

# ProQuest Submission Instructions

Graduate School of Biomedical Sciences

Fall 2021

# Creating ProQuest Account

To access ProQuest and create an account, go to <https://www.etdadmin.com/main/home?siteId=173>

The screenshot shows the ProQuest ETD Administrator website. At the top is a navigation bar with links: Home, Training and Support, Resources & Guidelines, Submitting Your Dissertation/Thesis, About ETD Administrator, Help (with a question mark icon), and Contact Support. The main heading reads "Make your thesis or dissertation available to the research community with ProQuest ETD Administrator". Below this, it specifies "At University of Texas Health Science Center-Graduate School of Biomedical Sciences".

**Here's why:**

- It's easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into University of Texas Health Science Center-Graduate School of Biomedical Sciences repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—[ProQuest Dissertations & Theses Global](#)
- Our university [resources](#) and [guidelines](#) just a click away

**Here's the workflow:**

- 1. Submit**  
You
- 2. Review**  
Your institutional administrator
- 3. Revise & Approve**  
You and your administrator
- 4. Deliver**  
Your administrator, to ProQuest
- 5. Done**  
Your work is now on ProQuest!

At the bottom, there is a call to action: "Sign up and get started today!" with a button. Below it, "Already signed up? [Log in](#)". To the right, an orange arrow points to the text "Click here to create an account". A small red lightbulb icon is in the bottom right corner.

Fill out the fields with the required information and click “Create Account”.

**IMPORTANT: Use an email that you will have access to at all times. All emails regarding revisions and updates will be sent there.**

### Create new student account [Log in](#)

Fields marked with an asterisk \* are required.

\* First name

Used to personalize email correspondence and the user interface.

\* Last name

Used to personalize email correspondence and the user interface.

\* Email address as username

Used to identify your account.

\* Password

At least 8 characters, must include: 1 uppercase character; 1 numeric digit (0 to 9); 1 special character such as # or \$.

\* Confirm password

\* I consent to the collection and use of my personal information consistent with the [Privacy Policy](#) and acknowledge that use of the service is subject to the [Terms and Conditions](#). I understand ProQuest cannot create an account without my consent.

[Create Account](#)

# Submitting to ProQuest

- Things to consider
  - What kind of digital publishing do I want?
  - Do I need to delay publishing (pending patents, unfinished data, etc.)?
  - Do you want to file a copyright on your work?
  - Do you want to order physical copies of your submission?

Submission steps

Publishing information:

Instructions

PQ publishing options

ProQuest agreement

IR publishing options

University agreement

Contact information

About my dissertation/thesis:

Dissertation/Thesis details

PDF

Supplemental files (optional)

Administrative documents

Notes (optional)

Submission & payment:

Register U.S. Copyright

Order copies

Submit


Welcome to the ETD Administrator @ University of Texas Health Science Center-Graduate School of Biomedical Sciences

Start the process of publishing to ProQuest Dissertations Publishing by submitting your completed dissertation/thesis using ETD Administrator.

You will be entering information about your dissertation/thesis, uploading a copy of your work, and ordering printed copies (if desired). Your submission will be reviewed by staff at your school before they deliver it to ProQuest.

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 later to finish.** No information will be lost.

Some items to have on hand:

- **A PDF copy of your dissertation/thesis.** This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.
- **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 Categories - 1 - 3** that best describe your dissertation/thesis' subject area. ([Subject Category list](#) )

Continue



Go through each tab on the left hand side. Some areas (PQ publishing, Copyright, Order Copies) will may require payment depending on your selections. All payments must be made with a credit card. Currently, there is no way for the departments to pay these fees.



# ProQuest Publishing

## Select Type of Publishing \*

- Traditional Publishing** [View agreement](#)
  - I want to make my work widely available to the international community of subscribers to ProQuest Dissertations & Theses 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 in order to be eligible to receive royalties.
  - I understand that ProQuest does not charge a fee for Traditional Publishing.
  - I understand that my work will be available through [ProQuest Dissertations & Theses](#) database, [Turnitin](#) and other like services, and [Dissertation Express](#), and that a citation/abstract may appear in Google Scholar and some [indexes](#) (e.g. MLA, MathSciNet, PsycINFO, etc.).
  
- Open Access Service** [View agreement](#)
  - I want the broadest possible dissemination of my work, and I want to provide a wide audience with 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 fee for the Open Access Service is \$95.00 USD for an author. If your school is interested in purchasing this on your behalf, they should contact [disspub@proquest.com](mailto:disspub@proquest.com) for institutional pricing.
  - I understand that I will pay the fee, unless notified by my graduate institution that the school will pay.
  - I understand that my work will be available through [ProQuest Dissertations & Theses](#) database, [Turnitin](#) and other like services, and [Dissertation Express](#), and that a citation/abstract may appear in Google Scholar and some [indexes](#) (e.g. MLA, MathSciNet, PsycINFO, etc.).
  - I understand that the full-text of my work will also be made freely available in its entirety through open web entry to the ProQuest Platform.
  - I understand that this is an optional service and is not a required purchase.

Students have to option to choose between Traditional and Open Access. Information about both options is available on the GSBS Dissertation site.

**\*\*Please note that Open Access requires a \$95.00 fee**

# Delay Publishing/Embargo

## 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 abstract of your work will be available through ProQuest and may be available through your institutional 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.

How long would you like to delay the release to ProQuest? \* (more info)

- 6 months  1 year  2 years  Other

Note to administrator (optional) 200 characters

[Clear](#)

Reason for delaying release to ProQuest: \*

- ✓ Select
- Publication pending with another publisher
- Patent pending
- Material under another copyright is contained in the work
- Sensitive material is included
- Deferred degree date
- Other

Google Scholar!

Students have the opportunity to delay the release of their submissions for up to 1 year. Permission for a 2 year delay must be acquired from the Associate Dean of Academic Affairs.

Use the dropdown menu to select the reason for the delay.

# Contact Information

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

\* - required

## Contact information:

First name \*:

Middle name:

Last name \*:

Permanent email address \*:

We use your email address to contact you, as necessary, about your submission.

Make sure to use an email you will have access so ProQuest will be able to contact you.

## Mailing address

We collect your mailing address on behalf of your institution so it can contact you about matters such as your submission and related graduation requirements. Additionally, eligible royalty payments generated by sales of your work will be sent by ProQuest to the mailing address you provide here.

Country \*:

Street Address \*:

Street Address line 2:

Street Address line 3:

City \*:

State/Province:

Zip/Postal code \*:

Enter NA if your selected country does not use Zip or Postal codes.

Make sure to fill out this section accurately. Any physical copies ordered will be mailed to this address. If you need to make any changes, you will need to email ProQuest at [disspub@proquest.com](mailto:disspub@proquest.com) including your name, updated delivery address, and any other relevant information (like your order number).

## Future Services

You will have the opportunity to order additional copies of your work and learn about related services that could support your career and research. Would you like us to send you information about these opportunities? (You can always opt-out later.)

Yes, please let me know about ordering additional copies and other related services.

Continue



# Register Copyright

Students are not required to file for copyright.

**\*\*Please note that the fee for filing for copyright is \$75.00**

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## 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

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## 2. Requesting ProQuest to file for U.S. Copyright Registration

- No, do not file for copyright**—I am requesting that ProQuest not file for copyright on my behalf.
- Yes, file for a new copyright**—I am requesting that ProQuest file for copyright on my behalf.

- Required:** Select the checkbox to indicate you have read, understood, and agree to the following:
- I will pay a fee of \$75.00 (U.S. dollars) to ProQuest for filing on my behalf with the U.S. Copyright Office.
  - I am the sole author of the dissertation or thesis I submitted to ProQuest.
  - I do not acknowledge any co-authors or co-claimants of my work.

[See manuscript examples](#) rejected and deemed not by a sole author.

# Ordering Copies

The option to order copies through ProQuest is **only available during the initial submission process**. If you do not order copies during this time, you will need to go through a third-party site.

Type	Size & Description	Price Per Copy	Number of Copies
Hardcover	8 1/2 x 11 in., single copy	1-2 \$62.00 3-4 \$56.00 5+ \$50.00	<input type="text"/>
Hardcover	6 x 9 in., single copy	1-2 \$51.00 3-4 \$46.00 5+ \$41.00	<input type="text"/>
Softcover	8 1/2 x 11 in., single copy	1-2 \$45.00 3-4 \$41.00 5+ \$37.00	<input type="text"/>
Softcover	6 x 9 in., single copy	1-2 \$38.00 3-4 \$34.00 5+ \$31.00	<input type="text"/>

Continue with order

Decline - do not order

Subtotal:

Note: Prices are in U.S. Dollars. Tax may be added to the total based on your shipping address.