

## Submitting Your Thesis/Project/Doctoral Dissertation Through ProQuest ETD Administrator

**Disclaimer:** The ProQuest publishing platform has several options to pay for upgrades to your publication. These upgrades are strictly optional; you do not need to pay to have your work published on either ProQuest or in Sac State Scholars.

### Create account on ProQuest ETD Administrator

Create an account on the ProQuest ETD Administrator: <https://www.etdadmin.com/> .

- PQETDAdmin is NOT linked to your saclink account and authentication. It is recommended you create your account using a personal email address; this ensures you will retain access to your submission after graduation, or in the event that you need to contact ProQuest regarding the publication of your ETD on their platform(s)

### Submitting your ETD

- Login to your ProQuest ETD Administrator account
  - If you do not see the Sac State logo in the upper right corner, select the profile icon, then **Select my institution** from the dropdown menu. This will allow you to search for California State University, Sacramento
- Submission instructions, guidance on creating accessible/508 compliant documents, etc. can be found under the Resources & Guidelines tab
- Under My ETDs, select **Submit my ETD** from the menu bar
- Review the Instructions page to ensure you have all the requested information and your ETD files ready
- Select **Continue**

### Publishing information - ProQuest

The first publishing section refers to publishing options on ProQuest platforms, including ProQuest Dissertations & Theses, Dissertation Express, and indexed on SciFinder, MathSciNet, etc.

- If your work is under an embargo or the publishing of your ETD needs to be delayed for any reason, make your selections under **Delaying release in ProQuest**. Any embargoes or delays must be approved by your committee
- If your ETD includes publishing restrictions, select **No**, then indicate the amount of time your work is restricted. Please include the correct duration in the notes field if not listed in the options. Select the reason for delaying publication from the dropdown
- Select **Save & Continue**

- Read and accept the ProQuest Publishing agreement. Email [lib-PQETDA@csus.edu](mailto:lib-PQETDA@csus.edu) with any questions

### Publishing information - Sac State Scholars

The next section refers to publishing options and agreement for Sac State Scholars, Sacramento State's open access institutional repository.

- Indicate your publishing preferences under IR publishing options; these should reflect the same publishing options you selected in the previous section. If you don't see the correct duration listed, select the closest and leave a note for the administrators to review
- Read and accept the publishing agreement to have your work included in Sac State Scholars
- Select **Save & Continue**

### Contact information

Please provide both your Sac State email as well as your personal email address in order to ensure you can access your submission after you have graduated.

- **Note:** the option to request more information regarding services and copies of your work is optional and refers to ProQuest products and services only
- Select **Continue**

### About my dissertation/thesis

#### Dissertation/thesis/project details

Here you will enter information regarding your submission and degree.

- Select the primary language of your document from the drop-down menu. The default option is English
- Enter the title of your work as it appears on your title page. Capitalize only the first word and proper nouns
  - **Example:** Legalizing sports wagering in California
- Copy and paste your abstract into the abstract field. Any formatting will be published in the ProQuest record. To remove formatting, first copy and paste into notepad
- If your work contains a translated title, select **Yes** and enter in the field provided
- Enter your degree information:
  - Select the year you are submitting your work
  - Select the year in which your degree will be conferred (i.e., when you will graduate)
  - Select your degree level
  - Select your department
- Select one primary and two secondary subjects. Information on ProQuest subject categories can be found here <https://media2.proquest.com/documents/subject-categories-academic.pdf>
  - Enter up to six additional keywords: Include the specific names of the people, places, topics, etc. that represent the primary subjects of your work

- Record the names of your Advisor(s)/Committee Chair(s) and Committee Members in the space provided. DO NOT include degrees as part of the name
- Select **Save & Continue**

### Uploading your ETD

Before uploading your work, review the PDF Help options on the right, and ensure your filename adheres to Sac State file naming conventions for ETDs.

- Review embedding fonts and removing security settings
- **Note:** Once you have submitted your work, you will not be able to make changes to the file
- **File naming conventions:** File names should adhere to the following naming conventions (include middle initial if applicable or included on the title page of your work):

Single author:

**LastNameFirstName\_SemesterYear**

Example: FoxElyseM\_Spring2021

Two authors:

**LastNameFirtsInitial\_LastNameFirstInitial\_SemesterYear**

Example: FoxE\_DickmanD\_Spring2021

More than two authors (use first named author on title page):

**LastNameFirstName\_et\_al\_SemesterYear**

Example: FoxElyse\_et\_al\_Spring2021

- Upload your file and note any copyright permissions, if applicable
  - If your work was converted to pdf, view the uploaded file to ensure it appears as it should
  - If your ETD submission contains information (images, etc.) for which you do not hold copyright or have not received permission to publish, you may wish to redact content from the published version of your ETD submission. Please upload a **redacted** version here (email [lib-PQETDA@csus.edu](mailto:lib-PQETDA@csus.edu) with questions)
    - If uploading a redacted version, please adhere to the following file naming convention for your ETD submission (only use the name of the first named author, if more than one):

**LastNameFirstName\_SemesterYear\_Redacted**

Example: FoxElyse\_Spring2021\_Redacted

- Additional files containing copyright permissions should be named as follows:

**LastNameFirstName\_SemesterYear\_Copyright\_#**

Example: FoxElyse\_Spring2021\_Copyright\_1\*

\*Note: numeric designation is only necessary if submitting more than one file of this type

- Select **Save & Continue**

### Optional: Supplemental files, Administrative documents, & Notes

Supplemental files, Administrative documents, and notes may be provided if needed/required. These will not be applicable to most submissions.

- Upload any supplementary files, if applicable. Be sure to remove any [Personally Identifiable Information \(PII\)](#)
  - Supplementary files include audio, video, or spreadsheets that are part of your thesis/project/dissertation, but not included in the primary document
    - Adhere to file naming conventions for Supplementary files (include only the first named author, if more than one):

**LastNameFirstName\_SemesterYear\_[ContentType]\_#**

Example: FoxElyseM\_Spring2021\_audio\_1\*\*

\*\*Numeric designation only necessary if submitting more than one file with the same content type

- Enter a description of your file in the appropriate field
- Select the media type from the drop down menu
- Select **Save & Continue**
- Under Administrative Documents, upload unredacted pdf, if applicable
  - Example: If your ETD submission contains information (images, etc.) for which you do not hold copyright or have not received permission to publish, you may wish to redact content from the published version of your ETD submission. Please upload an **unredacted** version here (i.e., a version that includes the copyright information) for the library to archive; this version will not be published. Email [lib-PQETDA@csus.edu](mailto:lib-PQETDA@csus.edu) with any questions
    - Adhere to file naming conventions for administrative documents (include only the first named author if more than one):

**LastNameFirstName\_SemesterYear\_UnredactedCopy**

Example: FoxElyseM\_Spring2021\_UnredactedCopy

- Select **Save & Continue**
- Leave any notes for Sac State Administrators (Office of Graduate Studies or the University Library)
- Select **Save & Continue**

### Registering U.S. copyright

You are not required to pay to register copyright for your work. Your thesis, project, or doctoral dissertation is already copyrighted pursuant to the Copyright Law of the United

**States. Registering copyright provides additional copyright protections to your work. If you have questions about whether you should register copyright, please email [lib-scholars@csus.edu](mailto:lib-scholars@csus.edu).**

- Select **No** under questions 1 & 2 unless you have received confirmation from your advisory committee that you should register for copyright

### Printing options

If you wish to purchase printed copies of your ETD, you may request and pay for those through the ETD Administrator. Select **Decline – do not order** if you do not need physical copies.

- **Note:** You are not required to purchase a printed copy of work for graduation
- Printed copies of your work can also be obtained through Thesis on Demand (<https://www.thesisondemand.com/>)

### Review and submit

Review your submission summary: you can use the navigation checklist on the left side to review sections in more detail, or select **Change** next to sections in the summary report.

- Once you are satisfied with your submission, select **Submit Dissertation/Thesis**
- The Office of Graduate Studies will confirm once your ETD has been approved. If revisions are requested, you will be notified via email; login and make the requested changes through ProQuest ETD Administrator
- Unless you selected an option to delay publication, your work will be accessible on ProQuest platforms 4-6 weeks from its approval by the Office of Graduate Studies; the University Library will conduct an additional review for inclusion in Sac State Scholars, Sacramento State's open access institutional repository