

**Begin this submission process no later than two weeks prior to defense date**

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Please remember this is the 1<sup>st</sup> draft of your thesis or dissertation – not the finalized version

During the initial submission, complete all three sections and required fields/tabs:

- Publishing information
- About my dissertation/thesis
- Submission & payment

Publishing information step

- 1) Read instructions carefully
- 2) Select type of publishing (“Traditional” is recommended – no fees)
- 3) If you wish to place an embargo on your work, that option is available in this section – 6 months, 1 year, or 2 years

Submission & payment step cont.

- 1) Select the number of bound copies you wish to order in addition to the three standard copies required by the Graduate School (provided to your mentor, program, and library)
- 1) Lastly, enter your payment information then finalize this process by submitting

Once this initial submission is complete, you will be allowed to upload additional revised versions of your work until it is approved by your committee (post defense) and Graduate School administration.

Submission & payment step

- 1) Select “no” to the question regarding previous copyrights being filed
- 2) Select “yes” to request ProQuest to file for copyright on your behalf (PLEASE DO NOT MISS THIS STEP AS IT IS DIFFICULT TO CORRECT IF NOT SELECTED DURING INITIAL SUBMISSION)

Your dissertation/thesis is a stand-alone work and even if elements of it have been copyrighted, your dissertation/thesis as a whole has not yet been copyrighted

About my dissertation/thesis step

- 1) Input details of your work along with committee information
- 2) Upload your dissertation/thesis file
- 3) You will select “no” to the copyright permissions document since this information will be included in your appendix if applicable