



# Thesis/Dissertation Submission Guidelines

## The Graduate School • Valdosta State University



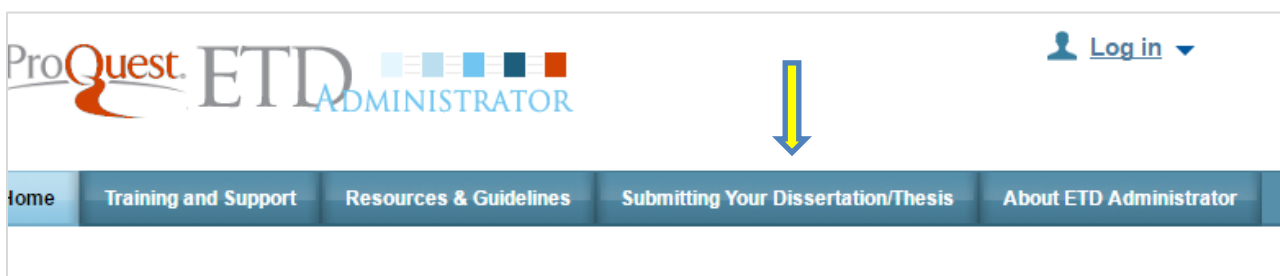
**Has your thesis or dissertation been reviewed and approved by the Graduate School? If not – start with Section 1. If yes, go to Section 2!**

### **Section 1: Submitting your Dissertation or Thesis for Grad School Review:**

- You should have completed all steps of the thesis/dissertation procedures, including the defense, and your chair/committee have approved your final draft.
- Your signature page should be signed by your committee. Scan and include the signature page in your final draft. Or, students can submit hard copies of the signature page to the Reviewer in the Graduate School. The Fair Use page can be signed later.
- Email a PDF of your thesis/dissertation to the reviewer at [gradreviewer@valdosta.edu](mailto:gradreviewer@valdosta.edu) by the semester's published deadline. From here, edits will be made through email correspondence. Do NOT make any changes until you hear from the Reviewer.
- The Graduate School's review may take up to 3 to 4 weeks, possibly longer, depending on the number of theses and dissertations received any given semester. The goal will be to complete the review process as quickly as possible. (Thanks for your patience!)
  - Once the review process is complete you should follow the provided directions to submit your approved thesis or dissertation to ProQuest first, and then V-text.
  - Do not submit unless approved by the Graduate School!!

### **Section 2: What to Do for ProQuest Submission**

- Prior to uploading your dissertation or thesis to ProQuest you need to have the following prepared:
  - A PDF copy of your dissertation/thesis
  - Abstract
  - Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text
  - Advisor and other Committee Members' Names
- Go to <http://www.etdadmin.com/valdosta>
- Click the tab, 'Submitting Your Dissertation/Thesis' in the top blue bar



- Click the link, “Submit my dissertation/thesis”

### Submitting Your Dissertation/Thesis

You can submit your dissertation/thesis for publishing & archiving using ProQuest ETD Administrator. After you submit your dissertation or thesis, it will be sent to your graduate school for review. After your graduate school finishes reviewing, it will be delivered to ProQuest for publishing and archiving.

Before beginning your submission, please prepare by reviewing our [Resources & Guidelines](#) for publishing.

#### Need to submit your dissertation or thesis?

You can begin your submission using the link below. For help, consult our [Publishing Guides](#).

▶ [Submit my dissertation/thesis](#) ←

#### Need to view or revise your dissertation/thesis after submitting?

You can check the status of your submission in ProQuest ETD Administrator, or revise it as needed.

▶ [View/revise my dissertation/thesis](#)

- You will need to then create your account

### Log in

**Username**

**Password**

[Forgot your password?](#)

[Create new student account](#)

Login

[Valdosta State University](#)

- Next you will create your account. (It is recommended that you use your personal email address rather than a VSU address.) Remember your username and password--this information is required to log back into the system.

Do you have an account? If so, [log in](#).

**Create your account**

Enter the requested information below to create your account. When you return, use the username and password to log into the site.

Fields marked with \* are required.

Email\*:   
Email confirmation required

Verify Email\*:

First name\*:

Middle name:

Last name\*:

Institution\*: University of West Georgia

Country of citizenship:

Username\*:   
At least 4 characters. No spaces. Cannot match your password.

Password\*:   
At least 4 characters. Cannot start with @, or end with %, Cannot match your username.

Password\*:

[Clear Form](#)

- Log in after creating your account. After logging in, you should click “submit my ETD” – you will see the following screen. Hit “Continue.”

**Welcome to the ETD Administrator @ Valdosta State University**

Start the process of publishing to ProQuest Dissertations Publishing by submitting your completed dissertation/thesis using ETD Administrator.

You will be entering information about your dissertation/thesis, uploading a copy of your work, and ordering printed copies (if desired). Your submission will be reviewed by staff at your school before they deliver it to ProQuest.


Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), **you can save your information and come back later to finish**. No information will be lost.

**Some items to have on hand:**

- **A PDF copy of your dissertation/thesis.** This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.
- **Abstract**
- **Optional Supplementary files (images, data, etc.)** that are an integral part of the dissertation/thesis, but not part of the full text.
- **Advisor and other Committee Members' Names**
- **Subject Categories** - 1 - 3 that best describe your dissertation/thesis' subject area. ([Subject Category list](#)

- Next select your publishing options. Information is provided on the ProQuest site about each option but it is recommend that you select “Traditional Publishing” (there is no fee).

**Select Type of Publishing \***

**Traditional Publishing** [View agreement](#) 

- I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
- I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.
- I understand that ProQuest does not charge a fee for Traditional Publishing.
- I understand that my work will be available through ProQuest Dissertations & Theses, [iParadigms](#) and [Dissertation Express](#).

**Open Access Publishing PLUS** [View agreement](#)

- I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work.
- I understand that I will not be eligible to receive royalties.
- I understand that the ProQuest fee for Open Access Publishing PLUS is \$95.00 USD.
- I understand that I will pay the fee, unless notified by my graduate institution that the school will pay.
- I understand that my work will be available through ProQuest Dissertations & Theses, [iParadigms](#) and [Dissertation Express](#).

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**Select Publishing Options**

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. \* [Learn more](#)

Yes

No

**Save & Continue**

- Chose “Yes” or “No” for a publishing option, and then click “Save & Continue.”
- Information will be provided about the option you choose and you will be asked to confirm your agreement.
- Next you will be asked to enter your contact information and mailing address.
- Then you are asked to provide your dissertation/thesis details.

Title\*:

Year Manuscript Completed\*:

**Degree/Department Information:**

Year degree awarded\*:

Degree Awarded\*:

Department\*:

**Advisor/Supervisor/Committee Chair\*:**

Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

First name:  Middle Initial:  Last name:

**Committee Members:**

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

First name:  Middle Initial:  Last name:

[Add another member](#)

**Description of Dissertation/Thesis:**

Primary Subject Category\*:

Additional Subject Categories:

Keywords (include up to 6):

- Next you will be asked to upload the PDF of your thesis or dissertation. You will also need to indicate if you have any copyright permission documents to submit.
- Click “No” where it asks about copyright permission documents.

**PDF of your thesis or dissertation**

**Upload a PDF of your thesis or dissertation\***

PDF is the required format for ETD submission. If you are unable to convert your manuscript into PDF, you have the option to upload a Word or RTF file below and we will convert your file into PDF.

**Upload file**

**Do you have any copyright permission documents to submit? \***

If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.

Yes  No

**Save & Continue**

- Next you will be asked if you want to upload supplemental files, this is optional.
- Next you are given the opportunity to leave any notes for the administrator (the Reviewer at VSU); this is also optional.
- Next you will be given the option to register a U.S. Copyright. Please carefully read materials because this involves a **\$55 fee** if you click “File for a New Copyright.”
- Click “Save & Continue.”

**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 re
- If I have previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Office of above (see Question 1).

**Save & Continue**

- Next you will be asked about purchasing bound copies of your dissertation/thesis.

**DO NOT PURCHASE COPIES FROM PROQUEST!!**

Note: Prices are in U.S. Dollars (USD)

| Type      | Size & Description          | Price Per Copy (USD)*   | Number of Copies     |
|-----------|-----------------------------|---|----------------------|
| Hardcover | 8 1/2 x 11 in., single copy | Buy more & save:<br>1-2 \$56.00<br>3 \$50.00<br>4 \$47.25<br>5+ \$45.00 | <input type="text"/> |
| Hardcover | 6 x 9 in., single copy      | Buy more & save:<br>1-2 \$46.00<br>3 \$40.67<br>4 \$39.00<br>5+ \$37.00 | <input type="text"/> |
| Softcover | 8 1/2 x 11 in., single copy | Buy more & save:<br>1-2 \$40.00<br>3 \$36.00<br>4 \$34.00<br>5+ \$32.00 | <input type="text"/> |
| Softcover | 6 x 9 in., single copy      | Buy more & save:<br>1-2 \$34.00<br>3 \$30.67<br>4 \$29.00<br>5+ \$27.00 | <input type="text"/> |

Calculate subtotal Subtotal\*:

- Select “Decline – do not order”

Continue with order
Decline - do not order

[Valdosta State University](#)

- If you wish to have copies bound, the printed copies of the approved thesis or dissertation shall be submitted to the Acquisitions Office in Odum Library within 35 days after graduation with the completed library [Binding Fee Form](#). (NOTE: Do not order 2 copies for the library). Copies bound through VSU are \$20 per copy.

Next you are provided a submission summary, which you need to review before your final submit.

#### Submit & Pay

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

At the time that you submit, you will be asked to pay for any copies you ordered, along with any applicable Open Access Publishing PLUS and/or copyright registration fees. You will see a sur

#### 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.

- Finally you are asked to “Submit & Pay.” Click even though you are not paying anything. Once submitted your document will be forwarded to the Reviewer in the Graduate School. He/she will then approve your submission to be uploaded into ProQuest.

### **Section 3: What to Do for V-text Submission**

Students must also submit their theses or dissertations in Word to the VSU Archives' online repository (complete the [web V-Text form](#)). No fee is involved.

- The web page will ask you to include a list of keywords or tags to help ensure all major terms are in the “finding” aids.
- Submit as a Word file only – no PDFs (Word documents are easier to convert to Archival documents).
- Include a scanned copy of your signed signature page and fair use page.

If you have any questions or concerns about your V-text submission, please contact the V-text Management Committee at [vtext-help@valdosta.edu](mailto:vtext-help@valdosta.edu) . You may also call them at 229-333-7150.

**Questions? Contact the Graduate School at 229-333-5694 or [gradschool@valdosta.edu](mailto:gradschool@valdosta.edu).**

Other information may be found at the Graduate School's Thesis & Dissertation Information pages at: <http://www.valdosta.edu/academics/graduate-school/thesis-and-dissertation-information.php>

*Revised. August 2019*