

## **DISSERTATION SUBMISSION WORKFLOW\***

1. Dissertation is successfully defended.
2. Chair retains signed title page post defense.
3. Student creates a user account on the ProQuest® ETD Website (see appendix).
4. Student makes revisions requested by committee
5. Chair sends completed dissertation to the Carey Reader
6. Carey Reader returns document to Chair with recommendations for revision
7. Chair sends Carey Reader document with revisions to student\*
8. Student makes edits/revisions/changes
9. Student send revised document to Chair\*
10. Chair verifies that Carey Reader's revisions have been addressed
11. Chair sends revised document back to Carey Reader\*
12. Carey Reader returns the approved document to Chair\*
13. If all changes have been made, move to the next step. If not, Chair will follow-up with student again to ensure changes are made.
14. Chair sends document (with signed title page) to the School's eDissertation Administrator (see appendix).

**All documents pertaining to the revisions process outlined in steps 4-13 above must be in MS Word format.**

**When sending an MS Word attachment as part of steps 4-13 above, always include in the accompanying Email specific indications as to the nature of the document (e.g., "This is my first submission to the reader", "The attached revision is in response to the following concerns raised by the reader", etc.)**

**All signatures on title pages should be applied in black ink only.**

**\*THESE ARE GENERAL GUIDELINES OBSERVED ACROSS THE UNIVERSITY. YOUR SCHOOL OR PROGRAM COULD HAVE EXTRA STEPS AND/OR REQUIREMENTS. \***

## Appendix

### Electronic Submission of Your Dissertations via the ProQuest® ETD Website

William Carey University's Office of Graduate Studies and University Libraries have partnered with ProQuest® to make it possible for your dissertation to be submitted electronically and to become part of ProQuest® Dissertation and Theses databases, which are searched by scholars from around the world. Furthermore, at least one hardcopy of your dissertation will be included within the University Libraries print collection of I.E. Rouse Library in Hattiesburg, Mississippi.

#### **The Student's ETD Submission Responsibilities:**

- **Step 1 – Create a user account on the ProQuest® ETD Website:**  
<http://www.etdadmin.com/cgi-bin/school?siteId=581>
- **Step 2 – Within your account on the ProQuest® ETD Website, complete the e-dissertation submission checklist to customize the details of your electronic submission (This will include such things as your contact information, publication and copyright preferences, keyword specifications, abstract formatting, and printing choices).**
- **Step 3 – Be sure any images and charts within your dissertation are formatted to properly convert to PDF according to ProQuest® ETD guidelines.**
- **Step 4 – Notify your Chair after completing all of the steps in this ETD checklist and submitting your e-dissertation for review on the ProQuest® ETD website.**

#### NOTES:

When steps 1-14 of the previous page have been completed, an electronic copy of your final accepted dissertation will be sent via E-mail attachment by a representative designated by your School to the University's e-Dissertation Administrator.

The e-Dissertation Administrator will verify that certain details about your submission from Step 2 above have been customized correctly and that your degree has been conferred before attaching the final accepted dissertation PDF to your ETD account and electronically delivering your dissertation to ProQuest®. However, the University's e-Dissertation Administrator will only be crosschecking for accuracy your academic department, the degree granted, and any applicable keywords you assign. You are responsible for the accuracy of your contact information, publication and copyright preferences, keyword specifications, abstract formatting, printing choices, images and charts converted to PDF, and all other details associated with your submission.

The overall cost of the ProQuest® ETD process will depend upon factors such as your copyright, publication, and printing preferences. However, the process will cost you at least \$41 for one 6" x 9" hardbound copy of your dissertation to be printed and delivered to WCU Libraries.