

Step 1: The dean of the student's home college must request edits and changes, if any, in the dissertation or thesis.



Step 2: The student must complete those changes as requested by the home college dean



Step 3: The dean of the student's home college approves all changes and signs the student's dissertation defense form



Step 4: The student then uploads the dissertation that was approved by their college into ProQuest. The student also uploads the dissertation defense form to ProQuest as a supplemental file. The thesis/dissertation defense form can be obtained from the students' home college.



Note: Despite the fact that this is not listed as a requirement on the ProQuest checklist, the dissertation defense form must be submitted as an additional attachment with the dissertation. Thesis and dissertations submitted without defense forms will not be processed.

INSTRUCTIONS

Submitting to ProQuest

To submit to ProQuest you should have the following ready:

- The PDF copy of your thesis or dissertation that has been approved by student's home college.
- A copy of your abstract to copy and paste;
- Your advisor and committee member names;
- Signed Thesis/Dissertation Defense form to upload as a supplemental file; and
- A credit card to pay the fees. *a credit card is not necessary for the submission process. After all edits are complete you can make any purchases necessary; see step 9.*

Step 1. To begin, go to www.etsadmin.com/indstate and select submit. This will take you to a page where you can create an account, or login if you have an account already. New users should create an account. Once an account has been created you will receive an email within a few minutes to activate your new ProQuest account. Confirming your new account will take you to the submission page.

Step 2. You will be asked to select either Traditional Publishing or Open Access. Be aware that ISU will be providing your thesis or dissertation on the Internet for free, consequently you can choose either selection¹. The College of Graduate and Professional Studies (CGPS) recommends that you select Traditional Publishing.

Step 3. You will be asked to select publishing restrictions. ISU's ETD policy allows a student to request OPEN or CLOSED access. If you have been granted a one year restriction on your thesis or dissertation, or "Closed" access, by the Dean of the CGPS then your dissertation will not be released until it has become open access, and the material will not be released by ProQuest during that restricted access time. If you want your dissertation to be read and cited then we recommend that you choose "No restrictions" to encourage the timely dissemination of your research.

¹As indicated in the application for graduation and the Graduate Catalog, you have permitted the non-exclusive distribution of the dissertation or thesis vis-à-vis ISU digital repository.

Step 4. You will be directed to a Publishing Agreement page. Please read that agreement carefully. The non-exclusive agreement allows the ProQuest to distribute the document online and via traditional hardcopy. As the author, you will retain the copyright and may publish derivative works in the future. The decision to formally register the copyright is your decision. Registering the copyright is not required. The copyright can be registered during submission to ProQuest or by visiting www.copyright.gov.

Step 5. Next, you will be asked to provide contact information so that ProQuest can contact you if needed.

Step 6. Document Information and Document Upload. The ProQuest website requests that you provide key information and that this information be accurate. Specifically, you will be asked to:

- Enter the title of your thesis or dissertation;
- Accurately identify (MS, MA, MM, MEd, MFA, MBA, or PhD) your ISU department and degree;
- Provide the names of all committee members;
- Identify a primary subject category based on Library of Congress categories (options provided);
- Enter up to six (6) keywords that should be the same as those on the title page of your dissertation or thesis, as appropriate;
- Copy and paste the abstract from your approved thesis or dissertation into the web form;
- Upload your document and any additional files. Make sure the dissertation file is labeled in the following way: Last Name.First Name.Graduation Term. (Ex: Smith.John.F2017; Doe.Jane.Sp2017; Williams.Daniel.Su2017)
- You will also be prompted to upload any supplemental documents. This is where you will upload your signed dissertation defense form. Type “Dissertation Defense Form” in the description box;
- Asked if you have already filed a registration of the copyright. If you have not it is a good idea to file for copyright. Please note, the copyright registration is optional and you as the author retain the copyright whether or not you select this option.

Step 7. You will work with CGPS through ProQuest for final formatting edits. Please check your ProQuest account regularly for these changes/edits. When CGPS approves your final edits, you can then make your purchases in ProQuest

Step 8. You may order bound copies from ProQuest. ISU will not provide bound copies.

Step 9. As outlined in the Graduate Catalog, all students are required to pay appropriate fees associated with theses and dissertations. To that end, you will need to pay for the publishing option that you selected and for copyright registration, if selected². This will require a credit card – either a Master Card, Visa, or American Express card. No other cards are accepted at this time. **Understand that payment is *not* required to begin the CGPS editing process.**

Step 10. ProQuest will send a notification to ISU that you have submitted your material and if everything is correct then your thesis or dissertation will be released. The ISU CGPS will take care of sending your thesis or dissertation to the ISU library. Please note, you may be required to re-submit if the uploaded document contains errors.

PERMISSIONS

As required by the catalog and included in the graduation application, all students submitting a thesis or dissertation will grant the following permissions to Indiana State University. Please note, the text below is included on the application for graduation. Additionally, ProQuest will require you to approve similar non-exclusive rights as part of the submission process. I, the author and copyright owner, grant to Indiana State University the non-exclusive right to reproduce, distribute, perform, and/or display my submission (including the abstract and any supplementary materials) in whole or in part, worldwide in print or an electronic format, whether in existence now or developed in the future, in any medium, including but not limited to audio or video, for the sole purpose of preserving and providing free, open electronic access to my work. I further agree that Indiana State University will utilize evolving current best practices to ensure preservation and/or distribution. I hereby state that I retain full copyright and ownership rights to my submission and have the right to exercise all rights under copyright in the work not granted herein, including for example, publishing my work in a non-electronic format, creating books, articles, or derivative works. If the submission contains material for which I do not hold copyright, I have obtained the unrestricted permission of the copyright owner to grant Indiana State University the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission. In the event of a subsequent dispute over the copyrights to material contained in the submission, I agree to indemnify and hold harmless Indiana State University and its employees or agents for any uses of the materials authorized by this license. The Indiana State University Library reserves the right to add or edit metadata for the purpose of access, clarification and/or preservation. I

²Students can also choose to register their copyright themselves online at www.copyright.gov. To learn more about copyright issue, please visit www.copyright.gov

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