

The Student Experience

As the administrator of the site, you may receive questions from students about how the submission process works. Below is a general overview of the student experience when submitting a thesis or dissertation online.

Creating an Account

From the main page of the ETD Administrator site (<http://dissertations.umi.com>), the student can begin by clicking on the *Start Your Submission* button. A new page will load in the browser that lists all the universities that have ETD Administrator sites. Clicking on one of the university names will load the main page for that university's ETD Administrator site, which will provide basic guidance to the student on how to proceed. Alternatively, you can provide a direct link to your students – which generally takes the form of “<http://dissertations.umi.com/schoolname>” – enabling them to skip directly to your site.

The guidance listed on your main site page is a combination of ETD Administrator-specific instructions, as well as information specific to your university that you provided when your site was originally set up. If necessary, these instructions may be changed at any point by contacting support@dissertations.umi.com.

From the main page for your ETD Administrator site, the student will be prompted again to click on a *Start Your Submission* button. At that point, the student will be prompted to create an account. After the student enters and submits the basic information requested – name, email address – an account is set up, and a verification email is sent to the student.

The Submission Process: 7 Steps

Once the student has set up an account, he or she is ready to begin the submission process – a simple, seven step process that should take, on average, less than an hour to complete. What follows is a brief, step-by-step description of the submission process.

Step 1: Accepting the ProQuest/UMI Publishing Agreement

With the new ProQuest/UMI Publishing Agreement in place, student authors can select one of two options: Traditional Publishing or Open Access Publishing. The Traditional Publishing option is the option UMI Dissertation Publishing has always supported. The Open Access Publishing option, however, is a new approach that combines the features of Traditional Publishing with free and open access to the full-text PDF of the graduate work (Note that there is an additional \$95 fee for Open Access Publishing, on top of the standard publishing fee).

The screenshot displays the 'Step 1: Accepting the ProQuest/UMI Publishing Agreement' page. On the left is a navigation menu with links: Instructions, Resources for Students, Frequently Asked Questions, Word-to-PDF Conversion, Submit Your Dissertation/Thesis, My Account (Log in), Contact Support, Email Support, and Phone: 510.665.1200 ext. 2. A note at the bottom left states: 'NOTE: bepress Technical Support is available 9 am to'. The main content area features a progress bar with 8 steps: 1. Publishing Agreement (highlighted in red), 2. About You, 3. Submission Details, 4. Upload PDF, 5. Supplemental Files, 6. Copyright Fees, 7. Bound Copies, and 8. Confirmation. Below the progress bar is the title 'ProQuest/UMI Publishing Agreement' followed by a paragraph of text explaining the agreement. A 'Section I. License for Inclusion of the Work in UMI® Publishing Program.' section follows, detailing the 'Grant of Rights' and 'UMI® Publishing Program - Election and Elements'.

Figure 1: Step 1 of the submission process

After the student selects the publishing option that best fits his or her needs, the student will be prompted to accept the ProQuest/UMI Publishing Agreement to continue (see Figure 1, above). The agreement is customized based on the publishing option the student selects. The student must accept the agreement to continue.

Step 2: Contact Information

The next screen prompts the student to enter current contact information, including email and mailing addresses, and add a future mailing address if he or she will be moving soon. This information will be stored in UMI's internal dissertation database, where we store contact information for graduate work authors.

Figure 2: Step 2 of the submission process

Step 3: Graduate Work Details

The third step in the process prompts the student to enter all the necessary metadata about his or her graduate work – the title, advisor, committee members (new with the June 2007 release), subject category, etc. Information included here should match what is included in the graduate work itself – that is, the title should be exactly the same as it is on the title page of the submitted manuscript. This information is used to create the bibliographic record in the [ProQuest Dissertations & Theses \(PQDT\)](#) database.

Figure 3: Step 3 of the submission process

Step 4: Uploading the PDF

In the next step of the process, the student must upload a PDF version of his or her graduate work. If the student does not have a PDF version of the graduate work, the ETD Administrator provides a Word-to-PDF

Conversion tool. The conversion tool will take a Microsoft Word document, or an RTF document, and convert it to PDF for the student. It is very important, though, for the student to review the resulting PDF, to make sure there were no formatting issues or other problems that occurred in the conversion process.

NOTE: Students must also make sure that 1) All fonts are embedded in the PDF; and 2) The PDF security settings allow printing and modification of the document. Both are critical to the publishing process. For more information on these two issues, please see our [online PDF Help page](#).

Figure 4: Step 4 of the submission process

Step 5: Uploading Supplementary Files

Step 5 of the submission process provides the student with the opportunity to upload supplementary files that support his or her graduate work. Examples might be sound clips or spreadsheets of research data. Students can upload as many supplementary files as they need to. If the student uploads a set of files that are “zipped”, that is how we will distribute the files with the full text – as a zipped file.

Figure 5: Step 5 of the submission process

Step 6: Filing for Copyright Registration

The next step in the submission process gives students the opportunity to register their claim to copyright with the [U.S. Copyright Office](#). It is strictly optional, and there is a \$65 fee associated with the service.

Dr. Kenneth D. Crews, a Professor at Indiana University's School of Law, has kindly given us permission to provide free access to his booklet [Copyright Law and Graduate Research: New Media, New Rights, and Your New Dissertation](#). It provides a detailed overview of copyright law that no new graduate author should miss.

Figure 6: Step 6 of the submission process

Step 7: Ordering Copies of the Submitted Graduate Work

The next screen gives the student the opportunity to order bound paper copies of his or her graduate work from UMI Dissertation Publishing. The student may choose to either place the order at that point via credit card, or continue without placing the order. The confirmation email sent to the student will also include a link to give the student another opportunity to order copies via the web or print a form to pay by check. This transaction is between the student and UMI Dissertation Publishing; neither The Berkeley Electronic Press nor the graduate school are involved in the ordering or fulfillment of these orders.

disspub@il.proquest.com, or call us at 1-800-521-0600 ext. 7020. Outside of the U.S. and Canada, call us at 1-734-761-4700, ext.7020.' Below this, there is a red heading: 'Order now and save up to 45% on copies of your manuscript'. The text states: 'Producing copies of your manuscript is less expensive at the time of publication than at any other time. We pass these savings along to you in the form of a substantial discount. Take advantage of this opportunity to acquire copies of your manuscript:' followed by a numbered list: 1. for your personal use, 2. for distribution, 3. for future reference."/>

Figure 7: Step 7 of the submission process

Confirmation & Log Out

The submission confirmation screen appears next, displaying to the student all of the information that was submitted. After completing the submission process, the student will receive an email confirming that his or her submission has been received. After the administrator approves and sends the submitted graduate work to UMI Dissertation Publishing, the student will get another email confirming that the graduate work has been sent to UMI.

Instructions
Resources for Students
Frequently Asked Questions
Word-to-PDF Conversion
Submit Your Dissertation/Thesis
My Account (Log in)

Contact Support
Email Support
Phone: 510.665.1200 ext. 2
NOTE: bepress Technical Support is available 9 am to

① Publishing Agreement ② About You ③ Submission Details ④ Upload PDF ⑤ Supplemental Files ⑥ Copyright Fees ⑦ Bound Copies **⑧ Confirmation**

Payment

Title: Sheep Bladders and Earthquake Prevention

Order Summary
You may use your browser's **BACK** button to change your order or shipping information.

Quantity	Description	Price
1	Copyright fee	\$65.00
Total (USD)		\$65.00

Note: Tax may be added to your order based on your shipping address.

Shipping information

Figure 8: Step 8 of the submission process