

**How to Submit Your Thesis or Dissertation using  
UMass Boston/ProQuest ETD**

**A Step-by-Step Guide**

**August 2024**

## **DEADLINES FOR SUBMISSION:**

### **INITIAL SUBMISSIONS:**

By 11:59 PM (EST/EDT) on the dates below, you must submit a copy of your defended and revised thesis/dissertation, approved in full for **content** by your program, to the Office of Graduate Studies (OGS) via the UMass Boston/ProQuest/UMI ETD website.

July 20	for an August degree date
December 1	for a December degree date
April 20	for a May degree date

## **Step-by-Step through UMass Boston Proquest ETD**

### ***Before beginning the submission process, assemble and prepare all needed materials***

#### Master's Thesis:

Thesis in PDF format; make sure there is no password protection on the file. You should include the **unsigned** Signatory Page in the pdf; do not include the **signed** signatory page.

An electronic copy of your abstract to cut and paste

Supplemental files (optional)

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Subject Categories

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### **Creating your PDF of your thesis/dissertation**

Most word processing programs include a conversion function. In MS Word, for example, you can go to "File - Save As..." and select PDF from the drop down menu. You can also go to "File - Print" and select "Save as PDF" from the PDF drop down menu.

If your word processing program does not support PDF conversion, you can download OpenOffice.org for Windows <http://download.openoffice.org/other.html> or NeoOffice for Mac <http://www.neooffice.org/neojava/en/index.php>. These are both free, open-source word processing programs that include a PDF conversion function.

You can also use the pdf conversion function on the ETD website, but the conversion is much slower than converting prior to entering the website.

## Step 1

Go to the UMass Boston/Proquest ETD website and sign-in as a student  
<http://www.etsadmin.com/cgi-bin/school?siteId=283>



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1:

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**Publishing Options**

Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (\*).

For assistance, consult your graduate school, and read our [Publishing Guide](#).

**Select Type of Publishing \***

**Traditional Publishing**

- I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
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- I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
- I understand that I will not be eligible to receive royalties.
- I understand that the ProQuest/UM fee for Open Access Publishing is \$85.00.
- I understand that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest/UM.

**Select Publishing Options \***

I want my work to be available as soon as it is published.\*

Yes

No - I have patents pending or another reason why I need to delay access to the full text of my work for the following period of time:

6 months

1 year

2 years

Notes to Administrator:

Maximum characters: 200

Note: Most institutions have delayed release embargo policies. Please consult with your Graduate School/Program if you need to delay the release of your work.

Access to the full-text of your work will be delayed for the time period specified above, beginning from the date that we receive your manuscript at ProQuest/UM. During this time, only your citation and abstract will appear in the ProQuest Dissertations and Theses database (PQDT).

I want major search engines (e.g. Google, Yahoo) to discover my work.\*

Yes

No

I want my graduate work to be sold by third party retailers in addition to ProQuest/UM.\*  
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Yes

No

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UMass Boston-ProQuest/UMI gives three levels of electronic publication; graduate students submitting their ETD may choose the level which fits their situation:

1. **Open Access \$95** : The first option makes the information freely available worldwide on the Internet (via ProQuest) after it has been approved by the Office of Graduate Studies and submitted to ProQuest. Students also have the option of making their work openly available in ScholarWorks, UMass Boston's institutional repository for scholarship and research, without paying the \$95 fee to make the work available open access in ProQuest. For this option, select Traditional Publishing and indicate under Notes to Administrator that you want Open Access on ScholarWorks.

2. **Traditional Publishing \$0** : This second option means that interested parties must buy the dissertation through ProQuest and enables you to receive royalties based on those purchases. All theses/dissertation are posted to the UMB ScholarWorks website (<http://scholarworks.umb.edu/>) when published by ProQuest and are available to those on the UMass Boston campus. To make your thesis/dissertation fully accessible on ScholarWorks (as an open access work), please indicate under Notes to Administrator that you want Open Access on ScholarWorks. We recommend this option as a low-cost means of publishing your thesis/dissertation. ScholarWorks is searchable through search engines like Google, Bing, Yahoo, Alta Vista, etc.

3. **Embargoed**: The third option is to embargo the thesis or dissertation for some period of time, usually not longer than 3 years. The university will determine, with guidance from the student and advisor, whether the embargo is for patent (or similar) purposes, and will so designate the ETD as "embargoed for patent/proprietary purposes." The embargo will also include publication on the UMB ScholarWorks site. ***To embargo a thesis/dissertation, you must have the prior approval of your graduate program director and the Dean of Graduate Studies***


For a fuller explanation of the publishing options, please go to the [ETD FAQs \(Frequently Asked Questions\)](#)

For a fuller explanation of the publishing options, please go to the [ETD FAQs \(Frequently Asked Questions\)](#)

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Middle Name

Last Name\*

Country of Citizenship\*

Institution\*

Permanent email address\*

Country code  Area code  Phone  Extension

Phone Number

Fax Number

**Current Address:**

Country\*

Street Address\*

Street Address line 2

Street Address line 3

City\*

State/Province\*

Zip/Postal code\*

**Permanent Mailing Address\***

Use current address  Permanent address is same as current address

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Street Address\*

Street Address line 2

Street Address line 3


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**Other PDF Requirements:** 


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- Security settings must be set to "No security". Encrypted files cannot be processed for publishing.
- The maximum file size that can be uploaded is 250MB.

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**Notes to Administrator:** [Clear](#)


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## Step 5

### Register your U.S. Copyright (optional)

A thesis or dissertation automatically falls under general copyright protection as soon as it is fixed in final form. No fee or formal registration with the Library of Congress is required. However, a copyright notice should be placed on the page following the title page. This copyright notice is generally sufficient, but if formal registration is desired, you can have ProQuest register your copyright as part of the submission process.

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**How to take advantage of our copyright service:**

Registering with the U.S. Office of Copyright **establishes your claim** to the copyright for your dissertation/thesis and **provides certain protections if your copyright is violated**. If you wish, ProQuest/UM Dissertation Publishing will act on your behalf as your agent with the United States Copyright Office and apply for copyright registration as part of the publishing process.

We will:

- Prepare an application in your name
- Submit your application fee
- Deposit the required copy or copies of the manuscript
- Mail you the completed certificate of registration from the Library of Congress

**1. Previous U.S. Copyright Registration**

Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?

Yes - copyright was previously filed  No

**2. Requesting ProQuest/UMI to file for U.S. Copyright Registration**

**Do not file for copyright** - I am requesting that ProQuest/UMI not file for copyright on my behalf.


**File for a new copyright** - I am requesting that ProQuest/UMI file for copyright on my behalf.

- I understand that an additional fee of \$55.00 will be charged.
- I authorize ProQuest/UMI to submit an application for registration of my copyright in the Work in my name. I will receive the registration confirmation directly from the U.S. Office of Copyright.
- If I have previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Office of Copyright, I have provided the registration number and year of registration above (see Question 1).

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Order copies of your thesis/dissertation. You are required to order two library bound copies, one for your program and one for Healey Library. The website automatically defaults to two library copies. It is less expensive to order your copies during submission than after the thesis/dissertation is published. Also, enter your shipping address – this can be different from your permanent or current address, but should be the address that you would like your copies sent to. The library and program copies are sent to UMass Boston’s Office of Graduate Studies. ***Please note that this cannot be adjusted after the submission, so consider carefully how many copies you want.***

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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.

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Abstract: test test test

Subject Categories: \_\_\_\_\_

Keywords: \_\_\_\_\_


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The screenshot shows the 'Submit & Pay: Credit Card' page on the UMass Boston ProQuest website. The page is divided into several sections:

- Navigation:** My Profile | Sign Out, My ETDs, Resources & Guidelines, PDF Conversion, My Dissertations/Theses List, Submit my ETD, My Profile, Help.
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- Submit & Pay: Credit Card:** A form for entering credit card information. It includes fields for Credit Card Type, Credit Card Number, Expiration Date (month/year), and Cardholder Name. A note states: "Please enter your credit card information below for payment." and "(this is a secure server)".
- Billing Information:** A section for billing details. It includes a checkbox for "Use Same Address: Same as permanent mailing address", a Country dropdown menu, and fields for Street Address, Street Address line 2, Street Address line 3, City, State/Province, and Zip/Postal code. A note states: "The information below must match the information shown on your credit card billing statement."
- Payment Summary:** A summary of the total charge: "A total of \$181.06 will be charged to your credit card." with a link to "Show order summary again".
- Buttons:** "Submit Dissertation/Thesis & Pay" and "Cancel".
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And you're done!

## FREQUENTLY ASKED QUESTIONS

### 1. What is an ETD?

An ETD (electronic thesis or dissertation) is an electronic version of a thesis or dissertation. An ETD is formatted just like a traditional thesis or dissertation (with pagination, tables, figures, references, etc.), but it is saved as a PDF file and submitted electronically instead of printed on paper. After you submit your ETD to the online submission system, it will be reviewed by the Thesis and Dissertation Format Editor. Once approved, your ETD will be stored and made available in a digital archive.

### 2. Do I have to use the ETD submission process?

Yes. Since July 1, 2010, UMass Boston has moved gradually to an electronic submission process for all theses and dissertations.

June 2010 graduates cannot use ETD.

August 2010 graduates can use either the paper submission or ETD

December 2010 graduates must use ETD to submit theses/dissertations; **No paper copies will be required or accepted.**

### 3. Where do I find the UMass Boston Standards for Theses and Dissertations?

[http://www.umb.edu/academics/graduate/documents/dissertation\\_standards\\_hyperlinked.pdf](http://www.umb.edu/academics/graduate/documents/dissertation_standards_hyperlinked.pdf)

### 4. How long does it take to submit an ETD?

Submission of your ETD normally takes under 30 minutes.

### 5. Can I still get a bound copy of my thesis/dissertation?

Yes, as part of the submission process you will be asked if you want bound copies.

There are a number of options available. Additionally, you are required to provide two hardbound copies of your thesis/dissertation, one for your program and one for the library.

### 6. What are the benefits of ETDs?

- ETDs give broader exposure of graduate student research through greater accessibility via the Internet. Research is accessible to any potential reader at any time. Before theses and dissertations were available electronically, not many were read; electronic access multiplies the number of times works are read by a factor of ten or more.
- ETDs allow students to use new forms of creative scholarship through use of interactive elements, multimedia, hyperlinks, etc..
- ETDs give the ability to have a hyperlink to the thesis/dissertation on homepages and electronic CVs.
- ETDs provide professional development experience for graduate students as they learn the basic skills of scholarly publishing in an electronic format.
- ETDs conserve paper (no more hunting for acid-free archival paper!).
- ETDs conserve library storage space.

- ETDs are immediately accessible: publication occurs near point of submission rather than many months later.

7. Do ETDs save the University or the student money?

A direct comparison of costs for either traditional theses/dissertations to ETDs is not really possible, however, our best guess is that there is no money to be saved by changing to ETDs. Print and electronic theses and dissertations are approximately equivalent in cost. It is our hope that ETDs will save students and administrators time with an easier, streamlined process. The primary motivation for requiring ETDs is wider access of graduate student research and a streamlined submission process.

8. How will an ETD affect the faculty's role in assuring the quality of the dissertation?

Faculty will continue to be responsible for upholding the quality of the thesis or dissertation in exactly the same manner as in the past.

9. How will producing an ETD affect my defense? Do my committee members have to read my ETD on a computer screen?

Some committees may require that students provide all members of the committee with a paper copy of the ETD before the defense; others may elect to read on-screen or to have committee members take individual responsibility for working from screen or paper they print out themselves. If non-text elements of the ETD are part of the defense, the committee should consider the most effective way to ensure that all members of the committee have access to non-text elements during the defense. It is advised that students work in a word-processing program until the final, committee approved thesis/dissertation is ready and then convert it to a PDF file.

10. Why save in PDF format?

PDF (Portable Data Format) is a file format that can “translate” data across platforms. As a result, it is not necessary for a reader to have the same software you used to create the file in order to read it; the software to read PDF files is available worldwide and free of charge.

11. Can I make or request changes to my ETD after the Format Editor approves it?

No. Once the Format Editor has approved the ETD, that version is a matter of University record and will be archived as such. You may not make any changes or corrections. For this reason, you and your committee must check the ETD thoroughly before submitting it.

12. Are the rules governing the use of copyrighted materials any different for ETDs compared to hard-copy theses and dissertations?

No. The author owns copyright to his/her thesis or dissertation, regardless of format.

13. What are the options regarding electronic access?

UMass Boston-ProQuest/UMI gives three levels of electronic distribution; graduate students submitting their ETD may choose the level which fits their situation.



1. **Open Access \$95** : The first option makes the information freely available worldwide on the Internet (via ProQuest) after it has been approved by the Office of Graduate Studies and submitted to ProQuest. Students also have the option of making their complete work openly available in ScholarWorks, UMass Boston's institutional repository for scholarship and research, without paying the \$95 fee to make the work available open access in ProQuest. For this option, select Traditional Publishing and indicate under Notes to Administrator that you want Open Access on ScholarWorks.

2. **Traditional Publishing \$0** : This second option means that interested parties must buy the dissertation through ProQuest and enables you to receive royalties based on those purchases. All theses/dissertation are posted to the UMB ScholarWorks website (<http://scholarworks.umb.edu/>) when published by ProQuest and are available to those on the UMass Boston campus. To make your thesis/dissertation fully accessible on ScholarWorks (as an open access work), please indicate under Notes to Administrator that you want Open Access on ScholarWorks. We recommend this option as a low-cost means of publishing your thesis/dissertation. ScholarWorks is searchable through search engines like Google, Bing, Yahoo, Alta Vista, etc.

3. **Embargoed**: The third option is to embargo the thesis or dissertation for some period of time, usually not longer than 3 years. The university will determine, with guidance from the student and advisor, whether the embargo is for patent (or similar) purposes, and will so designate the ETD as "embargoed for patent/proprietary purposes." The embargo will also include publication on the UMB ScholarWorks site. ***To embargo a thesis/dissertation, you must have the prior approval of your graduate program director and the Dean of Graduate Studies***

For a fuller explanation of the publishing options, please go to the [ETD FAQs \(Frequently Asked Questions\)](#)

14. Why should I make my thesis/dissertation freely available?

It is said that, "Knowledge that is not transmitted effectively does not exist."

The world of scholarship depends on people making their research available to others. This stimulates education and research. It also ensures that many people give credit to you for your work, and that your research is cited in others' publications, which adds to your prestige and aids your future advancement.

As a public university, a significant part of our mission is the creation and dissemination of new knowledge with the purpose of improving the lives of the citizens of the Commonwealth. With electronic theses and dissertations, students and universities may more easily share knowledge, with much lower costs and more knowledge transfer occurs. An estimated 200,000 theses or dissertations are completed each year; It would greatly aid graduate education if as many as possible of these were made freely available.

15. What if I want to write a book related to my thesis or dissertation?

Some students, especially in the humanities, prepare books related to their theses or dissertations. In general, it appears that electronic release of early versions of a book leads to *greater* sales of such books. Indeed, having an electronic work made available on the Internet, and showing a publisher a large number of electronic “hits” to that work, may help land a book contract.

Books based on theses or dissertations are usually significantly changed as part of the editorial process. This makes it likely that those interested in the work will buy the book when it comes out, even if they have reviewed your ETD. However, since publishers vary widely in their policies, it may be wise to consult with your advisors and with publishers to which you are likely to submit your work to assess the impact ETD could have on your publishing options.

16. What is an embargo?

An embargo addresses situations such as a patent application being planned, or proprietary interests that are at stake, by delaying the release of an ETD for public viewing for some period of time, usually not longer than 3 years.

Those concerned with publishing requirements set up by academic journals and book publishers should consider this option seriously. Because different publications and academic fields can involve different or unique publication requirements, we recommend that you speak with your advisor about the best choice. All embargoes must have the written approval of the Graduate Dean.

17. Should I apply for an embargo?

Because different publications and academic fields have different publication requirements, we recommend that you speak with your advisor about the best choice. If you do apply for an embargo, you are still required to submit your ETD to ProQuest/UMI. It will be released for public viewing as submitted once you let the embargo expire.

18. Where is the UMB ETD website?

<http://www.etdadmin.com/umb>

19. When will my thesis or dissertation be published?

Your thesis or dissertation will be sent to ProQuest on the day that you graduate. It will be published by ProQuest within three weeks. It will also be published on the UMass Boston ScholarWorks website shortly thereafter - <http://scholarworks.umb.edu/>. The bound volumes of your document will be shipped to the address on file with ProQuest in 8 to 10 weeks. If you change your address after graduation, please call ProQuest at 800-521-0600 and update the address.

20. Who should I contact if I have problems?

Contact the Thesis and Dissertation Format Editor in the Office of Graduate Studies: Carol.Cullen@umb.edu / 617 287-5700