

Submission of Electronic Thesis Deposits (ETD) – Ph.D. Candidates Only

Prior to submitting, you are encouraged to try out the ProQuest ETD demonstration website:

<http://dissertations.umi.com/marin/>

You may also review the Purdue ETD site in advance, *but please do not use it as a "test site."* The Purdue site is "live" and will *only* be used for actual ETD submissions!

Once you've been approved to submit your ETD, the following procedures apply:

1. Access the Purdue ETD site and establish a personal account:

<http://dissertations.umi.com/purdue/>

2. Choose "Submit Your Dissertation/Thesis" at the bottom of the page.
3. Read submission guidelines. Be especially careful when inputting all data since you may not be able to go back and revise it afterwards. Post-facto data changes require action by the Thesis and Dissertation Office!
4. Read ProQuest Information & Learning (PQIL) release.
5. Enter personal contact information.
6. Enter requested thesis and academic information (e.g., title, advisor, abstract, etc.).
7. Upload full text.

NOTE: Candidates must ensure they receive, complete, and attach the special Graduate School ETD Form 9, "Thesis Acceptance," as the front (i.e., first) page of their thesis prior to submission to the Graduate School Thesis/Dissertation Office. Unlike the paper versions used for "hard copies," the G. S. ETD Form 9 is *never* signed—*only typed*. The Form 9 must also be properly re-saved as a pdf document so it *cannot* be edited afterwards! You must perform this task on a computer loaded with Acrobat Professional since computers loaded only with "Reader" will *not* be sufficient. Acrobat Professional should be available on most, if not all, Purdue computer lab machines.

8. Select whether or not ProQuest/University Microfilms International will file optional "copyright registration" and enter additional data (if applicable).
9. Choose whether to order additional copies of their thesis (this is optional).
10. Review your order and enter credit card information as requested. This will show any copyright or publication fees charged.
11. If applicable, fill out any feedback surveys required by ProQuest.

12. Review uploaded data and revise submission as needed.

13. The ETD will be sent to the Administrator (Thesis/Dissertation Office) who will review it. Candidates will be notified by e-mail if they have either been approved or if they need to make revisions and resubmit.

Effective 17 November 2006, candidates will no longer need to turn in one "hard copy" on "cotton paper" at their scheduled final thesis deposit appointment. They will, however, still need to turn in the following items at their deposit appointment, which must be scheduled *at least* 24 hours in advance of their requested day and time:

1. *Original, signed* G. S. Form 9 "Thesis Acceptance." G. S. Form 9's are still needed to confirm that theses have been accepted by departments and will be permanently filed at the Graduate School.
2. Completed and signed G. S. Form 14 "Addendum to the Doctoral Dissertation Agreement." These will be forwarded to ProQuest Information & Learning, along with electronic submissions, by the Graduate School.
3. If applicable, copyright permissions (e.g., in "hard" form—letter, e-mail, or fax). These will be forwarded to ProQuest Information & Learning by the Graduate School.

NOTE: Candidates who include copyrighted material in their thesis/dissertation not qualifying for an exemption under the copyright law *must* submit written permission from the copyright holders to the Thesis/Dissertation Office. The T/D Office forwards the permissions to ProQuest Information & Learning to ensure theses are published in their original and complete forms. *Failure to provide required permissions will result in identified material being expunged prior to publication by ProQuest.*

4. If applicable, completed and signed G. S. Form 15, *Request for Confidentiality of Thesis*. This form is filed at the Graduate School.

NOTE: Candidates submitting confidential theses *must also submit their "hard," departmental copies at their final deposit appointment!*

5. *Survey of Earned Doctorate* and Grad School exit survey. Please complete and turn them in to the Graduate School prior to commencement.

6. You must also still pay the mandatory \$73.00 ProQuest microfilming fee at the Bursar's Office, Hovde Hall, in a timely manner prior to commencement!

- Questions? Please contact the Thesis/Dissertation Office: markj@purdue.edu, 6-3157, or www.gradschool.purdue.edu/thesis.cfm