

Preparing Your Document for Submission

Your master's paper, thesis, or dissertation must be submitted as a .pdf file.

Before making your PDF:

- Make sure that your disquisition follows the [NDSU Graduate School Format Guidelines](#). Note that our requirements for font type, line spacing, margins, and page number location are specified by ProQuest Dissertation Publishing (as listed in [Preparing Your Manuscript for Submission](#)).
- Embed your fonts in your Word document. This process saves the fonts you use within your Word document file so that it carries within it every font needed to make your document appear as you intend it to. For help, read, "[How do I embed my fonts?](#)" from [ETD Administrator FAQ](#).

If you require assistance converting your document to a .pdf file, contact the Learning and Applied Innovation Center (LAIC) in QBB 150, or go to their website (<https://www.ndsu.edu/it/help/laic/>).

Double check before uploading. After making your PDF and before you submit it, scroll through your PDF to make sure that the formatting is as you intended it to be. For example, check for error messages in the contents listings, check that symbols are displaying properly, check that there are no extraneous markings within the document leftover from editing or from where graphics did not display properly.

What happens after I submit my document?

After you submit your document, the NDSU Dissertation & Thesis Coordinator will send you notice of receipt and add you to the queue for review. Your document will be reviewed against our formatting guidelines and you will be sent a review memo listing required corrections. Keep in mind that at certain times of the year, the volume of submissions is high and your review may take up to 7 working days in order to be reviewed. When you receive your review notes, promptly revise the document and resubmit following the resubmission procedures listed in the closing notes of your review memo.

How to Submit Your Disquisition Electronically

The NDSU Graduate School accepts and stores disquisitions electronically. Master's Theses and Doctoral Dissertations are stored on [ProQuest's ETD database](#) and the [NDSU Library Institutional Repository \(IR\)](#), while Master's papers are stored in the IR only. Therefore, master's papers are submitted via email, not ProQuest, and master's theses and doctoral dissertations are submitted via ProQuest ETD Administrator which contains our workflow for submission, review, approval, and publishing processes.

How to Submit a Master's Paper

To submit a Master's paper, e-mail it as a PDF file to the NDSU Disquisition Processor inbox at ndsu.disq.processor@ndsu.edu.

Please supply us with a permanent email address so we can notify you of publication after the term in which you graduate.

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.

The Dissertation & Thesis Coordinator will email you a receipt of disquisition. The Graduate School will then check your records for [required documentation and fee payment](#). Your disquisition is considered officially submitted once all required items have been received. Your disquisition will be added to the review queue in order of receipt on your official submission day. Once reviewed, you will receive a memo of required changes or of approval. If changes are required, promptly revise and resubmit for another round of review.

How to 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.
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:** 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** – Choose either 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. (For more information on these topics, read [this article](#) on copyright.)

- **Select Publishing Options** – Select whether you want search engines to access your disquisition.
- **About Delayed Release** – ProQuest can set a delayed release for 6 months, 1 year, or 2 years before publication. If you need a delayed release in order to pursue patents or external publishing, you must file an application with the dean of the Graduate School. File the [DocuSign form for a new delayed release](#), and when the request has been approved, the Dissertation & Thesis Coordinator will change this setting in ProQuest, update records in the Graduate School and with the Institutional Repository, and send you notification. You have up until the time of your disquisition’s approval to notify the Dissertation & Thesis Coordinator of intent to file for delayed release.

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 part of the metadata of your disquisition, and can be 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, data files, 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.

Note: Do **not** upload any Graduate School forms here. Whatever is uploaded here will be made publicly available, so **do not** upload your Approval Page or other required documents. This space is for content in alternative file formats like audio, spreadsheets, datasets, or very large figures. Make sure you have the rights to upload any content you include here.

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, if you want to order any. 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 Graduate School disquisition processing fees. Any hard copies require additional payments to ProQuest. For questions about your hard copy order, contact ProQuest—the Graduate School does not handle the hard copies.

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.

To finish the Initial submission: 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: Any payments you make through ProQuest are your choice—the Graduate School does not require nor handle any payments to be made to ProQuest.

What happens next? After making the initial submission, you will receive a confirmation e-mail noting that your document has been received and placed in the review queue. This email is not automatic—it is processed in person during working hours. If you do not receive this e-mail within one business day, double check that you have clicked the final Submit button, then you can contact the Disquisition Processor at ndsudisq.processor@ndsu.edu.

The Graduate School will then check your records for [required documentation and fee payment](#). Your disquisition is considered officially submitted once all required items have been received. Your

disquisition will be added to the review queue in order of receipt on your official submission day. Once reviewed, you will receive a memo of required changes or of approval. If changes are required, promptly revise and resubmit for another round of review.

How to Submit Your Revised 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.

How to Submit a Revised 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.

How to Submit a Revised Thesis or Dissertation

To submit a revised 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.

Note: You must upload it as a revision to your initial submission. Do not submit it as a new submission.

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.

[Be aware of deadlines](#) if you are intent on graduating by the end of a particular semester. For questions about deadlines, prerequisite forms and fee payment, graduation, and Graduate School policies, contact your academic support specialists at ndsugsa@ndsu.edu.

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