

Proquest Workshop Pdf-Center for Student Success

ProQuest Workshop

Formatting your Thesis or Dissertation before Final Copy Submissions

Before we begin

- This is not a formatting workshop
- Contact william_farina@rush.edu, brandiann_molby@rush.edu, jacqueline_walker@rush.edu or studentsuccess@rush.edu for specific questions and problems with formatting
- All of this information is available on the [CSS website](#)

You: I've defended my thesis. Can I finally graduate?

Rush: Your last task is to console these orphans and widows.

*****Format check submission upon deadlines and submission of a properly formatted final copy are requirements for Graduation*****

Overview of today's presentation

1. Dates and deadlines
2. How to submit your manuscript for a format check
3. The format check process
4. Common formatting problems
5. Notes and recommendations for copyediting

Dates and Deadlines

(all of this information is on the CSS website)

Graduation Checklist & Key Deadlines

Apply for Graduation

1. Complete your [Intent to Graduate](#) form by 11:59 p.m. on **February 23, 2019** to verify your name and order regalia.
2. Students not enrolled in DNP, PhD, or thesis-track master's programs do not have to complete the **Degree Approval** form; program directors and coordinators will do this for them. Program directors will communicate with DNP, PhD, and thesis-track master's students regarding the Degree Approval form process. **Completed forms** are due to the Office of the Registrar by the **last day of the graduation term**.
3. Doctoral students, please submit your [dissertation title](#) by February 23, 2019 to have it listed in the Commencement program.
4. Update your [diploma address](#) to ensure your diploma is mailed to the correct address.
5. If applicable, complete the [Name Change](#) form by February 23, 2019

Graduation Checklist & Key Deadlines

Register for the Commencement Ceremony

- Attending the Commencement ceremony is optional, but completing the [Intent to Graduate](#) form is not.
- Please be aware that selecting 'Yes' to attending Commencement allows, for purposes of the ceremony only, release of directory information. See the Rush University Graduation and Commencement [policy](#) for more information.
- Use [NameCoach](#) to record your name for the Commencement name reader by March 29, 2019.
- Attend GradFest! GradFest event details can be found [here](#). Get your picture taken in your regalia, record a message for your guests and meet with offices in prep for Commencement.
- Review the [Commencement Information for Students](#) page for specific details about the ceremony.
- Graduates participating in the Commencement ceremony will be handed a diploma cover when walking across the stage. Diplomas will be mailed approximately 2-3 weeks after degree conferral.

Meet All Graduation Requirements

Meet with your faculty advisor and ensure the completion of the Degree Approval form by the last day of your graduation term.

Key deadlines

Formatting Submission: March 15th, 2019

Defense: April 1st, 2019

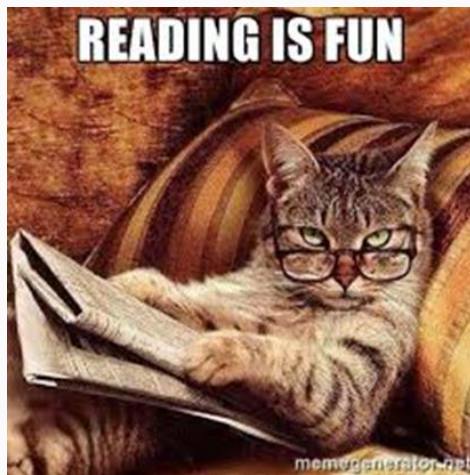
Final Submission: April 15th, 2019

***These dates are subject to your department.
Speak with your advisor***

How to submit your manuscript
for a format check

Before submitting for a format check

- Read our manual
- Consult the blank checklist template linked on our website



ProQuest - ETD Administrator

1. Create an account in Rush's ETD Administrator platform
2. Upload your manuscript in PDF form to the ETD Administrator
3. Complete all steps to fully submit your document

This is what our website looks like.

Start here ->

The screenshot shows a web browser window with the URL <https://rushu.libguides.com/c.php?g=871977>. The page header is green with the RUMC Library logo and a menu icon. Below the header is a breadcrumb trail: Rush University Medical Center / LibGuides / CSS Thesis/Dissertation Formatting / Submission Process. The main title is "CSS Thesis/Dissertation Formatting". A vertical green chat button labeled "CHAT" is on the right. A horizontal menu lists: Submission Process, Formatting Manual and Checklist, Deadlines, ProQuest ETD, FAQs, and Contact Us. The "Submission Process" section is expanded, showing a list of steps: 1. Ensure your manuscript is formatted correctly. You will find all the information regarding format, deadlines, and submission in the manual. 2. Submit your unfinished manuscript and complete the format check by the required deadlines. Please consult the formatting manual and/or the deadlines webpage for more information. 3. Defend your thesis or dissertation. 4. Complete any necessary revisions and submit your completed manuscript. 5. Submit your completed manuscript with your **approval ballot** by the final deadline. Below the list, it says "Click **here** to log into ProQuest ETD and upload or review your manuscript submission." The footer contains "Last Updated: Jan 2, 2019 6:21 PM", the URL, a "Print Page" link, and a "Login to LibApps" link.

RUMC Library

Rush University Medical Center / LibGuides / CSS Thesis/Dissertation Formatting / Submission Process

CSS Thesis/Dissertation Formatting

CHAT

- Submission Process
- Formatting Manual and Checklist
- Deadlines
- ProQuest ETD
- FAQs
- Contact Us

Submission Process

As the final component of your graduation requirements, you must complete each step in the formatting process, as follows:



1. Ensure your manuscript is formatted correctly. You will find all the information regarding format, deadlines, and submission in the manual.
2. Submit your unfinished manuscript and complete the format check by the required deadlines. Please consult the formatting manual and/or the deadlines webpage for more information.
3. Defend your thesis or dissertation.
4. Complete any necessary revisions and submit your completed manuscript.
5. Submit your completed manuscript with your **approval ballot** by the final deadline.



Click **here** to log into ProQuest ETD and upload or review your manuscript submission.

Last Updated: Jan 2, 2019 6:21 PM | URL: <https://rushu.libguides.com/c.php?g=871977> | [Print Page](#) | [Login to LibApps](#)

Submit using this link to our ETD page

1. create your ProQuest ETD account



 [Log In](#) 

[Home](#) [Training and Support](#) [Resources & Guidelines](#) [Submitting Your Dissertation/Thesis](#) [About ETD Administrator](#)


Make your thesis or dissertation available to the research community with **ProQuest ETD Administrator**

At Rush University


Here's why:

- It's easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into Rush University repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global
- Our university resources and guidelines just a click away


Here's the workflow:




1. Submit
You




2. Review
Your institutional administrator



3. Review & Approve
You and your administrator



4. Deliver
Your administrator, to ProQuest

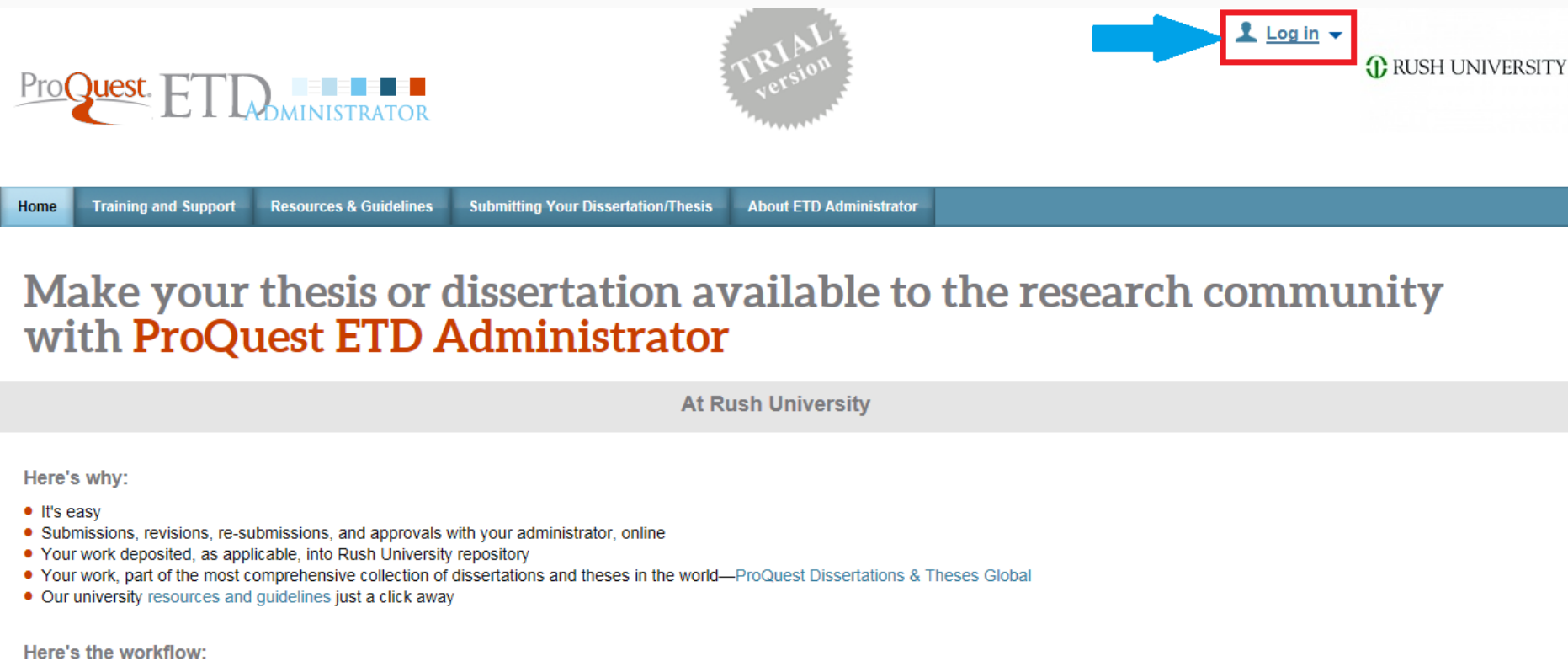


5. Done
Your work is now on ProQuest!

[Sign up and get started today!](#)
[Already signed up? Log in](#)

[Institutional Administrators—Learn more](#) | [Explore our demo site](#)

2. Click Log In in the top right corner of the ProQuest ETD website.



The screenshot shows the ProQuest ETD Administrator website. At the top, there is a blue header with the text "2. Click Log In in the top right corner of the ProQuest ETD website." Below the header, the website layout includes a navigation bar with links: Home, Training and Support, Resources & Guidelines, Submitting Your Dissertation/Thesis, and About ETD Administrator. The main content area features the ProQuest ETD Administrator logo, a "TRIAL version" badge, and a "Log in" button highlighted with a red box and a blue arrow. The Rush University logo is also visible. Below the navigation bar, the main heading reads "Make your thesis or dissertation available to the research community with ProQuest ETD Administrator". A sub-heading "At Rush University" is displayed. The "Here's why:" section lists five bullet points: "It's easy", "Submissions, revisions, re-submissions, and approvals with your administrator, online", "Your work deposited, as applicable, into Rush University repository", "Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global", and "Our university resources and guidelines just a click away". The "Here's the workflow:" section is partially visible at the bottom.

ProQuest ETD ADMINISTRATOR

TRIAL version

Log in

RUSH UNIVERSITY

Home Training and Support Resources & Guidelines Submitting Your Dissertation/Thesis About ETD Administrator

Make your thesis or dissertation available to the research community with **ProQuest ETD Administrator**

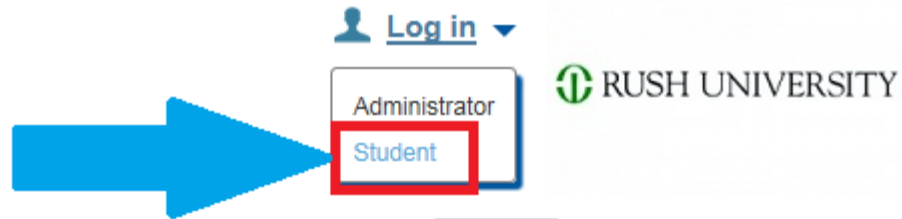
At Rush University

Here's why:

- It's easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into Rush University repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global
- Our university resources and guidelines just a click away

Here's the workflow:

3. Click **Log in** and click on **Student**



4. The Log in page will load. Click the **Create new student account** link.

ETD Administrator @ Rush University


Log in

Username

Password

[Forgot your password?](#)

[Create new student account](#)



Rush University

5. Please complete all of the required fields on the new student account page and click **Create** to submit the form.

ETD Administrator @ Rush University

Welcome to the Rush University Site

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

Create new student account

[Log in](#)

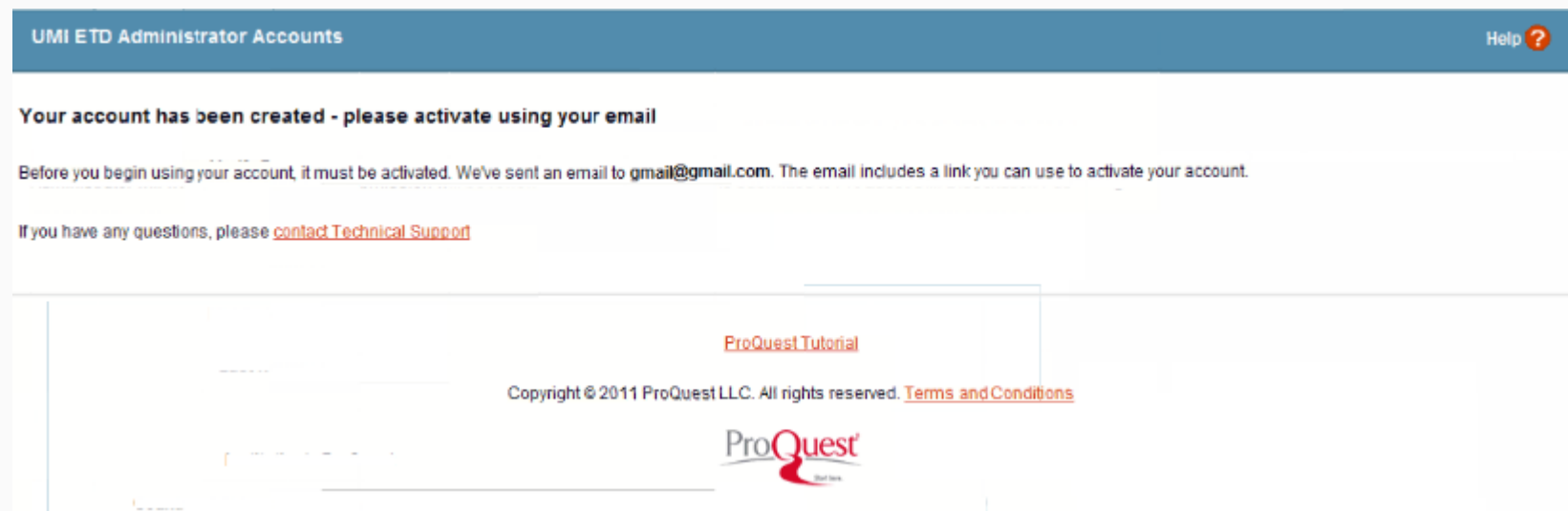
* Required

Email address *

Confirm email address *

First name *

6. You will receive confirmation that your account was created.



7. You will be sent an email to confirm your account.

From: UMI ETD Administrator <etdadministrator@proquest.com>
Date: Wed, Sep 14, 2011 at 12:14 PM
Subject: UMI ETD Administrator: Account Confirmation
To: gmail.com@gmail.com

Thank you for creating your account with UMI ETD Administrator. You can use this account to submit dissertations/theses, or to access other products and services from ProQuest/UMI, including Community of Scholars Expertise Profiles and CSA MyResearch.

Please **confirm your account** to continue submitting your dissertation/thesis.

If you experience problems clicking the link above, copy the URL below and paste it into your browser:
<http://www.etdadmin.com/cgi-bin/activateacct?accountId=1596550;siteId=395;tool=student>

Still having trouble logging in? Please email us at etdsupport@proquest.com

Regards,
UMI ETD Administrator

<http://www.etdadmin.com>
http://www.proquest.com/products_umi/dissertations

Please do not reply to this email. It is an unattended mailbox. If you need assistance, please contact [Dissertations & Theses Support \(http://www.etdadmin.com/cgi-bin/techsupport?category=login;siteId=395\)](http://www.etdadmin.com/cgi-bin/techsupport?category=login;siteId=395)

Please check your spam or junk mail folder if you do not receive the confirmation email in your inbox. If you do not receive the confirmation contact ProQuest to create an account for you.

8. Now you are ready to login and begin the submission process.

Log in

Username


Password

[Forgot your password?](#)

[Create new student account](#)

[Rush University](#)

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 ProQuest
Start here.

My ETDs

Resources & Guidelines

PDF Conversion

My Dissertations

is List

Submit my ETD

My Profile

Help ?

Submission steps:

Publishing information:

☒ Instructions

☐ PQ publishing options

☐ ProQuest/UMI agreement

☐ IR publishing options

☐ University 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

ETD will walk you through each of these steps. They are all required, but most of your selections can be changed later.

It will all feel very “final” but don’t worry—nothing will be published or sent to ProQuest before your degree is conferred.

Questions about ETD:

I haven't defended yet...is that okay?

Yes!

Should I make a new account for final copy..?

Always "Log in" and revise your original account.

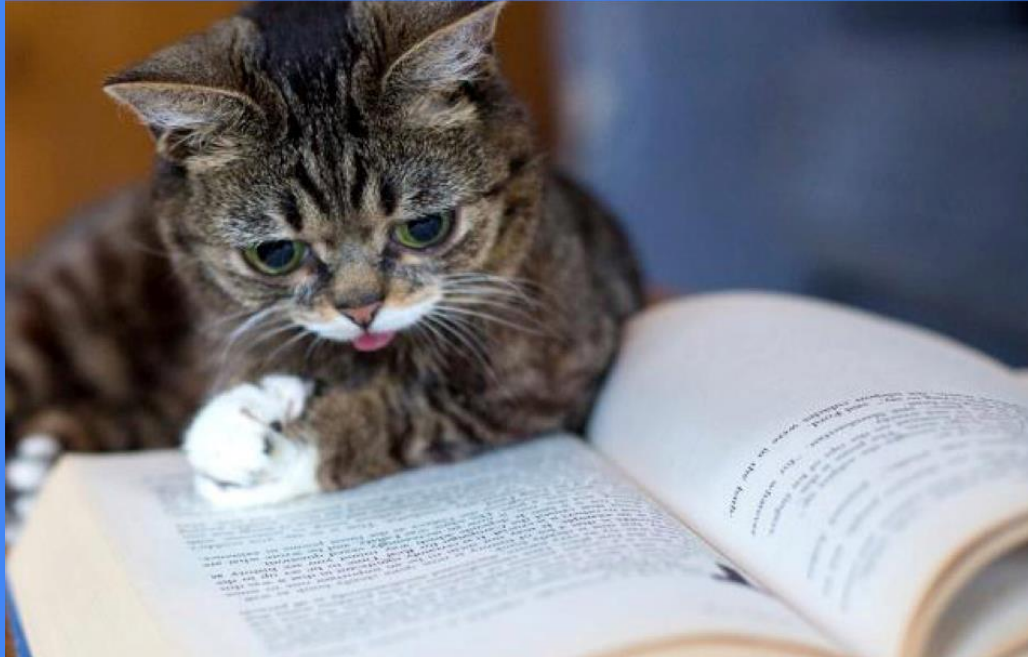
How much do I need to submit?

...

What is **required** in your submission

- ❑ All Front Matter (Title Page, Copyright, Table of Contents, Preliminary lists)
- ❑ At least two chapters (or 50% of a thesis)
- ❑ All Back Matter (Appendices, Bibliography or Reference List, Approval Sheet)

The format check process



Things We Check (an abridged list)

Spacing

Paragraph spacing

Footnotes/references

Spacing around headings

Margins

Measurable space, not settings

Grammar, accuracy, and style

Acknowledgments, preface dedication, abstract, vita

Citations and citation style

Irregularities are red flags

Table of Contents

Accuracy

Consistency

Spacing and indentation

Subheadings

Follow the Manual or your style guide consistently

Formatting Checklist

The Center for Student Success will use this checklist to approve the format of your manuscript. Do not include this checklist as part of your manuscript. We highly recommend that you also use this checklist to review your manuscript before you submit it for the format check and before you submit your final approved version

FORMATTING CHECKLIST

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Name:
Program:
Date:

<input type="checkbox"/>	The manuscript has received credit for the format check, but requires revision. You must resubmit your revised manuscript ten days before the final deadline for the current degree conferral period.
<input type="checkbox"/>	The manuscript needs a second format check before receiving credit, and requires some revision. You must resubmit your revised manuscript within ten days of receipt of this notice in order to be eligible for this degree conferral period.
<input type="checkbox"/>	The manuscript has not been approved and needs substantial revision. You must resubmit your revised manuscript within ten days of receipt of this notice in order to be eligible for this degree conferral period.

When X appears before an item, it requires revision.

When appears before an item, it does not require any further revision.

Any additional comments will appear in red.

General Format

Typeface and Margins.

☐ 1-in. margins are not used throughout the manuscript.

☐ Not a 12-point font throughout the manuscript.

☐ Font(s) are not Roman, serifed fonts.

Spacing.

☐ Not double spaced in places.

☐ Block quotes not single spaced.

☐ Spacing irregularity in List of Tables, List of Figures, or Lists of Other Materials.

☐ Extra space at bottom of pages between sections or before tables or figures.

☐ Extra space after headings or subheadings.

Page Numbering.

☐ Page numbers not in the upper right hand of the document.

☐ Page numbers not within the 1-inch margin.

☐ Page numbers are not in 12-point font, in places or throughout.

☐ Page numbers are not in Roman, serifed fonts.

☐ Page numbers are not in the same font as the main text.

☐ Title page is showing its page number.

☐ Dedication page is showing its page number.

☐ Front matter does not use lower case Roman numerals, in places or throughout.

☐ First page of the main text does not begin with the Arabic numeral 1.

☐ Running head is used in places throughout the manuscript.

General Requirements.

☐ Manuscript contents are not in the correct order.

☐ Headings have inconsistent use of bold in each section.

☐ Needs proofreading throughout.

Front Matter

Title Page.

☐ Title of thesis or dissertation is missing, incomplete, or inconsistent.

☐ Text of your full name, previous degrees, and years of those degrees is incorrectly formatted.

☐ Candidacy statement is missing, incomplete, or incorrectly formatted.

☐ Copyright statement is missing, incomplete, or incorrectly formatted.

☐ Date is not the year of your degree conferral.

☐ Running head is used on the title page.

☐ Margins, text placement, or spacing is incorrect in places.

☐ Title page displays its page number.

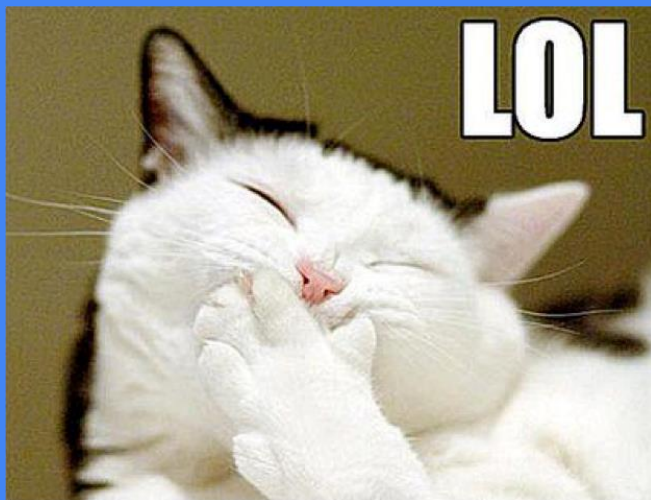
☐ Needs proofreading.

Heading Hierarchies

- ☐ Should be consistent within and across all chapters and any appendices with original material.
- ☐ Should not include extra spaces before or after
- ☐ Should follow a conventional style.
- ☐ Pages should not end with a heading.
- ☐ Do not make up your own.

Common Formatting Problems

Your defaults hate you
and want you to die.



Notes and recommendations for copyediting

Tips

- ❑ Avoid switching between different computers.
- ❑ Make each section or chapter a separate document. Then compile together as pdfs once you are finished with everything.
- ❑ Use full citations when writing drafts and shorten them later.
- ❑ Use the blank checklist included at the back of our manual to do the formatting to the best of your ability.

Tips: using a style sheet

Style Sheet

What style book are you following? Chicago Manual of Style, 16 th ed. What dictionary are you following? Merriam-Webster's Collegiate Dictionary, 11th ed.	Abbreviations Footnote if using No contractions; reword	Bibliography/footnotes Alphabetize letter by letter (not word by word) Arrange multiple works by author alphabetically (not chronologically) Full citations for each new chapter (treat like separate docs) Indent first line of footnote	Capitalization Down style Subheads: sentence style
Dates	Design .3 tab Left-align first paragraph of chapter and first paragraph after subhead. Indent first line of footnote	Lists Align left (vertical) Follow Chicago for in-line (right and left parens, serial comma, flush and hang)	Punctuation Serial comma One space after sentences No hyphens ☹
Numbers Follow Chicago	Typography Text: Times 12 Footnotes: Times 11 Level I and II subs: boldface	URLs Will not hyperlink. In hard copy all text must be black	Misc.

