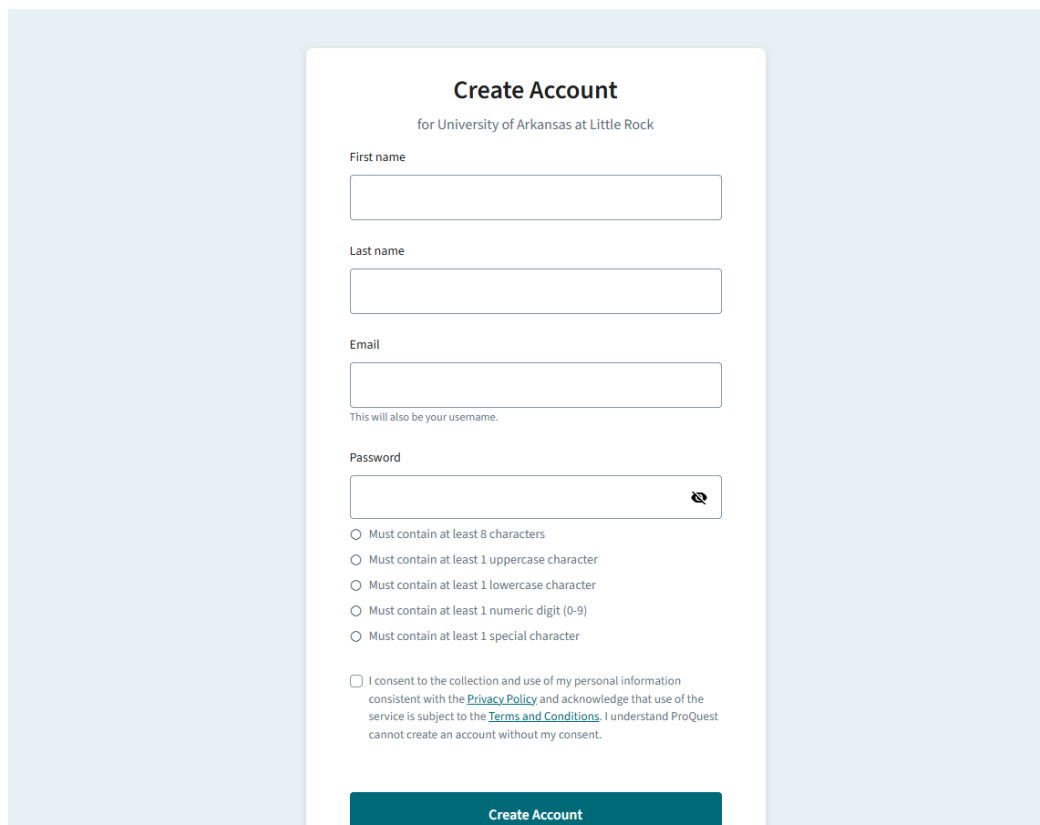

Guide to Submitting a Thesis or Dissertation Manuscript in ProQuest

**Chloe Moses
UA Little Rock Graduate School
Thesis and Dissertation manuscript supervisor**

How to upload your manuscript to ProQuest

Step 1: Create your account for the [ProQuest dissertation and thesis database](#)

Fill out the Create Account screen with your information.



Create Account
for University of Arkansas at Little Rock

First name

Last name

Email

This will also be your username.

Password

- Must contain at least 8 characters
- Must contain at least 1 uppercase character
- Must contain at least 1 lowercase character
- Must contain at least 1 numeric digit (0-9)
- Must contain at least 1 special character

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

NOTE: Once you submit this form, you will receive an email confirmation that your account has been created.

Your account has been created!

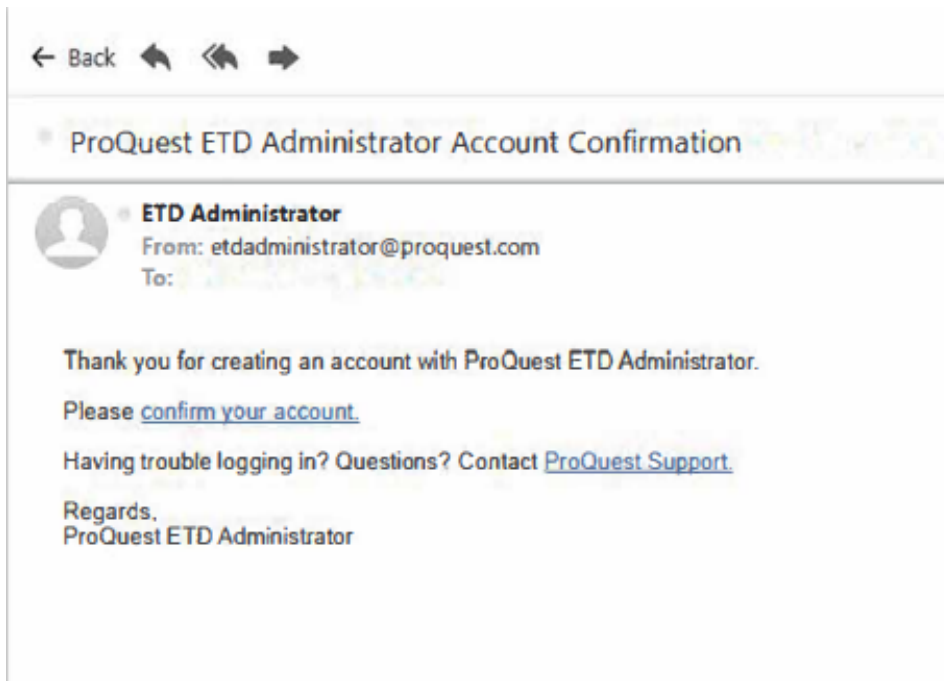
Please check your email and click the link to confirm your account.

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](#).

Step 2: Confirm your account by clicking on the link sent to your email.



Step 3: Read the instructions on how to submit your manuscript to the ETD Administrator and click **Continue**.

Submission steps
Publishing information:
<input type="checkbox"/> Instructions
<input type="checkbox"/> PQ publishing options
<input type="checkbox"/> ProQuest agreement
<input type="checkbox"/> Contact information
About my dissertation/thesis:
<input type="checkbox"/> Dissertation/Thesis details
<input type="checkbox"/> PDF
<input type="checkbox"/> Supplemental files (optional)
<input type="checkbox"/> Notes (optional)
Submission & payment:
<input type="checkbox"/> Register U.S. Copyright
<input type="checkbox"/> Pre-order copies
<input type="checkbox"/> Submit

Welcome to the ETD Administrator @ University of Arkansas at Little Rock




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. [View recommendations for preparing your manuscript](#)
 - 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](#)

	Traditional <i>Free</i>	Open Access <i>\$95.00</i>
Full text	Available with ProQuest subscription to Dissertations & Theses Global	★ Available to anyone at ProQuest.com
Abstract & citation	Available on Web of Science & Google Scholar as well as topic-specific indexes	★ Available on Web of Science & Google Scholar with links to full text as well as topic-specific indexes
Purchasing options 	PDF, hardcover & softcover copies	★ Hardcover & softcover copies PDF can be downloaded at no cost
Royalties 	★ Eligible	Not eligible
Integrity safeguard	Plagiarism protection through Turnitin	Plagiarism protection through Turnitin
Rights	Non-exclusive; you retain all rights View agreement	Non-exclusive; you retain all rights View agreement
	 Traditional	Select Open Access

Step 4: Select the publishing option that best aligns with how you would like your manuscript to be made available online.

If you choose Traditional publishing, your manuscript will be available in ProQuest’s subscription-based database. Users with a subscription through their academic institution can access the full text of your manuscript online, while non-users can find a preview of it (the first 24 pages) and purchase your manuscript in ProQuest’s online store if they wish. If someone buys your manuscript from ProQuest, **you are eligible for royalties from your ProQuest publication. There is no cost to choose traditional publishing.**

Please note: ProQuest pays royalties to authors based on copy sales and usage of dissertations. ProQuest pays royalties of 10% of its net revenue from sales of

your dissertation or thesis in all formats, including PDF, hardbound, softbound, and microfilm formats. ProQuest also pays royalties for downloads as part of a ProQuest Dissertation & Theses Global subscription.

If you choose Open Access publishing, the full text of your manuscript will be available freely through ProQuest. Anyone will be able to access the full text online without having to pay. With this option, **you do not earn royalties from your ProQuest publication**. There is a one-time fee of **\$95** to choose open access publishing.

Step 5: Access options (delaying the release of your work)

If you want your work to be published immediately, click **Yes**.

If you want to delay when your work is published, click **No**.

If you would like the publication of your manuscript to be delayed, you will be given several options in the drop-down menu to select a reason for the delay in releasing your manuscript.

You can also choose how long to delay the publication: 6 months, 1 year, 2 years, or a different amount of time that you specify (Other).

Reason for delaying release to ProQuest: *

Select

Select

- Publication pending with another publisher
- Patent pending
- Material under another copyright is contained in the work
- Sensitive material is included
- Deferred degree date
- Other

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 publishing of the full text to ProQuest? * (more info)

6 months 1 year 2 years Other

Note to administrator (optional) 200 characters

[Clear](#)

Reason for delaying release to ProQuest: *

Select

Step 6: Fill out your contact information

Please note: When you complete the Contact Information page, be sure to **sign up with an email address that you check regularly**. You will receive time-sensitive emails from ProQuest about your manuscript, and you must respond quickly in order to avoid delays in getting your diploma and transcripts.

Publishing information:

Instructions

PQ publishing options

ProQuest agreement

Contact information

About my dissertation/thesis:

Dissertation/Thesis details

PDF

Supplemental files (optional)

Notes (optional)

Submission & payment:

Register U.S. Copyright

Pre-order copies

Submit

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

*** Required**

Contact information

Important:

- Your name as entered below will only be used for your contact information and shipping address
- Your name as written on the PDF of your dissertation or thesis will display as the author name of your work throughout ProQuest as well as on printed copies

First name: *

Middle name:

Last name: *

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 requirements. Additionally, eligible royalty payments generated by sales of your work will be sent by ProQuest to the mailing address you provide here.

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. Would you like us to send you information about these opportunities? (You can always opt-out later.)

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



Step 7: Fill out your Dissertation/Thesis Details

Please note: When you complete the Dissertation/Thesis Details page, **be sure to type in the correct manuscript completion year, degree date, degree awarded, and department.** This information cannot be changed after you submit it. If you make a mistake filling out this page, you will have to resubmit the manuscript to correct the information.

In particular, make sure you enter the correct degree type (Master of Arts vs. Master of Science vs. Ph.D.). **You should enter the name of your department or school,** not the name of your graduate program.

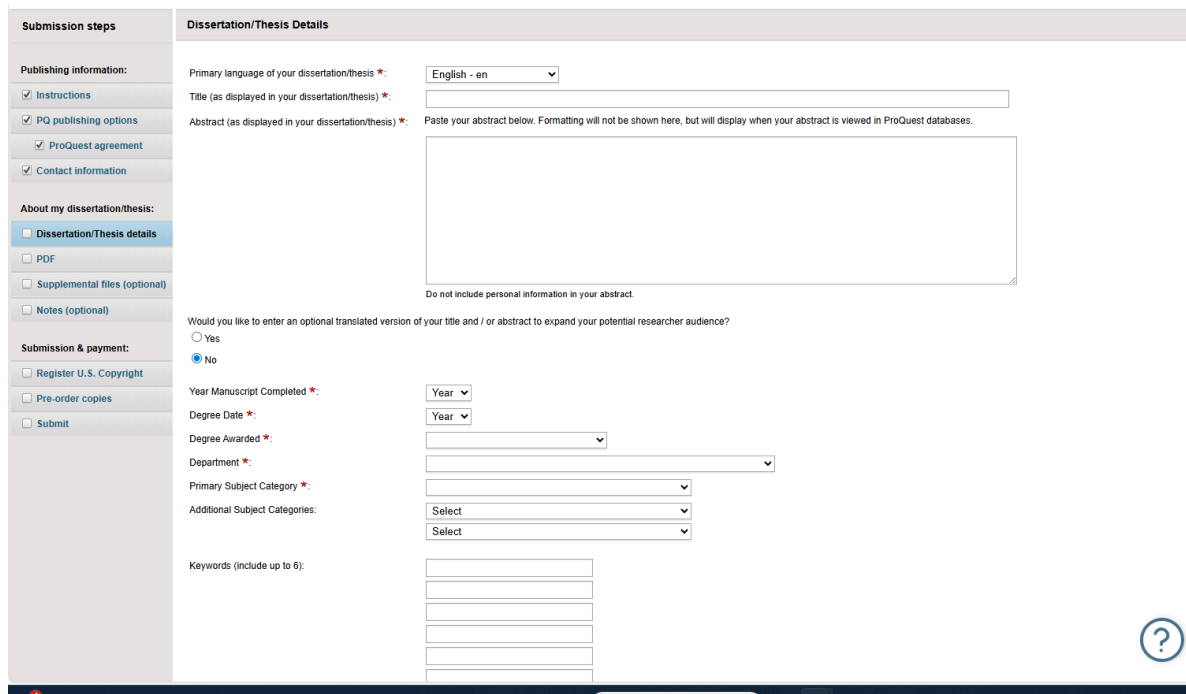
For example:

Year Manuscript completed: 2020

Degree Date: 2020

Degree Awarded: Master of Arts

Department: Rhetoric and Writing



The screenshot shows a web form titled "Dissertation/Thesis Details" with a sidebar on the left. The sidebar includes sections for "Publishing information" (with checked options for Instructions, PQ publishing options, ProQuest agreement, and Contact information), "About my dissertation/thesis" (with "Dissertation/Thesis details" selected), and "Submission & payment" (with "Register U.S. Copyright", "Pre-order copies", and "Submit" options). The main form area contains the following fields:

- Primary language of your dissertation/thesis *: English - en (dropdown)
- Title (as displayed in your dissertation/thesis) *: [text input]
- Abstract (as displayed in your dissertation/thesis) *: [text area with instructions: "Paste your abstract below. Formatting will not be shown here, but will display when your abstract is viewed in ProQuest databases."]
- Do not include personal information in your abstract.
- Would you like to enter an optional translated version of your title and / or abstract to expand your potential researcher audience? (radio buttons for Yes and No, with No selected)
- Year Manuscript Completed *: Year (dropdown)
- Degree Date *: Year (dropdown)
- Degree Awarded *: [dropdown]
- Department *: [dropdown]
- Primary Subject Category *: [dropdown]
- Additional Subject Categories: [Select] [dropdown]
- Keywords (include up to 6): [text input]


Step 8: Fill out the names of your committee members. **Please double-check to ensure their names are spelled correctly.**

Advisor/Supervisor/Committee Chair *:
Enter the name of your primary advisor(s) exactly as it appears in your manuscript, without any credentials or degrees. If there is a discrepancy, priority will be given to your manuscript's spelling.

First name:	Initial:	Last name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Committee Members:
Enter the name of up to 10 committee members exactly as they appear in your manuscript, without any credentials or degrees. If there is a discrepancy, priority will be given to your manuscript's spelling.

First name:	Initial:	Last name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save & Continue](#) 

Step 9: Upload a PDF of your manuscript.

Step 10: ProQuest asks if you have any copyright permission documents to submit. In most cases, you will click **No**.

However, if you used a significant portion of **someone else's** copyrighted work in your thesis, you will need to request permission from the authors and upload the permission document with your submission before ProQuest can publish your manuscript. This documentation may be in the form of a formal letter (printed or signed) or in the form of an email. In this unusual case, click **Yes** and then upload the permission documents.

Upload a PDF copy of your thesis or dissertation *

ProQuest provides some PDF guidance in the panel to the right but encourages following your school's instructions and formatting guidelines.

Upload PDF

Do you have any copyright permission documents to submit? *

Yes No


If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.

Upload File

Step 11 (Optional): Upload any supplemental materials if applicable for your manuscript.

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, 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.
- There is a **2 GB size limit** for individual files. Contact [ProQuest Support](#) if you have files above the limit.
- You may upload up to 30 individual files.

Upload File

Save & Continue

Step 12 (Optional): Include any notes to the administrator that you think are necessary for them to be aware of when reviewing your manuscript. This section is optional.

Submission steps	Notes to Administrator (optional)
<p>Publishing information:</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"/> Contact information</p> <p>About my dissertation/thesis:</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>Submission & payment:</p> <p><input type="checkbox"/> Register U.S. Copyright</p> <p><input type="checkbox"/> Pre-order copies</p> <p><input type="checkbox"/> Submit</p>	<p>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.</p> <p>Notes to administrator:</p> <div data-bbox="375 680 870 726" style="border: 1px solid #ccc; height: 22px; width: 100%;"></div> <p>200 characters remaining</p> <p><input type="button" value="Save & Continue"/></p>

Step 13 (Optional): If you choose to register your copyright for your manuscript, fill out this screen with your information for copyright registration (see the screenshot on the next page)

Please note: UA Little Rock does not require you to register your copyright of your thesis or dissertation; all original works are automatically protected, even without registration. However, you may not be able to collect damages from someone who infringes on your copyright unless you have registered it with the Library of Congress. To register for copyright protection using ProQuest, you must pay a \$75 fee.

Protect Your Research

Take the next step towards protecting your intellectual property by registering your copyright with the U.S. Copyright Office. Because of the availability of content on the open web via repositories and other avenues, registering your U.S. copyright can be a significant benefit for the protection of your work. ProQuest can file all your paperwork with the U.S. Copyright Office immediately upon your dissertation approval and delivery.

No-effort Filing

Filing through ProQuest requires no additional work from you and once registration is granted, it ensures that your rights are secured to the fullest extent allowable under U.S. law. ProQuest's experienced professionals process tens of thousands of applications with the government a year, helping to streamline the process and allowing authors to focus on launching and accelerating their careers.

Copyright Protection Benefits

Registering with the U.S. Copyright Office establishes your claim to the copyright for your dissertation/thesis and provides certain protections if your copyright is violated. Once registered, your dissertation or thesis becomes eligible for statutory damages and recovery of attorney fees. Registration of a work is required prior to being able to sue for copyright infringement, and you may claim statutory damages and attorney's fees only for infringements occurring after your work is registered. Statutory damages are set out in [Title 17, Section 504 of the U.S. Code](#) and range from \$750-\$150,000 USD per infringement. This contrasts with infringements occurring prior to copyright registration which are only eligible to recover actual damages with no recovery of attorneys fees.

More Benefits of Registration

- Registration establishes a public record of the author's copyright in a work.
- The registration certificate serves as *prima facie* evidence of validity in court (if you register within five years after publication).
- Registration made prior to commencement of the infringement, or within three months of the first publication, entitles the owner to statutory damages and attorneys' fees.

If you wish, ProQuest Dissertation Publishing will act on your behalf as your agent with the U.S. Copyright Office and apply for copyright registration as part of the publishing process.

ProQuest will:

- Prepare an application in your name
- Submit your application fee
- Deposit the required copy or copies of the manuscript
- Triage any issues that arise with filing
- Mail you the completed certificate of registration from the Library of Congress

1. Previous U.S. Copyright Registration

Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?

- Yes - copyright was previously filed No

2. Requesting ProQuest to file for U.S. Copyright Registration

No, do not file for copyright—I am requesting that ProQuest not file for copyright on my behalf.

Yes, file for a new copyright—I am requesting that ProQuest file for copyright on my behalf.

- Required:** Select the checkbox to indicate you have read, understood, and agree to the following:
- I will pay a fee of \$75.00 (U.S. dollars) to ProQuest for filing on my behalf with the U.S. Copyright Office.
 - I am the sole author of the dissertation or thesis I submitted to ProQuest.
 - I do not acknowledge any co-authors or co-claimants of my work.



1. Previous U.S. Copyright Registration

Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?

- Yes - copyright was previously filed No

2. Requesting ProQuest to file for U.S. Copyright Registration

No, do not file for copyright—I am requesting that ProQuest not file for copyright on my behalf.

Yes, file for a new copyright—I am requesting that ProQuest file for copyright on my behalf.

- Required:** Select the checkbox to indicate you have read, understood, and agree to the following:
- I will pay a fee of \$75.00 (U.S. dollars) to ProQuest for filing on my behalf with the U.S. Copyright Office.
 - I am the sole author of the dissertation or thesis I submitted to ProQuest.
 - I do not acknowledge any co-authors or co-claimants of my work.

[See manuscript examples](#) rejected and deemed not by a sole author.

Save & Continue

Step 14 (Optional): Pre-order Copies (if you would like to order copies through ProQuest)

Submission steps

Publishing information:

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


About my dissertation/thesis:

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

Submission & payment:

- Register U.S. Copyright
- Pre-order copies
- Submit

Pre-order copies



Hardcover
Starting at \$51

- Archival-grade paper & ink
- Rich, full-color graphics
- Double-sided pages
- Embossed gold title & name on spine
- Premium black linen hardcover


Sizes:

6
x
9 in

8.5
x
11 in
Most popular

A4
210 x 297 mm

💰 Buy more & save up to 20%



Softcover
Starting at \$38


- Archival-grade paper & ink
- Rich, full-color graphics
- Double-sided pages
- Printed black title & name on cover
- Durable blue softcover

Sizes:

6
x
9 in

8.5
x
11 in

💰 Buy more & save over 18%



Binding Options Available

Please note: UA Little Rock does not require you to have your thesis or dissertation bound into a printed book format. If you want to have bound copies for your personal use, you are responsible for choosing the binding materials and paying for the binding on your own.

You may use any binding service that meets your needs. Below are a few popular options.

Online thesis and dissertation binding services:

[Bachelor Print](#) (3-5 business days; free shipping)

[PHD Book Binding](#) (5-10 business days, depending on paper used and size)

[Wert Bookbinding](#) (4 weeks standard, 1 or 2 week rush shipping available)

[DB Bookbinders](#) (4 weeks, multiple binding options)

[Thesis On Demand](#) (cloth bound copies in 4 weeks, leather bound copies in 6 weeks)

Step 15: Submit your manuscript once you have completed the upload process.

Submit: Steps to complete

Your dissertation/thesis is not ready to submit yet. Please complete the steps indicated below.

Steps to complete

- [ProQuest agreement](#)
- [Dissertation/Thesis details](#)
- [PDF](#)
- [Register U.S. Copyright](#)
- [Pre-order copies](#)

Need help with your submission?

For help in completing your submission, [contact Technical Support](#) or view [Submission FAQs](#).

No time to finish?

[Finish your submission later.](#)

After you have completed all required steps and are ready to submit your manuscript, a summary of your selections and applicable fees will display for your review

Order summary

After you have completed all required steps and are ready to submit, a summary of your selections and applicable fees will display here for your review.

After you have completed all required steps and are ready to submit, you will be able to provide your billing information, if needed.

Billing information

After you have completed all required steps and are ready to submit, you will be able to provide your billing information.