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Note: ETD is short for “electronic theses and dissertations.”

Submitting your work

- 1. You will be submitting the final version of your thesis or dissertation (the one that you submitted for the completion of your degree).** As such, it should already be formatted per the requirements of your graduate program. Contact your advisor or the director of your program if you need this information.
- 2.** Save your thesis or dissertation as a PDF.
- 3.** You will be asked for several pieces of information as you submit your work. Have the following ready:
 - The name of your college (you will choose this from a list)
 - The name of your advisor (and committee members, if you had them)
 - Your degree and the year it was awarded (you will choose this from a list)
 - Title and abstract of your work
 - Descriptive keywords: Think of 1-6 terms that you think best describe the topic of thesis or dissertation.
 - Optional supplementary files: Any images, data, or other files that are integral to your project, but are not part of the full text of your work, can be uploaded separately as a part of the submission process. Have these readily available.
- 4.** Go to <http://www.etdadmin.com/> and follow the prompts.
 - Plan to spend about 30 minutes to complete the submission process.
 - ProQuest will notify you by email when your work is “live” and accessible.

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