

## Submitting your Dissertation/Thesis/DNP Project Electronically Using the ProQuest Electronic Thesis and Dissertation (ETD) Administrator



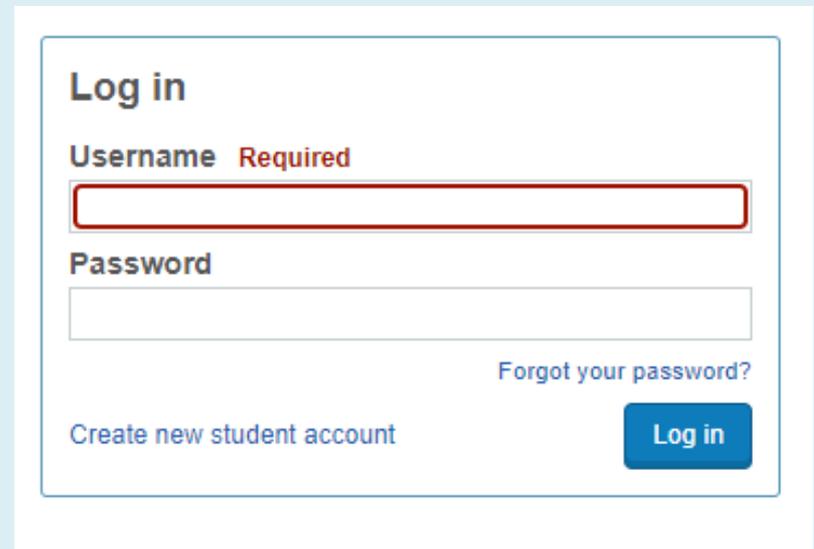
*A comprehensive guide to submitting your manuscript electronically for **review** and **approval**.*

# Guide Overview

- **Creating an Account**
- **New Submissions**
  - General Instructions
  - Publishing Options
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# Creating an Account

- To begin, go to the homepage located at [www.etsadmin.com/tamucc](http://www.etsadmin.com/tamucc).
- At the top right you will see **Log in**. Click the blue arrow and select **Student**.
- To create a new account, select "**Create new student account**".



A screenshot of the login form. The form is titled 'Log in' and contains the following elements:

- Username Required**: A text input field with a red border.
- Password**: A text input field.
- [Forgot your password?](#): A link located below the password field.
- [Create new student account](#): A link located at the bottom left of the form.
- Log in**: A blue button located at the bottom right of the form.

- Complete the required information.
- If you already have an existing account, proceed to **Log in** at the top, right of the page.

### 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 lowercase 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.

- After you click "Create Account", you will receive notification that your account has been created, and will be instructed to check your email with further account confirmation instructions. The confirmation email will be sent to the email address you provided.
- Open the email, and click on the [confirm your account](#) link in the email.

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

**Your account has been created! Please check your email and click the link to confirm your account.**

An email confirmation has been sent to the email address that you entered in the sign-up form.

Before you can log into your account, you will need to confirm your account by clicking the link provided in the email. This will ensure that we are sending information to the right place.

If you have any questions, please [contact Customer Service](#)

**ETD Administrator** <etdadministrator@proquest.com>  
📧 to me ▾

Thank you for creating an account with ProQuest ETD Administrator.

Please [confirm your account](#).

Having trouble logging in? Questions? Contact [ProQuest Support](#).

Regards,  
ProQuest ETD Administrator

When the account is confirmed you will automatically be directed to the **My ETDs** tab. Now that you have an account, you log in at [www.etsadmin.com/tamucc](http://www.etsadmin.com/tamucc) to upload, revise and review your submission.

ProQuest ETD ADMINISTRATOR

My ETDs Resources & Guidelines

My Dissertations/Theses List Submit my ETD My Profile

**Submission steps**

**Publishing information:**

- Instructions
- PQ publishing options
- ProQuest agreement
- IR publishing options
- University agreement
- Creative Commons
- 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 @ Texas A&M University - Corpus Christi

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](#))

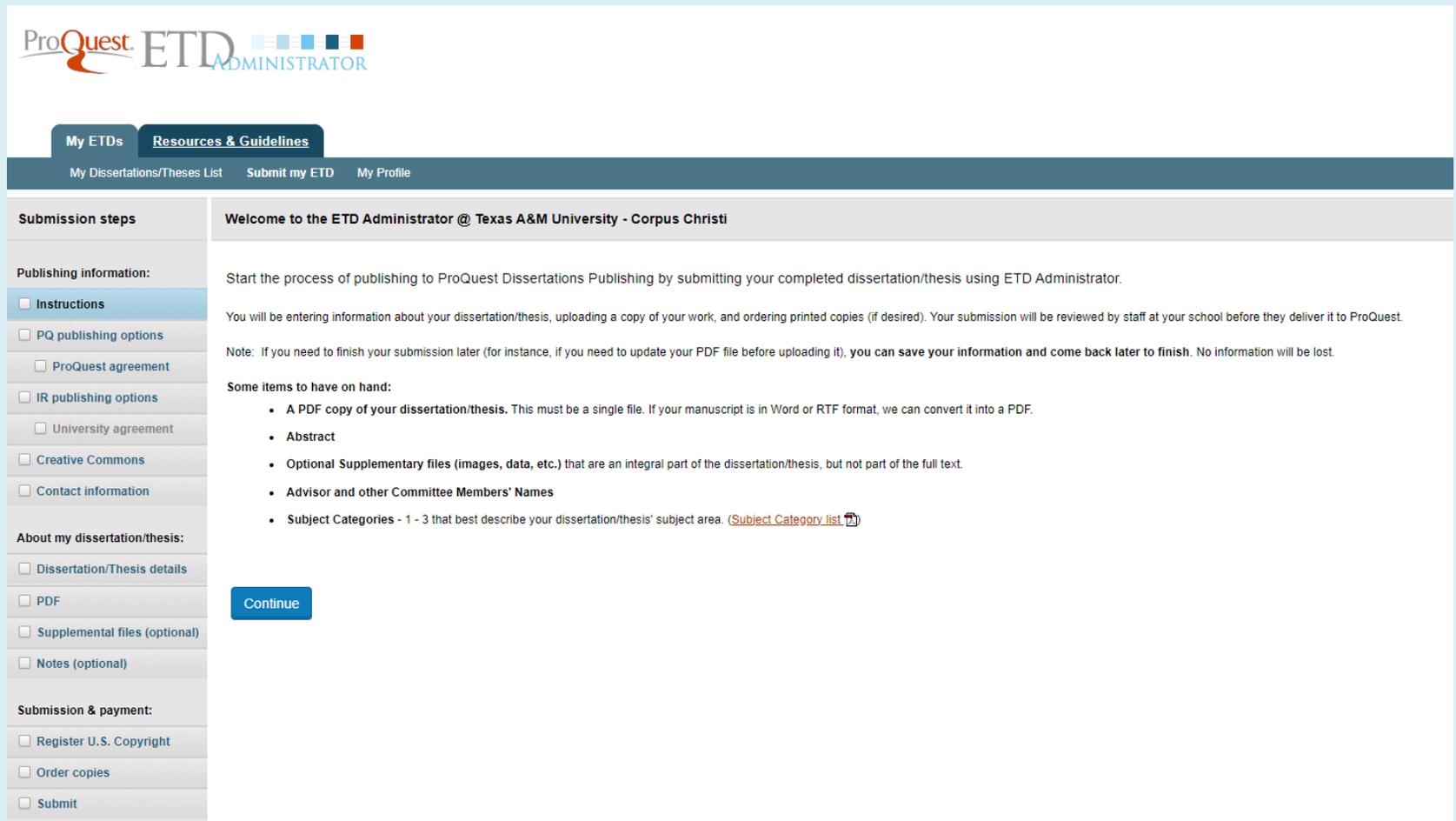
Continue

# NEW SUBMISSIONS

- Submitting/uploading a new manuscript through the Texas A&M University-Corpus Christi ProQuest ETD site.
- **IMPORTANT:** Please be mindful of Texas A&M University-Corpus Christi's policies regarding submission deadlines.

# General Instructions

After you have logged in, you will see the **My ETDs** tab. The **Submission Steps** will be listed on the left side of the page. These steps will guide you through the submission process, and they will be checked as they are completed.



The screenshot shows the ProQuest ETD Administrator interface. At the top, there are navigation tabs for "My ETDs" and "Resources & Guidelines". Below these are links for "My Dissertations/Theses List", "Submit my ETD", and "My Profile".

The main content area is titled "Welcome to the ETD Administrator @ Texas A&M University - Corpus Christi". It contains the following text:

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.

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- 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](#))

At the bottom of the main content area, there is a blue "Continue" button.

On the left side, there is a sidebar with "Submission steps" and "Publishing information:" sections. The "Publishing information:" section includes the following steps, each with a checkbox:

- Instructions
- PQ publishing options
- ProQuest agreement
- IR publishing options
- University agreement
- Creative Commons
- Contact information

The "About my dissertation/thesis:" section includes the following steps, each with a checkbox:

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

The "Submission & payment:" section includes the following steps, each with a checkbox:

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

# Publishing Options

Select the desired type of publishing and a publishing option. Click on the bullet point to choose, then click **Save & Continue**.



My ETDs
Resources & Guidelines
My Dissertations/Theses List   Submit my ETD   My Profile

<p><b>Submission steps</b></p> <p><b>Publishing information:</b></p> <p><input checked="" type="checkbox"/> Instructions</p> <p><input type="checkbox"/> <b>PQ publishing options</b></p> <p><input type="checkbox"/> ProQuest agreement</p> <p><input type="checkbox"/> IR publishing options</p> <p><input type="checkbox"/> University agreement</p> <p><input type="checkbox"/> Creative Commons</p> <p><input type="checkbox"/> Contact information</p> <p><b>About my dissertation/thesis:</b></p> <p><input type="checkbox"/> Dissertation/Thesis details</p> <p><input type="checkbox"/> PDF</p> <p><input type="checkbox"/> Supplemental files (optional)</p> <p><input type="checkbox"/> Notes (optional)</p> <p><b>Submission &amp; payment:</b></p> <p><input type="checkbox"/> Register U.S. Copyright</p> <p><input type="checkbox"/> Order copies</p> <p><input type="checkbox"/> Submit</p>	<p><b>Publishing Options</b></p> <p>Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (*).</p> <p>For assistance, consult your graduate school, and read our <a href="#">Publishing Guides</a>.</p> <hr/> <p><b>Select Type of Publishing *</b></p> <p><input type="radio"/> <b>Traditional Publishing</b> <a href="#">View agreement</a></p> <ul style="list-style-type: none"> <li>I want to make my work widely available to the international community of subscribers to ProQuest Dissertations &amp; Theses and I want to be eligible to receive royalties on the sale of my work.</li> <li>I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.</li> <li>I understand that ProQuest does not charge a fee for Traditional Publishing.</li> <li>I understand that my work will be available through <a href="#">ProQuest Dissertations &amp; Theses</a> database, <a href="#">Turnitin</a> and other like services, and <a href="#">Dissertation Express</a>, and that a citation/abstract may appear in Google Scholar and some <a href="#">indexes</a> (e.g. MLA, MathSciNet, PsycINFO, etc.).</li> </ul> <p><input type="radio"/> <b>Open Access Service</b> <a href="#">View agreement</a></p> <ul style="list-style-type: none"> <li>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.</li> <li>I understand that I will not be eligible to receive royalties.</li> <li>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 <a href="#">ProQuest support</a> for institutional pricing.</li> <li>I understand that I will pay the fee, unless notified by my graduate institution that the school will pay.</li> <li>I understand that my work will be available through <a href="#">ProQuest Dissertations &amp; Theses</a> database, <a href="#">Turnitin</a> and other like services, and <a href="#">Dissertation Express</a>, and that a citation/abstract may appear in Google Scholar and some <a href="#">indexes</a> (e.g. MLA, MathSciNet, PsycINFO, etc.).</li> <li>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.</li> <li>I understand that this is an optional service and is not a required purchase.</li> </ul> <hr/> <p><b>Access options (e.g., delaying the release of your work)</b></p> <p style="background-color: #e0e0e0; padding: 2px;">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.</p> <p style="background-color: #e0e0e0; padding: 2px;">Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.</p> <hr/> <p><b>Delaying release in ProQuest</b></p> <p>I want my work to be available in ProQuest as soon as it is published. *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No - I have patents pending, or another reason why I need to delay access to the full text of my work.</p> <hr/> <p><b>Search Engine Discovery</b></p> <p>Your work on ProQuest will be discoverable and accessible through Google Scholar! <a href="#">Show More</a></p>
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Save & Continue

# Publishing & University Agreement

- **ProQuest agreement:** Here, you will view and sign the chosen publishing option agreement. This agreement is made between the student and **ProQuest**.
- **University agreement:** Here, you will view and sign the agreement that grants the Texas Digital Library the non-exclusive rights to copy, display, perform, distribute, and publish submitted content (*see agreement for full details*).

## Submission steps

### Publishing information:

- Instructions
- PQ publishing options
- ProQuest agreement
- IR publishing options
- University agreement**
- Creative Commons
- Contact information

# Contact Information

Enter the information as requested on this **Contact Information** screen. Click **Continue** at the bottom of the page

**IMPORTANT:** Enter your name and email address correctly. Make sure this is an email you check regularly.

My ETDs
Resources & Guidelines

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My Dissertations/Theses List
Submit my ETD
My Profile

**Submission steps**

**Publishing information:**

Instructions

PQ publishing options

ProQuest agreement

IR publishing options

University agreement

Creative Commons

Contact information

**About my dissertation/thesis:**

Dissertation/Thesis details

PDF

Supplemental files (optional)

Notes (optional)

**Submission & payment:**

Register U.S. Copyright

Order copies

Submit

**Contact Information**

Please enter your contact information, used to process your submission.

\* Required

**Contact information:**

**Important:** Your name as entered here will display as the author name of your work throughout ProQuest, including on print-copy covers.

First name \*:

Middle name:

Last name \*:

ORCID ID: [?](#)

Permanent email address \*:

We use your email address to contact you, as necessary, about your submission.

**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 re

Country: \*

Street Address: \*

Street Address line 2:

Street Address line 3:

City: \*

State/Province:

Zip/Postal code: \*

Enter NA if your selected country does not use Zip or Postal codes.

**Future Services**

You will have the opportunity to order additional copies of your work and learn about related services that could support your career and research.

Yes, please let me know about ordering additional copies and other related services.



# Dissertation/Thesis Details Page

- All the applicable details for your manuscript and committee must be filled in on this page.
- NOTE: the **Title** option refers to the thesis or dissertation document title, and is not for degree or job titles.
- Paste your **Abstract** section into the box.
- Choose a **Primary Subject Category** and any additional subject categories.
- Choose some keywords about your subject matter, then copy/paste your abstract section into the box.
- Complete the **Advisor/Supervisor/Committee Chair** information, and include your **committee members** as well.
- Click **Save & Continue**.

# PDF

Upload the completed thesis, dissertation, or DNP project as a PDF. If your manuscript is not yet in PDF form, you have the option to upload a Word or RTF file and convert it to PDF. To begin, click "Upload File".

The screenshot shows the ProQuest ETD Administrator interface. At the top, there is a navigation bar with 'My ETDs' and 'Resources & Guidelines' tabs. Below this is a dark blue bar with 'My Dissertations/Theses List', 'Submit my ETD', and 'My Profile' links. The main content area is titled 'PDF of your thesis or dissertation' and contains the following sections:

- Submission steps:** A list of steps on the left side of the page, including 'Publishing information', 'About my dissertation/thesis', and 'Submission & payment'. The 'PDF' step is currently selected.
- Publishing information:** A section with several checked checkboxes: 'Instructions', 'PQ publishing options', 'ProQuest agreement', 'IR publishing options', and 'University agreement'. There are also unchecked checkboxes for 'Creative Commons' and 'Contact information'.
- Upload a PDF of your thesis or dissertation \***: A section with a text box and an 'Upload File' button. Below the text box is a note: '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.'
- Do you have any copyright permission documents to submit? \***: A section with radio buttons for 'Yes' and 'No'. Below this is a note: 'If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.'
- Save & Continue:** A blue button at the bottom of the main content area.

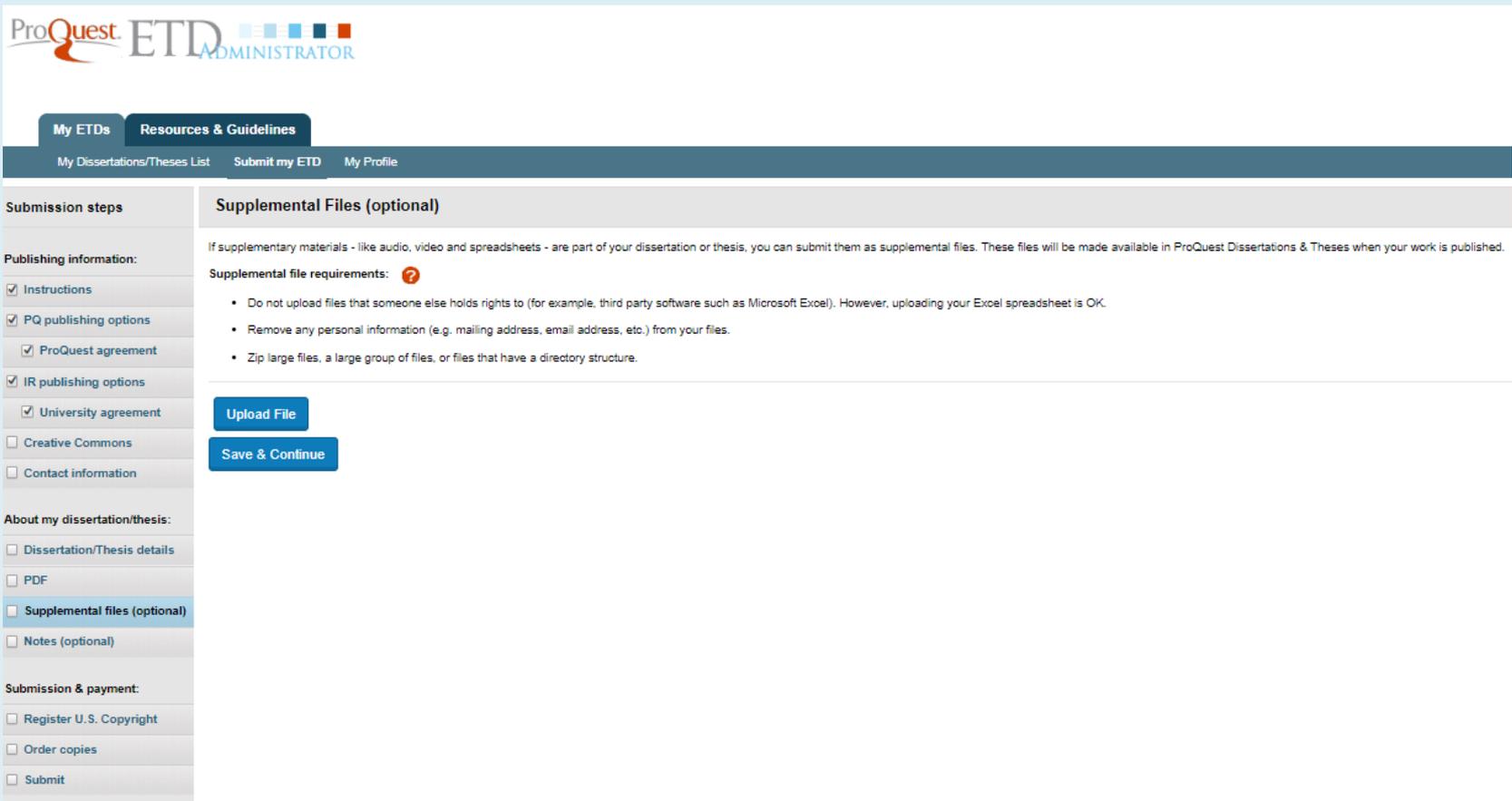
A green check mark and text- Upload Complete- will be displayed if your manuscript upload was successful. Click **Save & Continue**.

The screenshot displays the ProQuest ETD Administrator interface. At the top, the ProQuest ETD logo is visible, followed by a navigation bar with tabs for 'My ETDS' and 'Resources & Guidelines'. Below this, a secondary navigation bar includes 'My Dissertations/Theses List', 'Submit my ETD', and 'My Profile'. The main content area is titled 'PDF of your thesis or dissertation' and contains the following elements:

- Submission steps:** A vertical sidebar on the left lists various steps, with 'PDF' currently selected and highlighted in blue.
- Publishing information:** A section containing several checked checkboxes: 'Instructions', 'PQ publishing options', 'ProQuest agreement', 'IR publishing options', and 'University agreement'. There are also unchecked checkboxes for 'Creative Commons' and 'Contact information'.
- About my dissertation/thesis:** A section with unchecked checkboxes for 'Dissertation/Thesis details', 'Supplemental files (optional)', and 'Notes (optional)'.
- Submission & payment:** A section with unchecked checkboxes for 'Register U.S. Copyright', 'Order copies', and 'Submit'.
- Upload Confirmation:** The main area shows a file named 'Thesis.pdf' (29.8 kB) with 'View' and 'Download' links. It indicates the file was uploaded on 2023-06-22 at 14:01:31 (GMT-04:00) and provides 'Replace' and 'Delete' options. A green checkmark and the text 'Upload complete' are displayed below the file information.
- Copyright Question:** A question asks 'Do you have any copyright permission documents to submit?' with radio buttons for 'Yes' and 'No'. Below this, a note states: 'If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.'
- Action Button:** A prominent blue button labeled 'Save & Continue' is located at the bottom of the main content area.

# Uwr r igo gpwcnHkgu

Typically, supplemental files are audio and video files, and spreadsheets. These files will be made available in ProQuest Dissertations & Theses when your work is published. Upload these files as needed. If no additional files are required for submission, click **Save & Continue**.



The screenshot shows the ProQuest ETD Administrator interface. At the top, there are navigation tabs for 'My ETDs' and 'Resources & Guidelines'. Below these are sub-tabs for 'My Dissertations/Theses List', 'Submit my ETD', and 'My Profile'. The main content area is titled 'Supplemental Files (optional)'. It includes a paragraph explaining that supplementary materials like audio, video, and spreadsheets can be submitted as supplemental files. Below this is a section for 'Supplemental file requirements' with a help icon and three bullet points:
 

- Do not upload files that someone else holds rights to (for example, third party software such as Microsoft Excel). However, uploading your Excel spreadsheet is OK.
- Remove any personal information (e.g. mailing address, email address, etc.) from your files.
- Zip large files, a large group of files, or files that have a directory structure.

 At the bottom of this section are two buttons: 'Upload File' and 'Save & Continue'. On the left side of the interface, there is a sidebar with various sections:
 

- Submission steps**
- Publishing information:**
  - Instructions
  - PQ publishing options
  - ProQuest agreement
  - IR publishing options
  - University agreement
  - Creative Commons
  - Contact information
- About my dissertation/thesis:**
  - Dissertation/Thesis details
  - PDF
  - Supplemental files (optional)
  - Notes (optional)
- Submission & payment:**
  - Register U.S. Copyright
  - Order copies
  - Submit

# Notes (optional)

Any additional notes or restrictions on the submission can be added. The Texas A&M University-Corpus Christi Administrator will see these notes. Click **Save & Continue**.

The screenshot shows the ProQuest ETD Administrator interface. At the top, there are navigation tabs for 'My ETDs' and 'Resources & Guidelines'. Below these are links for 'My Dissertations/Theses List', 'Submit my ETD', and 'My Profile'. The main content area is divided into two columns. The left column contains a list of submission steps, with 'Notes (optional)' selected. The right column is titled 'Notes to Administrator (optional)' and contains a text area for entering notes, a character count of '200 characters remaining', and a 'Save & Continue' button.

ProQuest ETD ADMINISTRATOR

My ETDs Resources & Guidelines

My Dissertations/Theses List Submit my ETD My Profile

**Submission steps**

**Publishing information:**

- Instructions
- PQ publishing options
- ProQuest agreement
- IR publishing options
- University agreement
- Creative Commons
- Contact information

**About my dissertation/thesis:**

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

**Submission & payment:**

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

**Notes to Administrator (optional)**

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.

**Notes to administrator:**

200 characters remaining

**Save & Continue**

# Register U.S. Copyright

This page details the copyright options available to you. If you would like ProQuest to file for U.S. Copyright Registration, you will need to pay a one-time fee of \$75 for this service. This service is optional.

My ETDs
Resources & Guidelines

My Dissertations/Theses List
Submit my ETD
My Profile

<p><b>Submission steps</b></p> <p><b>Publishing information:</b></p> <p><input checked="" type="checkbox"/> Instructions</p> <p><input checked="" type="checkbox"/> PQ publishing options</p> <p><input checked="" type="checkbox"/> ProQuest agreement</p> <p><input checked="" type="checkbox"/> IR publishing options</p> <p><input checked="" type="checkbox"/> University agreement</p> <p><input type="checkbox"/> Creative Commons</p> <p><input type="checkbox"/> Contact information</p> <p><b>About my dissertation/thesis:</b></p> <p><input type="checkbox"/> Dissertation/Thesis details</p> <p><input type="checkbox"/> PDF</p> <p><input type="checkbox"/> Supplemental files (optional)</p> <p><input type="checkbox"/> Notes (optional)</p> <p><b>Submission &amp; payment:</b></p> <p><input checked="" type="checkbox"/> Register U.S. Copyright</p> <p><input type="checkbox"/> Order copies</p> <p><input type="checkbox"/> Submit</p>	<p style="text-align: center;"><b>Register U.S. Copyright</b></p> <p><b>Congratulations on the completion of a momentous milestone in your career!</b></p> <p><b>Protect Your Research</b> Take the next step towards protecting your intellectual property by registering your copyright with the U.S. Copyright Office. Because of the dissertation approval and delivery.</p> <p><b>No-effort Filing</b> Filing through ProQuest requires no additional work from you and once registration is granted, it ensures that your rights are secured to the</p> <p><b>Copyright Protection Benefits</b> Registering with the U.S. Copyright Office establishes your claim to the copyright for your dissertation/thesis and provides certain protection damages and attorney's fees only for infringements occurring after your work is registered. Statutory damages are set out in <a href="#">Title 17, Section</a></p> <p><b>More Benefits of Registration</b></p> <ul style="list-style-type: none"> <li>Registration establishes a public record of the author's copyright in a work</li> <li>The registration certificate serves as <i>prima facie</i> evidence of validity in court (if you register within five years after publication).</li> <li>Registration made prior to commencement of the infringement, or within three months of the first publication, entitles the owner to st</li> </ul> <p>If you wish, ProQuest Dissertation Publishing will act on your behalf as your agent with the U.S. Copyright Office and apply for copyright reg</p> <p>ProQuest will:</p> <ul style="list-style-type: none"> <li>Prepare an application in your name</li> <li>Submit your application fee</li> <li>Deposit the required copy or copies of the manuscript</li> <li>Triage any issues that arise with filing</li> <li>Mail you the completed certificate of registration from the Library of Congress</li> </ul> <hr/> <p><b>1. Previous U.S. Copyright Registration</b> Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?</p> <p style="text-align: center;"><input type="radio"/> Yes - copyright was previously filed    <input type="radio"/> No</p> <hr/> <p><b>2. Requesting ProQuest to file for U.S. Copyright Registration</b></p> <p><input type="radio"/> <b>No, do not file for copyright</b>—I am requesting that ProQuest not file for copyright on my behalf.</p> <p><input type="radio"/> <b>Yes, file for a new copyright</b>—I am requesting that ProQuest file for copyright on my behalf.</p> <p><input type="checkbox"/> <b>Required:</b> Select the checkbox to indicate you have read, understood, and agree to the following:</p> <ul style="list-style-type: none"> <li>I will pay a fee of \$75.00 (U.S. dollars) to ProQuest for filing on my behalf with the U.S. Copyright Office.</li> <li>I am the sole author of the dissertation or thesis I submitted to ProQuest.</li> <li>I do not acknowledge any co-authors or co-claimants of my work.</li> </ul> <p style="font-size: small;"><a href="#">See manuscript examples</a> rejected and deemed not by a sole author.</p> <p style="text-align: center; margin-top: 10px;"><span style="background-color: #2c4e64; color: white; padding: 5px 15px; border-radius: 5px;">Save &amp; Continue</span></p>
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# Order Copies

This section details information on ordering personal bound copies of your manuscript, in addition to the 1 copy that is required by the University for the Library Archives. ProQuest will deliver personal bound copies to the address that you indicate and the University copy will be delivered to the College of Graduate Studies. Bound copies are shipped 8 to 12 weeks after approval of your manuscript for publication.

Type	Size & Description	Price Per Copy
Hardcover	6 x 9 in., single copy	1-2 \$51.00 3-4 \$46.00 5+ \$41.00
Hardcover	8 1/2 x 11 in., single copy	1-2 \$62.00 3-4 \$56.00 5+ \$50.00
Hardcover	A4, 210mm x 297mm, double sided	1-2 \$62.00 3-4 \$56.00 5+ \$50.00
Softcover	6 x 9 in., single copy	1-2 \$38.00 3-4 \$34.00 5+ \$31.00
Softcover	8 1/2 x 11 in., single copy	1-2 \$45.00 3-4 \$41.00 5+ \$37.00

## Submit & Pay

**IMPORTANT:** after you submit, you cannot revise your submission without permission from your graduate school administrator. Please verify that your submission is complete and correct before continuing.

To complete submission, confirm your order by reviewing the itemized list charges. Make sure to review/confirm your shipping information. Finally, you will be prompted to enter your credit card and billing information.

Your submission is now complete. ProQuest will provide a link that sends the you directly to the **My Dissertation/Thesis List**, where your manuscript can be viewed and revised.

# REVISIONS

- The College of Graduate Studies will review your manuscript, and note any necessary corrections that need to be made. This information will be emailed to you via ProQuest-  
[etdadministrator@proquest.com](mailto:etdadministrator@proquest.com).
- You will make these revisions to your original manuscript. The revised manuscript will then need to be converted to PDF, and re-submitted/re-uploaded to ProQuest.

## To make necessary revisions:

1. Log in to ETD Administrator- [www.etdadmin.com/tamucc](http://www.etdadmin.com/tamucc).
2. Locate your submission in the list provided, and click **Revise**. **Note:** any necessary changes can be made in regards to Dissertation/Thesis Details, the **PDF** or the Publishing Options.
3. After you have made your revisions to your original manuscript and converted it to PDF, then you will re-submit/re-upload to ProQuest.
4. To double check the revised document, click **View PDF**. If this is not the revised PDF then a mistake was made and the process should be repeated correctly.
5. If the document is correct, and you have finished making all of your revisions, click **Submit Revisions**. Your ETD Administrator will be notified via email of your corrections.

**IMPORTANT:** You must click the Submit Revisions button on the confirmation screen for your revisions to be submitted and for your administrator to be notified of your changes.

# AFTER ACCEPTANCE

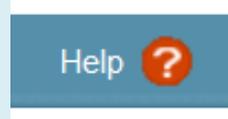
- Upon correct completion of your manuscript, you will receive an email from ProQuest notifying you that your dissertation/thesis/DNP project has been accepted.
- At this point, no more changes should be made to the ETD account and it will be locked.
- Permission to temporarily unlock the account for any further changes must be approved by the College of Graduate Studies.

# FINAL UPLOAD

At the end of the term, after the applicable degree has been conferred, the College of Graduate Studies will upload your final, approved manuscript to **ProQuest** and the **Texas A&M University-Corpus Christi Bell Library**.

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