



Submitting your Dissertation/Thesis via ETD Administrator

Following your oral defense and after receiving confirmation from your advisor that your dissertation/thesis is ready for publication, you must officially submit your dissertation/thesis to an online submission site, ETD Administrator*. ETD Administrator will guide you through each step, but the steps are also listed below, so you will know what to expect. After your document has been submitted, ETD Administrator will send an email to the Office of Graduate Studies. The Office of Graduate Studies will review and approve the formatting of your document to ensure that it meets DU's standards and send confirmation once your submission is complete. After each step, be sure to click *Save & Continue*; this will allow you to log out and log back in at a later time without losing the information you have already entered.

Please make sure you've read the Electronic Thesis and Dissertation policy carefully and that you completely understand the electronic submission implications for your scholarly work.

*If you have made prior arrangements with the Associate Provost to Opt Out of submitting to ProQuest, please consult the Opt Out instructions at the end of these instructions, instead of the ETD Administrator instructions.

When you are ready to submit your document, follow the steps listed below:

1. Go to the DU ETD Administrator website: www.etdadmin.com/denver
2. Click on *Submit My Dissertation/Thesis* and log in using your username and password.
 - a. If this is the first time using ETD Administrator, click on *Create an Account* and enter the information requested.
 - b. A confirmation email will be sent to you. Click on the link in the email to confirm your account and continue with the submission.
3. You will see a checklist on the left side of the page. As you move through the steps, the checklist will be checked off. You will not be able to submit your dissertation/thesis until all items are checked.
4. Read the Submission Instructions page and click *Continue*.
 - a. You may use the PDF conversion tool on this page if you need to convert your document to a PDF.
 - b. If you will be converting your file to PDF on your own, information on how to convert your document to a PDF file can be found in the formatting instructions (<http://www.du.edu/media/documents/graduates/formatting.pdf>) and through a tutorial at http://dissertations.umi.com/etd_tutorial_proquest.pdf.
5. On the Publishing Options page, you should select the *Traditional Publishing* option. Read the information below BEFORE clicking *Save & Continue*.

- a. You do not need to select *Open Access* publishing. Your dissertation/thesis will be available *Open Access* through the University of Denver Main Library, so there is no need to pay the additional fee to make it *Open Access* through ProQuest.
 - b. You also have the option to delay the release of your dissertation/thesis on this page. You can choose from a 6 month to 2 year embargo period which will prevent ProQuest and the Library from making your dissertation/thesis available for viewing or purchase.
 - c. If you need a longer embargo period, you must directly contact both ProQuest and the Library before your embargo expires to request a longer embargo. Please see the Graduate Policy Manual for more information about embargos. The manual is found here: <http://www.du.edu/media/documents/graduates/gradpolmanual.pdf>.
6. Read and accept the Publishing Agreement.
7. Complete your Contact Information and click *Save & Continue*.
8. Enter your Dissertation/Thesis Details and click *Save & Continue*.
9. Upload the PDF version of your dissertation/thesis and click *Save & Continue*.
10. In the rare event that you have additional files to upload, such as music or movie clips, upload them and click *Save & Continue*, otherwise skip this screen and continue.
11. If you have any notes you would like to add about your dissertation/thesis add them in Notes to Administrator and click *Save & Continue*.
12. Check your preference for copyrighting your dissertation/thesis and click *Save & Continue*. The copyright service is optional.
13. There are more cost-effective methods for ordering bound copies of your document instead of through ProQuest. If you wish to receive hard bound copies of your document, you may order them through the Denver Bookbinding Company, via the Office of Graduate Studies. For detailed instructions, please see here: <http://www.du.edu/currentstudents/graduates/BindingOrder.pdf>. After the copies have been bound, they will be returned to your department. Click *Decline – do not order* if you are not using ProQuest's binding service.
14. Review the information on the Submit and Pay page and if everything is correct, click *Continue with submission*.
15. Review the charges and click *Pay with credit card*.
16. Enter you payment information and click *Submit Dissertation/Thesis & Pay*.
17. Congratulations, you have completed the dissertation/thesis submission process!

After your document has been submitted, the Office of Graduate Studies will review its formatting and information provided. You will receive an email when the document has been accepted by the University. If you are asked to make changes or corrections, use your account information to log back in and make the changes. If you make corrections to your dissertation/thesis, do NOT start your submission over. If you complete an entirely new submission, you will be charged the submission fees again. Instead, log back into your initial submission and click on the revision button. You will have the chance to upload a new PDF without having to enter all of your information again and without having to submit a new payment.

Please contact the Office of Graduate Studies at gststu@du.edu or call 303-871-2305 or 303-871-3586 with any questions.

Opt Out and Permanent Suppression Procedures

Steps for Submission to the University of Denver Main Library Only

Opt Out Procedure

In some instances a student may wish to use only the Library as the repository of his/her work. In such cases the student will submit his/her work digitally to the Library, and it will be made available only to the DU community and through inter-library loan in a PDF format.

A student and his/her thesis/dissertation chair director will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work needs to be restricted. The Associate Provost must approve the final decision for permission to restrict access to the work.

Permanently Suppress

In rare cases, where the work includes proprietary information such as company data and records or confidential information that should never be made public, such as client records/interviews or some other serious condition that justifies such an action it may be appropriate for a student to ***permanently suppress*** his/her work. In such cases the student will submit his/her work electronically to the Library. The work will be retained by the Library and listed in catalog system but will not be accessible without permission from the author.

A student and his/her thesis/dissertation chair director will submit a memo to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work needs to be restricted. The Associate Provost must approve the final decision for permission to restrict access to the work.

In either of these cases a student will submit a petition for an academic exception. The student's thesis/dissertation chair (advisor) will also submit a supporting statement to the Associate Provost for Graduate Studies explaining the issue and stating that access to the work needs to be restricted. Instructions for submitting the petition are available here: <http://www.du.edu/currentstudents/graduates/AcademicExceptionInstructions.pdf>. A sample petition is available on the next page.

Once the student's petition is approved by the Associate Provost, the student's dissertation/thesis will be directly submitted to the Library via the Office of Graduate Studies. The Office of Graduate Studies will provide the student with a form to complete. This form collects information for the metadata affiliated with your work. This form must be completed and returned to the Office of Graduate Studies accompanying the final, approved version of your dissertation/thesis in PDF format by the submission deadline.

Draft of the petition to the Associate Provost:

[Student Name]
[Phone number]
[Email address]
[ID number]
[Date]

To: Barbara J. Wilcots, Associate Provost for Graduate Studies

With your approval and my advisor's support, I would like to opt out of filing my [Thesis/Dissertation] with ProQuest and to ask permission to: {student should select one of the following options }

1. *Opt Out: use only the University of Denver Main Library as the repository of my work. I will submit my work digitally to the Library, and it will be made available only to the DU community and through inter-library loan in a PDF format.*
2. *Permanent Suppression: permanently suppress my work because it includes proprietary/confidential information that should never be made public. I will submit my work electronically to the Library with the understanding the work will be retained by the library and listed in catalog system, but will not be accessible without permission from the author.*

I am a [master's/doctoral] candidate in [Department and Unit] and my reasons to opt out of ProQuest are as follows: {student should give a sound reason for opting out, examples are }

- *The work includes proprietary information (company data and records) and/or confidential information (client records/interviews) or (some other serious condition) that justifies permanent suppression.*
- *Sections of my manuscript have already been published (or are forthcoming in print or online journals) and the digital availability of these sections in ProQuest may create copyright conflicts, particularly in cases where I have already sold/granted first serial and/or online rights to the work.*
- *I am actively seeking publishers for the manuscript and I am hopeful that the manuscript will be picked up by a commercial press in the short term.*
- *ProQuest is not the appropriate venue for my work and it is unlikely that my work would be used as a research resource.*

For these reasons I feel that access to my work must be restricted. Please grant my request to opt out of ProQuest for the reasons stated above.

Sincerely,

[Student Name]