

Submitting Your Electronic Thesis or Dissertation (ETD) Online

North Carolina Agricultural & Technical State University
The Graduate School



North Carolina Agricultural and Technical State University
Explore. Discover. Become.



What is an Electronic Thesis or Dissertation (ETD)?

It is the digital (electronic) representation of your thesis or dissertation. It is the same as its paper counterpart in content and organization and follows the directives set forth by The Graduate School.



Who is Proquest?

- ProQuest is a private company that has acted for more than 60 years as the publisher and distributor for the majority of theses and dissertations written in the United States (they are a reputable company).
- They list and make available published theses and dissertations in the ProQuest Dissertations and Theses (PQDT) database (you may have used them as a resource in the research of your thesis or dissertation).





Advantages of an ETD

- Saves money on printing copies
- Additional information (i.e. data or multimedia files) that could not be part of a paper submission can now be uploaded digitally
- Much faster publishing than paper to a much wider audience





Prior to ETD Submission

Prior to submitting your dissertation/thesis electronically to The Graduate School, you must be registered, validated, and have successfully defended your thesis/dissertation (oral defense form submitted to The Graduate School by your department).

Additionally, you must have applied for graduation in the semester you plan to submit your thesis/dissertation.





Websites You Will Use

- **The Graduate School** (<http://www.ncat.edu/academics/schools-colleges1/grad/continuing-students/thesis/index.html>)
Contains tutorials, forms, link to ProQuest, other informational items
- **ProQuest ETD** (www.etdadmin.com/ncat)
Functional website you will use to submit your ETD, register for Library of Congress copyright (optional), order bound copies (optional)





The Graduate School Forms and Information

You can access the following forms and guidelines from The Graduate School's Thesis/Dissertation website:

- Declaration of Academic Honesty
- Thesis and Dissertation Checklist
- Thesis and Dissertation Digital Handbook
- Thesis/Dissertation Template
- Electronic Thesis and Dissertation Submission Guide
- Several web-based walkthroughs/guides of the writing and submission process.





Before Uploading to UMI/ProQuest

You must submit a few items before uploading your thesis/dissertation. The following items are due to Gibbs Hall 120 on or before the final date indicated on the University's academic calendar:

- Thesis and Dissertation Checklist
- Declaration of Academic Honesty
- Letter from Donna Eaton Regarding IRB Protocol
- Electronic Copy of Dissertation/Thesis (on a CD with your advisor's signature on the front OR submitted to Dr. Bigsby directly by advisor)
- Completed Signature Page (due after final approval)

Upon receiving and reviewing the items, you will receive a receipt from The Graduate School giving approval to upload into UMI/ProQuest. **You have 24 hours from the date of receiving notification to upload your document.**



Submission Process

The following slides show how to submit and revise your document through the ETD site.

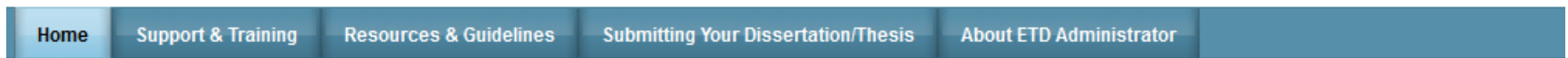


North Carolina Agricultural and Mechanical State University

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Submitting Your ETD

This is the homepage located at www.etsadmin.com/ncat. The link to begin the submission process is available under the “Ready to Begin?” section. If you are submitting a new ETD click “Submit.” If you are revising an existing ETD click “Revise.”



Publishing your dissertation/thesis at North Carolina A&T State University

Campus Resources & Guidelines for North Carolina A&T State University

This is the place where you can come to learn how your campus can assist you with your dissertation/thesis needs - from links to the campus writing center to important information about deadlines.

▶ [Campus Resources](#)

Learn more about your institution's guidelines & resources.

Preparing to submit your dissertation or thesis


Are you working toward submission of your dissertation or thesis? Obtain the information you need to ensure it's published the way you want it to look.

▶ [Publishing Guides](#)

View instructions and guides to help you prepare your manuscript.

About ProQuest/UMI Dissertation Publishing

[ProQuest/UMI Dissertation Publishing](#) is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with ProQuest/UMI, you ensure your dissertation or thesis gains the widest possible audience.



Ready to begin?

- ▶ [Submit my dissertation/thesis](#)
- ▶ [View/revise existing submission](#)





Setting Up a New Account


After clicking “Submit” on the homepage, you will need to set up a new account if you have not already done so. If you have already created an account, enter your Username and Password as indicated.

ETD Administrator @ North Carolina A&T State University

Welcome to the North Carolina A&T State University Site

ETD Administrator lets graduate students submit their completed dissertation/thesis to ProQuest/UMI Dissertation Publishing for publishing. Submitted to ProQuest/UMI Dissertation Publishing.

To continue, please log in or create a new account.

Login: 	New user?
Username: <input type="text"/>	Create an Account to submit your dissertation/thesis.
Password: <input type="password"/> Forgot your password?	
<input type="button" value="Login"/>	



Creating Your Account

Fill in the required information. Be sure to pick a username and password that you will be able to remember.

Create your account

Fill in the form below to register and submit your dissertation/thesis.

[Clear Form](#)*required

Email*: An email will be sent to this address for activation

Verify Email*:

First Name*:

Middle Name:

Last Name*:

Institution*: North Carolina A&T State University

Country of Citizenship: -- Select Country --

Username*: Must be at least 4 characters

Password*: Must be at least 4 characters

Verify Password*:





Creating Your Account

An email will be sent to the address you entered requesting that you to activate your account.

UMI ETD Administrator Accounts

Your account has been created - please activate using your email

Before you begin using your account, it must be activated. We've sent an email to hmricks@aggies.ncat.edu. The email includes a link you can use to activate your account.

If you have any questions, please [contact Technical Support](#)

[North Carolina A&T State University](#)

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Confirming Your Account

After account confirmation, this screen reviews some account options. UMI/ProQuest mentions the PDF Conversion tool. You may use your own conversion tool or may use the converter provided by the site. Click “Continue” after you’ve read the information.


Instructions

Welcome to the ETD Administrator - North Carolina A&T State University

The ETD Administrator lets graduate students submit their completed dissertation or thesis to ProQuest/UMI Dissertation Publishing for publishing. Your submission will be reviewed I

Before you begin

Before you begin, please be sure you have the following:

- **Full text of the dissertation/thesis in PDF format.** This must be one file. If your manuscript is in Word or RTF format, you can convert to PDF using the [PDF Conversion tool](#), the [PDF FAQs](#)
- **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 Category.** Please choose one to three subject categories from the [Subject Category list](#) , that best describe your dissertation/thesis' subject area.

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 to finish. No inform

Continue



Publishing Options Part I

Please read carefully and make your selection. Consult your Major Professor if you have questions about publishing options.

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

- 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/UMI in order to be eligible to receive royalties.
- I understand that ProQuest/UMI does not charge a fee for Traditional Publishing.
- I understand that my graduate institution may require fees in association with my submission to ProQuest/UMI.

Open Access Publishing PLUS

- 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/UMI fee for Open Access Publishing PLUS is \$95.00 USD.
- I understand that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest/UMI.



Publishing Options Part II

Continuation of the Publishing Options page.

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 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.

Access options for my school's institutional repository (IR)

Select the option that best reflects your preference for publishing your work in your school's institutional repository. *

- Delay release for 6 months
- Delay release for 1 year
- Delay release for 2 years
- None of the above

Note to administrator (optional): 200 characters

[Clear](#)

Note: ProQuest passes along all approved IR access options to the university, which is responsible for enforcement. If you have any questions about your school's IR, please contact your Graduate School for more information.

Save & Continue



Publishing Agreement

This screen explains the Publishing Agreement. The agreement is between the author and ProQuest. Click “Accept” at the bottom of the page and the University Agreement on the next page.

Traditional Publishing Agreement

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

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Delivery of the Work. Author shall provide to ProQuest/UMI the Work and all necessary supporting documents during the online submission process, according to [Guide 1: Preparing Your Manuscript for Submission](#).

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Publishing Fees and Royalties. There is no publishing fee charged for dissertations and theses submitted through the UMI® ETD Administrator. Author's institution may assess additional fees. ProQuest/UMI will pay royalties of 10% of its net revenue from sales of the Work, conditioned on Author maintaining a current address on record with ProQuest/UMI. Royalties will be paid when accrued earned royalties reach \$25.00 USD. If, after 25 years, earned royalties do not accrue to at least \$25.00 USD, ProQuest/UMI's royalty payment obligation will cease.

Acknowledgement: I have read, understand and agree to this ProQuest/UMI Agreement, including all rights and restrictions included within the publishing option that I have chosen.



Contact Information

Enter your information as requested. Click “Save and Continue” at the bottom of the screen.

Contact Information

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

* - required

First Name*:

Middle Name:

Last Name*:

Country of Citizenship:

Institution*

North Carolina A&T State University

Permanent email address*:

Enter permanent email address, not your institution email address.

Phone Number:

Country code
(outside US)

Area code

Phone

Extension

Current Address:

Country*:

Street Address*:

Street Address line 2:

Street Address line 3:

City*:

State/Province*:

Zip/Postal code*:

Permanent Mailing Address*:

Use current address:

Permanent address is same as current address

Date effective*:

YYYY-MM-DD





Dissertation/Thesis Details

On the next screen, fill in the details for your document and committee.

My ETDs | **Resources & Guidelines** | **PDF Conversion**

My Dissertations/Theses List | Submit my ETD | My Profile

Submission steps:

Publishing information:

- Instructions
- Publishing options
- ProQuest/UMI agreement
- University agreement
- Contact information

About my dissertation/thesis:

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

Submission & payment:

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

Dissertation/Thesis Details

Title*:

Year Manuscript Completed*: 2012 ▾

Degree/Department Information:

Year degree awarded*: 2012 ▾

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"/>
<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:





Dissertation/Thesis Details II

Choose keywords about your subject matter. Then copy/paste or retype the abstract from your document to the Abstract box.

Keywords (include up to 6):

Abstract*:

Need to format your abstract? See our [formatting hints](#).

Primary language*:

Save & Continue



PDF Conversion Instructions

If you do not have your own method to convert your document into a PDF, you may use the converter provided. If you are not using the ProQuest PDF converter, please advance to slide 28.

PDF

You must upload your work as a PDF. If you don't have a PDF file yet, you can [convert your manuscript to PDF](#) using the conversion tool we provide.

Other PDF Requirements:

- Fonts must be embedded.
- Security settings must be set to "No security". Encrypted files cannot be processed for publishing.
- The maximum file size that can be uploaded is 1000 MB.

Top reasons why you are unable to upload your PDF file into your ETD submission:

- The fonts have not been embedded. Click [here](#) for our help document on embedding fonts.
- I created my PDF using Microsoft Word and even though I embedded my fonts I get an error message telling me that there are fonts that are not embedded. Click [here](#) for what what is needed when creating your PDF with Microsoft Word 2007.
- I created my PDF using Adobe Professional (this includes if you created an Adobe PDF in Microsoft Word with the Adobe add-in), and even though I embedded my fonts in the PDF they were not embedded. Click [here](#) for the steps to follow when creating a PDF in Adobe Professional.

Browse

PDF:

Having trouble uploading your file? Try our [Basic Upload tool](#).

Save & Continue



PDF Conversion Instructions II


Select “Browse” to locate the document on your computer.

PDF Conversion

[< Back to PDF](#)

You can use this tool to convert your dissertation/thesis into PDF Format. Your converted document will be available for download for two weeks. After two weeks, it will be deleted from our system and no longer retrievable.

You can convert the following types of documents:
Microsoft Word, WordPerfect, and RTF (rich text format).

Preparing your file: 

Before using this tool, prepare your file by embedding all fonts. [Instructions](#)

More PDF resources

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Need help with your PDF?

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File to convert:

Browse

Having trouble uploading your file? Try our [Basic Upload tool](#).

Convert File



PDF Conversion Instructions III

There are also help files and an FAQ page if you need assistance or have questions.

PDF Conversion

[≤ Back to PDF](#)

You can use this tool to convert your dissertation/thesis into PDF Format. Your converted document will be available for download for two weeks. After two weeks, it will be deleted from our system and no longer retrievable.

You can convert the following types of documents:
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Preparing your file:

Before using this tool, prepare your file by embedding all fonts. [Instructions](#)

File to convert:

Browse

Having trouble uploading your file? Try our [Basic Upload tool](#).

Convert File

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[PDF FAQ](#)

[Embedding Fonts](#)

[Setting Security](#)

Need help with your PDF?

[Contact Technical Support](#)



PDF Conversion Instructions IV

After entering a file for conversion, confirmation of conversion will appear.

PDF Conversion

[< Back to PDF](#)

Your file has been submitted for conversion.

You will receive an email message at jahscribe71@gmail.com when conversion is complete and your PDF file is available. Or, you can [check your PDF status](#).



PDF Conversion Instructions V

When the conversion to PDF is complete, you will receive an email that looks like the one below.

Note that receiving this email only means your document was converted to a PDF. It does NOT mean your document was submitted to the Graduate School. You must still submit the document via the ETD site.

etdadministrator@proquest.com

12:46 PM (12 minutes ago)

to me ▾

Your dissertation or thesis PDF will be available to download at the link below for two weeks. After Monday, October 15, 2012, it will be deleted.

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Please check your PDF closely before submitting it for publishing.

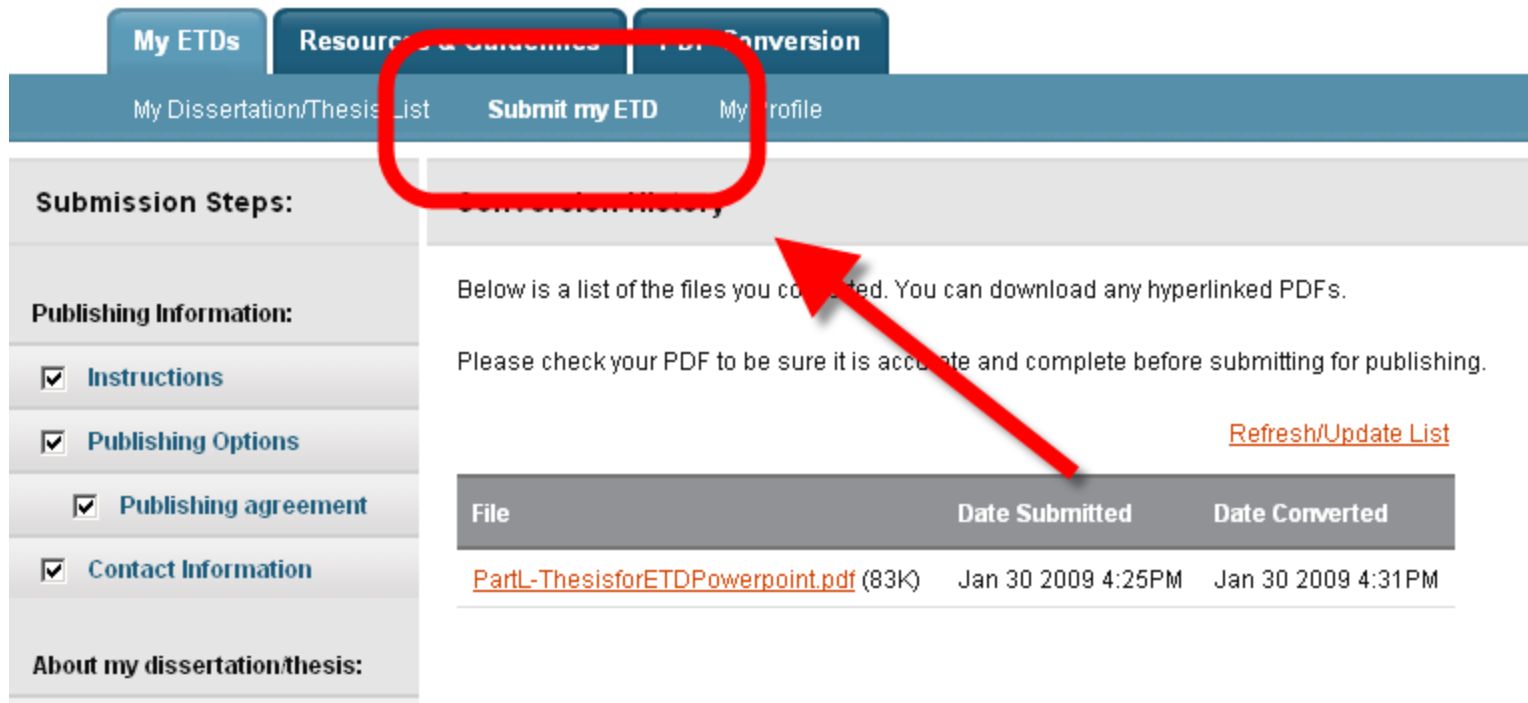
Regards,
ProQuest/UMI Dissertation Publishing

Please do not reply to this email. It is an unattended mailbox. If you need assistance, please contact [Dissertations & Theses Support \(http://www.etdadmin.com/cgi-bin/techsupport?category=pdf\)](http://www.etdadmin.com/cgi-bin/techsupport?category=pdf)



PDF Conversion Instructions VI

Once you're saved your document on your computer, you must click the "Submit my ETD" text to send your document to the Graduate School



The screenshot shows a web interface for ETD submission. At the top, there are navigation tabs: "My ETDs", "Resources & Guidelines", and "PDF Conversion". Below these, a secondary navigation bar contains "My Dissertation/Thesis List", "Submit my ETD", and "My profile". The "Submit my ETD" button is highlighted with a red circle. Below the navigation, there are sections for "Submission Steps:", "Publishing Information:", and "About my dissertation/thesis:". The "Publishing Information:" section includes checkboxes for "Instructions", "Publishing Options", "Publishing agreement", and "Contact Information", all of which are checked. Below this, there is a table of submitted files. A red arrow points to the "Refresh/Update List" link next to the table.

File	Date Submitted	Date Converted
PartL-ThesisforETDPowerpoint.pdf (83K)	Jan 30 2009 4:25PM	Jan 30 2009 4:31PM



PDF Conversion Instructions VII

Click “Continue” on this review screen. (Note: You may have to scroll through the Publishing Options, Publishing Agreements, Contact Information and Dissertation/Thesis Details Screens however the fields will be populated).

Instructions

Welcome to the ETD Administrator - North Carolina A&T State University

The ETD Administrator lets graduate students submit their completed dissertation or thesis to ProQuest/UMI Dissertation Publishing for publishing. Your submission will be reviewed before it is delivered to ProQuest/UMI.

Before you begin

Before you begin, please be sure you have the following:

- **Full text of the dissertation/thesis in PDF format.** This must be one file. If your manuscript is in Word or RTF format, you can convert to PDF using the [PDF Conversion tool](#). You also must embed fonts in the PDF. For tips on creating PDF files, see the [PDF FAQs](#)
- **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 Category.** Please choose one to three subject categories from the [Subject Category list](#), that best describe your dissertation/thesis' subject area.

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 to finish. No information will be lost.

Continue





New Submissions

You must upload your document to submit it. Enter the file or click “Browse” to find it on your computer. Once it’s in the box, click “Save & Continue.”

PDF

You must upload your work as a PDF. If you don't have a PDF file yet, you can [convert your manuscript to PDF](#) using the conversion tool we provide.

Other PDF Requirements:

- Fonts must be embedded.
- Security settings must be set to “No security”. Encrypted files cannot be processed for publishing.
- The maximum file size that can be uploaded is 1000 MB.

Top reasons why you are unable to upload your PDF file into your ETD submission:

- The fonts have not been embedded. Click [here](#) for our help document on embedding fonts.
- I created my PDF using Microsoft Word and even though I embedded my fonts I get an error message telling me that there are fonts that are not embedded. Click [here](#) for what is needed when creating your PDF with Microsoft Word 2007.
- I created my PDF using Adobe Professional (this includes if you created an Adobe PDF in Microsoft Word with the Adobe add-in), and even though I embedded my fonts in the \ embedded. Click [here](#) for the steps to follow when creating a PDF in Adobe Professional.

PDF:

Browse

Having trouble uploading your file? Try our [Basic Upload tool](#).

Save & Continue



New Submissions II

The next page discusses Supplemental Files. These are files that are media such as movie or music clips, extra graphs, maps, etc. not included in your main document. Simply click “Save and Continue” as supplemental files are not a part of the NC A&T submission process.

Supplemental Files (optional)

If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit them as supplemental files. These files will be made available in ProQuest Dissertations & Theses when your work is published.

Supplemental file requirements:

- Do not upload files that someone else holds rights to (for example, third party software such as Microsoft Excel). However, uploading your Excel spreadsheet is OK.
- Zip large files, a large group of files, or files that have a directory structure.
- The maximum file size for a single file that can be uploaded is 1000 MB.
- The maximum file size for all files that you submit (dissertation/thesis and supplemental files) is 1000 MB.

1. Add File:

Note: do not add third party applications or software (i.e. Adobe Reader, etc.)
Having trouble uploading your file? Try our [Basic Upload tool](#).

Description:

Media Type*:

2. Add File:

Note: do not add third party applications or software (i.e. Adobe Reader, etc.)
Having trouble uploading your file? Try our [Basic Upload tool](#).

Description:

Media Type*:

[Add another supplemental file](#)



New Submissions III

You may add any comments you want to tell the Graduate School on this screen.

Notes to Administrator (optional)

Include any notes you have for the administrator at your graduate school who will be reviewing your submission.
If you will be unreachable via email, note the best way to contact you here as well.

Notes to Administrator:

[Clear](#)

(Maximum characters: 200)

Save & Continue



New Submissions IV

You may opt to have ProQuest file for copyright on your behalf. The fee is \$55 and is purely optional.

Register U.S. Copyright

At ProQuest, we make copyright registration easy - by submitting your application to the United States Office of Copyright on your behalf and providing you with the certificate from the Library of Congress. Registering your copyright via ProQuest is the fastest and most efficient method currently available.

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Registering with the U.S. Office of Copyright **establishes your claim** to the copyright for your dissertation/thesis and **provides certain protections if your copyright is violated**. Because of the availability of content on the open web via repositories and other avenues, registering for U.S. copyright can be a significant benefit for the protection of your work. By registering for U.S. copyright, you can protect your dissertation or thesis and become immediately eligible for statutory damages and attorney fees. Registering for copyright allows for the claimant to receive statutory damages set out in [Title 17, Section 504 of the U.S. Code](#), which range from \$750 - \$150,000 USD plus attorney fees per copyright infraction. This contrasts with those who do not register for copyright - authors without copyright registration can claim only actual damages and no attorney fees.

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- Submit your application fee
- Deposit the required copy or copies of the manuscript
- Mail you the completed certificate of registration from the Library of Congress

1. Previous U.S. Copyright Registration

Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?

- Yes - copyright was previously filed No

2. Requesting ProQuest/UMI to file for U.S. Copyright Registration

- Do not file for copyright - I am requesting that ProQuest/UMI not file for copyright on my behalf.
- File for a new copyright - I am requesting that ProQuest/UMI file for copyright on my behalf.
- I understand that an additional fee of \$55.00 (USD) will be charged.
 - I authorize ProQuest/UMI to submit an application for registration of my copyright in the Work in my name. I will receive the registration confirmation directly from the U.S. Office of Copyright.
 - If I have previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Office of Copyright, I have provided the registration number and year of registration above (see Question 1).

Save & Continue





New Submissions V

If you would like to order personal copies of your document you may do so on this screen. Your copies will be shipped to you AFTER your degree has been conferred at the end of the semester. The Graduate School does **not** require a bound copy of your thesis/dissertation, but your department chairperson and/or major professor may ask you to purchase bound copies. Check with your department on the policy. Note that the signed version of the Signature Page is NOT included in bound copies ordered from UMI/ProQuest. You will receive a digital copy of that document

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Degree: Master of Landscape Architecture

Title: Landscapes in the Mayan Riviera

Abstract: This is an example of an abstract from a thesis or dissertation document. It will most likely be a few paragraphs long, or, one to one and a half pages. It should be a very basic overview of what your document is about.

It should be reviewed, as should be the entire document, by your instructor or supervising professor and/or committee chairperson.

Subject Categories: Architecture [0729] - primary
Agriculture, Forestry and Wildlife [0478]

Keywords: Mayan Riviera
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On Wed, Oct 3, 2012 at 10:21 AM, Administrator of North Carolina A&T State University <ayannabw@ncat.edu> wrote:

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We will need the following changes to be made in order to accept your submission:

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2. Dr. Sarin's full title is not used.
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Please note that you will only be allowed a **second final review**. Students who are unsuccessful in receiving approval to print will need to reapply for graduation and be registered and validated during that semester in order to complete their degree requirements. Please see the Spring 2013 Academic Calendar for the dates associated with applying for graduation and submitting your thesis for review.

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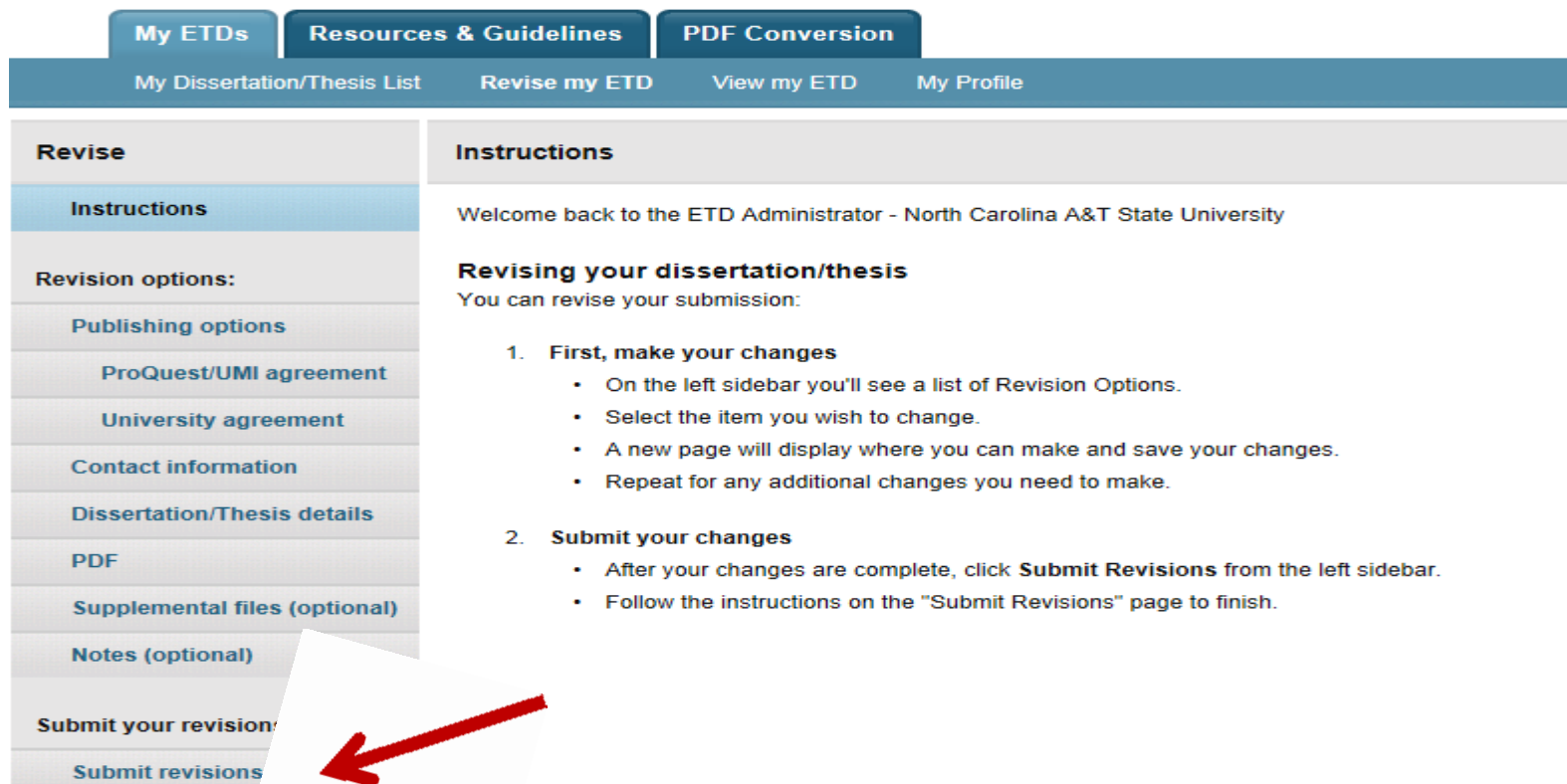
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On Wed, Oct 3, 2012 at 11:15 AM, Administrator of North Carolina A&T State University <ayannabw@ncat.edu> wrote:

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Regards,
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If you have any questions, please contact me.

Regards,
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