



Electronic Thesis and Dissertation Preparation and Submission Guidelines



Preparing Your Thesis/Dissertation for Final Submission to the Harold Lloyd Murphy Graduate School

Congratulations on completing and successfully defending your thesis or dissertation. The final step is to submit your formatted document via PDF to the Graduate School via the university's ProQuest/UMI Electronic Thesis and Dissertation (ETD) platform.

Benefits of the ProQuest ETD Platform

The ETD platform serves as your personal, centralized repository for your document and will allow your research to join the largest collection of worldwide, graduate-level creative work and research. It is recognized as the safest and most sustainable repository for dissertations and theses. When your document is uploaded and accepted into ProQuest, it will become available to researchers and students in over 100 countries and, if you select it as an option, your work will be indexed in the Google Scholar search function. It also automatically becomes a part of the Alabama State University collection and part of the archival collection at the Library of Congress. There are other benefits as well, some which you may find here, <https://about.proquest.com/en/dissertations/student-authors/>

Costs and Bound Copies

There is no cost to upload your dissertation or thesis to the ETD. If you wish to order bound copies of your dissertation or thesis after you have uploaded the PDF copy of your document you have two options, 1. Purchase a bound, archival copy directly from ProQuest from one of their binding options or 2. Make arrangements with a local or online bindery to have your dissertation/thesis bound. If you select Option 2, the Graduate School can provide you with the information for a local bindery. The Graduate School is unable to recommend any specific online binding services. Paper used for this option must be white 20-24 lb., acid-free/archival, 8 ½ x 11, watermarked paper. Please note, Option 2 will incur charges for archival paper, printing, and binding depending on the vendor.

Preparing Your Document

Your individual program has guidelines and procedures regarding the dissertation and thesis process and these expectations will not change. After you have defended your dissertation or thesis and passed, the Graduate School will then work with you to finalize the format required to submit your dissertation through the ProQuest EDT.

Step 1

Finalize Your Document

Once you have successfully defended your document, you will want to make any final recommended changes and edits and then send a Word version of your document to the Graduate School for review. Once the document has been reviewed, the dissertation or thesis will be sent back to you with any additional, recommended changes. This step may take multiple rounds to make sure that your work is polished and ready for publication.

Step 2

Save PDF

Once Step 1 is complete, you will save your document as a PDF.

Step 3

Create an ETD Student Account

Create a Student Account with the ETD here: <https://www.etdadmin.com/ca/main/home>

Step 4


Review the ProQuest ETD Publishing Guidelines

Review the ProQuest ETD Publishing Guidelines and other information available on the website, <https://www.etdadmin.com/main/resources?siteId=1123>

Step 5

Log in to the ETD Portal

Log into the ETD portal. Here are the items, per ProQuest, that you will want to have ready when you sit down to upload your materials.

- a. The PDF copy of your thesis/dissertation
- b. Your abstract in a copy/paste format
- c. Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- d. Advisor and other Committee Members' Names
- e. Subject Categories, 1-3 that best describe your thesis'/dissertation's subject area. ([Subject Category list](#) )
- f. Keywords, 1-6 that will assist in cataloging your work for other researchers to locate.

Step 6

Select the Publishing Options

Select your type of publishing for your document

- a. Traditional (no additional fee)
- b. Open Access (fee will be charged for this option)

Carefully review the Publishing Agreement for the option you select.

Step 7

Complete the Contact Information

Complete the contact information entries. This information is used to process your entry.

Step 8

Detail the Document Information

In this section you will provide your title, abstract, subject categories, keywords, advisor name, and committee members' names.

Step 9

Upload the Document and Supplemental Materials

In this section you will upload your completed PDF document. You may also upload supplemental materials or notes related to your document.

After your initial submission, the Graduate School will review your submission for accuracy. If any adjustments are required, you will be notified and the Graduate School will work with you to make those changes and re-submit the document.

Once the document has been cleared for publication, the Graduate School's ETD Administrator will release the hold and deliver it electronically to ProQuest. You will receive an email notification that your document has been approved. Congratulations on completing the final step before publishing your document.

Step 10

Submit and Pay for the Document and Bound Copies

In this step you will submit your document(s) and, if you choose, order the hard copy of your thesis or dissertation. Purchase of bound copies from ProQuest/UMI is optional unless required by your program.

Signature Pages

ProQuest asks that signature pages NOT be included in the electronic document. Completed signature pages are required to be filed with the Graduate School. Students are asked to prepare four (4) to six (6) copies of the signature page. Once signed by all appropriate faculty and the dean, the student may file one with the Graduate School, one with their advisor, one with the college, one with the department, maintain one for their records, and have one additional in case of loss.