



# Thesis and Dissertation Submission & Formatting Guidelines

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Tennessee Tech University  
College of Graduate Studies

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# Agenda

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# Introduction

## **Purpose:**

- To provide an overview of the deadlines, formatting standards, and submission process and for theses and dissertations at TTU.

## **Importance:**

- To ensure consistency and professionalism in scholarly submissions.

## Deadlines for Graduation & Thesis/Dissertation Process

**Friday, April 4, 2025**

Last day to submit **degree progression documentation** required for graduation (e.g., substitution forms, committee or candidacy forms, transfer forms, course validation forms, exception requests, reclassification to full standing forms, other requested documents, etc.), *if required*

**Friday, April 11, 2025**

Last day to submit the **Defense Form** to report the results of your dissertation defense

- Make sure your defense is scheduled *before* this date to allow time for all signatures and submission to Graduate Studies.
- This form requires signatures from all of your committee members, your department chair, and your college dean

**Friday, April 11, 2025**

Last day to report **Comprehensive Exam** results, *if applicable*

**Thursday, April 17, 2025**

Last day to submit the **Certificate of Approval**

- This form requires signatures from all of your committee members, your department chair, and your college dean. Additional information about the Certificate of Approval is listed in the Dissertation Requirements section above

**Thursday, April 17, 2025**

Last day to submit the committee-approved **dissertation to ProQuest**

**Friday, May 2, 2025**

Last day to submit the final requested **dissertation revisions**

**Friday, May 2, 2025**

Last day to remove **“Incomplete”** grade(s), *if applicable*

**Friday, May 2, 2025**

Last day to submit **Survey of Earned Doctorate** (*doctoral students only*)

# Grad Studies Calendar & Forms

College of Graduate Studies calendar:  
<https://www.tntech.edu/graduatestudies/gcalendar.php>

College of Graduate Studies forms:  
<https://www.tntech.edu/graduatestudies/forms.php>

# Document Structure: Page Order & Numbering

Page	Page Numbering
<b><u>Title Page</u></b> (no printed page number)	Number is not visible but is assigned Roman numeral one (i)
<b><u>Abstract</u></b> (one page only)	Beginning of visible numbers Roman numerals (ii)
<b><u>Copyright</u></b> (one page only)	Roman numerals continued (iii)
<b><u>Table of Contents</u></b>	Roman numerals continued (iv)
<b><u>Certificate of Approval</u></b>	Roman numerals continued (varies)
<b><u>Dedication</u></b> (optional, one page only)	Roman numerals continued
<b><u>Acknowledgments</u></b> (optional, one page only)	Roman numerals continued
<b><u>List of Tables</u></b> (when applicable)	Roman numerals continued
<b><u>List of Figures</u></b> * (when applicable)	Roman numerals continued
<b><u>Content/Chapters</u></b> **	Beginning of Arabic numerals (start with page 1)
<b><u>References</u></b>	Arabic numerals continued
<b><u>Appendix/ces</u></b> (when applicable)	Arabic numerals continued
<b><u>Vita</u></b> (one page only)	Arabic numerals continued

\* Other approved lists (e.g., List of Acronyms, List of Abbreviations, List of Lists, etc.) go after the List of Figures.

\*\*Students approved to use manuscript-style formatting should follow the [Manuscript Formatting Guidelines](#).

# Formatting Styles

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## APA 7

The default style is APA 7.

## LaTeX

- ❖ Tennessee Tech's LaTeX manual and required files are at <https://www.tntech.edu/cas/files/math/TNThesis.zip>
- ❖ Verify Title and Certificate of Approval formatting

## Manuscript & other approved styles

- ❖ Some programs at Tennessee Tech conduct research best presented as discrete journal articles rather than a continuous document. Manuscript chapters may better showcase individual projects and streamline publication, aligning with the program requirement for students to submit a manuscript for publication before graduation.
- ❖ For students approved to use a manuscript formatting style, refer to the guidelines at <https://www.tntech.edu/graduatestudies/pdf/etd/Manuscriptformattinguidelines-updatedFeb2025.pdf>. When you submit your manuscript paper in ProQuest, include a note in the comment box that you are approved to use the manuscript format.

*Please indicate your formatting style in the comment box when you upload your paper.*

# Formatting Requirements for ALL Submissions

- For consistency across the university, all students should:
  - Use the same document structure, page order and page numbers regardless of formatting style
  - Type your title in bold and all caps (Title page, Abstract, Certificate of Approval)
    - If the title is more than two lines, the title should be in shape of an inverted triangle. For section headings, use bold and all caps
  - Use mirror margins with a 1.5” inner margin and 1” outer margins
  - Use page breaks to start a new page
  - Use the formatting instructions on our website for:
    - Page Numbers
    - Margins
    - Copyright page
    - Title page
    - Abstract
    - Certificate of Approval
    - Lists (when applicable)
    - Vita
  - DOIs (digital object identifiers) and URLs can be hyperlinked, but they should not be underlined; font color should be black

# APA Style 7

Use a readable, accessible font like:

- Times New Roman (12 pt)
- Arial (11pt)
- Georgia (11pt)
- Calibri (11pt)
- Lucida Sans Unicode (10pt)

# APA 7 Basics

## Margins & Spacing

- **Mirrored Margins:**
  - Top and Bottom: 1 inch
  - Inner (binding side): 1.5 inches
  - Outer: 1 inch
- **Line Spacing:**
  - Double-space main text
  - Single-space for figure/table captions

## Alignment and Indentation

- **Paragraph Alignment:**
  - Left-align text; avoid full justification.
- **Indentation:**
  - Indent the first line of each paragraph by 0.5 inches.

- ❖ Follow the formatting instructions for specific pages at <https://www.tntech.edu/graduatestudies/etd/index.php>
- ❖ Do not use a running head

## APA 7 Tables and Figures

### Numbering:

- Sequentially number tables and figures as they appear

### Call-out

- Refer to the table or figure in the text before placing the table or figure in your paper
- Refer to tables and figures by title (e.g., “see Table 4.2”, not “in the next table”)

### Font and Spacing:

- Use the same font as the main text; single-space content within tables and figures

### Placement:

- Insert tables and figures after the paragraph where they are first mentioned

# APA 7 Table Example (detailed)

**table number**: Table 1

**table title**: Numbers of Children With and Without Proof of Parental Citizenship

**stub heading**: heading that describes the leftmost column

**table spanner**: heading that covers the entire width of the table body, allowing for further divisions

**stub column or stub**: leftmost column of the table; usually lists the major independent or predictor variables

**table notes**: explanations to supplement or clarify information in the table body

**column spanner**: heading that describes the entries in two or more columns in the table body

**decked heads**: headings that are stacked, often to avoid repetition in column heads

**column heading**: heading that identifies the entries in just one column in the table body

**cell**: point of intersection between a row and a column

**table body**: rows and columns of cells containing the primary data of the table

Grade	Girls		Boys	
	With	Without	With	Without
	Wave 1			
3	280 <sup>a</sup>	240 <sup>b</sup>	281	232
4	297	251	290	264
5	301	260	306	221
Total	878	751	877	717
Wave 2				
3	201	189	210	199
4	214	194	236	210
5	221	216	239	213
Total	636	599	685 <sup>a</sup>	622

*Note.* This table demonstrates the elements of a prototypical table. A *general note* to a table appears first and contains information needed to understand the table, including definitions of abbreviations (see Sections 7.14–7.15) and the copyright attribution for a reprinted or adapted table (see Section 7.7).

<sup>a</sup> A *specific note* appears in a separate paragraph below the general note.

<sup>b</sup> Subsequent specific notes follow in the same paragraph (see Section 7.14).

<sup>a</sup> A *probability note* (for *p* values) appears as a separate paragraph below any specific notes; subsequent probability notes follow in the same paragraph (see Section 7.14).

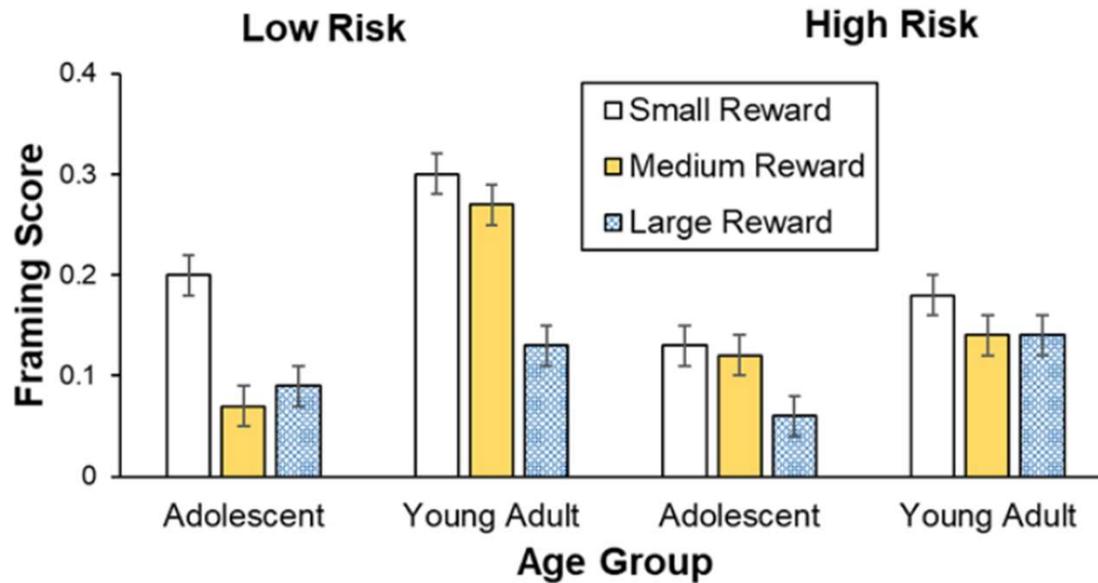
Source for detailed table:  
<https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables>

# APA 7 Figure Example (detailed)

## Sample bar graph

Figure 1

*Framing Scores for Different Reward Sizes*



Source for figure:

<https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-figures>

# Additional Formatting Considerations

## Widow/Orphan Control:

- Ensure no single lines at the top or bottom of pages.

## Hyperlinks:

- DOIs (digital object identifiers) and URLs can be hyperlinked, but they should not be underlined; font color should be black
- Let DOIs and URLs “break” naturally (do not use a hard return to split up the text)
- Do not add a period after links in the references
- For more information:  
<https://apastyle.apa.org/style-grammar-guidelines/references/doi-urls>

## Consistency:

- Maintain uniform formatting throughout the document



## **PAGE EXAMPLES**

**THIS IS THE TITLE OF MY THESIS OR DISSERTATION AND IS LONG  
ENOUGH TO SHOW THE INVERTED PYRAMID STYLE REQUIRED  
FOR YOUR DOCUMENT**

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A Thesis or Dissertation

Presented to  
the Faculty of the College of Graduate Studies

Tennessee Technological University

by

Sloan M. Parker

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In Partial Fulfillment  
of the Requirements of the Degree

Master of Science  
Mechanical Engineering

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May 2025

# Things to Remember

Use Tennessee  
Technological  
University on the title  
page and in the vita

Use the correct degree  
and major

Use May, August, or  
December plus the year  
for your graduation  
date on the title page

**AN ABSTRACT OF A THESIS OR DISSERTATION**  
**GUIDE TO THE PREPARATION OF THESES AND DISSERTATIONS**  
**FOR STUDENTS AND FACULTY OF TENNESSEE**  
**TECHNOLOGICAL UNIVERSITY**

Jane S. Doe

Master of Arts in English

This guide is designed as a resource tool for students and faculty venturing into the thesis or dissertation process. The material presented is in the approved, required format allowing the reader to see a visual example as well as learn from the written instruction. It has been found that students have less difficulty with the development of the research paper and fewer corrections when provided with a clear and concise set of instructions that are easily followed.

Today's students tend not to read instructions but to imitate what they see. Unfortunately, detailed instructions for a properly formatted paper cannot be condensed like a Reader's Digest story. This results in a lengthy but informative paper to read. Students who followed the guidelines showed greater overall happiness during the review process as there were much fewer corrections noted by the College of Graduate Studies. The average student tends to have approximately five rounds of corrections and resubmissions. The student that follows the formatting guidelines and utilizes spell check in the word processing program tends to have an average of two rounds of corrections and resubmissions.

*Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5*

ProQuest allows up to 6  
keywords for the abstract

The Certificate  
of Approval  
included with  
your Thesis or  
Dissertation  
will not be  
signed

CERTIFICATE OF APPROVAL OF THESIS (or DISSERTATION)

**THIS IS THE TITLE OF MY THESIS OR DISSERTATION AND IS LONG  
ENOUGH TO SHOW THE INVERTED PYRAMID STYLE REQUIRED  
FOR YOUR DOCUMENT**

by

Jane S. Doe

Graduate Advisory Committee:

\_\_\_\_\_  
Jackie Smith, Chair Date

\_\_\_\_\_  
Haywood Brown Date

\_\_\_\_\_  
Paula Ashley Date

\_\_\_\_\_  
Priya Ranganathan Date

Approved for the Faculty:

\_\_\_\_\_  
Julie Baker, Dean Date  
College of Graduate Studies

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## APPENDIX: TITLE OF APPENDIX

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Mi massa quis est. Nam ut vehicula metus. Sed scelerisque massa vitae felis ornare rhoncus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

# More Than One Appendix

## APPENDIX A: TITLE OF APPENDIX A

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus fermentum pulvinar porttitor. Duis gravida, mi ac dictum tristique, orci libero euismod enim, sit amet suscipit enim nisi quis libero. Nam eu bibendum ex. In eu pellentesque nibh. Vestibulum imperdiet vitae tellus a porta. Donec in mattis sem. In est felis, mollis vel enim sit amet, dapibus ultrices lacus. Nam auctor fringilla dolor, in maximus mauris gravida et. Sed diam ligula, faucibus id ex nec, pulvinar bibendum dolor. Mauris eget tristique risus. Donec ex dui, convallis eget lobortis at, suscipit nec turpis. Maecenas feugiat laoreet dignissim. Nullam bibendum urna at semper vulputate. Aliquam ligula dui, aliquam eu nisi in, mattis gravida lorem. Pellentesque ac odio mauris.

Mi massa quis est. Nam ut vehicula metus. Sed scelerisque massa vitae felis ornare rhoncus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

## APPENDIX B: TITLE OF APPENDIX B

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus fermentum pulvinar porttitor. Duis gravida, mi ac dictum tristique, orci libero euismod enim, sit amet suscipit enim nisi quis libero. Nam eu bibendum ex. In eu pellentesque nibh. Vestibulum imperdiet vitae tellus a porta. Donec in mattis sem. In est felis, mollis vel enim sit amet, dapibus ultrices lacus. Nam auctor fringilla dolor, in maximus mauris gravida et. Sed diam ligula, faucibus id ex nec, pulvinar bibendum dolor. Mauris eget tristique risus. Donec ex dui, convallis eget lobortis at, suscipit nec turpis. Maecenas feugiat laoreet dignissim. Nullam bibendum urna at semper vulputate. Aliquam ligula dui, aliquam eu nisi in, mattis gravida lorem. Pellentesque ac odio mauris.

Mi massa quis est. Nam ut vehicula metus. Sed scelerisque massa vitae felis ornare rhoncus. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

## VITA

Sloan M. Parker was born in Orlando, Florida, on July 21, 1961. They attended elementary schools in the Orange County School District and graduated from Apopka High School with honors in June 1978. The following August they entered University of Florida and in August 1982 received the degree of Bachelor of Science in Mechanical Engineering. They entered Tennessee Technological University in August 2023 and received a Master of Science Degree in Mechanical Engineering in May 2025.



# Development & Refinement

- Work closely with advisor
- Share a draft of thesis/dissertation with your advisor for review
- Thesis/dissertation is shared with advisory committee
- Advisor/committee provide recommendations for changes and/or additions (including grammar, spelling, and content). The draft may be refined several times
- Pass defense
- Submit thesis/dissertation to advisory committee for final approval

## Next Steps:

- Submit Defense and Certificate of Approval forms to Grad Studies
  - Submit thesis/dissertation to ProQuest
- 

# Plagiarism & Artificial Intelligence

- Follow advisor's instructions & advice
- Tech Policy 216 – Student Academic Integrity:  
<https://tntech.navexone.com/content/dotNet/documents/?docid=1432&app=pt&source=browse&public=true>
- Citing AI

# Prepare your Document(s) for Submission

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- All papers need to be PDFs
- Fonts must be embedded (Instructions: [https://support.proquest.com/s/article/How-do-I-embed-my-fonts?language=en\\_US](https://support.proquest.com/s/article/How-do-I-embed-my-fonts?language=en_US))
  1. PDFs
  2. Word
  3. Adobe Acrobat
  4. LaTeX
- Security Method must be No Security in PDF file (Instructions: [https://support.proquest.com/s/article/ETD-Administrator-FAQ-How-can-I-view-or-change-the-security-settings-of-my-PDF-in-Adobe-Acrobat-Acrobat-Reader?language=en\\_US](https://support.proquest.com/s/article/ETD-Administrator-FAQ-How-can-I-view-or-change-the-security-settings-of-my-PDF-in-Adobe-Acrobat-Acrobat-Reader?language=en_US))
- Upload size limit exceeded (25 MB?): Use reduce file size and/or optimize options.

# Supplemental Files

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- If supplementary materials—such as audio, video, images, and spreadsheets—are part of your dissertation or thesis, you can submit them as supplementary files.
- Upload supplementary materials as part of the submission process.
- When uploading a supplemental file, include a brief description and select the media type.
- Zip files:
  - Files over 10 MB
  - Large numbers of files; files that have a directory structure
- Do not embed media files in your PDF.
- Describe files in your abstract.
- Describe files in an appendix/ces.

# Submitting Your Thesis/Dissertation to ProQuest

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All students submit their ETD (electronic thesis or dissertation) to the ProQuest ETD Administrator system for publication.

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ETD Administrator: a web-based tool that streamlines the submission and administration process for students and graduate schools.

# Ownership, Publishing, & Distribution

## **What are my ownership rights to my thesis/dissertation?**

As the author, you retain sole and complete ownership over your dissertation or thesis.

## **Does ProQuest “publish” dissertations?**

Primarily, ProQuest is an archiving and dissemination partner for thousands of institutions worldwide, enabling the works of their graduate students to become part of the larger scholarly record. Authors retain the copyright to their work. ProQuest retains a non-exclusive right to disseminate the dissertation. Because ProQuest assigns ISBNs to dissertations, inclusion in the database could be considered to represent a form of publishing. However, most publishers do not hold this viewpoint, dissemination via ProQuest complements and is in no way a substitute for monograph or scholarly journal publishing.

## **Can I distribute my dissertation elsewhere if I submit it to ProQuest?**

Yes, submission to ProQuest is non-exclusive, and authors are totally free to publish their work or make it available elsewhere at any time. Authors retain copyright and direct decisions regarding the dissemination of their work. Dissemination choices can be modified at any time after submission to ProQuest by contacting our customer service team.

## **If my dissertation is published into a book, will the copyright shift to the book publisher and will the dissertation need to be removed from ProQuest’s database?**

The copyright of the dissertation is held by the author. The author grants ProQuest the “license” – i.e. the right to display the dissertation on the ProQuest platform. The license is non-exclusive: the author has full authorization to publish a book or to have the dissertation available on another website. The work can exist in both places – both with ProQuest and elsewhere. In most cases, a book has considerable changes from the original dissertation and is defined as a derivative and not an exact replication. In some instances where an author has their dissertation turned into a monograph, the author can contact ProQuest at the request of the publisher and put a “do not sell” restriction on the work. This would prohibit ProQuest from selling the dissertation in formats such as downloadable PDFs and print copies. If you wish to request this option, please submit your request [here](#).

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<https://about.proquest.com/en/dissertations/proquest-dissertations-frequently-asked-questions/proquest-dissertations-authors-frequently-asked-questions/>

# Create an Account

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- Create an account at TTU's EDT Administrator portal at <https://www.ETDadmin.com/tntech/>.

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# Setting up account and log-in

ETD Administrator Login - Windows Internet Explorer

https://secure.etdadmin.com/cgi-bin/etdadmin\_login?form=etdadmin&request\_uri=http%3A%2F%2Fwww.etdadmin.com%2Fcgi-bin%2Fstudent%2Fetd

ETD Administrator Login

UMI ETD ADMINISTRATOR

Tennessee Tech UNIVERSITY

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**Welcome to the Tennessee Technological University-Office of Research and Graduate Studies Site**

ETD Administrator lets graduate students submit their completed dissertation or thesis to UMI Dissertation Publishing for publishing. There are several steps in the submission process, which ETD Administrator will walk you through. Your submission will be reviewed by the Graduate School for approval, before it is submitted to UMI Dissertation Publishing.

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ProQuest

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# Instructions

ETD Administrator - My ETDs - Windows Internet Explorer

http://www.etdadmin.com/cgi-bin/student/submitetd?siteId=130;submissionId=1;new=1

Signed in as: Jonathan Robert Sanders  
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UMI ETD ADMINISTRATOR

My ETDs | Resources & Guidelines | PDF Conversion

My Dissertation/Thesis List | Submit my ETD | My Profile | Help

### Submission Steps:

- Instructions**
- Publishing Options
- Publishing 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
- Submit

### Instructions

Welcome to the [Tennessee Technological University-Office of Research and Graduate Studies](#) ETD Administrator Site.

The ETD Administrator lets graduate students submit their completed dissertation or thesis to UMI Dissertation Publishing for publishing. Your submission will be reviewed by an administrator at your Graduate School before it is delivered to ProQuest/UMI.

#### Before you begin

Before you begin, please be sure you have the following:

- **Full text of the dissertation/thesis in PDF format.** This must be one file. If your manuscript is in Word or RTF format, you can convert to PDF using the [PDF Conversion tool](#). You also must embed fonts in the PDF. For tips on creating PDF files, see the [PDF FAQs](#).
- **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 Category.** Please choose one to three subject categories from the [Subject Category list](#), that best describe your dissertation/thesis' subject area.

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](#)

Internet 100% 4:12 PM

C

# Select Publishing Type

## Publishing Type

Select the publishing type below that best fits your interests and scholarly obligations. For assistance, consult your university and read our [Publishing Guides](#).

	<b>Traditional</b> <i>Free</i>	<b>Open Access</b> <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 <a href="#">topic-specific indexes</a>	★ Available on Web of Science & Google Scholar with links to full text as well as <a href="#">topic-specific indexes</a>
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 <a href="#">View agreement</a>	Non-exclusive; you retain all rights <a href="#">View agreement</a>
	Select Traditional	Select Open Access

# Traditional vs Open Access Publishing

Source:

[https://support.proquest.com/s/article/Traditional-vs-Open-Access-publishing?language=en\\_US](https://support.proquest.com/s/article/Traditional-vs-Open-Access-publishing?language=en_US)

## From ProQuest ():

If you choose open access publishing, the full text of your manuscript will be available freely through ProQuest. Anyone will be able to find and 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 \$95 fee to choose open access publishing.

If you choose traditional publishing, your manuscript will be available in a 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 our online store. With this option, you are eligible for [royalties](#) from your ProQuest publication. There is no cost to choose traditional publishing.

If you choose an option and change your mind in the future, you are able to change your publishing model at that time! We would send you a new publishing agreement for you to sign. If you switch from traditional to open access we will send instructions to pay the one-time \$95 fee; however, please note that we are not able to refund this fee if you switch from open access to traditional.

To update your publishing model, or for more information, please [submit a Dissertations & Theses support case](#) or Ill the Author & School Relations team at 800-521-0600 press 2 then 1.

# Delaying Release (embargo)

- You can select a publishing delay option (embargo) when submitting your paper to ProQuest. Your abstract and citation will be available in the ProQuest database, but the paper will not be publicly available until the embargo ends. To change embargo dates after your paper has been submitted to ProQuest (after graduation), email ProQuest at [disspub@proquest.com](mailto:disspub@proquest.com).



# Part 1

Select publishing option. Read and accept the publishing agreement.

The screenshot shows a web browser window titled "ETD Administrator - My ETDs - Windows Internet Explorer". The address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/pubAgree?siteId=130;submissionId=925;saved=1>. The page header includes the UMI ETD ADMINISTRATOR logo and a navigation menu with "My ETDs", "Resources & Guidelines", and "PDF Conversion". Below the header, there are tabs for "My Dissertation/Thesis List", "Submit my ETD", and "My Profile". The main content area is titled "Publishing Agreement" and contains the following sections:

- Submission Steps:** A list of steps with checkboxes: "Publishing Information:" (checked), "Publishing Options:" (checked), "Publishing agreement" (unchecked), "Contact Information" (unchecked), "About my dissertation/thesis:" (unchecked), "Dissertation/Thesis details" (unchecked), "PDF" (unchecked), "Supplemental files (optional)" (unchecked), "Notes (optional)" (unchecked), "Submission & Payment:" (unchecked), "Register U.S. Copyright" (unchecked), "Order copies" (unchecked), "Shipping Address" (unchecked), "Submit" (unchecked).
- Traditional Publishing Agreement:** A section with a heading and a paragraph: "This Agreement is between the author (Author) and ProQuest LLC, through its UMI® Dissertation Publishing business (ProQuest/UMI). Under this Agreement, Author grants ProQuest/UMI certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest/UMI."
- Section I. License for Inclusion of the Work in UMI® Publishing Program:** A section with a heading and a paragraph: "Grant of Rights. Author hereby grants to ProQuest/UMI the non-exclusive, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. Author further grants to ProQuest/UMI the right to include the abstract, bibliography and other metadata in the ProQuest Dissertations and Theses database (PQDT) and in ProQuest/UMI's Dissertation Abstracts International and any successor or related index and/or finding products or services."
- UMI® Publishing Program - Election and Elements:** A section with a heading and a paragraph: "The rights granted above shall be exercised according to the publishing option selected by Author on the previous Publishing Options screen, and subject to the following additional Publishing Program requirements:"
- Redistribution of the Work:** A bullet point: "Except as restricted by Author in the publishing option selected, the rights granted by Author automatically include (1) the right to allow sale and distribution of the Work, in whole or in part, by agents and distributors, including but not limited to commercial retail outlets and (2) the right to make the Abstract, bibliographic data and any meta data associated with the Work available to search engines and harvesters."
- Restrictions:** A bullet point: "ProQuest/UMI will use commercially reasonable efforts to restrict the distribution of the Work as provided under the publishing option selected by Author or as later elected by Author through direct contact with ProQuest/UMI. Such election is subject to Author's Degree Granting Institution Directives (see below). With respect to restrictions requested after submission of the Work, Author acknowledges that ProQuest/UMI cannot recall or amend previously distributed versions of the Work. Refer to [Guide 3](#) and [Guide 4](#) for information about access and restrictions."
- Removal of Work from the Program:** A bullet point: "ProQuest/UMI may elect not to distribute the Work if it believes that all necessary rights of third parties have not been secured. Refer to [Guide 5](#) for information about copyright and your dissertation or thesis. If Author's degree is rescinded, and the degree-granting institution so directs, ProQuest/UMI will expunge the Work from its publishing program in accordance with its then current publishing policies."
- Degree Granting Institution Directives:** A bullet point: "Author is solely responsible for any conflict between policies and directions of Author's degree-granting institution, Author's choice of publishing model, and/or any restriction Author places on the use of the Work. For the avoidance of doubt, ProQuest/UMI is not responsible for access to the Work that is provided by Author's degree-granting institution through its library or institutional repository. Author must work directly with Author's degree granting institution to ensure application of any restrictions to access relating to the Work by Author's degree granting institution."

The browser's taskbar at the bottom shows the Start button, several icons, and the system tray with the time 4:13 PM.

# Part 1

Select publishing option.  
Read and accept the publishing agreement.

The screenshot shows a web browser window titled "ETD Administrator - My ETDs - Windows Internet Explorer". The address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/pubAgree?siteId=130;submissionId=925;saved=1>. The browser window contains a form with the following elements:

- On the left side, there are three checkboxes: "Order copies", "Shipping Address", and "Submit".
- The main content area contains several paragraphs of text, including:
  - Removal of Work from the Program.** ProQuest/UMI may elect not to distribute the Work if it believes that all necessary rights of third parties have not been secured. Refer to [Guide 5](#) for information about copyright and your dissertation or thesis. If Author's degree is rescinded, and the degree-granting institution so directs, ProQuest/UMI will expunge the Work from its publishing program in accordance with its then current publishing policies.
  - Degree Granting Institution Directives.** Author is solely responsible for any conflict between policies and directions of Author's degree-granting institution, Author's choice of publishing model, and/or any restriction Author places on the use of the Work. For the avoidance of doubt, ProQuest/UMI is not responsible for access to the Work that is provided by Author's degree-granting institution through its library or institutional repository. Author must work directly with Author's degree granting institution to ensure application of any restrictions to access relating to the Work by Author's degree granting institution.
  - Copyright and Deposit with the Library of Congress.** At Author's option, as indicated in the Register U.S. Copyright screen of the online submission process, and upon payment of the applicable fee, ProQuest/UMI will submit an application for registration of **Author's copyright** in the Work in Author's name. In addition, regardless of whether copyright registration of the Work is sought, ProQuest/UMI may make a copy of the Work available to the Library of Congress in digital, microform or other format as required by the Library of Congress.
  - Publishing Fees and Royalties.** Author shall remit the publishing fees and the optional copyright registration fees as appropriate for the publishing option chosen by Author, and as specified by Author's degree-granting institution. Except as provided under the Traditional Publishing option, no royalties shall be due from ProQuest/UMI to Author.
  - Delivery of the Work.** Author shall provide to ProQuest/UMI the Work and all necessary supporting documents during the online submission process, according to [Guide 1: Preparing Your Manuscript for Submission](#).
  - Rights Verification.** Author represents and warrants that Author is the copyright holder of the Work and has obtained all necessary rights to permit ProQuest/UMI to reproduce and distribute third party materials contained in any part of the Work, including all necessary licenses for any non-public, third party software necessary to access, display, and run or print the Work. Author is solely responsible and will indemnify ProQuest/UMI for any third party claims related to the Work as submitted for publication.
- Section II. Rights pursuant to Traditional Publishing.**
  - Author's election of Traditional as the type of Publishing confirms Author's choice to have ProQuest/UMI publish the Work according to the Traditional Publishing option described below.
  - Traditional Publishing.** ProQuest/UMI may exercise the rights granted under Section I above including through the sale of individual copies of the Work in tangible or electronic media and/or as part of electronic database and reference products or services.
  - Publishing Fees and Royalties.** Author's payment of the dissertation or thesis publishing fee is a one-time, up-front fee. Author's institution may assess additional fees to be collected along with the publishing fee. ProQuest/UMI will pay royalties of 10% of its net revenue from sales of the Work, conditioned on Author maintaining a current address on record with ProQuest/UMI. Royalties will be paid when accrued earned royalties reach \$25.00. If, after 25 years, earned royalties do not accrue to at least \$25.00, ProQuest/UMI's royalty payment obligation will cease.

At the bottom of the form, there are two buttons: "Accept" and "Decline".

Below the form, there is a footer with the following text:  
[Tennessee Technological University-Office of Research and Graduate Studies](#)  
Copyright © 2008 ProQuest LLC. All rights reserved. [Terms and Conditions](#)  
The ProQuest logo is also visible.

The Windows taskbar at the bottom shows the Start button, several icons, and the system tray with the time 4:13 PM.

## Part 2

Enter contact information.

ETD Administrator - My ETDs - Windows Internet Explorer

http://www.etsdadmin.com/cgi-bin/student/contact?siteId=130;submissionId=925;saved=1?siteId=130;submissionId=925

File Edit View Favorites Tools Help

ETD Administrator - My ETDs

Signed in as: Jonathan Robert Sanders  
[My Profile](#) | [Sign Out](#)

UMI ETD ADMINISTRATOR

Tennessee Tech UNIVERSITY

My ETDs Resources & Guidelines PDF Conversion

My Dissertation/Thesis List Submit my ETD My Profile Help

**Submission Steps:**

- Publishing Information:
  - Instructions
  - Publishing Options
  - Publishing 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
    - Submit

**Contact Information**

Please enter your contact information. Required fields are marked with an asterisk (\*).

First Name\*:

Middle Name:

Last Name\*:

Country of Citizenship:

Institution\*: Tennessee Technological University

Permanent email address\*:   
Enter permanent email address, not your institution email address.

Country code (outside US) Area code Phone Extension

Phone Number:

Fax Number:

**Current Address:**

Country\*:

Street Address\*:

Street Address line 2:

Street Address line 3:

City\*:

Internet 100% 4:14 PM

start ETD Administrator - M... Microsoft PowerPoint ...

# Part 3

Enter details of the submission.

The screenshot shows a web browser window titled "ETD Administrator - My ETDs - Windows Internet Explorer". The address bar contains the URL: <http://www.etdadmin.com/cgi-bin/student/details?siteId=130;submissionId=925;saved=1>. The page header includes the UMI ETD Administrator logo and a user login status: "Signed in as: Jonathan Robert Sanders" with links for "My Profile" and "Sign Out". The Tennessee Tech University logo is also present.

The main navigation bar includes tabs for "My ETDs", "Resources & Guidelines", and "PDF Conversion". Below this, there are links for "My Dissertation/Thesis List", "Submit my ETD", and "My Profile", along with a "Help" icon.

The content area is divided into two main sections:

- Submission Steps:** A vertical sidebar on the left with the following options:
  - Publishing Information:
    - Instructions
    - Publishing Options
    - Publishing agreement
    - Contact Information
  - About my dissertation/thesis:**
    - Dissertation/Thesis details** (highlighted)
    - PDF
    - Supplemental files (optional)
    - Notes (optional)
  - Submission & Payment:**
    - Register U.S. Copyright
    - Order copies
    - Shipping Address
    - Submit
- Dissertation/Thesis Details:** The main form area with the following fields:
  - Title\*:** A text input field.
  - Year Manuscript Completed\*:** A dropdown menu set to "2008".
  - Degree/Department Information:**
    - Year Degree Awarded\*:** A dropdown menu set to "2008".
    - Degree Awarded\*:** A dropdown menu.
    - Department\*:** A dropdown menu.
  - Advisor/Committee Chair\*:** A section with the instruction "Enter your primary advisor(s), not your entire committee." and a table for name entry:

First Name:	Middle Initial:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
  - Committee Members:** A section with the instruction "(include up to 10)" and a table for name entry:

First Name:	Middle 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"/>
<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "4:16 PM".

## Part 3

Enter details  
of the  
submission.

ETD Administrator - My ETDs - Windows Internet Explorer

http://www.etdadmin.com/cgi-bin/student/details?siteId=130;submissionId=925;saved=1

File Edit View Favorites Tools Help

ETD Administrator - My ETDs

**Description of Dissertation/Thesis:**

Primary Subject Category\*:

Additional Subject Categories:

Keywords (include up to 6):

Abstract\*:

Need to format your abstract? See our [formatting hints](#).

Primary language\*:

[Tennessee Technological University-Office of Research and Graduate Studies](#)

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ProQuest

Done

start

ETD Administrator - M...

Microsoft PowerPoint ...

Internet

100%

4:17 PM

# Part 5

Upload supplementary files, in any.

The screenshot shows a web browser window titled "ETD Administrator - My ETDs - Windows Internet Explorer". The address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/supFile?siteId=130;submissionId=925;saved=1>. The page header includes the UMI ETD ADMINISTRATOR logo and navigation tabs for "My ETDs", "Resources & Guidelines", and "PDF Conversion". A user is signed in as Jonathan Robert Sanders, with links for "My Profile" and "Sign Out". The Tennessee Tech UNIVERSITY logo is also present.

The main content area is divided into two columns. The left column contains a sidebar with sections: "Submission Steps:", "Publishing Information:" (with checkboxes for Instructions, Publishing Options, Publishing agreement, and Contact Information), "About my dissertation/thesis:" (with checkboxes for Dissertation/Thesis details, PDF, Supplemental files (optional), and Notes (optional)), and "Submission & Payment:" (with checkboxes for Register U.S. Copyright, Order copies, Shipping Address, and Submit). The "Supplemental files (optional)" checkbox is selected.

The right column is titled "Supplemental Files (optional)" and contains the following text: "If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit them as supplemental files." Below this is a section for "Other supplemental file requirements:" with a question mark icon and a list of requirements: "Do not upload files that someone else holds rights to, such as third party software (for example, do not include a copy of Microsoft Excel software, although you can include an Excel data file). [More information](#)", "We recommend zipping large files (those over 10MB).", and "If you have a large number of files, or your files have a directory structure, please zip your files into a single archive for uploading."

There are two numbered sections for adding files. Each section includes an "Add File:" label, a text input field, and a "Browse..." button. A note below each input field states: "Note: do not add third party applications or software (Adobe reader, etc.)". Below each "Add File" section are "Description:" and "Media Type\*" labels with corresponding input fields and a dropdown menu.

At the bottom of the right column, there is a link: [Add another supplemental file](#). A "Save & Continue" button is located at the bottom of the sidebar.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 4:43 PM and Internet Explorer status.

## Part 6

Add any notes to the Graduate School.

The screenshot shows the UMI ETD Administrator interface in a Windows Internet Explorer browser. The browser's address bar displays the URL: `http://www.etdadmin.com/cgi-bin/student/notes?siteId=130;submissionId=925;saved=1`. The page title is "ETD Administrator - My ETDS".

The user is signed in as "Jonathan Robert Sanders" and is logged out of "Tennessee Tech UNIVERSITY". The page features a navigation menu with "My ETDS", "Resources & Guidelines", and "PDF Conversion". Below this, there are links for "My Dissertation/Thesis List", "Submit my ETD", and "My Profile".

The main content area is divided into two columns. The left column, titled "Submission Steps:", contains several sections with checkboxes:

- Publishing Information:**
  - Instructions
  - Publishing Options
  - Publishing 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
  - Submit

The right column, titled "Notes to Administrator (optional)", contains the following text:

Include any notes you have for the administrator at your graduate school who will be reviewing your submission.

**Need restrictions on your submission?**  
If you have patents pending related to your dissertation or thesis, or there are other reasons you might need a longer embargo or restriction on your work, please describe the reason here.

If you will be unreachable via email, note the best way to contact you here as well.

Below this text is a text input field labeled "Notes to Administrator:" with a "Clear" button to its right. The field is currently empty. Below the field, it says "(Maximum characters: 200)".

At the bottom of the right column is a "Save & Continue" button.

The browser's status bar at the bottom shows "Done", "Internet", "100%", and "4:44 PM". The taskbar at the very bottom shows the Start button and open applications: "ETD Administrator - M..." and "Microsoft PowerPoint ...".

Add a note to indicate your formatting style or that you used LaTeX here.

# Part 6

## Copyright.

The screenshot shows a web browser window titled "ETD Administrator - My ETDs - Windows Internet Explorer". The address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/regCopy?siteId=130;submissionId=925;saved=1>. The page header includes the UMI ETD ADMINISTRATOR logo and a navigation menu with "My ETDs", "Resources & Guidelines", and "PDF Conversion". A user is signed in as "Jonathan Robert Sanders" with links for "My Profile" and "Sign Out". The Tennessee Tech UNIVERSITY logo is also present.

The main content area is titled "Register U.S. Copyright" and contains the following sections:

- Submission Steps:** A sidebar menu with options: "Instructions" (checked), "Publishing Options" (checked), "Publishing agreement" (checked), "Contact Information" (checked), "Dissertation/Thesis details" (checked), "PDF" (checked), "Supplemental files (optional)" (unchecked), "Notes (optional)" (checked), "Register U.S. Copyright" (selected), "Order copies" (unchecked), "Shipping Address" (unchecked), and "Submit" (unchecked).
- Publishing Information:** A section with a heading "Publishing Information:" and a paragraph: "You can request UMI Dissertation Publishing to file for United States copyright on your behalf, for an additional charge of \$65.00".
- 1. Previous U.S. Copyright Registration:** A section with a heading "1. Previous U.S. Copyright Registration" and a paragraph: "Has registration for your published dissertation, or for an earlier version of the manuscript, been made with the Copyright Office?". Below this are two radio buttons: "Yes - copyright was previously filed" and "No".
- 2. Requesting ProQuest/UMI to file for U.S. Copyright Registration:** A section with a heading "2. Requesting ProQuest/UMI to file for U.S. Copyright Registration" and two radio buttons: "Do not file for copyright - I am requesting that ProQuest/UMI not file for copyright on my behalf." and "File for a new copyright - I am requesting that ProQuest/UMI file for copyright on my behalf.". Below the second radio button are two bullet points: "I understand that an additional fee of \$65.00 will be charged." and "I agree to the authorization statement below."
- Authorization to Apply for Registration of my Claim for Copyright:** A section with a heading "Authorization to Apply for Registration of my Claim for Copyright" and a paragraph: "I authorize UMI, to file in my behalf, an application for a claim of U.S. copyright, in my name, for my dissertation or thesis. UMI agrees to complete the application form, and file it, together with the registration fees and required deposit copie(s) of my dissertation or thesis, with the Copyright office. I represent to UMI that the information I have provided UMI on the accompanying information questionnaire is accurate." Below this is another paragraph: "I understand that I will receive the registration form from the Copyright Office."
- Registration Information:** A section with a paragraph: "If registration of this published manuscript, or an earlier version of the manuscript, has been made with the Copyright Office, I supply through this digital submittal the previous registration number and year of registration."

The browser's status bar at the bottom shows "Done", "Internet", "100%", and "4:44 PM". The taskbar at the bottom shows the Start button and open applications: "ETD Administrator - M..." and "Microsoft PowerPoint ...".

# Options for

## Part 7

Select option from one of those listed here.

There are many binding options available to you on ProQuest.

The screenshot shows the UMI ETD Administrator interface. The main content area is titled "Order Copies" and includes a "Buy more & save" section. The table below lists the available options:

Type	Size & Description	Price Per Copy*	Number of Copies
Hardcover	8x11, single copy	Buy more & save:	<input type="text"/>
		1-2	\$53.00
		3	\$47.70
		4	\$45.05
		5+	\$42.40
Hardcover	6x9 single copy	Buy more & save:	<input type="text"/>
		1-2	\$44.00
		3	\$38.67
		4+	\$37.25
Softcover	8x11, single copy	1+	\$38.00
Softcover	6x9, single copy	1+	\$32.00
Microfiche	105mm, single page format, single copy	1+	\$18.00

# Part 8

Submit.

The screenshot shows a web browser window titled "ETD Administrator - My ETDs - Windows Internet Explorer". The address bar shows the URL: <http://www.etdadmin.com/cgi-bin/student/payment?siteId=130;submissionId=925>. The page header includes the UMI ETD ADMINISTRATOR logo and a user profile for "Jonathan Robert Sanders" with links for "My Profile" and "Sign Out". The Tennessee Tech UNIVERSITY logo is also present.

The main navigation bar contains tabs for "My ETDs", "Resources & Guidelines", and "PDF Conversion". Below this, there are links for "My Dissertation/Thesis List", "Submit my ETD", and "My Profile", along with a "Help" icon.

The "Submission Steps" sidebar on the left lists various steps with checkboxes:

- Instructions
- Publishing Options
- Publishing 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
  - Submit**

The main content area is titled "Submit" and contains the following text:

Your dissertation/thesis is ready for submission. When you submit, it will be sent to your graduate school for review.

**Please verify submission first**  
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.

**Submission Summary:**

If changes are needed, you can make them using the links provided.

<b>Dissertation Details:</b>	<a href="#">Change</a>
Degree:	Doctor of Philosophy
Title:	Test
Abstract:	test
Subject Categories:	Engineering, Biomedical [0541] - primary Engineering, Chemical [0542]
Keywords:	fluids transport
PDF:	<a href="#">Change</a> (5.7 kB) <a href="#">View PDF</a>
<b>Publishing Options:</b>	<a href="#">Change</a> Traditional Publishing No restrictions

At the bottom of the main content area is a large blue button labeled "Submit Dissertation/Thesis".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "4:45 PM".

# Confirmation

The screenshot shows a web browser window titled "ETD Administrator - My ETDS - Windows Internet Explorer". The address bar contains the URL <http://www.etdadmin.com/cgi-bin/student/thanku?siteId=130;submissionId=925>. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the "UMI ETD ADMINISTRATOR" logo at the top left and a user login status at the top right: "Signed in as: Jonathan Robert Sanders" with links for "My Profile" and "Sign Out". Below the logo are three navigation buttons: "My ETDS", "Resources & Guidelines", and "PDF Conversion". The main heading is "Submission Complete: Thank You". The text on the page reads: "Thank you for submitting your dissertation/thesis. Please contact your [Graduate Office](#) with any questions regarding your submission. For quick access to your dissertation/thesis in the future, use the URL below. <http://www.etdadmin.com/cgi-bin/student/etd?siteId=130;submissionId=925>". A "Sign Out" button is located below the URL. At the bottom of the page, there are links for "Tennessee Technological University-Office of Research and Graduate Studies" and "Copyright © 2008 ProQuest LLC. All rights reserved. [Terms and Conditions](#)". The ProQuest logo is centered at the bottom. The browser's status bar at the bottom shows "Done", "Internet", "100%", and "4:46 PM". The Windows taskbar at the very bottom includes the Start button and open applications for "ETD Administrator - M..." and "Microsoft PowerPoint ...".

## Thesis/Dissertation Review Process

- Submit your paper to ProQuest no later than the date published in the [Graduate Student Calendar](#) (**Thursday, April 17**).
- After you submit your thesis or dissertation to ProQuest, the College of Graduate Studies will assign a reviewer from our office.
- Our reviewers primarily check for correct and consistent formatting. This includes verifying that the page numbers, margins, title page, Certificate of Approval, and vita are formatted as requested on this website. They may also ask for changes to other elements of your paper if anything questionable is noticed (e.g., a misspelling, incorrect tense, etc.).
- Depending on the length of your paper, time constraints for review, etc., the reviewer may request several rounds of changes. Our goal is to help you submit the most polished paper possible.
- Please monitor your email frequently for questions and requests for revisions.
- Requested revisions must be submitted no later than the date published in the [Graduate Student Calendar](#) (**Friday, May 2**).
- Please reach out to your reviewer or [gradstudies@tntech.edu](mailto:gradstudies@tntech.edu) if you have any questions.

# Publication Timeline

- The College of Graduate Studies submits all papers for the semester to ProQuest at the same time. This usually occurs approximately one week after commencement in Fall and Spring semesters or one week after the last day of classes in Summer semesters. This timeframe allows all degree requirements to be verified and degrees to be awarded before the papers are released.
- ProQuest will review your paper and contact you at the email associated with your ProQuest account if they have any questions or if any revisions are required. ProQuest's review process may take up to two weeks, and you'll receive a notification once your paper has been published.



# Resources & Assistance

# RefWorks

- RefWorks is a citation and research manager available to all Tennessee Tech students.
- The Volpe Library has information about creating a RefWorks account and more at <https://www.tntech.edu/library/refworks.php>.
- RefWorks Help, Quick Start Guides, and Tutorials: <https://refworks.com/RWShibboleth/help/508help/Welcome.htm>

# Volpe Library

## Citation Help:

<https://www.tntech.edu/library/cite-research.php>

## Research Help (Eagle Search, Interlibrary Loan, Get It Now, Google Scholar, and more):

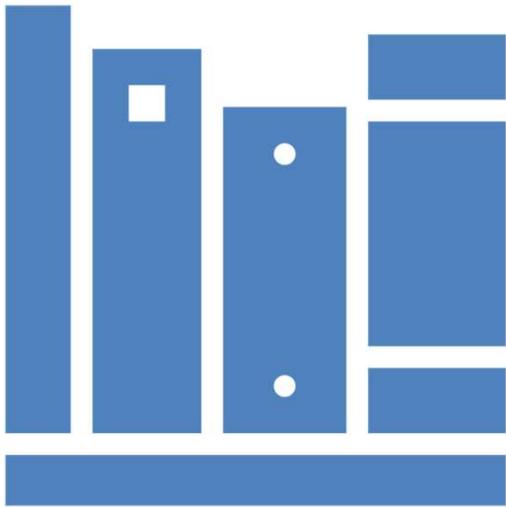
<https://www.tntech.edu/library/research-tools.php>

---

*Please contact Holly Mills for research help with EagleSearch, Google Scholar, or InterLibrary Loan.*

[hcmills@tntech.edu](mailto:hcmills@tntech.edu)

931-372-3544



# APA 7 Formatting & Manuscript Style

## APA 7 Style

- APA Style: <https://apastyle.apa.org/>
- Purdue OWL: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html)
- Scribbr: <https://www.scribbr.com/apa-style/format/>
- The 7th edition of the American Psychological Association's Publication Manual and the Concise Guide to APA Style (7th ed.) are excellent resources if you have access to them.

**Note:** The APA Style, OWL Purdue, Scribbr, APA 7 manual guidelines may recommend different formatting and style choices than those provided on this website. However, to maintain historical consistency, please follow the formatting instructions for **page numbers, margin, title page, Certificate of Approval,** and on our website. Do not use a running head.

## Manuscript Style

- [https://www.tntech.edu/graduatestudies/pdf/etd/Manuscript\\_formattingguidelines-updatedFeb2025.pdf](https://www.tntech.edu/graduatestudies/pdf/etd/Manuscript_formattingguidelines-updatedFeb2025.pdf)



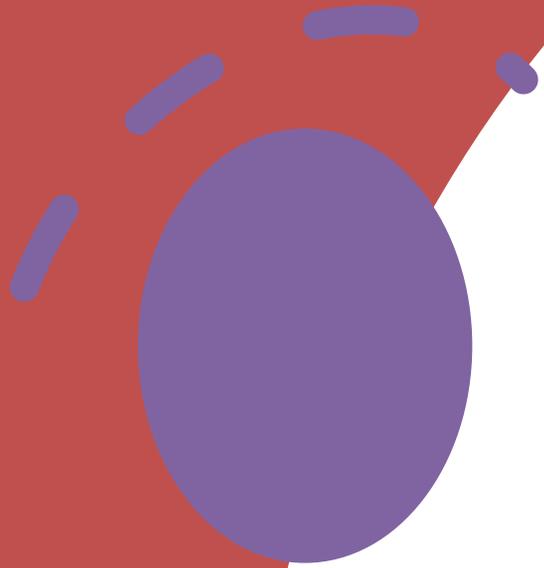
# Writing Assistance

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Your advisor and advisory committee member(s).

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The [Writing Excellence Studio \(WEST\)](#) offers free one-on-one writing consultation by appointment. They will not proofread or make edits to your paper, but they can help with grammar, language usage, citation, and other issues.



# RESOURCES



## ProQuest Bootcamp

Getting Started

Efficient Discovery  
and Research  
Curation

Developing a  
Productive Writing  
Plan



<https://about.proquest.com/en/dissertations/dissertation-elearning/>

# ProQuest - General Information and FAQs

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## ProQuest Resources & Help:

[https://support.proquest.com/s/product/dissertations-  
etd?language=en\\_US](https://support.proquest.com/s/product/dissertations-etd?language=en_US)

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## ProQuest FAQ – General, Submission and Technical Support, and PDF Questions: ProQuest FAQ

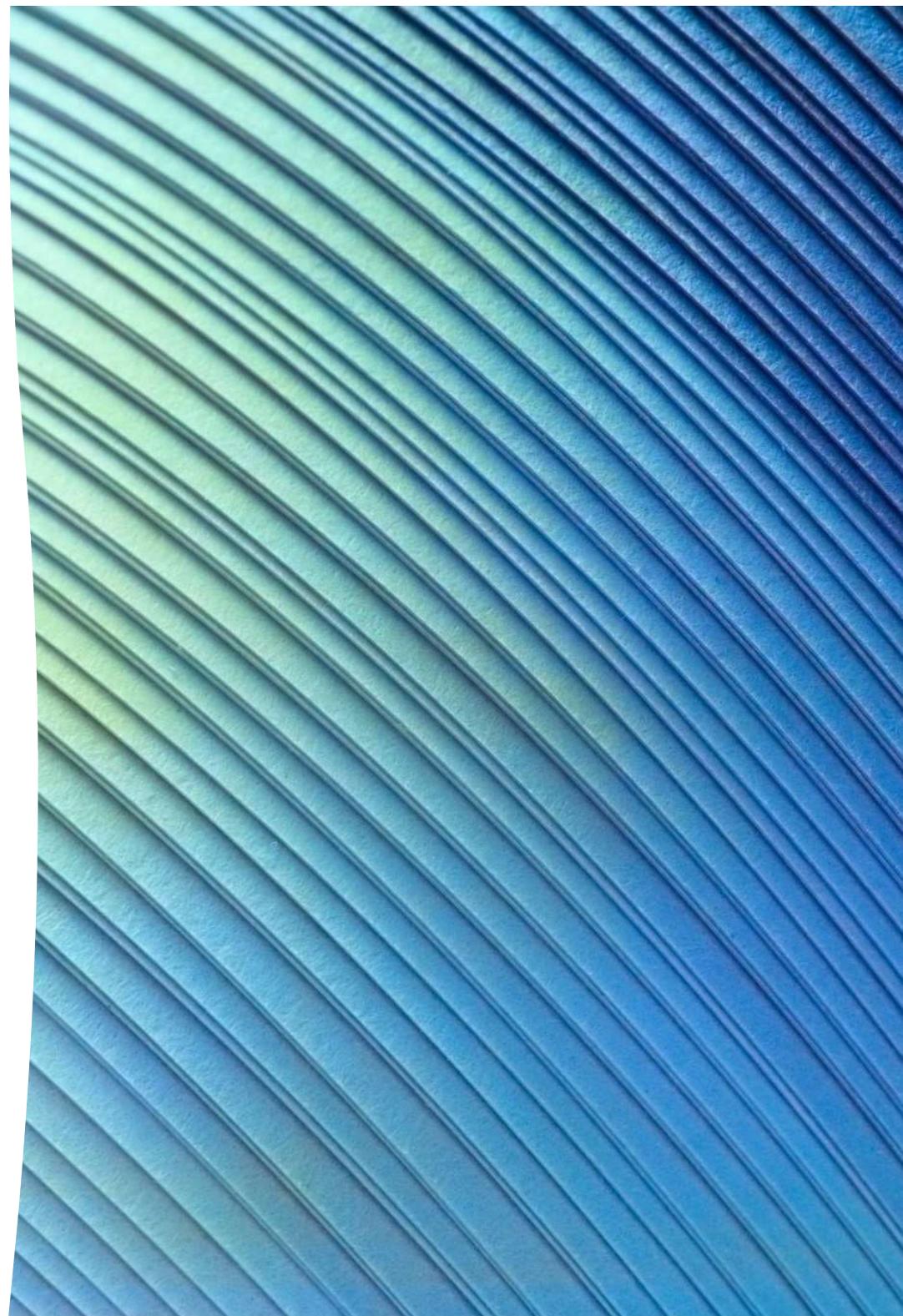
([https://support.proquest.com/s/article/ETD-Administrator-Frequently-Asked-Questions?language=en\\_US](https://support.proquest.com/s/article/ETD-Administrator-Frequently-Asked-Questions?language=en_US))

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## Author FAQ - Submission and Discoverability, Publication and Embargoes, and Publishing Rights Questions: Author FAQ

(<https://about.proquest.com/en/dissertations/proquest-dissertations-frequently-asked-questions/proquest-dissertations-authors-frequently-asked-questions/#aPQpub>)

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# Submitting to ProQuest

- **Create an Account at TTU's EDT Administrator Portal:**  
<https://www.etsadmin.com/tnitech/>.
- **Submitting Your ETD:** ([https://support.proquest.com/s/article/Submitting-your-ETD?language=en\\_US](https://support.proquest.com/s/article/Submitting-your-ETD?language=en_US))
- **Delayed Publishing (Embargo):** To change embargo dates after your paper has been submitted to ProQuest (after graduation), email ProQuest at [disspub@proquest.com](mailto:disspub@proquest.com).
  - ProQuest's Embargoes & Restrictions Guide (PDF) ([https://pq-static-content.proquest.com/collateral/media2/documents/umi\\_embargoesrestrictions\\_guide.pdf](https://pq-static-content.proquest.com/collateral/media2/documents/umi_embargoesrestrictions_guide.pdf))
- **Ordering a Printed Copy of Your Thesis/Dissertation:** You can order printed and bound copies for a fee during the submission process. Check if your department requires a bound copy. More information: Ordering Printed Copies (<https://about.proquest.com/en/dissertations/dissertation-copy-options/>)

# General Copyright Information:

- **Volpe Library – Copyright Basics:**  
<https://www.tntech.edu/library/copyright.php>
- Copyright Ownership PDF ([https://pq-static-content.proquest.com/collateral/media2/documents/copyright\\_dissthes\\_is\\_ownership.pdf](https://pq-static-content.proquest.com/collateral/media2/documents/copyright_dissthes_is_ownership.pdf))
- Why Copyright PDF  
(<https://about.proquest.com/globalassets/proquest/files/pdf-files/whycopyright.pdf>)
- Copyright Laws Around the World PDF  
([https://about.proquest.com/globalassets/proquest/files/pdf-files/copyrightlaws\\_world.pdf](https://about.proquest.com/globalassets/proquest/files/pdf-files/copyrightlaws_world.pdf))



## ProQuest Dissertations & Theses Subject Categories

- Select 1–3 categories
- More information:  
[https://support.proquest.com/s/article/ProQuest-Dissertations-Theses-Subject-Categories?language=en\\_US](https://support.proquest.com/s/article/ProQuest-Dissertations-Theses-Subject-Categories?language=en_US)

# ProQuest Contact

- Contact ProQuest at [disspub@proquest.com](mailto:disspub@proquest.com)



# Final Tips

- If you're not graduating and submitting your paper this semester, formatting requirements and processes may change.
- Start planning early and consult your advisor frequently.
- Review our online Thesis & Dissertation information:  
<https://www.tntech.edu/graduatestudies/etd/index.php>
- Start formatting early to avoid last-minute issues.
- Use consistent formatting.
- If you paste something from another source, choose either "merge formatting" or "keep text only" to preserve your document formatting.
- Seek feedback from peers and advisors during the writing process.
- Know what to expect before submitting your paper (copyright, traditional or open access publishing, etc.).
- Respond to our requests and inquiries as quickly as possible
- Use resources – ask/hunt for them if needed

# *final tips*

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Familiarize Yourself with Guidelines

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Know Your Deadlines

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Start Planning Early

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Consult Your Advisor Regularly

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Seek Feedback

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Write Consistently

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Understand Formatting Requirements

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Maintain Consistent Formatting

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Back-Up Your Work Regularly

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Ask Questions

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Prepare for Submission Early

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Perform a Final Review Before Submission

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Respond Promptly to Submission Reviews

# TTU College of Graduate Studies

<b>COLLEGE OF GRADUATE STUDIES</b>	<b>LUCINDA MORABITO</b>
<b><u><a href="mailto:gradstudies@tntech.edu">gradstudies@tntech.edu</a></u></b>	<b><u><a href="mailto:lmorabito@tntech.edu">lmorabito@tntech.edu</a></u></b>
<b>(931) 372-3233</b>	<b>(931) 372-3809</b>

## **Thesis and Dissertation Information:**

<https://www.tntech.edu/graduatestudies/etd/index.php>

## **Graduate Studies Calendar:**

<https://www.tntech.edu/graduatestudies/gcalendar.php>

## **Forms:**

<https://www.tntech.edu/graduatestudies/forms.php>