

SUBMIT YOUR DISQUISITION ELECTRONICALLY

The NDSU Graduate School accepts and stores disquisitions electronically. Master's theses and Doctoral Dissertations are stored on ProQuest's electronic database and the NDSU Library Institutional Repository (IR), while Master's papers are stored in the IR only.

Before you begin the submission procedures, make sure that your disquisition follows the [NDSU Graduate School Format Guidelines](#).

Note: Disquisitions must be submitted as .pdf files. If you require assistance converting your document to a .pdf file, contact the Technology Learning & Media Center (TLMC) in IACC 150, or go to their website (<http://www.ndsu.edu/its/tlmc>).

Submit a Master's paper

To submit a Master's paper, e-mail it as a PDF file to ndsu.disq.processor@ndsu.edu.

If you would like a [delayed release](#) of your paper, or if you would like your [ORCID number](#) to be included in your paper's IR metadata, please indicate this in the body of the e-mail.

Submit a Master's thesis or Doctoral dissertation

Create an account on the ETD Administrator site

1. At the Graduate School website's [Submission Portal](#), click the **Doctoral Dissertation** or **Master's Thesis** button. You will be redirected to ProQuest's ETD Administrator website.
2. On the ETD Administrator website, in the **Ready to begin?** area, click **Submit my dissertation/thesis**.
3. On the **Welcome to the ProQuest Tutorial Site** page, you must create a user account to submit your disquisition. In the **New user?** area, click **Create an Account**.
4. On the **Create your account** page, type your information into the required fields. Required fields are marked with an asterisk (*).
5. On the **Create your account** page, verify that all of your contact information is correct, and then click **Sign Up**. A confirmation email will be sent to the email address that you have provided. Follow the instructions in the confirmation email to activate your ETD account.

Note: If you do not receive the confirmation email, check the junk email folder in your email account. For additional assistance, contact ETD customer support.

Submit a thesis or dissertation on the ETD Administrator site

1. Make sure that you have converted your disquisition to a single .pdf file.

Note: If you need to convert your document to a .pdf file, you can use the **PDF Conversion** tool on the **PDF Conversion** tab of the ETD Administrator website.

2. Log on to the ETD Administrator site (<http://www.etdadmin.com/cgi-bin/school?siteId=328>).

3. On the **My ETDs** tab, click **Submit my ETD**.

4. On the **Instructions** page, review the instructions and click **Continue**.

Note: The **Submission steps:** in the left pane includes a list of all steps in the submission process. You must complete all steps in the submission process to fully submit your disquisition. Completed steps are identified with a check mark.

5. On the **Publishing Options** page, select options for publication.

- **Select Type of Publishing** – Select traditional publishing or open access publishing.

Note: Open Access publishing requires an additional payment of \$95 USD to ProQuest. If you are uncertain which type of publishing option to use, we recommend that you select the **Traditional Publishing** option.

- **Select Publishing Options** – Select whether you want search engines to access your disquisition.
- **Select the release of your work** – Select whether you want an immediate release or a delayed release of your work to ProQuest. If you request a delayed release, select how long to delay the release. ProQuest holds disquisitions for up to two years before publication.

6. Click **Save & Continue**.

7. On the **Contact Information** page, enter additional contact information, including a permanent mailing address and a permanent email address (not your NDSU email address). Click **Save & Continue**.

Note: Make sure that the email address that you enter is an address that you check regularly, and that the address is spelled correctly. All disquisition reviews are sent to this email address.

8. On the **Dissertation/Thesis Details**, enter details about your disquisition, including title, degree and department information, members of your committee, and a description of your disquisition. Click **Save & Continue**.

Note: This information is used to search for your disquisition in the ProQuest database.

9. On the **PDF** page, upload your disquisition as a single .pdf file. Click **Browse**, navigate to the .pdf file, and then **Open**. When a message is displayed that indicates that the .pdf file was successfully uploaded, click **Save & Continue**.

Note: Your disquisition has been uploaded but the submission process is not fully completed.

10. If you need to include supplemental files, such as videos or other content, click **Supplemental Files (optional)** in the left pane.

Note: If you have any appendices for your disquisition, those must be included in the single .pdf file that you uploaded in step 7.

11. If you need to add a note to your submission, click **Notes (optional)** in the left pane. Type your note in the **Notes to Administrator** text box, and then click **Save & Continue**.

12. On the **Register U.S. Copyright** page, select options for copyright information:
- **Previous U.S. Copyright Registration** – Indicate if a copyright for your entire disquisition was previously filed. By default, the **No** option is selected.
 - **Requesting ProQuest/UMI to file for U.S. Copyright Registration** – Indicate if you want to file a new copyright for your disquisition.
Note: New copyright is not required for a disquisition. If you select to file for a new copyright, an additional payment of \$55 USD is charged by ProQuest.
13. Click **Save & Continue**.
14. On the **Order Copies** page, select the type and number of hard copies of the disquisition to order. Copies will be printed after your disquisition receives final approval.
- If you select hard copies, click **Continue with order**, and enter shipping information on the **Shipping Information** page.
 - If you do not want to order hard copies, click **Decline – do not order**.
- Note:** The cost of hard copies is not included in your disquisition processing fees. Any hard copies require additional payments to ProQuest.
15. On the **Submit** page, review the information in the **Submission summary**, and make any necessary revisions.
- Note:** If any sections have not been fully completed, the **Submission summary** is not displayed. A **Steps to Complete** section indicates which sections require additional information. You must complete the required steps to finish your submission.
16. Click the **Submit Dissertation/Thesis** button to complete your ETD submission. You will receive an email confirmation when your submission has been received by the Graduate School.
- Note:** If you have selected options that require additional payment, click **Continue with submission**. Review your order summary, and then click **Pay with credit card** to enter payment information. Click **Submit Dissertation/Thesis & Pay** to complete your ETD submission and send your disquisition to the Graduate School.

Note: After making the initial submission or submitting a revised document, you will receive a confirmation e-mail noting that your document has been received and placed in the review queue. If you do not receive this e-mail, please contact the Disquisition Processor at ndsudisq.processor@ndsudisq.edu.

Revise your disquisition

After your disquisition has been reviewed, complete the revisions that are listed in the review memo. When your revisions are complete then you can resubmit your disquisition.

Revise a Master's paper

To resubmit a revised version of your Master's paper, reply to the previous review email from the Disquisition Processor, attaching your revised paper as a PDF.

Revise a thesis or dissertation

To revise your thesis or dissertation, resubmit it through the ETD Administrator website.

1. Log on to the ETD Administrator site (<http://www.etdadmin.com/cgi-bin/school?siteId=328>).
2. Review the status of your disquisition, and then click **Revise**.
3. To upload an updated version of your disquisition, in the **Revision options:** section of the navigation pane, select **PDF** and upload the new .pdf file of your disquisition.
4. Click **Submit revisions**.
5. Review any changes that you have made, and then click the **Submit revisions** button. You will receive an email confirmation when the disquisition has been resubmitted.

ADDITIONAL INFORMATION

For more information about how to use ProQuest's ETD Administrator website, go to www.etdadmin.com, and then click **Help** in the upper toolbar. You can view a list of frequently asked questions, watch tutorial videos, and contact ProQuest's customer support.

For more information about the disquisition requirements, including formatting requirements, go to the "[Theses, Dissertations, and Papers](#)" section of the NDSU Graduate School website.