ETD Submission Process

Step 1.
The student submits the final and approved dissertation/thesis to the ETD Website. The completed ETD Access/Approval Form is submitted to the student’s Graduate School.

Step 2.
The Library ETD Administrator reviews the manuscript for compliance to university formatting guidelines.
   - **Step 2a.** If the manuscript does not meet the Formatting guidelines, the ETD Administrator requests formatting changes to the manuscript via email.
   - **Step 2b.** The student makes the requested changes to their manuscript and uploads the revised manuscript to their ETD account. Steps 2a. and 2b. repeat until the manuscript meets University formatting guidelines.

Step 3.
The manuscript is assigned to ETD School Administrator for final review and approval when it meets University formatting guidelines.

Step 4.
The School ETD Administrator reviews the manuscript and ETD Details page and against the ETD Access/Approval Form.
   - **Step 4a.** If the School identifies changes, the school administrator emails the student with the requested changes.
   - **Step 4b.** If everything is correct and the student has been cleared by the Registrar’s Office, the School Administrator accepts the manuscript and delivers it to ProQuest. ProQuest delivers a copy to the GW Institutional Repository.

Step 5.
The manuscript/metadata will be published in ProQuest according the publication agreement in 6-8 weeks.