HOW TO UPLOAD TO PROQUEST/UMI ETD

Creating an Account

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

Homepage site: http://www.etdadmin.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”
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.

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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.

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.**
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-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.
**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.**
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.
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.**
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.
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