

1. Go to [www.etsdadmin.com/utica](http://www.etsdadmin.com/utica)
  - a. \* you must type the [www.](http://www.etsdadmin.com/utica) for the link to work.
2. Select the Submit my dissertation/thesis

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3. Login with your username and password if you have already set up your account or select  
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Fill in the form below to register and submit your dissertation/thesis.

[Clear Form\\*](#)required

Email\*:  An email will be sent to this address for activation

Verify Email\*:

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Middle Name\*:

Last Name\*:

Institution\*: Utica College

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Username\*:  Must be at least 4 characters

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-- Submission in Progress --  
ID: 10003  
Status: Submission in Progress  
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6. Read the instructions and guidelines on what you need to continue, when you are ready select Continue

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- ☒ Instructions
- ☐ PQ publishing options
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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
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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.

[Continue](#)

7. Read the descriptions and select the publishing option **of your choice**, then select Save and Continue. \*Note that Open Access Publishing Plus contains a \$95.00 fee due at the time of submission.

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- ☒ Instructions
- ☒ PQ publishing options
- ☐ ProQuest/UMI agreement
- ☐ University agreement
- ☐ Contact information

**About my dissertation/thesis:**

- ☐ Dissertation/Thesis details
- ☒ PDF
- ☐ Supplemental files (optional)
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**Select Type of Publishing \***

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  - I want to make my work widely available 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/UMI in order to be eligible to receive royalties.
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  - I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
  - I understand that I will not be eligible to receive royalties.
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**Select Publishing Options**

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. \* [Learn more](#)

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10. Fill in the required fields denoted by an \*, note the date must be entered in YYYY-MM-DD format, then select Save and Continue

Submission steps:	Contact Information
<b>Publishing information:</b>	Please enter your contact information. This information will be used to process your submission.
<input checked="" type="checkbox"/> Instructions	* - required
<input checked="" type="checkbox"/> PQ publishing options	
<input checked="" type="checkbox"/> ProQuest/UMI agreement	
<input checked="" type="checkbox"/> University agreement	
<input type="checkbox"/> Contact information	
<b>About my dissertation/thesis:</b>	
<input type="checkbox"/> Dissertation/Thesis details	
<input checked="" type="checkbox"/> PDF	
<input type="checkbox"/> Supplemental files (optional)	
<input type="checkbox"/> Notes (optional)	
<b>Submission &amp; payment:</b>	
<input type="checkbox"/> Register U.S. Copyright	
<input type="checkbox"/> Order copies	
<input type="checkbox"/> Shipping address	
<input type="checkbox"/> Submit	

First Name\*:

Middle Name:

Last Name\*:

Country of Citizenship:

Institution\*:

Permanent email address\*:

Enter permanent email address, not your institution email address.

Country code (outside US)	Area code	Phone	Extension
Phone Number: <input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Current Address:**

Country\*:

Street Address\*:

Street Address line 2:

Street Address line 3:

City\*:

State/Province\*:

Zip/Postal code\*:

**Permanent Mailing Address\*:**

Use current address: ☐ Permanent address is same as current address

Date effective\*:

Country\*:

Street Address\*:

Street Address line 2:

Street Address line 3:

City\*:

State/Province\*:

Zip/Postal code\*:

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## 11. Fill in the Dissertation/Thesis Details fields and select save and continue

Submission steps:	
<b>Dissertation/Thesis Details</b>	
<b>Dissertation/Thesis Details</b>	
<b>Publishing information:</b>	Title*: <input type="text"/>
<input checked="" type="checkbox"/> Instructions	Year Manuscript Completed*: <input type="text" value="2013"/>
<input checked="" type="checkbox"/> PQ publishing options	<b>Degree/Department Information:</b>
<input checked="" type="checkbox"/> ProQuestUMI agreement	Year degree awarded*: <input type="text" value="2013"/>
<input checked="" type="checkbox"/> University agreement	Degree Awarded*: <input type="text"/>
<input checked="" type="checkbox"/> Contact information	Department*: <input type="text"/>
<b>About my dissertation/thesis:</b>	<b>Advisor/Supervisor/Committee Chair*:</b>
<input checked="" type="checkbox"/> Dissertation/Thesis details	Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.
<input checked="" type="checkbox"/> PDF	First Name: <input type="text"/> Middle Initial: <input type="text"/> Last Name: <input type="text"/>
<input type="checkbox"/> Supplemental files (optional)	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/> Notes (optional)	<input type="text"/> <input type="text"/> <input type="text"/>
<b>Submission &amp; payment:</b>	<b>Committee Members:</b>
<input type="checkbox"/> Register U.S. Copyright	Include up to 10 names. Do not include degrees as part of the name.
<input type="checkbox"/> Order copies	First Name: <input type="text"/> Middle Initial: <input type="text"/> Last Name: <input type="text"/>
<input type="checkbox"/> Shipping address	<input type="text"/> <input type="text"/> <input type="text"/>
<input checked="" type="checkbox"/> Submit	<input type="text"/> <input type="text"/> <input type="text"/>
	<input type="text"/> <input type="text"/> <input type="text"/>
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	<a href="#">Add another member</a>
<b>Description of Dissertation/Thesis:</b>	
	Primary Subject Category*: <input type="text"/>
	Additional Subject Categories: <input type="text"/>
	<input type="text"/>
	Keywords (include up to 6): <input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Abstract *: <input type="text"/>
	Need to format your abstract? See our <a href="#">formatting hints</a> .
	Primary language*: <input type="text" value="en (English)"/>
	<input type="button" value="Save &amp; Continue"/>

12. Upload a PDF. Version of your capstone or thesis \*Note instructions on how to convert your file to a .pdf are available at: <https://www.utica.edu/ogs/etdsubmit.cfm>

The screenshot shows the 'PDF Conversion' tab in the Utica College ETD submission system. The left sidebar contains navigation links: 'My ETDs', 'Resources & Guidelines', and 'PDF Conversion'. Below these are links for 'My Dissertations/Theses List', 'Submit my ETD', and 'My Profile'. The main content area is titled 'PDF' and includes a link to the 'PDF conversion tool'. It provides instructions on uploading a PDF file and lists 'Other PDF Requirements': fonts must be embedded, security settings must be set to 'No security', and the maximum file size is 1000 MB. It also lists 'Top reasons why you are unable to upload your PDF file into your ETD submission': fonts not embedded, error messages about fonts, and error messages about Adobe Professional. A red arrow points to the 'View PDF' link (131.5 kB) and another red arrow points to the 'Browse' button. The 'Save & Continue' button is also visible.

13. Upload any supplementary files and select Save & Continue

The screenshot shows the 'Supplemental file requirements' section of the Utica College ETD submission system. The left sidebar contains navigation links: 'Instructions', '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 main content area is titled 'Supplemental file requirements' and lists requirements: do not upload files that someone else holds rights to, do not upload large files or groups of files, and the maximum file size is 1000 MB. It also lists the maximum file size for all files. A red arrow points to the 'Add File: Browse' button. Below the button is a note: 'Note: do not add third party applications or software (i.e. Adobe Reader, etc.)'. A red arrow points to the 'Description:' text box. Another red arrow points to the 'Media Type:' dropdown menu. The 'Save & Continue' button is also visible. A link to 'Add another supplemental file' is at the bottom right. The Utica College logo is at the bottom center.



## 14. Enter notes to the administrator (**Optional**) and select Save & Continue

<b>Submission steps:</b>	<b>Notes to Administrator (optional)</b>
<b>Publishing information:</b>	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.
<input checked="" type="checkbox"/> Instructions	
<input checked="" type="checkbox"/> PQ publishing options	
<input checked="" type="checkbox"/> ProQuest/UMI agreement	
<input checked="" type="checkbox"/> University agreement	
<input checked="" type="checkbox"/> Contact information	
<b>About my dissertation/thesis:</b>	
<input checked="" type="checkbox"/> Dissertation/Thesis details	
<input checked="" type="checkbox"/> PDF	
<input type="checkbox"/> Supplemental files (optional)	
<input type="checkbox"/> Notes (optional)	

Notes to Administrator: [Clear](#)

(Maximum characters: 200)

[Save & Continue](#)

## 15. Select copyright options and select Save & Continue. Note that if you choose to file for a copyright (**optional**), you will be charged a \$55.00 fee at time of submission.

<input checked="" type="checkbox"/> Instructions	<b>How to take advantage of our copyright service:</b>
<input checked="" type="checkbox"/> PQ publishing options	Registering with the U.S. Office of Copyright <b>establishes your claim</b> to the copyright for your dissertation/thesis and <b>provides certain protections if your copyright is violated</b> . Because of the availability of content on the open web via repositories and other avenues, registering for U.S. copyright can be a significant benefit for the protection of your work. By registering for U.S. copyright, you can protect your dissertation or thesis and become immediately eligible for statutory damages and attorney fees. Registering for copyright allows for the claimant to receive statutory damages set out in <a href="#">Title 17, Section 504 of the U.S. Code</a> , which range from \$750 - \$150,000 USD plus attorney fees per copyright infringement. This contrasts with those who do not register for copyright - authors without copyright registration can claim only actual damages and no attorney fees.
<input checked="" type="checkbox"/> ProQuest/UMI agreement	If you wish, ProQuest/UMI Dissertation Publishing will act on your behalf as your agent with the United States Copyright Office and apply for copyright registration as part of the publishing process. <a href="#">Learn more</a>
<input checked="" type="checkbox"/> University agreement	We will:
<input checked="" type="checkbox"/> Contact information	<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>• Mail you the completed certificate of registration from the Library of Congress</li></ul>
<b>About my dissertation/thesis:</b>	
<input checked="" type="checkbox"/> Dissertation/Thesis details	
<input checked="" type="checkbox"/> PDF	
<input type="checkbox"/> Supplemental files (optional)	
<input type="checkbox"/> Notes (optional)	
<b>Submission &amp; payment:</b>	
<input type="checkbox"/> Register U.S. Copyright	<b>1. Previous U.S. Copyright Registration</b>
<input type="checkbox"/> Order copies	Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?
<input type="checkbox"/> Shipping address	<input type="radio"/> Yes - copyright was previously filed <input type="radio"/> No
<input type="checkbox"/> Submit	<b>2. Requesting ProQuest/UMI to file for U.S. Copyright Registration</b>
	<input type="radio"/> Do not file for copyright - I am requesting that ProQuest/UMI not file for copyright on my behalf.
	<input type="radio"/> File for a new copyright - I am requesting that ProQuest/UMI file for copyright on my behalf.
	<ul style="list-style-type: none"><li>• I understand that an additional fee of \$55.00 (USD) will be charged.</li><li>• I authorize ProQuest/UMI to submit an application for registration of my copyright in the Work in my name. I will receive the registration confirmation directly from the U.S. Office of Copyright.</li><li>• If I have previously registered my published dissertation/thesis, or an earlier version of the manuscript with the U.S. Office of Copyright, I have provided the registration number and year of registration above (see Question 1).</li></ul>
	<a href="#">Save &amp; Continue</a>

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Softcover	8 1/2 x 11 in., single copy	Buy more & save: 1-2 \$40.00 3 \$36.00 4 \$34.00 5+ \$32.00	<input type="text"/>
Softcover	6 x 9 in., single copy	Buy more & save: 1-2 \$34.00 3 \$30.67 4 \$29.00 5+ \$27.00	<input type="text"/>

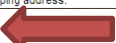
Calculate subtotal

Subtotal: \$0.00 USD

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Continue with order


Decline - do not order



## 17. Verify your documents and information and select Submit

<b>Submission steps:</b>	<b>Submit</b>
<b>Publishing information:</b>	Your dissertation/thesis is ready for submission. When you submit, it will be sent to your graduate school for review.
<input checked="" type="checkbox"/> Instructions	<b>Please verify submission first</b> 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.
<input checked="" type="checkbox"/> PQ publishing options	
<input checked="" type="checkbox"/> ProQuestUMI agreement	
<input checked="" type="checkbox"/> University agreement	
<input checked="" type="checkbox"/> Contact information	
<b>About my dissertation/thesis:</b>	
<input checked="" type="checkbox"/> Dissertation/Thesis details	
<input checked="" type="checkbox"/> PDF	
<input type="checkbox"/> Supplemental files (optional)	
<input type="checkbox"/> Notes (optional)	
<b>Submission &amp; payment:</b>	
<input checked="" type="checkbox"/> Register U.S. Copyright	
<input checked="" type="checkbox"/> Order copies	
<input type="checkbox"/> Shipping address	
<input checked="" type="checkbox"/> <b>Submit</b>	

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If changes are needed, you can make them using the links provided.  
**Dissertation/Thesis Details:** [Change](#)  
Degree: Master of Science  
Title: Test  
Abstract: faewreasrvqw4rg  
Subject Categories: Health care management [0769] - primary  
Keywords:  
**PDF:** [Change](#)  
 (131.5 kB) [View PDF](#)  
**Administrative Documents:** [Change](#)  
**Publishing Options:** [Change](#)  
Traditional Publishing  
Do not delay release to ProQuest  
No search engine access - I do not want search engines to discover my work.  
Do not file for copyright - I am requesting that ProQuestUMI not file for copyright on my behalf.  
**Institutional Repository (IR) Publishing Options:** [Change](#)  
Include in institutional repository: Yes  
Delayed Release (IR): Do not delay release to Institutional Repository

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