



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 Grad 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. Scan and include the signature page in your final draft. Or, students can submit hard copies of the signature page to the Reviewer in the Graduate School. The Fair Use page can be signed later.

Email a PDF of your thesis/dissertation to the reviewer at 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 Reviewer.

The Graduate School's review may take up to 3 to 4 weeks, possibly longer, depending on the number of theses and dissertations received any given semester. The goal will be to complete the review process as quickly as possible. (Thanks for your patience!)

Once the review process is complete you should follow the provided directions to submit your approved thesis or dissertation to ProQuest first, and then V-text.

Do not submit unless approved by the Graduate School!!

Section 2: What to Do for ProQuest Submission

Prior to uploading your dissertation or thesis to ProQuest you need to have the following prepared:

- A PDF copy of your dissertation/thesis

- Abstract

- Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text

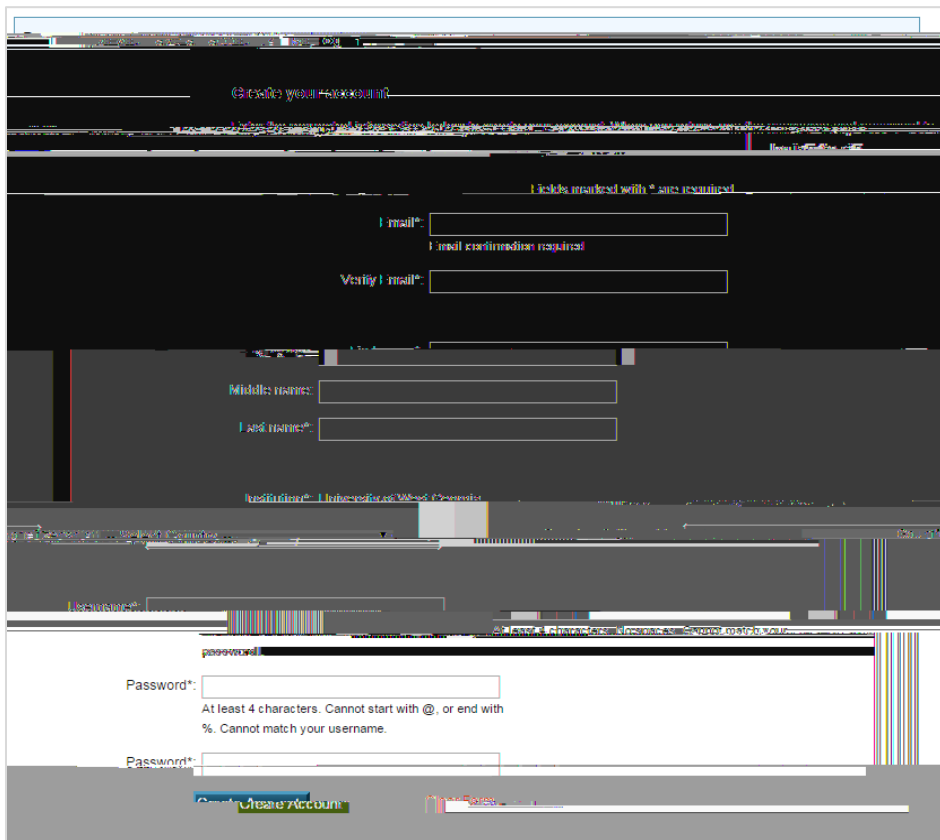
- Advisor and other Committee Members' Names

Go to <http://www.etdadmin.com/valdosta>

Click the tab, 'Submitting Your Dissertation/Thesis' in the top blue bar

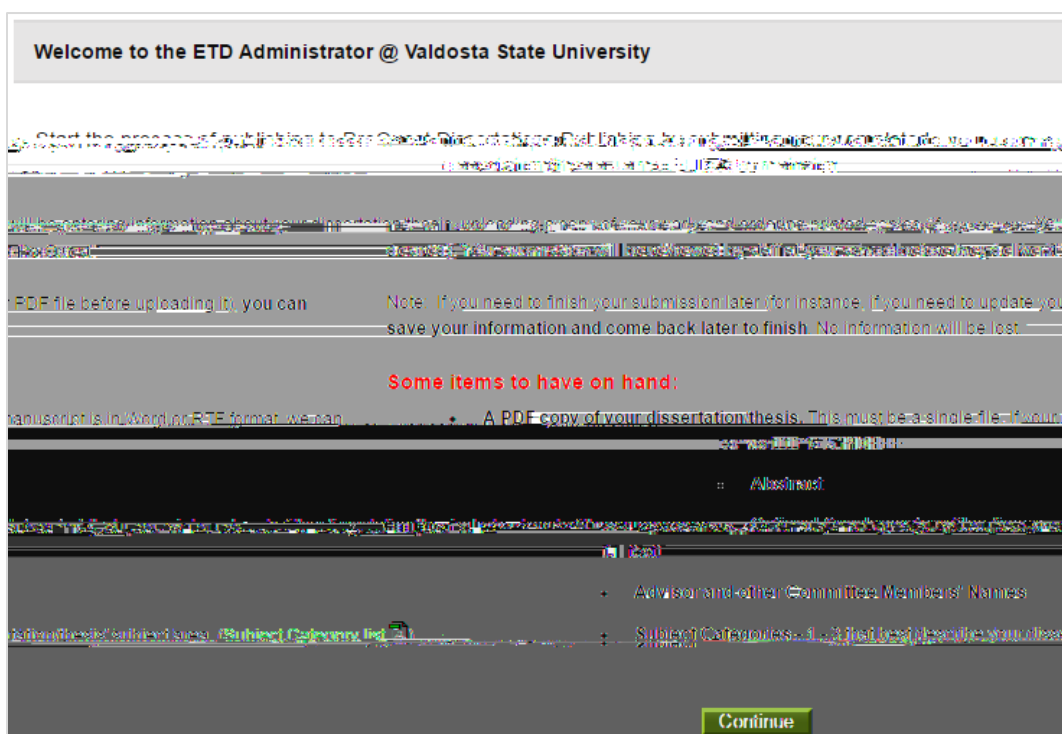


Next you will create your account. (It is recommended that you use your personal email address rather than a VSU address.) Remember your username and password--this information is required to log back into the system.



The screenshot shows a web browser window with the title "Create your account". The page has a dark header with the text "Create your account" and "Log Out". Below the header, there is a form with several input fields and labels. The "Email" field is required, and a note indicates "Email confirmation required". There is a "Verify Email" field. Below these are fields for "Middle name" and "Last name". A dropdown menu for "Institution" is set to "University of West Georgia". There are "Username" and "Password" fields. The password field has a note: "At least 4 characters. Cannot start with @, or end with % . Cannot match your username." At the bottom of the form is a green "Create account" button.

Log in after creating your account. After logging in, you should click “submit my ETD” – you will see the following screen. Hit “Continue.”



The screenshot shows a web browser window with the title "Welcome to the ETD Administrator @ Valdosta State University". The page has a dark header with the text "Welcome to the ETD Administrator @ Valdosta State University". Below the header, there is a list of items to have on hand for submitting an ETD. The items are: "A PDF copy of your dissertation/thesis. This must be a single file containing all content.", "Abstract", "Advisor and other Committee Members' Names", and "Subject Categories (1-3 that best describe your thesis)". At the bottom of the page is a green "Continue" button.

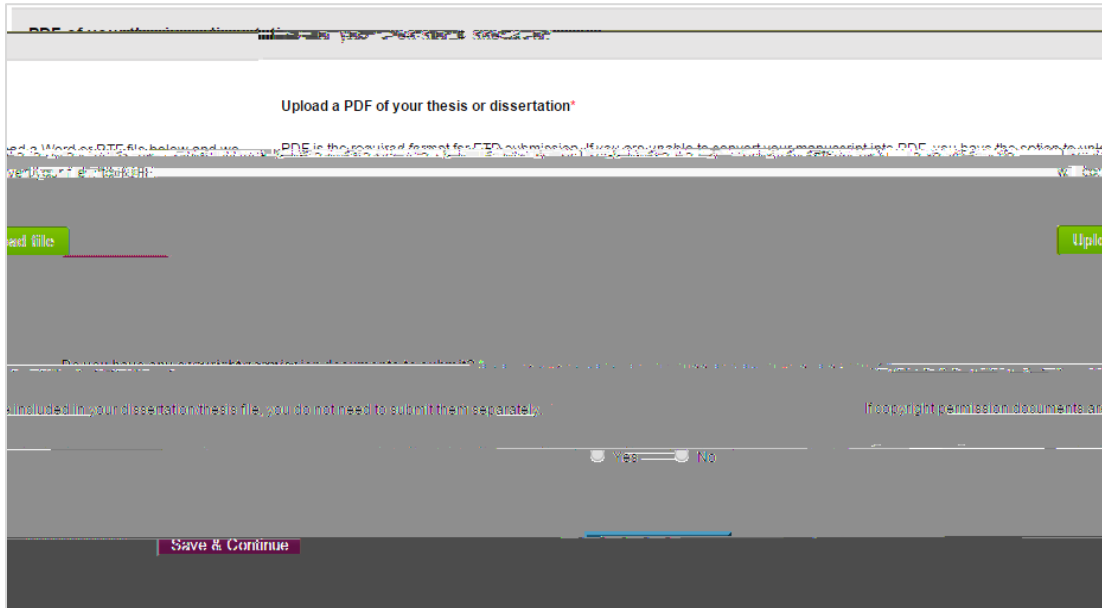
Next select your publishing options. Information is provided on the ProQuest site about each option but it is recommend that you select “Traditional Publishing” (there is no fee).

The screenshot shows a web interface for selecting publishing options. At the top, there is a section titled "Select Type of Publication" with a radio button selected for "Traditional Publishing". Below this, there are several bullet points describing the terms of traditional publishing, such as "I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work" and "I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties".

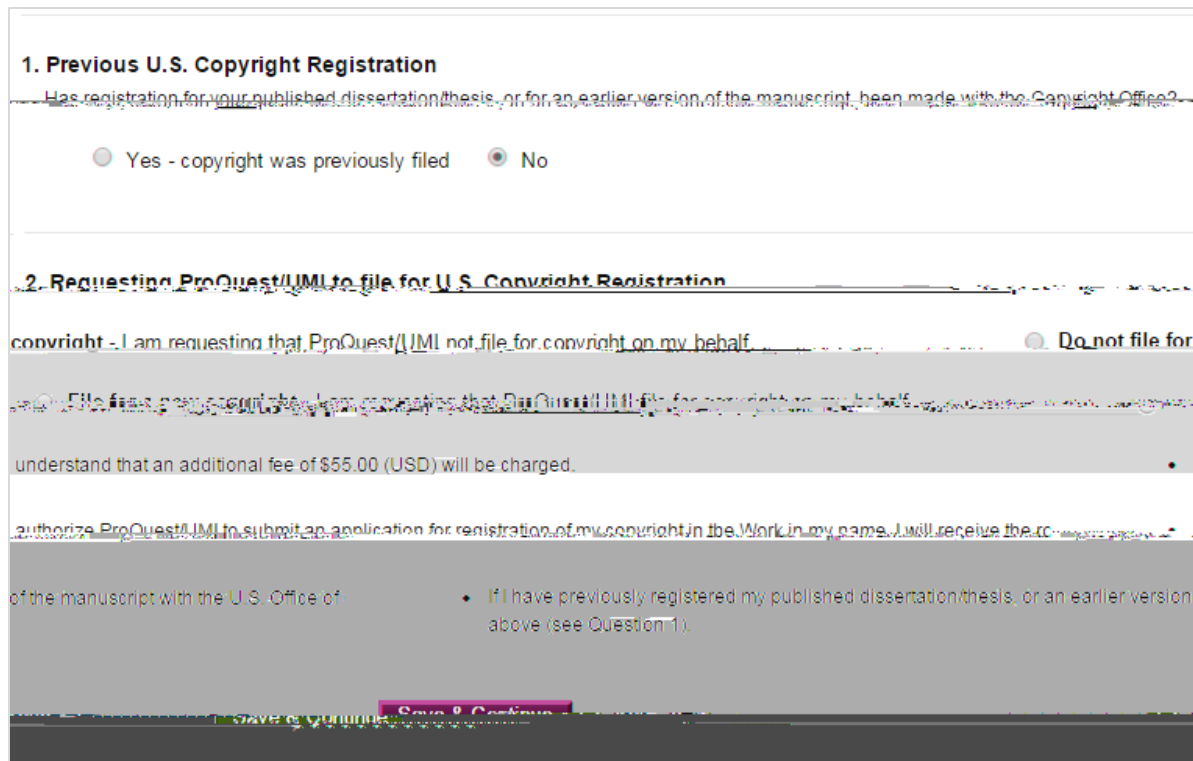
Below the traditional publishing section, there is another radio button for "Open Access Publishing PLUS" with a "View access" link. This section also includes bullet points, such as "I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work" and "I understand that I will not be eligible to receive royalties".

At the bottom of the form, there is a section titled "Select Publishing Options" with a "Save & Continue" button.

Chose “Yes” or “No” for a publishing option, and then click “Save & Continue.” Information will be provided about the option you choose and you will be asked to confirm your agreement. Next you will be asked to enter your contact information and mailing address. Then you are asked to provide your dissertation/thesis details.



Next you will be asked if you want to upload supplemental files, this is optional.
Next you are given the opportunity to leave any notes for the administrator (the Reviewer at VSU); this is also optional.
Next you will be given the option to register a U.S. Copyright. Please carefully read materials because this involves a \$55 fee if you click “File for a New Copyright.”
Click “Save & Continue.”



Next you will be asked about purchasing bound copies of your dissertation/thesis.

DO NOT PURCHASE COPIES FROM PROQUEST!!

Select “Decline – do not order”

- If you wish to have copies bound, the printed copies of the approved thesis or dissertation

