



## 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 Graduate 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 before submission to the Graduate School for review. Scan and include the signature page in your final draft. Or, students can submit hard copies of the signature page to [gradreviewer@valdosta.edu](mailto:gradreviewer@valdosta.edu). The Fair Use page will need to be signed but can be signed along with any edits required by the Graduate School.
- Email a PDF of your thesis/dissertation to [gradreviewer@valdosta.edu](mailto:gradreviewer@valdosta.edu) by the semester's published deadline. From here, edits will be made through email correspondence. Do NOT make any changes until you hear from the Graduate School.
- The Graduate School's review may take up to 3-4 weeks depending on the number of theses and dissertations received any given semester. The goal is to complete the review process as quickly as possible. (Thank you for your patience!)
  - Once the review process is complete, please follow the provided directions to submit your approved thesis or dissertation to ProQuest and V:text.
  - Do not submit unless approved by the Graduate School!
  - Your degree will not be conferred until your thesis or dissertation is submitted to ProQuest and V:text.

### **Section 2: What to do for ProQuest & Vtext Submission**

- Prior to uploading your thesis or dissertation to ProQuest you need to have the following prepared:
  - A PDF copy of your thesis or dissertation
  - Abstract
  - Optional supplementary files (images, data, etc.) that are an integral part of the thesis or dissertation, but not part of the full text
  - Advisor and other committee members' names
- Go to <https://www.etdadmin.com/valdosta>
- Click the tab, "Submitting Your Dissertation/Thesis" in the top blue bar.

Log in ▾

ProQuest ETD ADMINISTRATOR

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

- 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](#).

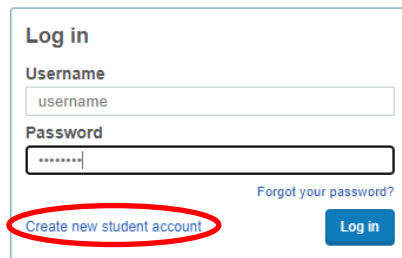
▶ [Submit my dissertation/thesis](#)

#### 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](#)

- Select “Create new student account.”



Log in

Username  
username

Password  
\*\*\*\*\*

[Forgot your password?](#)

[Create new student account](#)

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

**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 (username)  
  
 Used to log in to 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](#)

- Log in after creating your account. Click on “Submit my ETD”. Click “Continue.”

My ETDs Resources & Guidelines

My Dissertations/Theses List **Submit my ETD** My Profile Help Contact Support

**Submission steps** Welcome to the ETD Administrator @ Valdosta State University

**Publishing information:**

- Instructions**
- PQ publishing options
- ProQuest agreement
- IR publishing options
- University agreement
- Contact information

**About my dissertation/thesis:**

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

**Submission & payment:**

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](#)

- **Publishing Options.** Information is provided on the ProQuest ETD site about each option. It is recommended that you select “Traditional” (there is no fee). The biggest difference is with open access, your work is available to anyone via the web.

Publishing Options		
Publishing Type		
	<b>Traditional</b> <i>Free</i>	<b>Open Access</b> \$95.00
Full text	Available with ProQuest subscription to Dissertations & Theses Global	★ Available to anyone at Proquest.com
Abstract & citation	Available on Web of Science & Google Scholar as well as <a href="#">topic-specific indexes</a>	★ Available on Web of Science & Google Scholar with links to full text as well as <a href="#">topic-specific indexes</a>
Purchasing options ⓘ	PDF, hardcover & softcover copies	★ Hardcover & softcover copies PDF can be downloaded at no cost
Royalties ⓘ	★ Eligible	Not eligible
Integrity safeguard	Plagiarism protection through Turnitin	Plagiarism protection through Turnitin
Rights	Non-exclusive, you retain all rights <a href="#">View agreement</a>	Non-exclusive, you retain all rights <a href="#">View agreement</a>
	<input checked="" type="checkbox"/> Traditional	<input type="checkbox"/> Select Open Access

- **Access options.** Most students will not need to delay the release of their work and can select “Yes” to have their work immediately available in ProQuest. However, if you do need to delay the release of your work, in the options below you can choose “No.”

**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.

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**Search Engine Discovery**

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

- **ProQuest Agreement.** Read the license agreement for ProQuest’s Publishing Program. Select “Accept.”
- **IR publishing options.** All theses and dissertations must be submitted to V:text, Valdosta State University’s Institutional Repository. You will select “Yes” or “No” depending if you need to delay the release of your work. If you want your thesis or dissertation freely available, select “Open Access” under “Access Options.” There is no charge for publishing Open Access in V:text.

**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.

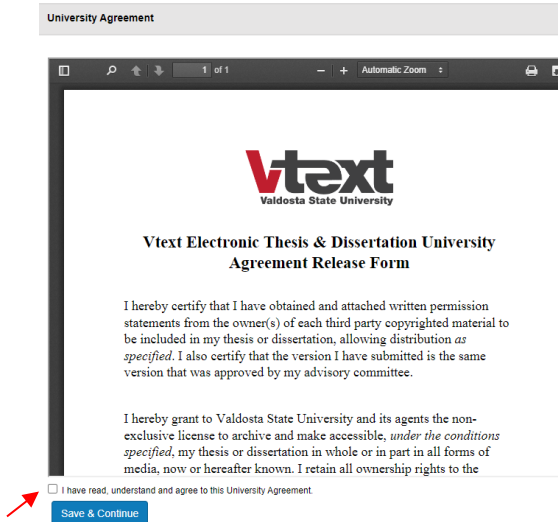
**Access options**

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

- **IR publishing options. University Agreement.** Click the box next to “I have read, understand and agree to this University agreement.”



- **Contact Information.** 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 below will only be used for your contact information and shipping address.
- Your name as entered on the PDF of your dissertation or thesis will display on the title page of your work throughout ProQuest as well as in printed copies.

First name \*

Middle name \*

Last name \*

Permanent email address \*

School email address \*

Shipping address

We collect your mailing address on behalf of your institution so it can contact you about matters such as your advisor and related production 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 \*

Publications

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.

- **Dissertation/Thesis details.** Fill in the form to provide your thesis or dissertation details.

**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) \*

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

Year Manuscript Completed \* Year

Degree Date \* Year

Degree Awarded \*

Department \*

Primary Subject Category \*

Additional Subject Categories:

Keywords (include up to 8):

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

Enter the name of your primary advisor(s) exactly as it appears in your manuscript, without any credentials or degrees. If there is a discrepancy, priority will be given to your manuscript's spelling.

First name:	Initial:	Last name:

**Committee Members:**

Enter the name of up to 10 committee members exactly as they appear in your manuscript, without any credentials or degrees. If there is a discrepancy, priority will be given to your manuscript's spelling.

First name:	Initial:	Last name:

[Save & Continue](#)

- **PDF.** Upload the final approved copy of your thesis or dissertation. You will need to indicate if you have any copyright permission documents to submit.
- Click “No” about copyright permissions.

#### 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

- **Supplemental Files (optional).** Upload any supplemental files if applicable.

#### 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

- **Notes (optional).** If you have notes you want to send to the Grad Reviewer, please submit these here. This is optional.

#### 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

- **Register U.S. Copyright.** You are given the opportunity to register a U.S. Copyright. Please carefully read the statement provided on this screen. If you have already filed copyright, please select “Yes” under the first question. If you select “Yes, file for a new copyright” under the second question there is a **\$75 fee**. The Graduate School does not recommend doing this.

### 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.

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● Hardcover	A4, 210mm x 297mm	1-2 \$62 3-4 \$56 5+ \$50	<input type="text" value="0"/>
● Softcover	6 x 9 in	1-2 \$38 3-4 \$34 5+ \$31	<input type="text" value="0"/>
● Softcover	8.5 x 11 in	1-2 \$45 3-4 \$41 5+ \$37	<input type="text" value="0"/>

Subtotal (US\$):

- If you decide to skip pre-ordering, you can have your [thesis or dissertation printed by ProQuest](#) or [Thesis on Demand](#) at a later date.
- Finally, you will be provided a submission summary, which you need to review before your final submission. Click on “Submit & Pay” even if you are not pre-ordering any copies. Once submitted your document will be forwarded to the Reviewer in the Graduate School. They will then approve your submission to be uploaded into ProQuest.



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**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.

**Questions? Contact the Graduate School at 229.333.5694 or [gradschool@valdosta.edu](mailto:gradschool@valdosta.edu)**

**Other information may be found at the Graduate School's Thesis & Dissertation Information pages at: [Thesis and Dissertation Information - Valdosta State University](#)**