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About this guide

Congratulations on completing your manuscript! The next step is to submit to ProQuest. You will be submitting your manuscript electronically via the ETD ProQuest platform. This guide provides a step by step snapshot of the process. Please keep in mind that prior to submission you must email a PDF of signed documents to the Dissertation and Thesis Coordinator, Sandra Wenner. Please refer to the library guide.

What is ETD?

ETD stands for electronic thesis and dissertation. ProQuest has created an easier way to submit your thesis and dissertation for publication.

Getting to the ProQuest ETD Website

Access the ProQuest ETD website via the link below:

http://www.etdadmin.com/cgi-bin/activateacct?accountId=2089751;siteId=831;tool=student

Required documents for ETD submission

- Your thesis/dissertation manuscript
- Copyright permission documents
- Title Page
- Abstract
- Supplementary documentation (audio files, PowerPoint, Excel, etc.)

Creating an ProQuest ETD Account

The first step is to create your ProQuest ETD account.

Go to the ProQuest ETD website (https://secure.etdadmin.com/cgi-bin/school?siteId=831) to create your account.
Click **Log In** in the top right corner of the ProQuest ETD website.

Click **Log in** and click on **Student**.
The Log in page will load. Click the **Create new student account** link.

Please complete all of the required fields on the new student account page and click **Create** to submit the form.
You will receive confirmation that your account was created.

You will be sent an email to confirm your account. Please check your spam or junk mail folder if you do not receive the confirmation email in your inbox. If you do not receive the confirmation contact ProQuest to create an account for you.
Now you are ready to login and begin the submission process.

Submission Steps

Once you have logged in to the ProQuest ETD website you will be able to submit your thesis or dissertation for submission.

You will need to complete the following steps in the submission process:

- Publishing information
- About my dissertation/thesis
- Submission & payment
Publishing information

Click Instructions in the menu on the left, and read the instructions for submissions. Click Continue to proceed to the next step in the submission process.

Publishing Options

Two publishing options are available to authors, Traditional Publishing and Open Access Publishing PLUS. Click View Agreement linked next to the publishing option.
Select one of the publishing options; complete the remaining options for how you would like your thesis or dissertation searched and/or access.

You have the option to delay the release of your thesis/dissertation if you have a patent pending or journal article in embargo, etc. If you want an embargo please include a note to the administrator in the Notes section.
If you have selected a delayed release in ProQuest you will need to select the suggested timeframes for the delayed release.

Once you have completed the publishing options click **Save & Continue**. Note: Make sure you accept the publishing agreement.

**Contact Information**

Complete the Contact Information form. Note: Please include your personal email address to ensure ProQuest is able to contact you after graduation.
Once you have entered your contact information click Save & Continue.

**About my dissertation/thesis**

The next step is to provide ProQuest with information about your dissertation/thesis.

Under **Dissertation/Thesis Details** complete the fields listed.

Once you have entered your dissertation/thesis details click Save & Continue.

Upload your thesis or dissertation in PDF, Word, or RTF format. If you upload a Word or RTF file it will be converted for you. Please be sure to include your copyright permissions documents/statements at the end of your manuscript prior to conversion.
A window will pop up confirming the conversion of your thesis or dissertation.

If you have copyright permission documents that must be in PDF, Word or RTF file.
Once you have uploaded your thesis or dissertation, and your copyright permission documents click Save & Continue.

**Supplemental Files (Optional)**

The supplemental files options can be used to upload Microsoft Word documents, Microsoft Excel spreadsheets, image files, code/script, audio, data, PowerPoint presentation, text files, video files, and webpage files.

**Notes (Optional)**

You can provide any questions and concerns to the ETD administrator via Notes section. The ETD administrator is a designated library staff member reviewing your manuscript and submitting to ProQuest.

**Submission & payment**

Copyright protection is immediately established upon the creation of your manuscript. However, you have the option to register your manuscript with the U.S. Copyright office. ProQuest will file your request and submit your registration to the U.S. Copyright office. This service may provide a certain level of protection if copyright infringement occurs. It is imperative to review this section and suggested resources. A payment of $55.00 US dollars is required.
Additional Bound Copies: You have the option to purchase additional copies either directly from ProQuest or the Library. Please view fees for binding/copies on the Library’s Dissertation/Thesis Fees Section. For library binding information contact the library services desk at (312) 942-5950.

ProQuest binding options are viewable in your ETD account. If you have questions about ordering copies directly from ProQuest please call ProQuest Dissertation Publishing at 1(800) 521-0600, ext. 77020 or email them at disspub@proquest.com.

**Pay for your order**

In the “Pay for your order” section you will have the option to make any changes to your submission. Verify the details as displayed in the ProQuest ETD. If you need to make changes to your submission click the “Change” links. Then you will be prompted to pay for the selected publishing options, copyright registration fees, and/or binding options you have selected.

You will receive a confirmation email from ProQuest ETD stating that your thesis/dissertation has been submitted.

**Additional Resources**

**Contact Information**

Rush University Medical Center Library Contact Information
Address: 600 S. Paulina, Suite 571 | Chicago, IL 60612
Phone: (312) 942-5950
Email: lib_ref@rush.edu

ProQuest Technical Support Contact Information
For Technical Assistance, you may contact ProQuest.
ProQuest phone: 1-877-408-5027
ETD Support phone: 618-453-4014
Submit a case to ProQuest at
http://support.proquest.com/#submitcase?prod=Dissertations/ETD%20Administrator&cat=Authentication

ProQuest ETD (Electronic Thesis and Dissertation) Submission Guide

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