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Welcome to the ETD Administrator @ College of William and Mary - School of Education

Start the process of publishing to ProQuest Dissertations Publishing by submitting your completed dissertation/thesis using ETD Administrator.

You will be entering information about your dissertation/thesis, uploading a copy of your work, and ordering printed copies (if desired). Your submission will be reviewed by staff at your school before they deliver it to ProQuest.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back later to finish. No information will be lost.

Some items to have on hand:

- A PDF copy of your dissertation/thesis. This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.
- Abstract
- Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- Advisor and other Committee Members' Names
- Subject Categories - 1 - 3 that best describe your dissertation/thesis' subject area. ([Subject Category list](#))

1. If you haven't done so already, submit your [Dissertation Proposal Form](#) to the SOE Office of Academic Programs.
2. Once your dissertation is in its final stage, obtain names of approved reviewers from your dissertation chair. The reviewer will check your dissertation for physical standards, i.e., proper formatting.
3. Set up your dissertation defense date.
4. Defend your dissertation by the [deadline](#) (see <http://education.wm.edu/academics/graduation/index.php>).
5. Submit the [Dissertation Verification form](#) to the SOE Office of Academic Programs.
6. Submit your dissertation here, through ProQuest, by the [deadline](#) (see <http://education.wm.edu/academics/graduation/index.php>). You can also upload supplemental files like data sets, videos, etc.
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8. For PhD candidates - Complete the Survey of Earned Doctorates - <https://sed.norc.oregón.edu/showRegister.do>

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Select Publishing Option with ProQuest

The screenshot shows a web browser window with the ProQuest Publishing Options form. The browser's address bar shows the URL: <http://www.proquest.com/graduatedu1-graduatedu1...>. The browser's title bar shows: "William & Mary - Majors...". The browser's tabs show: "Apply for housing Welco...", "ParentVUE and StudentVUE", "Bill Me Later", "Works - Login", "J2 NOW 105", and "WMRO Media Player". The browser's status bar shows: "Page", "Safety", "Tools", and "Select".

The form is titled "Select Type of Publishing". It has two main sections: "Traditional Publishing" and "Open Access Publishing PLUS".

Traditional Publishing (View agreement)

- I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
- I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.
- I understand that ProQuest does not charge a fee for Traditional Publishing.
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Open Access Publishing PLUS (View agreement)

- 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 fee for Open Access Publishing PLUS is \$95.00 USD.
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- I understand that my work will be available through [ProQuest Dissertations & Theses](#), [iParadigms](#) and [Dissertation Express](#), and that a citation/abstract may appear in some [indexes](#) (e.g. SciFinder, MathSciNet, PsycINFO, etc.).

Select Publishing Options

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. [Learn more](#)

☐ Yes

☐ No

Access options (e.g., delaying the release of your work)

If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and may be available through your institutional repository.

Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.

Delaying release in ProQuest

I want my work to be available in ProQuest 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.

How long would you like to delay the release to ProQuest? * [\(more info\)](#)

☐ 6 months ☐ 1 year ☐ 2 years

Note to administrator (optional): 200 characters

[Clear](#)

Reason for delaying release to ProQuest: *

[Select](#)

Publication pending with another publisher

Patent pending

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Sensitive material is included

Deferred degree date

Other

[William and Mary - School of Education](#)

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Institutional Repository (IR) Publishing Options – W&M IR

The screenshot shows the 'Institutional Repository (IR) Publishing Options' form in the ProQuest submission system. The left sidebar contains navigation links: 'My ETDs', 'Resources & Guidelines', 'My Dissertations/Theses List', 'Submit my ETD', and 'My profile'. The main content area is titled 'Institutional Repository (IR) Publishing Options'. It includes a 'Submission steps' sidebar with sections like 'Publishing information', 'About my dissertation/thesis', and 'Submission & payment'. The 'Publishing information' section is active, showing options for 'IR publishing options' (selected), 'University agreement', and 'Contact information'. The 'About my dissertation/thesis' section includes 'Dissertation/Thesis details', 'PDF', 'Supplemental files (optional)', and 'Notes (optional)'. The 'Submission & payment' section includes 'Register U.S. Copyright', 'Order copies', and 'Electronic submission'. The main form area contains the following fields: 'I want my work immediately available in my school's IR' (radio buttons for Yes, No, and No - I have patents pending, or another reason why I need to delay access to the full text of my work), 'How long would you like to delay the release to your school's institutional repository (IR)?' (radio buttons for 1 year and 2 years), 'Note to administrator (optional)' (text area, 200 characters), 'Reason for delaying release to IR' (dropdown menu), and a 'Save & Continue' button.

William and Mary Institutional Repository Agreement

You will need to print this form from ProQuest, complete it, and then upload it to ProQuest as a supplemental form. (The top of the form includes a heading that says “Non Exclusive License and Availability Agreement for Theses and Dissertations”)

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☐ Supplemental files (optional)

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Contact Information

Please enter your contact information. This information will be used to process your submission.

* - required

Contact information:

First name*: Dot

Middle name:

Last name*: Osborne

Institutional student ID*:

Country of citizenship: United States

Institution*: College of William and Mary - School of Education

Permanent email address*: dsosbo@wm.edu

Enter permanent email address, not your institution email address.

Country code (outside US): 1

Area code: 757

Phone: 221-2308

Extension:

Current Address:

Country*: United States

Street Address*: School of Education

Street Address line 2: PO Box 6695

Street Address line 3:

City*: Williamsburg

State/Province*: Virginia

Zip/Postal code*: 23187

Permanent Mailing Address*:

Use current address: ☐ Permanent address is same as current address

Date effective*: YYYY-MM-DD

Country*: -- Select Country --

Street Address*:

Street Address line 2:

Street Address line 3:

City*:

State/Province*: -- Select State/Province --

Zip/Postal code*:

Save & Continue

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Dissertation Details – Title, degree, committee

http://www.etsadmin.com/cgi-bin/student/details.html?704submissionid=387720;saved=1

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Title*:

Year Manuscript Completed*:

Degree/Department Information:

Degree Date*:

Degree Awarded*:

Department*:

Advisor/Supervisor/Committee Chair*

Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

First name:	Middle Initial:	Last name:

Committee Members:

Include up to 10 names. Do not include degrees as part of the name.

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Description of Dissertation/Thesis:

Primary Subject Category*:

Additional Subject Categories:

Keywords (include up to 6):

Abstract*

Paste your abstract below. Formatting will not be shown here, but will display when your abstract is viewed in ProQuest databases.

Primary language*:

[Save & Continue](#)

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PDF of your Dissertation

The screenshot shows a web interface for submitting a dissertation. At the top, there are tabs for 'My ETDs' and 'Resources & Guidelines'. Below these are links for 'My Dissertations/Theses List', 'Submit my ETD', and 'My profile'. A 'Help' link with a question mark icon and 'Contact Support' are on the right. The main content area is titled 'PDF of your thesis or dissertation'. It includes a section for 'Publishing information' with checkboxes for 'Instructions', 'PQ publishing options', 'ProQuest agreement', 'IR publishing options', 'University agreement', and 'Contact information'. Below this is a section for 'About my dissertation/thesis' with checkboxes for 'Dissertation/Thesis details', 'PDF' (which is selected), 'Supplemental files (optional)', and 'Notes (optional)'. There is also a 'Submission & payment' section with checkboxes for 'Register U.S. Copyright', 'Order copies', and 'Publication embargo'. The central area prompts the user to 'Upload a PDF of your thesis or dissertation' and provides instructions: 'PDF is the required format for ETD submission. If you are unable to convert your manuscript into PDF, you have the option to upload a Word or RTF file below and we will convert your file into PDF.' An 'Upload file' button is present. Below this, it asks 'Do you have any copyright permission documents to submit?' with 'Yes' and 'No' radio buttons. A 'Save & Continue' button is at the bottom. On the right, a 'PDF Help' sidebar lists links: 'Can I change this file later?', 'File name limit', 'Embedding fonts', and 'Security settings'.

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Submission steps

PDF of your thesis or dissertation

Upload a PDF of your thesis or dissertation*

PDF is the required format for ETD submission. If you are unable to convert your manuscript into PDF, you have the option to upload a Word or RTF file below and we will convert your file into PDF.

Upload file

Do you have any copyright permission documents to submit? *

If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.

☐ Yes ☐ No

Save & Continue

PDF Help

- Can I change this file later?
- File name limit
- Embedding fonts
- Security settings

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- ☐ Supplemental files (optional)
- ☐ Notes (optional)

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- ☐ Publication embargo

If you are not ready to submit, use the left navigation pane to move to other sections after the PDF upload.

Supplemental Files

1. The William and Mary Institutional Repository Form
2. The signed Dissertation Defense Verification Form
3. (Optional) Audio, video, data sets, etc. *(there is no file size restriction)*

The screenshot shows the 'Supplemental Files (optional)' section of a submission form. On the left is a sidebar with 'Submission steps' including: Publishing information (Instructions, PQ publishing options, ProQuest agreement, IR publishing options, University agreement, Contact information), About my dissertation/thesis (Dissertation/Thesis details, PDF, Supplemental files (optional), Notes (optional)), and Submission & payment (Register U.S. Copyright, Order copies, Shipping address, Submit). The main area is titled 'Supplemental Files (optional)' and contains instructions: 'If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit them as supplemental files. These files will be made available in ProQuest Dissertations & Theses when your work is published.' It lists 'Supplemental file requirements': Do not upload files that someone else holds rights to (e.g., third party software like Microsoft Excel); However, uploading your Excel spreadsheet is OK; Zip large files, a large group of files, or files that have a directory structure. There are two 'Add File' sections, each with an 'Upload file' button, a 'Description' text box, and a 'Media Type' dropdown menu. A 'Save & Continue' button is at the bottom left, and an 'Add another supplemental file' link is at the bottom right. The footer reads 'College of William and Mary - School of Education'.

Notes to Administrator (optional)

The screenshot shows the 'Notes to Administrator (optional)' section of a submission form. The sidebar on the left is identical to the previous form, with 'Notes (optional)' selected under 'About my dissertation/thesis'. The main area is titled 'Notes to Administrator (optional)' and contains instructions: 'Include any notes you have for the administrator at your graduate school who will be reviewing your submission. If you will be unreachable via email, note the best way to contact you here as well.' Below this is a 'Notes to Administrator:' label, a text area, and a 'Clear' link. A note '(Maximum characters: 200)' is below the text area. A 'Save & Continue' button is at the bottom left.

Register US Copyright – *you can choose not to have ProQuest file for copyright on your behalf*

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- Mail you the completed certificate of registration from the Library of Congress

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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 to file for U.S. Copyright Registration

☐ Do not file for copyright - I am requesting that ProQuest not file for copyright on my behalf.

☐ File for a new copyright - I am requesting that ProQuest file for copyright on my behalf

- I understand that an additional fee of \$55.00 (USD) will be charged.
- I authorize ProQuest 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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- Verify the details of your work as shown below.
- If necessary, use the [Change](#) links to update corresponding details.
- Click **Submit**.

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If changes are needed, you can make them using the links provided.

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[Change](#)

Degree:

Doctor of Education

Title:

This is a Test Only a Test

Abstract:

This is my abstract for my take dissertation for testing.

Subject Categories:

Educational administration [0514] - primary
Higher education administration [0448]

Keywords:

PDF:

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Allow search engine access.
Do not file for copyright - I am requesting that ProQuest not file for copyright on my behalf.

Institutional Repository (IR) Publishing Options:

[Change](#)
Include in institutional repository: Yes
Delayed Release (IR): 1 year (Note: These are my notes)

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Email Acknowledgement of Submission (*sample*)

Dear (Student Name),

Thank you for your interest in publishing your dissertation. Your submission, "This is a second test" (10003), has been submitted to College of William and Mary.

The administrators at the graduate school will review your submission and contact you if there is any missing information.

Your submission may be accessed via the following link: [View ETD](#)

Order Summary:

Quantity	Description	Unit Price *(USD)	Total Price *(USD)
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		Sales Tax	\$0.00
		Service Tax	\$0.00
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