

Submitting Your Initial Manuscript through the ProQuest ETD Administrator Website

- ProQuest ETD Administrator is a 3rd-party site that FSU uses for submission and review of manuscripts. All manuscripts, including the initial submission, must be completed through a ProQuest ETD account.
- When a student submits the initial manuscript through ProQuest, the submission information is sent to FSU Manuscript Advisors, who review the manuscript for formatting requirements and send edits to the student.
- After the student defends, they submit the final, defended, content-revised and approved manuscript through the same account using the Revise/Replace option. The information is sent to FSU Manuscript Advisors who review the manuscript again for formatting requirements.
- If further formatting edits need to be made, the student receives correspondence concerning it. If the formatting requirements are met, the submission is locked and no further changes can be made to the document. Only after a student graduates and their degree is posted by FSU does the Manuscript Clearance Office deliver manuscripts to ProQuest for posting online. Therefore, submissions and revisions sent through this site are not available openly online and none of the optional paid services are executed until the student has graduated.
- ProQuest requires students to make decisions on all optional paid services upon initial submission. Any choices requiring additional payment cannot be changed upon subsequent submission. However, all text-based fields (i.e., title, abstract, etc.) may be changed during the editing process if necessary.

What You Will Need

1. Your manuscript in WORD or PDF format.
For WORD documents, make sure the fonts are embedded. Instructions on embedding fonts are in the document, *Preparing Your Manuscript for Submission*, which is located in the Resources and Guidelines tab in the ProQuest submission portal.
2. A credit card if you are selecting services beyond Traditional Publishing, or ordering copies.
ProQuest requires paid services to be selected upon your initial submission.

Creating an ETD Account and Submitting Your Manuscript

1. Go to the FSU ProQuest ETD Administration site (<http://www.etdadmin.com/fsu>) and create a login ID and password.
2. Creating a new submission is divided into three main parts:

Publishing Information

- a. Select Type of Publishing (Traditional or Open Access)
Traditional Publishing is free, and means that readers have to pay ProQuest for access to your entire manuscript. Open Access Publishing, which currently costs \$95, means that your entire manuscript will be available for free. When making this decision, keep in mind that manuscripts that are not embargoed (see **Access Options**) are Open Access for free via the FSU Libraries Digital Repository.
- b. Select Publishing Options
Decide if you want major search engines to discover your manuscript. This option applies only to the ProQuest manuscript, not the FSU Digital Repository.
- c. Access Options
Decide whether to have ProQuest make your manuscript available immediately upon publication or to delay release (embargo) of your manuscript for 2 years. A permanent embargo option is not directly available to students. The permanent embargo option for ProQuest will be enabled ONLY if the Dean of the Graduate School approves *Campus Community-Only Access* for manuscripts in the FSU Libraries Digital Repository. For more details about embargoes, see “Embargo Information” on the “Thesis, Treatise, Dissertation” page on The Graduate School web site.

About My Dissertation/Thesis

- a. Provide information about your manuscript including your degree, department, year of graduation, committee members, subject categories, key words, and abstract. Abstracts can be copied and pasted into the box. ProQuest will reformat abstracts according to the formatting in the PDF version of your manuscript.
- b. Upload your manuscript either as a PDF document or WORD document (ProQuest will convert it to a PDF); however, the preferred method is to convert the WORD version to a PDF document by using *Save As PDF*; the ProQuest conversion tool sometimes creates formatting issues.
Double-check your information and click "Submit Dissertation/Thesis". The manuscript will not be considered submitted for the Initial Format Check until this step has been completed.

PLEASE NOTE: To upload revised manuscripts, login to your original account. Please DO NOT create a new submission. After you upload a revised version, click the "Submit Revision" button to ensure that the Manuscript Clearance Advisor is notified that you submitted a revised manuscript.

- c. Upload any supplemental files, like video or sound files. Video or sound files cannot be embedded in your manuscripts. Any supplemental files must be listed in the online abstract, and include a very brief description of each file.
- d. A note box is available to include any brief notes to the Manuscript Clearance Advisor.

Submission and Payment

- a. Decide whether you want ProQuest to register a copyright of your manuscript with the Library of Congress; currently the cost of this optional service is \$55. Please be aware that under U.S. law you own the copyright of your finished manuscript even if you do not officially register a copyright.
- b. Order copies (optional). Please be aware that delivery of your copies may be 4 to 6 months after the end of the semester in which you graduated. Prices vary depending on the type of cover (hard or soft) and number of copies.

Please note:

1. Manuscript submission is the first step in the manuscript clearance process. For more information about the manuscript clearance process, please see "Thesis, Treatise, Dissertation" on The Graduate School web site.
2. Cleared manuscripts are delivered to ProQuest and the FSU Libraries Digital Repository after all manuscripts have been processed for your semester of graduation. This process occurs about 2 to 3 months after the end of the semester.
3. Once you complete the initial submission to the Manuscript Clearance Advisor, there are certain limits to changing your options. If you want to:
 - a. Subtract copies from your order and get a refund, contact ProQuest* at any time.
 - b. Change from Open Access Publishing to Traditional Publishing, contact ProQuest* at any time.
 - c. To order more copies than you originally indicated, contact ProQuest* after their publishing unit has received your manuscript (following graduation).
 - d. Change from Traditional Publishing to Open Access Publishing, you will need to withdraw your submission and create a new submission.

Once your manuscript has been locked by the Manuscript Clearance Advisor, it cannot be revised. Please be sure that all content, editing and formatting changes have been made before the final submission.

* ProQuest contact information: disspub@proquest.com or 800-521-0600 x77020.