

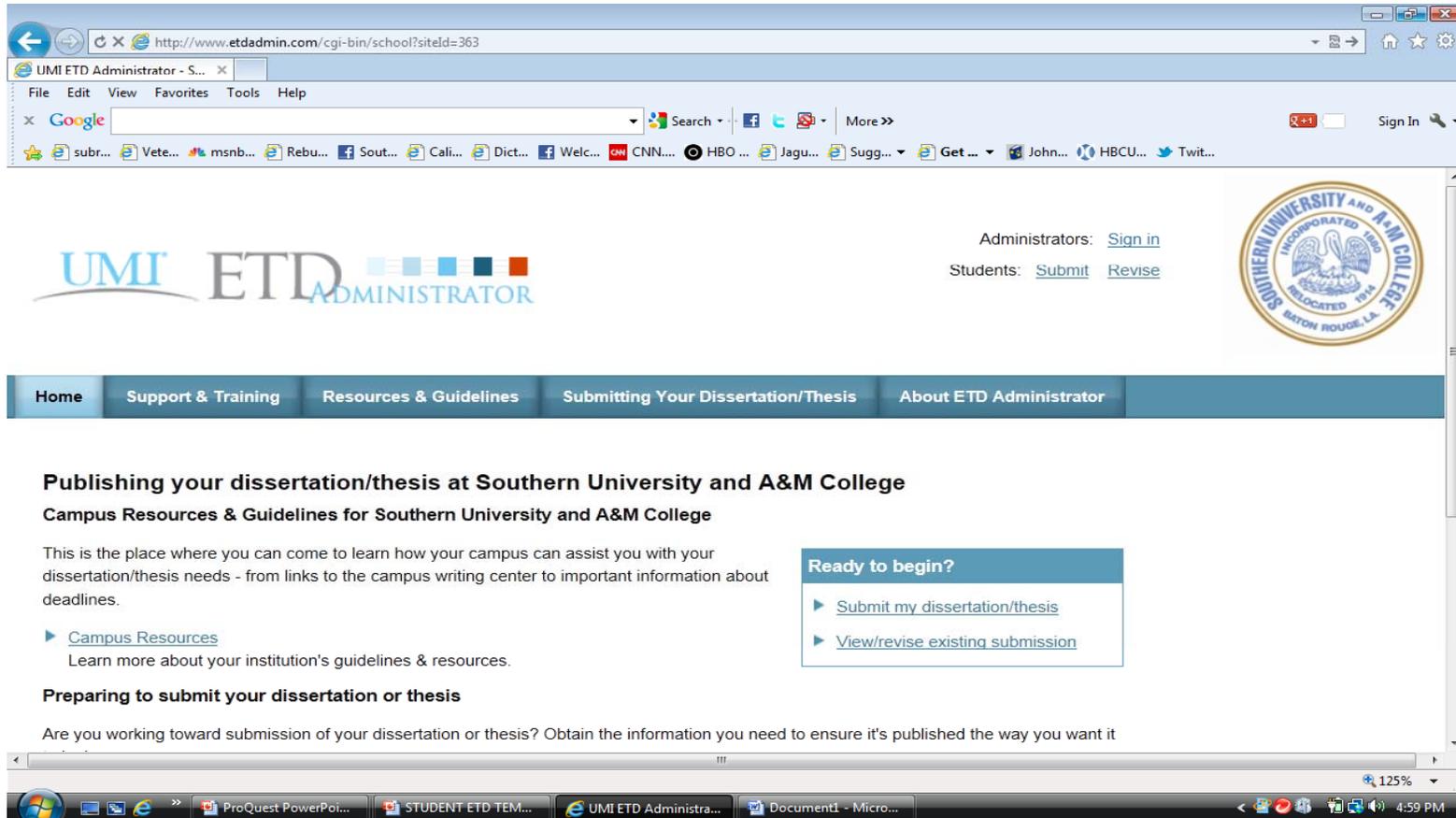


Submitting your Thesis/Dissertation Electronically: A Guide for Graduate Students

Your comprehensive, screen by screen guide to submitting your thesis or dissertation document electronically for review and approval.

The purpose of this document is to provide a comprehensive walk-through of your submission process.

ETD stands for **Electronic Thesis and Dissertation**. This is the homepage located at www.etdadmin.com/subr At the top right of the page you will see “Students: **Submit** **Revise**”. If you are submitting a new ETD click “**Submit**”. If you are revising an existing ETD click “**Revise**”.



You can also click one of the links under “Students” near the bottom left.



Administrators: [Sign in](#)
Students: [Submit](#) [Revise](#)



Publish dissertations & theses with UMI ETD Administrator

UMI ETD Administrator makes it easy for students and institutions to publish dissertations & theses. Using our simple web-based system, students can submit dissertations & theses online, and graduate administrators can manage the process. With ETD Administrator online, we've eliminated the need to box and ship paper copies of each dissertation or thesis.

About ProQuest/UMI Dissertation Publishing

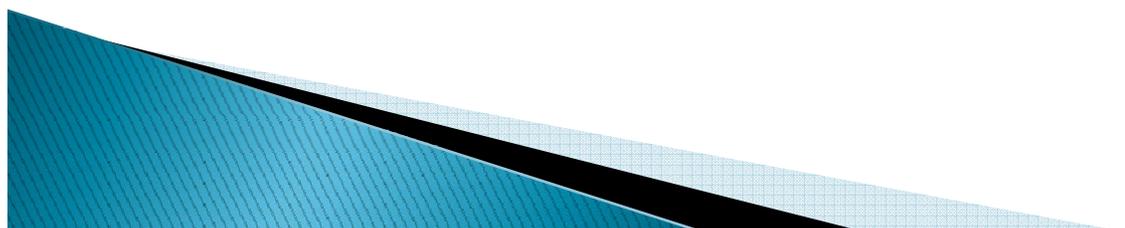
[ProQuest/UMI Dissertation Publishing](#) is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with ProQuest/UMI, you ensure your dissertation or thesis gains the widest possible audience.

Students

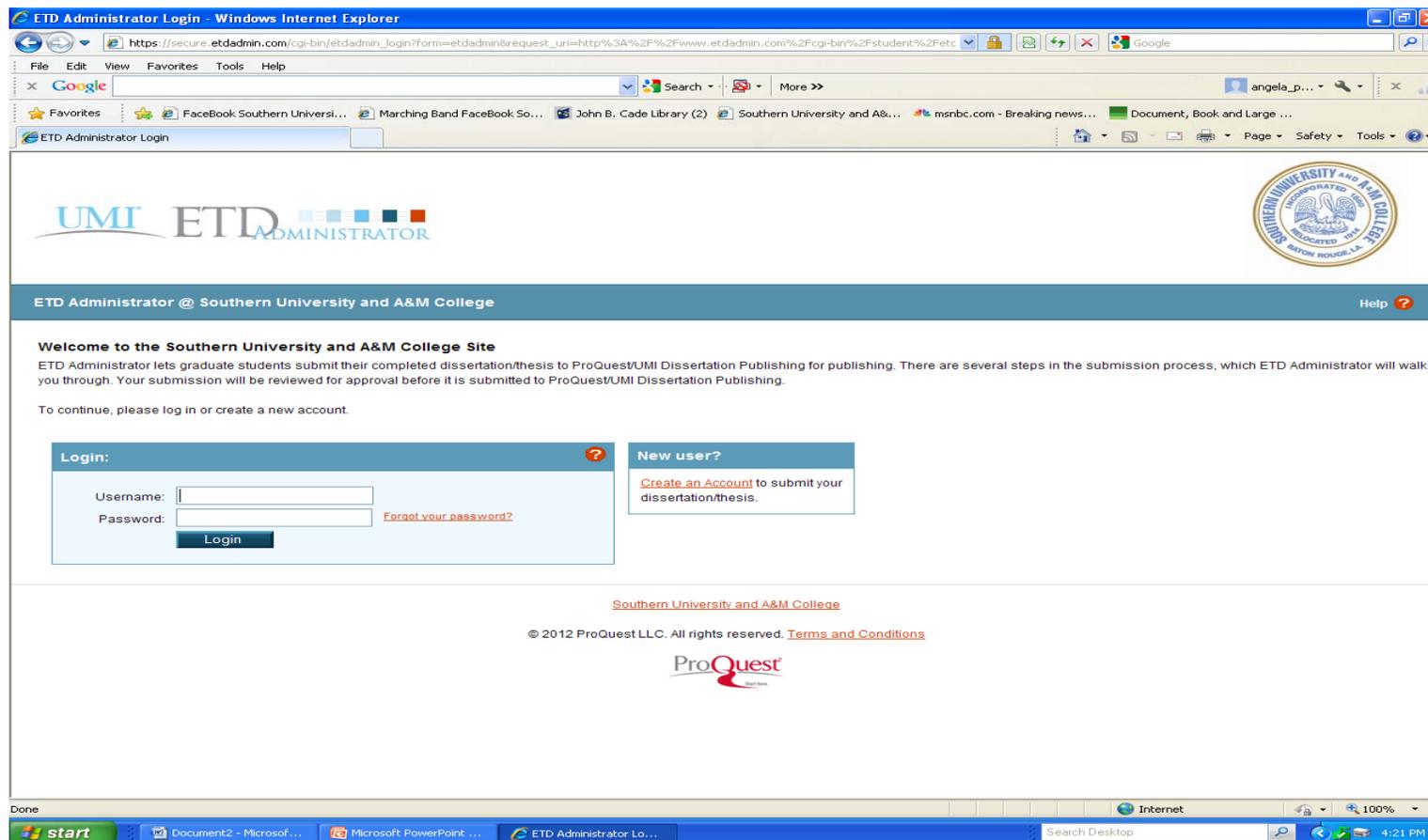
- ▶ [Submit my dissertation/thesis](#)
- ▶ [View/revise existing submission](#)

Administrators

- ▶ [Learn more about ETD Administrator](#)



This brings you to the customized Southern University submission site. The first step requires you to set up a new account. Click “Create an account”. Once you are notified the account has been successfully created you will enter your Username and Password as indicated.



Complete the information as required. Be sure to select a username and password you will be able to remember. NOTE: **DO NOT USE SOUTHERN UNIVERSITY EMAIL ACCOUNT IN THE EMAIL FIELD.**

UMI ETD Administrator Accounts Help ?

Create your account
Fill in the form below to register and submit your dissertation/thesis. After signing up, you will need to activate your account. An email will be sent to you for account activation.

[Clear form](#) -required

Email: An email will be sent to this address for activation

Verify Email:

First Name:

Middle Name:

Last Name:

Institution: Harvard University

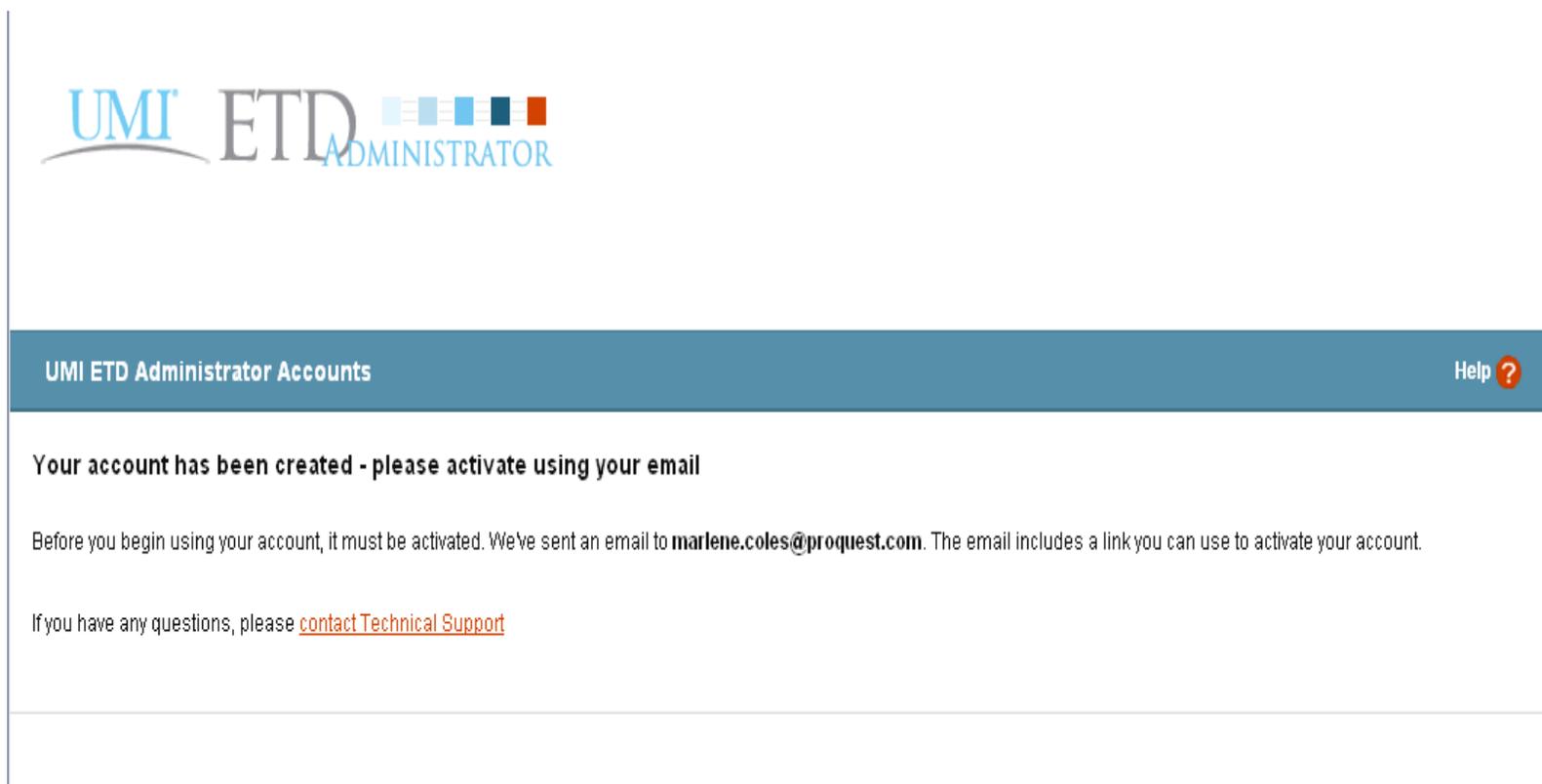
Country of Citizenship: ▼

Username: Must be at least 4 characters

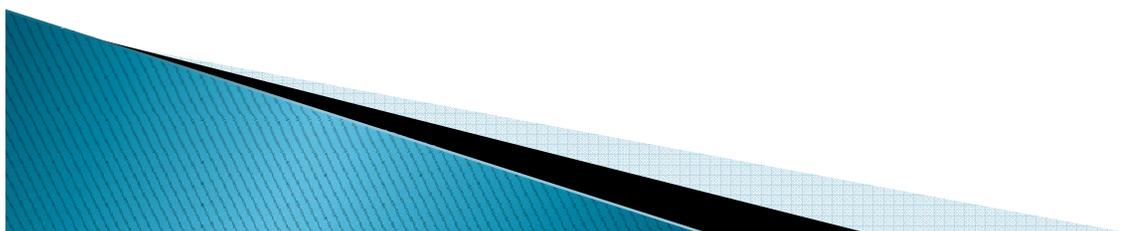
Password: Must be at least 4 characters

Verify Password:

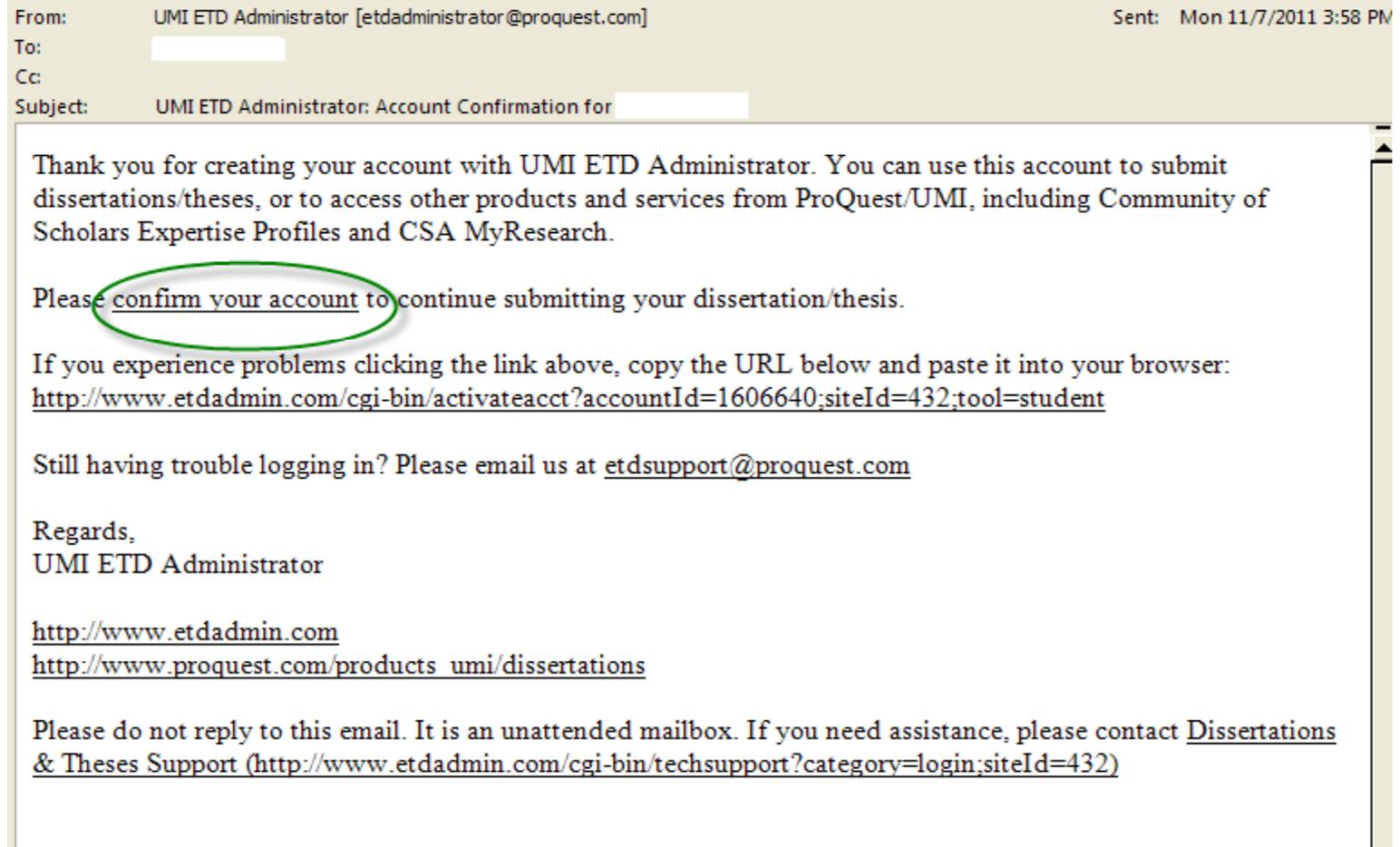
A confirmation email will be sent to the address you entered, allowing you to confirm your account.



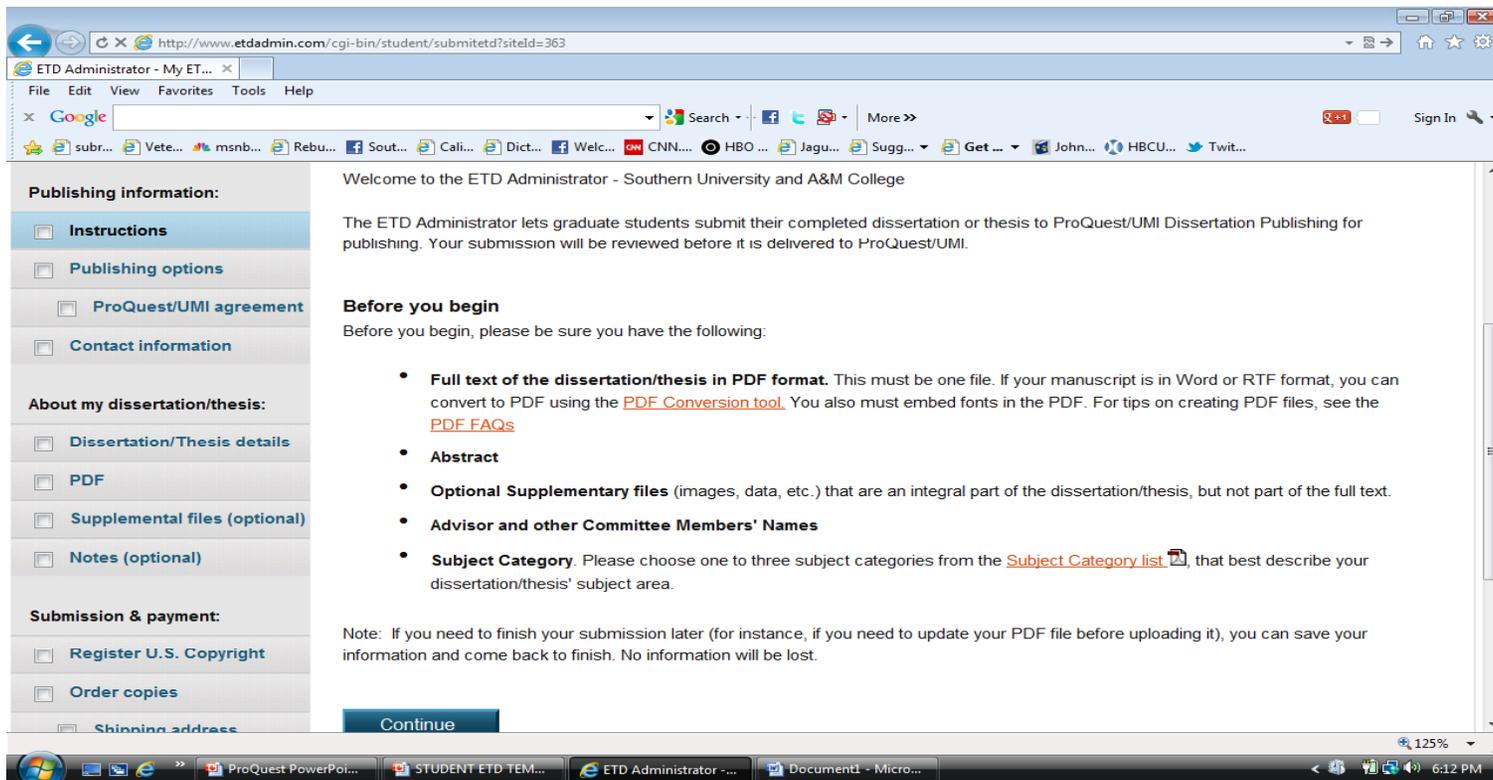
The screenshot shows the UMI ETD Administrator Accounts page. At the top left is the logo for UMI ETD ADMINISTRATOR, which includes the text 'UMI ETD' in a large serif font, 'ADMINISTRATOR' in a smaller sans-serif font below it, and a graphic of five colored squares (light blue, medium blue, dark blue, black, orange) to the right. Below the logo is a dark blue header bar with the text 'UMI ETD Administrator Accounts' on the left and 'Help ?' on the right. The main content area has a bold heading: 'Your account has been created - please activate using your email'. Below this is a paragraph: '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.' At the bottom of the main content area is another paragraph: '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.

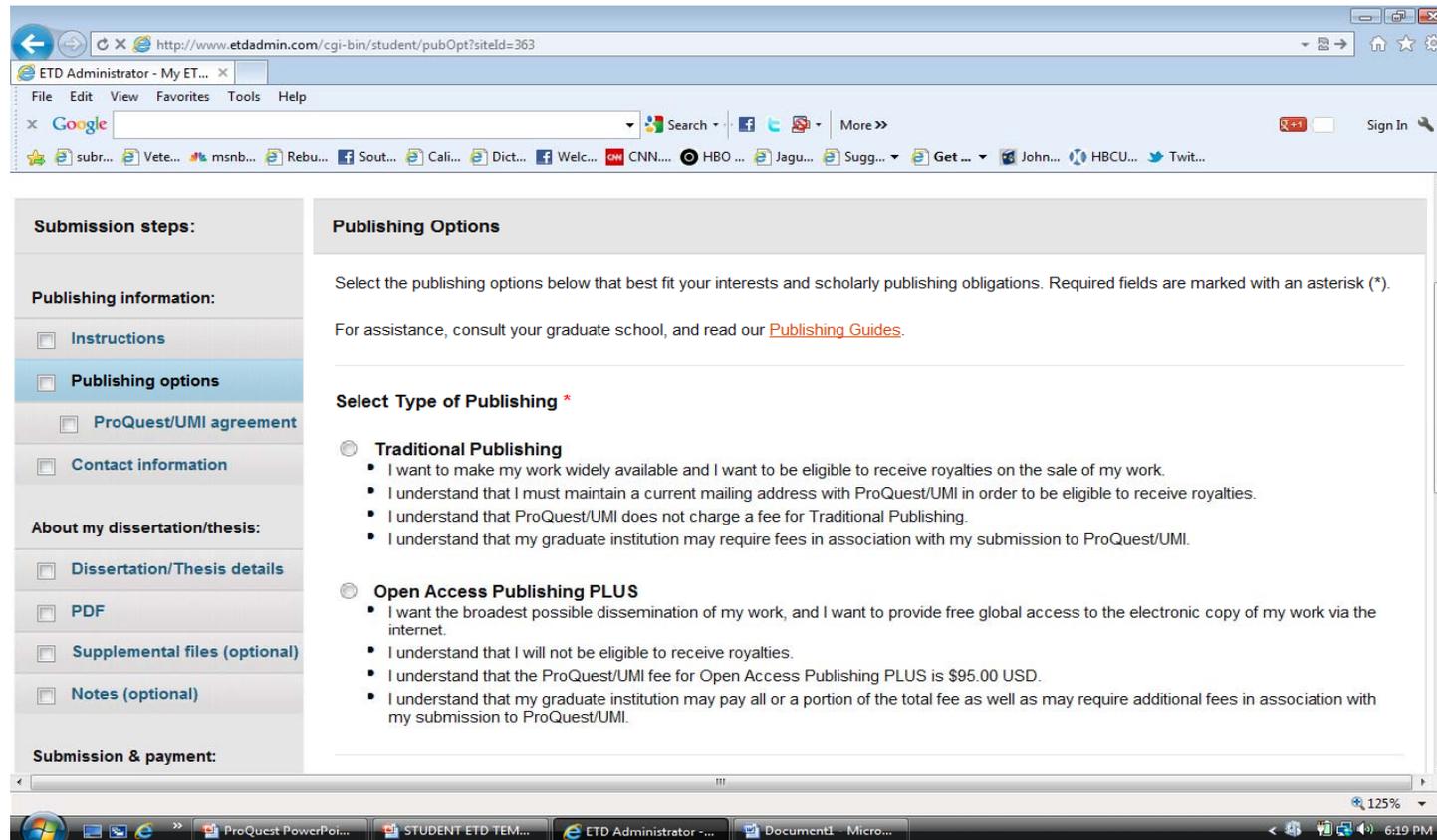


This screen reviews some of the options you will have for your account and also mentions the PDF Conversion tool. If you do not have a PDF converter to use, you may use the converter provided by the ETD Administrator. Click “Continue” after you’ve read over the information. Note: At any point you can stop and finish your submission later. No information will be lost.



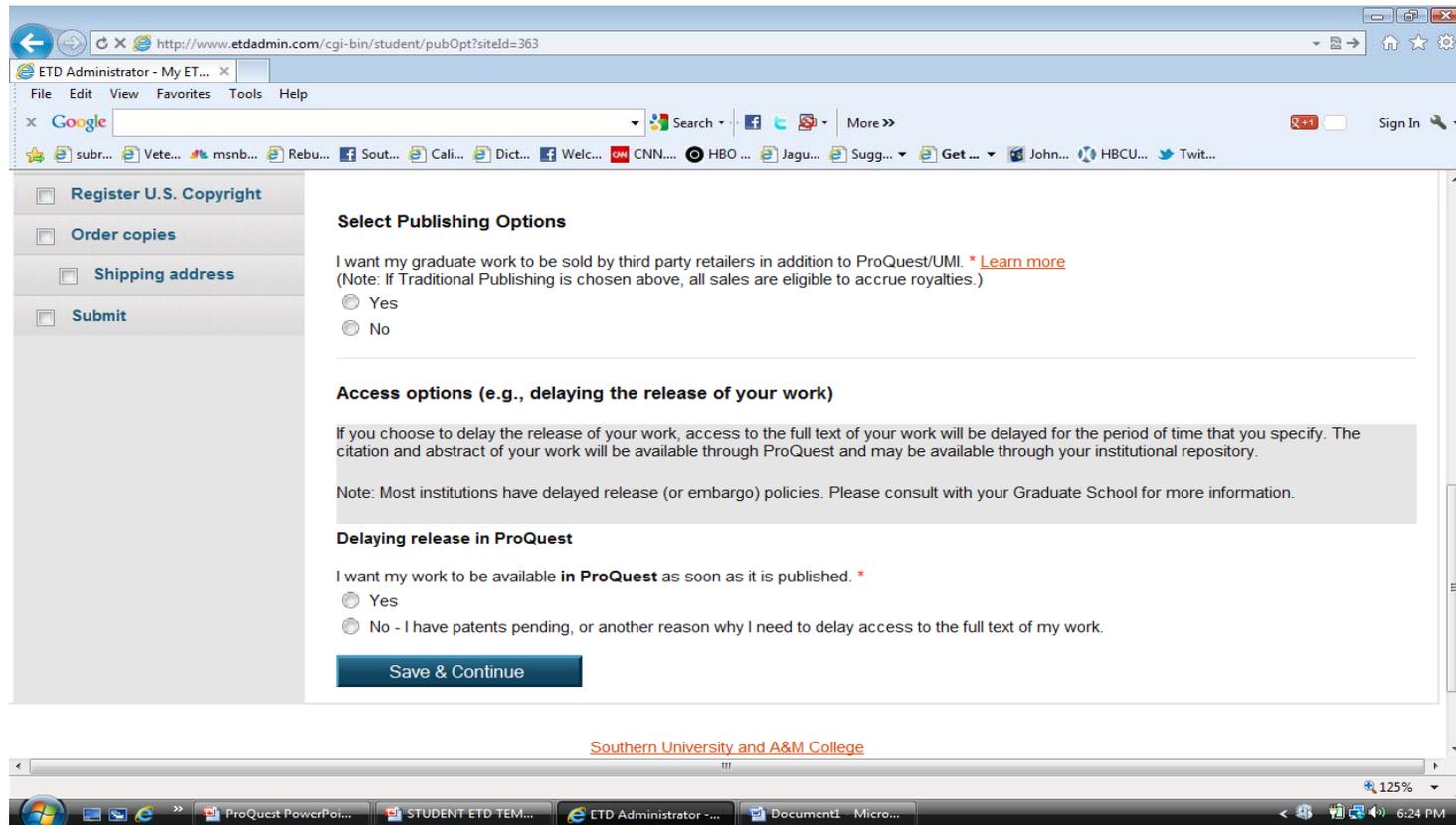
Publishing Options

On this screen you will select publishing options. **Traditional Publishing** has no fee attached. The **Open Access** option cost \$95.00. (Please consult the **Publishing Guides** under **Resources and Guidelines** for more information regarding the differences between the two options).



Additional Publishing Options

You may want search engine access and retail options. You may also select restrictions. Please consult the Graduate School, committee advisor and chair before deciding. Click the **Radio** button for your choice, then Click **“Save & Continue”**. Details related to these options can be found at the **Resources and Guidelines** tab.



The screenshot shows a web browser window with the URL <http://www.etdadmin.com/cgi-bin/student/pubOpt?siteId=363>. The page title is "ETD Administrator - My ET...". The browser's address bar shows the URL, and the page content is displayed below. On the left side, there is a navigation menu with the following items: Register U.S. Copyright, Order copies, Shipping address, and Submit. The main content area is titled "Select Publishing Options" and contains the following text: "I want my graduate work to be sold by third party retailers in addition to ProQuest/UML. * [Learn more](#) (Note: If Traditional Publishing is chosen above, all sales are eligible to accrue royalties.)". Below this text are two radio buttons: "Yes" and "No". The next section is titled "Access options (e.g., delaying the release of your work)" and contains the text: "If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and may be available through your institutional repository." Below this text is a note: "Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information." The next section is titled "Delaying release in ProQuest" and contains the text: "I want my work to be available in ProQuest as soon as it is published. *". Below this text are two radio buttons: "Yes" and "No - I have patents pending, or another reason why I need to delay access to the full text of my work." At the bottom of the form is a blue button labeled "Save & Continue". The browser's taskbar at the bottom shows several open applications: ProQuest PowerPo..., STUDENT ETD TEM..., ETD Administrator - ..., and Document1 Micro... The system tray shows the time as 6:24 PM and the date as 12/15/2011.

This screen explains the Publishing Agreement. This agreement is made between the author and ProQuest. If you choose “Open Access” the Open Access Agreement is presented. Click “Accept” at the bottom of the page.

The screenshot shows a web browser window displaying the ETD Administrator interface. The address bar shows the URL: <http://www.etsadmin.com/cgi-bin/student/pubAgree?siteId=363;submissionId=148450;saved=1>. The page title is "Traditional Publishing Agreement".

The left sidebar contains a navigation menu with the following items:

- Instructions
- 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

The main content area displays the "Traditional Publishing Agreement" text:

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. Author further grants to ProQuest/UMI the right to include the abstract, bibliography and other metadata in the ProQuest Dissertations and Theses database (PQDT) and in ProQuest/UMI's Dissertation Abstracts International and any successor or related index and/or finding products or services.

UMI® Publishing Program - Election and Elements. The rights granted above shall be exercised according to the publishing option selected by Author on the previous Publishing Options screen, and subject to the following additional Publishing Program requirements:

- **Redistribution of the Work.** Except as restricted by Author in the publishing option selected, the rights granted by Author automatically include (1) the right to allow sale and distribution of the Work, in whole or in part, by agents and distributors, including but not limited to commercial retail outlets and (2) the right to make the Abstract, bibliographic data and any meta data associated with the Work available to search engines and harvesters.
- **Restrictions.** ProQuest/UMI will use commercially reasonable efforts to restrict the distribution of the Work as provided under the publishing option selected by Author or as later elected by Author through direct contact with ProQuest/UMI. Such election is subject to Author's Degree Granting Institution Directives (see below). With respect to restrictions requested after submission of the Work, Author acknowledges that ProQuest/UMI cannot recall or amend previously distributed versions of the Work. Refer to [Guide 3](#) and [Guide 4](#) for information about access and restrictions.

Enter your information as requested on the Contact Information screen. NOTE: **DO NOT USE SOUTHERN UNIVERSITY EMAIL ACCOUNT IN THE EMAIL FIELD.**

The screenshot shows a web browser window with the URL <https://secure.etdadmin.com/cgi-bin/student/contact?siteId=363&submissionId=148450&saved=1>. The page title is "ETD Administrator - My ET...". The browser's address bar shows the URL. The page content includes a sidebar on the left with navigation options and a main form area on the right. The sidebar has sections for "Publishing information", "About my dissertation/thesis:", and "Submission & payment:". The "Publishing information" section includes "Instructions", "Publishing options", "ProQuest/UMI agreement", and "Contact information". The "About my dissertation/thesis:" section includes "Dissertation/Thesis details", "PDF", "Supplemental files (optional)", and "Notes (optional)". The "Submission & payment:" section includes "Register U.S. Copyright", "Order copies", and "Shipping address". The main form area has a heading "Please enter your contact information. This information will be used to process your submission." and a note "* - required". The form fields are: "First Name*" (Lacumba), "Middle Name*", "Last Name*" (Jaguars), "Country of Citizenship*" (United States), "Institution*" (Southern University and A&M College), "Permanent email address*" (archives1@subr.edu), "Phone Number:" (Country code, Area code: 225, Phone: 7714500, Extension), "Current Address:" (Country*: United States, Street Address*: 167 Roosevelt Steptoe Avenue). The browser's taskbar shows several open applications: ProQuest PowerPoi..., STUDENT ETD TEM..., ETD Administrator ..., and Document1 - Micro... The system tray shows the time as 6:36 PM.

Publishing information:

- Instructions
- 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

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

* - required

First Name*: Lacumba

Middle Name*:

Last Name*: Jaguars

Country of Citizenship*: United States

Institution*: Southern University and A&M College

Permanent email address*: archives1@subr.edu
Enter permanent email address, not your institution email address.

Country code (outside US) Area code Phone Extension

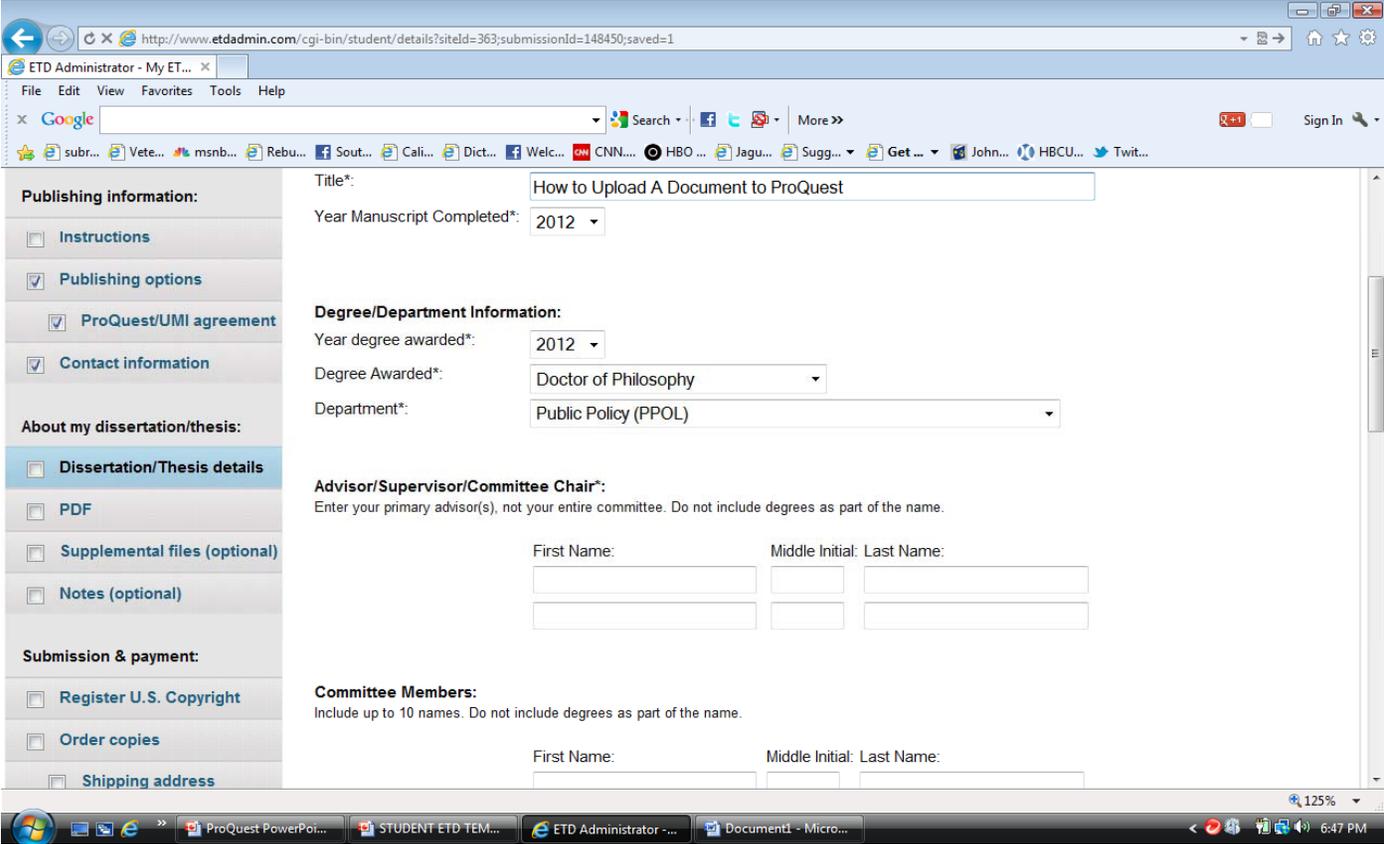
Phone Number: 225 7714500

Current Address:

Country*: United States

Street Address*: 167 Roosevelt Steptoe Avenue

On the next screen, fill in the details for your document and committee. Begin with the title of your dissertation. **NOTE: Copy the title of your manuscript from MS Word and then Paste it into the TITLE field of ProQuest. This is very important because, if there is a misspelled word in the title field there is no way to make the change once it is published.** In addition, there is a fee assessed to have the manuscript deleted from the database and then republished.



Select your degree from the drop down list. All degrees are listed. If you're not sure what the exact title of your degree is, contact your academic advisor.

ProQuest/UMI agreement

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

Degree/Department Information:

Year degree awarded*: 2011

Degree Awarded*: Doctor of Philosophy

Department*: Economics

- Anthropology
- Architecture, Landscape Architecture, and Urban Planning
- Astronomy
- Biological Sciences in Dental Medicine
- Biological Sciences in Public Health
- Biology: Medical Sciences, Division of
- Biology, Molecular and Cellular
- Biology, Organismic and Evolutionary
- Biophysics
- Biostatistics
- Business Economics
- Business Studies (Organizational Behavior)
- Celtic Languages and Literatures
- Chemical Biology
- Chemical Physics
- Chemistry and Chemical Biology
- Comparative Literature
- Earth and Planetary Sciences
- East Asian Languages and Civilizations

Advisor/Committee Chair*:
Enter your primary advisor(s), not y

Committee Members:
Include up to 10 names. Do not incl

In this section, type your committee chairperson's name. Below that, enter the names of your committee members. Committee members' names are required by Southern University Graduate School.

About my dissertation/thesis:

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

Submission & payment:

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

Advisor/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:

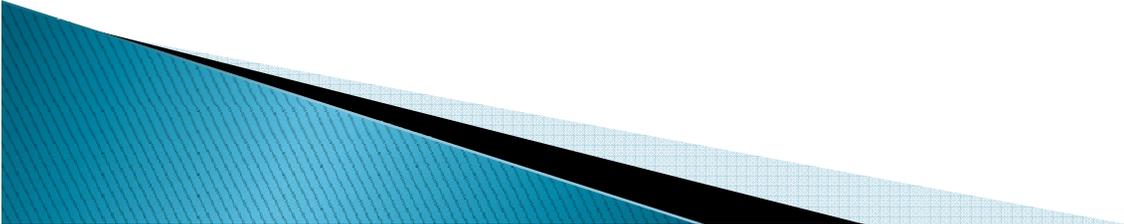
Paul		Keane

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

First Name: Middle Initial: Last Name:

Morgan		Stross

[Add another member](#)



Choose your Primary Subject Category. If you do not see what your document is specifically about, choose the closest category related to it. You can contact ProQuest for assistance. They have subject-matter experts on staff. (Contact information is on the last slide).

Description of Dissertation/Thesis:

Primary Subject Category*: Economics [0501]

Additional Subject Categories*: Economics, Commerce-Business [0505]

Keywords (include up to 6):

- Continental dynamics [0406]
- Continuing education [0651]
- Counseling psychology [0603]
- Criminology [0627]
- Cultural anthropology [0326]
- Cultural resources management [0436]
- Curriculum development [0727]
- Dance [0378]
- Demography [0938]
- Dentistry [0567]
- Design [0389]
- Developmental biology [0758]
- Developmental psychology [0620]
- Divinity [0376]
- Early childhood education [0518]
- East European studies [0437]
- Ecology [0329]
- Economic history [0509]
- Economics [0501]
- Economics, Commerce-Business [0505]

Abstract*:

Primary language*: en (English)

Save & Continue

Choose some keywords about your subject matter, then **copy/paste your abstract** section into the box. Click **“Save & Continue”**. NOTE!! **Copy** the abstract from MS Word and then **Paste** it into the ABSTRACT field.

Keywords (include up to 6):

Abstract *:
Need to format your abstract? See our [formatting hints](#).
A sample Abstract

Primary language*:

[Harvard University](#)

If you do not have your own method to convert your document into a PDF, you may use the converter provided. The next few slides will take you through the process of using the ProQuest PDF converter. (If you have already converted to a PDF and uploaded then skip slides 19–24).

The screenshot displays the UMI ETD Administrator interface. At the top, the logo reads "UMI ETD ADMINISTRATOR" with a graphic of colored squares. Below the logo are three tabs: "My ETDs", "Resources & Guidelines", and "PDF Conversion". A secondary navigation bar includes "My Dissertations/Theses List", "Submit my ETD", "My Profile", and "Help ?".

The main content area is titled "Submission steps:" and "PDF". A link for "PDF conversion tool" is visible in the top right. Under "Publishing Information:", there are several checked checkboxes: "Instructions", "Publishing options", "ProQuest/UMI agreement", "University agreement", and "Contact information".

The "About my dissertation/thesis:" section includes "Dissertation/Thesis details" (checked) and "PDF" (checked and circled in red). Below this, a "View PDF" link and a file icon labeled "(53.0 kB)" are circled in red. A red arrow points from the "PDF" checkbox to the "View PDF" link. Below the "View PDF" link is a "PDF:" label followed by a "Choose File" button and the text "No file chosen". At the bottom of the form is a "Save & Continue" button.

Other PDF Requirements: ?

- Fonts must be embedded.
- Security settings must be set to "No security". Encrypted files cannot be processed for publishing.
- The maximum file size that can be uploaded is 250MB.

Enter the file to be converted. Click “Choose File” to find the document on your computer.

There are also help files and a FAQ page if you need assistance or have questions.

UMI ETD ADMINISTRATOR

My ETDs | Resources & Guidelines | PDF Conversion

My Dissertations/Theses List | Submit my ETD | My Profile | Help ?

Submission steps:

Publishing Information:

- Instructions
- Publishing options
 - ProQuest/UMI agreement
 - University agreement
- Contact information

About my dissertation/thesis:

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

PDF Conversion [< Back to PDF](#)

You can use this tool to convert your dissertation/thesis into PDF Format. Your converted document will be available for download for two weeks. After two weeks, it will be deleted from our system and no longer retrievable.

You can convert the following types of documents:
Microsoft Word, WordPerfect, and RTF (rich text format).

Preparing your file: ?
Before using this tool, prepare your file by embedding all fonts. [Instructions](#)

File to convert: No file chosen

More PDF resources

- [Create a PDF](#)
- [PDF FAQ](#)
- [Embedding Fonts](#)
- [Setting Security](#)

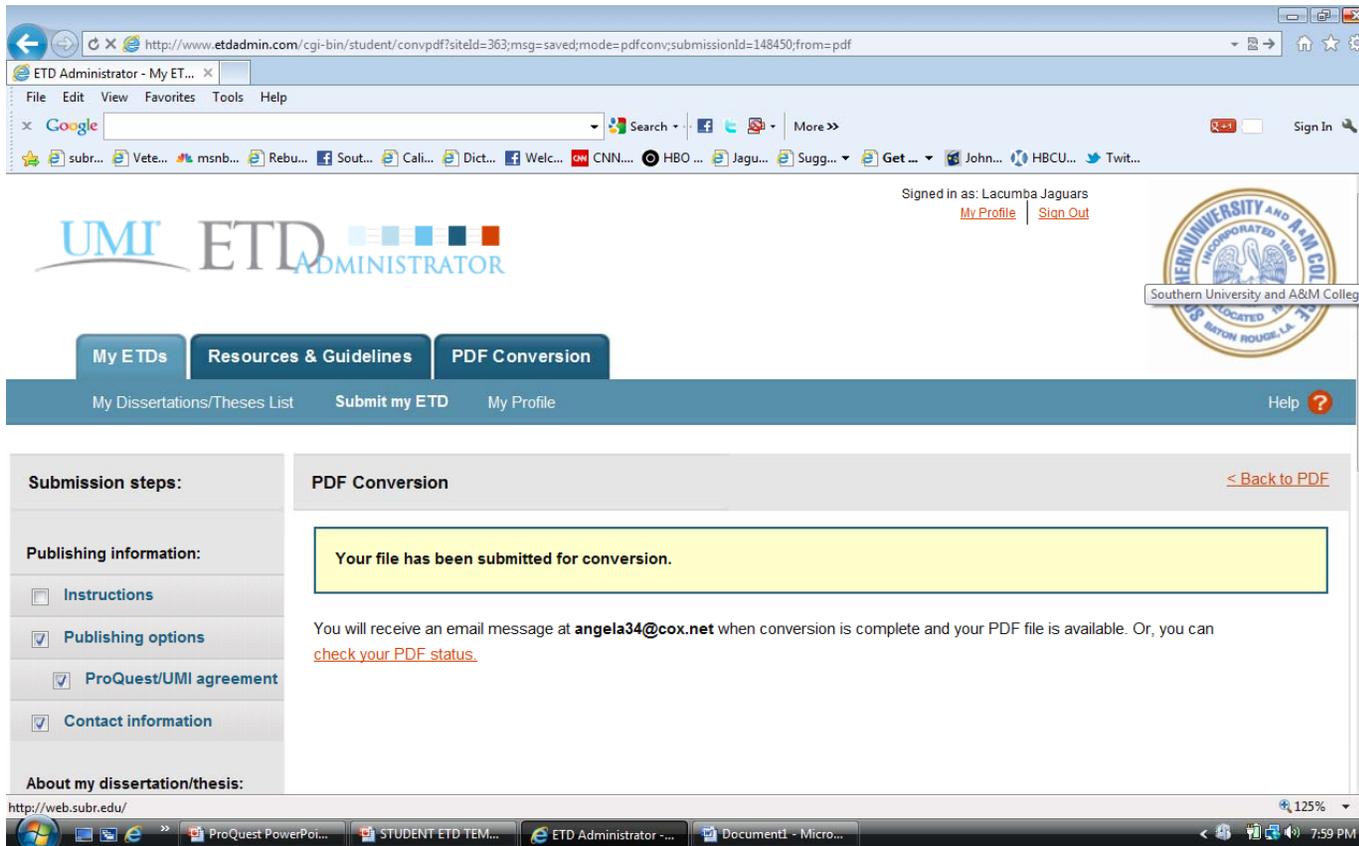
Need help with your PDF?

- [Contact Technical Support](#)

Conversion History

- [Conversion History](#)

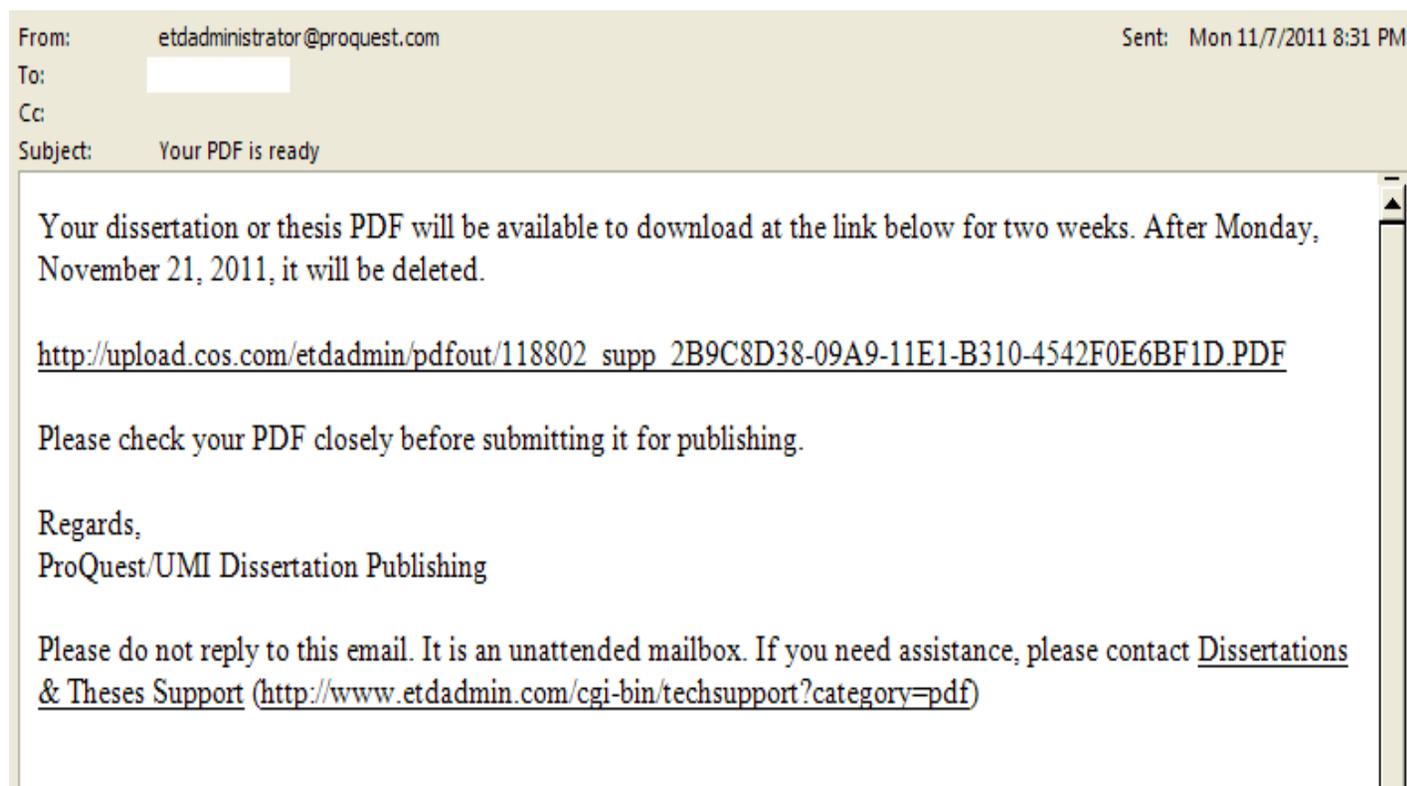
When you have entered your file for conversion and clicked “Convert File,” you will see the confirmation screen.



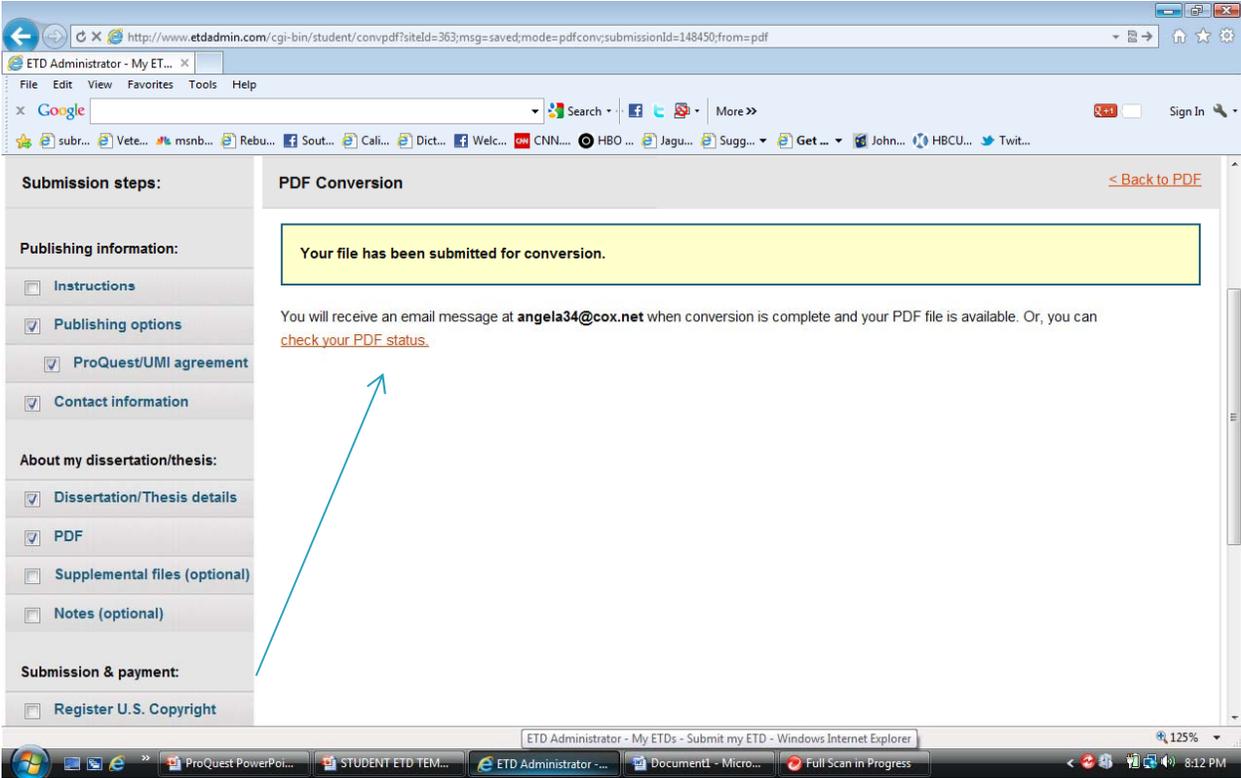
When the conversion to PDF is complete, you will receive an email that looks like the one below.

Note that receiving this email only means your document was converted to a PDF. It does NOT mean your document was submitted to the Graduate School. You must still submit the document via the ETD site.

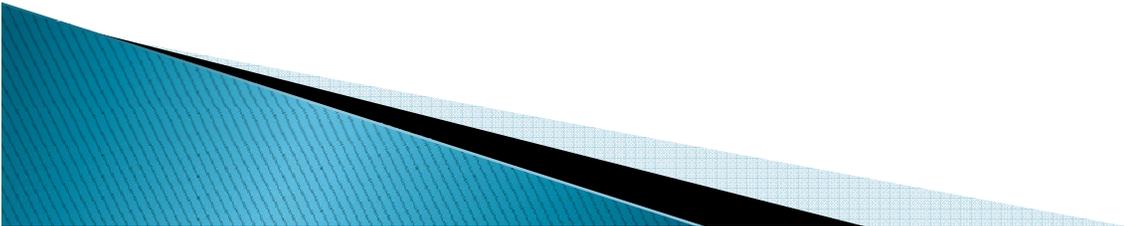
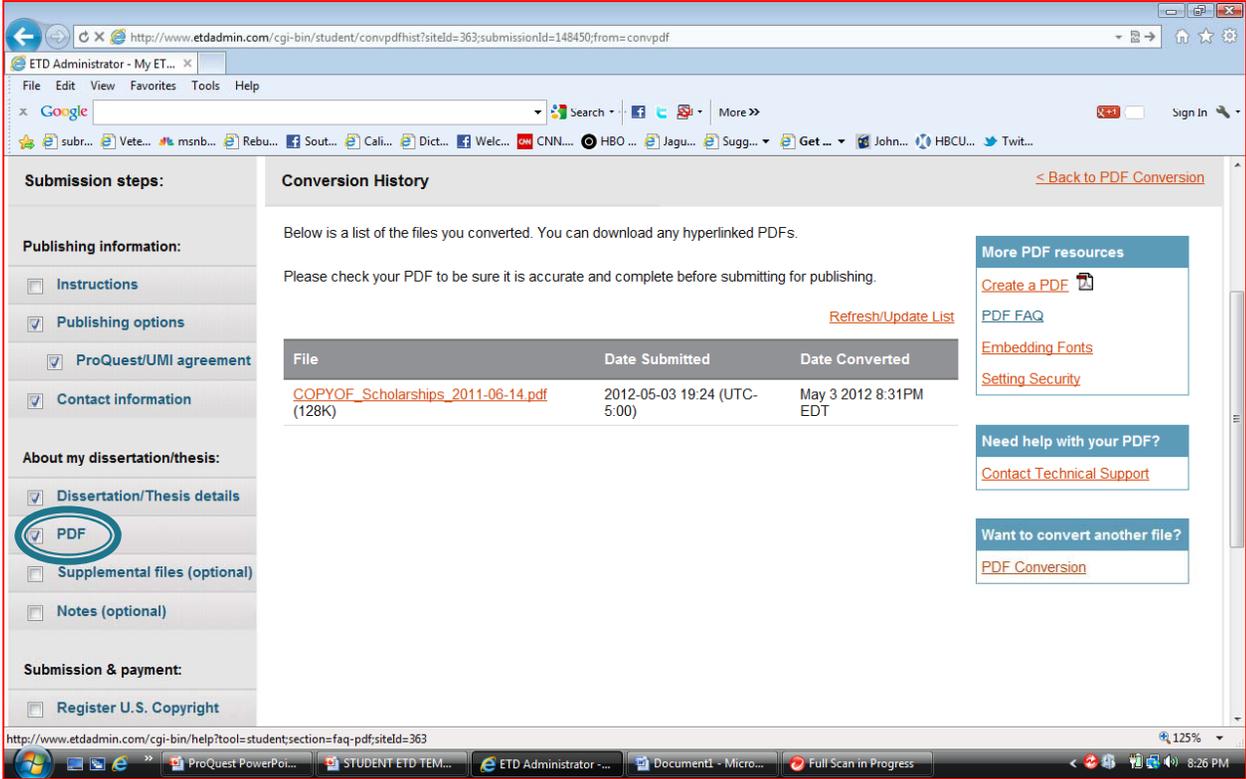
Click on the link to view your PDF and save it to your computer.



The new PDF can also be viewed through the “check your PDF status” link.



The PDF can be also viewed, downloaded and saved from this page.



Once you've saved your document on your computer, you must click the "PDF" link to send your document to the Graduate School.

Submission steps:

- Publishing information:
 - Instructions
 - 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

Conversion History [< Back to PDF Conversion](#)

Below is a list of the files you converted. You can download any hyperlinked PDFs.

Please check your PDF to be sure it is accurate and complete before submitting for publishing. [Refresh/Update List](#)

File	Date Submitted	Date Converted
COPYOF_Scholarships_2011-06-14.pdf (128K)	2012-05-03 19:24 (UTC-5:00)	May 3 2012 8:31PM EDT

More PDF resources

- [Create a PDF](#)
- [PDF FAQ](#)
- [Embedding Fonts](#)
- [Setting Security](#)

Need help with your PDF?

- [Contact Technical Support](#)

Want to convert another file?

- [PDF Conversion](#)

You must upload your PDF to submit it. Click on the “Choose file” button to find the document on your computer. Once it’s uploaded, click “Save & Continue”.

The screenshot displays the UMI ETD Administrator interface. At the top, there are navigation tabs for "My ETDs", "Resources & Guidelines", and "PDF Conversion". Below these, a sub-navigation bar includes "My Dissertations/Theses List", "Submit my ETD", and "My Profile", along with a "Help" icon. The main content area is titled "PDF" and includes a link to a "PDF conversion tool". The text instructs users to upload their work as a PDF and provides a link to a conversion tool. Under "Other PDF Requirements", there are three bullet points: fonts must be embedded, security settings must be set to "No security", and the maximum file size is 250MB. A "Choose File" button is highlighted with a red box, and a red arrow points from it to the text "Upload converted document from desktop, USB or CD.". Below the button is a "Save & Continue" button. On the left side, there is a sidebar with sections for "Submission steps:", "Publishing Information:" (with checkboxes for Instructions, Publishing options, ProQuest/UMI agreement, University agreement, and Contact information), and "About my dissertation/thesis:" (with checkboxes for Dissertation/Thesis details, PDF, Supplemental files (optional), and Notes (optional)).

You may add supplemental files on this screen. These files can be in a variety of formats such as movie or music clips, extra graphs, maps, etc. that you want people to view but that you don't want in your main document. If you do not have any files, click "Save & Continue".

- Instructions
- Publishing options
- ProQuest/UMI agreement
- 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

Supplemental file 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.

1. **Add File:** No file chosen
Note: do not add third party applications or software (i.e. Adobe Reader, etc.)

Description:

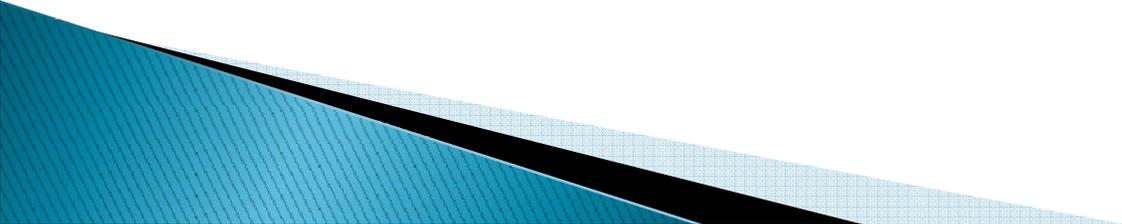
Media Type:

2. **Add File:** No file chosen
Note: do not add third party applications or software (i.e. Adobe Reader, etc.)

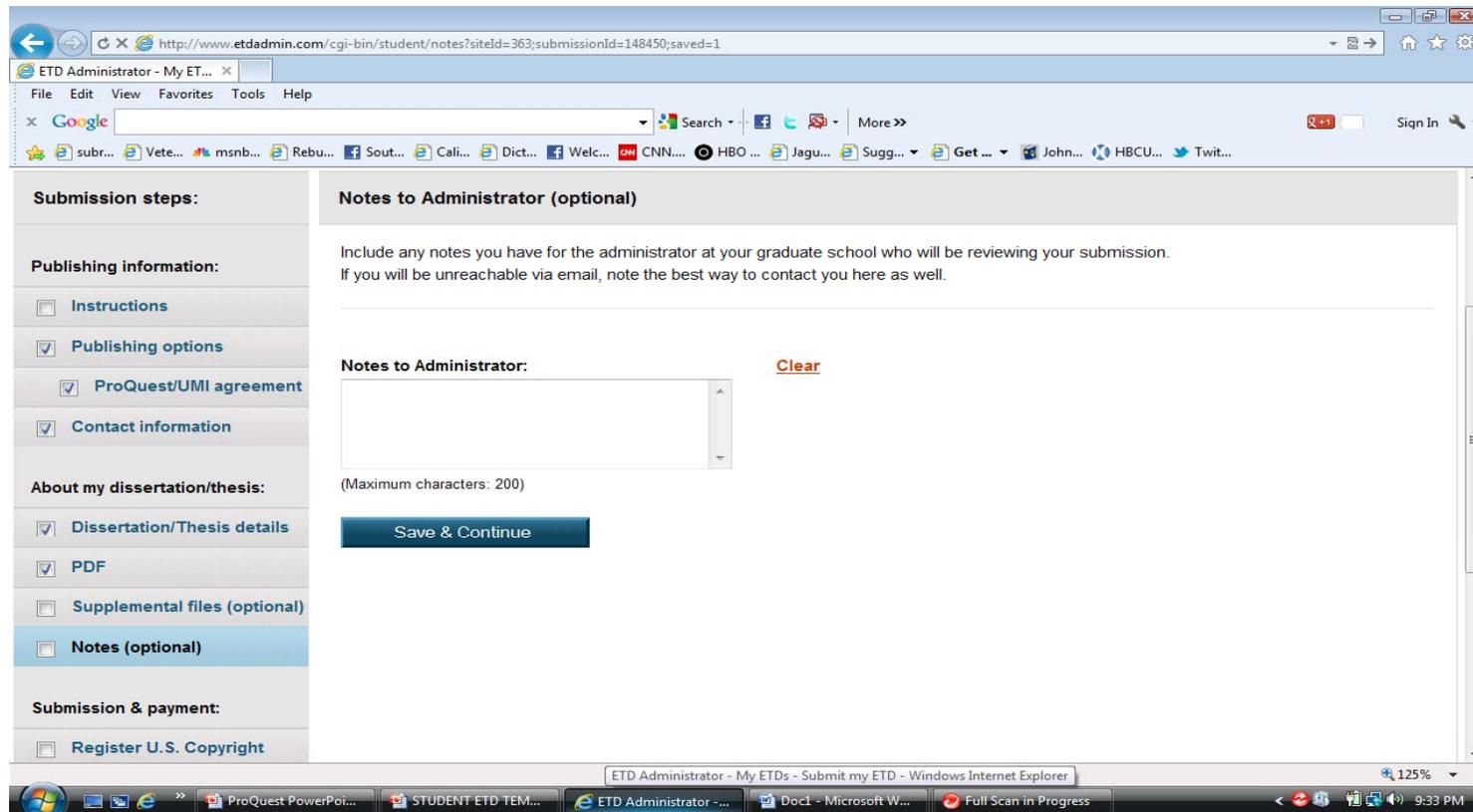
Description:

Media Type:

- Select Media Type
- Select Media Type
- Audio
- Code/Script
- Data
- Image
- PDF
- Presentation
- Spreadsheet
- Text
- Video
- Webpage
- Other



You may add any comments about anything you want to tell the graduate school advisor or the ETD administrator reviewing your manuscript on this screen.



You can opt to have ProQuest file for copyright on your behalf. The fee for this is \$55.00. The ProQuest publishing agreement is a non-exclusive agreement and as such, **authors retain complete control over their copyright.** ProQuest is providing the convenience of registering with the U.S. Copyright Office for you.

Submission steps:	Register U.S. Copyright
Publishing Information:	At ProQuest, we make copyright registration easy - by submitting your application to the United States Office of Copyright on your behalf and providing you with the certificate from the Library of Congress. Registering your copyright via ProQuest is the fastest and most efficient method currently available.
<input checked="" type="checkbox"/> Instructions	<p>How to take advantage of our copyright service:</p> <p>Registering with the U.S. Office of Copyright establishes your claim to the copyright for your dissertation/thesis and provides certain protections if your copyright is violated. 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.</p> <p>We will:</p> <ul style="list-style-type: none"> • 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
<input checked="" type="checkbox"/> Publishing options	
<input checked="" type="checkbox"/> ProQuest/UMI agreement	
<input checked="" type="checkbox"/> University agreement	
<input checked="" type="checkbox"/> Contact information	
About my dissertation/thesis:	
<input checked="" type="checkbox"/> Dissertation/Thesis details	
<input checked="" type="checkbox"/> PDF	
<input type="checkbox"/> Supplemental files (optional)	
<input type="checkbox"/> Notes (optional)	
Submission & payment:	
<input type="checkbox"/> Register U.S. Copyright	<p>1. Previous U.S. Copyright Registration</p> <p>Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?</p> <p><input type="radio"/> Yes - copyright was previously filed <input type="radio"/> No</p>
<input type="checkbox"/> Order copies	
<input type="checkbox"/> Shipping address	
<input type="checkbox"/> Submit	<p>2. Requesting ProQuest/UMI to file for U.S. Copyright Registration</p> <p><input type="radio"/> Do not file for copyright - I am requesting that ProQuest/UMI not file for copyright on my behalf.</p> <p><input type="radio"/> File for a new copyright - I am requesting that ProQuest/UMI file for copyright on my behalf.</p>

If you would like to order personal copies of your thesis or dissertation, you may do so on this screen. Your copies will be shipped to you after your degree has been conferred at the end of the semester and your document uploaded to ProQuest.

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

Submission & payment:

- Register U.S. Copyright**
- Order copies**
- Shipping address**
- Submit & Pay**
- Order summary**

Each volume is rendered with respect for the scholarly research, featuring:

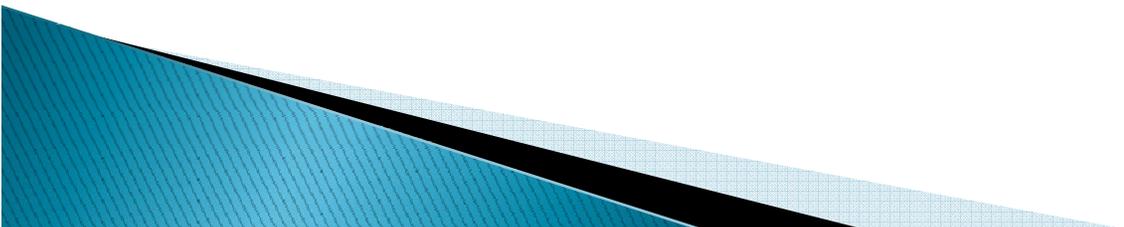
- Brilliant white 32 lb. paper stock: acid-free and archival-grade, this photographic-quality stock is brighter and more opaque for better ink contrast and readability.
- Any color graphics included in the digital copy of the thesis received by ProQuest/UMI can now be reproduced in color—**at no extra charge!** Photographs, charts, and other illustrations are printed as faithfully as they were provided electronically.
- Durable hardbound copies are 8½"x11" with elegant black covers made from 2.5 mm-thick board covered in washable linen. Titles are embossed in gold foil on the spine. Handmade thread-sewn bindings and generous margins enable volumes to be opened flat.

Authors, please note:

- Please inform us of any address change
- All prices are subject to change
- Manuscript copies are shipped approximately **8 to 12 weeks** after we receive your manuscript for publication

Questions? Call ProQuest/UMI Dissertation Publishing toll free at (800) 521-0600, ext. 77020 OR send us an email at disspub@proquest.com

Type	Size & Description	Price Per Copy*	Number of Copies
Hardcover	8 1/2 x 11 in., single copy	Buy more & save:	
		1-2	\$56.00
		3	\$50.00
		4	\$47.25
		5+	\$45.00
Hardcover	6 x 9 in., single copy	Buy more & save:	
		1-2	\$46.00
		3	\$40.67
		4	\$39.00
		5+	\$37.00



You will be given the opportunity to make changes to your submission right up through placing an order for copies. This includes dissertation/thesis details, advisor, publishing options. All of these items can be changed on previous pages. This is a summary of your order for purchasing bound copies for your review.

Submission steps:

- Publishing information:
 - Instructions
 - Publishing options
 - ProQuest/UMI agreement
 - Contact information
- About my dissertation/thesis:
 - Dissertation/Thesis details
 - PDF
 - Supplemental files (optional)
 - Notes (optional)
- Submission & payment:

Submit & Pay: Order Summary

To complete your submission, please confirm your order below and indicate your method of payment. When applicable, Open Access Publishing PLUS and/or copyright registration fees are included.

Quantity	Description	Unit Price *(USD)	Total Price *(USD)
1	Traditional Publishing	\$0.00	\$0.00 Change
1	Hardcover 8 1/2 x 11 in., single copy	\$56.00	\$56.00 Change
	Sales Tax		\$5.04
	Service Tax		\$0.00
* Note: Prices are in U.S. Dollars (USD)		Total:	\$61.04 USD

Shipping Information [Change Shipping information*](#)

Lacumba Jaguars
 167 Roosevelt Steptoe Avenue
 Baton Rouge, Louisiana 70813
 United States

* - note: if you change your shipping address your taxes will be recalculated.

When submitted properly, the following information will be displayed. You can now click “Done”. For the purpose of this slide the address of ProQuest was used. However you will need to replace the address of ProQuest with the address of the Graduate School.

**Attn: Dr. Doze Butler, Office of Graduate Studies
 Southern University and A&M College
 1055 Thomas H. Harris Hall
 Baton Rouge, LA 70813-0001
 United States**

Publishing options

ProQuest/UMI agreement

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 & Pay

Order summary

Your submission is now complete

Payment Information: [Print summary](#)

Submission ID: gsas.harvard10004

Paid on: Nov 8 2011 1:12PM EST

Confirmation #: 0 (* Credit card not charged - site is in TRIAL mode. *)

Payment Method: Master Card, ending in 0015

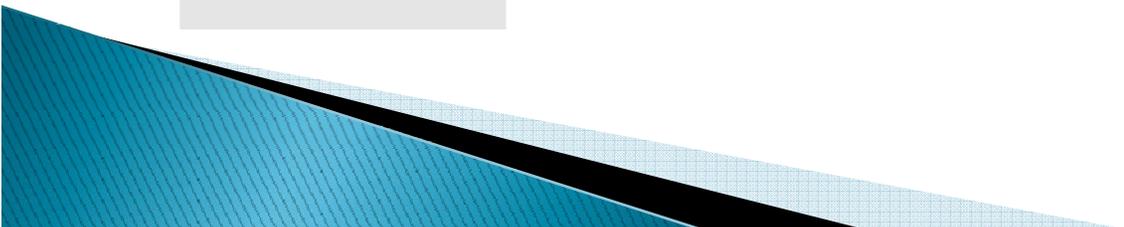
Billed to: ColesMar 789 Eisenhower Parkway Ann Arbor, Michigan 48103 United States	Ship to: Marlene Coles 789 Eisenhower Parkway Ann Arbor, Michigan 48103 United States
---------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

Order Summary:

Quantity	Description	Unit Price	Total Price
1	Traditional Publishing	\$0.00	\$0.00
1	Copyright Registration	\$55.00	\$55.00
2	Hardcover 8 1/2 x 11 in., single copy	\$56.00	\$112.00
		Sales Tax	\$6.72
		Service Tax	\$0.00
Total:			\$173.72

Your dissertation/thesis has been submitted.
 Please contact your [graduate office](#) with any questions regarding your submission.

[Done](#)



This is what you will see when finished.

Help ?

Submission Complete: Thank You

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=432;submissionId=118802>

Sign Out

This is the confirmation email you will receive when your document is properly submitted. If you do not get this message within a few hours of submitting, your document was not submitted properly and you need to try again. It is usually delivered within minutes, if the submission was successful. Once you receive this confirmation email please forward it to Dr. Butler in the graduate school at doze_butler@subr.edu

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 (<http://www.etdadmin.com/cgi-bin/student/etd?submissionId=118802;siteId=432>)

Payment Information:

Paid on: Nov 8 2011 1:12PM EST

Confirmation #: 0 (* Credit card not charged - site is in TRIAL mode. *)

Payment Method: Master Card, ending in 0015

Order Summary:

Quantity	Description	Total Price
1	Traditional Publishing	\$0.00
1	Copyright Registration	\$55.00
2	Hardcover 8 1/2 x 11 in., single copy	\$112.00
	Sales Tax	\$6.72
	Service Tax	\$0.00
	Total	\$173.72

If you have not done so already, please take this opportunity to order copies of your dissertation at a discount:

<http://www.etdadmin.com/ordercopies.pdf>

Complimentary individual account to RefWorks offer

As a benefit of submitting your dissertation using the ProQuest/UMI ETD Administrator, you are eligible for

REVIEWED PDFS AND SUBMITTING REVISIONS

After the Graduate School has reviewed your document, you will receive an email letting you know what corrections need to be made. An example of the email is shown below. Make the changes listed in your original document, then re-convert it such that it is a new PDF. When you're ready to resubmit, click "View ETD".

From: Administrator of Southern University [carolyn_jackson@subr.edu]
To: Student (your name will be here)
Cc:

Dear, Student (your name will be here)

I'm writing you to request minor changes to your submission, "Analysis of the economic impact of Facebook".

ADMINISTRATOR: ENTER REVISIONS HERE

1. Correct the page number in the front matter for chapter 8
2. Remove the highlighting in page 32
3. Include a list of images in your front matter
4. Page numbers in your list of tables is not consistent with actual pages.

To submit your changes, please go to the following page:

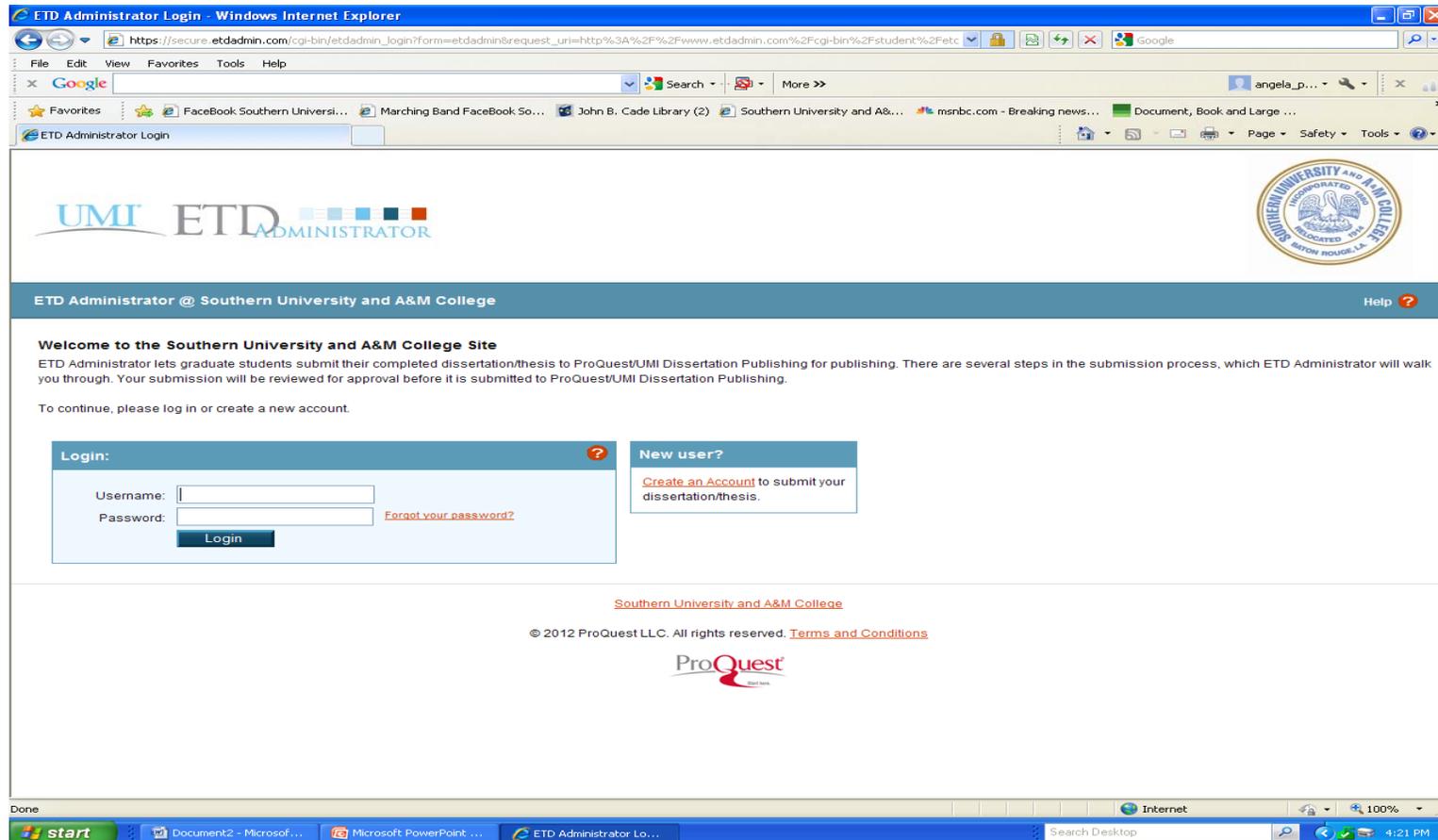
View ETD (<http://www.etdadmin.com/cgi-bin/student/revetd?revId=118802;siteId=432>)

If you have any questions please contact me.

Thank you

Submitting Revised Documents

Sign in to revise your document.



Click “Revise” to submit your new PDF for another check.

ETD Administrator - My ETDs - My Dissertations/Theses List - Windows Internet Explorer

http://www.etdadmin.com/cgi-bin/student/etd?siteId=363;x=1

Signed in as: Angela Proctor
[My Profile](#) | [Sign Out](#)

UMI ETD ADMINISTRATOR

My ETDs Resources & Guidelines PDF Conversion

My Dissertations/Theses List Submit my ETD My Profile Help ?

My Dissertations/Theses List

Welcome to the ETD Administrator - [Southern University and A&M College](#)

Please select your dissertation/thesis below to revise or continue your submission.

How to Upload to ProQuest
ID: 10278
Status: Waiting for Revisions (Minor)

[Revise](#) [View](#)

This screen will come up, it contains general information about submitting revisions.

The screenshot shows a web browser window displaying the ETD Administrator interface. The browser's address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/reviseetd?siteId=363;revId=154017;viewId=154017>. The page is titled "ETD Administrator - My ETDs - Revise my ETD".

The page features a navigation menu with tabs for "My ETDs", "Resources & Guidelines", and "PDF Conversion". Below this, there are sub-tabs for "My Dissertation/Thesis List", "Revise my ETD", "View my ETD", and "My Profile".

The main content area is divided into two columns. The left column is a sidebar with the following sections:

- Revise**
 - Instructions
 - Revision options:
 - Publishing options
 - ProQuest/UMI agreement
 - Contact information
 - Dissertation/Thesis details
 - PDF
 - Supplemental files (optional)
 - Notes (optional)
- Submit your revisions:**
 - Submit revisions
- Manage this ETD**
 - View decisions
 - View revision history

The right column is titled "Instructions" and contains the following text:

Welcome back to the ETD Administrator - Southern University and A&M College

Revising your dissertation/thesis
You can revise your submission:

- First, make your changes**
 - On the left sidebar you'll see a list of Revision Options.
 - Select the item you wish to change.
 - A new page will display where you can make and save your changes.
 - Repeat for any additional changes you need to make.
- Submit your changes**
 - After your changes are complete, click **Submit Revisions** from the left sidebar.
 - Follow the instructions on the "Submit Revisions" page to finish.

The bottom of the screenshot shows the Windows taskbar with several open applications, including "ProQuest PowerPoin...", "STUDENT ETD TEMP ...", "Document1 - Micro...", "ETD Administrator - ...", and "KQXLFM - Windows 1...". The system clock shows 9:34 AM.

You can revise several aspects of your account from this page. You will most likely just want to change your PDF. Click **PDF** to revise PDF.

The screenshot shows a web browser window displaying the UMI ETD Administrator interface. The page title is "ETD Administrator - My ETDs - Revise my ETD". The user is signed in as Angela Proctor. The main navigation bar includes "My ETDs", "Resources & Guidelines", and "PDF Conversion". Below this, there are tabs for "My Dissertation/Thesis List", "Revise my ETD", "View my ETD", and "My Profile".

The "Revise" section on the left sidebar contains the following options:

- Instructions
- Revision options:
- Publishing options
- ProQuest/UMI agreement
- Contact information
- Dissertation/Thesis details
- PDF** (circled in blue)
- Supplemental files (optional)
- Notes (optional)

The "Submit your revisions:" section includes a "Submit revisions" button. The "Manage this ETD" section includes "View decisions" and "View revision history" buttons.

The main content area, titled "Instructions", contains the following text:

Welcome back to the ETD Administrator - Southern University and A&M College

Revising your dissertation/thesis
You can revise your submission:

- First, make your changes**
 - On the left sidebar you'll see a list of Revision Options.
 - Select the item you wish to change.
 - A new page will display where you can make and save your changes.
 - Repeat for any additional changes you need to make.
- Submit your changes**
 - After your changes are complete, click **Submit Revisions** from the left sidebar.
 - Follow the instructions on the "Submit Revisions" page to finish.

When you click on the PDF link, the following screen will appear. Here is where you upload your updated PDF file. Enter the new PDF using the “Browse” button to find it on your computer. Then click “Save Changes”.

The screenshot shows a web browser window displaying the UMI ETD Administrator interface. The browser's address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/revpdf?siteId=363;submissionId=154017>. The page title is "ETD Administrator - My ETDS - Revise my ETD".

The interface features a navigation menu with tabs for "My ETDS", "Resources & Guidelines", and "PDF Conversion". Below this, there are sub-tabs: "My Dissertation/Thesis List", "Revise my ETD", "View my ETD", and "My Profile". A "Help" icon is also present.

The main content area is titled "Revise" and "PDF". It includes a "PDF conversion tool" link. The instructions state: "Replace your PDF with a new file using the form below. You must upload your work as a PDF. If you don't have a PDF file yet, you can [convert your manuscript to PDF](#) using the conversion tool we provide."

Under "Other PDF Requirements:", there are three bullet points:

- Fonts must be embedded.
- Security settings must be set to "No security". Encrypted files cannot be processed for publishing.
- The maximum file size that can be uploaded is 250 MB.

A section titled "Top reasons why you are unable to upload your PDF file into your ETD submission:" lists three common issues with links to help documents.

At the bottom of the main content area, there is a section for the current PDF:

Original PDF: [View PDF](#) (1.8 MB)

PDF:

Below this, there is a link: [View previous PDF revisions](#)

At the very bottom, there is a note: "Having trouble uploading your file? Try our [Basic Upload tool](#)."

Entering the file in the box does not mean you've submitted your document. You must click "I'm done - submit my changes".

The screenshot shows a web browser window displaying the UMI ETD Administrator interface. The page title is "ETD Administrator - My ETDs - Revise my ETD#uploadMsg". The browser's address bar shows the URL: http://www.etdadmin.com/cgi-bin/student/revpdf?siteId=363;submissionId=154017;rm=revpdf;from=;uploadmsg=1;_q=MVTBSS;uploaded=1;_sid=41338b3a. The page features a navigation menu with "My ETDs", "Resources & Guidelines", and "PDF Conversion". The main content area is titled "PDF" and includes a "PDF conversion tool" link. The "Revise" section on the left contains a sidebar with options like "Instructions", "Revision options", "Publishing options", "ProQuest/UMI agreement", "Contact information", "Dissertation/Thesis details", "PDF", "Supplemental files (optional)", "Notes (optional)", "Submit your revisions", and "Manage this ETD". The main content area contains the following text: "Replace your PDF with a new file using the form below." "You must upload your work as a PDF. If you don't have a PDF file yet, you can [convert your manuscript to PDF](#) using the conversion tool we provide." "Other PDF Requirements: ?" [convert your manuscript to PDF](#) (button)

- Fonts must be embedded.
- Security settings must be set to "No security". Encrypted files cannot be processed for publishing.
- The maximum file size that can be uploaded is 250 MB.

 "Top reasons why you are unable to upload your PDF file into your ETD submission:"

- The fonts have not been embedded. Click [here](#) for our help document on embedding fonts.
- I created my PDF using Microsoft Word and even though I embedded my fonts I get an error message telling me that there are fonts that are not embedded. Click [here](#) for what is needed when creating your PDF with Microsoft Word 2010. Click [here](#) for what is needed when creating your PDF with Microsoft Word 2007.
- I created my PDF using Adobe Professional (this includes if you created an Adobe PDF in Microsoft Word with the Adobe add-in), and even though I embedded my fonts in the Word document, I am still getting an error telling me that fonts have not been embedded. Click [here](#) for the steps to follow when creating a PDF in Adobe Professional.

 A yellow box contains the text: "Your revisions have been made, but still need to be submitted to your graduate school for review." [I'm done - submit my changes.](#) [View previous PDF revisions](#) "Original PDF: [View PDF](#) (1.8 MB)" The browser's taskbar at the bottom shows the Windows Start button and several open applications: ProQuest PowerPoin..., STUDENT ETD TEMP ..., Document1 - Microso..., ETD Administrator - ..., and KQXLFM - Treat Her ... The system clock shows 9:54 AM.

The Revisions screen comes up again. Click “Submit Revisions”. You also may change other aspects of your submission.

The screenshot shows the 'ETD Administrator - My ETDs - Revise my ETD' interface. The left sidebar contains navigation options under 'Revise', 'Submit your revisions', 'Manage this ETD', and 'Withdraw'. The main content area is titled 'Submit revisions' and includes instructions, a 'Please verify submission first' warning, and a 'Submission Summary' box. The summary lists details such as Degree (Master of Arts), Title (How to Upload to ProQuest), Abstract, Subject Categories, Keywords, PDF (1.8 MB), and Publishing Options (Traditional Publishing).

Revise

- Instructions

Revision options:

- Publishing options
- ProQuest/UMI agreement
- Contact information
- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

Submit your revisions:

- Submit revisions**

Manage this ETD

- View decisions
- View revision history
- View order
- Email administrator

Withdraw:

- Withdraw this submission

Submit revisions

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

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.

Submission Summary:

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

Dissertation/Thesis Details: [Change](#)

Degree: Master of Arts

Title: How to Upload to ProQuest

Abstract: How to upload a manuscript to ProQuest. Southern University is just getting started with the new endeavor.

Subject Categories: Ancient history [0579] - primary

Keywords: Baton Rouge, LA
dissertation
instructions
ProQuest
Southern University
thesis

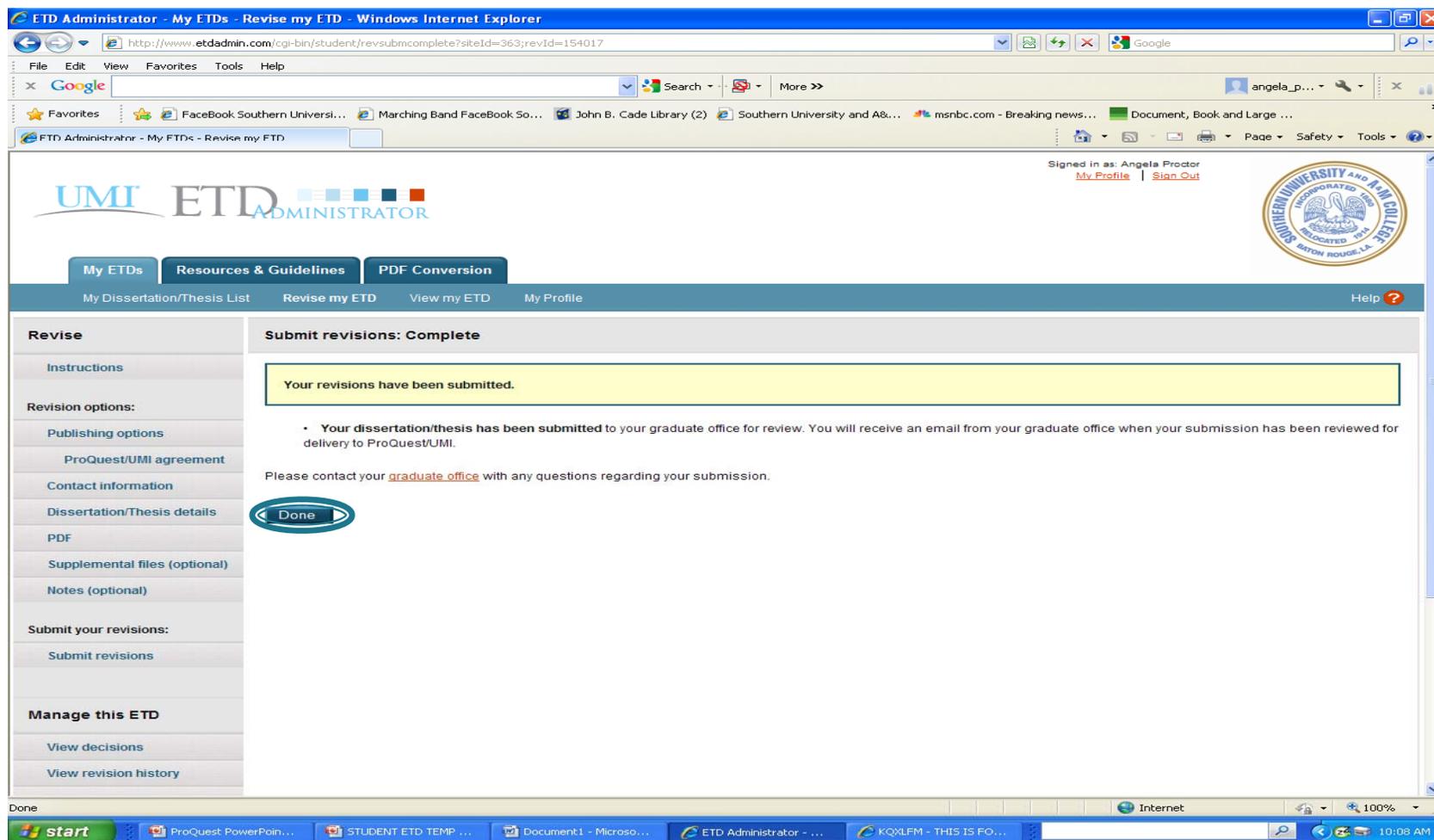
PDF: [Change](#)
(1.8 MB) [View PDF](#)

Publishing Options: [Change](#)

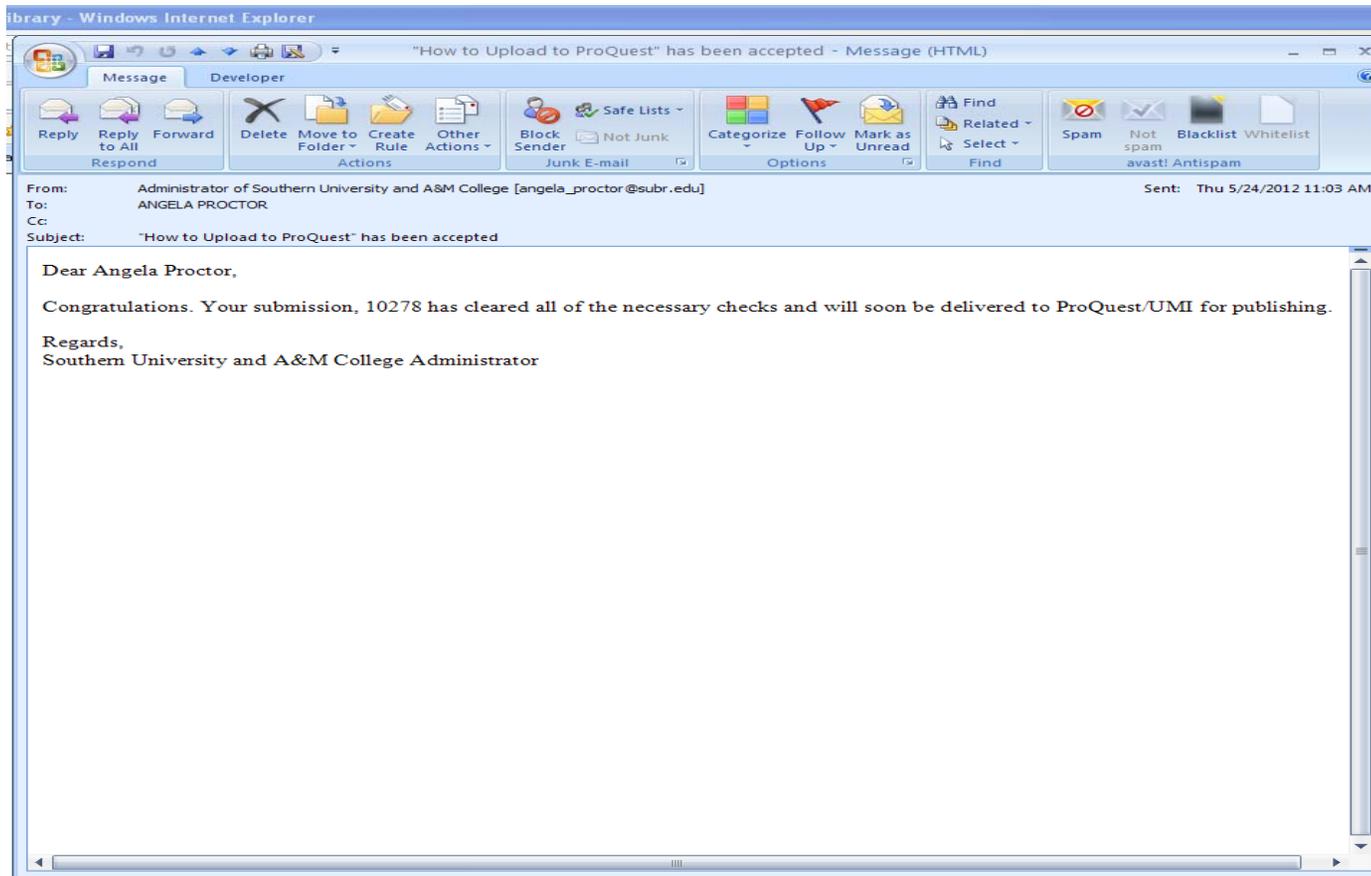
Traditional Publishing
Do not delay release to ProQuest
No search engine access - I do not want search engines to discover my work.
Allow third party sales.
Do not file for copyright - I am requesting that ProQuest/UMI not file for copyright on my behalf.

Submit revisions

You will then see the following confirmation screen. Now click “Done”. You will receive another confirmation email as well. If you do not get an email message within a few hours of submitting, your document was not submitted properly and you need to try again.



Once there are no more changes to be made to your document, you will receive an Acceptance email from the Graduate School. It will look like this:



ETD Site Questions

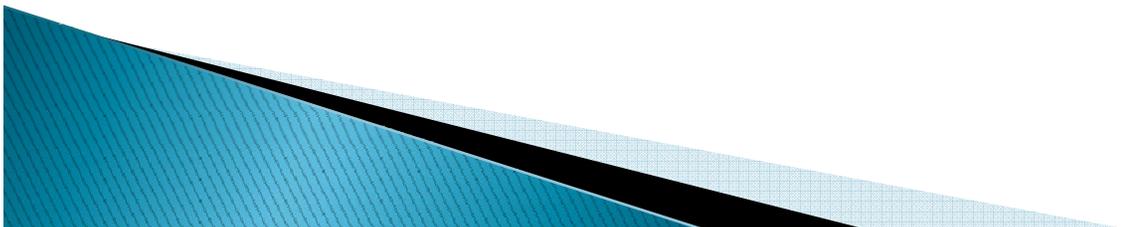
If you have any questions regarding the ETD site or the submission process, please contact Technical Support or Author & School Relations via the Support and Training tab of the ETD site.

The screenshot shows a web browser window titled "UMI ETD Administrator - Support & Training - Windows Internet Explorer". The address bar shows the URL "http://www.etdadmin.com/cgi-bin/main/support?siteId=363". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a search box and a "More >>" link. The browser's toolbar shows various icons for navigation and utility. The main content area of the browser displays the UMI ETD Administrator website. The website has a blue header with the UMI ETD Administrator logo on the left and navigation links for "Administrators: Sign in" and "Students: Submit Revise" on the right. Below the header is a navigation menu with tabs for "Home", "Support & Training", "Resources & Guidelines", "Submitting Your Dissertation/Thesis", and "About ETD Administrator". The "Support & Training" tab is selected. The main content area is titled "Support & Training" and includes a message: "Need help using ETD Administrator? Email Dissertations & Theses Support for assistance." Below this message is a contact form with fields for "Name*", "Email*", "Institution*" (pre-filled with "Southern University and A&M College"), "I'm a" (radio buttons for "Student" and "Administrator"), "I need help with*" (a dropdown menu), and "Message*" (a text area). A "Submit" button is located below the message field. To the right of the form are two sidebars. The first sidebar is titled "Support Tools" and contains links for "Frequently Asked Questions", "Administrator's Guide", and "Creating PDFs". The second sidebar is titled "Phone and Mailing Address" and contains contact information for technical assistance and questions about payment or ordering copies, along with a mailing address for ProQuest Customer Service. The browser's taskbar at the bottom shows the Windows Start button, several open applications including "UMI ETD Administrator", "Document11 - Microsoft...", and "ProQuest PowerP...", and the system tray with the date and time "11:16 AM".

ADDITIONAL PROCESS ITEMS FOR CONSIDERATION

After Acceptance:

After your document has been accepted your submission will be **locked** by the Staff Administrator. No more changes should or can be made to your document. If you find something that you absolutely must change, email and ask that your account be unlocked. Please inform the graduate school and your advisor of your recent changes and be sure to include why you want your document unlocked.



OTHER ADMINISTRATIVE DOCUMENTS:

Required documents for completing commencement procedures:

- 📍 ALL Graduate Student must complete the University Exit survey
- 📍 Ph.D Students (only) – Survey of Earned Doctorates

<https://sed.norc.org/doctorate/showRegister.do>

(**Ph.D students only**). After the completion of the Survey of Earned Doctorates please forward the confirmation completion email to Dr. Butler in the graduate school. Email address is: doze_butler@subr.edu

ProQuest Contact Information

For Technical Assistance:

☎ Phone: 1-877-488-5027

For Questions about Payment or Ordering Copies:

☎ Phone: 1-800-521-0600-X77020

Mailing Address:

ProQuest
Customer Service
789 E. Eisenhower Parkway
Post Office Box 1346
Ann Arbor, MI 49106-1346
USA

If you would like to inquire about the status of your submission after it has been approved and sent by the graduate school, you may contact the Author and School Relations group at disspub@proquest.com or 800-521-0600 x77020. Please include your manuscript ID with your query; the ID was included in the confirmation email sent to you by the ETD Administrator.