

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 <u>gradreviewer@valdosta.edu</u> 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.
- o 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.

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

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Next you will be asked to enter your contact information and mailing address. Then you are asked to provide your dissertation/thesis details.

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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."

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