

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

BEFORE YOU BEGIN WORKING IN PROQUEST, BE SURE THAT YOUR DRAFT ADHERES TO THE FORMAT OF THE [TEMPLATE](#).

1. Visit the ProQuest ETD Administrator website: www.etsadmin.com/calstatela.

First-time users: You will need to create an account and start your submission. Click on “Sign up and get started today!” (center bottom).

Return visitors: Click on “Log in” (top right) or “Already signed up? Log in” (center bottom).

ProQuest ETD ADMINISTRATOR

Log in CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Home Support & Training Resources & Guidelines Submitting Your Dissertation/Thesis About ETD Administrator

Make your thesis or dissertation available to the research community with ProQuest ETD Administrator

At California State University, Los Angeles

Here's why:

- It's easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into California State University, Los Angeles repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global
- Our university resources and guidelines just a click away

Here's the workflow:

1. Submit
You
2. Review
Your institutional administrator
3. Revise & Approve
You and your administrator
4. Deliver
Your administrator, to ProQuest
5. Done
Your work is now on ProQuest!

Sign up and get started today!

Already signed up? Log in

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

First-time users: Fill in all required fields. You will be required to confirm the account at the email address that you provide.

Create new student account [Log in](#)

Fields marked with an asterisk * are required.

* First name

Used to personalize email correspondence and the user interface.

* Last name

Used to personalize email correspondence and the user interface.

* Email address as username

Used to identify your account.

* Password

At least 8 characters, must include: 1 uppercase character; 1 numeric digit (0 to 9); 1 special character such as # or \$.

* Confirm password

* I consent to the collection and use of my personal information consistent with the [Privacy Policy](#) and acknowledge that use of the service is subject to the [Terms and Conditions](#). I understand ProQuest cannot create an account without my consent.

[Create Account](#)

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

Once you create the account, you will be asked to confirm the email address. Confirming your email address will take you to this page:

My ETDs **Resources & Guidelines**

My Dissertations/Theses List Submit my ETD My Profile

Submission steps

Publishing information:

- Instructions
- PQ publishing options
- ProQuest agreement
- University agreement
- Contact information

About my dissertation/thesis:

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

Submission & payment:

- Register U.S. Copyright
- Order copies
- Submit

Welcome to the ETD Administrator @ California State University, Los Angeles

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](#))

SPECIAL INSTRUCTIONS FROM YOUR UNIVERSITY THESIS/DISSERTATION COORDINATOR AT CAL STATE LA:

- Please download and review the [ETD Administrator Upload Instructions](#). This document will guide you through the online submission process.
- Do not submit Supplemental Files via the ETD Administrator. Cal State LA does not accept supplemental files. If text-based or visual supplementary materials, such as computer code and spreadsheets, are part of your submission, they should be stored on a CD or DVD and delivered to the University Thesis/Dissertation Coordinator with the GS-13 form. Instructions for submitting non-print materials may be found on the [Submission](#) page of our website.
- If you need an embargo on your submission that delays both the release of your citation and abstract to ProQuest and the release of the full text of your thesis/dissertation to the JFK Memorial Library, please submit an Embargo Request Form to the University Thesis/Dissertation Coordinator. This form may be found on the [Submission](#) page of our website. The embargo will be noted by your administrator.

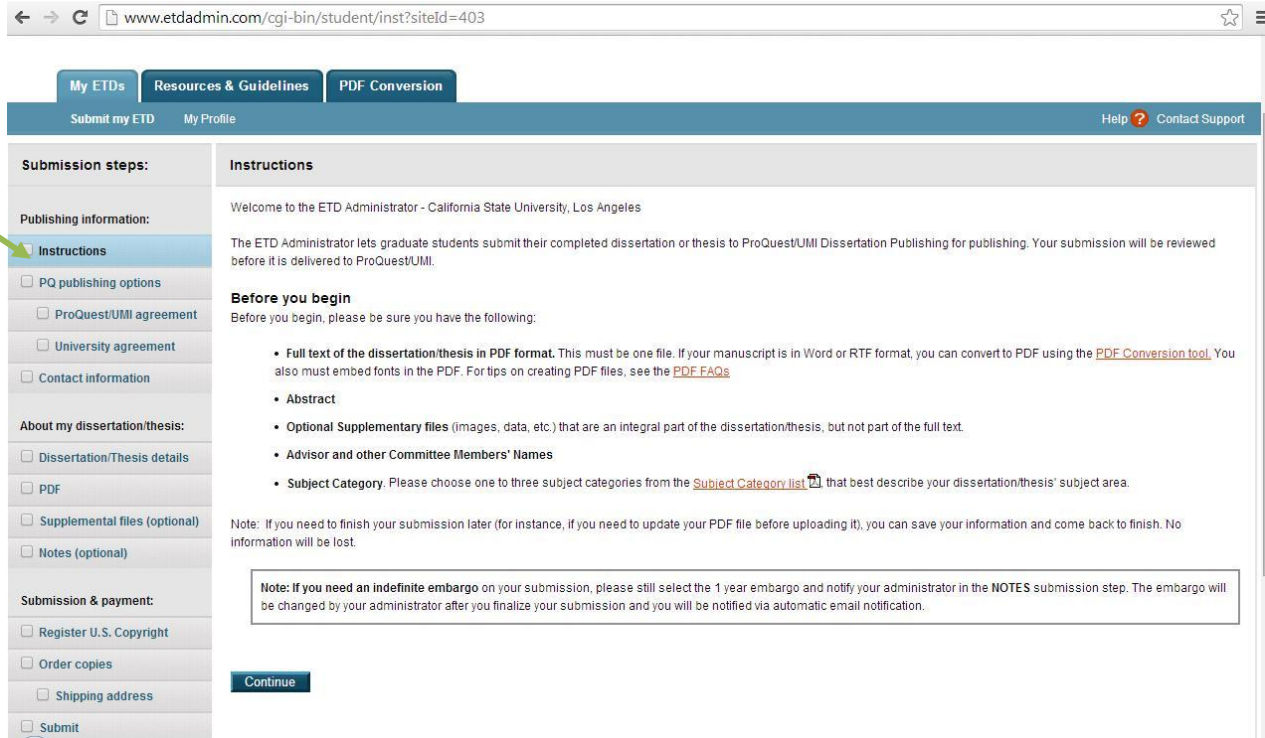
Continue

You'll need to complete each tab for your submission to be received by Cal State LA.

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

1. INSTRUCTIONS

Please review the instructions and then hit Continue.



The screenshot shows a web browser window with the URL www.etdadmin.com/cgi-bin/student/inst?siteId=403. The page has a navigation bar with tabs for "My ETDs", "Resources & Guidelines", and "PDF Conversion". Below the navigation bar, there are links for "Submit my ETD" and "My Profile", and a "Help" icon with "Contact Support" text.

The main content area is divided into two columns. The left column, titled "Submission steps:", contains a list of steps with checkboxes: "Publishing information:", "Instructions" (highlighted with a green arrow), "PQ publishing options", "ProQuest/UMI agreement", "University agreement", "Contact information", "About my dissertation/thesis:", "Dissertation/Thesis details", "PDF", "Supplemental files (optional)", "Notes (optional)", "Submission & payment:", "Register U.S. Copyright", "Order copies", "Shipping address", and "Submit".

The right column, titled "Instructions", contains the following text:

Welcome to the ETD Administrator - California State University, Los Angeles

The ETD Administrator lets graduate students submit their completed dissertation or thesis to ProQuest/UMI Dissertation Publishing for publishing. Your submission will be reviewed before it is delivered to ProQuest/UMI.

Before you begin
Before you begin, please be sure you have the following:

- **Full text of the dissertation/thesis in PDF format.** This must be one file. If your manuscript is in Word or RTF format, you can convert to PDF using the [PDF Conversion tool](#). You also must embed fonts in the PDF. For tips on creating PDF files, see the [PDF FAQs](#).
- **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 Category.** Please choose one to three subject categories from the [Subject Category list](#) that best describe your dissertation/thesis' subject area.

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 to finish. No information will be lost.

Note: If you need an indefinite embargo on your submission, please still select the 1 year embargo and notify your administrator in the NOTES submission step. The embargo will be changed by your administrator after you finalize your submission and you will be notified via automatic email notification.

At the bottom of the right column, there is a blue "Continue" button.

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

2. PQ PUBLISHING OPTIONS

Select Type of Publishing

Submission steps	Publishing Options
Publishing information:	Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (*). For assistance, consult your graduate school, and read our Publishing Guides .
<input checked="" type="checkbox"/> Instructions	
<input type="checkbox"/> PQ publishing options	Select Type of Publishing *
<input type="checkbox"/> ProQuest agreement	<input type="radio"/> Traditional Publishing View agreement
<input type="checkbox"/> University agreement	<ul style="list-style-type: none">I want to make my work widely available to the international community of subscribers to ProQuest Dissertations & Theses 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.I understand that my work will be available through ProQuest Dissertations & Theses database, Turnitin and other like services, and Dissertation Express, and that a citation/abstract may appear.
<input type="checkbox"/> Contact information	<input type="radio"/> Open Access Service View agreement
About my dissertation/thesis:	<ul style="list-style-type: none">I want the broadest possible dissemination of my work, and I want to provide a wide audience with 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 the Open Access Service is \$95.00 USD for an author. If your school is interested in purchasing this on your behalf, they should contact disspub@proquest.I understand that I will pay the fee, unless notified by my graduate institution that the school will pay.I understand that my work will be available through ProQuest Dissertations & Theses database, Turnitin and other like services, and Dissertation Express, and that a citation/abstract may appear.I understand that the full-text of my work will also be made freely available in its entirety through open web entry to the ProQuest Platform.I understand that this is an optional service and is not a required purchase.
<input type="checkbox"/> Dissertation/Thesis details	Access options (e.g., delaying the release of your work)
<input type="checkbox"/> PDF	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. Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.
<input type="checkbox"/> Supplemental files (optional)	Delaying release in ProQuest
<input type="checkbox"/> Notes (optional)	I want my work to be available in ProQuest as soon as it is published. *
Submission & payment:	<input type="radio"/> Yes
<input type="checkbox"/> Register U.S. Copyright	<input type="radio"/> No - I have patents pending, or another reason why I need to delay access to the full text of my work.
<input type="checkbox"/> Order copies	Search Engine Discovery
<input type="checkbox"/> Submit	Your work on ProQuest will be discoverable and accessible through Google Scholar! Show More
	<input type="button" value="Save & Continue"/>

ProQuest provides Candidates with two publishing options:

1) Traditional Publishing:

- Traditional publishing is FREE.
- Traditional publishing means that only your abstract becomes available publicly in ProQuest. The full-text of your submission is only available to Cal State LA users.
- *Note:* Many journals or other publishers will not accept submissions that have been published elsewhere, so most students choose Traditional Publishing for this reason.

2) Open Access Publishing PLUS:

- Open Access Publishing has a \$95 fee.
- Open Access Publishing allows the full-text of your submission to be downloaded and viewed by anyone searching through ProQuest.
- Choosing Open Access means that your work will be “published” by ProQuest and can be cited by others.

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

Delaying Release in ProQuest

1. “I want my work to be available in ProQuest as soon as it is published”
 - “**No – I have patents pending...**” for master’s candidates who select Traditional Publishing
 - Then you’ll be asked: “How long would you like to delay the release to ProQuest?”. Choose “**Other**” and type “Indefinite” in the note box. The screenshot below shows what your options should look like if you chose Traditional Publishing.
 - “**Yes**” for master’s candidates who select Open Access Publishing PLUS and for all doctoral candidates
2. Reason for delaying release to ProQuest → Select “**Other.**” After “Please explain” type, “**Material available on library website.**”

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 Other

Note to administrator 190 characters

Indefinite

[Clear](#)

Reason for delaying release to ProQuest: *

Other

Please explain: *

Search Engine Discovery

Your work on ProQuest will be discoverable and accessible through Google Scholar! [Show More](#)

[Save & Continue](#)

This screenshot shows the appropriate selections for Traditional Publishing.

Your reviewer may make additional changes to this section upon final review. After publishing options are completed, you will be asked to accept the ProQuest and University agreements.

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

3. CONTACT INFORMATION

Enter your contact information after completing the ProQuest and University agreements.

Submission steps	Contact Information
Publishing information:	Please enter your contact information, used to process your submission.
<input checked="" type="checkbox"/> Instructions	* Required
<input checked="" type="checkbox"/> PQ publishing options	
<input checked="" type="checkbox"/> ProQuest agreement	
<input checked="" type="checkbox"/> University agreement	
<input type="checkbox"/> Contact information	
About my dissertation/thesis:	Contact information:
<input type="checkbox"/> Dissertation/Thesis details	Important: Your name as entered here will display as the author name of your work throughout ProQuest, including on print-copy covers.
<input type="checkbox"/> PDF	First name *: <input type="text"/>
<input type="checkbox"/> Supplemental files (optional)	Middle name: <input type="text"/>
<input type="checkbox"/> Notes (optional)	Last name *: <input type="text"/>
	Institutional Student ID *: <input type="text"/>
Submission & payment:	Permanent email address *: <input type="text"/>
<input type="checkbox"/> Register U.S. Copyright	We use your email address to contact you, as necessary, about your submission.
<input type="checkbox"/> Order copies	School email address *: <input type="text"/>
<input type="checkbox"/> Submit	Shared only with your institution.
	Mailing address
	We collect your mailing address on behalf of your institution so it can contact you about matters such as your submission and related graduation
	Country*: <input type="text" value="-- Select Country --"/>
	Street Address*: <input type="text"/>
	Street Address line 2: <input type="text"/>
	Street Address line 3: <input type="text"/>
	City*: <input type="text"/>
	State/Province: <input type="text"/>
	Zip/Postal code*: <input type="text"/>
	Enter NA if your selected country does not use Zip or Postal codes.

Enter CIN here

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

4a. DISSERTATION/THESIS DETAILS

- Title → Make sure this matches the title on your title page and abstract. Use title case (Where You Capitalize the Major Words) or sentence case capitalization (Where the first word and proper nouns are capitalized). *Check spelling and punctuation!*
- Abstract → Keep it to about 250 words.
- Year Manuscript Completed should match the year in the Degree Date.

Submission steps	Dissertation/Thesis Details
Publishing information:	Primary language of your dissertation/thesis *: <input type="text" value="English - en"/>
<input checked="" type="checkbox"/> Instructions	Title (as displayed in your dissertation/thesis) *: <input type="text"/>
<input checked="" type="checkbox"/> PQ publishing options	Abstract (as displayed in your dissertation/thesis) *: <input type="text" value="Paste your abstract below. Formatting will not be shown here, but will display when your abstract is view"/>
<input checked="" type="checkbox"/> ProQuest agreement	<input type="text"/>
<input checked="" type="checkbox"/> University agreement	<input type="text"/>
<input checked="" type="checkbox"/> Contact information	<input type="text"/>
About my dissertation/thesis:	<input type="text"/>
<input checked="" type="checkbox"/> Dissertation/Thesis details	<input type="text"/>
<input type="checkbox"/> PDF	<input type="text"/>
<input type="checkbox"/> Supplemental files (optional)	<input type="text"/>
<input type="checkbox"/> Notes (optional)	<input type="text"/>
Submission & payment:	<input type="text"/>
<input type="checkbox"/> Register U.S. Copyright	Do not include personal information in your abstract.
<input type="checkbox"/> Order copies	Would you like to enter an optional translated version of your title and / or abstract to expand your potential researcher audience?
<input type="checkbox"/> Submit	<input type="radio"/> Yes
	<input checked="" type="radio"/> No
	Year Manuscript Completed *: <input type="text" value="Year"/>
	Degree Date *: <input type="text" value="Month"/> <input type="text" value="Year"/>
	Degree Awarded *: <input type="text"/>
	Department *: <input type="text"/>
	Primary Subject Category *: <input type="text"/>
	Additional Subject Categories: <input type="text" value="Select"/>
	<input type="text" value="Select"/>

Make sure your title here matches the title on your manuscript. Use title case or sentence case capitalization. **Do not use ALL CAPS!**

Degree Date:
December [Year]: Fall graduates
May [Year]: Spring graduates
August [Year]: Summer graduates

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

4b. DISSERTATION/THESIS DETAILS

Keywords (include up to 6):

Advisor/Supervisor/Committee Chair *

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

Only include your committee chair here.

First name:

Initial:

Last name:

Committee Members:

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

Include all other members of your committee. The department chair/division chair/school director should be listed last (unless they are your committee chair).

First name:

Initial:

Last name:

Save & Continue

NOTE: Please check and confirm the spelling of your committee members' names!

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

5. PDF

Make sure to open the PDF file of your thesis or dissertation and review the manuscript for errors before choosing the file for upload. You do not need to attach additional copyright permission documents.

NOTE: You will return to this tab (“PDF” in the left-hand navigation) to upload revised versions of your thesis or dissertation as requested by your Committee or Thesis Reviewer.

Submission steps	PDF of your thesis or dissertation
Publishing information:	Upload a PDF of your thesis or dissertation*
<input type="checkbox"/> 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.
<input type="checkbox"/> PQ publishing options	<input type="button" value="Upload file"/>
<input type="checkbox"/> ProQuest agreement	<div style="border: 1px solid green; padding: 5px; display: inline-block;">Select the PDF file on your computer that you wish to upload.</div>
<input type="checkbox"/> University agreement	
<input type="checkbox"/> Contact information	
About my dissertation/thesis:	Do you have any copyright permission documents to submit? *
<input type="checkbox"/> Dissertation/Thesis details	If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.
<input checked="" type="checkbox"/> PDF	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Supplemental files (optional)	<input type="button" value="Save & Continue"/>
<input type="checkbox"/> Notes (optional)	
Submission & payment:	
<input type="checkbox"/> Register U.S. Copyright	
<input type="checkbox"/> Order copies	
<input type="checkbox"/> Shipping address	
<input type="checkbox"/> Submit	

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

6. SUPPLEMENTAL FILES

DO NOT UPLOAD SUPPLEMENTAL FILES!

We do not accept them via ProQuest. If you wish to submit media files, such as music or films, you may do so on a CD or DVD; please contact the GRC Coordinator (GRC@calstatela.edu) for instructions on submission.

Submission steps

Publishing information:

- Instructions
- PQ publishing options
 - ProQuest agreement
 - University agreement
- Contact information

About my dissertation/thesis:

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Notes (optional)

Submission & payment:

- Register U.S. Copyright
- Order copies
- Shipping address
- Submit

Supplemental Files (optional)

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.

Supplemental file requirements: ?

- Do not upload files that someone else holds rights to (for example, uploading your Excel spreadsheet is OK).
- Zip large files, a large group of files, or files that have a directory.

1. **Add File:** **Upload file**
Note: do not add third party applications or software (i.e. Adobe Reader, etc.)

Description:

Media Type*:

2. **Add File:** **Upload file**
Note: do not add third party applications or software (i.e. Adobe Reader, etc.)

Description:

Media Type*:

[Add another supplemental file](#)

Save & Continue

7. NOTES are optional. This is where you can leave any specific notes for your reviewer.

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

8. REGISTER U.S. COPYRIGHT

NOTE: Candidates are not required to pay any fees in order to submit the thesis or dissertation. ProQuest offers several goods and services, such as Open Access Publishing PLUS, U.S. copyright registration, and hard copies of the thesis or dissertation, but they are all optional.

9. ORDER COPIES

You have the option to order hard copies of your submission in ProQuest. You must pay for the copies when creating the submission, even if the submission you are uploading is not the final draft. Your ordered copies won't be printed until your final draft is approved. You cannot go back and order copies later, so if you want hard copies of your submission, place the order at this point.

Type	Size & Description	Price Per Copy
Hardcover	8 1/2 x 11 in., single copy	1-2 \$62.00
		3-4 \$56.00
		5+ \$50.00
Hardcover	6 x 9 in., single copy	1-2 \$51.00
		3-4 \$46.00
		5+ \$41.00
Softcover	8 1/2 x 11 in., single copy	1-2 \$45.00
		3-4 \$41.00
		5+ \$37.00
Softcover	6 x 9 in., single copy	1-2 \$38.00
		3-4 \$34.00
		5+ \$31.00

Note

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

10. SUBMIT

Be sure to click the **SUBMIT** button at the bottom of the page. After submitting, your Submit page will look like the screenshot below. Without the completion of the steps listed on this page, your thesis or dissertation will not be submitted and will thus be unavailable to your reviewer.

The screenshot shows a web interface for submission review. On the left is a 'Submission steps' menu with various options, many of which are checked. The main area is titled 'Submission in Review' and contains a green message box stating: 'You have successfully submitted your dissertation or thesis to your institutional administrator for review.' Below this, there is text about follow-up emails and links to access work or check status. At the bottom, there is a table with two columns: 'Quantity' and 'Description'. The table contains one row: '1' under 'Quantity' and 'Traditional Publishing' under 'Description'. At the very bottom of the page, it says 'Your submission is complete.'

Quantity	Description
1	Traditional Publishing

This message lets you know that you have correctly uploaded your submission for review by the GRC.

All required boxes should have a checkmark. If you do not see “Your submission is complete” at the bottom of the Submission Steps menu, that means you have not uploaded your submission and we won’t see it on our end.

INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

When making revisions: Click “Continue Submission.” *Do not create a new submission!* You may make changes to your submission, including replacing the PDF when you make edits to your manuscript. You can replace the PDF (i.e. upload a new draft) in the PDF tab of the Submission Steps menu.

The screenshot shows the ETD Administrator interface for California State University, Los Angeles. At the top, there are navigation tabs: "My ETDs" (selected), "Resources & Guidelines", "My Dissertations/Theses List", "Submit my ETD", and "My profile". On the right side of the header, there are links for "Help" (with a question mark icon) and "Contact Support". Below the header, the page title is "My Dissertations/Theses List". The main content area starts with a welcome message: "Welcome to the ETD Administrator - [California State University, Los Angeles](#)". Below this, it says "Please select your dissertation/thesis below to revise or continue your submission." There is a horizontal line, followed by the text "-- Submission in progress --". Below that, it shows "ID: 11949" and "Status: [Submission in progress](#)". A blue button labeled "Continue Submission" is circled in green. At the bottom of the page, there is a link for "Need to create a new submission? [Submit new dissertation/thesis](#)" and a survey link: "Give us your feedback on the ETD Administrator and register for a chance to win a \$100 USD gift card! <https://www.surveymonkey.com/s/StudentETD>".