TEXAS A&M UNIVERSITY CORPUS CHRISTI | COLLEGE OF GRADUATE STUDIES

Submitting your Dissertation/Thesis/DNP Project Electronically Using the ProQuest Electronic Thesis and Dissertation (ETD) Administrator

*A comprehensive guide to submitting your manuscript electronically for **review** and **approval.***

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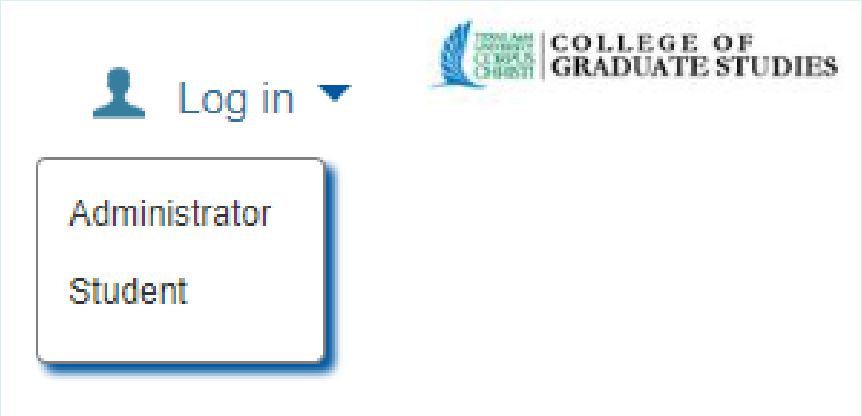
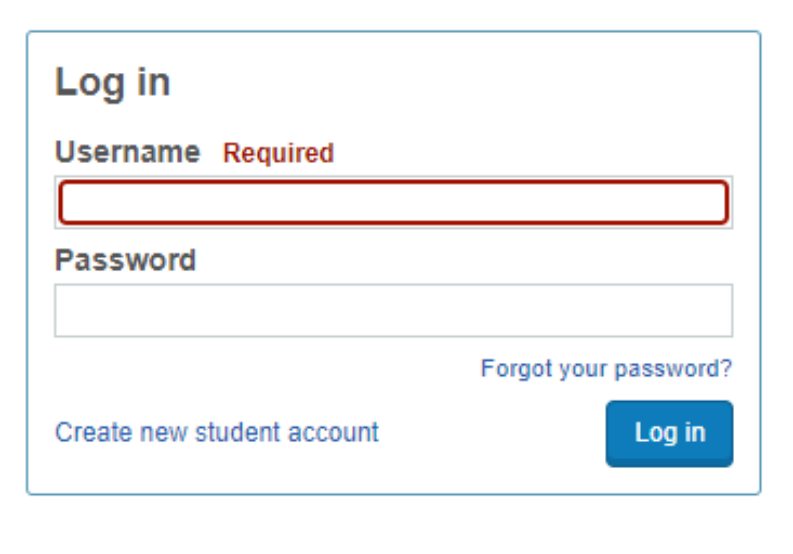
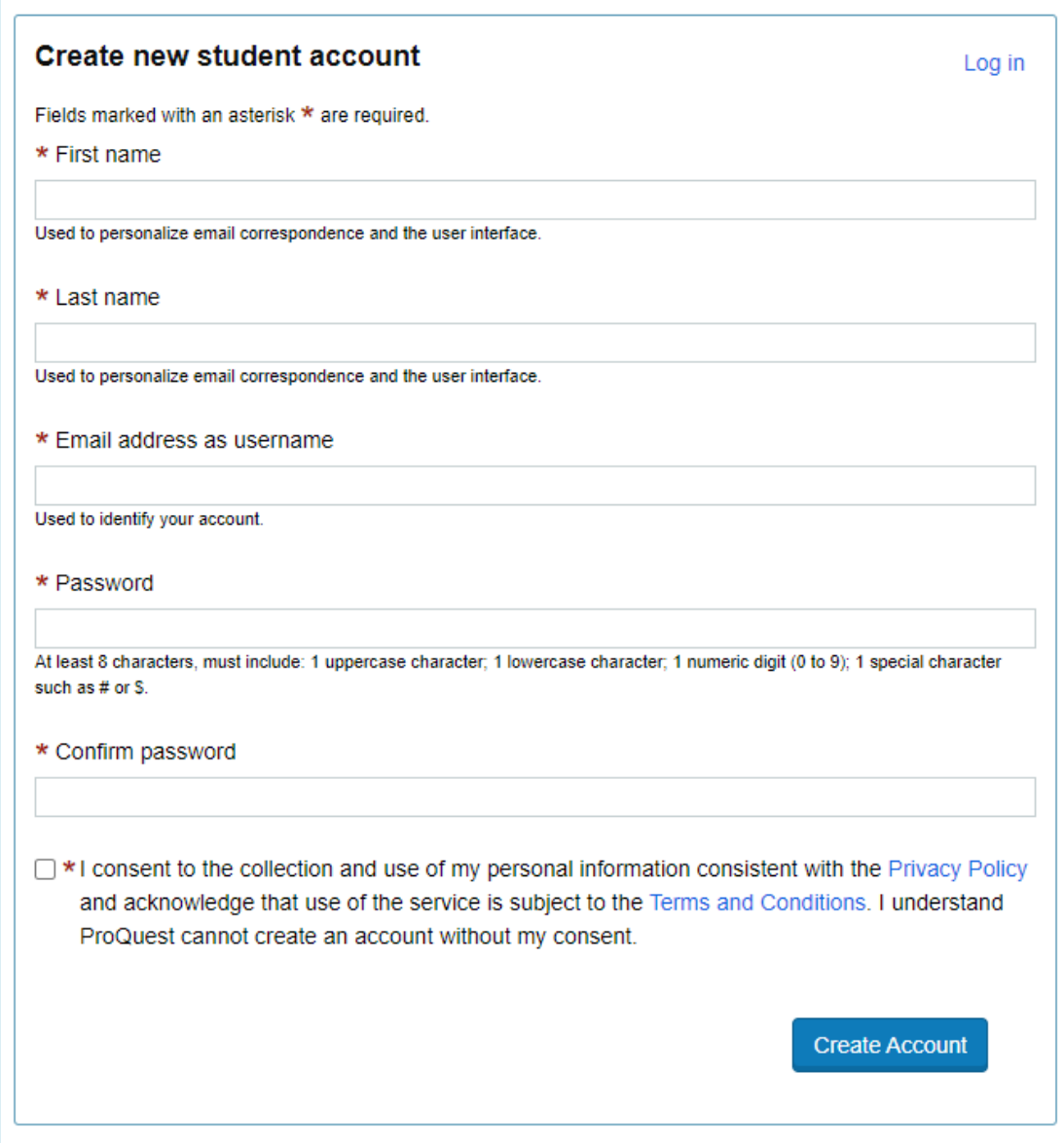
Creating an Account

- To begin, go to the homepage located at www.etdadmin.com/tamucc.
- At the top right you will see **Log in**. Click the blue arrow and select **Student**.
- To create a new account, select "**Create new student account**".



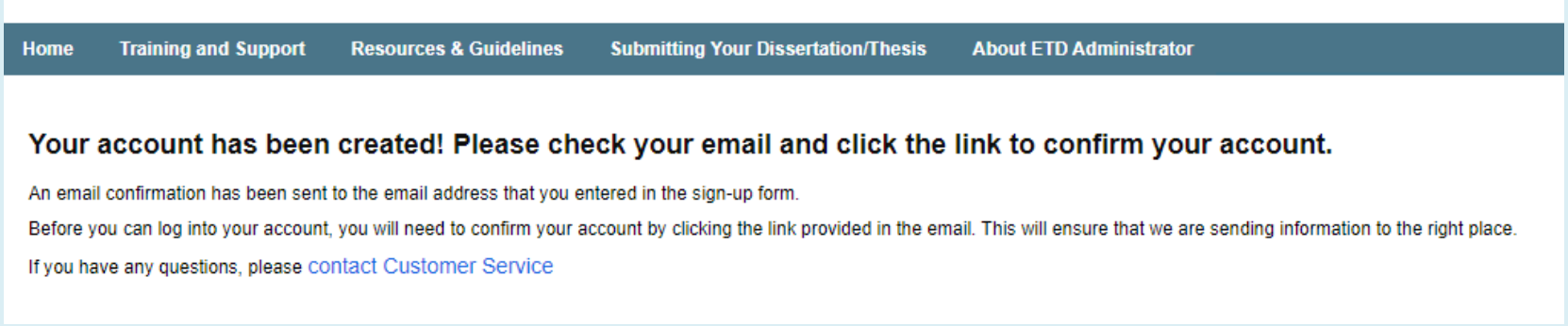


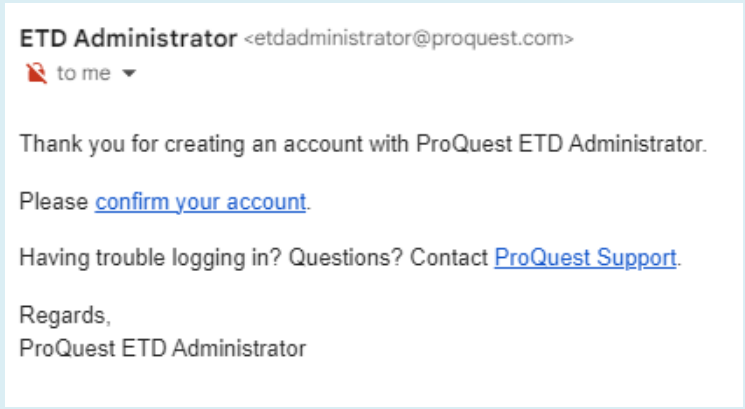
- Complete the required information.
- If you already have an existing account, proceed to **Log in** at the top, right of the page.



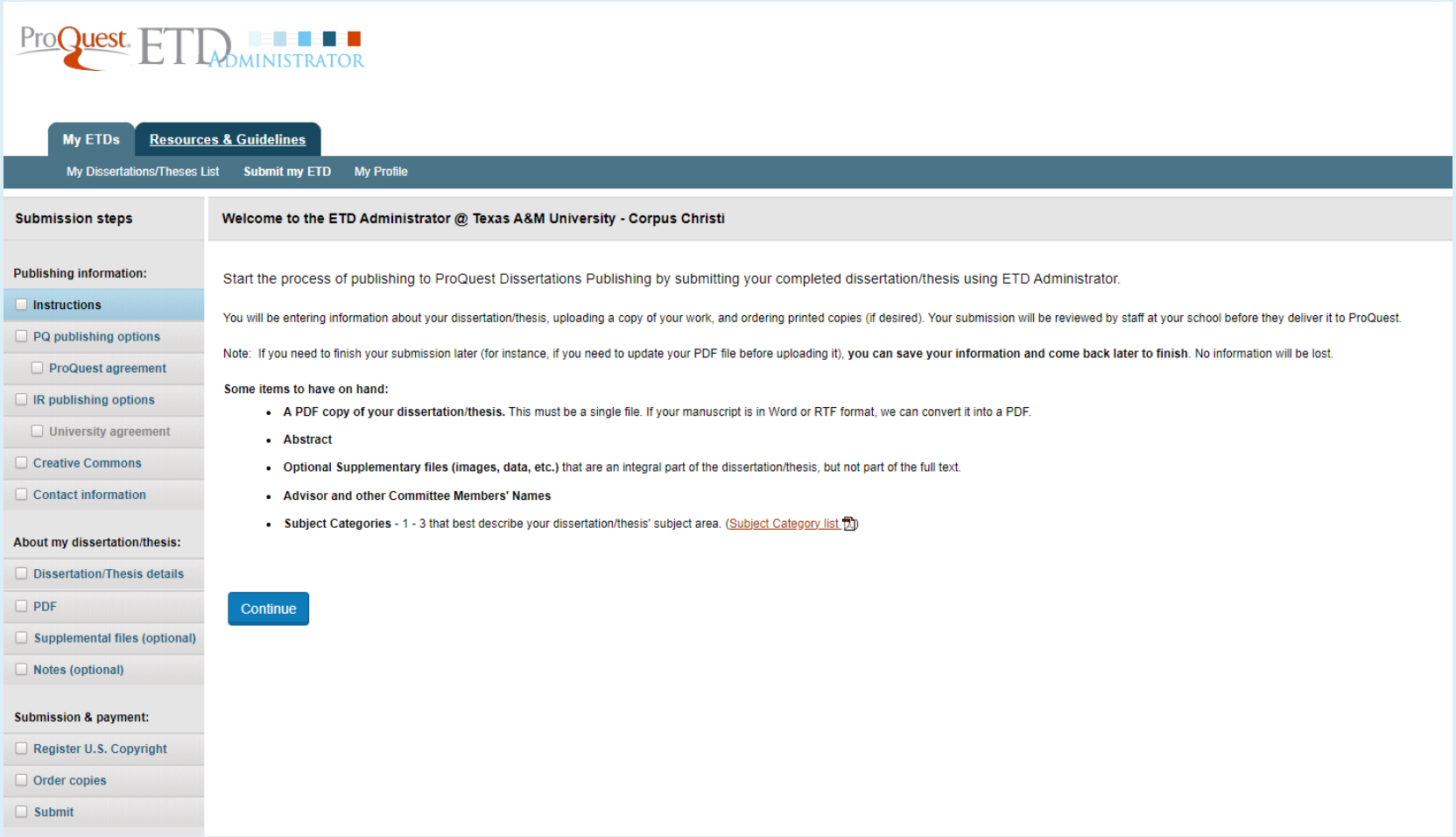
- After you click "Create Account", you will receive notification that your account has been created, and will be instructed to check your email with further account confirmation instructions. The confirmation email will be sent to the email address you provided.

- Open the email, and click on the confirm your account link in the email.





When the account is confirmed you will automatically be directed to the **My ETDs** tab. Now that you have an account, you log in at www.etdadmin.com/tamucc to upload, revise and review your submission.

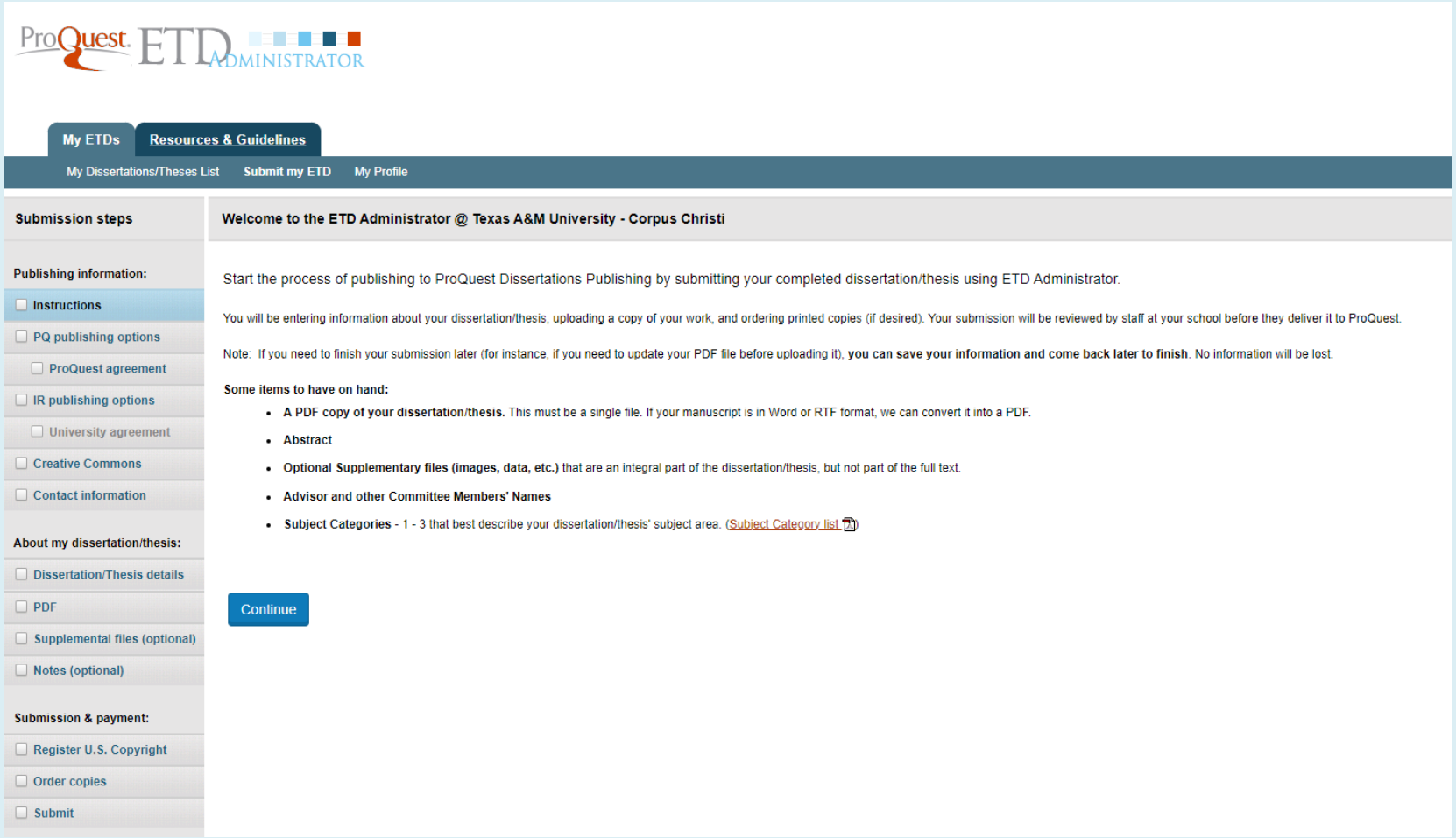


NEW SUBMISSONS

- Submitting/uploading a new manuscript through the Texas A&M University-Corpus Christi ProQuest ETD site.
- IMPORTANT: Please be mindful of Texas A&M University-Corpus Christi's policies regarding submission deadlines.

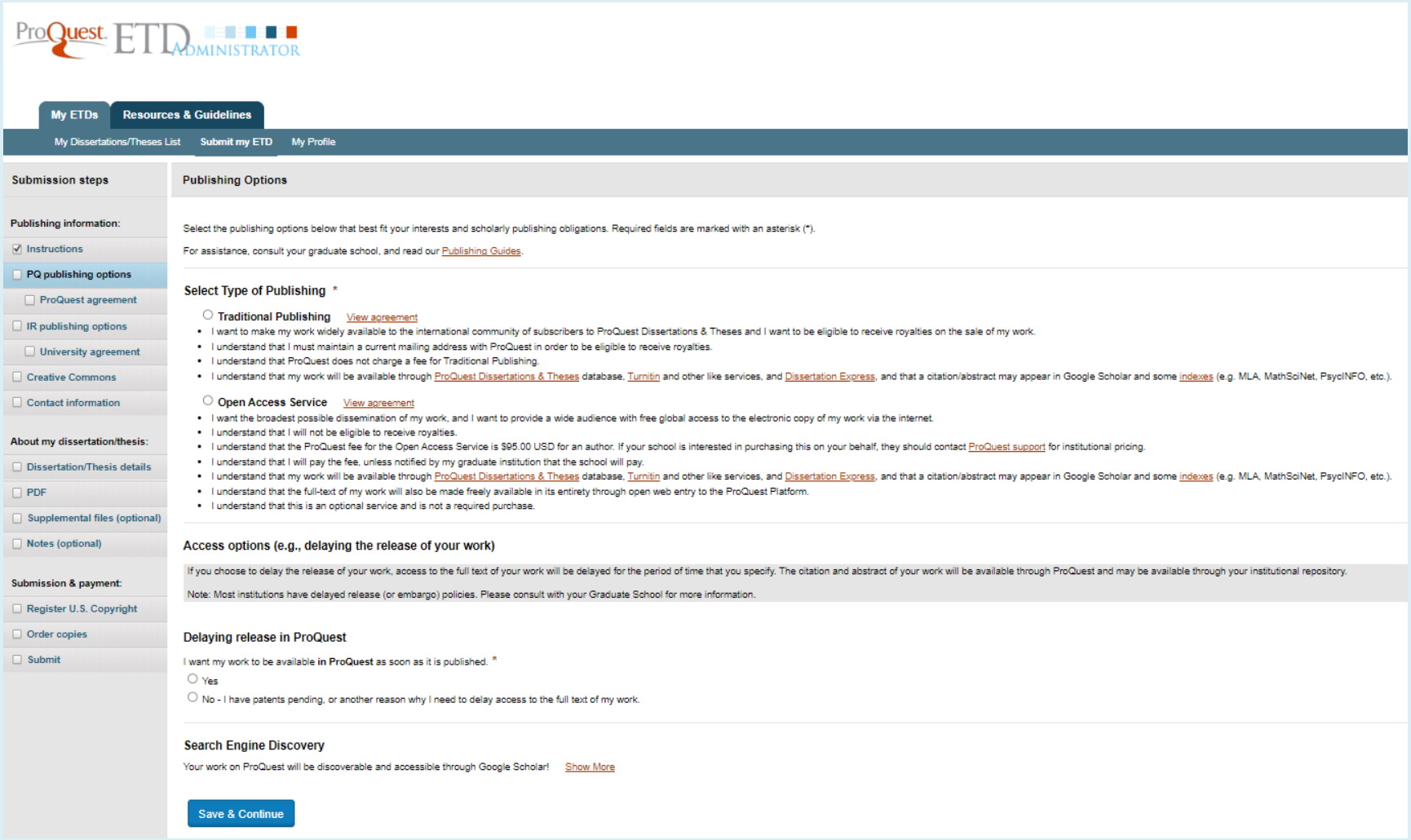
General Instructions

After you have logged in, you will see the **My ETDs** tab. The **Submission Steps** will be listed on the left side of the page. These steps will guide you through the submission process, and they will be checked as they are completed.



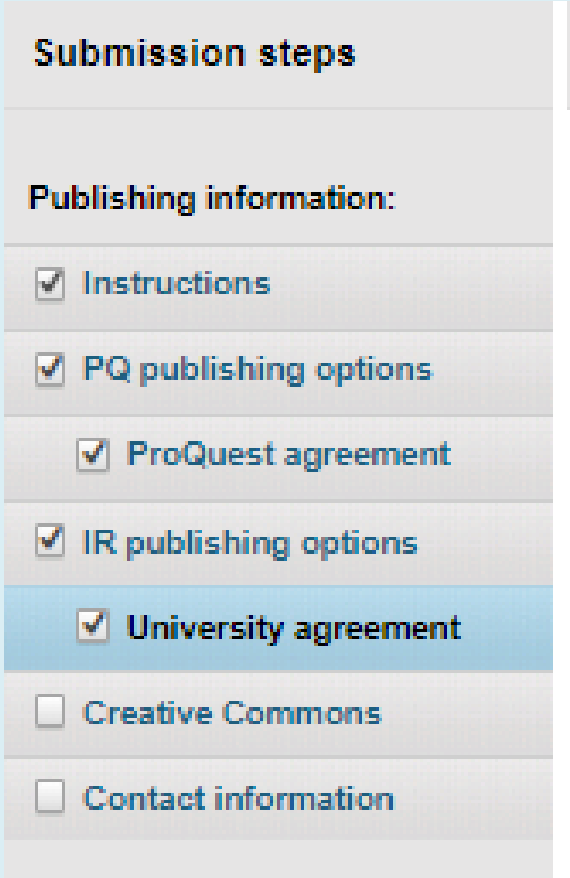
Publishing Options

Select the desired type of publishing and a publishing option. Click on the bullet point to choose, then click **Save & Continue**.



Publishing & University Agreement

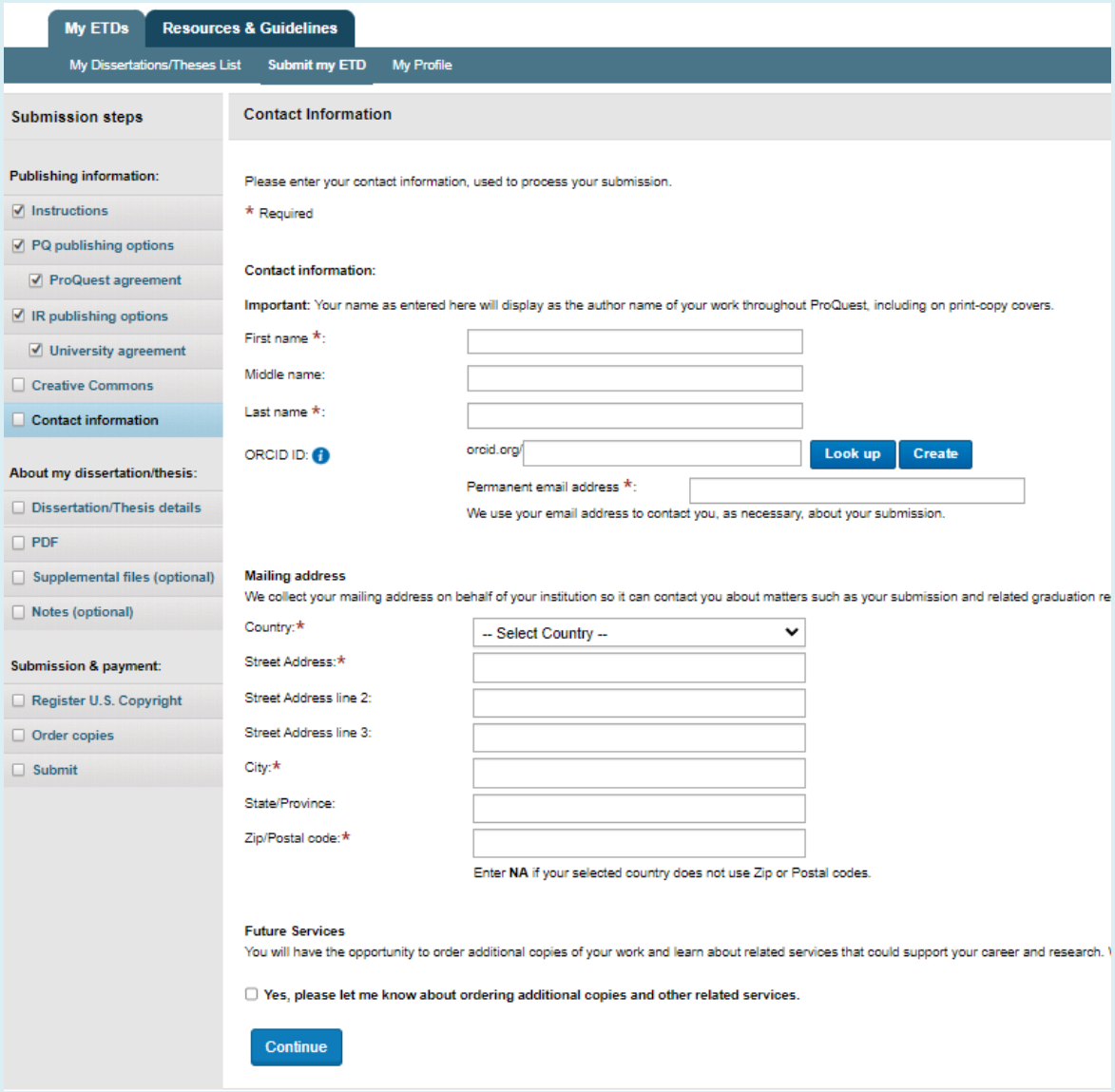
- **ProQuest agreement**: Here, you will view and sign the chosen publishing option agreement. This agreement is made between the student and **ProQuest**.
- **University agreement**: Here, you will view and sign the agreement that grants the Texas Digital Library the non-exclusive rights to copy, display, perform, distribute, and publish submitted content *(see agreement for full details)*.



Contact Information

Enter the information as requested on this **Contact Information** screen. Click **Continue** at the bottom of the page

IMPORTANT: Enter your name and email address correctly. Make sure this is an email you check regularly.

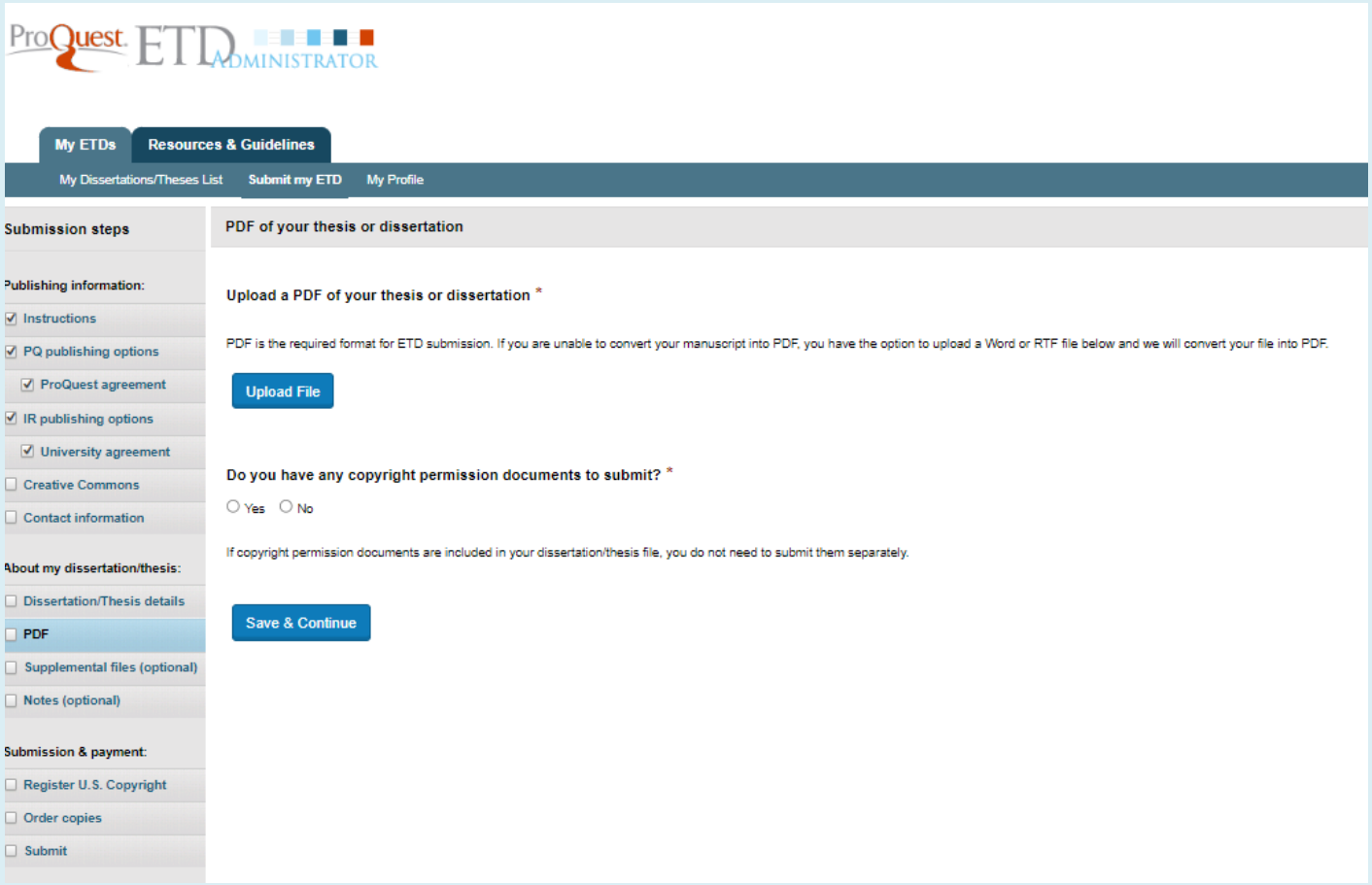


Dissertation/Thesis Details Page

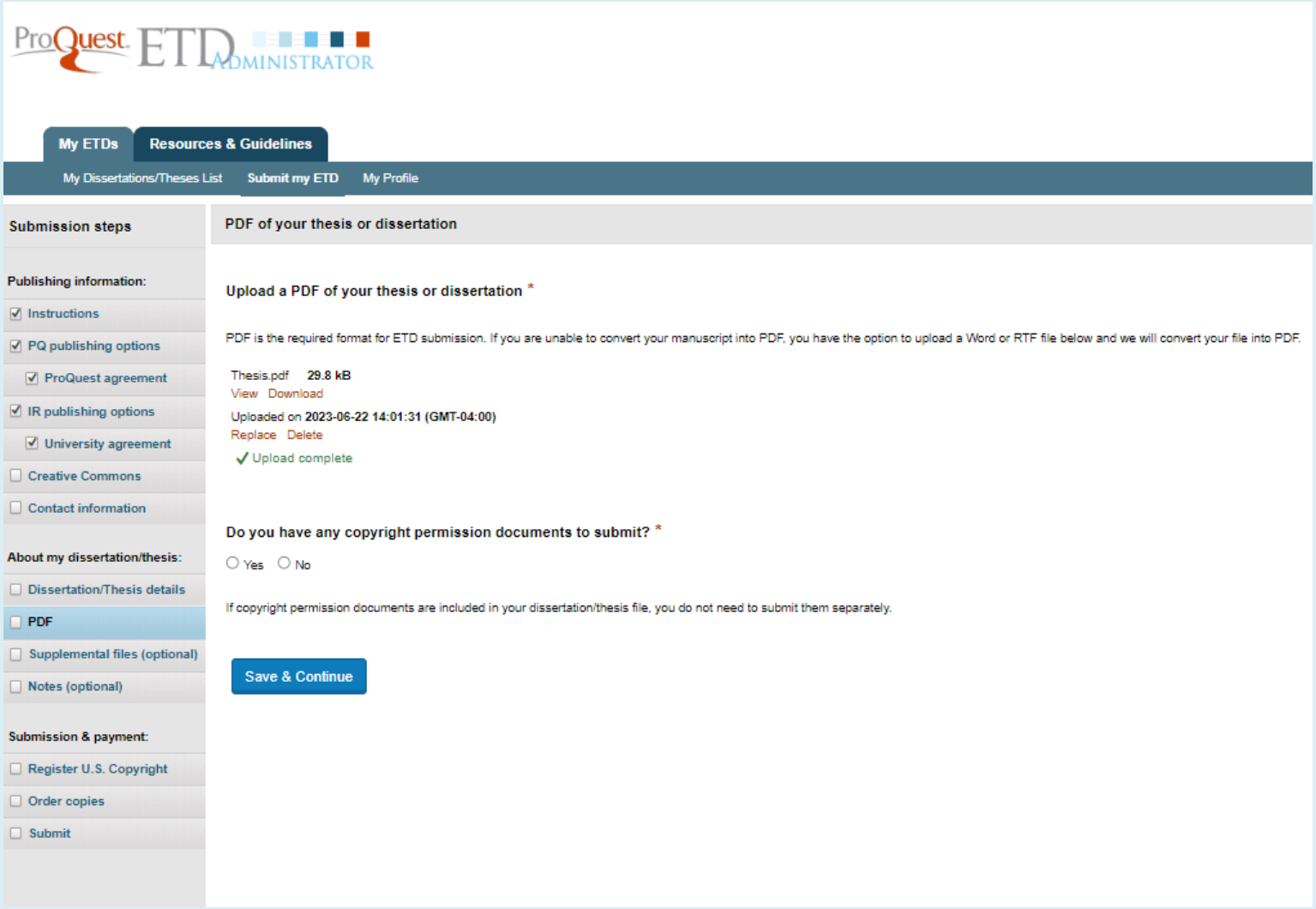
- All the applicable details for your manuscript and committee must be filled in on this page.
- NOTE: the **Title** option refers to the thesis or dissertation document title, and is not for degree or job titles.
- Paste your **Abstract** section into the box.
- Choose a **Primary Subject Category** and any additional subject categories.
- Choose some keywords about your subject matter, then copy/paste your abstract section into the box.
- Complete the **Advisor/Supervisor/Committee Chair** information, and include your **committee members** as well.
- Click **Save & Continue**.

PDF

Upload the completed thesis, dissertation, or DNP project as a PDF. If your manuscript is not yet in PDF form, you have the option to upload a Word or RTF file and convert it to PDF. To begin, click "Upload File".

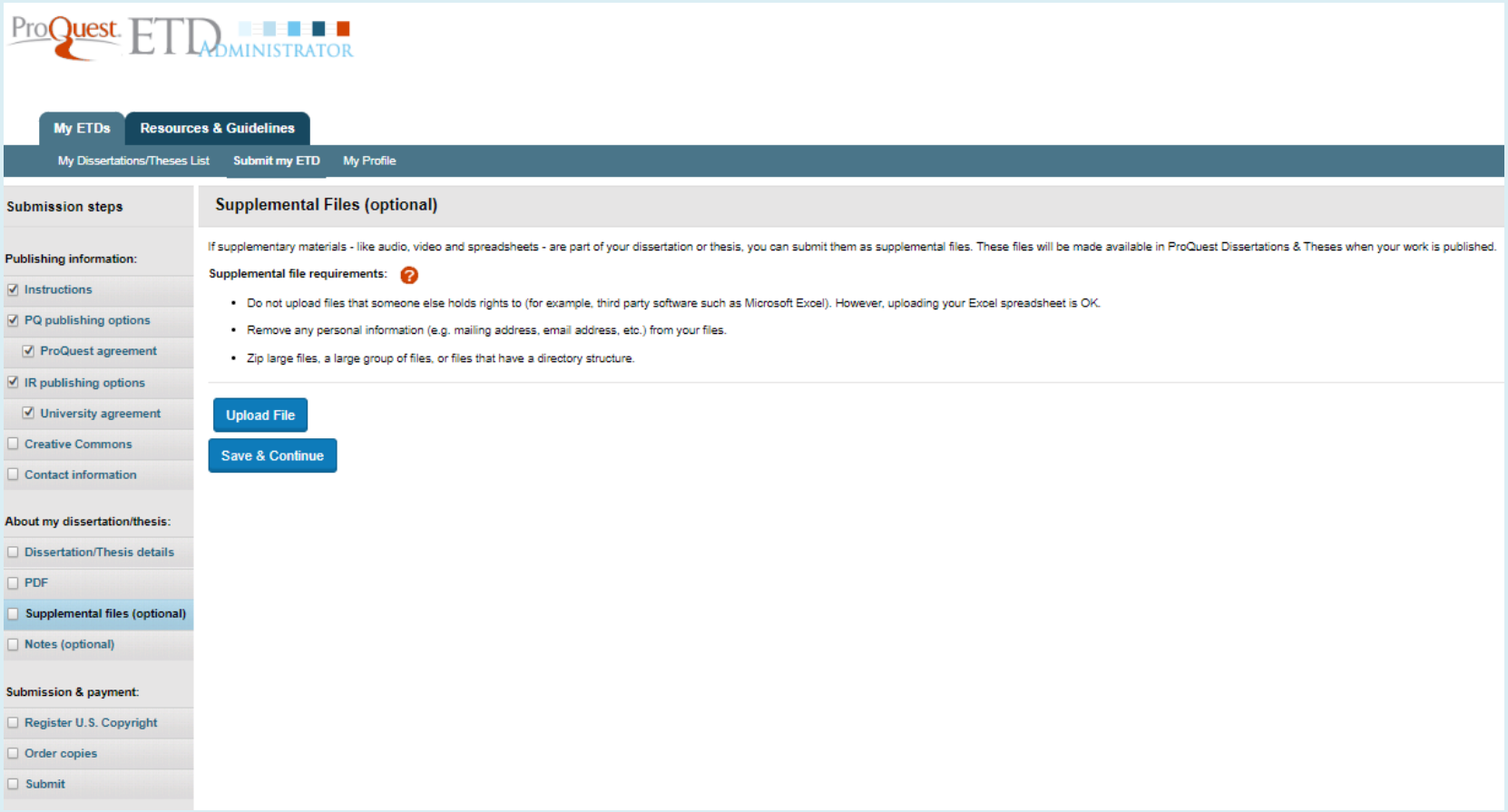


A green check mark and text- Upload Complete- will be displayed if your manuscript upload was successful. Click **Save & Continue**.



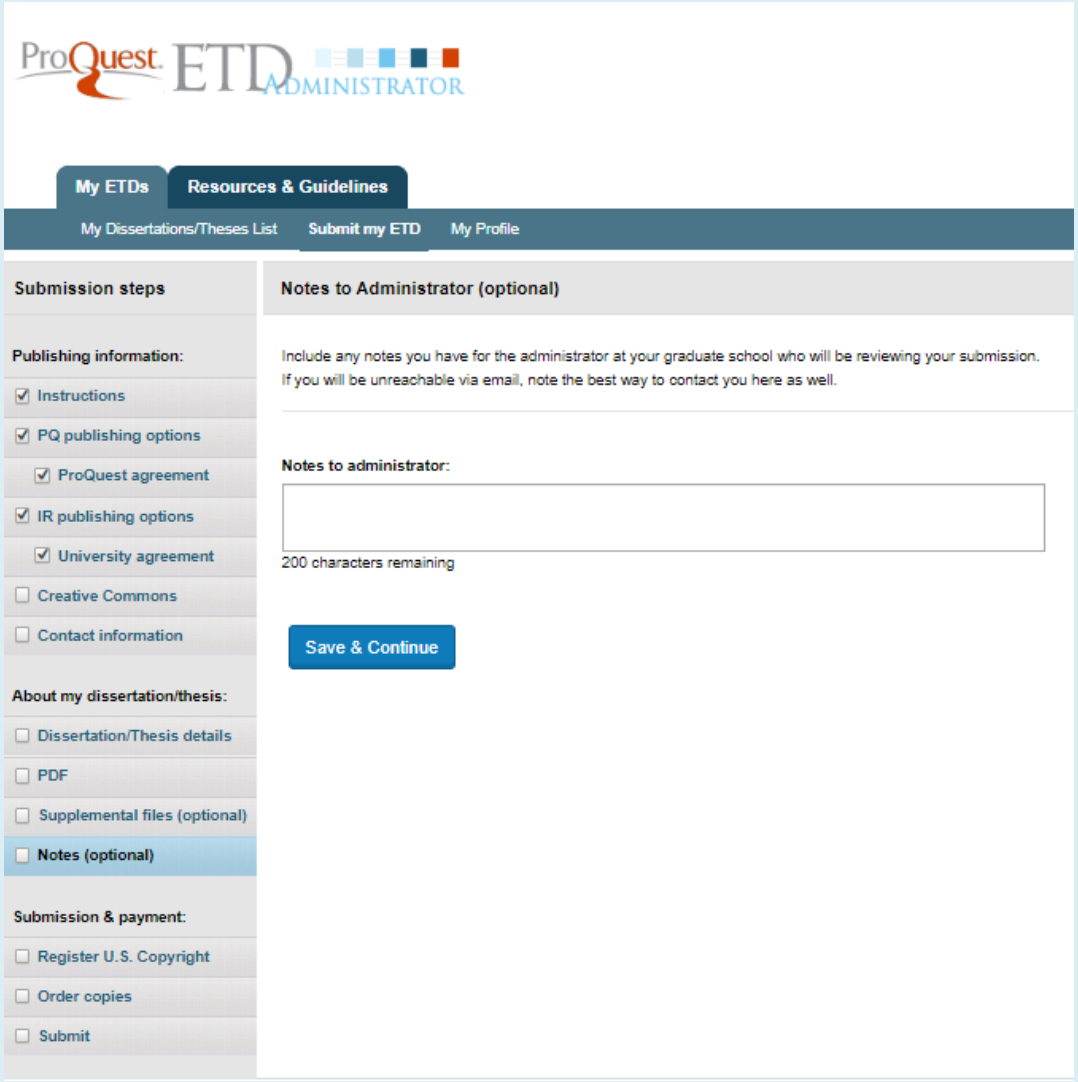
Supplemental Files

Typically, supplemental files are audio and video files, and spreadsheets. These files will be made available in ProQuest Dissertations & Theses when your work is published. Upload these files as needed. If no additional files are required for submission, click **Save & Continue**.



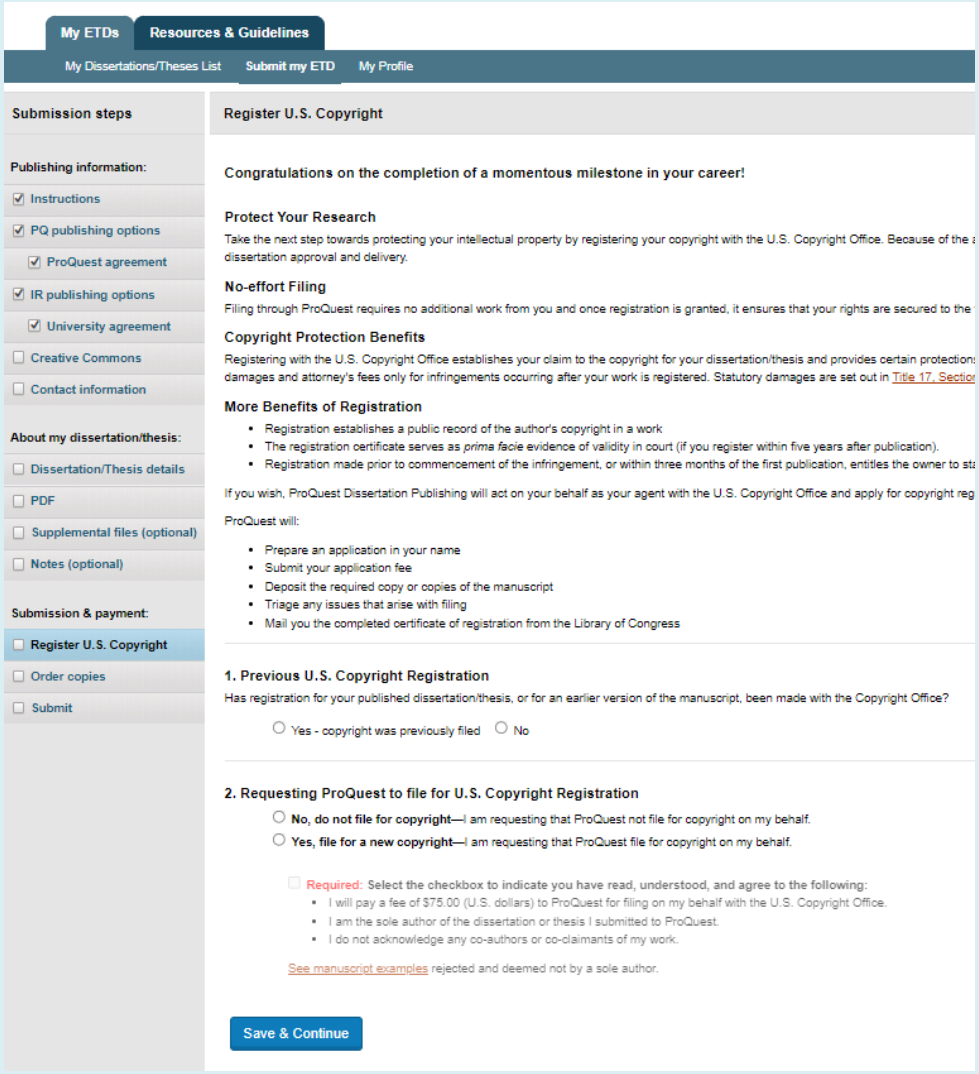
Notes (optional)

Any additional notes or restrictions on the submission can be added. The Texas A&M University-Corpus Christi Administrator will see these notes. Click **Save & Continue**.



Register U.S. Copyright

This page details the copyright options available to you. If you would like ProQuest to file for U.S. Copyright Registration, you will need to pay a one-time fee of $75 for this service. This service is optional.



Order Copies

This section details information on ordering personal bound copies of your manuscript, in addition to the 1 copy that is required by the University for the Library Archives. ProQuest will deliver personal bound copies to the address that you indicate and the University copy will be delivered to the College of Graduate Studies. Bound copies are shipped 8 to 12 weeks after approval of your manuscript for publication.

Type	Size & Description	Price Per Copy
Hardcover	6 x 9 in., single copy	1-2 $51.00 3-4 $46.00 5+ $41.00
Hardcover	8 1/2 x 11 in., single copy	1-2 $62.00 3-4 $56.00 5+ $50.00
Hardcover	A4, 210mm x 297mm, double sided	1-2 $62.00 3-4 $56.00 5+ $50.00
Softcover	6 x 9 in., single copy	1-2 $38.00 3-4 $34.00 5+ $31.00
Softcover	8 1/2 x 11 in., single copy	1-2 $45.00 3-4 $41.00 5+ $37.00

Submit & Pay

IMPORTANT: after you submit, you cannot revise your submission without permission from your graduate school administrator. Please verify that your submission is complete and correct before continuing.

To complete submission, confirm your order by reviewing the itemized list charges. Make sure to review/confirm your shipping information. Finally, you will be prompted to enter your credit card and billing information.

Your submission is now complete. ProQuest will provide a link that sends the you directly to the **My Dissertation/Thesis List**, where your manuscript can be viewed and revised.

REVISIONS

- The College of Graduate Studies will review your manuscript, and note any necessary corrections that need to be made. This information will be emailed to you via ProQuest-**etdadministrator@proquest.com**.
- You will make these revisions to your original manuscript. The revised manuscript will then need to be converted to PDF, and re-submitted/re-uploaded to ProQuest.

To make necessary revisions:

1. Log in to ETD Administrator- **www.etdadmin.com/tamucc**.
2. Locate your submission in the list provided, and click **Revise**. **Note:** any necessary changes can be made in regards to Dissertation/Thesis Details, the **PDF** or the Publishing Options.
3. After you have made your revisions to your original manuscript and converted it to PDF, then you will re-submit/re-upload to ProQuest.
4. To double check the revised document, click **View PDF**. If this is not the revised PDF then a mistake was made and the process should be repeated correctly.
5. If the document is correct, and you have finished making all of your revisions, click **Submit Revisions**. Your ETD Administrator will be notified via email of your corrections.

IMPORTANT: You must click the Submit Revisions button on the confirmation screen for your revisions to be submitted and for your administrator to be notified of your changes.

AFTER ACCEPTANCE

- Upon correct completion of your manuscript, you will receive an email from ProQuest notifying you that your dissertation/ thesis/DNP project has been accepted.

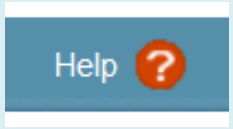
- At this point, no more changes should be made to the ETD account and it will be locked.

- Permission to temporarily unlock the account for any further changes must be approved by the College of Graduate Studies.

FINAL UPLOAD

At the end of the term, after the applicable degree has been conferred, the College of Graduate Studies will upload your final, approved manuscript to **ProQuest** and the **Texas A&M University-Corpus Christi Bell Library**.

CONTACT INFORMATION

- Be sure to utilize the **Help** option on the ETD website which is always located at the top right side of the webpage in regards to questions about the functions of the site. 

- For any questions in regards to the policies and/or criteria for submitting a dissertation, thesis, or DNP project should contact the College of Graduate Studies.
  - Phone: 361-825-2174
  - E-Mail: gradcollege@tamucc.edu
  - Website: http://gradschool.tamucc.edu