# SUBMISSION PROCESS

The Graduate School now requires Electronic Theses and Dissertations (ETDs) instead of printed copies. Some advantages of ETDs over hard-copy manuscripts include:

Ease of use

The ability to link directly to your thesis from your homepage and/or electronic CV

Professional development experience as you learn the basic skills of scholarly publishing in an electronic format

The option to have your thesis accessible to any potential reader at any time

\*Since Fall 2010, all theses have been archived through ProQuest/UMI and the North Carolina Online Collection of Knowledge and Scholarship (NC DOCKS).



# PRE SUBMISSION

## Defense

Your director will notify you when you are ready to defend your thesis, and he/she should schedule your defense before the submission deadline noted in the Academic Calendar (usually about four weeks prior to graduation). Ask your director for help in preparing for your defense.

Before you go to your defense, prepare a blank Approval Page. (You may wish to prepare an extra copy, just in case.) Be sure to compare your page to the sample found on the Thesis/Dissertation Information and Resource webpage. Take them with you to the defense. After your successful defense, ask your committee to sign their approval.

Send your signed approval sheet to the Graduate School.

Your thesis director should grade you for your thesis credit and remove “IP” grades after your successful defense. (Directors, see Appendix D: Guide for Thesis Directors)

NOTE: The thesis requirement on your degree audit will not be cleared until the Graduate School accepts your final revised version through ProQuest/UMI.

## Formatting

Be sure you have followed all formatting rules found in this guide (see the formatting checklist) before submitting to ProQuest/UMI.

## PDF Conversion

**Embedding Fonts**



Make sure all your fonts are embedded fonts (Times New Roman or Arial 11 or 12 point). Manuscripts without embedded fonts can cause all punctuation and formatting to disappear when the document is printed from the digital file, and may cause delays in the online publishing process.

### File Conversion

Before beginning the submission process, you should combine the text of your thesis into one document and convert it into one PDF file. You have a few options here.

Visit Creating PDFs under Resources and Guidelines at [www.etdadmin.com/wcu](http://www.etdadmin.com/wcu) .

If you have access to the required software (a full version of Adobe Acrobat, for example) and are familiar with the process, you may convert the file yourself.

## Abstract

In addition to uploading the pdf file of your thesis, you will be required to copy and paste your final abstract into the ProQuest/UMI submission form.

## Copyright

Read through the copyright information on the ProQuest/UMI website. Consult your thesis director if you have questions about copyrighting your thesis.

## Publishing options

Traditional: thesis sales eligible for royalties but not available via the internet – the Graduate School recommends this option-No student fee required.

Open Access: no royalties but thesis available free to all via the internet (including search engine access)-Student pays required fee.

## Pre-Submission Checklist

Final, defended thesis document formatted to WCU rules and converted to ONE .pdf file with embedded fonts.

Final Abstract prepared

Copyright and “open” vs. “traditional” publication discussed with director

Number of bound copies determined, with help of director



Figure 1: Checklist

Personal funds available to pay for “open” publishing fee (if selected), as well as (if needed) copyright filing, extra bound copies, etc. Credit or debit card required for payment.

# SUBMISSION

Your formatted thesis must be submitted electronically to the Graduate School via ProQuest/UMI.

Go to [www.etdadmin.com/wcu](http://www.etdadmin.com/wcu)

Click Submit My Dissertation/Thesis.

Click Create an Account and follow the instructions provided on the webpage.

When your submission is complete, you will receive an email verifying your submission. The Graduate School is also notified via email of your submission.

# Post Submission

## Requests for Revisions

The Graduate School must approve the thesis before it can be published in the ProQuest/UMI database.

After your thesis has been reviewed, you will receive an email regarding the Graduate School’s approval or denial of your submission. You will be notified of any changes that must be made. You must complete all required revisions in a timely manner (we recommend submitting revisions within 48 hours). Be sure to monitor your email frequently during this process.

Make only the corrections requested by the Graduate School. Do NOT make content changes to your thesis at this time, even if your director tells you to do so.

Submit your revisions:

Table 1: Revision

|  |
| --- |
| **Revision Steps** |
| **One** | Log in to your PROQUEST/UMI account. |
| **Two** | Go to “Revise Submission.”  |
| **Three** | Submit your changes as directed.  |

## Acceptance and Publication

When you receive notification that your submission has cleared all checks and will be delivered for publishing, the Dean of Graduate School and Research will sign your approval page and we will update your student record to reflect that the thesis requirement is complete.

See the Graduate School’s page for more information regarding graduation requirements and procedures.

One bound copy will be sent directly to Hunter Library. If you ordered extra copies through ProQuest/UMI, these will be mailed directly to you. It is your responsibility to deliver copies required by other people or departments (such as your academic department or thesis advisor).

# FOR MORE INFORMATION

If you have additional questions that are not answered here, please visit the PROQUEST/UMI site [www.etd.admin/wcu](http://www.etd.admin/wcu) and select the Resources & Guidelines tab. You may find the Online Submission: Frequently Asked Questions section particularly helpful.

# References

If I had any references, you would see them here.