

Crossing the Finish Line:

Uploading Your Electronic Thesis or Dissertation (ETD)

Spring 2023

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University ETD Administrator

[GW ETD Website](https://library.gwu.edu/gw-etds)

<https://library.gwu.edu/gw-etds>

This Workshop Covers:

- Preparing your document to upload
- Creating your account on the ETD Administrator website
- What will you be asked when you submit your thesis/dissertation?
- Forms and Surveys
- Resources

Spring 2023

ETD Approval Deadline

Dissertations: April 12, 2023 at 5:00 PM
Master's Theses: April 28, 2023 at 5:00 PM

Criteria for meeting the ETD Approval deadlines:

- Final, correctly formatted version of your Dissertation or Thesis submitted to the ETD Administrator
- Completed ETD Access/Approval Form submitted *to your graduate school*
- Completed all required surveys and submitted your confirmation email(s) *to your graduate school*
- Final approval of your ETD from your graduate school

University Formatting Guidelines

Why Formatting Guidelines?

- Your thesis/dissertation is a scholarly work
- Professional appearance
- Practical publishing considerations

University Formatting Guidelines apply to:

Page margins

Page numbering

Front pages: content & formatting

Page Order

Line Spacing

University Formatting Guidelines:

https://library.gwu.edu/gw_etd_formatting

Review content on the ETD Website prior to creating your ETD Account including the:

- University Formatting Guidelines
- Information on copyright, publication issues and publishing options

Resources for MS Word and LaTeX

MS Word Help:

LinkedIn Learning: Available campus-wide

Microsoft.com: Word Help for PCs and Mac

Word Help: ETD Website: <https://library.gwu.edu/ms-word-help>

Guides for Troubleshooting Formatting Issues: These guides were designed specifically to help with common formatting revisions needed to meet GW dissertation and theses formatting guidelines

Check Page Margins:

MS Word: Show Ruler: tool for identifying formatting issues with page margins, tab stops or tab indents.

View Page Margins: provides a visual of the page margins in your document.

Adobe Acrobat Pro: As a PDF: instructions for checking the manuscript page margins as a pdf.
Ctrl + R: Displays a ruler at the top and left-hand margin of the page.

Embedding Fonts: Retains formatting and font selection (especially symbol fonts) in the document when converting a document from Word to a pdf.

LaTeX:

LaTeX Help: ETD Website: <https://library.gwu.edu/latex-etc-resources>

Wikibooks: LaTeX

Create an Account

Create an account in the [GW ProQuest ETD Administrator](#)

A GW email address is required. You may add a secondary email address that you check on a regular basis and can handle .pdf documents

Add proquest.com to your address book to ensure delivery of email notifications.

Optional: ORCID (Open Researcher and Contributor ID): a unique, persistent digital identifier

ProQuest Publishing Options

1. Publishing Options in ProQuest:

- a. Open Access*: \$95.00 fee
- b. Traditional Publishing: \$0 fee

- Theses & Dissertations will be published Open Access (subject to the embargo option) in the GW Institutional Repository, GW ScholarSpace

ProQuest Submission Process

Embargos

2. Do you want to embargo your dissertation or thesis?

a. Why embargo your manuscript?

b. Embargo options: 6 months, 1 year or 2 years

Note: The abstract of an embargoed manuscript will still be visible to the public.

Not sure? Ask your Dissertation/Thesis Advisor if you should embargo your dissertation or thesis

ProQuest Submission Process

Discoverability

3. Do you want your work discoverable by major search engines such as Google, Yahoo!, etc.?

Yes or No

Yes: Your work will be indexed in major search engines.

Unembargoed dissertations & theses will be discoverable and accessible through Google Scholar.

Embargoed works will not be available for indexing in Google Scholar until after the embargo has expired.*

No: Only users with access to the ProQuest Dissertations & Theses Database will be able to discover your work.

*If you change your mind, please contact [ProQuest Support](#) to opt-out.

ProQuest ETD Submission Copyright

4. Do you need/have permission to use third party intellectual property?
 - a. Include permissions at the end of your manuscript the last Appendix. *Redact all sensitive, personal information such as mailing/email addresses, phone numbers, etc.*
 - b. Keep a record of your copyright permissions.
 - c. Questions about copyright can be directed to GW's Compliance Officer, Barrett Matthews, at bmatthews51@gwu.edu

Previously Published Works

- If your work contains copies of articles and other works you've previously published, you may need to submit your ETD using a different procedure.
- Most publishing agreements that you sign will forbid you from publishing the work on a commercial database. ProQuest, the service we use for ETDs, is considered a commercial database.
- Please check your agreements to understand your restrictions. If you have such a restriction on your previously published work, **contact your graduate school** on how to submit your dissertation or thesis.
- **A statement indicating the dissertation/thesis is based on a previously published work (i.e. journal article or conference proceeding) in full or in part should be provided on a separate page before the abstract of the dissertation or thesis. See [Previously Published Works in a Dissertation or Thesis](#) under **Next Steps** for detailed information.**

ProQuest Submission Process

5. Would you like ProQuest to file for copyright on your behalf? *

ProQuest Fee: \$75.00 for copyright registration

File for copyright at U.S. Copyright Office yourself:
Fee: \$45 (see [U.S. Copyright Fee Schedule](#))

You do not have to file for copyright to get your copyright.

*If your manuscript includes works with multiple authors, you must file directly with the U.S. Copyright Office. Detailed [information about copyright registration with ProQuest](#) can be found on the [ETD Website](#) copyright page

Uploading Your Document

- **Embed the fonts** when saving your Word (PC) document to preserve the formatting.
- Save your document as a single .pdf file (except for supplementary files)
- **Review** the pdf file for **readability and formatting (especially the page margins) before** uploading to the ETD Administrator.
- If you have problems uploading your document, **contact the ETD Administrator** (etds@gwu.edu) or **ProQuest Tech Support** (<https://secure.etdadmin.com/cgi-bin/main/support>)

ProQuest Submission Process

Print Copies

6. Order copies of your manuscript
(OPTIONAL)

7. Order Status of Print Copies

- Allow 3-4 months to receive your print copy
- [ProQuest Order Production and Shipping Information](#)
- Contact the [ProQuest Author and School Relations Group](#) **directly** at disspub@proquest.com if you have any questions about your order.

ProQuest Submission Process

Review your selections **BEFORE**
you submit your ETD!

1. Once you click on the final submission button, these options **CANNOT** be changed in the ProQuest ETD Administrator.

Publishing Option

Request to have ProQuest file for Copyright

Orders for Hard Copies

NOTE: Services can only be removed – not added.

2. To remove services from your order, contact the [ProQuest Author and School Relations Group](#) directly at disspub@proquest.com **BEFORE** the submission has been delivered to ProQuest.
3. Please be sure your ETD Access/Approval form reflects the options you selected in the ETD Administrator.

Check these Formatting Elements

Page Margins: Use the margin function to set your margins: Layout=>Margins

- 1.25 inches for left and right page margins; 1 inch top and bottom page margins
- Individual tables, figures & equations may have left and right page margins of no less than one inch

Check the page margins for Tables, Figures and Equations:

Instructions for creating margin template in adobe can be found at the following

URL: [Check PDF manuscript page margins \(41.95 KB\)](#)

Ctrl + R: displays a ruler at the top and left margin of the page.

Landscape pages: use portrait page numbers for landscape pages; instructions can be found at [University Formatting Requirements | Libraries & Academic Innovation \(gwu.edu\)](#) under Page Numbers

Title page:

- Title of dissertation/praxis/thesis: capitalize the first letter of the significant words in the title; single space the title if more than one line
- Use the date of University Degree Conferral on title page; For Spring 2023 May 21, 2023
- Do not use prefixes (Dr.) before or suffixes (Ph.D. etc.) after your director(s) names

Check these Formatting Elements

Certification page:

- Do not use prefixes (Dr.) before or suffixes (Ph.D. etc) after your committee member's names
- Do not use administrative titles
- Format for committee member listings: Name, professorial title, name label
- Name labels: Dissertation Director; Dissertation Co-Director; Committee Member

Table of Contents, List of Figures, List of Tables:

The text of the entry should not spill over into the page number column.

See [Word Help](#) for assistance with formatting.

Review Process

Formatting Review: Library ETD Administrator

- Reviewed for compliance with University Formatting Guidelines
- Submissions are reviewed in the order they are received
- Turn-Around Time is 2 business days (M-F)
- Check your account ETD Details page for the status of your submission

Final Review & Approval: School ETD Administrator

- Checks relevant content in front pages (varies by school/college)
- Your graduate school must have the ETD Access/Approval Form to complete this step
- Turn-Around Time: Varies by school/college

Status of Submission

Manage Dissertations & Theses Run Reports Manage Site

View ETD List Submit ETDs for Students Deliver ETD Batch

How to Format an Electronic Dissertation/Thesis


Author: Emerson, Valerie
ID: 10811
Status: Waiting for Revisions (Minor)

Manage this ETD:

- View ETD details
- Assign administrator
- Add notes
- Edit tags
- Save XML file
- View checklist


ETD Details: [Print your details](#)

Basic Details

Title: How to Format an Electronic Dissertation/Thesis
Author(s): Valerie Emerson 
Primary Language: English
Publication Number: 10184053
Submission Date: 2011-01-07
Submission ID: 10811

Student Notes to Administrator:

[What's new: Translated title and abstract options boost discoverability](#)

Help 

[< Back to ETD List](#)

Locked

Administrator: Valerie Emerson
Last event: Requested Minor Revisions
Status: Waiting for Revisions (Minor)

My Tags: [change](#)

Sample Submission

The Administrator listed is currently assigned to review the submission. Questions should be directed to this person.

Forms

- Download and complete the [ETD Access/Approval Form](#)
- Submit your completed ETD Access/Approval form to **your graduate school** at the time you upload your submission OR as directed by your graduate school.
- This form is required for the final review process and be cleared for graduation.

Surveys

Survey of Earned Doctorates: **Ph.D. Candidates only**

- Survey may be completed online.
- Forward the Survey of Earned Doctorates confirmation email to your School Administrator.

Student Graduation Survey: **all graduate students**

- Complete the survey online and forward the confirmation email to your graduate school.

You have crossed the finish line when

Dear [Your Name],

Congratulations. Your submission, [ETD Account No.] has cleared all of the necessary checks and will soon be delivered to ProQuest/UMI for publishing.

Regards,

[Your ETD School Administrator]

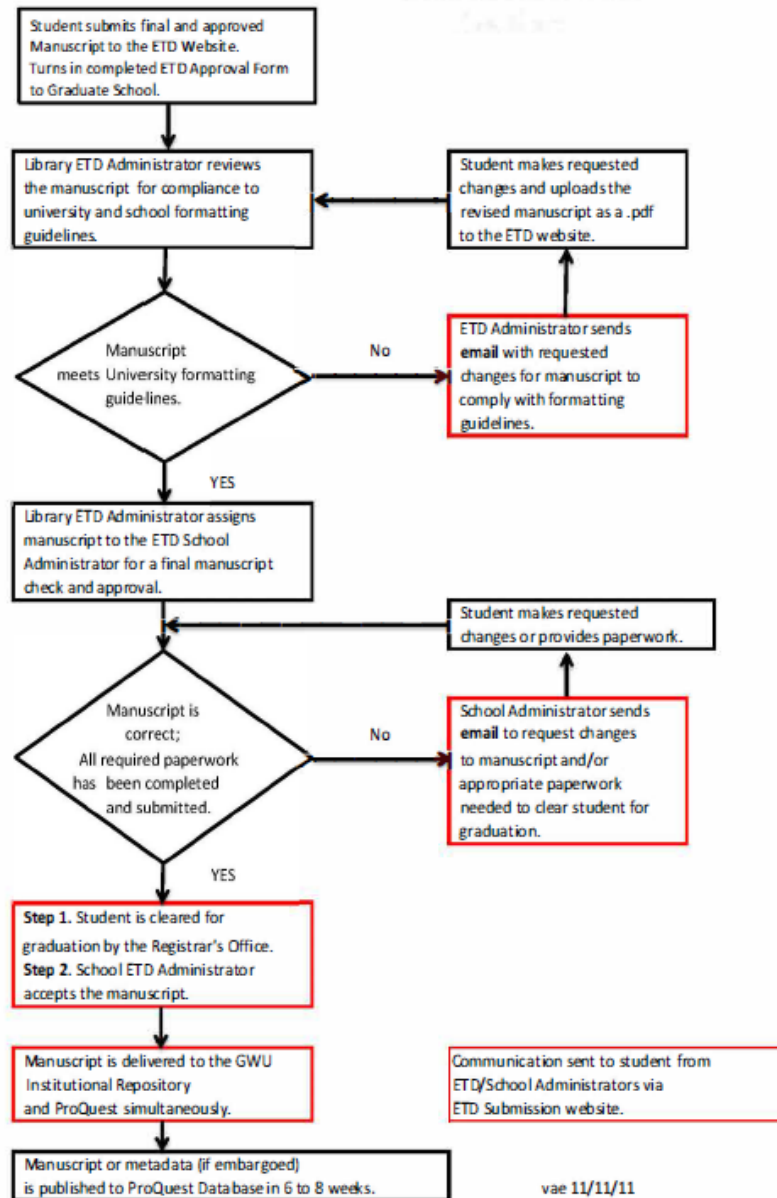
Assistance is available by
appointment for ...

Copyright Issues - **Barrett Matthews:**
<https://calendly.com/barrettm>

ETD Administrator, ETD submission process,
University Formatting Guidelines –
Valerie Emerson: <https://calendly.com/vemerson>

All other questions **contact your School ETD**
Administrator: <https://library.gwu.edu/etd-contacts>

ETD Submission Flowchart



Online Resources and Guides

General Information

- **ProQuest Resources and Guides:**
<https://www.etdadmin.com/main/resources>
- **GW ETD Website**
- **ETD Workshop PowerPoint Presentation:**
<https://library.gwu.edu/prepare-for-etd-submission>

Copyright Information

- **GW ETD Website**
- **Copyright Basics for GW**
- **ProQuest Resources (ETD Administrator)**