

Submitting an ET/D to UMI/ProQuest

What you need to know and do

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You should print this page for easier access as you complete this process.

Submitting your electronic thesis or dissertation (ET/D) to UMI/ProQuest is a requirement for graduation and ensures that your work will be preserved even if a disaster destroyed campus servers. In addition, via its Dissertations and Theses database, ProQuest makes your work accessible to researchers across the globe. Submission to ProQuest does not affect your ownership and distribution rights.

Note: UMI is also called ProQuest (you'll see both names). Bepress manages the front end (data gathering and ETD uploading) process for UMI/ProQuest. You will actually be using the Bepress site; once you have completed all your paperwork and have uploaded your T/D to Blackboard, the CGHS will submit your materials to UMI/ProQuest.

You must create your personal account before submitting for format review.

Publishing Agreement

1. Go to <http://dissertations.umi.com/utmemb/> and click on Start Your Submission.
2. Click on Create a Free Account. Fill in the form to create an account. Information requested includes your name, email address, and password. Use a permanent email address; you are responsible for contacting ProQuest when your email address changes.
3. Wait a few minutes and you will receive a verification email at the email address you specified. Follow the instructions in the verification email to complete the account setup process.
4. The Resources for Student link on the left of the screen contains invaluable information. To facilitate the process of submitting and publishing your ET/D, you should look at
 - UMI Formatting Requirements (about 1 page)
 - Online Submission: Frequently Asked Questions

Also, print the appropriate Publishing Agreement (thesis or dissertation), which provides all the forms you'll need to fill out online. You may also want to read the two copyright information sites available.

5. Select the type of publishing you would like for your dissertation or thesis: traditional publishing (\$55) or open access publishing (\$55 + \$95 = \$140). UTHSC recommends traditional publishing, as UTHSC provides open access publishing at no charge. TR1 makes your work accessible immediately through ProQuest and allows it to be found in search engine results. TR2 delays availability of (embargoes) your work for 6 months, 1 year, or 2 years and can limit search engine access. Before selecting an embargo, you must request approval for any embargo and provide the CGHS (darmbruster@utmemb.edu) with a timeframe and rationale for your request. The guidelines are as follows:

- 6 or 12 months for TDs containing data/information being prepared for publication
 - 24 months for TDs undergoing patent evaluation
6. If you change your mind about an embargo, you must email Bepress (support@umidissertations.bepress.com) and request a change.
 7. Read and accept the ProQuest/UMI Publishing Agreement.

About You

8. Enter your current contact information, including your email and mailing addresses. There is also a space to enter your future mailing address, if you will be moving soon. If you will not be moving, check the box labeled “Future mailing address is same as current.” (You can add the information later, but not after your ET/D is sent to UMI by the College.)

Submission Details

9. Enter information about your ET/D, including the title, advisor, committee members, and subject category. If your title and abstract are still in process, simply insert a statement to that effect; you can always go back and edit these fields when the title/abstract are finalized. There is also a message box at the end of the form that you can use to communicate with the CGHS administrator.
10. **Special Note for the title field:** you can copy and paste Greek characters from your Word document into this field. No other special formatting (e.g., italics, boldface, superscripts, or subscripts) can be used. Be sure to check the title field at the end of the process when all of your entries are summarized. If your title is long and has been truncated, go back and type (rather than copy and paste) your title into this field.
11. **Special Note for the abstract field:** you can copy and paste Greek characters from your Word document into this field. In the abstract field, you must use html coding for special formatting (e.g., italics, boldface, line breaks in your abstract, superscripts and subscripts). Information about this can be found by clicking on the link under the abstract field. Be sure to check the abstract field at the end of the process when all of your entries are summarized. Go back and edit if necessary.
12. If your abstract is more than one paragraph, select the multiple paragraph format option. If your abstract contains html coding, you must select the coding option.

Upload PDF (Step 4)

13. **Skip Step 4; do NOT upload your PDF.** Once your ET/D has been approved (by your committee and the CGHS), the administrator will upload your PDF (and any supplementary files). For CGHS format reviews, you must use the UTHSC Blackboard site (ET/D Workshop or your own Blackboard course site).
14. Continue beyond this step and supply the requested information.

Supplemental Files (optional)

15. Use the supplementary files area to upload additional content such as multimedia files or spreadsheets. Note that multimedia should not be embedded in your PDF. You may upload .zip files, but note that these will be posted in the UMI database as .zip files and may be

problematic for some researchers to use. If you mistakenly upload a supplementary file, you can let the administrator know, and the file will not be sent to UMI.

Copyright Fees (optional)

16. Next is an opportunity to register with the U.S. Copyright Office for a fee of \$65. UTHSC recommends that you register directly with the U.S. Copyright Office (<http://www.copyright.gov/>), as the fee is much lower if you wish to formally copyright your ET/D. Additional information is available in the *Thesis/Dissertation Guide*.
17. If you change your mind about a copyright, you must email Bepress (support@umidissertations.bepress.com) and request a change.

Bound Copies (optional)

18. On the next screen, you can order bound paper copies of your thesis or dissertation. UTHSC does not require you to purchase any bound copies. However, if you would like bound copies for your personal use, UTHSC recommends that you use the library's binding service (http://www.utm.edu/grad/TDs/ETD_Requirements.htm) or other local bindery for this purpose.
19. The next screen involves fees. You will pay fees to the UTHSC Cashier (see http://www.utm.edu/grad/CURRENT_STUDENTS/Student_Forms.htm).
20. **Finally, be sure to click on the Confirmation button at the bottom of the screen; otherwise, your account will not be created.**

Confirmation

21. After completing the submission process, you'll receive a confirmation email, plus a second email once your submission has been reviewed by the CGHS administrator.
22. You will not be approved for graduation and your ET/D will not be sent to UMI until (1) all your paperwork is completed (see http://www.utm.edu/grad/CURRENT_STUDENTS/Student_Forms.htm) and (2) the CGHS administrator approves your PDF (you will receive an email when you have been approved and your T/D is sent to UMI).

If you have questions or problems, contact Dr. Armbruster (darmbruster@utm.edu) with a thorough description of the problem.