

Electronic Thesis and Dissertation (ETD) Submission using ProQuest:
An Instructional Manual

Electronic Thesis and Dissertation (ETD) Submission using ProQuest

Background:

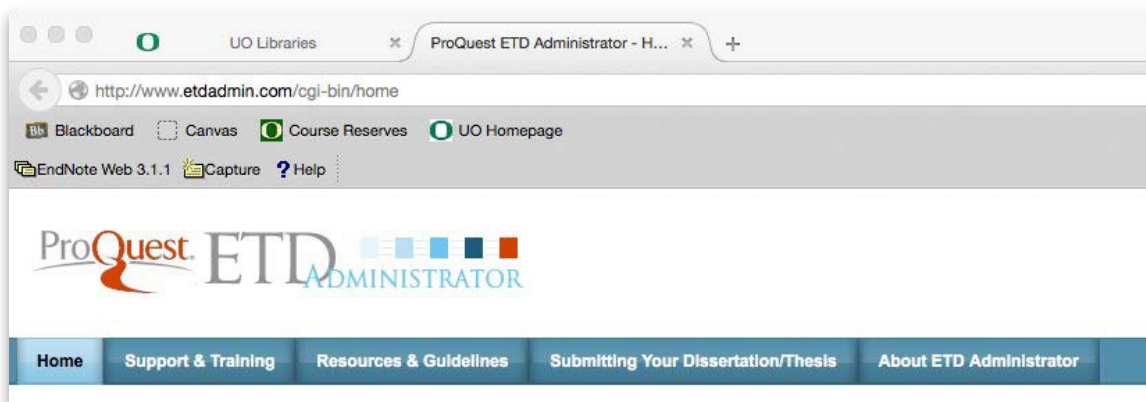
Electronic archiving of original research serves to both preserve and facilitate its dissemination. The Division of Graduate Studies of the University of Oregon uses ProQuest to administer the submission process that results in the archiving of data and publications in the UO institutional repository, [Scholars' Bank](#).

These instructions will guide you through the ProQuest submission process. While you can complete all of the steps required by the University for ETD submission at no cost, you should be aware that ProQuest offers *optional* features that will incur costs. See instructions below for details, as well as for any options that may affect the licensing and accessibility of your work. If you have any questions about the archiving process in either ProQuest or Scholars bank, please contact Institutional Repository Manager, [Cathy Flynn-Purvis](#).

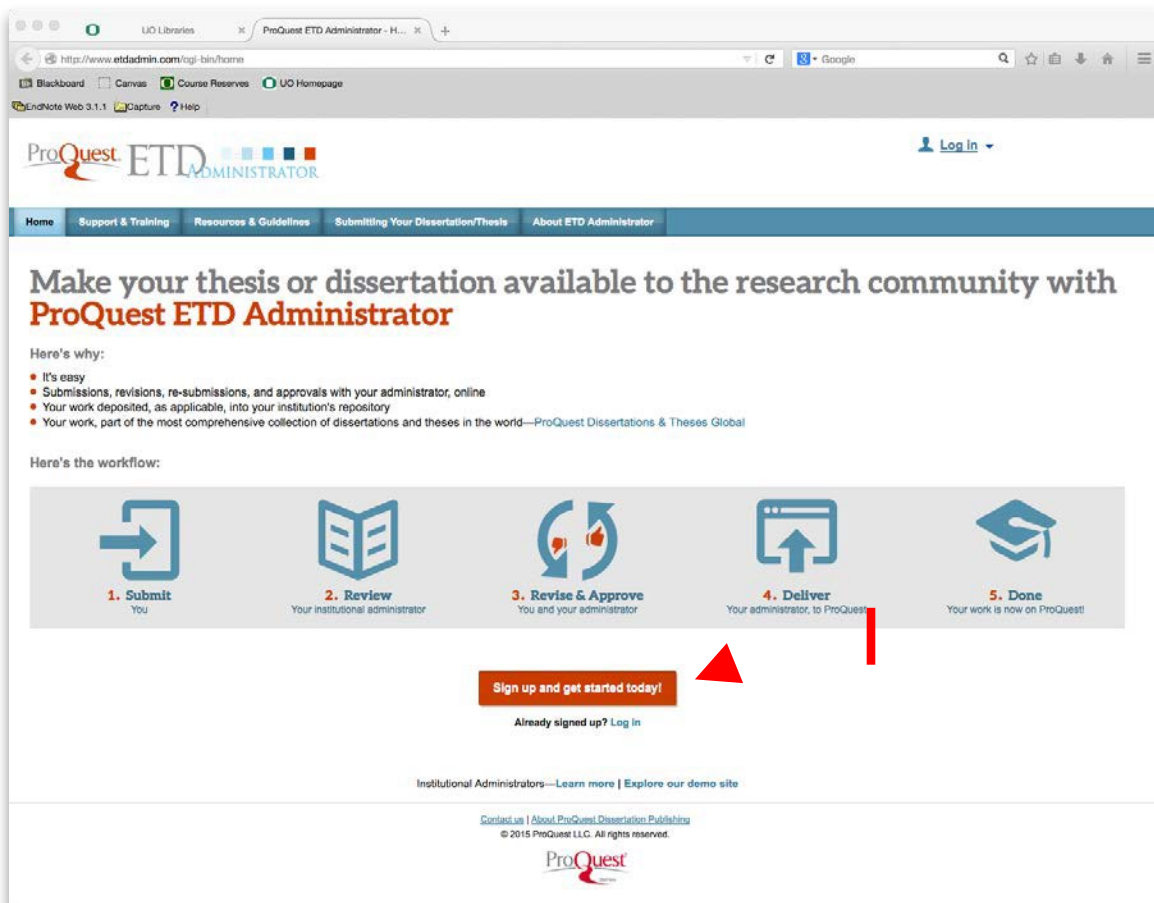
In order to complete the submission process, you will need to have the following prepared:

- A single PDF file of your thesis or dissertation
 - [ProQuest FAQs about PDFs](#)
- Your abstract
- Supplemental material, including data sets. (**Note, you can directly upload your supplemental materials to Scholars' Bank for free. *See Step 16 for more information.*)
- Thesis Approval forms (for Masters level only)
- Subject Category (*see Step 7 below*)
- Your ORCID ID. From ORCID [website](#): "ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized." If you do not have an ORCID ID yet, you can create one [here](#).
- If supplementary materials—such as audio, video, and spreadsheets—are an integral part of your ETD, you can submit them as supplementary files. Add a description of each supplementary file to your abstract and list them at the end of your ETD Table of Contents.

Step 1: Go to ProQuest: <http://www.etdadmin.com/>



Step 2: Select “Sign Up” to create and account with ProQuest (if you have not already)



Step 3: Select Country: United States

This will narrow results to only universities within the U.S.

ProQuest ETD ADMINISTRATOR

Home Support & Training Resources & Guidelines Submitting Your Dissertation/Thesis About ETD Administrator

Submitting your dissertation/thesis > Select your institution

Submit your dissertation/thesis: Select your institution

Online submissions of dissertations and theses are accepted at this site for the following institutions. Please select your institution to continue your submission.

If you have any questions, please [contact Dissertations & Theses Support](#).

Select your institution

Jump to:

Step 4: Select “University of Oregon”

University of North Carolina at Chapel Hill School of Education

University of North Carolina at Charlotte

University of North Carolina at Greensboro

University of North Dakota

University of North Texas Health Science Center at Fort Worth-Graduate School of Biomedical Sciences

University of North Texas Health Science Center at Fort Worth-School of Public Health

University of Northern Colorado

University of Oklahoma, Graduate College

University of Oregon

University of Pennsylvania, Graduate Division of Arts and Sciences

University of Pennsylvania, Graduate School of Education

University of Petra - Jordan

University of Phoenix

University of Puerto Rico at Rio Piedras

University of Puerto Rico, Mayaguez

University of Redlands

University of Rhode Island

University of Rochester

University of Saint Joseph

University of Saint Mary of the Lake Mundelein Seminary

Step 5: Create a Personal Account

ProQuest ETD ADMINISTRATOR

ETD Administrator @ University of Oregon

Welcome to the University of Oregon Site

ETD Administrator lets graduate students submit their completed dissertation/theses to ProQuest Dissertation Publishing for publishing. There are several steps in the submission process, which ETD Administrator will walk you through. Your submission will be reviewed for approval before it is submitted to ProQuest Dissertation Publishing.

Create new student account [Log In](#)

* Required

Email address *

Confirm email address *

First name *

Middle name

Last name *

Institution *

University of Oregon

Country of citizenship

Select Country

Username *

At least 4 characters: letters A-Z; digits 1-9; underscore, period, hyphen, apostrophe, or @.
Cannot contain spaces, or begin with @, or match your password. Not case sensitive.

Password *

At least 4 characters. Cannot start with @, and with %, or match your username.

Re-enter password *

Create

University of Oregon

Step 6: Reply to Confirmation Email

ProQuest ETD Administrator <etdadministrator@proquest.com> 11:43 AM (0 minutes ago) ☆ ↶

to gschaack

... creating your account with ProQuest ETD Administrator. You can use this account to submit dissertations/theses, or to access other products and services from ProQuest, including Community of Scholars Expertise Profiles and CSA MyResearch.

Please [confirm your account](#) to continue.

If you experience problems clicking the link above, copy the URL below and paste it into your browser:

<http://www.etdadmin.com/cgi-bin/activateacct?accountid=1947630:siteld=263:tool=student>

Still having trouble logging in? Please email us at etdsupport@proquest.com

Regards,
ProQuest ETD Administrator

<http://www.etdadmin.com>
http://www.proquest.com/products_umi/dissertations

Please do not reply to this email. It is an unattended mailbox. [Dissertations & Theses Support \(http://www.etdadmin.com/cgi-bin/techsupport?category=login:siteld=263\)](http://www.etdadmin.com/cgi-bin/techsupport?category=login:siteld=263)

Step 7: Return to ProQuest by the email link above or <http://www.etdadmin.com>

At this stage, ProQuest provides a list of items to have ready to complete the submission process. In order to proceed, please ensure you have the following ready:

- A single PDF file of your thesis or dissertation
- Your abstract
- Supplemental material, including data sets
- Thesis/Dissertation Submission and Document Approval forms
- Your ORCID ID
- Subject Category: Use the link provided (see arrow) to select 1-3 appropriate subject area descriptions.

The screenshot shows the ProQuest ETD Administrator interface. The left sidebar lists submission steps: Publishing Information (Instructions, PQ publishing options, ProQuest agreement, IR publishing options, University agreement, Creative Commons, Contact information), About my dissertation/thesis (Dissertation/Thesis details, PDF, Supplemental files (optional), Administrative documents (optional), Notes (optional)), and Submission & payment (Register U.S. Copyright, Order copies). The main content area is titled 'Welcome to the ETD Administrator @ University of Oregon' and contains instructions for starting the submission process. A red arrow points to the 'Subject Category list' link in the 'Some items to have on hand' section.

Submission steps

Publishing Information:

- ☐ Instructions
- ☐ PQ publishing options
- ☐ ProQuest agreement
- ☐ IR publishing options
- ☐ University agreement
- ☐ Creative Commons
- ☐ Contact information

About my dissertation/thesis:

- ☐ Dissertation/Thesis details
- ☐ PDF
- ☐ Supplemental files (optional)
- ☐ Administrative documents (optional)
- ☐ Notes (optional)

Submission & payment:

- ☐ Register U.S. Copyright
- ☐ Order copies

Welcome to the ETD Administrator @ University of Oregon

Start the process of publishing to ProQuest Dissertations Publishing by submitting your completed dissertation/thesis using ETD Administrator.

You will be entering information about your dissertation/thesis, uploading a copy of your work, and ordering printed copies (if desired). Your submission will be reviewed by staff at your school before they deliver it to ProQuest.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back later to finish. No information will be lost.

Some items to have on hand:

- A PDF copy of your dissertation/thesis. This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.
- 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
- Subject Categories - 1 - 3 that best describe your dissertation/thesis' subject area. ([Subject Category list](#))

[Continue](#)

Step 8: Select Publishing Options

- ProQuest provides two publishing options: Traditional Publishing and Open Access Publishing PLUS. We recommend choosing Traditional Publishing in order to retain the greatest level of control of the dissertation or thesis. Regardless of the option you choose, open access of the ETD would still be available through UO's institutional repository called [Scholars' Bank](#).
 - Traditional Publishing:** Traditional Publishing is free to UO students. You enter into an agreement granting ProQuest a non-exclusive license to publish your abstract and to duplicate and distribute your ETD. ProQuest pays you a royalty on sales of your work.
 - Open Access publishing through ProQuest PLUS:** This publishing option requires you to pay a \$95 fee. You enter into an agreement granting ProQuest a non-exclusive license to publish your work on the ProQuest Dissertations and Theses Open Database and make it available for free download. You do not receive royalties with this option. All ETDs are part of the UO's institutional repository called Scholars' Bank. Scholars' Bank automatically provides open access to dissertations/theses without charge.
- You may select to embargo your ETD for 6 months, 1 year or 2 years. An embargo is a delayed release and/or restriction of the dissemination of the ETD.

ProQuest ETD ADMINISTRATOR

My ETDs Resources & Guidelines

My Dissertations/Theses List Submit my ETD My profile Help Contact Support

Submission steps

Publishing information:

- ☐ Instructions
- ☒ PQ publishing options **1**
- ☐ ProQuest agreement
- ☐ IR publishing options
- ☐ University agreement
- ☐ Creative Commons
- ☐ Contact information

About my dissertation/thesis:

- ☐ Dissertation/Thesis details
- ☐ PDF
- ☐ Supplemental files (optional)
- ☐ Administrative documents (optional)
- ☐ Notes (optional) **2**

Submission & payment:

- ☐ Register U.S. Copyright
- ☐ Order copies
- ☐ Shipping address **3**
- ☐ Submit

Publishing Options

Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (*).

For assistance, consult your graduate school, and read our [Publishing Guides](#).

Select Type of Publishing *

- ☐ **Traditional Publishing** [View agreement](#)
 - I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
 - I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.
 - I understand that ProQuest does not charge a fee for Traditional Publishing.
 - I understand that my work will be available through [ProQuest Dissertations & Theses](#), [Paradigms](#) and [Dissertation Express](#), and that a citation/abstract may appear in some [indexes](#) (e.g. SciFinder, MathSciNet, PsycINFO, etc.).
- ☐ **Open Access Publishing PLUS** [View agreement](#)
 - I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
 - I understand that I will not be eligible to receive royalties.
 - I understand that the ProQuest fee for Open Access Publishing PLUS is \$95.00 USD.
 - I understand that I will pay the fee, unless notified by my graduate institution that the school will pay.
 - I understand that my work will be available through [ProQuest Dissertations & Theses](#), [Paradigms](#) and [Dissertation Express](#), and that a citation/abstract may appear in some [indexes](#) (e.g. SciFinder, MathSciNet, PsycINFO, etc.).

Select Publishing Options

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. [* Learn more](#)

☐ Yes

☐ No

Access options (e.g., delaying the release of your work)

If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and may be available through your institutional repository.

Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.

Delaying release in ProQuest

I want my work to be available in ProQuest as soon as it is published. *

☐ Yes

☐ No - I have patents pending, or another reason why I need to delay access to the full text of my work.

[Save & Continue](#)

Step 9: Confirm Traditional Publishing or Open Access publishing through ProQuest PLUS Agreement

Traditional Publishing Agreement

This Agreement is between the author (Author) and ProQuest LLC, through its ProQuest® Dissertation Publishing business (ProQuest). Under this Agreement, Author grants ProQuest certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest.

Section I. License for Inclusion of the Work in ProQuest® Publishing Program.

Grant of Rights. Author hereby grants to ProQuest the non-exclusive, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. Author further grants to ProQuest the right to include the abstract, bibliography and other metadata in the ProQuest Dissertations and Theses database (PQDT) and in ProQuest's Dissertation Abstracts International and any successor or related index and/or finding products or services.

ProQuest® Publishing Program - Election and Elements. The rights granted above shall be exercised according to the publishing option selected by Author on the previous Publishing Options screen, and subject to the following additional Publishing Program requirements:

- **Redistribution of the Work.** Except as restricted by Author in the publishing option selected, the rights granted by Author automatically include (1) the right to allow sale and distribution of the Work, in whole or in part, by agents and distributors, and (2) the right to make the Abstract, bibliographic data and any meta data associated with the Work available to search engines and harvesters.
- **Restrictions.** ProQuest will use commercially reasonable efforts to restrict the distribution of the Work as provided under the publishing option selected by Author or as later elected by Author through direct contact with ProQuest. Such election is subject to Author's Degree Granting Institution Directives (see below). With respect to restrictions requested after submission of the Work, Author acknowledges that ProQuest cannot recall or amend previously distributed versions of the Work. Refer to [Guide 4](#) for information about access and restrictions.
- **Removal of Work from the Program.** ProQuest may elect not to distribute the Work if it believes that all necessary rights of third parties have not been secured. Refer to [Guide 5](#) for information about copyright and your dissertation or thesis. If Author's degree is rescinded, and the degree-granting institution so directs, ProQuest will expunge the Work from its publishing program in accordance with its then current publishing policies.
- **Degree Granting Institution Directives.** Author is solely responsible for any conflict between policies and directions of Author's degree-granting institution, Author's choice of publishing model, and/or any restriction Author places on the use of the Work. For the avoidance of doubt, ProQuest is not responsible for access to the Work that is provided by Author's degree-granting institution through its library or institutional repository. Author must work directly with Author's degree granting institution to ensure application of any restrictions to access relating to the Work by Author's degree granting institution.

Copyright and Deposit with the Library of Congress. At Author's option, as indicated in the Register U.S. Copyright screen of the online submission process, and upon payment of the applicable fee, ProQuest will submit an application for registration of Author's copyright in the Work in Author's name. In addition, regardless of whether copyright registration of the Work is sought, ProQuest may make a copy of the Work available to the Library of Congress in digital, microform or other format as required by the Library of Congress.

Step 10: Determine Institutional Repository (Scholars' Bank) Publishing Options

Select the immediacy with which you would like your work released in Scholars' Bank. If you select to delay access, the second screenshot below describes the information you will need to provide.

Selecting "Open Access" here means anyone with web access will be able to view or download the material from Scholars' Bank. The "University of Oregon only" access option means that only people with a current DuckID and password, or accessing Scholars' Bank from a select IP range on campus can access your materials via a web connection.

The screenshot shows the ProQuest ETD Administrator web interface. The browser address bar displays the URL: <http://www.etdadmin.com/cgi-bin/student/irPubOpt?siteId=263;submissionId=393075>. The page features the ProQuest ETD Administrator logo and the University of Oregon logo. Navigation tabs include "My ETDs" and "Resources & Guidelines". Below these are links for "My Dissertations/Theses List", "Submit my ETD", and "My profile". A "Help" link and "Contact Support" button are also present. The main content area is titled "Institutional Repository (IR) Publishing Options". It contains two sections: "Publishing information:" and "Access options*". Under "Publishing information:", there are checkboxes for "Instructions", "PQ publishing options", "ProQuest agreement", "IR publishing options" (which is selected), "University agreement", "Creative Commons", and "Contact information". Under "Access options*", there is a text prompt: "Select the option that best reflects your preference for publishing your work in your school's institutional repository." Below this are two radio button options: "Open access" and "University of Oregon only". A "Save & Continue" button is located at the bottom of the form.

If you choose to delay release:

Institutional Repository (IR) Publishing Options

I want my work immediately available in my school's IR *

☐ Yes

☒ No - I have patents pending, or another reason why I need to delay access to the full text of my work.

How long would you like to delay the release to your school's institutional repository (IR)? * [\(more info\)](#)

☐ 6 months

☐ 1 year

☐ 2 years

Note to administrator (optional): 200 characters

[Clear](#)

Reason for delaying release to IR:*

Select ▼

Step 11: Read and Agree to the University's Non-exclusive Distribution Agreement

UNIVERSITY OF OREGON

NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, I ("the author") grant to the University of Oregon ("the institution") the non-exclusive irrevocable right to reproduce, display, and distribute the author's submission in electronic format via the World Wide Web, as well as the right to migrate or convert the submission, without alteration of the content, to any medium or format for the purpose of preservation and/or continued distribution, and to sublicense the work as described below.

The institution acknowledges that this is a non-exclusive license; any copyrights in the submission remain with the author or other copyright holder and subsequent uses of the submitted material by that person(s) are not restricted by this license.

The author agrees that the institution may keep more than one copy of this submission for purposes of security, backup and preservation.

The author represents that the submission covered by this license is his/her original work and that he/she has the right to grant this license to the institution. The author further represents that the submission does not, to the best of his/her knowledge, infringe upon any third-party's copyright. If the submission contains material for which the author does not hold copyright, the author represents that he/she has obtained the unrestricted permission of the copyright holder to grant this license to the institution, and that such third-party material is clearly identified and

Step 12: Select or Decline Creative Commons Licensing Option

As the author, you own the copyright as soon as your dissertation or thesis is “fixed in a tangible medium.” Copyright automatically provides five exclusive rights commonly labeled as “all rights reserved.” Creative Commons (CC) licenses allow you to assign “some rights reserved” for your work. By choosing a CC license you are not giving up the copyright of your ETD, but are selecting what rights you would like to protect and what uses by others you would like to permit without requiring your permission. Visit <https://creativecommons.org/> to learn more about the six Creative Commons licensing options available.

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Have you licensed, or are you interested in licensing, your thesis or dissertation under a Creative Commons (CC) license?

Your University is presenting you with the opportunity to use a Creative Commons License. Your Creative Commons License selection will be sent to your school and will allow you to inform others of how they can use your work. [+ Tell me more about Creative Commons](#)

Please note that the Creative Commons License selection does not apply to ProQuest's use of your dissertation or thesis. ProQuest's use of your work is governed by the [ProQuest Publishing Agreement](#) that you accepted earlier in the submission process.

Select one of the following options:


Select

No thank you!

I am not interested in capturing a Creative Commons License as part of my ETD submission.


Select

Attribution-ShareAlike
CC BY-SA


This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to "copyleft" free and open source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.
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Select

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Save & Continue

Step 13: Enter Contact Information

Much of this information is from the information you provided in your initial registration. Be sure to verify that the information provided is correct and provide additional information as needed.

The screenshot shows the ProQuest ETD Administrator interface. The top navigation bar includes 'My ETDs' and 'Resources & Guidelines'. The left sidebar lists various submission steps, with 'Contact information' selected. The main content area is titled 'Contact Information' and contains two sections: 'Contact information' and 'Current Address'. The 'Contact information' section includes fields for First name (Genevieve), Middle name, Last name (Schaack), ORCID ID, Country of citizenship (United States), Institution (University of Oregon), Permanent email address (gschaack@uoregon.edu), and Phone Number. The 'Current Address' section includes fields for Country (United States), Street Address (lines 1-3), City, State/Province, and Zip/Postal code. Below this is the 'Permanent Mailing Address' section, which has a checkbox for 'Use current address' and fields for Date effective, Country, Street Address (lines 1-3), City, State/Province, and Zip/Postal code. A 'Save & Continue' button is at the bottom of the form.

Submission steps

- Publishing information:
 - Instructions
 - PQ publishing options
 - ProQuest agreement
 - IR publishing options
 - University agreement
 - Creative Commons
 - Contact information**
- About my dissertation/thesis:
 - Dissertation/Thesis details
 - PDF
 - Supplemental files (optional)
 - Administrative documents (optional)
- Notes (optional)
- Submission & payment:**
 - Register U.S. Copyright
 - Order copies
 - Shipping address
 - Submit

Contact Information

Please enter your contact information. This information will be used to process your submission.

* - required

Contact information:

First name*: Genevieve
Middle name*:
Last name*: Schaack
ORCID ID: [orcid.org/](#) [Look up](#) [Create](#)
Country of citizenship: United States
Institution*: University of Oregon
Permanent email address*: gschaack@uoregon.edu
Enter permanent email address, not your institution email address.
Country code (outside US) Area code Phone Extension
Phone Number: 1
[Save & Continue](#)

Current Address:

Country*: United States
Street Address*:
Street Address line 2:
Street Address line 3:
City*:
State/Province*: -- Select State/Province --
Zip/Postal code*:
Enter NA if your selected country does not use Zip or Postal codes.

Permanent Mailing Address*:

Use current address: ☐ Permanent address is same as current address
Date effective*: YYYY-MM-DD
Country*: -- Select Country --
Street Address*:
Street Address line 2:
Street Address line 3:
City*:
State/Province*: -- Select State/Province --
Zip/Postal code*:
Enter NA if your selected country does not use Zip or Postal codes.
[Save & Continue](#)

University of Oregon
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ProQuest

Step 14: Enter Thesis/ Dissertation Information

In addition to the mandatory information, such as title and abstract, you will have the opportunity to select up to three categories (subject areas) and six key words that describe your ETD. This information will make it easier

ProQuest ETD ADMINISTRATOR

Genevieve Schaack

UNIVERSITY OF OREGON

My ETDs | **Resources & Guidelines**

My Dissertations/Theses List | Submit my ETD | My profile | Help | Contact Support

Submission steps

Publishing information:

- ☐ Instructions
- ☒ PQ publishing options
 - ☐ ProQuest agreement
 - ☐ IR publishing options
 - ☐ University agreement
 - ☐ Creative Commons
 - ☐ Contact information

About my dissertation/thesis:

- ☒ Dissertation/Thesis details
- ☐ PDF
- ☐ Supplemental files (optional)
- ☐ Administrative documents (optional)
- ☐ Notes (optional)

Submission & payment:

- ☐ Register U.S. Copyright
- ☐ Order copies
- ☐ Shipping address
- ☐ Submit

Dissertation/Thesis Details

Title*:

Year Manuscript Completed*: Year

Degree/Department Information:

Degree Date*: Year

Degree Awarded*:

Department*:

Advisor/Supervisor/Committee Chair*:
Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

| First name: | Middle Initial: | Last name: |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Committee Members:
Include up to 10 names. Do not include degrees as part of the name.

| First name: | Middle Initial: | Last name: |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Add another member](#)

Description of Dissertation/Thesis:

Primary Subject Category*:

Additional Subject Categories:

Keywords (include up to 6):

Abstract *:
Paste your abstract below. Formatting will not be shown here, but will display when your abstract is viewed in ProQuest databases.

Primary language*: en (English)

[Save & Continue](#)

Step 15: Upload the PDF of your Thesis/Dissertation

Make sure that you have met the format specifications for uploading PDFs into ProQuest. These are outlined in the PDF Help Menu on the right side of the screen. Note: these cover the PDF attributes, such as properly embedded fonts. You must also ensure that your manuscript meets the formatting specification of the Division of Graduate Studies Thesis and Dissertation Style Manual, which can be found here:

<https://graduatestudies.uoregon.edu/2016-2021-style-manual>

In the PDF upload screen, you will see an option to upload copyright permission documents. If you are including material in your ETD that you do not hold the copyright for, you must receive permission from the original copyright holder. The permission you receive is uploaded here along with the PDF of your dissertation/thesis.

This article from ProQuest covers copyright permissions that may be required with your ETD as well as some useful information on copyright for you as an author:

http://media2.proquest.com/documents/copyright_dissthesis_ownership.pdf

The screenshot displays the ProQuest ETD Administrator web interface. The browser address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/pdf?siteId=263;submissionId=393975>. The page features a navigation bar with tabs for "My ETDs" and "Resources & Guidelines". Below this, a sub-navigation bar includes "My Dissertations/Theses List", "Submit my ETD", and "My profile". The main content area is titled "PDF of your thesis or dissertation" and contains the following sections:

- Submission steps:** A sidebar menu with options: "Publishing information:", "About my dissertation/thesis:", "Dissertation/Thesis details", "PDF", "Supplemental files (optional)", "Administrative documents (optional)", and "Notes (optional)".
- Publishing information:** A list of checkboxes for "Instructions", "PQ publishing options", "ProQuest agreement", "IR publishing options", "University agreement", "Creative Commons", and "Contact information".
- Upload a PDF of your thesis or dissertation***: A section with a text description: "PDF is the required format for ETD submission. If you are unable to convert your manuscript into PDF, you have the option to upload a Word or RTF file below and we will convert your file into PDF." Below this is an "Upload file" button.
- Do you have any copyright permission documents to submit? ***: A section with a text description: "If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately." Below this are radio buttons for "Yes" and "No", and a "Save & Continue" button.
- PDF Help**: A sidebar menu with links: "Can I change this file later?", "File name limit", "Embedding fonts", and "Security settings".

Step 16: Supplemental Files

You have two options for uploading supplemental works. These can be put directly into Scholars' Bank for free at any time, even prior to Pro Quest submission. For assistance with this process, contact [Cathy Flynn-Purvis](#).

You may also upload your supplemental materials here on ProQuest, but please note that it is optional and all submitted materials will be subject to the same [Traditional Publishing Agreement](#) as your thesis or dissertation.

UNIVERSITY
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Submission steps

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☐ PQ publishing options

☐ ProQuest agreement

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☐ University agreement

☐ Creative Commons

☐ Contact information

About my dissertation/thesis:

☐ Dissertation/Thesis details

☐ PDF

☒ Supplemental files (optional)

☐ Administrative documents (optional)

☐ Notes (optional)

Submission & payment:

☐ Register U.S. Copyright

☐ Order copies

☐ Shipping address

☐ Submit

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- Zip large files, a large group of files, or files that have a directory structure.

1.

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Description:

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2.

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Add another supplemental file

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Step 17: Submit ETD Approval Form (Masters only)

Complete the Thesis Approval Form and **have it signed** by your Chair (and Advisor if separate). You can either scan the signed copy and upload it here as an Administrative Document, or deliver the hardcopy to the Division of Graduate Studies before the [deadline](#). You can find the Thesis Submission Approval form [here](#).

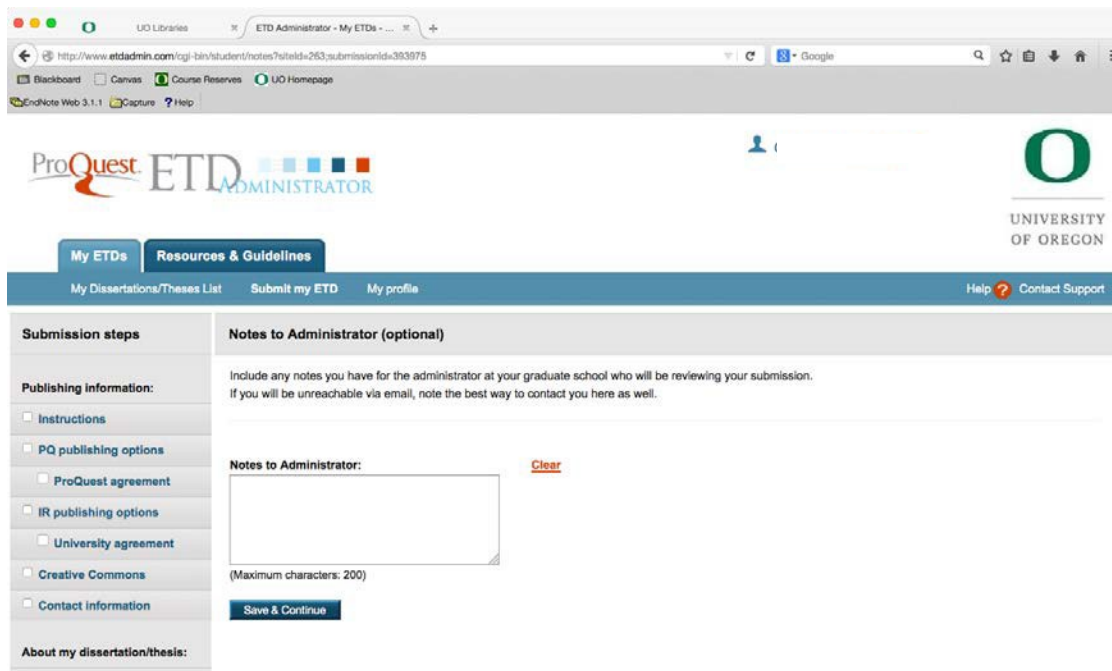
Approval of the document for doctoral students is included in your committee and Chair's final approval of your successful dissertation defense via GradWeb. No additional form is required.

Note: Consider uploading your ETD in Word format as an Administrative Document so that you always have a editable copy in a safe place.

The screenshot shows a web browser window with the URL <http://www.etdadmin.com/cgi-bin/student/admindocs?siteId=263;submissionId=393975>. The page is titled "ProQuest ETD ADMINISTRATOR" and includes the University of Oregon logo. The navigation bar shows "My ETDs" and "Resources & Guidelines". The main content area is divided into two columns. The left column, "Submission steps", lists various options with checkboxes: "Publishing information:", "Instructions", "PQ publishing options", "ProQuest agreement", "IR publishing options", "University agreement", "Creative Commons", "Contact information", "About my dissertation/thesis:", "Dissertation/Thesis details", "PDF", "Supplemental files (optional)", and "Administrative documents (optional)". The right column, "Administrative Documents (optional)", contains the following text: "Your ETD will not be reviewed by the UO Graduate School until both pages of this administrative document have been filled out completely, including all signatures." followed by a link <http://gradschool.uoregon.edu/sites/default/files/SubmissionDocumentApprovalAug12.pdf>. Below this, it states "Required fields are marked with an asterisk (*)." and lists two requirements: "1, The Submission Form (page 1) requires your signature. The Document Approval (page 2) requires signatures of you and your committee chair or co-chairs (both co-chairs must sign) and advisor (if applicable). All information must match that on your ETD." and "2, The MS Word version of your dissertation". There are two "Upload file" buttons corresponding to these requirements. At the bottom of the right column is a "Save & Continue" button.

Step 18: Notes

Include additional instructions here, such as describing/listing relevant supplementary files that will be uploaded to Scholars' Bank, or if there is a short message you would like to send to the Division of Graduate Studies to assist with reviewing your ETD.



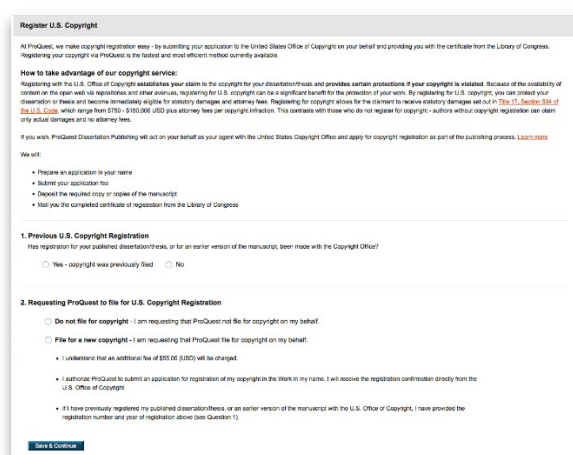
The screenshot shows the ProQuest ETD Administrator web application. The browser address bar displays the URL: <http://www.etdadmin.com/cgi-bin/student/notes?siteid=263&submissionid=393975>. The page features a navigation bar with tabs for 'My ETDs' and 'Resources & Guidelines'. Below this, there are links for 'My Dissertations/Theses List', 'Submit my ETD', and 'My profile'. The main content area is titled 'Notes to Administrator (optional)' and includes a text box for entering notes. A 'Clear' link is provided next to the text box. Below the text box, it states '(Maximum characters: 200)' and a 'Save & Continue' button. The left sidebar contains a 'Submission steps' section with links for 'Publishing information:', 'Instructions', 'PQ publishing options', 'ProQuest agreement', 'IR publishing options', 'University agreement', 'Creative Commons', 'Contact information', and 'About my dissertation/thesis:'.

Step 19: Register for Copyright

You can complete this process through ProQuest for a fee of \$75, or you can complete the process independently through the U.S. Copyright Office (a slightly reduced fee is available if you file electronically at <https://eco.copyright.gov>). NOTE: Your work is copyrighted the moment you complete it. This process is only for *registering* a copyright which is a step necessary before proceeding with legal action against someone infringing on your work, but need not be completed ahead of time. By registering the copyright of your ETD, you will be able to sue for statutory damages or actual damages/profits; if you do not register your copyright, you can collect only actual damages/profit. Statutory damages are easier to collect and do not require proof of losses incurred or an expert witness to argue on your behalf.

This article from ProQuest outlines information on copyright for ETDs:

http://media2.proquest.com/documents/copyright_disstheis_ownership.pdf



The screenshot shows the 'Register U.S. Copyright' form. It includes a section for 'How to take advantage of our copyright service:' and a section for '1. Previous U.S. Copyright Registration'. The form also includes a section for '2. Requesting ProQuest to file for U.S. Copyright Registration' with radio buttons for 'Do not file for copyright' and 'File for a new copyright'. The 'File for a new copyright' option is selected. The form includes a 'Save & Continue' button at the bottom.

Step 20: Order Copies

If you would like to order copies you can do so through ProQuest here (see arrow). You may also order copies on your own through other outlets such as Trappist Abbey Bookbindery in Carlton, Oregon or Thesis on Demand, an online service, located at <http://www.thesisondemand.com/>. You are responsible for investigating cost and quality of vendor services. The University does not recommend or endorse any specific printing services.

The screenshot shows the ProQuest ETD Administrator interface. The left sidebar contains a 'Submission steps' section with a list of links. A red arrow points to the 'Order copies' link. The main content area is titled 'Order Copies' and includes information about producing copies, ordering 'milestone edition' copies, and a table of pricing for different types and sizes of copies. A red vertical line is drawn above the table.

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Step 21: Review and Submit

Make sure that all of the information is entered correctly and that you have uploaded the final version of your PDF. **Once you submit, you will no longer be able to make changes to your thesis or dissertation, except for formatting corrections requested by the Division of Graduate Studies.** We will notify you within 1-3 weeks as to whether or not any corrections are required.

The screenshot shows the 'Submit & Pay' page in the ProQuest ETD Administrator. The left sidebar lists submission steps: Publishing information, About my dissertation/thesis, Supplemental files, Administrative documents, Submission & payment, and Submit & Pay. The main content area shows a 'Submission Summary' with the following details:

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- Supplemental Files:** [ETD instructions111015.docx](#) (5.8 MB)
- Administrative Documents:** Submission Document Approval: Not provided, MS Word version: Not provided
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- Institutional Repository (IR) Publishing Options:** Include in institutional repository: Yes, Delayed Release (IR): Do not delay release to institutional Repository, Institutional repository access: Open access

A 'Continue with submission' button is located at the bottom of the page.

Additional Resources:

ProQuest Resources and Guidelines: <http://www.etdadmin.com/cgi-bin/main/resources>

Scholars' Bank: <https://scholarsbank.uoregon.edu/xmlui/>

UO Division of Graduate Studies Thesis/Dissertation resources:
<https://graduatestudies.uoregon.edu/academics/thesis-dissertation>

UO Libraries' Digital Scholarship Services: <https://library.uoregon.edu/digital->

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