



## Submitting Your Thesis/Dissertation to PQDT Open

### Congratulations!

You successfully defended your thesis or dissertation, completed any required revisions, and received final approval from your committee chair. You're almost done! The next step: submitting your work to ProQuest Dissertations and Theses (PQDT) Open, so that it can be accessed by future generations of scholars and practitioners. Just follow the instructions in this document. When your advisor has approved the submission, you will receive an email from ProQuest stating that your dissertation has been approved. At that point, submit the Electronic Thesis and Dissertation Rights and Permission form\* notifying the registrar, the library, and The Graduate School of thesis/dissertation completion. That's all there is to it!

### Instructions for Submitting Your Thesis/Dissertation

We recommend printing these instructions and following them, step-by-step. Contact your program coordinator for assistance with this process.

## Submitting Your Thesis/Dissertation to PQDT Open

### ProQuest ETD Administrator

1. **Open the ProQuest ETD Administrator website.** Go to <http://www.etdadmin.com/ship>
2. **Sign up and get started.** Select *Sign Up and Get Started Today!* from the bottom of the page.
3. **Choose a password that includes:** 1 uppercase character 1 numeric digit (0 to 9) 1 special character (e.g., # or \$)
4. **Write your username and password below.**

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## Welcome to the ETD Administrator @ Shippensburg University

1. **Instructions** Read the instructions in the box with a gray border.
2. **Continue** Select *Continue*.

### Publishing Options

1. **PQ Publishing Options.** Read the information about Open Access Service.



- a. Shippensburg University pays the Open Access Service fee, not the author. You are not liable for this fee.
2. **I want my work to be available in ProQuest as soon as it is published.** (Selecting “no” will enable you to place an embargo on your thesis/dissertation, or delay in publication.)\*
- a. **If you do NOT plan to convert your thesis/dissertation into a journal article or book:**
    1. Select *Yes*.
  - b. **If you DO plan to convert your thesis/dissertation into a journal article or book:**
    1. Select *No - I have patents pending...*
    2. **How long would you like to delay the release to ProQuest?** Select the time you require: 6 months, 1 year, 2 years.
    3. **Reason for delaying release to ProQuest:** Select *Publication pending with another publisher*. If you feel another reason is appropriate, review in advance with your advisor.
3. **Save & Continue** Select *Save & Continue*.

## ProQuest Agreement

1. **Open Access Publishing Agreement** Read the *Open Access Publishing Agreement*.
2. **Accept** Select *Accept*.

## Contact Information

1. **Name** Enter your first, middle, and last name.
2. **Country of citizenship (optional)** Enter your country of citizenship if desired.
3. **Permanent email address** Use your personal email address, NOT your Shippensburg University email address.
4. **Phone number (optional)** Enter your phone number if desired.

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\* **Why would you use an embargo?** Your thesis/dissertation will become freely available on the Web when you submit it to PQDT. While most journal editors welcome articles that are based on previously published dissertations, a small minority of journal editors do not because they want to be the first source for readers to discover your dissertation findings. Using an embargo restricts your thesis or dissertation’s full text and therefore, reduces the chances that you will be rejected because the full text is no longer available online.



5. **Current Address** Enter your current address.
6. **Permanent Address** Check the *Permanent address is same as current address* checkbox unless the address is different.
7. **Save & Continue** Select *Save & Continue*.

## Thesis/Dissertation Details

1. **Primary Language.** Select the primary language of your thesis/dissertation (English).
2. **Title** Enter your thesis/dissertation title, and triple-check the spelling.
3. **Abstract** Copy your abstract directly from your thesis/dissertation and paste it into this text box.
4. **Would you like to enter an optional translated version of your title...?** Select **Yes** – if you want to provide a translated title. Select **No** – if you do not want to provide a translated title.
5. **Year Manuscript Completed** Select the year you completed your thesis/dissertation from the dropdown list.
6. **Degree Date** Select your graduation year from the dropdown list.
7. **Degree Awarded** Select your degree.
8. **Department** Select your department.
9. **Primary Subject Category** Select the subject code from the dropdown list that best describes your topic.
10. **Additional Subject Categories** Select 2 subject codes that best describe your topic.
11. **Keywords** Select up to 6 keywords that describe your thesis/dissertation. Capitalize the first word and all proper nouns. St. Mary's University provides a good online document to assist in choosing thesis/dissertation keywords:  
<http://www2.smumn.edu/deptpages/tclibrary/services/doctoral/keywords.pdf>.
12. **Advisor/Supervisor/Committee Chair** Enter your thesis/dissertation advisor. Do not include degrees as part of the name.
13. **Committee Members** Enter your committee members' names. Do not include degrees as part of the name. Check the spelling of their names.
14. **Save & Continue** Select *Save & Continue*.



## PDF of your thesis or dissertation

1. **Signature Page** Include a signature page WITHOUT signatures. Only include your committee members' typed names and titles. Do NOT include your or your committee members' email addresses or phone numbers.
2. **Institutional Review Board Forms** Remove IRB application forms or memos if applicable. Keep the form listed in your table of contents.

Replace each IRB form in your appendices with the text: THIS PAGE INTENTIONALLY LEFT BLANK

3. **Organizational Consent Forms** Remove organizational consent forms if applicable.

Keep the organizational consent form listed in your table of contents.

Replace each consent form in your appendices with the text: THIS PAGE INTENTIONALLY LEFT BLANK

4. **Thesis/Dissertation PDF** Save your thesis/dissertation as a PDF. Learn how: <https://support.proquest.com/#articleDetail?id=kA11W000000PEa5SAG/#pdf>
5. **Upload file.** Select *upload file*.
6. **Do you have any copyright permission documents to submit?** Select *No*.
7. **Save & Continue** Select *Save & Continue*.

## Supplemental Files (optional)

1. **Do not upload supplemental files.** If you have any supplemental files, they should be included in your appendices.
2. **Save & Continue** Select *Save & Continue*.

## Notes to Administrator (optional)

1. **Notes to Administrator** Enter a note to the local campus thesis/dissertation administrator, if necessary.
2. **Save & Continue** Select *Save & Continue*.



## Register U.S. Copyright (optional)

1. **Previous U.S. Copyright Registration** Select **No**.
2. **Requesting ProQuest/UMI to file for U.S. Copyright Registration**

We recommend you select **No, do not file for copyright**. Your thesis/dissertation is automatically protected by U.S. Copyright Law the moment your work is created. This additional fee is unnecessary unless you plan to file lawsuits against copyright violators.

3. **Save & Continue** Select **Save & Continue**.

## Order Copies

**Check with your advisor.** Ask your advisor whether or not you must purchase a copy, either for your advisor or for the program. If you are required to purchase a copy, you may purchase the traditional "Hardcover 8 ½ x 11 in." option through Proquest or choose another vendor. You are NOT required to purchase a hard copy for the university.

**If you don't need to order copies:** Select **Decline - do not order**.

**If you need to order copies:** Enter the number and type of bound thesis/dissertations that you would like to order. Select **Continue with order**. Note: ProQuest bound copies will contain a blank signature page. If you prefer to include a signed signature page, you must use another provider.

**Shipping Address** Enter your shipping information. Select **Save & Continue**. Note: Your thesis/dissertation will arrive 8-12 weeks after your PQDT submission is approved.

## Pay for your order

1. **Review your information.** Verify that the information is correct.
2. **Continue** Select **Continue**.
3. **Pay with credit card.** Select **Pay with credit card**.
  1. **Credit Card Information** Enter your credit card information.
  2. **Billing Information** Check the *Same as permanent mailing address* checkbox.
4. **Submit Dissertation/Theses & Pay** Select **Submit Dissertation/Theses & Pay**.

***Congratulations, you're done!***



## PQDT Frequently Asked Questions

**How do I know if my thesis/dissertation was approved by the library staff?** When your thesis/dissertation is approved, you will receive an email from ProQuest.

**Do I retain the copyright for my thesis/dissertation after I submit it to *PQDT Open*?**

Yes. When you publish your thesis/dissertation in *PQDT Open*, you enter into a non-exclusive publishing agreement with ProQuest, meaning you keep the copyright on your graduate work and can publish it wherever else you please and do with it what you want.

**Should I register for U.S. Copyright Registration?**

We recommend students not register for U.S. Copyright because ProQuest theses/dissertations are already protected by copyright. ProQuest's additional \$55 charge simply functions like additional insurance in case you file a copyright infringement lawsuit. In this scenario, ProQuest would help you pay legal fees, but only if the lawsuit is successful. In the end, it is your decision.

**Can I publish parts of my thesis/dissertation in magazines, journals, blogs, websites, etc.?**

Yes, you can because you retain full copyright privileges and ownership of your thesis/dissertation.

**How do I share my thesis/dissertation once it is published in *PQDT Open*?**

1. Go to <http://bit.ly/pqdt-open-search>.
2. Enter your thesis/dissertation title in quotation marks (e.g., "The use of genetic markers") into the search box.
3. Select the **Full Text – PDF** link underneath your article title.
4. Select **Continue**.
5. Select **Copy Link** in the top left corner.
6. Highlight and copy the URL that appears in the text box. Note: If no text box appears, check your browser's pop-up blocker.
7. Paste the copied URL into your desired location.

*Content adapted from instructions developed by St. Mary's University*