

## ProQuest Step-by-Step Submission Guide Students

### Step #1: Create a Student Account on ProQuest

- Follow this link to the [ProQuest ETD Database](#).
- Click the “Login” tab and choose “Student.”
- Then, choose “Create a new student account.”
- Follow the prompts and create your account using your Stockton email address.

The screenshot shows the ProQuest ETD Administrator website interface. At the top, there is a navigation bar with the ProQuest ETD ADMINISTRATOR logo on the left and the Stockton University Graduate Studies logo on the right. A "Log in" dropdown menu is open, showing "Administrator" and "Student" options. Below the navigation bar is a main heading: "Make your thesis or dissertation available to the research community with ProQuest ETD Administrator At Stockton University".

Under the heading, there is a section titled "Here's why:" with a bulleted list of benefits:

- It's easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into Stockton University repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global
- Our university resources and guidelines just a click away

Below this is a section titled "Here's the workflow:" with three steps:

- 1. Submit**  
You
- 2. Review**  
Your institutional administrator
- 3. Revise & Approve**  
You and your administrator

At the bottom of the main content area, there is a "Sign up and get started" button and a link for "Already signed up? Log in".

Overlaid on the right side of the screenshot is a "Log in" form. The form has fields for "Username Required" and "Password". Below the password field is a "Forgot your password?" link and a "Log in" button. A red circle highlights the "Create new student account" link at the bottom of the form. A red line connects this link to the "Student" option in the "Log in" dropdown menu at the top of the page.

## Create new student account

[Log in](#)

Fields marked with an asterisk \* are required.

\* First name

Used to personalize email correspondence and the user interface.

\* Last name

Used to personalize email correspondence and the user interface.

\* Email address as username

Used to identify your account.

\* Password

At least 8 characters, must include: 1 uppercase character; 1 lowercase character; 1 numeric digit (0 to 9); 1 special character such as # or \$.


\* Confirm password

\* I consent to the collection and use of my personal information consistent with the [Privacy Policy](#) and acknowledge that use of the service is subject to the [Terms and Conditions](#). I understand ProQuest cannot create an account without my consent.

Create Account

## Step #2: Begin your Submission

- Once you create your account, follow the prompt, and confirm your account via email.
- Once you confirm, log in to the system with your new student credentials.
- On the Home Page, you will be able to start your submission. Click the blue “Continue” button.



My ETDs Resources & Guidelines

My Dissertations/Theses List Submit my ETD My Profile

### Submission steps

**Publishing information:**

- Instructions
- PQ publishing options
- ProQuest agreement
- Contact information

**About my dissertation/thesis:**

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

**Submission & payment:**

- Register U.S. Copyright
- Order copies
- Submit

### Welcome to the ETD Administrator @ Stockton 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](#))

### **Step #3: Choose your Publishing Preferences**

- On this page, you should select the publishing options you prefer. You can choose from two options:
  1. **Traditional Publishing:**
    - I want to make my work widely available to the international community of subscribers to ProQuest Dissertations & Theses 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](#) database, [Turnitin](#) and other like services, and [Dissertation Express](#), and that a citation/abstract may appear in Google Scholar and some [indexes](#) (e.g. MLA, MathSciNet, PsycINFO, etc.).

#### **Traditional Publishing Agreement**

This Agreement is between the author (Author) and ProQuest LLC, through its ProQuest® Dissertation Publishing business (ProQuest). Under this Agreement, Author grants ProQuest certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest.

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**ProQuest® Publishing Program - Election and Elements.** The rights granted above shall be exercised according to the publishing option selected by Author on the previous Publishing Options screen, and subject to the following additional Publishing Program requirements:

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**Delivery of the Work.** Author shall provide to ProQuest the Work and all necessary supporting documents during the online submission process, according to [Guide 1: Preparing Your Manuscript for Submission](#).

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Author's election of Traditional as the type of Publishing confirms Author's choice to have ProQuest publish the Work according to the Traditional Publishing option described below.

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Publishing Fees and Royalties. There is no publishing fee charged for dissertations and theses submitted through the ProQuest® ETD Administrator.

Author's institution may assess additional fees.

ProQuest will pay royalties of 10% of its net revenue from sales of the Work, conditioned on Author maintaining a current address on record with ProQuest. Royalties will be paid when accrued earned royalties reach \$25.00 USD. If, after 25 years, earned royalties do not accrue to at least \$25.00 USD, ProQuest's royalty payment obligation will cease.

## 2. Open Access Service:

- I want the broadest possible dissemination of my work, and I want to provide a wide audience with free global access to the electronic copy of my work via the internet.
- I understand that I will not be eligible to receive royalties.
- I understand that the ProQuest fee for the Open Access Service is \$95.00 USD for an author. If your school is interested in purchasing this on your behalf, they should contact [ProQuest support](#) for institutional pricing.
- 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](#) database, [Turnitin](#) and other like services, and [Dissertation Express](#), and that a citation/abstract may appear in Google Scholar and some [indexes](#) (e.g. MLA, MathSciNet, PsycINFO, etc.).
- I understand that the full-text of my work will also be made freely available in its entirety through open web entry to the ProQuest Platform.
- I understand that this is an optional service and is not a required purchase.

### Open Access Publishing Agreement

This Agreement is between the author (Author) and ProQuest LLC, through its ProQuest® Dissertation Publishing business (ProQuest). Under this Agreement, Author grants ProQuest certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest.

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**Copyright and Deposit with the Library of Congress.** At Author's option, as indicated in the Register U.S. Copyright screen of the online submission process, and upon payment of the applicable fee, ProQuest will submit an application for registration of **Author's copyright** in the Work in Author's name. In addition, regardless of whether copyright registration of the Work is sought, ProQuest may make a copy of the Work available to the Library of Congress in digital, microform or other format as required by the Library of Congress.

**Delivery of the Work.** Author shall provide to ProQuest the Work and all necessary supporting documents during the online submission process, according to [Guide 1: Preparing Your Manuscript for Submission](#).

**Rights Verification.** Author represents and warrants that Author is the copyright holder of the Work and has obtained all necessary rights to permit ProQuest to reproduce and distribute third party materials contained in any part of the Work, including all necessary licenses for any non-public, third party software necessary to access, display, and run or print the Work. Author is solely responsible and will indemnify ProQuest for any third-party claims related to the Work as submitted for publication.

## **Section II. Rights pursuant to Open Access Services.**

Author's election of Open Access Services as the Type of Publishing confirms Author's choice to have ProQuest publish the Work according to the Open Access Service option described here.

Open Access Service. In addition to the rights granted under Section I of this ProQuest® Publishing Agreement, ProQuest may reproduce, distribute, display and transmit the Work in electronic format through open web entry to the ProQuest Platform or successor database(s), where it will be made available for free download. ProQuest.com open web entry may be accessed by the general public, the academic community of subscribers to PQDT, as well as through major search engines and open access harvesters. ProQuest may provide an electronic copy of the Work to Author's degree-granting institution where it may also be posted for free open access.

Copy Sales. ProQuest and its agents and distributors may offer copies of the Work for sale in tangible media, including but not limited to microform, print and CD-ROM, as well as in electronic format either individually or as part of its electronic database and reference products and services. No royalties shall be due to Author.

Publishing Fees. Author's payment of the Open Access Service fee is a one-time, up-front fee. Author's institution may assess additional fees to be collected along with the Open Access Service fee.

### Step #3: Choose your Publishing Preferences, continued

- After you select the type of publishing you prefer, select your access options.

#### Access options (e.g., delaying the release of your work)

If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and may be available through your institutional repository.

Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.

#### Delaying release in ProQuest

I want my work to be available in ProQuest as soon as it is published. \*

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

- You can also learn more about how your work is discoverable and accessible through search engines such as Google Scholar in this section. When satisfied, click the blue “Save and Continue” button. You will then be prompted to review and accept your chosen publishing agreement.

#### Search Engine Discovery

Your work on ProQuest will be discoverable and accessible through Google Scholar! [Show More](#)

[Show More](#)

#### Frequently asked questions

##### • How does it work?

ProQuest enables dissertations and theses to be indexed in Google Scholar to support discovery of this valuable work and ultimately improve research outcomes for scholars. An authenticated ProQuest dissertations user searching Google Scholar will be recognized by the ProQuest platform and connected to the full text. Users who are not recognized are sent to a landing page where they can purchase the dissertation or access up to the first 24 pages at no charge. Dissertations that have been published using the ProQuest Open Access publishing model are available to all users for free and immediate download. In addition to Google Scholar, dissertations and theses will also be available on google.com as Google Scholar makes metadata available.

##### • What if my work is embargoed?

ProQuest will not make your work available for indexing in Google Scholar until your embargo end date.

##### • What if I change my mind about search engine access?

Graduate authors who prefer not to have their work discoverable via search engines can [contact ProQuest Support](#).

##### • What if I have more questions about dissertations and theses in search engines?

[Contact ProQuest Support](#). We'll be happy to answer any questions you may have.

I DO NOT want my work to be discoverable in ProQuest through Google Scholar and other major search engines.

Save & Continue



## Step #5: Contact Information

- In this section, enter the contact information you would like used to process your submission.

### 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 \*:

Institutional Student ID \*:

Permanent email address \*:

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

#### 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\*:

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

### **Step #6: Dissertation/Thesis Details**

- In this section, enter information about your dissertation/thesis submission.
  - Language, Title, Abstract

#### **Dissertation/Thesis Details**

Primary language of your dissertation/thesis \*:

English - en

Title (as displayed in your dissertation/thesis) \*:

Abstract (as displayed in your dissertation/thesis) \*:

Paste your abstract below. Formatting will not be shown here, but will display when your abstract is viewed in ProQuest databases.

Do not include personal information in your abstract.

Would you like to enter an optional translated version of your title and / or abstract to expand your potential researcher audience?

Yes

No

- o Degree Information and Keywords

Year Manuscript Completed *:	Year ▾
Degree Date *:	Year ▾
Degree Awarded *:	▾
Department *:	▾
Primary Subject Category *:	▾
Additional Subject Categories:	Select ▾
	Select ▾
Keywords (include up to 6):	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

- Advisor and Committee Members

**Advisor/Supervisor/Committee Chair \*:**

Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

First name:	Initial:	Last name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Committee Members:**

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

First name:	Initial:	Last name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>

Save & Continue

### **Step #7: Upload Submission**

- In this section, upload a PDF of your dissertation/thesis. **Your PDF must include a cover page signed by, at minimum, your dissertation/thesis advisor. The submission will be returned for revisions if the signature page is not included.**
  - For examples of signature pages, please ask your program chair for program preferences or refer to the sample provided in the Graduate Student Thesis Manual.

#### 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? \*

Yes  No

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


Save & Continue

### **Step #8: Supplemental Files (Optional)**

- Use this section to attach any supplemental materials you would like to add to your submission.

#### **Supplemental Files (optional)**

If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit them as supplemental files. These files will be made available in ProQuest Dissertations & Theses when your work is published.

**Supplemental file requirements:** 

- Do not upload files that someone else holds rights to (for example, third party software such as Microsoft Excel). However, uploading your Excel spreadsheet is OK.
- Remove any personal information (e.g. mailing address, email address, etc.) from your files.
- Zip large files, a large group of files, or files that have a directory structure.

[Upload File](#)

[Save & Continue](#)

### **Step #9: Notes to Administrator (Optional)**

- Use this section to send any notes you have for the administrator that will be reviewing your submission.

#### **Notes to Administrator (optional)**

Include any notes you have for the administrator at your graduate school who will be reviewing your submission. If you will be unreachable via email, note the best way to contact you here as well.

---

**Notes to administrator:**

200 characters remaining

[Save & Continue](#)

## **Step #10: U.S. Copyright Registration**

- In this section, you can request U.S. copyright filing through ProQuest.

### **Register U.S. Copyright**

**Congratulations on the completion of a momentous milestone in your career!**

#### **Protect Your Research**

Take the next step towards protecting your intellectual property by registering your copyright with the U.S. Copyright Office. Because of the availability of content on the open web via repositories and other avenues, registering your U.S. copyright can be a significant benefit for the protection of your work. ProQuest can file all your paperwork with the U.S. Copyright Office immediately upon your dissertation approval and delivery.

#### **No-effort Filing**

Filing through ProQuest requires no additional work from you and once registration is granted, it ensures that your rights are secured to the fullest extent allowable under U.S. law. ProQuest's experienced professional attorneys, working in accordance with [Title 17, Section 504 of the U.S. Code](#), file applications with the government a year, helping to streamline the process and allowing authors to focus on launching and accelerating their careers.

#### **Copyright Protection Benefits**

Registering with the U.S. Copyright Office establishes your claim to the copyright for your dissertation/thesis and provides certain protections if your copyright is violated. Once registered, your dissertation or thesis becomes eligible for statutory damages and recovery of attorney fees. Registration of a work is required prior to being able to sue for copyright infringement, and you may claim statutory damages and attorney's fees only for infringements occurring after your work is registered. Statutory damages are set out in [Title 17, Section 504 of the U.S. Code](#), and range from \$750-\$150,000 USD per infringement. This contrasts with infringements occurring prior to copyright registration which are only eligible to recover actual damages with no recovery of attorneys fees.

#### **More Benefits of Registration**

- Registration establishes a public record of the author's copyright in a work
- The registration certificate serves as *prima facie* evidence of validity in court (if you register within five years after publication).
- Registration made prior to commencement of the infringement, or within three months of the first publication, entitles the owner to statutory damages and attorneys' fees.

If you wish, ProQuest Dissertation Publishing will act on your behalf as your agent with the U.S. Copyright Office and apply for copyright registration as part of the publishing process.

ProQuest will:

- Prepare an application in your name
- Submit your application fee
- Deposit the required copy or copies of the manuscript
- Triage any issues that arise with filing
- Mail you the completed certificate of registration from the Library of Congress

### 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 to file for U.S. Copyright Registration

- No, do not file for copyright—I am requesting that ProQuest not file for copyright on my behalf.
- Yes, file for a new copyright—I am requesting that ProQuest file for copyright on my behalf.

- Required:** Select the checkbox to indicate you have read, understood, and agree to the following:
- I will pay a fee of \$75.00 (U.S. dollars) to ProQuest for filing on my behalf with the U.S. Copyright Office.
  - I am the sole author of the dissertation or thesis I submitted to ProQuest.
  - I do not acknowledge any co-authors or co-claimants of my work.

[See manuscript examples](#) rejected and deemed not by a sole author.

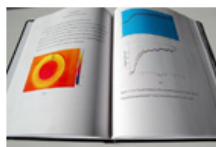


## Step #11: Order Copies (Optional)

- In this section, you can order printed, bound copies of your dissertation/thesis through ProQuest.

### Order Copies

**NOTICE:** At this time, print-copy orders cannot be placed using shipping addresses with a Russian country code.



Producing copies of your dissertation/thesis is least expensive at the time of publication. Share in these savings by taking advantage of this discount offer.

Order the "milestone edition" copies of your work:

- For handy reference.
- For family, colleagues and faculty.
- For your personal library.

Each volume is rendered with respect for the scholarly research, featuring:

- Brilliant white 32 lb. paper stock: acid-free and archival-grade, this photographic-quality stock is brighter and more opaque for better ink contrast and readability.
- Any color graphics included in the digital copy of the thesis received by ProQuest can now be reproduced in color—at no extra charge! Photographs, charts, and other illustrations are printed as faithfully as they were provided electronically.
- Durable hardbound copies are 8½"x11" with elegant black covers made from 2.5 mm-thick board covered in washable linen. Titles are embossed in gold foil along the spine of these handcrafted bindings and include generous margins.

**Authors, please note:**

- Please inform us of any address change.
- All prices are subject to change.
- Visit the [ProQuest Support Center](#) to learn about our process for publishing your work on ProQuest and fulfilling your print order.

Questions? [Contact ProQuest Support](#)

Type	Size & Description	Price Per Copy
Hardcover	6 x 9 in., single copy	1-2 \$51.00
		3-4 \$46.00
		5+ \$41.00
Hardcover	8 1/2 x 11 in., single copy	1-2 \$62.00
		3-4 \$56.00
		5+ \$50.00
Hardcover	A4, 210mm x 297mm, double sided	1-2 \$62.00
		3-4 \$56.00
		5+ \$50.00
Softcover	6 x 9 in., single copy	1-2 \$38.00
		3-4 \$34.00
		5+ \$31.00
Softcover	8 1/2 x 11 in., single copy	1-2 \$45.00
		3-4 \$41.00
		5+ \$37.00

## Step #12: Payment and Review Submission Summary

- In this section, you will confirm your information and submit your dissertation/thesis for review.

### Pay for your order: Review submission summary

Your work is ready for submission to your institution for review.

1. Verify the details of your work as shown below.
2. If necessary, use the **Change** links to update corresponding details.
3. Click **Submit Dissertation/Thesis**.

You'll then be prompted to pay for:

- Any copies you ordered.
- Applicable Open-Access Publishing fees and / or copyright-registration fees.

#### Submission Summary:

If changes are needed, you can make them using the links provided.

##### Dissertation/Thesis Details:

Degree:

[Change](#)

Primary Language:

English

Title:

Abstract:

Subject Categories:

Keywords:

PDF:

[Change](#)

[View](#) [Download](#)

##### Publishing Options:

[Change](#)

Traditional Publishing

Do not delay release to ProQuest

No search engine access - I do not want search engines to discover my work.

Do not file for copyright - I am requesting that ProQuest not file for copyright on my behalf.

In this section you will also be able to make changes to some of the information you entered.

**Step #13: Submission in Review**

- Once you submit your dissertation/thesis, you will receive a confirmation screen.

**Submission in Review**

You have successfully submitted your dissertation or thesis to your institutional administrator for review.

You will receive follow-up emails concerning any necessary revisions to your submission, and to let you know when your work is ready to deliver to ProQuest.

[Access your work or check the status of your submission.](#) Other questions about your submission? Contact your [graduate office](#).

[View and print your ETD submission details](#)

During your submission process you ordered the following goods and services related to your work.

## Helpful Reminders

### #1: Save and Continue Later

- Once you begin the submission process, you are able to save and continue working on the submission at a later date. When you log in to ProQuest, choose “Create or continue with submission” to access your submissions.

Home Training and Support Resources & Guidelines Submitting Your Dissertation/Thesis About ETD Administrator Help ? Contact Support

## Make your thesis or dissertation available to the research community with ProQuest ETD Administrator

At Stockton University

Here's why:

- It's easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into Stockton University repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—[ProQuest Dissertations & Theses Global](#)
- Our university resources and guidelines just a click away

Here's the workflow:

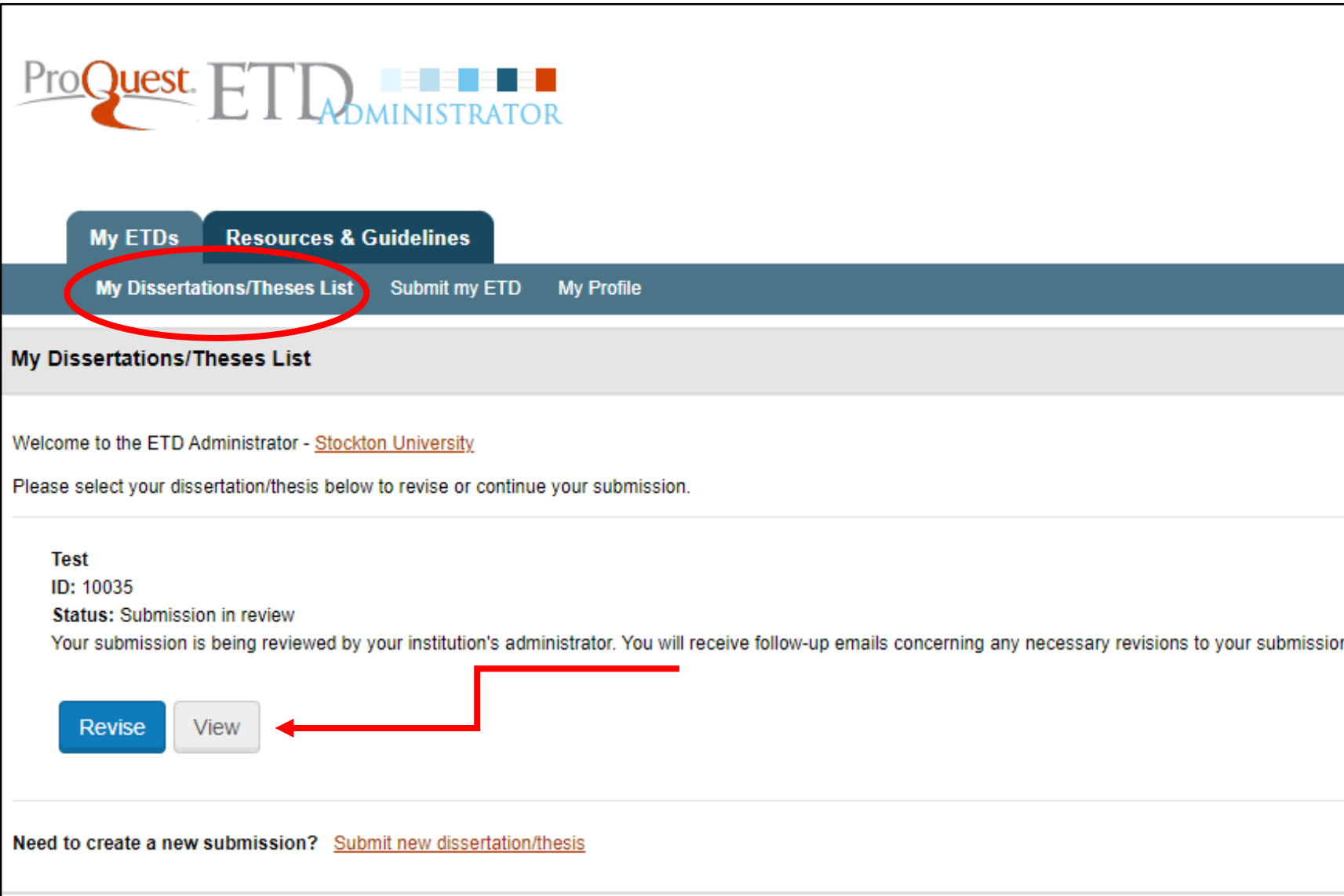
- 1. Submit**  
You
- 2. Review**  
Your institutional administrator
- 3. Revise & Approve**  
You and your administrator
- 4. Deliver**  
Your administrator, to ProQuest
- 5. Done**  
Your work is now on ProQuest!

**Create or continue with submission**

Institutional Administrators—[Learn more](#) | [Explore our demo site](#)

## #2: Revisions

- If your administrator requests revisions to your dissertation/thesis, you can access the files and submit revisions from the “My Dissertations/Theses List” tab in your ProQuest account.



The screenshot displays the ProQuest ETD Administrator interface. At the top, the logo reads "ProQuest ETD ADMINISTRATOR" with a decorative bar of colored squares. Below the logo is a navigation menu with tabs: "My ETDs", "Resources & Guidelines", "My Dissertations/Theses List" (circled in red), "Submit my ETD", and "My Profile".

The main content area is titled "My Dissertations/Theses List". It includes a welcome message: "Welcome to the ETD Administrator - [Stockton University](#)". Below this, it says: "Please select your dissertation/thesis below to revise or continue your submission."

A submission is listed with the following details:

- Test**
- ID:** 10035
- Status:** Submission in review
- Your submission is being reviewed by your institution's administrator. You will receive follow-up emails concerning any necessary revisions to your submission.

At the bottom of the submission details, there are two buttons: "Revise" (highlighted in blue) and "View" (grey). A red arrow points from the "View" button to the "Revise" button.

At the bottom of the page, there is a link: "Need to create a new submission? [Submit new dissertation/thesis](#)".

### #3: Navigation

- While working on your submission, use the left sidebar to navigate between sections.

