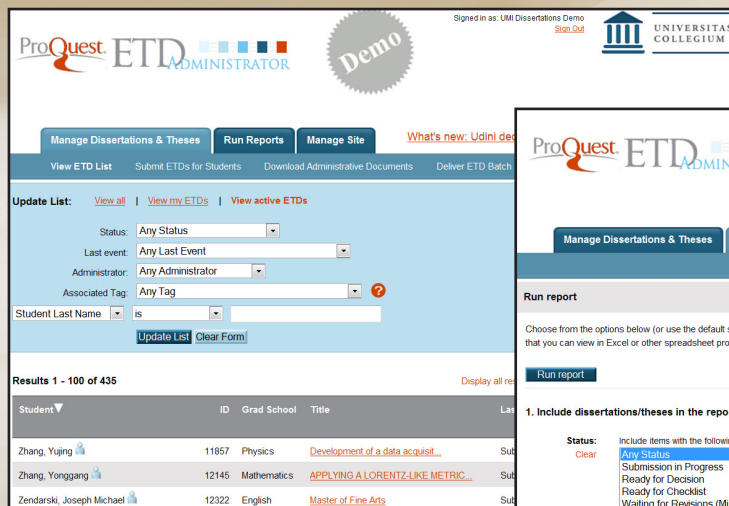




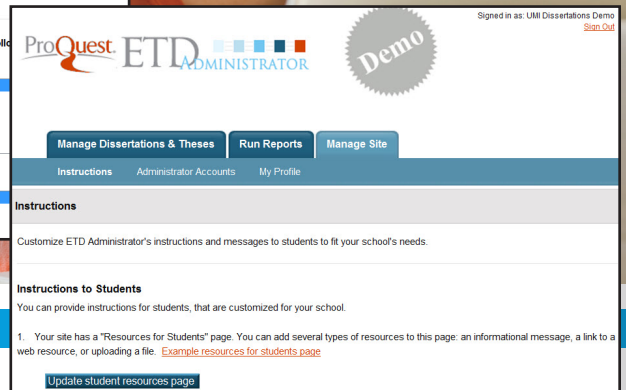
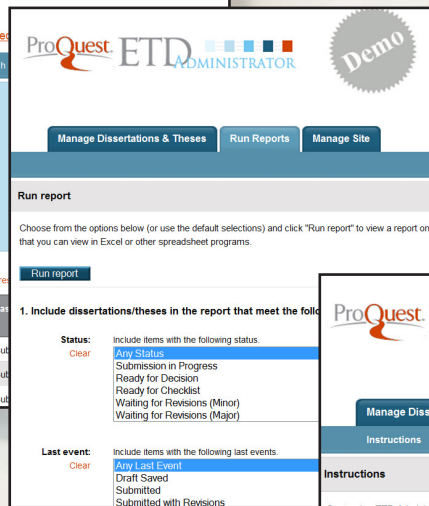
PROQUEST.COM

**TRUSTED  
WORKFLOW TOOL**  
FOR STREAMLINING  
ARCHIVING AND  
DISSEMINATION OF  
GRADUATE RESEARCH





Visit <http://www.etsadmin.com> to see how easy it is to manage submissions, including customizable features such as a "Resources for Students" page.



## EASY, COMPLIMENTARY SUBMISSIONS MANAGEMENT

### DISSERTATIONS AND THESES REPRESENT YOUR INSTITUTION'S MOST VALUABLE INTELLECTUAL ASSETS

Since 1938, ProQuest has acted as a trusted steward in archiving, preserving, and disseminating the scholarly record for thousands of leading institutions worldwide. Our archive preserves scholarship—protecting our institutional partners and the academic community as a whole. And, we are committed to providing broad and sustainable access to this vital work that advances research while supporting author career development and respecting their rights to make their own dissemination decisions.

### THE EASY WAY TO MANAGE AND OPTIMIZE SUBMISSIONS

The ProQuest ETD Administrator system helps to manage and optimize the electronic submission of dissertations and theses. It simplifies and speeds up the submission process for students and graduate administrators alike by moving all steps online and eliminating the need to box and ship paper copies of each dissertation or thesis.

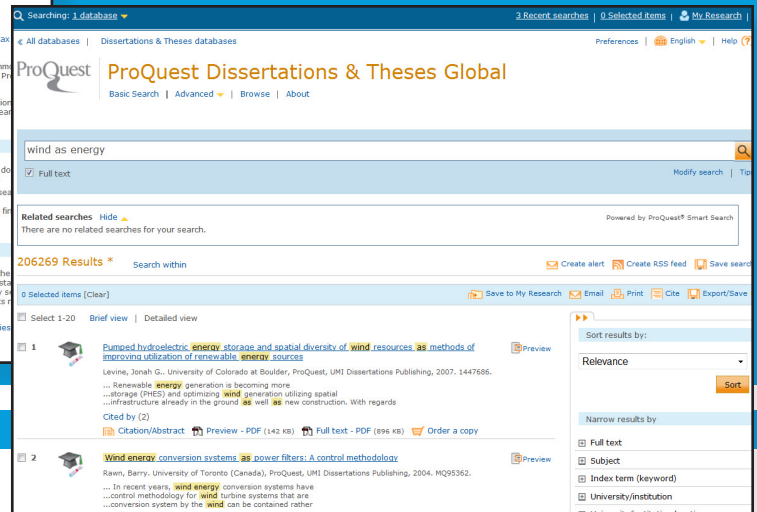
When you partner with ProQuest, we will set up your complimentary and unique ETD Administrator system and provide you with administrator-level access. Then, you can:

- Request students to upload their graduate works, and receive alerts to review and edit submissions either individually or in batches
- Communicate with student authors about their submissions
- Send submissions through to ProQuest
- Run reports on submissions sent to ProQuest
- Have the prepublication versions of each submission posted to your FTP site or Institutional Repository

### FAST, SIMPLE SUBMISSION WITH SUPERIOR PUBLICATION

- Online submissions typically are processed twice as quickly as paper submissions.
- Students log on, input their information, and upload their manuscripts for review by your school's site administrator—usually in less than an hour. All instructions and guidance are at their fingertips.
- Manuscripts submitted digitally retain their original appearance, with color images, graphics, and crisp, clear text.

Make your graduate output available through PQDT Global with other leading academic databases from ProQuest.



## GLOBAL VISIBILITY IN PROQUEST DISSERTATIONS & THESES GLOBAL

- Digital submission via ETD Administrator allows for faster inclusion in ProQuest Dissertations & Theses Global (PQDT Global), the world's most comprehensive collection of dissertations and theses.
- PQDT Global enhances visibility of your dissertations and theses by providing a single, unified access point for an extensive, trusted collection of 1.7 million graduate works and 3.8 million A&I records that has been designated as an official offsite repository for the U.S. Library of Congress. More than 90,000 new North American works are added to the database each year.
- Comprehensive historic and ongoing coverage from universities ensures effective and efficient results, and a multiyear program of partnerships with international universities and national associations is significantly expanding international coverage. Initial content partners include University College London, London School of Economics and Political Science, University of Cardiff, University of Leicester, University of Aberdeen, University of Bath and University of Valencia. PQDT Global's curated content platform with expert metadata reduces noise in search results so users can quickly find your works. Direct access to full text and the ability to cross-search PQDT Global with other ProQuest journal and ebook subscriptions integrates your works into the research process.
- Disseminating your institution's dissertations and theses with ProQuest is the best method of ensuring that research gains the widest possible dissemination among the greater academic community. It also enhances the global visibility of authors as dissertations and theses in PQDT Global are indexed in leading subject databases, such as Chemical Abstracts, Sociological Abstracts, ABI/INFORM, MLA International Bibliography, MathSciNet, SciFinder, ERIC, Institute of Physics (IOP), and PsycINFO.

## THE MANAGEMENT TOOLS YOU NEED

- **Easier administration:** Administrators log on to review and manage submissions, communicate with students about their submissions, and send them off to ProQuest for publishing when they are ready. No more boxes to ship, and no more shipments to track.
- **Online payment by credit card:** Through ETD Administrator, students can pay their publishing fees (if applicable), copyright registration fees (optional), or purchase print copies of their graduate works (optional) using a credit/debit card—eliminating bookkeeping for you.
- **Free delivery to the library:** When submissions are sent through to ProQuest, the ETD Administrator can post the pre-print versions of the same submissions to a library FTP site.

## WHO'S ALREADY ONLINE?

More than 600 institutions are currently using ProQuest's tool. You can find a current list at:

[www.etsadmin.com/cgi-bin/main/schoolslist](http://www.etsadmin.com/cgi-bin/main/schoolslist)



PROQUEST.COM

# START HERE FOR GLOBAL VISIBILITY

## COMPLIMENTARY SET UP, MAINTENANCE, AND TECHNICAL SUPPORT

Four easy steps for digital submission of dissertations and theses:

1. Visit <http://www.etsdadmin.com>, see the demos, and fill in the Web form to register for ETD Administrator, the free tool to upload graduate works.
2. Review your customized ETD Submission Website. Creation of your site takes approximately two weeks or less; and you will be contacted by ProQuest to arrange a one-hour webinar tutorial.
3. **Begin digital submissions.** Introduce the process into your Graduate Program so students may submit their dissertations and theses. Ongoing support and help desk are available.
4. **See submitted works as they will appear in ProQuest Dissertations & Theses database** through your own portal site or via your institution's subscription to the complete database.

ProQuest offers a full suite of services that can help to increase the reach and impact of graduate works through all available channels, including institutional repositories.

SEE THE DEMOS AND PARTICIPATING INSTITUTIONS AT [PROQUEST.COM/GO/ETD](http://PROQUEST.COM/GO/ETD)

Find out more at [www.proquest.com/go/dissertations](http://www.proquest.com/go/dissertations), contact us at 800.521.0600, ext. 72793, or email Dr. Marlene Coles, Partner Relations Manager, at [marlene.coles@proquest.com](mailto:marlene.coles@proquest.com), to discuss the submission process.

