A Guide to Submitting your Electronic Thesis, Dissertation or Capstone Project

This guide is meant to help you submit your thesis, dissertation, or capstone project (including APPs) electronically using ProQuest ETD Administrator. All theses, dissertations and capstone projects submitted electronically will be added into Cornerstone, Minnesota State University, Mankato’s Institutional Repository.

1) Go to: http://www.etdadmin.com/cgi-bin/school?siteId=221

2) You should see the following screen:

You should see the University’s name here and the Graduate Studies & Research logo in the upper right corner. If you do not see the University’s name, you may have to select the University’s name from a list in order to continue.

3) Create an account using the following steps. If you already have an account, skip to step 4.
   a) Click on Sign up and get started today!
b) Fill in the following information:

- Enter your MNSU email OR a personal email address. You will have to enter your email twice.
- Enter your first name AND your last name. Your middle name is optional.
- Select a Country of Citizenship from this list.
- Follow the instructions to create a Username and a Password. You will have to enter the password twice.
- Click Create when you are finished.
c) After you click **Create**, you will see the following message. You MUST go into your email account and confirm your account by clicking the link provided in the email in order for your account to be activated. After you have confirmed your account, you are ready to submit your thesis, dissertation or capstone project.

Your email address will appear here.

Here is a sample email from ProQuest. You will have to confirm your account by clicking on the link in the email before you can proceed.
4) To submit your thesis, dissertation or capstone project, click on **Log in**.

5) After you log in, you will see a page that contains instructions and a list of additional information needed to complete your submission. Read through this page. The orange colored links that you see on this page provide additional information.

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When you are done reading and have the information required, click **Continue** to proceed.
6) As you progress through your submission, the submission steps on the left will automatically update with check marks as you complete each step – it will look like this. Note: if a step is optional, it will not have a check by it unless you enter additional information.

7) The next page provides you with various ProQuest Publishing Options. Note: This section is an agreement between you and ProQuest/UMI in regards to the publishing/display of your work in ProQuest Dissertations & Theses Global (http://libguides.mnsu.edu/go.php?c=2726499).

a. For Type of Publishing, read through the statements below and/or view the agreements and select either Traditional Publishing or Open Access Publishing PLUS. In the next section (see step 9), you will learn about your rights to post your work in Cornerstone, Minnesota State University, Mankato’s Institutional Repository. Cornerstone is an Open Access repository, and if you agree to post your work in Cornerstone, others will have open access to view your work. With Cornerstone, you will not have to pay any additional fees. You are free to select the Open Access Publishing PLUS option via ProQuest, but you are responsible for payment of fees ($95) to ProQuest.
b. For Publishing Options: Select Yes to have major search engines discover your work or No to not have major search engines discover your work. Click on Learn More for more information.

![Select Publishing Options]

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c. For Access Options: select either Yes for your work to be made available online in ProQuest right away or No to delay online access to your work for 6 months, 1 year or 2 years. Select a reason to delay access. This delay is referred to as an embargo. Once this embargo expires, your work (the complete full-text) will automatically be made available online in ProQuest.

![Access options (e.g., delaying the release of your work)]

Don’t forget to select a reason for delaying access.

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d. Click on Save & Continue to finish this section.
8) **License Agreement** - Read through the ProQuest license and click on **Accept** at the bottom of the page to continue.

9) **Institutional Repository (IR) Publishing Options – Cornerstone** – this next section will ask you about adding your work to Cornerstone: A Collection of Scholarly and Creative Works – the institutional repository for Minnesota State University, Mankato ([http://cornerstone.lib.mnsu.edu](http://cornerstone.lib.mnsu.edu)). For all theses and dissertations, you are required to have a copy deposited in the University Archives. The copy that is added to Cornerstone takes the place of a paper copy that is added to the University Archives stacks. APPs (Alternative Plan Papers) or Capstone Projects do not require a copy added to Cornerstone or the University Archives, but we encourage you to consider adding them. Contact Heidi Southworth, Digital Initiatives Librarian ([heidi.southworth@mnsu.edu](mailto:heidi.southworth@mnsu.edu) or 507-389-5066) with questions on Cornerstone.

   a. **I want my work included in my school’s IR** = in selecting **Yes**, you are agreeing to have your work added to Cornerstone. If you select **No**, you must contact Graduate Studies for your options – you cannot proceed with electronic submission of your thesis or dissertation.

   ![Institutional Repository (IR) Publishing Options - Cornerstone](image)

   ![Institutional Repository (IR) Publishing Options - Cornerstone](image)

   When you are finished with this section, click on **Save & Continue**.
10) **University agreement** – The University agreement provides more information about Cornerstone and your rights. Please read through this agreement – it will open as a separate PDF file in a separate window. When you are finished reading, go back to the ProQuest submission process, scroll down to the bottom of the screen and check the box marked *I have read, understand and agree to this University Agreement*. Click on **Save & Continue** to move on.

11) **Creative Commons License** – A Creative Commons License is an additional statement that you can add to your work that informs others how they can use your work. In Cornerstone, all works are given the Creative Commons License CC BY-NC 4.0 or Creative Common Attribution-Noncommercial 4.0 International License ([http://creativecommons.org/licenses/by-nc/4.0/](http://creativecommons.org/licenses/by-nc/4.0/)). You have the option to select your own Creative Commons License in this section if you would like more or less restrictive rights. More information on Creative Commons Licenses can be found here: [https://creativecommons.org/licenses](https://creativecommons.org/licenses). Click on **Save & Continue** at the bottom of the page when finished.

12) **Contact Information** – Fill in the required and optional fields and click on **Save & Continue** when finished.

13) **Dissertation/Thesis Details** – Fill out the required and optional fields. Please note:

   a. **Title** – Type in the title as it appears on your title page. Do not enter the title in ALL CAPS.

   b. **Year Manuscript Completed** – select the year that you submitted your thesis.

   c. **Degree/Department Information**
      i. **Year degree awarded** – select the year that you earned your degree.
      ii. **Degree Awarded** – select the degree that you earned (ex. Master of Arts, Master of Fine Arts, Doctor of Education, etc.)
      iii. **Department** – select the Department your degree was earned through.

   d. For **Advisor** and **Committee Members**, do not include titles such as Dr. or Professor. Enter ONLY the Advisor/Committee Member’s name.

   e. **Description of Dissertation/Thesis:**
      i. **Primary Subject Category** – select from the drop-down menu the subject that best describes your topic. You may select two additional subject categories and enter them under **Additional Subject Categories**.
      
      ii. **Keywords** – Enter up to 6 keywords that describe your topic.
iii. **Abstract** – When adding your abstract, you may have to put the text into an unformatted txt file using Notepad. Most word processing applications (such as MS Word) will have formatting that is hidden and/or may contain characters that are not recognized. To save time and minimize errors, copy your abstract into Notepad first and then copy it again to be pasted into this field.

iv. **Primary Language** – select the language of your dissertation/thesis – the default is set to en (English).

f. Click on **Save & Continue** when finished.

14) **PDF** – The next step is to upload your dissertation/thesis as a PDF by clicking on **Upload file**. If you do not have a PDF file, you can add a Word Document or RTF file and the system will convert it into a PDF format. If you have questions, check out the **PDF Help** section on the right.

15) Once you have uploaded the PDF, you will see a PDF icon with the name of the file, the size of the file and the date that you uploaded the file. You can click on **the name of the file** (it will be an orange colored link) to double check it. If you have loaded the incorrect file, click on **Replace** to add a new file or **Delete** to get rid of the PDF.
16) After you have uploaded the PDF, you will be asked: **Do you have any copyright permission documents to submit?**

If you have used copyrighted materials in your dissertation/thesis that require permission, select **Yes** and then upload the necessary documents to support the fact that you have followed copyright guidelines. If you did not use materials that require copyright permission, select **No**. If you are unsure of this requirement, there is a helpful document called **”Copyright and your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities”** that help you through the process. This document is located under the **Resources & Guidelines** tab at the top of your screen.

Click on **Save & Continue** when finished.
17) **Supplemental Files (optional)** – If you have supplemental files such as photographs of an art installation, a video or audio file, a power point presentation, excel spreadsheets with data, etc., you can add them by clicking on **Upload file** and selecting the file. Add a **Description** of the file and select the **Media Type** from the drop down menu.

You can add more than 2 Supplemental Files. Click on **Add another supplemental file** to add additional materials.

Click on **Save & Continue** when finished.

18) **Notes to Administrator (option)** – You can add notes about your submission here. If you have question about the process, you can contact the Graduate Studies Office at **Phone**: 507-389-2321 or **Email**: grad@mnsu.edu. Click on **Save & Continue** when you are finished.
19) **Register U.S. Copyright** – In this section, you will have the option to pay ProQuest a fee to process an application to the U.S. Office of Copyright on your behalf. This decision is up to each individual and the Graduate Studies Office and the Library cannot offer you legal advice on what to do or not to do. The Library has a guide on copyright at: [http://libguides.mnsu.edu/copyright](http://libguides.mnsu.edu/copyright) and there is the document called “Copyright and your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities” that talks about the process and is located under the Resources & Guidelines tab at the top of your screen.

Click on **Save & Continue** when finished with the Copyright Section.

20) **Order Copies** – Since you are submitting your thesis/dissertation online, you are not required to submit a print copy to the University Archives. If you do not want to order a copy, click on **Decline – do not order** found at the bottom of the page. If you would like to have a print copy for yourself, you can order a bound copy from ProQuest by filling out this section. You are responsible for any fees associated with ordering copies. You can also contact the Graduate Studies Office about printing and binding a copy of your thesis or dissertation. Details can be found at: [http://grad.mnsu.edu/capstone/guidelines.html](http://grad.mnsu.edu/capstone/guidelines.html).
21) The Final step in the process is to **Submit** your thesis or dissertation. You will see the following screen. Review the information carefully. You can click on **Change** if you would like to update/change the information in a particular section.

If everything is correct, click on **Submit Dissertation/Thesis** to send in your work.
22) Your submission will be reviewed by the Graduate Studies Office. If you have question about the process, you can contact the Graduate Studies Office at 507-389-2321 or grad@mnsu.edu

23) Once a thesis/dissertation has been approved by Graduate Studies, it will be added into Cornerstone at: http://cornerstone.lib.mnsu.edu/etds/

   a. There is a delay from the time that you submit your thesis/dissertation to ProQuest to when it is added into Cornerstone. This delay will vary, so please allow some additional time.

   b. If you have questions on this process or on Cornerstone, please contact Heidi Southworth, Digital Initiatives Librarian at 507-389-5066 or heidi.southworth@mnsu.edu