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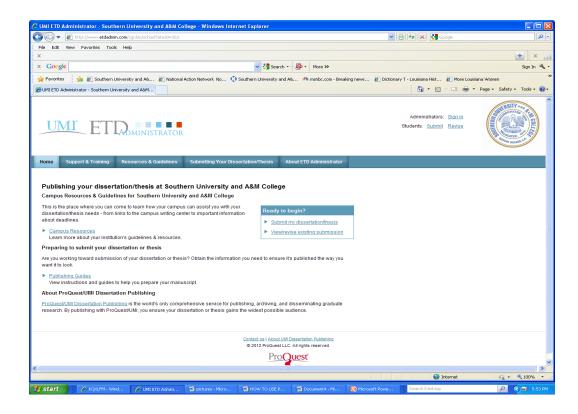
AND UPLOAD TO PROQUEST/UMI ETD

Creating an Account

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

Homepage site: <u>http://www.etdadmin.com/subr</u>

- * At the top of the page on the right hand side [Students:] CLICK on SUBMIT NEXT
- * Click the link <u>Create an Account</u> 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"



Create your account

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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.

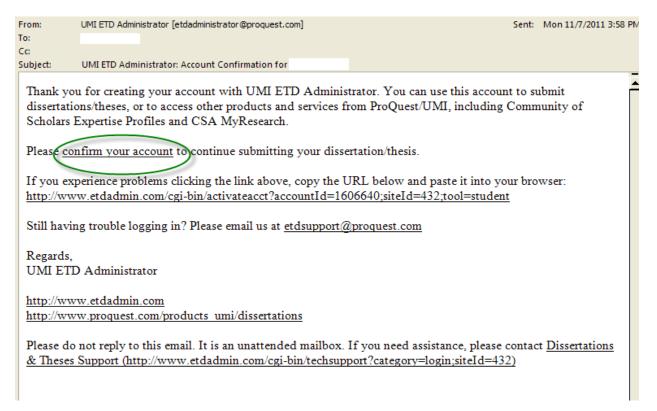
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Verify Password*:		
	<u>Sign Up</u>	

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.

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UMI ETD Administrator Accounts	Help _?
Your account has been created - please activate using your email	
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f you have any questions, please <u>contact Technical Support</u>	

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

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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

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Before you begin

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

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Figure 1: Step 1 of the submission process

Selecting Publishing Options and Accepting the ProQuest/UMI Publishing Agreement

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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.

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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

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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.**

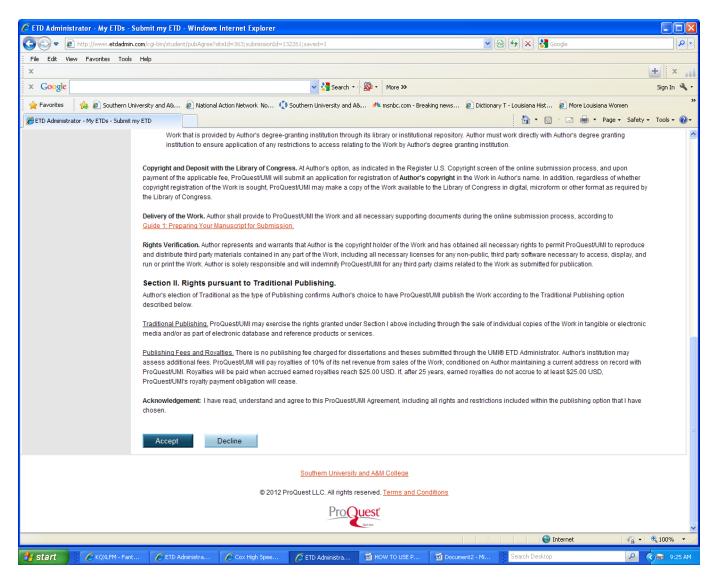


Figure 3: Step 3 Contact Information

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

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

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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

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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. <u>It is highly recommended that you "copy and paste" the title of your manuscript from</u> <u>your MS Word file into the field provided instead of manually typing it.</u> [see diagram below]. The ProQuest system <u>does not</u> 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**.

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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-

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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**.

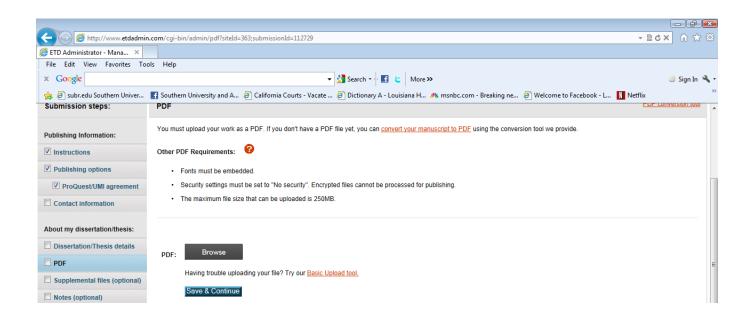


Figure 6: Step 6 Supplemental Files (optional)

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

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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.**

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Submission steps:	Supplemental Files (optional)
Publishing Information:	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.
 Instructions Publishing options 	Supplemental file requirements: 🕜
ProQuest/UMI agreement	 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.
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Supplemental files (optional) Notes (optional)	Note: do not add third party applications or software (i.e. Adobe Reader, etc.) Having trouble uploading your file? Try our <u>Basic Upload tool.</u>
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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

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(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.	-
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Notes (optional)		

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.

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Figure 9: Step 9 Order Copies (optional)

Ordering Copies of the Submitted Graduate Work

12 | Page Angela V. Proctor 2011, August 27 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**.

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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**.

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Figure 11: Submit and Pay: Submission Complete

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Figure 12: Submission Complete

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