Thesis/Dissertation Submission Guidelines
The Graduate School • Valdosta State University

Has your thesis or dissertation been reviewed and approved by the Graduate School? If not, start with Section 1. If yes, go to Section 2!

Section 1: Submitting your Dissertation or Thesis for Grad School Review:

- You should have completed all steps of the thesis/dissertation procedures, including the defense, and your chair/committee have approved your final draft.
- Your signature page should be signed by your committee. Scan and include the signature page in your final draft. Or, students can submit hard copies of the signature page to the Grad Reviewer at gradreviewer@valdosta.edu . The Fair Use page also needs to be signed.
- Email a PDF of your thesis/dissertation to gradreviewer@valdosta.edu by the semester's published deadline. From here, edits will be communicated through email correspondence. Do NOT make any changes until you hear from the Grad Reviewer.
- The Graduate School's review may take up to 3 weeks, possibly longer if a large number of theses and dissertations are received at the deadline. The review of theses and dissertations is completed in the order received.
  - Submit final approved thesis dissertation to VSU's repository: Once the review process is complete you will receive a "Final Steps" email with directions to submit your approved thesis or dissertation to VSU's repository (V-text) via ProQuest. This is required as VSU must maintain a final copy of all approved theses and dissertations.
  - Do not upload to the repository unless approved by the Graduate School!!

Section 2: Submitting your Dissertation or Thesis to VSU Repository

- Prior to uploading your dissertation or thesis you need to have the following prepared:
  - A PDF copy of your dissertation/thesis
  - Abstract
  - Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text
  - Advisor and other Committee Members' Names

- Go to http://www.etdadmin.com/valdosta

- Click the tab, "Submitting Your Dissertation/Thesis" in the top blue bar
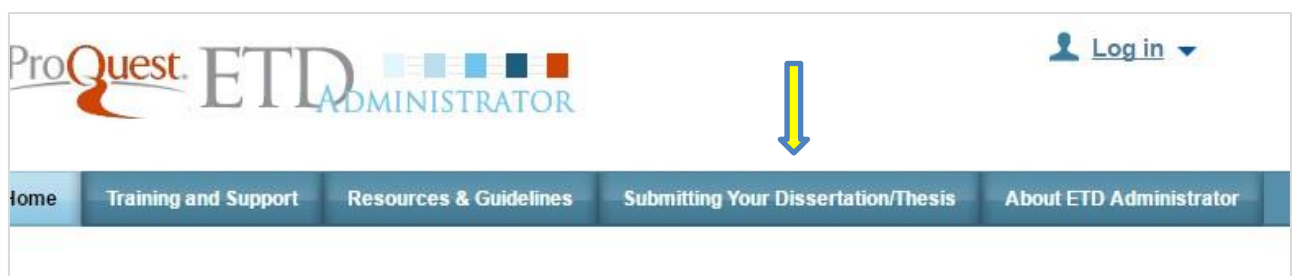
- Click the link, "Submit my dissertation/thesis"

Submitting Your Dissertation/Thesis

You can submit your dissertation/thesis for publishing & archiving using ProQuest ETD Administrator. After you submit your dissertation or thesis, it will be sent to your graduate school for review. After your graduate school finishes reviewing, it will be delivered to ProQuest for publishing and archiving.

Before beginning your submission, please prepare by reviewing our Resources & Guidelines for publishing.

Need to submit your dissertation or thesis?

You can begin your submission using the link below. For help, consult our Publishing Guides.

▶ Submit my dissertation/thesis

Need to view or revise your dissertation/thesis after submitting?

You can check the status of your submission in ProQuest ETD Administrator, or revise it as needed.

▶ View/revise my dissertation/thesis

- You will need to create your account. Click the link "Create new student account."

Log in

Username

Password

Forgot your password?

Create new student account   Login

Valdosta State University

- In creating your account, it is recommended that you use your personal email address rather than a VSU address. Remember your username and password--this information is required to log back into the system.

Create your account

Enter the requested information below to create your account. When you return, use the username and password to log into the site.

Fields marked with * are required.

Email*: [   ]
Email confirmation required

Verify Email*: [   ]

First name*: [   ]

Middle name: [   ]

Last name*: [   ]

Institution*: University of West Georgia

Country of citizenship: [-- Select Country --   ▼]

Username*: [   ]
At least 4 characters. No spaces. Cannot match your password.

Password*: [   ]
At least 4 characters. Cannot start with @, or end with %. Cannot match your username.

Password*: [   ]

[Create Account]   Clear Form

- Log in after creating your account. Once logged in, click "submit my ETD" – the tab at the top left. You will see the following screen. Hit "Continue."

Welcome to the ETD Administrator @ Valdosta State University

Start the process of publishing to ProQuest Dissertations Publishing by submitting your completed dissertation/thesis using ETD Administrator.

You will be entering information about your dissertation/thesis, uploading a copy of your work, and ordering printed copies (if desired). Your submission will be reviewed by staff at your school before they deliver it to ProQuest.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), **you can save your information and come back later to finish.** No information will be lost.

Some items to have on hand:

- **A PDF copy of your dissertation/thesis.** This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.

- **Abstract**

- **Optional Supplementary files (images, data, etc.)** that are an integral part of the dissertation/thesis, but not part of the full text.

- **Advisor and other Committee Members' Names**

- **Subject Categories** - 1 - 3 that best describe your dissertation/thesis' subject area. (Subject Category list)

[Continue]

- Next select your publishing options. Information is provided on the ProQuest site about each option, but it is recommended that you select "Traditional Publishing." (There is no fee.)

Select Type of Publishing *

○ **Traditional Publishing** View agreement
- I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
- I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.
- I understand that ProQuest does not charge a fee for Traditional Publishing.
- I understand that my work will be available through ProQuest Dissertations & Theses, iParadigms and Dissertation Express,

○ **Open Access Publishing PLUS** View agreement
- I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my v
- I understand that I will not be eligible to receive royalties.
- I understand that the ProQuest fee for Open Access Publishing PLUS is $95.00 USD.
- I understand that I will pay the fee, unless notified by my graduate institution that the school will pay.
- I understand that my work will be available through ProQuest Dissertations & Theses, iParadigms and Dissertation Express,

Select Publishing Options

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. * Learn more
○ Yes
○ No

Save & Continue

- Chose "Yes" or "No" for a publishing option, and then click "Save & Continue."
- Information will be provided about the option you choose and you will be asked to confirm your agreement.
- Next you will be asked about VSU's (the Institutions Repository) Publishing Options.

Institutional Repository (IR) Publishing Options

I want my work immediately available in my school's IR*

○ Yes

○ No - I have patents pending, or another reason why I need to delay access to the full text of my work.

Access options

Select the option that best reflects your preference for publishing your work in your school's institutional repository.*

○ Open access

○ Campus use only

[Save & Continue]

- Choose "Yes" or "No" for a publishing option. If you choose "No" please select how long you would like to delay the release to VText. "6 months", "1 year", or fill in the length as a note to the administrator. Also select the reason for delaying release to VText.

Institutional Repository (IR) Publishing Options

I want my work immediately available in my school's IR*

◉ Yes

○ No - I have patents pending, or another reason why I need to delay access to the full text of my work.

Access options

Select the option that best reflects your preference for publishing your work in your school's institutional repository.*

◉ Open access

○ Campus use only

[Save & Continue]

OR

Institutional Repository (IR) Publishing Options

I want my work immediately available in my school's IR*

○ Yes

◉ No - I have patents pending, or another reason why I need to delay access to the full text of my work.

How long would you like to delay the release to your school's institutional repository (IR)? * (more info)

○ 6 months

○ 1 year

Note to administrator (optional):   200 characters remaining

Clear

Reason for delaying release to IR:*

| Patent pending | ∨ |

Access options

Select the option that best reflects your preference for publishing your work in your school's institutional repository.*

◉ Open access

○ Campus use only

Save & Continue

- Select which Access option you would prefer for Vtext. "Open access" or "Campus use only". Then click "Save & Continue."
- You will then be presented with the V-text Electronic Thesis & Dissertation Agreement Release Form.

☐ I have read, understand and agree to this University Agreement.

Save & Continue

- Read the Release Form and check the box that states "I have read, understand, and agree to this University Agreement." Then click "Save & Continue".
- Next you will be asked to enter your contact information and mailing address.

Contact Information

Please enter your contact information, used to process your submission.

★ Required

Contact information:

Important: Your name as entered here will display as the author name of your work throughout ProQuest, including on print-copy covers.

First name ★:

Middle name:

Last name ★:

Permanent email address ★:

We use your email address to contact you, as necessary, about your submission.

School email address ★:

Shared only with your institution.

Mailing address

We collect your mailing address on behalf of your institution so it can contact you about matters such as your submission and related graduation requirements. Additionally, eligible royalty payments generated by sales of your work will be sent by ProQuest to the mailing address you provide here.

Country: ★   -- Select Country --

Street Address: ★

Street Address line 2:

Street Address line 3:

City: ★

State/Province:

Zip/Postal code: ★

Enter **NA** if your selected country does not use Zip or Postal codes.

Future Services

You will have the opportunity to order additional copies of your work and learn about related services that could support your career and research. Would you like us to send you information about these opportunities? (You can always opt-out later.)

☐ Yes, please let me know about ordering additional copies and other related services.

Continue

- Then you are asked to provide your dissertation/thesis details.

Title*: [   ]
Year Manuscript Completed*: [2015 ▼]

Degree/Department Information:
Year degree awarded*: [2015 ▼]
Degree Awarded*: [▼]
Department*: [▼]

Advisor/Supervisor/Committee Chair*:
Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

First name:	Middle Initial:	Last name:
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]

Committee Members:
Include up to 10 names. Do not include degrees as part of the name.

First name:	Middle Initial:	Last name:
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]

Add another member

Description of Dissertation/Thesis:
Primary Subject Category*: [▼]
Additional Subject Categories: [▼]
[▼]

Keywords (include up to 6): [   ]
[   ]
[   ]
[   ]
[   ]

- Next you will be asked to upload the PDF of your thesis or dissertation. You will also need to indicate if you have any copyright permission documents to submit.
- Click "No" where it asks about copyright permission documents.

PDF of your thesis or dissertation

Upload a PDF of your thesis or dissertation*

PDF is the required format for ETD submission. If you are unable to convert your manuscript into PDF, you have the option to upload a Word or RTF file below and we will convert your file into PDF.

[**Upload file**]

Do you have any copyright permission documents to submit? *

If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.

○ Yes　　○ No

[**Save & Continue**]

- Next you will be asked if you want to upload supplemental files. This is optional.
- Then you are given the opportunity to leave any notes for the administrator (the Grad Reviewer at VSU). This is also optional.
- Next you will be given the option to register a U.S. Copyright. Please carefully read materials because this involves a $55 fee if you click "File for a New Copyright."
- Click "Save & Continue."

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1. Previous U.S. Copyright Registration

Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?

○ Yes - copyright was previously filed　　◉ No

2. Requesting ProQuest/UMI to file for U.S. Copyright Registration

○ **Do not file for copyright** - I am requesting that ProQuest/UMI not file for copyright on my behalf.

○ **File for a new copyright** - I am requesting that ProQuest/UMI file for copyright on my behalf.

- I understand that an additional fee of $55.00 (USD) will be charged.

- I authorize ProQuest/UMI to submit an application for registration of my copyright in the Work in my name. I will receive the re

- If I have previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Office of above (see Question 1).

[**Save & Continue**]

- Next you will be asked about purchasing bound copies of your dissertation/thesis.

DO NOT PURCHASE COPIES FROM PROQUEST!!

Type	Size & Description	Price Per Copy (USD)*	Number of Copies
		Note: Prices are in U.S. Dollars (USD)	
Hardcover	8 1/2 x 11 in., single copy	Buy more & save: 1-2 $56.00 / 3 $50.00 / 4 $47.25 / 5+ $45.00	
Hardcover	6 x 9 in., single copy	Buy more & save: 1-2 $46.00 / 3 $40.67 / 4 $39.00 / 5+ $37.00	
Softcover	8 1/2 x 11 in., single copy	Buy more & save: 1-2 $40.00 / 3 $36.00 / 4 $34.00 / 5+ $32.00	
Softcover	6 x 9 in., single copy	Buy more & save: 1-2 $34.00 / 3 $30.67 / 4 $29.00 / 5+ $27.00	

Calculate subtotal   Subtotal*: $0.00 USD

- Select "Decline – do not order"

Continue with order   Decline - do not order

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- If you wish to have copies bound, you will need to submit printed copies of the approved thesis or dissertation to the <u>Acquisitions Office in Odum Library</u> within 35 days after graduation with the completed <u>Library Binding Fee Form.</u> (NOTE: Do not order 2 copies for the library). Copies bound through VSU are $20 per copy (plus the mailing fee). Dissertations and theses are sent for binding bimonthly. See the <u>Thesis and Dissertation Binding website</u> for more information.

- Next you are provided a submission summary, which you need to review before your final submit.

Submit & Pay

Your dissertation/thesis is ready for submission. When you submit, it will be sent to your graduate school for review.

At the time that you submit, you will be asked to pay for any copies you ordered, along with any applicable Open Access Publishing PLUS and/or copyright registration fees. You will see a sum

Please verify submission first
After you submit, you cannot revise your submission without permission from your graduate school administrator. Please verify that your submission is complete and correct before continuing.

- Finally, you are asked to "Submit & Pay." Click even though you are not paying anything. Once submitted your document will be forwarded to the Grad School Reviewer. He/she will then approve your submission to be uploaded into ProQuest and V-Text simultaneously.

Questions? Contact the Graduate School at 229-333-5694 or gradreviewer@valdosta.edu.

If you have questions or concerns about your V-text submission, please contact the V-text Management Committee at **vtext-help@valdosta.edu** or call them at 229-333-7150.

Other information may be found at the Graduate School's Thesis & Dissertation Information pages at: http://www.valdosta.edu/academics/graduate-school/thesis-and-dissertation-information.php

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