

Crossing the Finish Line:

Uploading Your Electronic Thesis or Dissertation (ETD)

Fall 2021

Valerie Emerson
ETD Administrator, Gelman Library

[GW ETD Website](https://library.gwu.edu/gw-etds)

<https://library.gwu.edu/gw-etds>

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

Fall 2021

ETD Approval Deadline

Dissertations and Master's Theses
December 10, 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: ETD Website: <https://library.gwu.edu/ms-word-help>

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: Fixes formatting in the document when converting the document from Word to a pdf.

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

Wikibooks: LaTeX

Create an Account

Create an account in the [GW ProQuest ETD Administrator](#)

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 will be 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

Note: The abstract of an embargoed manuscript will still be visible to the public.

Not sure? 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: Only users of the ProQuest Dissertations & Theses database will be able to discover your work.

*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](#)
- [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 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

For information see: [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.etsadmin.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
- [ProQuest Order Production and Shipping Information](#)
- Contact the [ProQuest Author and School Relations Group](#) *directly* at 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 at 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

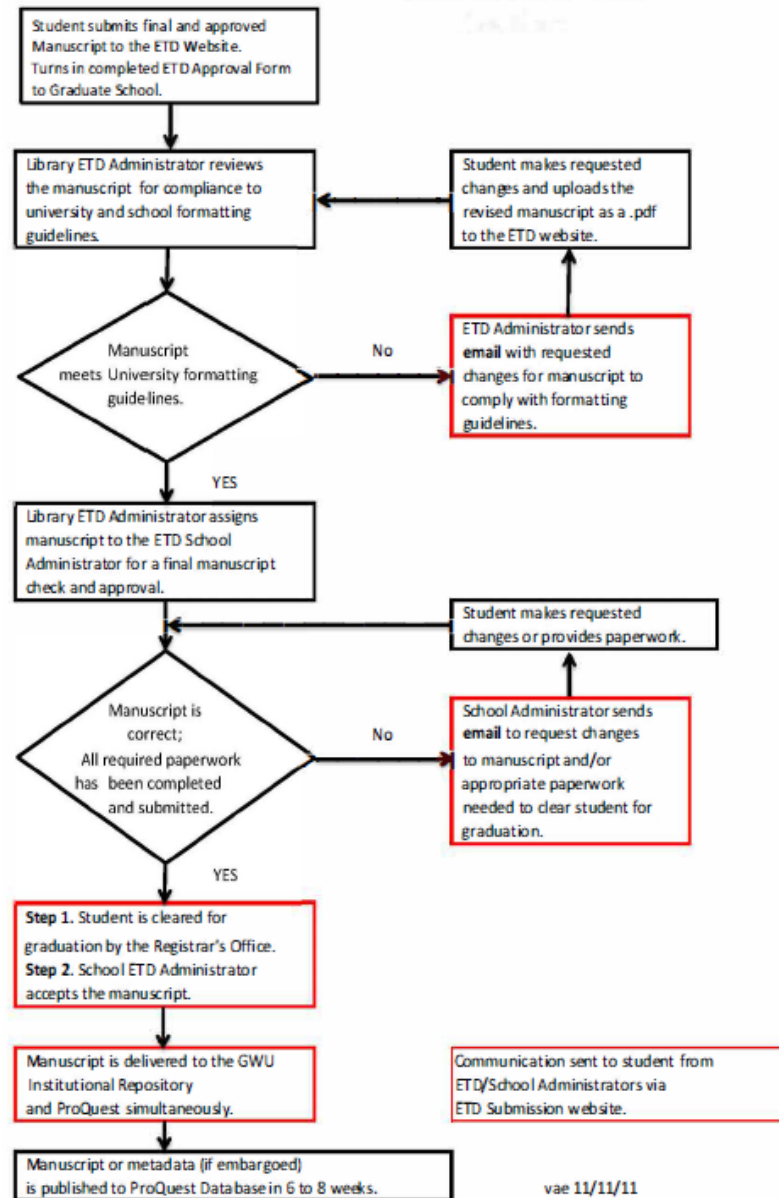
Formatting Review: Library ETD Administrator

- 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)
- Check your account ETD Details page for that status of your submission

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 Resources and Guides:**
- **<https://www.etdadmin.com/main/resources>**
- **GW ETD Website: <https://library.gwu.edu/gw-etds>**
- **ETD Workshop PowerPoint Presentation: <https://library.gwu.edu/prepare-for-etd-submission>**

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>