Crossing the Finish Line:
Uploading Your Electronic Thesis or Dissertation (ETD)

Summer 2018

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GW ETD Website: https://library.gwu.edu/etd
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
ETD Approval Deadline

Summer 2018: August 15
Fall 2018: December 14

Criteria for meeting the ETD Approval deadlines:

• Submitted a completed ETD Access/Approval Form to your graduate school
• Completed all required surveys
• Submitted final version of your Dissertation/Thesis
• Passed the formatting review
• Received final approval from your graduate school
University Formatting Guidelines

University Guidelines apply to:

Page margins
Page numbering
Required content & formatting for the front pages
Page Order
Line Spacing

For more information see:
https://library.gwu.edu/etd/formatting-content

Need help w/Word or LaTeX?:
https://library.gwu.edu/etd/sos
Resources for MS Word and LaTeX

**MS Word Help:**  [https://library.gwu.edu/etd/word](https://library.gwu.edu/etd/word)

**Lynda.com:** Available campus-wide

**Microsoft.com:** Word Help for PCs and Mac

Guides for Troubleshooting Formatting Issues: These word guides were designed specifically to help with common formatting revisions needed to meet GW University formatting guidelines for Dissertations and Theses.

*Word Settings for Theses and Dissertations:* Step by step guide on how to set up word documents from page margins to page numbers

*Check Page Margins (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.

*Check Page Margins (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.

*Page Numbering*
  - *Page Numbering and Section Breaks: Word 2010 (PC)*
  - *Format Page Numbers: Formatting and location of page numbers (PC)*
  - *ProQuest FAQs: Add Portrait Page Number to Landscape Page*

*Page Orientation*
  - *Change the Page Size or Page Orientation:* provides instructions on how to change the page size to 8.5 x 14 (legal size); the illustrations are for Word 2010, but should also work for Word 2016. Note:

**LaTeX:**  [https://library.gwu.edu/etd/latex](https://library.gwu.edu/etd/latex)

**Lynda.com:** Available campus-wide

**Wikibooks:** LaTeX
Create an Account

Create an account on the GW ProQuest ETD Administrator:

https://www.etdadmin.com/cgi-bin/school?siteId=55

About You:
Email address: use one you check on a regular basis and can handle .pdf documents

Add proquest.com to your address book: to ensure delivery of requests for changes

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

1. Publishing Options:
   - Open Access or Traditional Publishing
   - ProQuest Fees:
     - Open Access - $95
     - Traditional Publishing - $0
2. Do you want to embargo your dissertation or thesis?

- Why embargo your manuscript?
- For how long?
  6 months, 1 year or 2 years
- Unsure what to do?
ProQuest Submission Process

3. Do want your work discoverable by major search engines such as Google, Yahoo!, etc.?
4. Do you need/have permission to use third party intellectual property?

- Copyright Information available on:
  - GW ETD website
  - Gelman Library Research Guides
  - ProQuest Resources (ETD Administrator)

- How do I get third party permission?

- Include permissions at the end of your manuscript in an Appendix.
5. Do you want to file for copyright?
   • Why file for copyright?
   • Should ProQuest to file for copyright on your behalf?
     Fee: $55.00 for copyright registration
   • File for copyright registration yourself
     Fee: $35.00 - www.copyright.gov
Uploading Your Document

- **Embed the fonts** when saving your Word document (See [https://library.gwu.edu/etd/word](https://library.gwu.edu/etd/word))

- Save your document as a pdf.

- Submit the entire document as a single .pdf EXCEPT for Supplementary Files.

- Contact the ETD Administrator at [etds@gwu.edu](mailto:etds@gwu.edu) for assistance.
ProQuest Submission Process

6. Order copies of your manuscript (optional)

   - Allow at least 3 months to receive your order
   - Contact the Author and School Relations Group at disspub@proquest.com
Forms

• Download and complete the ETD Access/Approval Form: https://library.gwu.edu/etd/forms-surveys

• Turn in the completed ETD Access/Approval form to your graduate school at the time you upload your submission.

• This form is required for the final review process and be cleared for graduation.
Surveys

For Ph.D. Candidates - Survey of Earned Doctorates

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

Student Graduation Survey:

- This survey is online.
- Completion of this survey is required to receive tickets the University Commencement Ceremony
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)

**Final Review & Approval:** School ETD Administrator
- Checks relevant content in front pages (varies by school/college)
- Turn-Around Time: (varies by school/college)
Status of Submission

Person currently assigned to review the submission.
The status of your submission can also be found under the HISTORY Tab in the left-hand navigation bar.
ETD Submission History

How to Format an Electronic Dissertation/Thesis
Author: Emerson, Valerie
ID: 10611
Status: Waiting for Revisions (Minor)

How to Format an Electronic Dissertation/Thesis

View History:
See the history of changes and steps taken with this dissertation/thesis.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-10-12 15:10 (UTC-4:00)</td>
<td>Sent: 'Request for minor changes to your submission' to <a href="mailto:emerson@gwu.edu">emerson@gwu.edu</a></td>
<td>Emerson, Valerie</td>
</tr>
<tr>
<td>2016-10-12 15:08 (UTC-4:00)</td>
<td>Minor revisions requested</td>
<td>Emerson, Valerie</td>
</tr>
<tr>
<td>2016-10-12 15:08 (UTC-4:00)</td>
<td>Sent: 'Request for minor changes to your submission' to <a href="mailto:emerson@gwu.edu">emerson@gwu.edu</a></td>
<td>Emerson, Valerie</td>
</tr>
<tr>
<td>2016-08-31 15:33 (UTC-4:00)</td>
<td>ETD Revised: Supplemental File: Correcting Page Margins for the Table of Content.pdf updated.</td>
<td>Library ETD Administrator, GWU</td>
</tr>
<tr>
<td>2016-08-31 15:33 (UTC-4:00)</td>
<td>ETD Revised: Supplemental File: TEST.pdf (Desc: Processing microforms) updated.</td>
<td>Library ETD Administrator, GWU</td>
</tr>
<tr>
<td>2016-08-31 15:33 (UTC-4:00)</td>
<td>ETD Revised: Supplemental File: Correcting Page Margins for the Table of Content.pdf added.</td>
<td>Library ETD Administrator, GWU</td>
</tr>
</tbody>
</table>
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]
Resources and Guides

• ProQuest ETD Administrator Site: Resources and Guides:
  https://www.etdadmin.com/cgi-bin/main/resources

• GW ETD Website:
  https://library.gwu.edu/etd
Open Access Publishing

Open Access Publishing at a Glance

Open Access Publishing

- Embargo 6 mos, 1 yr, or 2 yrs
  - No search engine access
    - Sales through ProQuest after embargo expires*
  - Search engine access
    - Sales through ProQuest after embargo expires*

- Immediate Release
  - No search engine access
    - Sales through ProQuest*
  - Search engine access
    - Sales through ProQuest*

*Authors should contact ProQuest (disspub@proquest.com) if they wish to restrict sales of their manuscript.
Traditional Publishing

Traditional Publishing at a Glance

- Embargo 6 mos, 1 yr, or 2 yrs
  - No search engine access
    - Sales through ProQuest after embargo expires
  - Search engine access
    - Sales through ProQuest after embargo expires

- Immediate Release
  - No search engine access
    - Sales through ProQuest
  - Search engine access
    - Sales through ProQuest

*Authors should contact ProQuest (disspub@proquest.com) if they wish to restrict sales of their manuscript.
ETD Submission Process

Flow Chart

Student submits final and approved Manuscript to the ETD Website.
Turns in completed ETD Approval Form to Graduate School.

Library ETD Administrator reviews the manuscript for compliance to university and school formatting guidelines.

Manuscript meets University formatting guidelines.

YES

Library ETD Administrator assigns manuscript to the ETD School Administrator for a final manuscript check and approval.

Student makes requested changes and uploads the revised manuscript as a .pdf to the ETD website.

ETD Administrator sends email with requested changes for manuscript to comply with formatting guidelines.

NO

ETD Administrator sends email with requested changes or provides paperwork.

Manuscript is correct; All required paperwork has been completed and submitted.

YES

Step 1. Student is cleared for graduation by the Registrar’s Office.
Step 2. School ETD Administrator accepts the manuscript.

Manuscript is delivered to the GWU Institutional Repository and ProQuest simultaneously.

Communication sent to student from ETD/School Administrators via ETD Submission website.

Manuscript or metadata (if embargoed) is published to ProQuest Database in 6 to 8 weeks.

vaes 11/11/11
Resources – ProQuest ETD Administrator Site
www.etdadmin.com/cgi-bin/school?siteId=55

Resources & Guidelines
The following resources & guidelines are available to help you submit your dissertation or thesis. Your school or department may have additional information on the process for your area of study.

Format Guidelines & Authoring Tools
- Online Submission FAQs
- PDF FAQs

Intellectual Property & Publishing Agreements, Guides & Policies
- Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities
- Copyright Laws Around the World
  A supplement to Copyright Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities
- Protecting your copyright
  Provides guidance on avoiding copyright infringement and protecting the copyright you have on your graduate work.
- Why Copyright

Publishing Guides
- Preparing your manuscript for submission (including supplemental files)
  Provides guidance on how to embed fonts and other issues important to preparing your manuscript for submission.
- Subject Categories
  A complete list of the available UMI subject categories.
- Open Access Publishing PLUS compared to Traditional Publishing
  More information on the publishing options available to you, and why you might choose one over the other.
- Delayed release and other publishing options
  Provides guidance on why you may or may not want to put an embargo or sales restriction on your graduate work.
- Authors – Third party discovery and access to your dissertation/thesis

Contact us | About UMI Dissertation Publishing
Resources – GW ETD Website
(www.library.gwu.edu/etd)

Electronic Theses and Dissertations Submission at GW

Welcome to the George Washington University's Electronic Theses and Dissertations (ETD) website. This website is a one-stop-shop for all your ETD needs. It includes information on:

- Publication Issues
- Formatting requirements
- Best Practices
- Steps for ETD Submission (including the required forms)
- ETD Deadlines
- Contact information for GW Graduate Schools

We hope you will find this method easy to use and a great tool to make your document instantaneously available to faculty, potential employers, and interested readers worldwide. To learn about ETDs and the many other benefits of doing an ETD, please consult the About GW ETD's page on this website.

Electronic Theses and Dissertations Administrator: Gelman Library 2130 H Street NW, Washington, DC 20037, etds@gwu.edu