

**ProQuest Registration.** Following is a series of screenshots aimed at answering common questions about the ProQuest registration process. The screenshots do not include every step of the registration process, but rather focus on steps that require further explanation or advice. Should you have additional questions after reviewing this handout, please don't hesitate to contact me at [erin-kaufman@uiowa.edu](mailto:erin-kaufman@uiowa.edu).

Because it can take up to 30 minutes, don't wait until the last minute to complete the registration process.

## Make your thesis or dissertation available to the research community with ProQuest ETD Administrator

### Here's why:

- It's easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into your institution's repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global

### 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!

Create or continue with submission

This is the first screen you'll see when you begin the registration process. It will provide a list of items to have on hand, and it will highlight the submission steps along the left side of the screen.

**My ETDs**   **Resources & Guidelines**

My Dissertations/Theses List   Submit my ETD   My Profile

**Submission steps**

**Publishing information:**

- Instructions**
- PQ publishing options
- ProQuest agreement
- Contact information

**About my dissertation/thesis:**

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

**Submission & payment:**

- Register U.S. Copyright
- Order copies
- Shipping address
- Submit

**Welcome to the ETD Administrator @ University of Iowa Graduate College**

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.

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.**

**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](#))

**Embargoes:** When submitting your thesis on ProQuest, indicate the length of the embargo (one or two years) and provide the reason for requesting it.

**Fees:** Copyright (optional) and open access publishing (optional) fees will be charged directly through ProQuest by credit card. The thesis and publication fees will be charged.

[Continue](#)

**Type of Publishing.** Following the information on the Instructions tab, ProQuest will present you with publishing options. This includes choosing between Traditional and Open Access Publishing.

All these are made available to the public through The University of Iowa Libraries. Electronic thesis deposits (ETDs) are first submitted to ProQuest for digital archiving and then forwarded to The University of Iowa Libraries, where they are catalogued and made available for public use through [Iowa Research Online](#).

Because your thesis will be made available to the public via the UI Libraries, select Traditional Publishing. There's no need to pay an additional \$95 fee for Open Access Publishing.

**Submission steps**

**Publishing information:**

Instructions

PQ publishing options

ProQuest agreement

Contact information

**About my dissertation/thesis:**

Dissertation/Thesis details

PDF

Supplemental files (optional)

Notes (optional)

**Submission & payment:**

Register U.S. Copyright

**Publishing Options**

Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (\*).

For assistance, consult your graduate school, and read our [Publishing Guides](#).

**Select Type of Publishing \***

**Traditional Publishing** [View agreement](#)

- I want to make my work widely available 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](#), [iParadigms](#) and [Dissertation Express](#), and that a citation.

**Open Access Publishing PLUS** [View agreement](#)

- I want the broadest possible dissemination of my work, and I want to provide 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 Open Access Publishing PLUS is \$95.00 USD.
- 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](#), [iParadigms](#) and [Dissertation Express](#), and that a citation.

### 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.

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? \* [\(more info\)](#)

- 1 year  2 years

Note to administrator (optional): 200 characters

[Clear](#)

Reason for delaying release to ProQuest: \*

Publication pending with another publisher

[Save & Continue](#)

**Embargo (Delayed Release).** If you are preparing a book, research articles, or a patent, you may wish to place your thesis on [embargo](#) (delayed release). Talk with your thesis supervisor about whether an embargo is an appropriate choice for your work.

In ProQuest, choose the length of the delayed release—either one or two years—and identify the reason for requesting it.

Once the embargo has expired, ProQuest and the [UI Libraries](#) will publish the thesis. It is the responsibility of the student to track this release date for their personal reference.

## Submission steps

## Publishing information:

- Instructions
- PQ publishing options
- ProQuest agreement
- Contact information

## About my dissertation/thesis:

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)

## 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 \*:

Institutional Student ID \*:

Permanent email address \*:

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

**Permanent Email Address.** ProQuest requests you provide a permanent email address (rather than an institutional email) in case there is need to contact you after you graduate. The email address that you enter here is what the Graduate College will use to communicate with you throughout the deposit process. Remember to check the email address you enter here to make sure it's correct.

ProQuest will then ask you to provide the details of your thesis.

Submission steps	Dissertation/Thesis Details
<b>Publishing information:</b>	Primary language of your dissertation/thesis*: <input type="text" value="English - en"/>
<input checked="" type="checkbox"/> Instructions	Title (as displayed in your dissertation/thesis)*: <input type="text" value="The Thesis Title Here Should Match What's on Your Title Page"/>
<input checked="" type="checkbox"/> PQ publishing options	Abstract (as displayed in your dissertation/thesis)*: Paste your abstract below. Formatting will not be shown here, but will display when your abstract is viewed in ProQuest databases.
<input checked="" type="checkbox"/> ProQuest agreement	<input type="text" value="Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam consequat, felis vel bibendum cor pulvinar tortor ipsum vitae est. Duis non purus ac lorem porta rutrum et venenatis mi. Nullam biben malesuada eu. Curabitur sit amet faucibus augue. Donec laoreet vitae magna nec eleifend. Etiam : Quisque non bibendum nisl. Nam id suscipit quam. Etiam imperdiet massa sed dolor tempus blar hendrerit enim. Nulla in eros malesuada, condimentum ante id, ornare eros."/>
<input checked="" type="checkbox"/> Contact information	Do not include personal information in your abstract.
<b>About my dissertation/thesis:</b>	Would you like to enter an optional translated version of your title and / or abstract to expand your potential researcher audience?
<input type="checkbox"/> Dissertation/Thesis details	<input type="radio"/> Yes
<input type="checkbox"/> PDF	<input checked="" type="radio"/> No
<input type="checkbox"/> Supplemental files (optional)	Year Manuscript Completed*: <input type="text" value="2019"/>
<input type="checkbox"/> Notes (optional)	Degree Date*: <input type="text" value="2019"/>
<b>Submission &amp; payment:</b>	Degree Awarded*: <input type="text" value="Doctor of Philosophy"/>
<input type="checkbox"/> Register U.S. Copyright	Department*: <input type="text" value="Biology"/>
<input type="checkbox"/> Order copies	Primary Subject Category*: <input type="text" value="Biology [0306]"/>
<input type="checkbox"/> Shipping address	
<input type="checkbox"/> Submit	

**Advisor/Supervisor/Committee Chair\*:**

Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

First name:	Middle Initial:	Last name:	Email:
Committee Name		Committee Name	committeename@email.edu

**Committee Members:**

Include up to 10 names. Do not include degrees as part of the name.

First name:	Middle Initial:	Last name:	Email:
Committee Name		Committee Name	committeename@email.edu
Committee Name		Committee Name	committeename@email.edu
Committee Name		Committee Name	committeename@email.edu
Committee Name		Committee Name	committeename@email.edu

**Committee Member Information.** Starting Fall 2019, the Graduate College will shift to electronic committee verification of all theses and dissertations submitted via ProQuest. Be sure to list your committee members and their emails correctly. This will ensure your committee members receive the email needed to sign off on your thesis.

My Dissertations/Theses List    Submit my ETD    My Profile

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**Submission steps**

**Publishing information:**

- Instructions
- PQ publishing options
- ProQuest agreement
- Contact information

**About my dissertation/thesis:**

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**PDF of your thesis or dissertation**

**Upload a PDF of your thesis or dissertation\***

PDF is the required format for ETD submission. If you are unable to convert your your file into PDF.



**Erin Kaufman Thesis.pdf**

143.2 KB

Uploaded on 2019-10-14 15:05 (UTC-5:00)

[Replace](#)    [Delete](#)

You will submit your thesis as a PDF file. You may also submit supplemental files, if you have them. Supplemental files could be code, data, images, or spreadsheets, for example.

**Submission steps**

**Publishing information:**

- Instructions
- PQ publishing options
- ProQuest agreement
- Contact information

**About my dissertation/thesis:**

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)

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**Supplemental Files (optional)**

If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or

**Supplemental file requirements:** ?

- Do not upload files that someone else holds rights to (for example, third party software s
- Zip large files, a large group of files, or files that have a directory structure.

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1.    Add File:    Upload file

Note: do not add third party applications or software (i.e. Adobe Reader, etc.)

Description:

Media Type\*:

Your thesis, by virtue of being in fixed form, is already copyrighted. For a \$55 fee, ProQuest will register your copyright for you. You may also register your copyright directly at <https://www.copyright.gov>. Find more information about copyright [here](#).

**Submission & payment:**

- Register U.S. Copyright
- Order copies
- Shipping address
- Submit

**1. Previous U.S. Copyright**  
Has registration for your paper

Yes - copyright was previously filed  No

**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 \$55.00 (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.

**Submission steps**

**Publishing information:**

- Instructions
- PQ publishing options
- ProQuest agreement
- Contact information

**About my dissertation/thesis:**

**Order Copies**



Producing copies of your dissertation/thesis is least expensive at the time of publication. Share in these savings by taking advantage of these options:

Order the "milestone edition" copies of your work:

- for hard copy
- for fast
- for your

**Bound Copies.** Students do not automatically receive a copy of their thesis, but must instead order one if they wish to have one. Because they take less time to process and are less expensive, the Graduate College recommends ordering bound copies through [Thesis on Demand](#).

**Submission steps**

**Publishing information:**

Instructions

PQ publishing options

ProQuest agreement

Contact information

**About my dissertation/thesis:**

Dissertation/Thesis details

PDF

Supplemental files (optional)

Notes (optional)

**Submission & payment:**

Register U.S. Copyright

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Shipping address

Submit

**Pay for your order: Review submission summary**

Your work is ready for submission to your institution for review.

1. Verify the details of your work as shown below.
2. If necessary, use the **Change** links to update corresponding details.
3. Click **Submit Dissertation/Thesis**.

**Submission Summary:**

If changes are needed, you can make them using the links provided.

<b>Dissertation/Thesis Details:</b>	<a href="#">Change</a>
Degree:	Doctor of Philosophy
Primary Language:	English
Title:	The Thesis Title Here Should Match What's on Your Title Page
Abstract:	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam consequat, felis ve bibendum convallis, mi odio tempus orci, et pulvinar tortor ipsum vitae est. Duis non ac lorem porta rutrum et venenatis mi. Nullam bibendum vehicula risus, in semper c malesuada eu. Curabitur sit amet faucibus augue. Donec laoreet vitae magna nec e Etiam a ante quis libero posuere efficitur. Quisque non bibendum nisi. Nam id susci quam. Etiam imperdiet massa sed dolor tempus blandit. Morbi ac hendrerit nunc, ac hendrerit enim. Nulla in eros malesuada, condimentum ante id, ornare eros.</p>
Subject Categories:	Biology [0306] - primary
Keywords:	
PDF:	
<b>Publishing Options:</b>	

[Submit Dissertation/Thesis](#)

**Submit.** The last step is to submit your thesis. Once you have completed all the registration steps and uploaded your document, be sure to click Submit Dissertation/Thesis at the bottom of the page. Doing so notifies the Graduate College that you've completed your submission and that the thesis is ready for review. You should receive an email receipt of submission from ProQuest. If you don't, please call 319.335.3599 to make sure we have received your deposit.

**Fees.** During the semester in which you are graduating, two fees will be charged to your U-bill: a \$145 thesis fee to cover processing and review costs, and a \$10 publication fee, which covers the archiving of the thesis.

Once you make the formatting changes I send you, you will resubmit your corrected thesis to your ProQuest account.

<b>Revise</b>	<b>Pay for your order: Review submission summary</b>
<a href="#">Instructions</a>	Your work is ready for submission to your institution for review.
<b>Revision options:</b>	<ol style="list-style-type: none"><li>1. Verify the details of your work as shown below.</li><li>2. If necessary, use the <a href="#">Change</a> links to update corresponding details.</li><li>3. Click <b>Submit Dissertation/Thesis</b>.</li></ol>
<a href="#">PQ publishing options</a>	
<a href="#">ProQuest agreement</a>	
<a href="#">Contact information</a>	
<a href="#">Dissertation/Thesis details</a>	
<a href="#">PDF</a>	
<a href="#">Supplemental files (optional)</a>	
<a href="#">Notes (optional)</a>	
<b>Submit your revisions:</b>	
<a href="#">Submit revisions</a>	
<b>Manage this ETD</b>	
<a href="#">View decisions</a>	
<a href="#">View revision history</a>	
<a href="#">View order</a>	
<a href="#">Email administrator</a>	
<b>Withdraw:</b>	
<a href="#">Withdraw this submission</a>	

**Submission Summary:**

If changes are needed, you can make them using the links provided.

<b>Dissertation/Thesis Details:</b>	<a href="#">Change</a>
Degree:	Doctor of Philosophy
Primary Language:	English
Title:	The Thesis Title Here Should Match What's on Your Title Page
Abstract:	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam consequat, felis vel bibendum convallis, mi odio tempus orci, et pulvinar tortor ipsum vitae est. Duis non purus ac lorem porta rutrum et venenatis mi. Nullam bibendum vehicula risus, in semper diam malesuada eu. Curabitur sit amet faucibus augue. Donec laoreet vitae magna nec eleifend. Etiam a ante quis libero posuere efficitur. Quisque non bibendum nisi. Nam id suscipit quam. Etiam imperdiet massa sed dolor tempus blandit. Morbi ac hendrerit nunc, ac hendrerit enim. Nulla in eros malesuada, condimentum ante id, ornare eros.
Subject Categories:	Biology [0306] - primary
Keywords:	
PDF:	<a href="#">Change</a>  (143.2 kB) <a href="#">View PDF</a>
<b>Publishing Options:</b>	<a href="#">Change</a>
	Traditional Publishing
	Delayed Release (ProQuest): 2 years
	No search engine access - I do not want search engines to discover my work.
	Do not file for copyright - I am requesting that ProQuest not file for copyright on my behalf.

[Submit revisions](#)

<b>Revise</b>	<b>PDF of your thesis or dissertation</b>
<a href="#">Instructions</a>	
<b>Revision options:</b>	
<a href="#">PQ publishing options</a>	
<a href="#">ProQuest agreement</a>	
<a href="#">Contact information</a>	
<a href="#">Dissertation/Thesis details</a>	
<b>PDF</b>	
<a href="#">Supplemental files (optional)</a>	
<a href="#">Notes (optional)</a>	
<b>Submit your revisions:</b>	
<a href="#">Submit revisions</a>	
	<p><b>Upload a PDF of your thesis or dissertation*</b></p> <p>PDF is the required format for ETD submission. If you are unable to convert your manuscript into PDF, you have the option to upload a Word or your file into PDF.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  <span style="color: #c00000;"><b>Erin Kaufman Thesis.pdf</b></span>  <span style="color: #c00000;"><b>143.2 KB</b></span>  <span style="color: #c00000;">Uploaded on <b>2019-10-14 15:05 (UTC-5:00)</b></span>  <span style="color: #c00000;"><b>Replace</b></span>     <span style="color: #c00000;"><b>View previous versions</b></span> </div> <p><b>Do you have any copyright permission documents to submit? *</b></p> <p>If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.</p> <p><input type="radio"/> Yes     <input checked="" type="radio"/> No</p> <p style="text-align: center;"><a href="#" style="background-color: #0056b3; color: white; padding: 5px 15px; text-decoration: none;">Save Changes</a></p>

**PDF.** From the option bar on the left side of the screen, choose PDF. Then choose Replace, which will give you the option of uploading your corrected thesis. Once the new file has been uploaded, be sure to click Save Changes at the bottom of the screen.

<b>Revise</b>	<b>PDF of your thesis or dissertation</b>
<a href="#">Instructions</a>	Your revisions have been made, but <b>still need to be submitted</b> to your graduate school for review.
<b>Revision options:</b>	<a href="#">I'm done - submit my changes.</a>
<a href="#">PQ publishing options</a>	
<a href="#">ProQuest agreement</a>	
<a href="#">Contact information</a>	
<a href="#">Dissertation/Thesis details</a>	
<b>PDF</b>	<p><b>Upload a PDF of your thesis or dissertation*</b></p> <p>PDF is the required format for ETD submission. If you are unable to convert your manuscript into PDF, you have the option to upload a Word or RTF file below and we will convert your file into PDF.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  <span style="display: inline-block; vertical-align: middle; margin-left: 5px;"> <b>Erin Kaufman Thesis.pdf</b>            143.2 KB            Uploaded on 2019-10-14 16:03 (UTC-5:00)  <a href="#">Replace</a>    <a href="#">View previous versions</a> </span> </div> <p><b>Do you have any copyright permission documents to submit? *</b></p> <p>If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.</p> <p><input type="radio"/> Yes    <input checked="" type="radio"/> No</p> <p><a href="#">Save Changes</a></p>
<a href="#">Supplemental files (optional)</a>	
<a href="#">Notes (optional)</a>	
<b>Submit your revisions:</b>	
<a href="#">Submit revisions</a>	
<b>Manage this ETD</b>	
<a href="#">View decisions</a>	
<a href="#">View revision history</a>	

**The Last Step.** Once you have uploaded your corrected thesis, you must still submit it to the Graduate College for review. Do this by clicking [I'm done – submit my changes](#) at the top of the page. Note: You will not receive an email receipt of submission from ProQuest following resubmission. If you have questions regarding your deposit, call 319.335.3599.

<b>Revise</b>	<b>Pay for your order: Review submission summary</b>
Instructions	Your work is ready for submission to your institution for review.
Revision options:	<ol style="list-style-type: none"> <li>1. Verify the details of your work as shown below.</li> <li>2. If necessary, use the <b>Change</b> links to update corresponding details.</li> <li>3. Click <b>Submit Dissertation/Thesis</b>.</li> </ol>
PQ publishing options	
ProQuest agreement	
Contact information	
Dissertation/Thesis details	
PDF	
Supplemental files (optional)	
Notes (optional)	
Submit your revisions:	
<b>Submit revisions</b>	
Manage this ETD	
View decisions	
View revision history	
View order	
Email administrator	
Withdraw:	
Withdraw this submission	

  

**Submission Summary:**

If changes are needed, you can make them using the links provided.

<b>Dissertation/Thesis Details:</b>	<a href="#">Change</a>
Degree:	Doctor of Philosophy
Primary Language:	English
Title:	The Thesis Title Here Should Match What's on Your Title Page
Abstract:	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam consequat, felis vel bibendum convallis, mi odio tempus orci, et pulvinar tortor ipsum vitae est. Duis non purus ac lorem porta rutrum et venenatis mi. Nullam bibendum vehicula risus, in semper diam malesuada eu. Curabitur sit amet faucibus augue. Donec laoreet vitae magna nec eleifend. Etiam a ante quis libero posuere efficitur. Quisque non bibendum nisi. Nam id suscipit quam. Etiam imperdiet massa sed dolor tempus blandit. Morbi ac hendrerit nunc, ac hendrerit enim. Nulla in eros malesuada, condimentum ante id, ornare eros.</p>
Subject Categories:	Biology [0306] - primary
Keywords:	
PDF:	<a href="#">Change</a>  (143.2 kB) <a href="#">View PDF</a>
<b>Publishing Options:</b>	<a href="#">Change</a>
	Traditional Publishing Delayed Release (ProQuest): 2 years No search engine access - I do not want search engines to discover my work. Do not file for copyright - I am requesting that ProQuest not file for copyright on my behalf.

**Final Clearance.** Once you resubmit your thesis, I will reexamine it to ensure corrections have been made and accept it. This will prompt ProQuest to send emails to your committee members, asking them to sign off on the thesis. Once your committee members approve your thesis, the process is complete.