Seattle University
Electronic Thesis and Dissertation (ETD) Submission Instructions

Before You Begin

The ETD site for Seattle University is available here. ProQuest ETD Administrator is a third-party site that Seattle University uses for submission of dissertations. When you access the site the first time you will be required to create an account; click on Create new student account. Keep track of your username and password - you will almost certainly need to access the site more than once during the ETD process.

Once you establish an account, you will receive an email from the ProQuest ETD system (this email, and others generated from the ProQuest ETD system, may get caught in your spam filter, so please watch for this). Use the link provided in the email to confirm your account. Once you confirm your account you will be taken to the Submit my ETD page of the ProQuest ETD Administrator website. We would suggest you explore the entire site in advance; the submission steps are detailed on the left-hand menu. We also suggest you review all these submission instructions in advance.

You will be asked to make decisions about traditional versus open access publishing as well as copyrighting your work. We suggest you review these materials in advance (look here for publishing options and here for copyright information) so that you can have already made these decisions by the time you are ready to submit. If you choose traditional publishing there is no charge; if you choose open access publishing there is a $95 fee. If you choose to file for copyright there is a $75 fee. Have your credit card ready when you make your final submission. If you would like to purchase copies of your thesis/dissertation for yourself, you may order bound copies through ProQuest (Order copies page).

Submitting Your ETD

From the Submit my ETD page on the ProQuest ETD Administrator website, the submission steps are outlined on the left-hand menu. You will see the items checked off as you progress through the submission steps. You must click "Save & Continue" at the bottom of each page, even pages on which you do not enter any information (e.g. the Instructions page, the Supplemental files page, etc.). Using the left-hand menu, you can return to any page and make changes until the point of final submission (make sure you save the changes at the bottom of the page).

Instructions page

- Before you begin the submission process, review the notes on this page about the information you should have ready.

- If you start the submission process but are not able to complete it in a single session, you can save your information and come back later to finish. Just remember to click "Save & Continue" as you enter information on each page.

ProQuest Publishing Options page

- See the **ETD Publishing Options** for information about your ProQuest and Lemieux Library options.

- If you choose Open Access, you will have to pay the $95 Open Access fee. When making this decision, keep in mind that your dissertation will be available *Open Access* through ScholarWorks, Seattle University's Institutional Repository (IR). Most students select, and we recommend the Traditional Publishing option.

- You may choose no search engine access at your discretion. Lemieux Library does not limit search engine access in ScholarWorks.

- You may choose a 6-month, 1-year or 2-year embargo at your discretion. The result will be that your work will be listed in the ProQuest database as a citation only until the specified embargo period has lapsed. Embargoes tend to be the exception, not the rule. In most cases you would want your work published as soon as possible.

- After you have selected your publishing options, click Save & Continue at the bottom of the page. You will be taken to the detailed publishing agreement for the publishing option you chose. You will need to click Accept at the bottom of the page.

IR Publishing Options page

- Choose optional embargo period for IR

- Review and accept Seattle University IR agreement

- Choose optional **Creative Commons** License. This is where you select the type of Creative Commons License you want. For dissertations, typically students choose one of the non-commercial options.

Contact Information page

- The form of your name that you use on this page must match the form of your name as listed on the Title page of your ETD

- Seattle University or ProQuest may need to contact you weeks or months after your submission, so please think carefully about your permanent email address and permanent mailing address.

Dissertation/Thesis Details page

- The Title provided must exactly match the title on the Title page of your thesis/dissertation, including punctuation.

- Abstract - your entire Abstract will be entered here. You can copy and paste your abstract into the box without formatting it. For the ProQuest *Dissertations & Theses* database, ProQuest will format your abstract using the formatting that is in the abstract of your PDF submission.

- Select ProQuest subject categories appropriate to your manuscript. Click here to view a PDF with a list of subject categories.

- Keywords - You must enter at least one keyword.

- The Adviser/Committee Chair section allows for two entries. Only enter one name in this section. If you do have a Co-Chair, enter both the Chair and Co-Chair names in this section.

PDF page

- Your submission must be a PDF file. If you are using MS Word, the ETD Administrator can convert your manuscript to PDF for you. The preferred method is to convert your Word document to a PDF by using Save as PDF and then submit; the ProQuest conversion tool sometimes creates formatting issues.

- After uploading, review your PDF to ensure the formatting remained as you intended.

- If you have copyright permission documents that are not included in your dissertation/thesis file, you must submit them separately. Copyright permission documents are required by ProQuest if you are republishing another's work (either in full or in part) in your dissertation.

Supplemental Files (optional) page

- Use this page only if you are including supplemental files - e.g., video files, audio files, large spreadsheets, etc.

- Be sure to click "Save & Continue" at the bottom of the page even if you do not add a supplementary file.

Notes (optional) page

- Use this page if there is a short message you would like to send to the person in Lemieux Library who will review your ETD.

- Be sure to click "Save & Continue" at the bottom of the page even if you do not add a note.

Register U.S. Copyright page

- If you have not already done so, read the information about copyrighting your thesis/dissertation here.

- To have ProQuest file for copyright on your behalf, you must be the sole author of the dissertation or thesis. If you acknowledge any co-authors or co-claimants of your work, you will not be able to file for copyright with your ETD submission. The copyright registration is optional, and you will still own the copyright even if you choose not to register it.

- Multi-author dissertations may be registered through the U.S. Copyright Office. Dissertations are registered as Literary Works.

- If you choose to register your copyright, you will have to pay the $75 fee.

Order Copies page

- If you would like to order print, bound copies from ProQuest, enter that information here. There are more cost-effective methods for ordering bound copies of your dissertation. One option is to consider ordering from the Trappist Abbey in Lafayette, Oregon (see here for details). They are typically less expensive and are available more quickly.

Submit & Pay: Credit Card page

- When you click the Submit Dissertation/Thesis & Pay button at the bottom of the page, your submission will be complete. Do not make this step until you are sure you are ready to submit. If you missed anything, this page will tell you before you submit.
  After your final submission, you will receive an automated confirmation email within minutes. (This email may be caught in your spam filter.) Lemieux Library will contact you after we have audited your thesis/dissertation and/or if we have any questions about your submission.

After You Submit Your ETD

Keep your original Word document! Back it up in more than one location! If revisions are needed, it is much easier to revise the Word document, then reconvert it to a PDF, than it would be to modify the PDF.

Questions

If you have questions about the submission process, contact Rick Block, Metadata Librarian (blockr@seattleu.edu).

If you have questions about publishing agreements and/or copyright, contact Rochelle Lundy, Scholarly Communication Officer (lundyrochell@seattleu.edu).