

Preparing to Submit a Dissertation, Specialist Project, or Thesis

- Once you have successfully defended your dissertation, specialist project, or master's thesis and completed any revisions your committee may have asked of you, and are ready to submit your manuscript at the Graduate College [deadline](#), please visit <http://www.etsadmin.com>. Create an account by logging in as Student, then click on the "Submit my dissertation/thesis" link, select "Western Michigan University" from the school options and follow the instructions to upload your related paperwork and correctly formatted dissertation, specialist project, or thesis to Western Michigan University via ProQuest.
- Dissertations, specialist projects, and master's theses must be properly formatted to the WMU formatting guidelines. If the student's research involved working with regulated subjects/materials (humans, vertebrate animals, biohazards, or genetic material), a copy of your signed approval letter by the appropriate University board or committee (HSIRB, IACUC, or IBC) must be included as an appendix.

Some additional thoughts in preparation for submission:

Have on hand:

- A PDF of your finalized, complete, and correct manuscript
- Your abstract
- Any supplementary files, such as sound clips or spreadsheets that might accompany your dissertation manuscript (this is optional and excludes approval forms and administrative paperwork)
- An approval form signed by your committee (original or electronic signatures)
- Subject categories that best describe your subject area
- A credit or debit card for copyright registration (optional) and/or for ordering bound copies (optional)
- Keywords:
 - Please be prepared with five or so keywords that describe your research.
- Embargoes:
 - In most cases, embargoes are needed when a student has a patent-pending, other technology transfer issues, or the availability of your dissertation or thesis on the ProQuest or ScholarWorks database may prevent publication by a professional journal or book publisher. Some publishers may note concerns about journal articles, creative works, or potential books made available online. In these cases, students may want to consider placing an embargo that restricts access to the ETD for a period of time. If you intend to publish in a journal after the submission of your dissertation or thesis, please look on the journal's website to see if they have information under *Instructions for Authors* where they may specifically address this issue. Please discuss this issue carefully with potential publishers and with your committee.

Electronic Dissertation, Specialist Project, and Thesis Submission through ProQuest

- All doctoral students, specialist project students, and master's students with a thesis option will be required to submit their paperwork and dissertation, specialist project or thesis to the ProQuest ETD Administrator (ETD site).
- When creating your account be sure to enter the email address you use most regularly; this may be your which email or another email account. You will be asked to confirm your account using the email address you have provided and that will be the email through which all communication will be handled.
- Once your account is created, you are ready for the submission process. You will find the steps for the submission process on the left sidebar on the ETD site and a checkmark will appear once you have completed a task. You must go through each step of the submission process to ensure your submission is complete.
- The Graduate College will check to confirm all of the documents required have been submitted to or filled out on the ETD site.
 - Administrative Documents:
 - one signed approval form (digital or original signatures of your committee)
 - the ScholarWorks Agreement form (completed and electronically confirmed)
 - the WMU Exit Survey
 - the Survey of Earned doctorates (doctoral students only)
 - Correctly formatted dissertation, specialist project or thesis.
- Once you submit to the ETD site, your electronic submission will be reviewed by an administrator in the Graduate College at Western Michigan University for adherence to the WMU formatting guidelines before it is officially accepted for inclusion to the ProQuest database and ScholarWorks, WMU's institutional repository. You are required to make the corrections indicated in your manuscript and submit the corrected copy to your ProQuest account within the time allotted by the reviewer.
- Please allow up to three weeks after the submission [deadline](#) for initial review of the dissertation and at least four weeks for review of the specialist project or master's thesis with necessary corrections to your dissertation, specialist project or thesis.
- Once your paperwork is verified and your final correctly formatted dissertation is complete, your manuscript will be accepted and delivered for inclusion in the ProQuest database. ProQuest will deliver your manuscript to our institutional repository, ScholarWorks. If you have chosen an embargo through the ProQuest Agreement form and the ScholarWorks Agreement form, only your citation and abstract will appear on the ProQuest database and the ScholarWorks repository for that duration of time.
- Please contact ProQuest directly at disspub@proquest.com or 800.521.0600 with any technical questions regarding your submission and/or regarding an order you have placed for copies.