ProQuest/UMI Submission Guide for Students

It is required that all dissertations and theses be submitted to ProQuest/UMI. The following guide will walk you through the submission process. If you have questions about the submission process, please call Jennifer Roeszies at (585) 475-2560.

An electronic thesis or dissertation (ETD) must be submitted to ProQuest/UMI in PDF format. Be sure to embed all fonts, making sure that there is no password protection on the PDF and that the security settings allow printing. ProQuest answers many PDF questions in the PDF FAQ that is available in the instruction section after you login. If you need further assistance contact the Scholarly Publishing Studio at (585) 475-7934.

Before you Begin

Please be sure that you have the following:

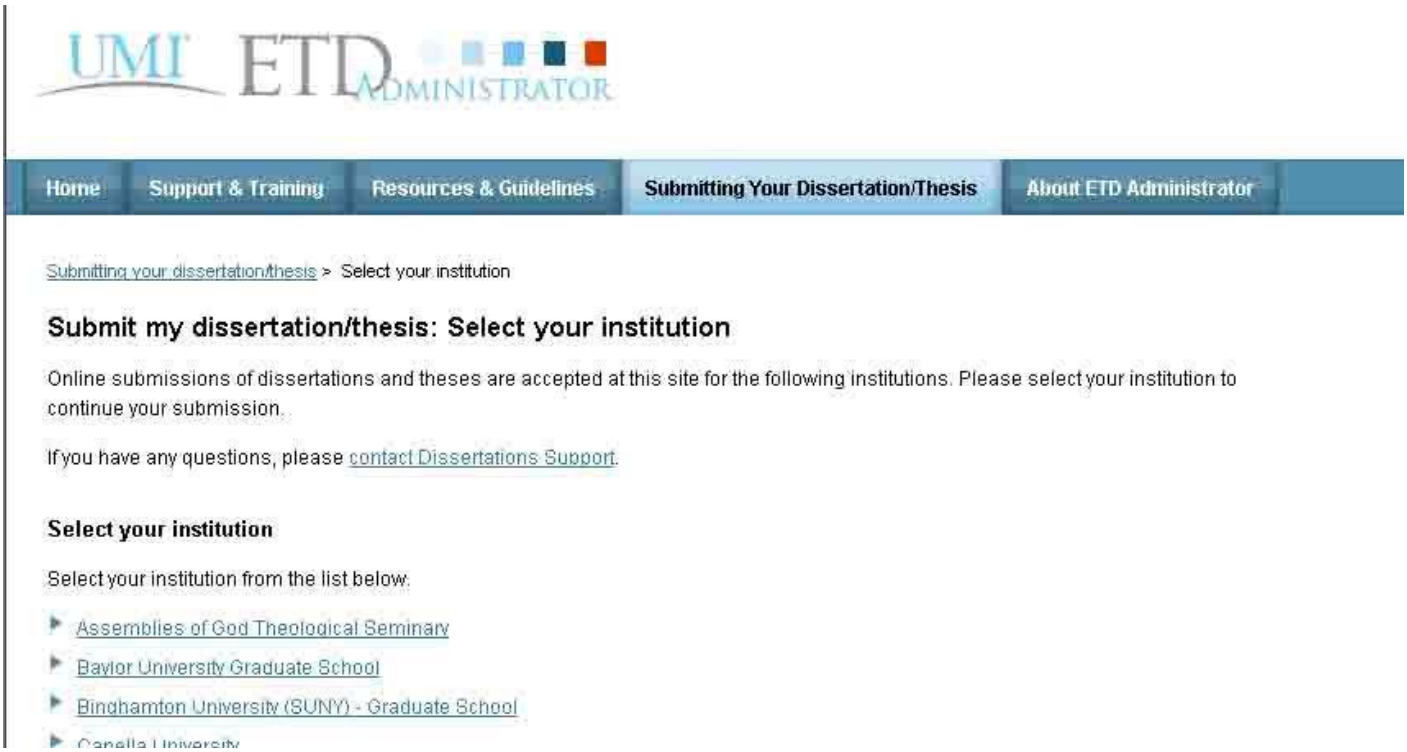
1. **Full-text of the abstract and dissertation/thesis in PDF format.** This must be one file.
2. **Optional supplementary files.** Images, sound, etc. that are an integral part of the dissertation/thesis, but not part of the full text.
3. **Advisor and other committee members' names.** The committee list should include printed names of the dissertation/thesis committee members (**due to the risk of identity theft – no signatures, please)**.
4. **Subject category.** You must choose one main category from this list. Two optional supplementary subject areas may also be entered.
5. **Keywords.** Optional, up to six.

Creating an Account

Go to http://www.etdadmin.com and click the "Submit my dissertation/thesis" button.

Submit my dissertation/thesis

A new page will load which lists the schools that use ProQuest. Scroll down the list and click on the link for Rochester Institute of Technology.

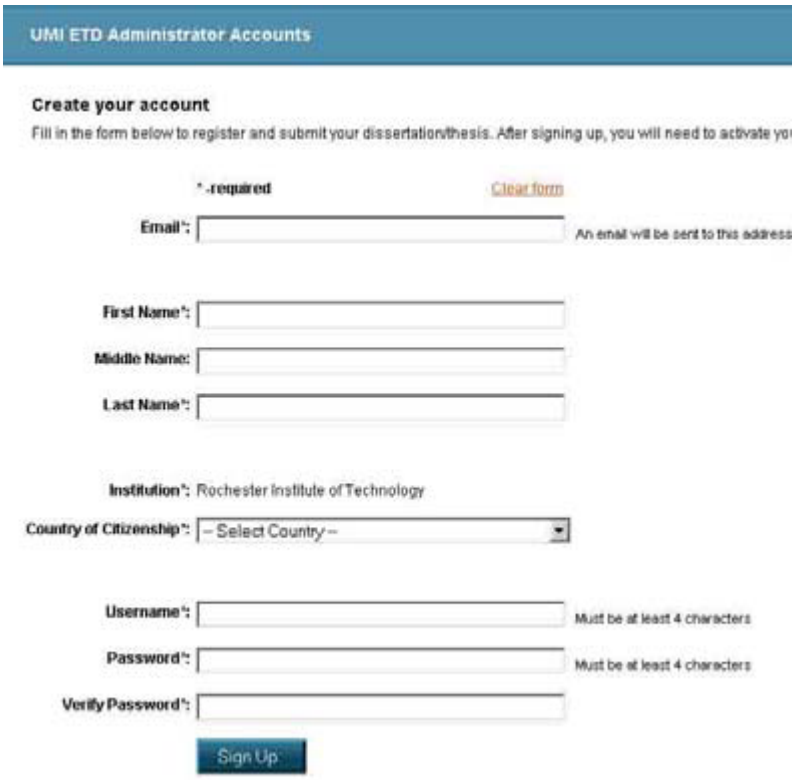


Student submit page

This will take you to a page that allows you to create an account. Click on the "Create an account" link.

Create account page

A new page will load. Fill out the required fields and hit the “Sign up” button.

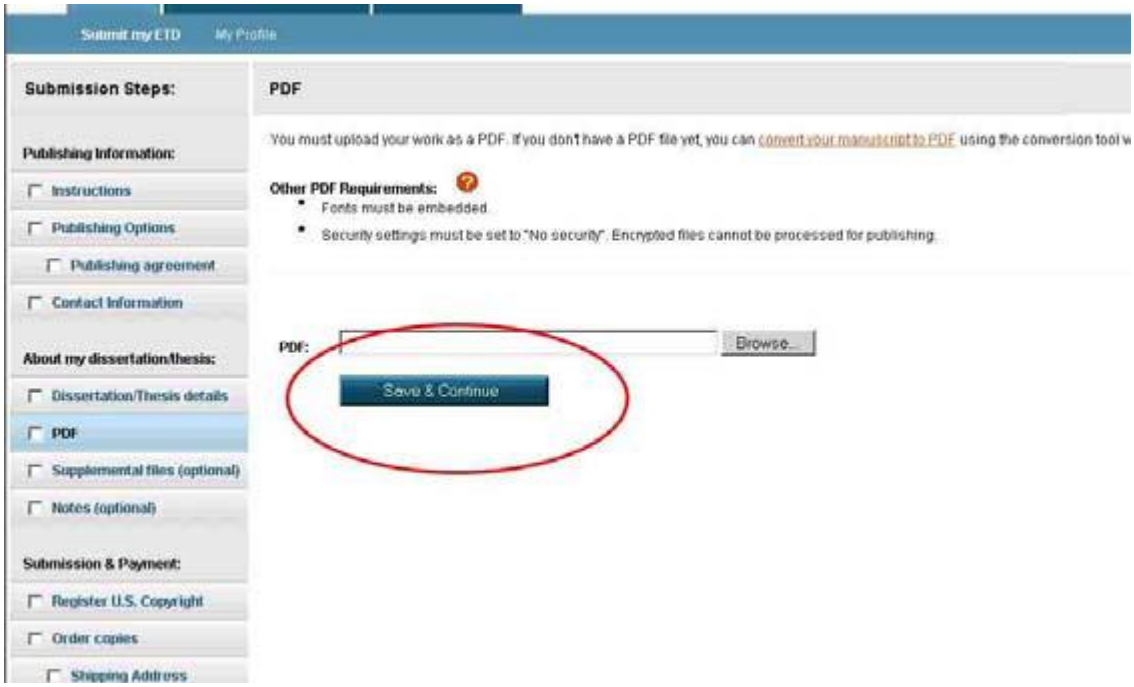


Sign-up page

An email will be sent to you asking you to confirm and activate your account.

After activating your account, you are ready to begin the submission process – a seven step process that should take less than an hour to complete. What follows is a brief, step-by-step description of the submission process.

The Submission Process



The navigation tabs allow you to save your submission as you work. Remember to hit the "Save & Continue" button before leaving each section.

Step 1: Accepting the ProQuest/UMI Publishing Agreement

Student authors can select one of two options: Traditional Publishing or Open Access Publishing. The Traditional Publishing option is the option ProQuest/UMI has always supported. The Open Access Publishing option is a new approach that combines the features of traditional publishing with open access to the full-text PDF of the graduate work (There is an additional $95 fee for Open Access Publishing in addition to the standard publishing fee).

The Wallace Library will automatically provide Open Access for your dissertation/thesis in the RIT Digital Media Library at no cost to you.

After you select the publishing option that best fits your needs, you will be prompted to accept the ProQuest/UMI Publishing Agreement to continue. The agreement is customized based on the publishing option you select. You must accept the agreement to continue. Check out the following link for more information on the publishing agreements: http://www.etdadmin.com/UMI_PublishingOptionsGuide.pdf

The publishing agreements provide the opportunity to place an embargo on the dissemination of your dissertation/thesis for up to two years. **Any student who desires an embargoed dissertation or thesis must make a request through the Graduate Studies' office to Dean Hector Flores.** Contact the Dean at hefgrad@rit.edu or (585) 475-4476.

Step 2: Contact Information

The next screen prompts you to enter current contact information, including email and mailing addresses, and a future mailing address if you will be moving soon. This information will be stored in UMI's internal database.

Step 3: Graduate Work Details

Please enter all the necessary metadata about your graduate work – the title, advisor(s), committee members, subject category, abstract, etc. Be sure to complete ALL required fields. Information included here should match what is included in the graduate work itself – that is, the title should be exactly the same as it is on the title page of the submitted manuscript. This information is used to create the bibliographic record in the ProQuest Dissertations & Theses database.

Step 4: Uploading the PDF

In the next step of the process you will upload a PDF version of your graduate work. If you do not have a PDF version of the graduate work, the ETD Administrator provides a Word-to-PDF conversion tool. **PLEASE NOTE:** Students must ensure that 1) all fonts are embedded in the PDF; and 2) the PDF security settings allow printing and modification of the document. Both are critical to the publishing process. If you need assistance with creating a PDF, see the ProQuest PDF FAQ that is available in the instruction section after you login or contact the Scholarly Publishing Studio (585) 475-7934.

Step 5: Uploading Supplementary Files (Optional)

Step 5 provides you with the opportunity to upload supplementary files that support your graduate work. Examples might be sound clips or spreadsheets of research data. You can upload as many supplementary files as you need. If files are uploaded as a set of files that are "zipped," we will distribute the files with the full-text as a zipped file.

Step 6: Filing for Copyright Registration (Optional)

The next step in the submission process is to register your claim to copyright with the U.S. Copyright Office (http://www.copyright.gov/). It is strictly optional, and there is a fee associated with the service. Your work is automatically copyrighted once it is written. The copyright registration provides an additional layer of protection. For more information: http://www.umi.com/products_umi/dissertations/copyright/

Step 7: Ordering Bound Copies of the Submitted Graduate Work (Optional)

You do **not** need to order bound copies through ProQuest/UMI. The thesis/dissertation binding staff will assist you in ordering bound copies of your dissertation or thesis. See the RIT Bindery Preparation Specifications for more information.

Confirmation & Log Out

Please review all information that you submit. After completing the submission process, you will receive an email confirming that your submission has been received.

The RIT ProQuest/UMI administrator will approve and send the submitted graduate work to UMI Dissertation Publishing, at which time you will receive another email confirming that your dissertation/thesis was sent to UMI.

• If Corrections Are Necessary

In the event that the submission must be revised by the student in order to be accepted, you will receive an email from the RIT ProQuest/UMI administrator that will list the specific changes that need to occur before your document can be submitted.

ProQuest/UMI Archiving and Binding Pricing Information

A standard fee of $55 for archiving a thesis or $65 for a dissertation is applied to all submissions. ProQuest accepts MasterCard, Visa, American Express credit/debit cards, and Postal Money Orders. **Beginning September 27th, 2010** there will no longer be a fee for thesis and dissertation submissions.

If you have any questions about the ProQuest/UMI Publishing process please contact Jennifer Roeszies at (585) 475-2560 or jennifer.roeszies@rit.edu.

Important Information

Files over 99 MBs cannot be submitted online and must be mailed to ProQuest/UMI. Please bring or mail necessary payment, completed publishing forms, a CD or DVD that includes your dissertation/thesis as a PDF file, along with any other supplementary files that are an integral part of the submission to Jennfier Roeszies, Wallace Library 05-A500, 90 Lomb Memorial Drive, Rochester NY, 14623-5603. To request a PDF copy of ProQuest/UMI's publishing forms please contact Jennfier Roeszies at (585) 475-2560 or jennifer.roeszies@rit.edu.