

## General Guidelines for Submission of Thesis/Dissertation/Research Papers through ProQuest 1/29/2014

- Documents **must** be submitted as a PDF (**scanned documents will not be accepted**).
- Submissions **must** follow program formatting requirements (e.g., MLA, APA, etc.).
- Submissions **must** follow ProQuest formatting requirements.

Standard [Approval Sheets](#) are required; and Standard [Title pages](#) are recommended by Graduate Studies and the Graduate Affairs Team.  
Electronic thesis/dissertations must include an unsigned approval sheet (signature page) in the final PDF. The signed approval sheet should remain in the program files.

### Faculty Steps: (Faculty Steps must be completed before Student Steps)

1. Review the final paper for formatting requirements before allowing a student to upload to ProQuest. (Papers must be submitted as a PDF. Scanned papers will not be accepted).
2. Provide the student with the ProQuest UMI ETD Student Steps below.
3. Instruct students to select traditional publishing. Traditional Publishing is free. Open Access Publishing is \$95.00.
4. Assist students with their selection of search engines, copyright, and embargo options. Students will pay for any elective services such as copyright. Filing for a new copyright is \$55.00.
5. Advise the student to order a Library copy of the thesis/dissertation. Library services will furnish its copy to the department. The copy is \$25.00.
6. Follow the [ProQuest Administrator Instructions](#) to approve the thesis/dissertation submission through ProQuest.

### Student Steps:

1. Access the ProQuest website <http://www.etdadmin.com/cgi-bin/home>.
2. Select the “**submit my dissertation/thesis**” link.
3. Select **FGCU** from the list provided.
4. Create an account.
5. Watch the student submission tutorials, or read the FAQ for any questions on this process, or contact ProQuest for assistance.
6. Make sure that you have **completed final edits** to your dissertation or thesis, have **converted your document to a PDF**, and have imbedded your fonts.
7. Do not upload a document that has not received final approval from your faculty advisor.
8. Ensure that your Approval Sheet is unsigned for the electronic submission. Please add the following approved Graduate Affairs Team statement at the foot of the sheet:
  - a. *The final copy of this thesis [dissertation] has been examined by the signatories, and we find that both the content and the form meet acceptable presentation standards of scholarly work in the above mentioned discipline.*
9. Select the **Traditional Publishing** option. This option is free.
10. Select major search engines to index the dissertation/thesis.
11. Decide on copyright options with faculty advisor. Copyright is \$55.00.
12. Choose your embargo options with faculty advisor.
13. Enter your permanent contact information for shipping.
14. Upload PDF to ProQuest.

*Work submitted through ProQuest UMI ETD becomes accessible to the public. FGCU submissions are a reflection of the student, the faculty, and the institution. Only papers in proper formatting will receive final approval.*

Library Services will furnish copy to the department.

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