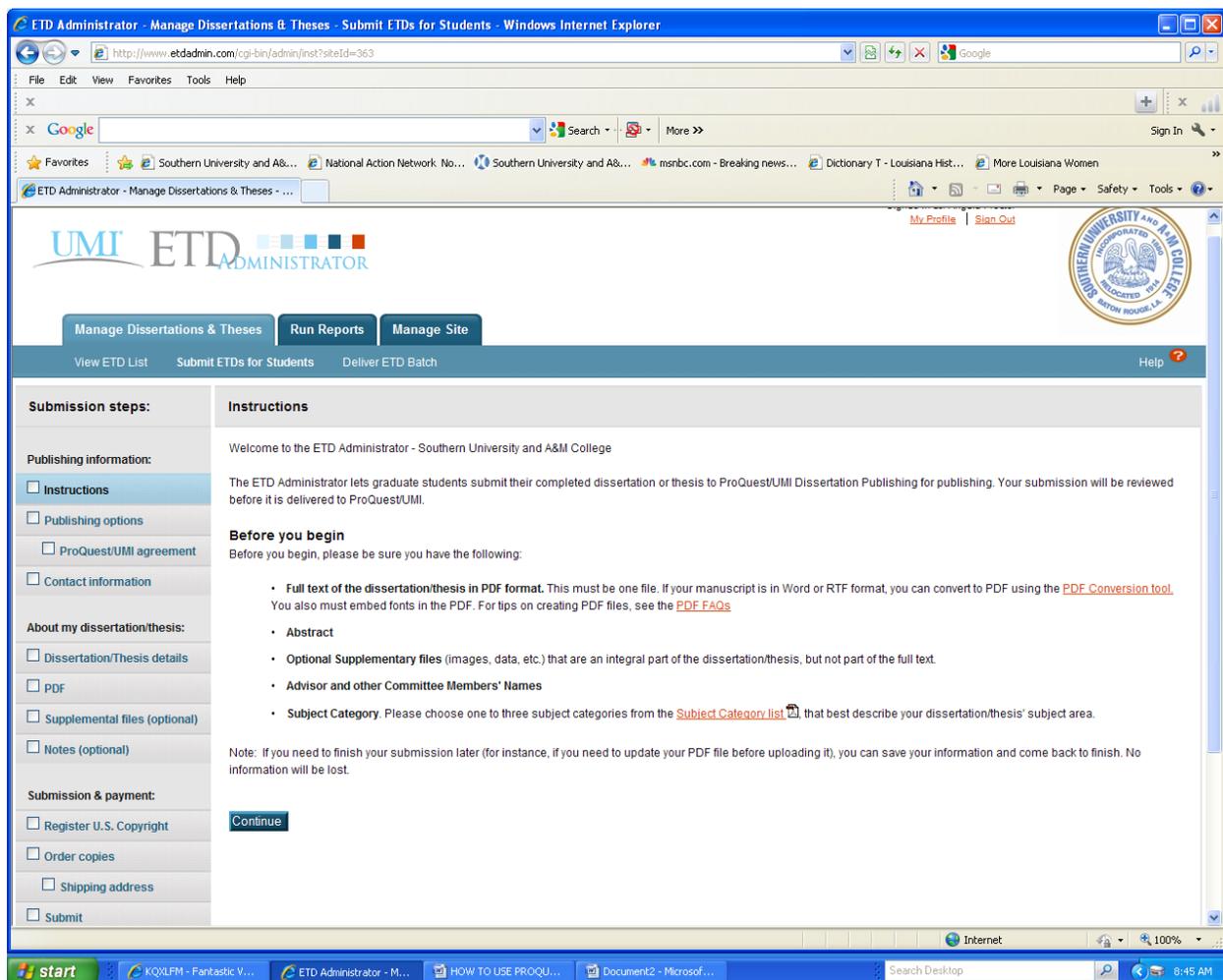
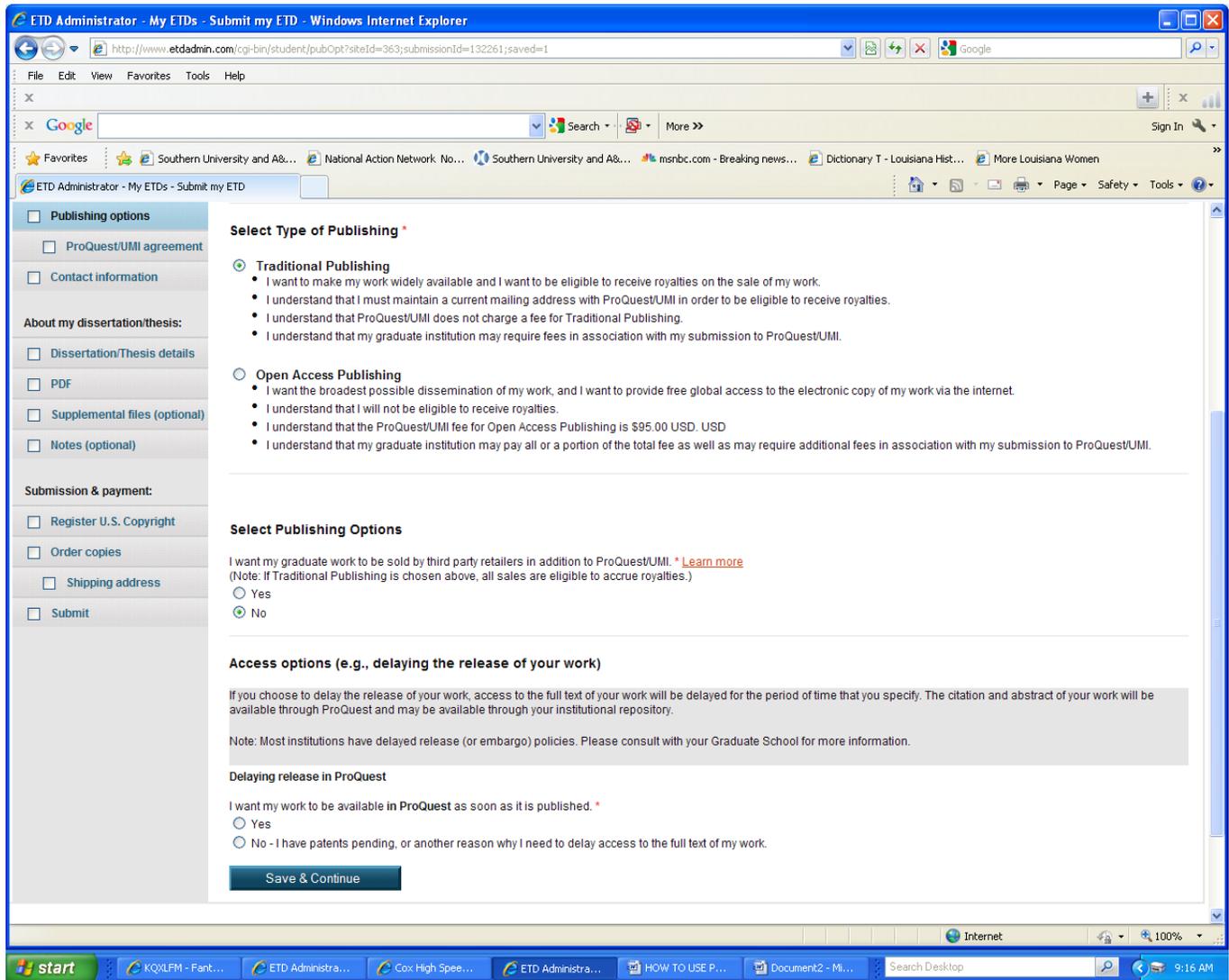


Figure 1: Step 1 of the submission process

Selecting Publishing Options and Accepting the ProQuest/UMI Publishing Agreement



Student authors can select one of two options: **Traditional Publishing** or **Open Access Publishing**. **Traditional Publishing** is the option UMI Dissertation Publishing has always supported. **Open Access Publishing** is a new approach that combines the features of Traditional Publishing with free and open access to the full-text PDF of the graduate work. **[Note!! there is a \$95 fee for Open Access Publishing]**. **Publish options:** Select yes or no if you want search engines to discover your work.



After you have selected the publishing option that best fits your needs, you will be prompted to accept the ProQuest/UMI Publishing Agreement to continue. The agreement is customized based on the publishing options selected. You **must** accept the agreement to submit a dissertation or thesis.

Figure 2: Step 2 ProQuest/UMI Agreement

Traditional Publishing Agreement



This Agreement is between the author (Author) and ProQuest LLC, through its UMI® Dissertation Publishing business (ProQuest/UMI). Under this Agreement, Author grants ProQuest/UMI certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest/UMI.

Section I. License for Inclusion of the Work in UMI® Publishing Program.

Grant of Rights. Author hereby grants to ProQuest/UMI the **non-exclusive**, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. **Click on the Accept button.**

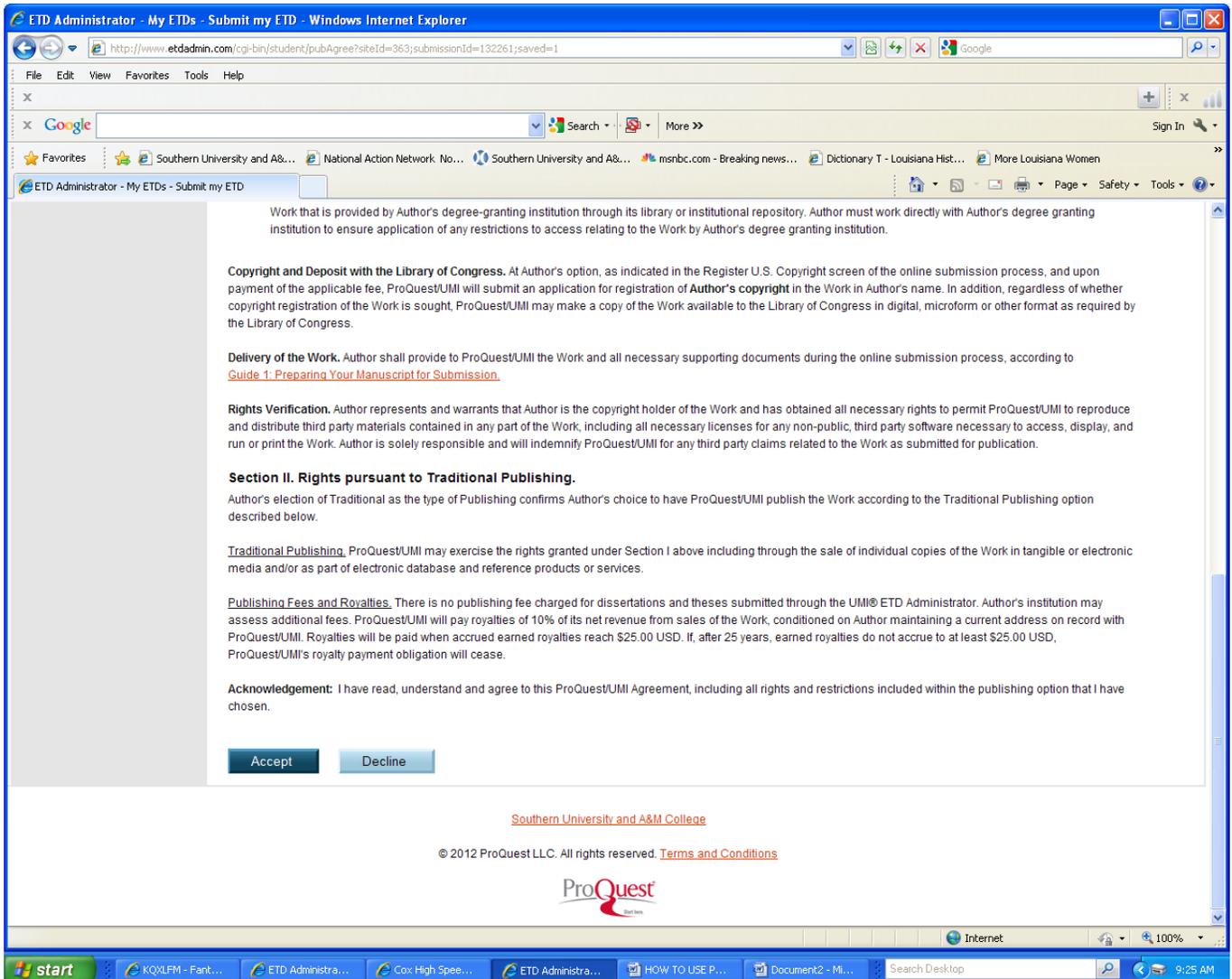


Figure 3: Step 3 Contact Information

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

* - **required.** When completed - **Click on the Save and Continue button.**

The screenshot shows a web browser window titled "ETD Administrator - My ETDs - Submit my ETD". The address bar shows a URL from "secure.etdadmin.com". The page content is a form with a left-hand navigation menu and a main form area.

Navigation Menu:

- Publishing options
- ProQuest/UMI 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

Main Form Fields:

- First Name*: Lacumba
- Middle Name*: [Empty]
- Last Name*: Jaguars
- Country of Citizenship*: United States
- Institution*: Southern University and A&M College
- Permanent email address*: archives@cox.net
- Phone Number: Country code (outside US): 1, Area code: 225, Phone: 7712624, Extension: [Empty]
- Current Address:**
 - Country*: United States
 - Street Address*: John B. Cade Library
 - Street Address line 2: 167 Roosevelt Steptoe Avenue
 - Street Address line 3: [Empty]
 - City*: Baton Rouge
 - State/Province*: Louisiana
 - Zip/Postal code*: 70813
- Permanent Mailing Address*:**
 - Use current address: Permanent address is same as current address
 - Date effective*: YYYY-MM-DD [Empty]
 - Country*: United States

Figure 4: Step 4 Dissertation/Thesis Details

Graduate Work Details

The fourth step in the process prompts one to enter all the necessary metadata about his or her graduate work – *the title, advisor, committee members, subject category, etc.* Information included



here should match what is included in the graduate work itself – that is, the title should be the exact same as it is on the title page of the submitted manuscript, capitalizing the first letter of all important words. **It is highly recommended that you “copy and paste” the title of your manuscript from your MS Word file into the field provided instead of manually typing it. [see diagram below].** The ProQuest system **does not** have the check spell component. If there are errors found after the manuscript has been submitted and uploaded there is no way to correct it. This information is used to create the bibliographic record in the **ProQuest Dissertations & Theses (PQDT)** database. Information such as subject categories and keywords help other researchers discover your work in PQDT. You must have at least four (4) keywords but six (6) are the maximum. After you have completed filling out the entire form – **Click on the Save and Continue button.**

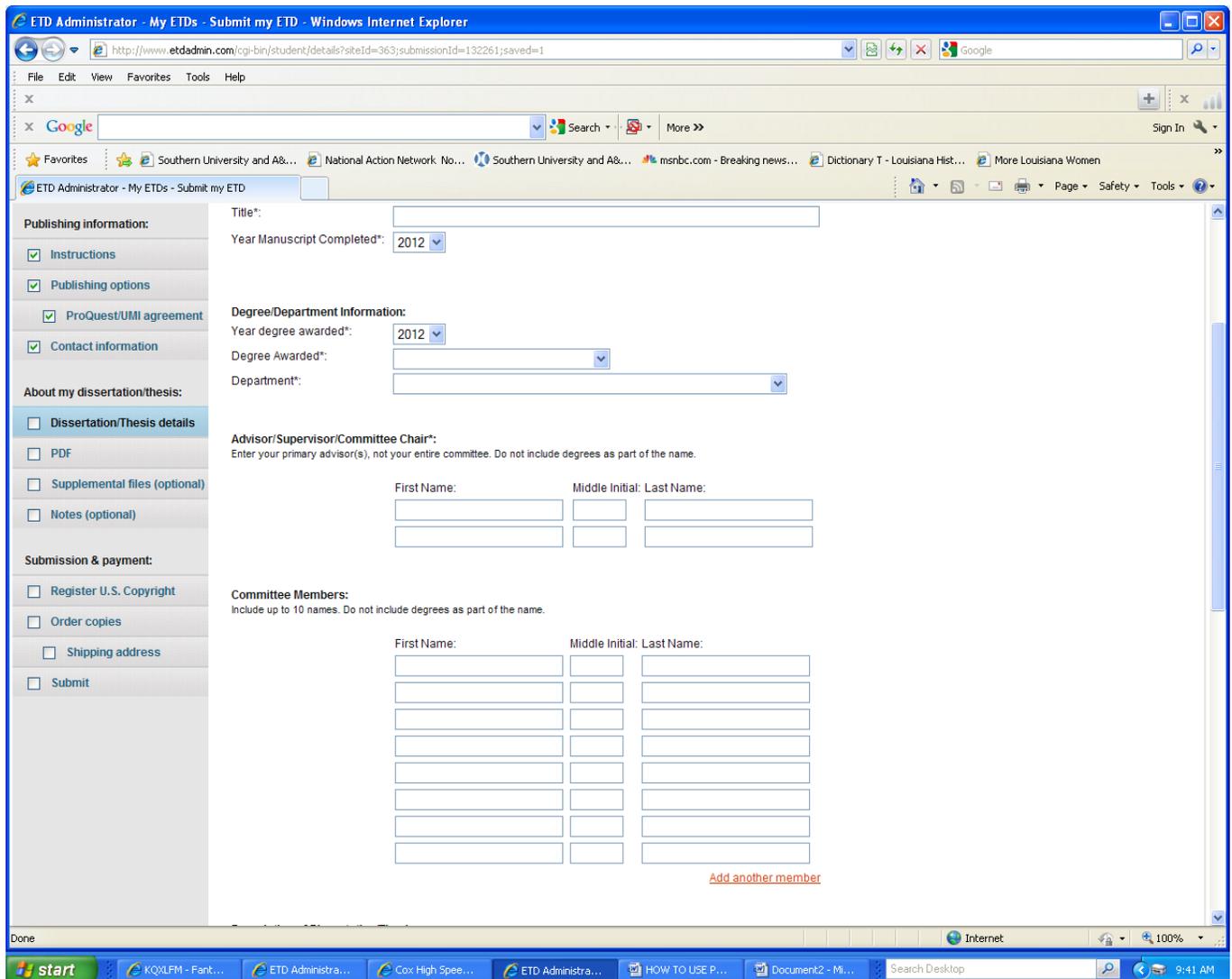


Figure 5: Step 5 PDF

Uploading the PDF

In this next step of the process, you must upload a **PDF version** of your graduate work. If one does not have a PDF version of their graduate work, the ETD Administrator provides a Word-to-

6

PDF Conversion tool. The conversion tool will take a Microsoft Word document, or an RTF document, and convert it to PDF for you. It is very important, though, for each person to review the resulting PDF, to make sure there were no formatting issues or other problems that occurred in the conversion process.

Browse for and select your document file (on your hard drive). If you have not already converted the document to a PDF file, you can do so on this page.

NOTE: You must also make sure 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. For more information on these two issues, please see our [online PDF Help page](#). After uploading your PDF – **Click on the Save and Continue button**.

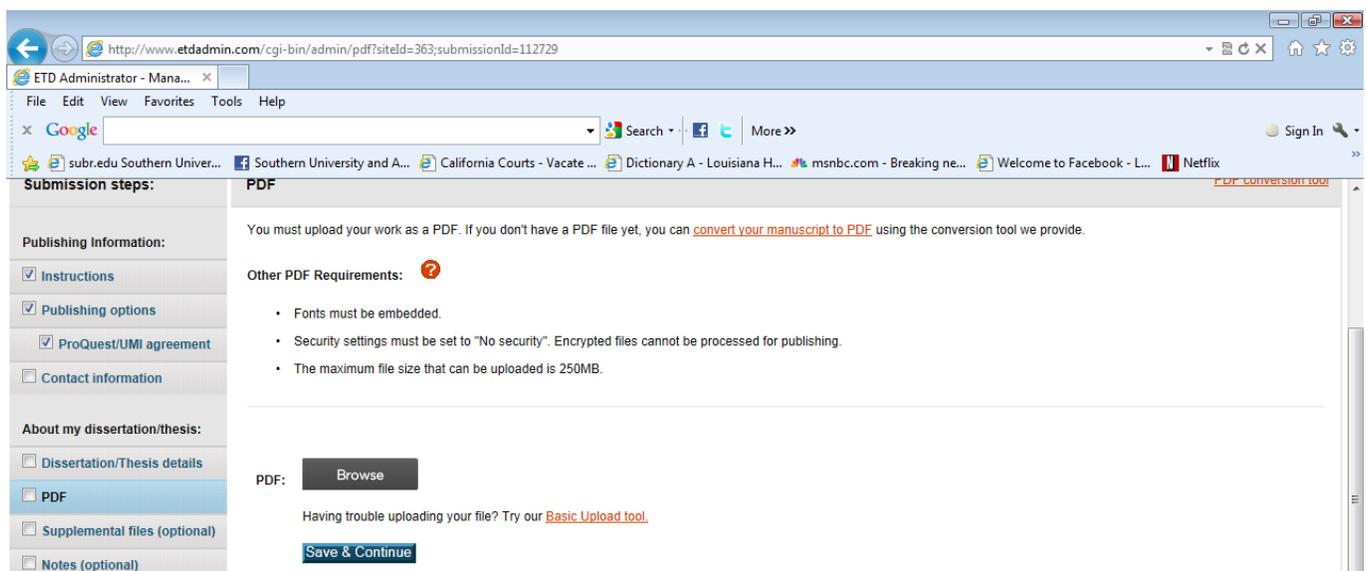


Figure 6: Step 6 Supplemental Files (optional)

Uploading Supplementary Files

Next, you may upload supplementary files that support your graduate work. Examples might be sound clips or spreadsheets of research data. One can upload as many supplementary files as they

need to. If one uploads a set of files that are “zipped”, that is how we will distribute the files with the full text – as a zipped file. If there are no supplementary files – Scroll down towards the bottom of the page and **Click on the Save and Continue button.**

The screenshot shows the ProQuest ETD submission interface. At the top, there are navigation links: "View ETD List", "Submit ETDs for Students", "Deliver ETD Batch", and a "Help" icon. The main content area is divided into two columns. The left column contains a sidebar with "Submission steps" including: "Publishing Information" (with checkboxes for Instructions, Publishing options, ProQuest/UML agreement, and Contact information), "About my dissertation/thesis:" (with checkboxes for Dissertation/Thesis details, PDF, Supplemental files (optional), and Notes (optional)), and "Submission & payment:" (with a checkbox for Register U.S. Copyright). The right column is titled "Supplemental Files (optional)" and contains the following text: "If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit them as supplemental files. These files will be made available in ProQuest Dissertations & Theses when your work is published." Below this is a "Supplemental file requirements:" section with a question mark icon and a list of requirements:

- Do not upload files that someone else holds rights to (for example, third party software such as Microsoft Excel). However, uploading your Excel spreadsheet is OK.
- Zip large files, a large group of files, or files that have a directory structure.
- The maximum file size for a single file that can be uploaded is 250MB.
- The maximum file size for all files that you submit (dissertation/thesis and supplemental files) is 250MB.

At the bottom of the right column, there is a "1. Add File:" section with a "Browse" button, a note: "Note: do not add third party applications or software (i.e. Adobe Reader, etc.)", a link: "Having trouble uploading your file? Try our [Basic Upload tool.](#)", a "Description:" text input field, and a "Media Type*:" dropdown menu with "Select Media Type" as the current selection.

Figure 7: Step 7 Notes to Administrator (optional)

Notes to Administrator

You will be prompted to include any notes for the administrator who will be reviewing your graduate work. If you have any questions or information that should be shared with the Evaluator



(other publishing arrangements, patents pending, etc), you can include a message in the “Notes to the Administrator” box. This is optional. **Click on the Save and Continue button.**

Submission steps:	Notes to Administrator (optional)
Publishing Information:	Include any notes you have for the administrator at your graduate school who will be reviewing your submission. If you will be unreachable via email, note the best way to contact you here as well.
<input checked="" type="checkbox"/> Instructions	
<input checked="" type="checkbox"/> Publishing options	
<input checked="" type="checkbox"/> ProQuest/UMI agreement	
<input type="checkbox"/> Contact information	
About my dissertation/thesis:	
<input type="checkbox"/> Dissertation/Thesis details	
<input type="checkbox"/> PDF	
<input type="checkbox"/> Supplemental files (optional)	
<input type="checkbox"/> Notes (optional)	

Notes to Administrator: [Clear](#)

(Maximum characters: 200)

[Save & Continue](#)

Figure 8: Step 8 Register U.S. Copyright

Filing for Copyright Registration

The next step in the submission process gives students the opportunity to register a copyright of their graduate work with the **U.S. Copyright Office**. It is strictly **optional**, and there is a **\$55** fee associated with this service.

ETD Administrator - My ETDS - Submit my ETD - Windows Internet Explorer

http://www.etdadmin.com/cgi-bin/student/regCopy?siteId=363;submissionId=132261;saved=1

File Edit View Favorites Tools Help

Google

Search More >> Sign In

ETD Administrator - My ETDS - Submit my ETD

About my dissertation/thesis:

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

Submission & payment:

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

If you wish, ProQuest/UMI Dissertation Publishing will act on your behalf as your agent with the United States Copyright Office and apply for copyright registration as part of the publishing process. [Learn more](#)

We will:

- Prepare an application in your name
- Submit your application fee
- Deposit the required copy or copies of the manuscript
- Mail you the completed certificate of registration from the Library of Congress

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 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).

Save & Continue

Done

Internet 100%

start KQXLFM - Fantastic ... ETD Administrator: C... ETD Administrator - ... HOW TO USE PROQ... Document2 - Microso... Search Desktop 11:27 AM

Figure 9: Step 9 Order Copies (optional)

Ordering Copies of the Submitted Graduate Work

The next screen gives you the opportunity to order bound paper copies of your graduate work from UMI Dissertation Publishing. You may choose to either place an order or continue without placing an order. The confirmation email sent to you will also include a link to give you another opportunity to order copies via the web or print a form to pay by check. If you do not want to place an order **Click on the Decline-do not order button.**

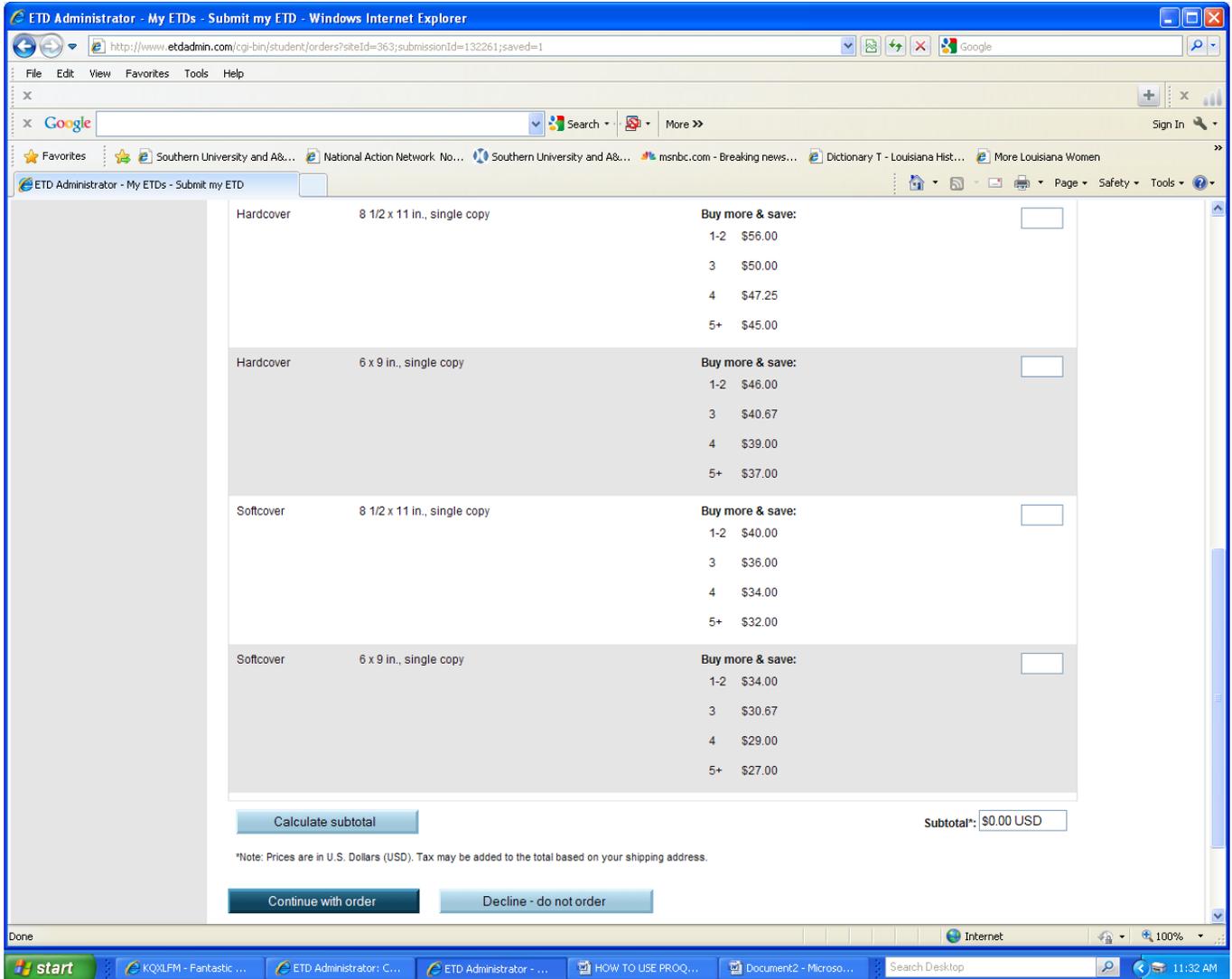


Figure 10: Submission Review step of the submission process

Final Submission Review

The submission review screen appears next, displaying to you all of the information that will be submitted. You may make any necessary changes before submitting. If the submission is incomplete, you will be prompted to finish before submitting. If you would like to make any changes - Click on the **hyperlink file denoted in Red**. However, if there are **NO** changes to be made - Click on the **Submit Dissertation/Thesis button**.

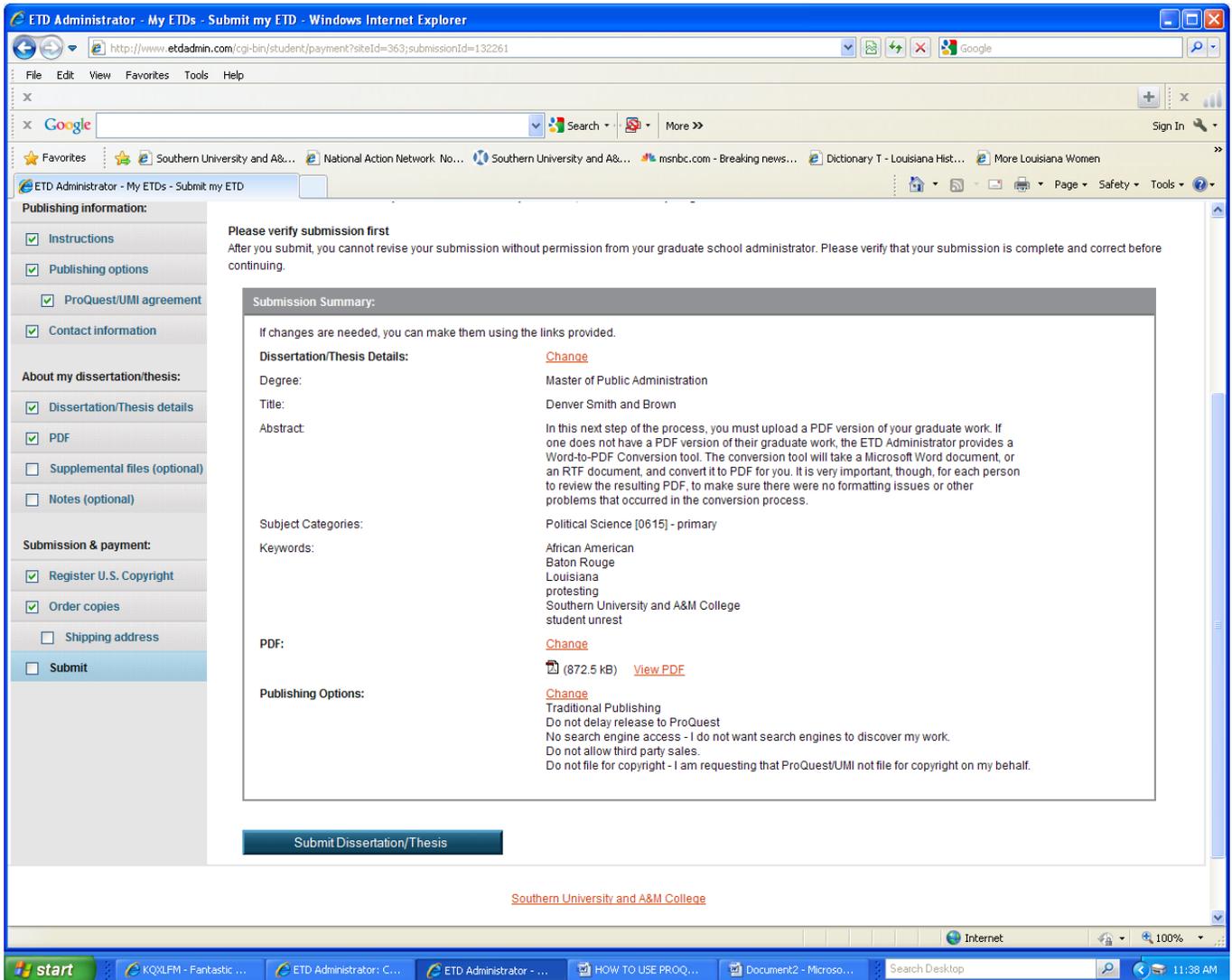


Figure 11: Submit and Pay: Submission Complete

Payment & Confirmation

After verifying the submission, you will now be prompted to pay for any fees that you are responsible for (including copies, Open Access publishing fees, etc.). When the submission is completed, you will receive an email confirming that your submission has been submitted. After the administrator approves and sends the submitted graduate work to UMI Dissertation Publishing, you will get another email confirming that the graduate work has been sent to UMI. **Click on the DONE button to close the session.**

The screenshot shows the UMI ETD Administrator interface in a Windows Internet Explorer browser. The page title is "ETD Administrator - My ETDs - Submit my ETD". The URL is "http://www.etsadmin.com/cgi-bin/student/submcomplete?siteId=363;submissionId=132261;saved=1". The page is signed in as "Lacumba Jaguars" with options for "My Profile" and "Sign Out".

The main content area is titled "Submit & Pay: Submission Complete". A yellow box contains the message: "Your dissertation/thesis has been submitted." Below this, a bullet point states: "Your dissertation/thesis has been submitted to your graduate office for review. You will receive an email from your graduate office when your submission has been reviewed for delivery to ProQuest/UMI."

An "Order Summary" table is displayed:

Quantity	Description	Unit Price *(USD)	Total Price *(USD)
1	Traditional Publishing	\$0.00	\$0.00
	Sales Tax		\$0.00
	Service Tax		\$0.00
	Total:		\$0.00 USD

A note below the table states: "* Note: Prices are in U.S. Dollars (USD)".

Below the order summary, the text reads: "Your dissertation/thesis has been submitted. Please contact your [graduate office](#) with any questions regarding your submission." A blue "Done" button is located at the bottom of the main content area.

The left sidebar contains sections for "Submission steps:", "Your submission is now complete", "Publishing information:" (with checkboxes for Instructions, Publishing options, ProQuest/UMI agreement, and Contact information), "About my dissertation/thesis:" (with checkboxes for Dissertation/Thesis details, PDF, Supplemental files (optional), and Notes (optional)), and "Submission & payment:" (with a checked checkbox for Register U.S. Copyright).

Figure 12: Submission Complete

Thank you for submitting your dissertation/thesis.

Please contact your [Graduate Office](#) with any questions regarding your submission.

For quick access to your dissertation/thesis in the future, use the URL below.

<http://www.etdadmin.com/cgi-bin/student/etd?siteId=363;submissionId=132261>

Click on the Sign Out button to close your account.

[Southern University and A&M College](#)