

General contents of the dissertation, in order:

- Title Page (required)
- Copyright Page (required)
- Abstract (required)
- Table of Contents (required)
- List of Figures/Charts (optional)
- List of Tables (optional)
- Acknowledgements (optional)
- Dedication (optional)
- Body/Chapter N (required)
- Bibliography (required)
- Appendices (optional)

Deadline for submission – last day of the quarter

Step 1: Create an ETD Administrator Account

Go to this website <https://www.etdadmin.com/cgi-bin/school?siteId=412> and create an account with the student. Make sure they give you the login credentials, because you will probably need to access it later. You will then be directed to site that has a sidebar titled submission steps on the left. Once you have created the account, follow the steps below to set up the dissertation and then come back to the account.

In order to deposit the dissertation, you will need to have these items: completed and pdf'd dissertation, scanned copy of the Committee Approval Form, Survey of Earned Doctorates Certificate of Completion, knowledge of what copyright options the student prefers, a list of preselected keywords describing the dissertation, and to know how many copies of the dissertation you need to purchase. Each item is explained in detail below.

Step 2: Clean up and format the document

First, you must ensure the formatting is consistent throughout the document. Make sure you check all headings and subheadings, spaces, paragraph indentation, hanging headers, graphs, charts, images, etc.

Adjusting font size and type is a necessary part of the process. Make sure that the font style and size conforms to ProQuest's specifications. Fonts must be Arial, Courier New, Lucida Bright, Trebuchet MS, and Verdana (size 10) or Times New Roman and Garamond (size 12), and can be bold, italic, or underlined. If using another language (if anything is written in Dari (not transliterated into English script)), italicize those words. Once you make everything the correct font, you must embed the fonts. To do this, on the Tools menu, click Options, and then click the Save tab. Select the Embed TrueType fonts check box and save the document.

Margins must be 1" on all sides. The abstract, dedication, acknowledgements, table of contents, and the body (except for quotations as paragraphs, captions, items in tables, lists, graphs and charts) must be double spaced. Footnotes/endnotes, bibliographic entries, and lists in appendices can all be single-spaced.

The Table of Contents is often the piece you will have to double check. You can choose how far down the list of sub-headings you want to include in the Table of Contents. However,

you must include the chapters, appendices, and bibliography. The abstract, copyright title page, acknowledgements, and dedication should NOT be included in the table of contents.

All pages except the abstract, copyright and title page should be paginated. You can choose to change the pagination format for the table of contents, acknowledgment, dedication, bibliography and appendices. Usually people use lowercase roman numerals for the table of contents, acknowledgement and dedication; they continue normal pagination from the body for the bibliography, and change the appendices to A-I-page continued from bibliography (I for the first appendix, II for the second, etc.). How they paginate is less important than the consistency; make sure the pagination is consistent throughout the document.

You may have separate documents for their appendices and bibliography, which actually makes your job easier. Keep these documents separate and make sure the page numbers are formatted appropriately, and then pdf them as separate documents.

Once the main body of the dissertation, including the table of contents is ready to go, pdf it. Occasionally the document will not pdf. This usually happens when there is an odd visual or link in the document. If this happens, try pdfing it in chunks until you figure out where the problem is. Then compile the parts into the whole.

Step 3: Create Title, Copyright and Abstract Pages

I have also attached templates for the title page, copyright page and abstract page provided by the Graduate School. Enter in the relevant information (and save the copyright page as a pdf), but make sure that these rules are followed:

- Don't list "by" before your name
- Don't include previous degrees on any page
- Only list your GSR on your title page if they are a member of your reading committee
- Don't list "member" after each committee members' name, only list "Chair" after the chair. If there are co-chairs, list "Co-Chair" after each name
- Don't list your committee members' professional titles
- Don't add any information to the template

A general caveat: These three pages CANNOT have color in them. The rest of the document can be in color, but reproduction later may not be in color. Best practice is to greyscale everything in advance to ensure readable reproduction.

Step 4: Compile the Final PDF

Once you have the Title Page, Copyright Page; Abstract; Body with Table of Contents, Lists of figures and tables, acknowledgements, dedication; Bibliography; and Appendices pdf'd and ready to go, combine all the documents in the correct order.

Step 5: Scan the Committee Approval Form

I will pick up the committee approval form after your defense, scan it and send it to you. You will need to upload it into the ProQuest Administrator site.

Step 6: Publishing and Copyright Options

This can be the hardest step because you have to figure out your long-term strategy for your dissertation and allow people access to your dissertation accordingly. When your dissertation is accepted and graduation processed, identical copies will be filed with the ProQuest

System and the UW Institutional Repository- ResearchWorks. There are several options for restricting access. This link has an excellent overview of different scenarios and what to select: <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/access-options-for-electronic-theses-and-dissertations/>.

ProQuest Access System:

- Immediate Access – there is no restricted access period; work is accessed through the ProQuest Dissertations and Theses Database; students, faculty, and researchers with access to the PQ database can see your dissertation
- No Access during the restricted access period – options of 6 months, 1 or 2 years, or a specified date; work is inaccessible to everyone until the end of the restricted period, when it becomes open access as above

Intitutional Repository (Research Works):

- Immediate Open Access – there is no restricted access period, accessed through UW Libraries’ Research Works, anyone via the web can access the work
- UW-only Access during restricted period – options of 1, 2, or 5 years restricted period, only UW faculty, students, and on-site users of UW libraries can access the work during this period, after it becomes open access as above
- No Access during Restricted period – 1 year restricted access, cannot be viewed by anyone for 1 year, after which it is open access as above.

This link provides some insight into various scenarios and how to deal with them:

<http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/access-options-for-electronic-theses-and-dissertations/selected-etd-access-scenarios/>

Once you have selected your copyright options, you can enter that information into the ProQuest Administrator site. On the left sidebar under the subtitle “Publishing information”, you can enter all of this information.

Step 7: Entering Dissertation, details and selecting keywords/subjects

On the sidebar under “Dissertation/thesis details” you will have to enter the title, year completed, degree date, degree awarded (Doctor of Philosophy), department, Committee Chair, and Committee members. I strongly suggest you copy and paste this information from the title page to make sure it all matches up.

On the next page, you will be directed to upload the PDF and select subject words from a list that describe the dissertation, which can be found at the bottom of this page:

<https://www.proquest.com/products-services/dissertations/submitting-dissertation-proquest.html>.

Additionally, I believe there is a box for keywords that you get to select yourself.

On this page upload the dissertation. You can likely skip the next page that allows students to upload supplemental files, such as films, images, studies, etc.

Step 8: Committee Approval Form and Survey of Earned Doctorate

Upload the scanned copy of the committee approval form (step 5) in the tab that says “Administrative Documents”. Under 2, you will find the Survey of Earned Doctorates. You can either click on the link through the ProQuest site or this link: <https://sed-ncses.org/login.aspx>. You must register for the site and complete the survey.

Once you have finished the survey, a Certificate of Completion will be sent to your email, which you can then upload into the ProQuest.

Step 9: Submission and Payment

There are several tabs you will have to work through under this heading, the first of which is Register U.S. Copyright. The steps are fairly straightforward and do not involve any particular choices. You then have to select how many copies of the dissertation you need to order.

Step 10: Review Process and Completion

Save everything you have done and call it a day. The Graduate School will review everything to make sure it is in order. They primarily look at the formatting of the Title Page, Copyright Page, and Abstract and make sure that all the documents have been properly uploaded. If anything is wrong, they will let you know within a week or so. You will receive a status update email stating either that revisions are required or that it was approved. If it requires revisions, you can fix whatever formatting issue the Graduate School found and resubmit your dissertation. Once the status is updated to approved, you will officially be able to graduate.