# How to Submit Your Thesis or Dissertation using UMass Boston/ProQuest ETD

A Step-by-Step Guide

September 2012

#### **DEADLINES FOR SUBMISSION:**

#### **INITIAL SUBMISSIONS:**

By 11:59 PM (EST/EDT) on the dates below, you must submit a copy of your defended and revised thesis/dissertation, approved in full for **content** by your program, to the Office of Graduate Studies (OGS) via the UMass Boston/ProQuest/UMI ETD website.

August 1 for an August degree date
December 1 for a December degree date
April 20 for a May degree date

## Step-by-Step through UMass Boston Proquest ETD

## <u>Before</u> beginning the submission process, assemble and prepare all needed materials

#### Master's Thesis:

Thesis in PDF format; make sure there is no password protection on the file. You should include the **unsigned** Signatory Page in the pdf; do not include the **signed** signatory page.

An electronic copy of your abstract to cut and paste

Supplemental files (optional)

Signed Signatory Page

Chairperson and Committee Members names and titles

**Subject Categories** 

Credit/Debit Card for payment

#### **Doctoral Dissertation:**

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Supplemental files (optional)

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Chairperson and Committee Members names and titles

**Subject Categories** 

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#### Creating your PDF of your thesis/dissertation

Most word processing programs include a conversion function. In MS Word, for example, you can go to "File - Save As..." and select PDF from the drop down menu. You can also go to "File - Print" and select "Save as PDF" from the PDF drop down menu.

If your word processing program does not support PDF conversion, you can download OpenOffice.org for Windows <a href="http://download.openoffice.org/other.html">http://download.openoffice.org/other.html</a> or NeoOffice for Mac <a href="http://www.neooffice.org/neojava/en/index.php">http://www.neooffice.org/neojava/en/index.php</a>. These are both <a href="free">free</a>, opensource word processing programs that include a PDF conversion function.

You can also use the pdf conversion function on the ETD website, but the conversion is much slower than converting prior to entering the website.

## Go to the UMass Boston/Proquest ETD website and sign-in as a student <a href="http://www.etdadmin.com/cgi-bin/school?siteId=283">http://www.etdadmin.com/cgi-bin/school?siteId=283</a>

Administrators: Sign in Students: Submit Revise



Home Support & Training

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Submitting Your Dissertation/Thesis

About ETD Administrator

#### Publishing your dissertation/thesis at University of Massachusetts at Boston

Campus Resources & Guidelines for University of Massachusetts at Boston

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.

## Ready to begin?

- Submit my dissertation/thesis
- ▶ View/revise existing submission

#### 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.

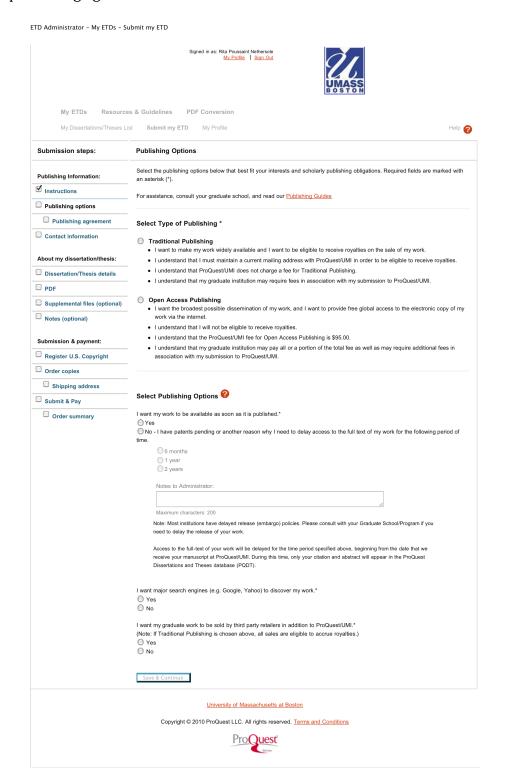
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Select the publishing options for your thesis/dissertation and sign the appropriate publishing agreement.



UMass Boston-ProQuest/UMI gives three levels of electronic publication; graduate students submitting their ETD may choose the level which fits their situation:

- 1. **Open Access \$95**: The first option makes the information freely available worldwide on the Internet (via ProQuest) after it has been approved by the Office of Graduate Studies and submitted to ProQuest. Students also have the option of making their work openly available in ScholarWorks, UMass Boston's institutional repository for scholarship and research, without paying the \$95 fee to make the work available open access in ProQuest. For this option, select Traditional Publishing and indicate under Notes to Administrator that you want Open Access on ScholarWorks.
- 2. **Traditional Publishing \$0**: This second option means that interested parties must buy the dissertation through ProQuest and enables you to receive royalties based on those purchases. All theses/dissertation are posted to the UMB ScholarWorks website (<a href="http://scholarworks.umb.edu/">http://scholarworks.umb.edu/</a>) when published by ProQuest and are available to those on the UMass Boston campus. To make your thesis/dissertation <a href="fully">fully</a> accessible on ScholarWorks (as an open access work), please indicate under Notes to Administrator that you want Open Access on ScholarWorks. We recommend this option as a low-cost means of publishing your thesis/dissertation. ScholarWorks is searchable through search engines like Google, Bing, Yahoo, Alta Vista, etc.
- 3. **Embargoed**: The third option is to embargo the thesis or dissertation for some period of time, usually not longer than 3 years. The university will determine, with guidance from the student and advisor, whether the embargo is for patent (or similar) purposes, and will so designate the ETD as "embargoed for patent/proprietary purposes." The embargo will also include publication on the UMB ScholarWorks site. *To embargo a thesis/dissertation, you must have the prior approval of your graduate program director and the Dean of Graduate Studies*

For a fuller explanation of the publishing options, please go to the ETD FAQs (Frequently Asked Questions)

For a fuller explanation of the publishing options, please go to the <u>ETD FAQs</u> (<u>Frequently Asked Questions</u>)

## Enter your contact information.

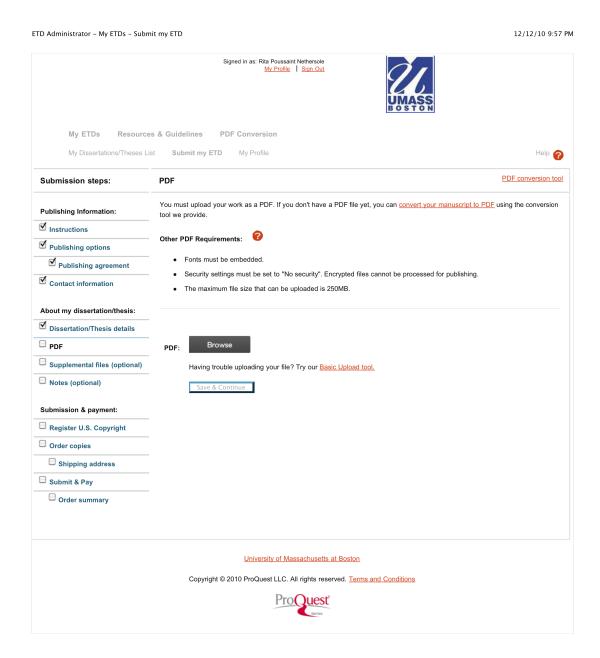
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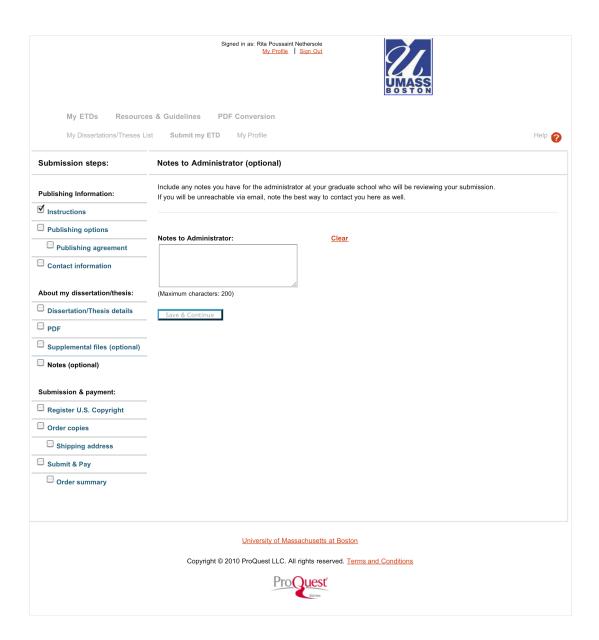
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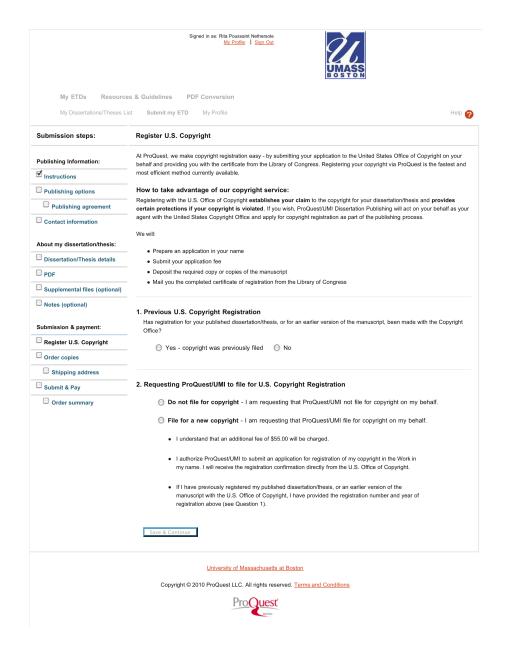


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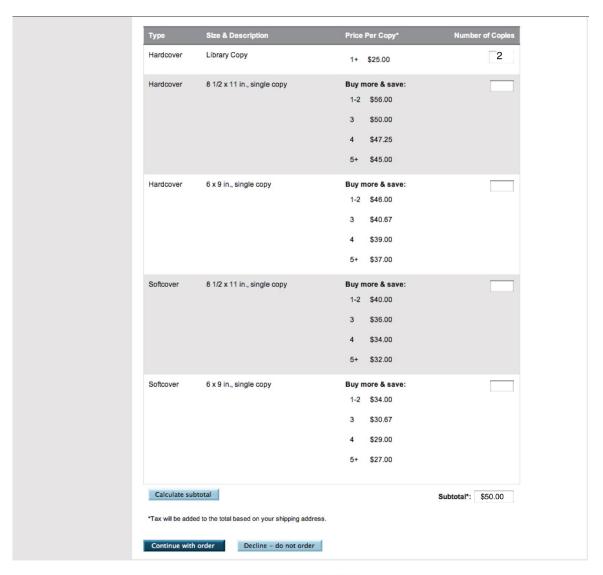


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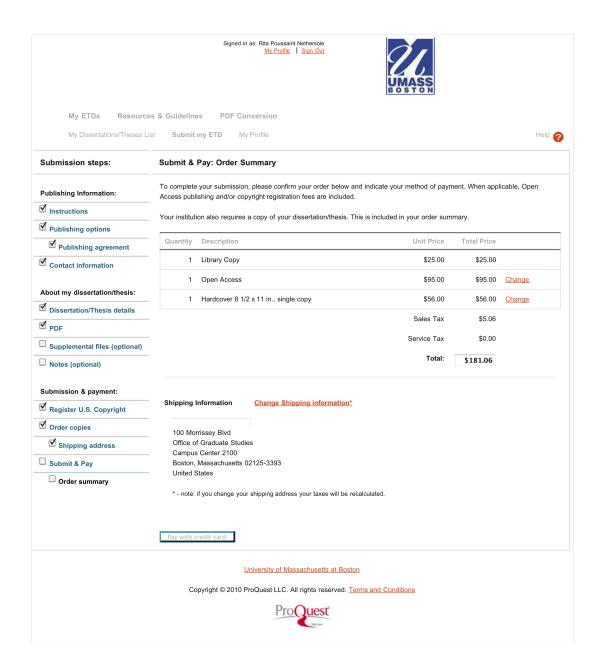


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### **Review Submission Summary**

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#### **INITIAL SUBMISSIONS:**

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August 1 for an August degree date (Master's Degree only)

December 1 for a December degree date
April 10 for a June degree date

#### FINAL SUBMISSIONS:

Before your final submission, the **format** of your thesis/dissertation must have been approved in full by your OGS format editor, and you must have been authorized by this advisor in writing to submit the final version of your thesis/dissertation.

You must submit **the final copies** of your thesis/dissertation via the UMass Boston/ProQuest/UMI ETD website by 11:59 PM (EST/EDT) on or before the dates below.

August 20 for an August degree date (Master's Degree only)

December 20 for a December degree date
May 15 for a June degree date

#### FREQUENTLY ASKED QUESTIONS

#### 1. What is an ETD?

An ETD (electronic thesis or dissertation) is an electronic version of a thesis or dissertation. An ETD is formatted just like a traditional thesis or dissertation (with pagination, tables, figures, references, etc.), but it is saved as a PDF file and submitted electronically instead of printed on paper. After you submit your ETD to the online submission system, it will be reviewed by the Thesis and Dissertation Format Editor. Once approved, your ETD will be stored and made available in a digital archive.

2. Do I have to use the ETD submission process?

Yes. Since July 1, 2010, UMass Boston has moved gradually to an electronic submission process for all theses and dissertations.

June 2010 graduates cannot use ETD.

August 2010 graduates <u>can use either</u> the paper submission or ETD December 2010 graduates <u>must</u> use ETD to submit theses/dissertations; **No paper copies will be required or accepted.** 

- 3. Where do I find the UMass Boston Standards for Theses and Dissertations? <a href="http://www.umb.edu/academics/graduate/documents/dissertation standards hyperlinked.pdf">http://www.umb.edu/academics/graduate/documents/dissertation standards hyperlinked.pdf</a>
- 4. How long does it take to submit an ETD? Submission of your ETD normally takes under 30 minutes.
- 5. Can I still get a bound copy of my thesis/dissertation? Yes, as part of the submission process you will be asked if you want bound copies. There are a number of options available. Additionally, you are required to provide two hardbound copies of your thesis/dissertation, one for your program and one for the library.
- 6. What are the benefits of ETDs?
- ETDs give broader exposure of graduate student research through greater accessibility via the Internet. Research is accessible to any potential reader at any time. Before theses and dissertations were available electronically, not many were read; electronic access multiplies the number of times works are read by a factor of ten or more.
- ETDs allow students to use new forms of creative scholarship through use of interactive elements, multimedia, hyperlinks, etc..
- ETDs give the ability to have a hyperlink to the thesis/dissertation on homepages and electronic CVs.
- ETDs provide professional development experience for graduate students as they learn the basic skills of scholarly publishing in an electronic format.
- ETDs conserve paper (no more hunting for acid-free archival paper!).
- ETDs conserve library storage space.

- ETDs are immediately accessible: publication occurs near point of submission rather than many months later.
- 7. Do ETDs save the University or the student money? A direct comparison of costs for either traditional theses/dissertations to ETDs is not really possible, however, our best guess is that there is no money to be saved by changing to ETDs. Print and electronic theses and dissertations are approximately equivalent in cost. It is our hope that ETDs will save students and administrators time with an easier, streamlined process. The primary motivation for requiring ETDs is
- 8. How will an ETD affect the faculty's role in assuring the quality of the dissertation? Faculty will continue to be responsible for upholding the quality of the thesis or dissertation in exactly the same manner as in the past.

wider access of graduate student research and a streamlined submission process.

- 9. How will producing an ETD affect my defense? Do my committee members have to read my ETD on a computer screen?

  Some committees may require that students provide all members of the committee with a paper copy of the ETD before the defense; others may elect to read on-screen or to have committee members take individual responsibility for working from screen or paper they print out themselves. If non-text elements of the ETD are part of the defense, the committee should consider the most effective way to ensure that all members of the committee have access to non-text elements during the defense. It is advised that students work in a word-processing program until the final, committee approved thesis/dissertation is ready and then convert it to a PDF file.
- 10. Why save in PDF format? PDF (Portable Data Format) is a file format that can "translate" data across platforms. As a result, it is not necessary for a reader to have the same software you used to create the file in order to read it; the software to read PDF files is available worldwide and free of charge.
- 11. Can I make or request changes to my ETD after the Format Editor approves it? [SEP] No. Once the Format Editor has approved the ETD, that version is a matter of University record and will be archived as such. You may not make any changes or corrections. For this reason, you and your committee must check the ETD thoroughly before submitting it.
- 12. Are the rules governing the use of copyrighted materials any different for ETDs compared to hard-copy theses and dissertations?

  No. The author owns copyright to his/her thesis or dissertation, regardless of format.
- 13. What are the options regarding electronic access? UMass Boston-ProQuest/UMI gives three levels of electronic distribution; graduate students submitting their ETD may choose the level which fits their situation.

- 1. **Open Access \$95**: The first option makes the information freely available worldwide on the Internet (via ProQuest) after it has been approved by the Office of Graduate Studies and submitted to ProQuest. Students also have the option of making their complete work openly available in ScholarWorks, UMass Boston's institutional repository for scholarship and research, without paying the \$95 fee to make the work available open access in ProQuest. For this option, select Traditional Publishing and indicate under Notes to Administrator that you want Open Access on ScholarWorks.
- 2. **Traditional Publishing \$0**: This second option means that interested parties must buy the dissertation through ProQuest and enables you to receive royalties based on those purchases. All theses/dissertation are posted to the UMB ScholarWorks website (<a href="http://scholarworks.umb.edu/">http://scholarworks.umb.edu/</a>) when published by ProQuest and are available to those on the UMass Boston campus. To make your thesis/dissertation <a href="fully">fully</a> accessible on ScholarWorks (as an open access work), please indicate under Notes to Administrator that you want Open Access on ScholarWorks. We recommend this option as a low-cost means of publishing your thesis/dissertation. ScholarWorks is searchable through search engines like Google, Bing, Yahoo, Alta Vista, etc.
- 3. **Embargoed**: The third option is to embargo the thesis or dissertation for some period of time, usually not longer than 3 years. The university will determine, with guidance from the student and advisor, whether the embargo is for patent (or similar) purposes, and will so designate the ETD as "embargoed for patent/proprietary purposes." The embargo will also include publication on the UMB ScholarWorks site. *To embargo a thesis/dissertation, you must have the prior approval of your graduate program director and the Dean of Graduate Studies*

For a fuller explanation of the publishing options, please go to the ETD FAQs (Frequently Asked Questions)

14. Why should I make my thesis/dissertation freely available? It is said that, "Knowledge that is not transmitted effectively does not exist." The world of scholarship depends on people making their research available to others. This stimulates education and research. It also ensures that many people give credit to you for your work, and that your research is cited in others' publications, which adds to your prestige and aids your future advancement.

As a public university, a significant part of our mission is the creation and dissemination of new knowledge with the purpose of improving the lives of the citizens of the Commonwealth. With electronic theses and dissertations, students and universities may more easily share knowledge, with much lower costs and more knowledge transfer occurs. An estimated 200,000 theses or dissertations are completed each year; It would greatly aid graduate education if as many as possible of these were made freely available.

15. What if I want to write a book related to my thesis or dissertation? Some students, especially in the humanities, prepare books related to their theses or dissertations. In general, it appears that electronic release of early versions of a book leads to *greater* sales of such books. Indeed, having an electronic work made available on the Internet, and showing a publisher a large number of electronic "hits" to that work, may help land a book contract.

Books based on theses or dissertations are usually significantly changed as part of the editorial process. This makes it likely that those interested in the work will buy the book when it comes out, even if they have reviewed your ETD. However, since publishers vary widely in their policies, it may be wise to consult with your advisors and with publishers to which you are likely to submit your work to assess the impact ETD could have on your publishing options.

#### 16. What is an embargo?

An embargo addresses situations such as a patent application being planned, or proprietary interests that are at stake, by delaying the release of an ETD for public viewing for some period of time, usually not longer than 3 years.

Those concerned with publishing requirements set up by academic journals and book publishers should consider this option seriously. Because different publications and academic fields can involve different or unique publication requirements, we recommend that you speak with your advisor about the best choice. All embargoes must have the written approval of the Graduate Dean.

#### 17. Should I apply for an embargo?

Because different publications and academic fields have different publication requirements, we recommend that you speak with your advisor about the best choice. If you do apply for an embargo, you are still required to submit your ETD to ProQuest/UMI. It will be released for public viewing as submitted once you let the embargo expire.

## 18. Where is the UMB ETD website? <a href="http://www.etdadmin.com/umb">http://www.etdadmin.com/umb</a>

#### 19. When will my thesis or dissertation be published?

Your thesis or dissertation will be sent to ProQuest on the day that you graduate. It will be published by ProQuest within three weeks. It will also be published on the UMass Boston ScholarWorks website shortly thereafter - http://scholarworks.umb.edu/

## 20. Who should I contact if I have problems?

Contact the Thesis and Dissertation Format Editor in the Office of Graduate Studies 617 287-5700