

# Crossing the Finish Line:

Uploading Your Electronic Thesis or Dissertation (ETD)

Summer 2021

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[GW ETD Website](https://library.gwu.edu/etd)

<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

# Summer 2021

## ETD Approval Deadline

Dissertations and Master's Theses,  
August 16, 2021, 5 p.m.

### Criteria for meeting the ETD Approval deadlines:

- Submitted final, correctly formatted version of your Dissertation or Thesis to the ETD Administrator
- Passed the formatting review
- Submitted a completed ETD Access/Approval Form *to your graduate school*
- Completed and submitted email confirmations for all required surveys *to your graduate school*
- Received final approval from your graduate school

# University Formatting Guidelines

## Why Formatting Guidelines?

- Your thesis/dissertation is a scholarly work
- Potential employers may view your work so you want it to have a professional appearance.
- Practical publishing considerations

## Review content on the ETD Website prior to submission:

- University Formatting Guidelines
- Content on the ETD Website, including information on copyright and publishing issues

## University Formatting Guidelines apply to:

Page margins

Page numbering

Front pages: content & formatting

Page Order

Line Spacing

**Formatting Guidelines** can be found at:

**<https://library.gwu.edu/etd/formatting-content>**

# Resources for MS Word and LaTeX

## MS Word Help:

**LinkedIn Learning**: Available campus-wide

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

**Word Help on ETD Website**: <https://library.gwu.edu/etd/word>

**Word Settings for Theses & Dissertations Front Pages**: Step by step guide on how to set up word documents for the front pages: covers page margins to page numbers

**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 (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.

Embedding Fonts: **Word 2010**; **Word 2016**

**LaTeX**: <https://library.gwu.edu/etd/latex>

**Wikibooks: LaTeX**

# Create an Account

Create an account on the [GW ProQuest ETD Administrator](https://www.etdadmin.com/cgi-bin/school?siteId=55)  
<https://www.etdadmin.com/cgi-bin/school?siteId=55>

**Email address: 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 are 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

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:** Opt out making your works discoverable in major search engines.

\*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. Copyright Information is available on:

- [GW ETD Website](#)
- [Copyright Basics for GW: Copyright Registration](#)
- [ProQuest Resources \(ETD Administrator\)](#)

b. Include permissions at the end of your manuscript in an Appendix. *Redact all sensitive, personal information such as mailing/email addresses, phone numbers, etc.*

# Previously Published Work

- If your work contains copies of articles and other works you've previously published, you may need to handle the upload slightly differently.
- 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, you will be directed to an alternative way to submit your dissertation or thesis.
- You can contact [bmatthews51@gwu.edu](mailto:bmatthews51@gwu.edu) for assistance.
- 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](#) for detailed information.

# ProQuest Submission Process

5. Should 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 ([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 document to preserve the formatting.
- Save your document as a single .pdf file (except for supplementary files)
- **Review** the pdf file for **readability & formatting before** moving to the next step
- If you have problems uploading your document, **contact the ETD Administrator** (etds@gwu.edu) or **ProQuest Tech Support** (<https://secure.etsdadmin.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
- [Order Production and Shipping Information](#)
- Contact the [ProQuest Author and School Relations Group](#) at [disspub@proquest.com](mailto: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 by – not added.

2. To remove services from your order, contact the ProQuest Author and School Relations Group directly ([disspub@proquest.com](mailto:disspub@proquest.com)) **BEFORE** the submission has been delivered to ProQuest.

3. Please be sure your ETD Approval form is updated to reflect any changes to your publishing option.

# Review Process

## **Formatting Review: Library ETD Administrator**

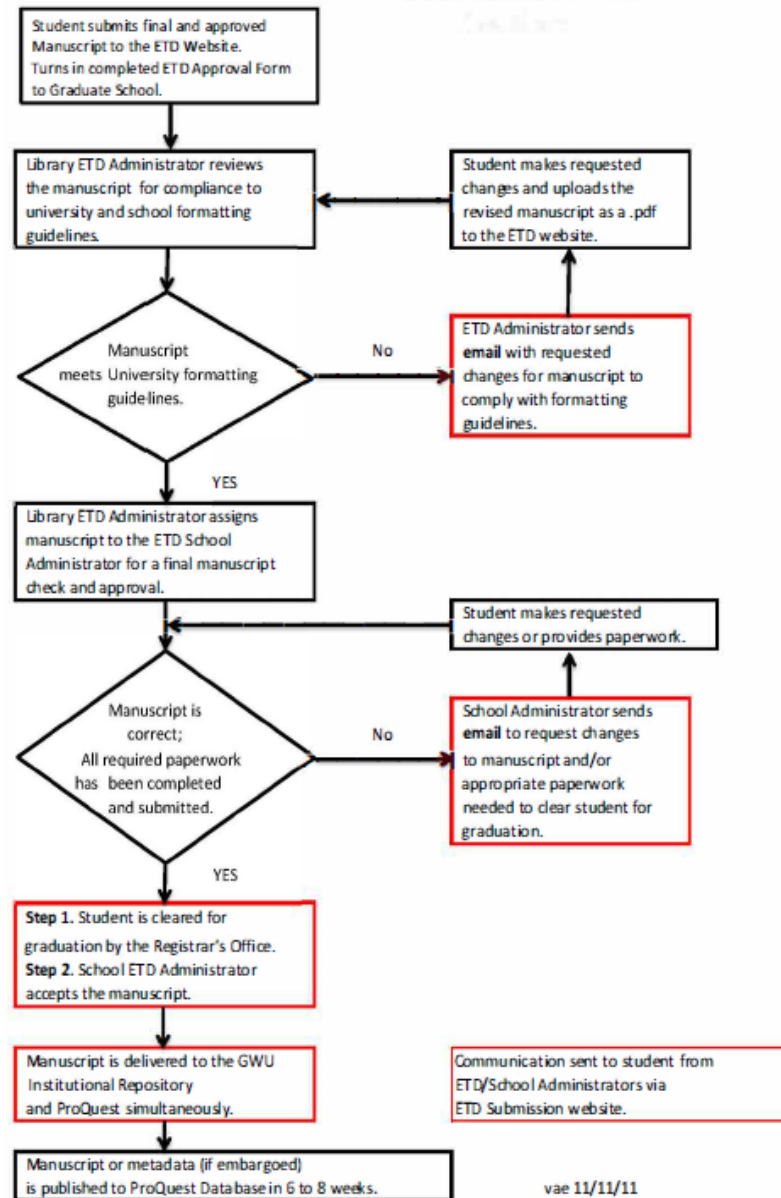
- Reviewed for compliance with University Formatting Guidelines
- Submissions are reviewed in the order they are received
- Turn-Around Time is 2 business days (M-F)

## **Final Review & Approval: School ETD Administrator**

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



# ETD Submission Flowchart



# 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]

# Online Resources and Guides

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

Assistance is available by  
appointment for ...

**Copyright Issues-Barrett Matthews:**

<https://calendly.com/barrettm>

**ETD Administrator submission/university  
formatting questions – Valerie Emerson:**

<https://calendly.com/vemerson>

**For all other questions contact your School**

**ETD Administrator:**

<https://library.gwu.edu/etd/contacts>