

How to Submit a Thesis or Dissertation Electronically to ETD Administrator

Creating a Record

1. Go to <https://www.etdadmin.com/?siteid=1274>
2. Select *Start the process*
3. Create new student account
4. Select *Create Account*

Submitting your ETD

1. Under the *My ETDs* tab at the top of the page, select *Submit my ETD*

Publishing information:

Instructions:

1. Read ETD instructions
 - a. For additional information, click the Resources & Guidelines tab at the top
2. Select *Continue*

PQ publishing options:

3. Select your ProQuest Publishing Options
 - a. Select Traditional – No cost, what has been applied to previous ETDs, non-ProQuest subscribers won't be able to access full text document
 - i. Recommended option
 - b. Select Open Access - \$95, allows non-ProQuest subscribers to read the ETD, does not change D-Scholarship Open Access status
4. Select the Access Options for your work in ProQuest
 - a. Yes = Your work will be available in ProQuest as soon as it is published
 - i. Select *Save & Continue*
 - b. No = You have patents pending, or another reason why you need to delay access to the full text of your work
 - i. Select a delay of *1 year or 2 years*
 - ii. Other = if you would like to opt-out of ProQuest (add to note section below to indicate that you would like to opt-out).
 - iii. Select reason for delaying release to ProQuest
 - iv. Select *Save & Continue*
5. Review the ProQuest Agreement
 - a. Select *Accept*
 - b. If you opt-out of ProQuest, you still need to agree to the ProQuest Agreement, but since you are not delivering anything to ProQuest the agreement will not be enacted
6. Select the Institutional Repository (D-Scholarship@Pitt) Publishing Options
 - a. Yes = Your work will be available in D-Scholarship as soon as it is published

- i. Select *Open Access*
 - ii. Select *Save & Continue*
 - b. No = You have patents pending, or another reason why you need to delay access to the full text of your work
 - i. No will allow for selection of embargo length or patent pending status (refer to page 2 of ETD Approval Form)
 - ii. Select a delay of *1 year* or *2 years*
 - iii. Select reason for delaying release to D-Scholarship
 - iv. Select Patent Pending Status or Pitt Institutional Affiliate access only (refer to page 2 of ETD Approval Form)
 - v. Select *Save & Continue*
- 7. Review the University agreement
 - a. Check box
 - b. Select *Save & Continue*
- 8. Enter your Contact Information
 - a. Select *Continue*

About my dissertation/thesis:

Dissertation/Thesis details

- 9. Enter the Dissertation/Thesis Details
 - a. Primary language of your dissertation/thesis
 - b. Title – Do not use all caps
 - c. Abstract – Your abstract cannot be longer than 350 words. Make sure your abstract matches the one in your document
 - d. Enter an optional translated version of your title and / or abstract (optional)
 - e. Year Manuscript Completed
 - i. Enter defense year
 - f. Degree Date
 - i. Select the month and year you are graduating
 - g. Degree Awarded
 - h. Department
 - i. Primary Subject Category
 - j. Additional Subject Categories (optional)
 - k. Keywords (optional)
 - i. Words pertinent to your document subject (natural language terms to describe the content of the item)
 - l. Advisor/Supervisor/Committee Chair
 - i. Insert First name, Last name, and their Pitt email or non-Pitt email if external to the University
 - m. Committee Members
 - i. Insert First name, Last name, and their Pitt email or non-Pitt email if external to the University

- n. Select *Save & Continue*

PDF

10. Upload PDF copy of your ETD
11. Upload any Copyright permission letters or statements as separate files

Supplemental files (optional)

12. Upload any Supplemental Files that you wish to accompany your ETD
 - a. Select *Save & Continue*

Notes (optional)

13. Include any notes you have for the reviewer
 - a. Select *Save & Continue*

Submission & payment:

Register U.S. Copyright

14. Students will be asked if they want to register Copyright for their ETD
 - a. (1) Previous U.S. Copyright Registration
 - i. Select *Yes* or *No*
 - b. (2) Requesting ProQuest to file for U.S. Copyright Registration
 - i. Select *Yes* or *No*
 - c. Select *Save & Continue*

- It costs \$75 for ProQuest to register the work
- Students can do this on their own with the US Copyright Office, for a reduced fee
- Student will have general copyright over their own work but may need to officially register with the US Copyright Office before proceeding with any legal claims.

Pre-order copies

15. Students are able to pre-order bound versions of their ETD via ProQuest.
 - a. Select *Decline pre-order* (unless you would like to pre-order your ETD)
 - i. A pop-up will appear confirming that you would like to decline pre-order

Submit

16. Review the Submission Steps
17. Select *Submit* and await feedback from your ETD Approver
18. You will then be redirected to the Submitted page and will also receive an email from the ETD Administrator stating that your document has been submitted and is under review