



## ProQuest/UMI Web Information Form

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Ohio University requires all doctoral students to file their final manuscript with ProQuest/UMI. ProQuest/UMI provides permanent storage for all OU dissertations through microfilms, sends a copy to the Library of Congress, and places the dissertation online in Dissertation Abstracts.

### Note:

- All doctoral students are required to pay a \$65 fee online to ProQuest/UMI.
- **Electronic Filers** are required to upload their information and a placeholder file to ProQuest/UMI (the final document is forwarded to ProQuest/UMI from OhioLINK).
- **Paper Filers** are required to upload their information and final PDF document to ProQuest/UMI.
- **FOLLOW THE INSTRUCTIONS ON PAGE TWO OF THIS DOCUMENT TO COMPLETE THE PROQUEST/UMI FORM.**

### When uploading to ProQuest/UMI:

- DO NOT HAVE PROQUEST/UMI REGISTER YOUR COPYRIGHT FOR YOU. If you are opting to register for a copyright, please go to [www.ohio.edu/etd](http://www.ohio.edu/etd) under Step 2 for instructions.
- DO NOT SELECT TO ORDER BOOKS FROM PROQUEST/UMI. ProQuest/UMI may take up to one year to process your book order. We recommend using faster and more affordable printers listed at [http://www.ohio.edu/graduate/upload/Local\\_Printer\\_02-11-09.pdf](http://www.ohio.edu/graduate/upload/Local_Printer_02-11-09.pdf).

**\*Print out this document and follow the instructions on page two to complete your upload to ProQuest/UMI.**

## **Section 6: To Upload Your Information to ProQuest/UMI (Dissertation Abstracts) for Doctoral Students filing Electronically**

1. All doctoral students filing electronically must upload their information and a placeholder PDF file called “Doc is sent electronically from OhioLINK to ProQuest” before they can graduate. (See instructions below for uploading this file.)
2. Go to [www.etsadmin.com/ohio](http://www.etsadmin.com/ohio)
3. Click “Submit my dissertation/thesis”.
4. To create a user account, click “Create an account,” provide information and click Sign Up.
5. An email will be sent to you immediately. In the email, click on “confirm your account” to start the submission immediately.
6. On the first screen, find the box titled “ATTENTION OHIO UNIVERSITY STUDENTS, READ AND FOLLOW THE IN INSTRUCTIONS IN THIS BOX ONLY:” and click “Continue” at the bottom of the screen.
7. Choose “Restricts” or “No Restricts” for your manuscript and click “Save & Continue”.
8. Review Traditional Publishing Agreement and click “Accept”.
9. Enter personal information and click “Save and Continue”.
10. Enter Dissertation Details:
  - a. Copy and paste the exact title from your paper into this title field (if your title is in uppercase, please edit it into title case—uppercase the first letter of all major words).
  - b. Enter the “Year Manuscript Completed”.
  - c. Enter the “Year Degree Awarded”.
  - d. Select “Degree Awarded” from drop down list.
  - e. Select “Department” from drop down list.
  - f. Enter Advisor and Committee Member names.
  - g. Enter “Primary Subject Category.” (You can enter up to three in the following fields.)
  - h. Enter “Keywords” (search terms).
  - i. Copy and paste “Abstract” from your Word document into the “Abstract” field. Click “formatting hints” link if needed.
  - j. Select “Primary Language”.
  - k. Click “Save & Continue”.
11. First, open this file <http://www.ohio.edu/graduate/upload/Document-will-be-forwarded-electronically-from.pdf>, save on your computer, click the “Browse” button to upload this PDF file called “Doc will be forwarded electronically from OhioLINK to ProQuest” and then click “Save & Continue”.
12. Do not upload any Supplementary files and click “Save & Continue” at the bottom of the screen.
13. Enter note to administrator if desired and click “Save & Continue”.

14. Select “Do not file a copyright.” DO NOT HAVE PROQUEST/UMI REGISTER YOUR COPYRIGHT FOR YOU. If you are opting to register for a copyright, please go directly to <http://www.copyright.gov/forms>. Registering a copyright is an *additional fee of \$35* paid directly to the U.S. copyright office online. This process is less costly and will not hold up the filing of your document at ProQuest/UMI.
15. Click “Save & Continue”.
16. For book order, click “Decline – do not order” to continue. DO NOT SELECT TO ORDER BOOKS FROM PROQUEST/UMI. ProQuest/UMI may take up to one year to process your book order. Because of this, we recommend using faster and more affordable local printers or other more immediate online providers, listed at [http://www.ohio.edu/graduate/upload/Local\\_Printer\\_02-11-09.pdf](http://www.ohio.edu/graduate/upload/Local_Printer_02-11-09.pdf).
17. Review all information entered and click “Submit Dissertation”.
18. Check the summary of order and click Done.
19. Click on the link at the bottom under “For quick access to your dissertation/thesis in the future, use the URL below” and print this page with the manuscript number for your record.
20. TAD Services will be notified immediately via email that you have uploaded your document.