

## **Submission of Thesis or Dissertation to ProQuest ETD Administrator**

### Step 1: Format Your Thesis/Dissertation

- Your thesis/dissertation has several required pages and mandatory margins
- ProQuest requires all documents to have embedded fonts
- See all the formatting requirements at [campusguides.stjohns.edu/dissertations/stjrequirements](http://campusguides.stjohns.edu/dissertations/stjrequirements)

### Step 2: Create an Account for ProQuest's ETD Administrator

- Go to ETD Administrator and use your personal (not St. John's) email address to create an account
- College of Pharmacy & Health Sciences students, use: [etdadmin.com/stjohns.pharm](http://etdadmin.com/stjohns.pharm)
- All other students, use: [etdadmin.com/cgi-bin/school?siteId=417](http://etdadmin.com/cgi-bin/school?siteId=417)

### Step 3: ProQuest Publishing Options

- You must choose between Traditional Publishing (no cost to you) and Open Access Publishing PLUS (\$95)
  - Your thesis/dissertation will also be available freely to anyone through St. John's Scholar, [scholar.stjohns.edu](http://scholar.stjohns.edu), the institutional repository at St. John's University, unless you choose to have it embargoed

### Step 4: University Agreement

- You will be asked to agree to give the University Libraries permission to keep and maintain copies of your thesis/dissertation. You must check this box.

### Step 5: Contact Information

- You will be asked to give your name, personal email address, and St. John's email address
- You will be asked to provide your mailing address for ProQuest to use to send you any copies you order or royalties you may earn under the Traditional Publishing option

#### Step 6: Dissertation/Thesis Details

- You must provide the title and abstract of your thesis/dissertation and the name of your advisor
- From the dropdown menu, you must select:
  - The year in which your thesis/dissertation was completed,
  - Your graduation year
  - The type of degree you are earning (PhD, DPS, MA, MS, MBA etc.)
  - Your program, department or division
- You must choose 1-3 Subject Categories from ProQuest's list
- You may include up to 6 keywords of your choice and the names of your committee members

#### Step 7: Dissertation/Thesis Upload and Supplemental Files

- It is highly recommended that you convert your document into a PDF before uploading it
- If your committee has approved supplemental files as part of your thesis/dissertation, you will be given an opportunity to upload them

#### Step 8: Register U.S. Copyright

- You MAY allow ProQuest to register copyright in your thesis/dissertation with the U.S. Copyright Office for the cost of \$75
- Registering for copyright is NOT required and CAN be done without using ETD Administrator on the U.S. Copyright Office's website: [copyright.gov](http://copyright.gov)

#### Step 9: Order Copies

- You MAY order print copies from ProQuest at the cost of \$62 for hardcover and \$45 for softcover; ordering copies is NOT required. It can take up to 3 months to receive these copies.

#### Step 10: Revisions and Acceptances

- If you are asked to revise your thesis/dissertation, you will receive an email instructing you to make corrections and upload a PDF of your revised document to ETD Administrator
- When your thesis/dissertation has been accepted by BOTH your department and the Library, you will receive an email notification