GRADUATE STUDIES
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ETD SUBMISSION TO THE PROQUEST WEBSITE
ADV Form 13

INSTRUCTIONS FOR DOCTORAL STUDENTS

Doctoral students must submit their dissertation document in PDF format using the Proquest ETD Administrator site to meet the requirement. This puts your work into a national database of dissertations, of which BYU has been a long time participant. This submission must be complete BEFORE taking your ADV Form 8d to Graduate Studies (105 FPH) for graduation completion.

1. Wait for the final approval of your ETD by the college approver on the http://etd.byu.edu/ website. You can monitor this by logging in to your BYU ETD account. Your status should say "Grad Office Review."

2. Go to http://www.etdadmin.com/cgi-bin/school?siteId=262

3. Select the link titled, 'Submit my dissertation/thesis' and then 'Create an Account' in the New Users box. Record your user name and password for access.

4. Once you enter your information, you will receive an email containing a link that allows you to confirm your account. Click the link in your e-mail to continue the submission process.

5. The link will take you to an instruction page on the Proquest Web site. Read through the instructions. We encourage you to create and enter your ORCID ID. When you are ready to submit your document click the continue button at the bottom of the screen.

6. Select 'Traditional' as your publishing option. This grants wide availability and you will be eligible to receive royalties on the sale of your work. The 'Open' option would only be used if you want to pay Proquest in advance for anyone who might want a copy of your ETD. This is not necessary since your ETD will be available on the BYU library site (when it is released from secure or delayed access).

7. If your work will be delayed for 1 year or secured for a longer period for a patent, be sure to select the radio button '1 year delay' and write a comment in the box if your ETD is secured for a patent on the BYU site. (The BYU administrator will then make this submission secure indefinitely.)

8. The page offers you options of allowing search engines access to your work and to have your work sold by third party retailers. Select the options you prefer and then press the "Save & Continue" button.

9. Accept the publishing agreement by clicking the "Accept" button at the bottom of the agreement page.

10. Complete the required fields (marked by an asterisk) on the Proquest ETD Administrator site contact information page.

11. For 'Dissertation details,' enter committee chair and member names, and paste a copy of your abstract.

12. Upload your PDF, using the same file that received college approval on the BYU ETD site.

13. The 'Supplemental Files' and 'Notes to Administrator' sections are optional.

14. Determine if you want Proquest to register a copyright for you with the US Copyright office. This costs $55. It is not required, but you must indicate your choice on this section.

15. Once you reach the 'Order copies' section, you should scroll to the bottom and select 'Decline', because you can order a bound copy for yourself and any department bound copies using the BYU Print and Mail Website, gradworksonline.com.

16. At the 'Submit' screen you will have the opportunity to review all your information and make changes if necessary. Once you are satisfied with the information, you may continue with your submission by clicking the button at the bottom of the screen.

17. Once you have submitted, you will immediately receive an email confirmation. This completes the Proquest submission requirement.