

Instructions for Submitting Your Thesis/Dissertation/Synthesis Project to ProQuest/UMI ETD Administrator

Once the Graduate School notifies you that you are “ready to print final copies,” follow the steps here.

- 1) Go to www.etdadmin.com/louisiana. Click on “Submit my Thesis/Dissertation” in the “Ready to Begin” box in the center of the page OR click on “Submit” next to Students in the top right corner.
- 2) Create an account. Follow instructions there. You may need to check your spam or junk mail for the confirmation email from ProQuest/UMI.
- 3) Go back to www.etdadmin.com/louisiana. Log in using the account information you set in Step 2.
- 4) Read the “Before You Begin Bullets” AND the “Additional Instructions Specific to UL Lafayette Students” in the gray box.
- 5) If needed, convert your thesis/dissertation using the PDF Converter Tool. This can take 5 to 20 minutes. Be sure to embed your fonts, as instructed. You will receive an email confirming your PDF is ready. View your PDF and save it to your computer/external drive. (You may do Step 5 when completing Step 6d if you do not want to do it now.)
- 6) You will now go through the steps for submission by either 1) clicking the “Continue” button on bottom of the instruction page or 2) clicking on each step on the left menu “Submission Steps.”
 - a. **Publishing Options** – select Open Access Publishing. (If you will need to engage an embargo (i.e., a delay in publishing), this step is where you will do this. Note: if you are selecting an embargo, you must have received approval from the Graduate School. Guidelines for obtaining an embargo can be found in the *Guidelines for Preparation of Theses and Dissertations* through the Graduate School [website](#). Click Save & Continue. Read the Publishing Agreement and click Accept. (If you do not select “Open Access Publishing,” the Graduate School will require you to resubmit your thesis/dissertation.)
 - b. **Contact Information** – Enter your current, valid contact information. Click Save & Continue.
 - c. **Dissertation Details**
 - i. **Title** – Make sure your title matches exactly; check for typos. Notes: Special characters must be spelled out. The “year manuscript completed” and the “year degree awarded” must be the same year.
 - ii. **Degree/Department Information** – Select your doctorate or master’s degree and department from the drop down menu.
 - iii. **Advisor/Committee Chair(s)** – Enter your committee chair or co-chairs’ name(s) as they appear on your Approval Page. Check spelling.
 - iv. **Committee Members** – Enter your committee members’ names as they appear on your Approval Page. Check spelling. Do NOT include the Dean of the Graduate School here.
 - v. **Description of thesis/dissertation** – Select your subject category(s) from the drop down menu. Enter keywords. Both of these effect

search results for your thesis/dissertation. Consult your advisor if you need assistance with selection of your subject or keywords.

- vi. **Abstract** – The field for the abstract is text only. If your abstract has more than one paragraph, you will need to format it using the “formatting hints” available there. Any formatting will not appear until your thesis/dissertation is published by ProQuest/UMI.
- vii. **Primary Language** – You should select the language in which your thesis/dissertation is written.

- d. **PDF** – Upload the PDF version of your thesis/dissertation. If needed, convert your thesis/dissertation using the PDF Converter Tool. This can take 5 to 20 minutes. Be sure to embed your fonts, as instructed. You will receive an email confirming your PDF is ready to view and save. View your PDF and save it to your computer/external drive. Then upload the PDF to the website.
- e. **Supplemental Files** (optional) – Follow the instructions provided.
- f. **Notes to Administrator** (optional) – Include notes to UL Lafayette Graduate School Staff, as needed.
- g. **Register US Copyright** – Follow the instructions provided. Copyright registration through ProQuest/UMI ETD Administrator is optional.
- h. **Order Copies** (optional) – If you desire to have personal use copies of your thesis/dissertation bound, you have two options. The first is to submit to the Graduate School printed copies of your thesis/dissertation with the \$10 per copy binding fee (these would be in addition to the one required copy). The second option is to order bound copies from ProQuest/UMI through this site at the rates listed by ProQuest/UMI. Neither option is required by the UL Lafayette Graduate School. It is your choice to have personal use copies bound and by whom. (NOTE: *If you want to order copies from ProQuest/UMI, you must do so now; your order will not be effective until submitted (i.e., reviewed, approved, and submitted to UMI for publishing) by the UL Lafayette administrator. It takes approximately 6 to 8 weeks for publication by ProQuest/UMI and 5 weeks for shipping to you.*)
- i. **Submit** – After reviewing your information and entering payment information as needed (you must pay by credit card), submit your thesis/dissertation for review by the Graduate School. You will receive an email confirmation of your submission.

7) The Graduate School staff will receive email notice that your thesis/dissertation is submitted and ready for review. Check your email periodically for a response from the Graduate School Staff.

You are encouraged to utilize the Resources & Guidelines tab of the UMI ETD Administrator site. Technical support questions related to the UMI ETD Administrator site should be addressed to their technical support staff through the online form request.

Questions related to UL Lafayette Graduate School thesis, dissertation, or synthesis project submission requirements/processes should be directed to Philip de Mahy, Assistant Dean, at philip.demahy@louisiana.edu or 337-482-1749.