

Electronic Thesis and Dissertation Information Session

Hosted by Graduate Enrollment Management Services (GEMS)
University of Washington Graduate School



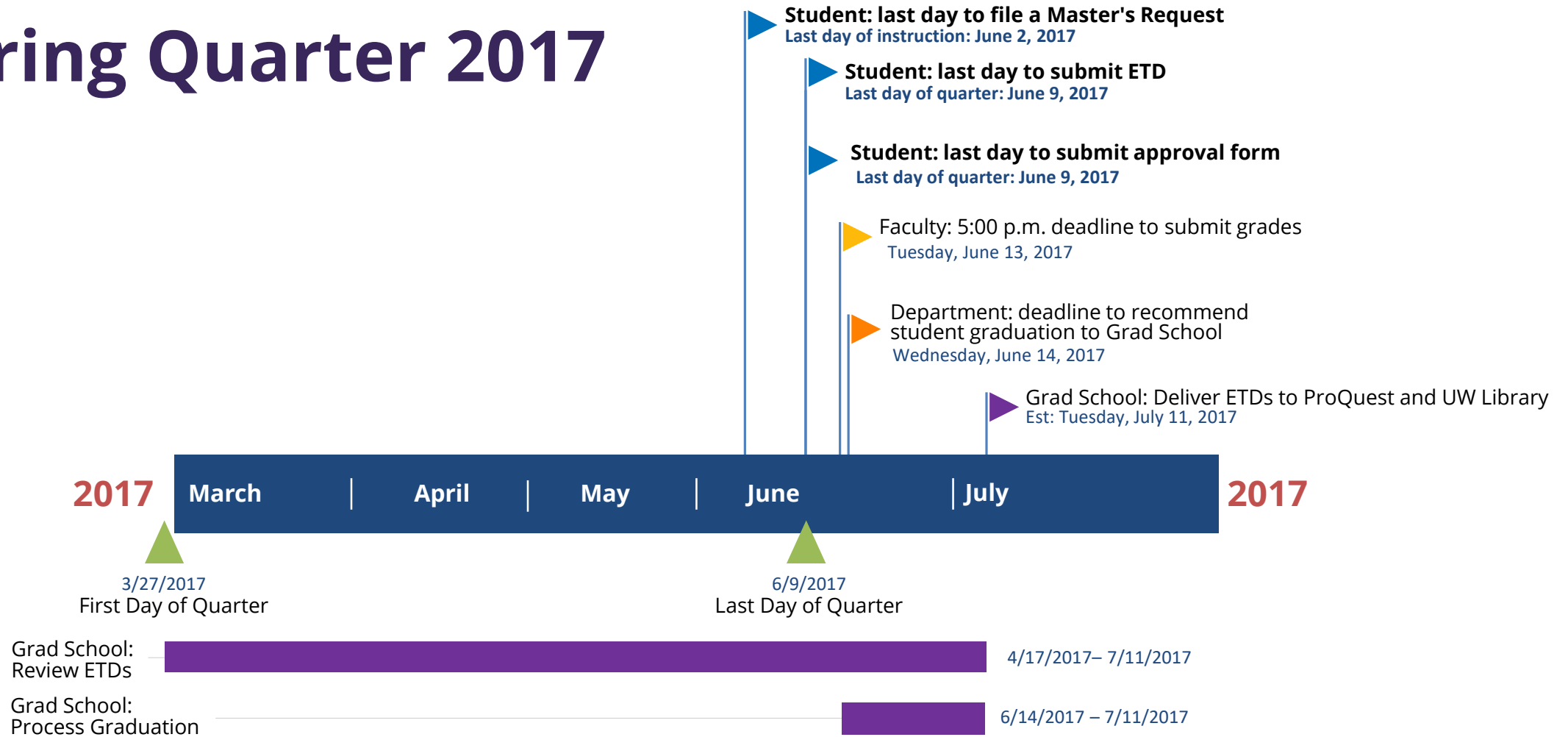
Topics to Cover

- The Big Picture: Graduation
- Dates & Deadlines
- Student Responsibilities
- Required Sections for Your Document
- Common Formatting Mistakes to Avoid
- Committee Approval Forms
- Open Access and Publishing Options
- ETD Submission Process
- Registration Waiver Fee
- Commencement

The Big Picture: Graduation

- Student
- Graduate Program Advisors
- Faculty
- Supervisory Committee (Master's students)
- Reading Committee (Doctoral students)
- Department Graduate Program Advisors (GPAs)
- UW Graduate School
- UW Libraries
- Graduation and Academic Records (GARS) Office
- Office of Ceremonies - Commencement

Graduation Timeline: Spring Quarter 2017



Student Responsibilities

- Submit your Master's Request and schedule exams (PhD students) through MyGrad Program
- Meet deadlines!
 - Submit your ETD early, if possible, to guarantee priority review.
- Make sure the required sections (title page, copyright page, abstract) are *complete, accurate* and *proofread* before submission.
- Read the publishing/distribution agreements- confer with the UW Library if unsure of which option to select.
- Understand copyright basics.
- Understand open access and delayed release options.
- Check your email for revision requests after submitting your ETD.
- Above all: Ask questions!

Preparing Your Manuscript for Submission (Including Supplemental Files)

Submit as a PDF

When submitting a page-based manuscript of your dissertation or thesis, it must be submitted to ProQuest Dissertation Publishing in Adobe PDF format. When preparing your PDF, be sure to do the following:

- Embed all fonts (further information is provided below related to embedding fonts)
- Make sure there is no password protection on the PDF
- Ensure that security settings allow printing
- Format as individual, single pages

Note: As part of our normal process, ProQuest inserts an extra page in the front of every published manuscript.

Verify Proper Formatting

ProQuest Dissertation Publishing makes no changes to the formatting or content of submitted manuscripts. Therefore, the burden of how the manuscript looks when it is accessed or printed is entirely the responsibility of the author. ProQuest strongly recommends that individual authors take responsibility for reformatting the document into Adobe PDF, for checking the reformatted document for accuracy, and for submitting the PDF document to the graduate school or library for publication.

Digital Format Specifications	
File format manuscript	Adobe PDF required. NO compression; NO password protection; NO digital Signature. You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.
Multimedia files and formats	Digital preservation best practices typically recommend including multimedia content as supplemental files, rather than embedding multimedia in PDFs. ProQuest will accept multimedia content of all file types. File types listed below will be migrated by ProQuest. File types other than those listed below are not guaranteed to be migrated.
Images	GIF (.gif); JPEG (.jpeg); TIFF (.tif)
Video	Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpeg)
Audio	AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)
Margins	Left: 1"; Right: 1"; Top and Bottom: 1" Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least 1/2" from edge of page.
Fonts	Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt, Arial or 12pt, Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.
Line spacing	Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript; except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.
Color	Native digital manuscripts will appear in color when viewed electronically. Microfilm and print reproductions will NOT preserve color; colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is color-coded or based on color shading may not be interpretable. For best results, have color photographs reprinted in black and white by a professional lab.
Reproduction	PDF and Print reproductions will include all color material. Microfilm reproductions will NOT preserve color; colors will appear in shades of gray.

ProQuest ETD Formatting

Preparing Your Manuscript for Submission (Including Supplemental Files)

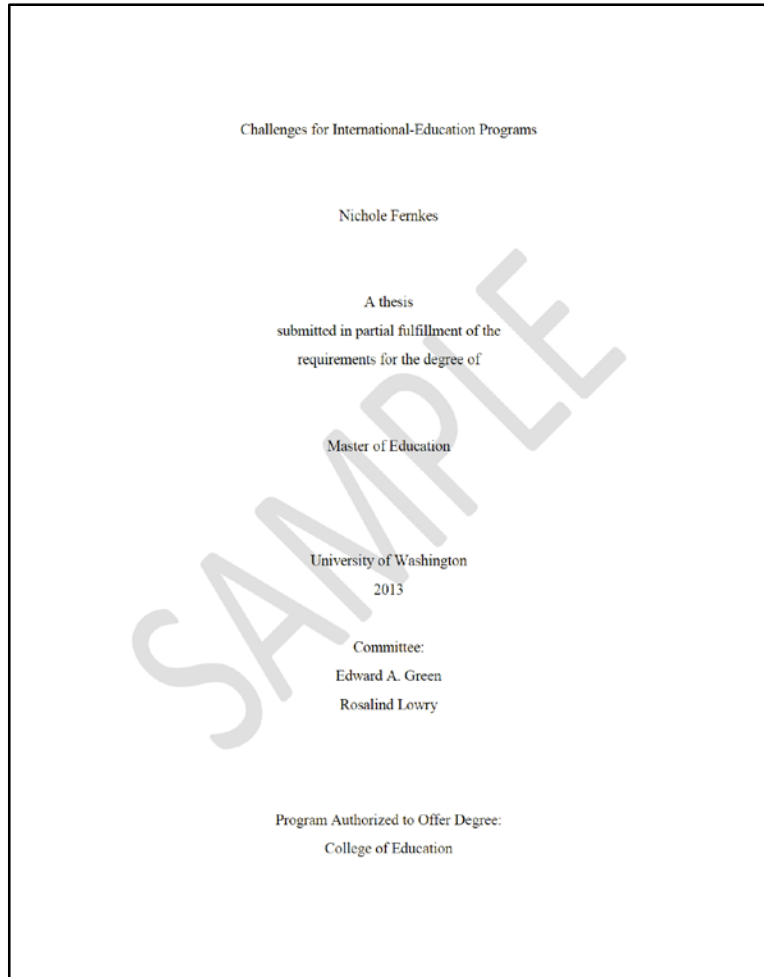
Provides guidance on how to embed fonts and other issues important to preparing your manuscript for submission, including:

- File Formats – manuscript and multimedia
- Margins
- Fonts
- Line Spacing
- Color
- And more...

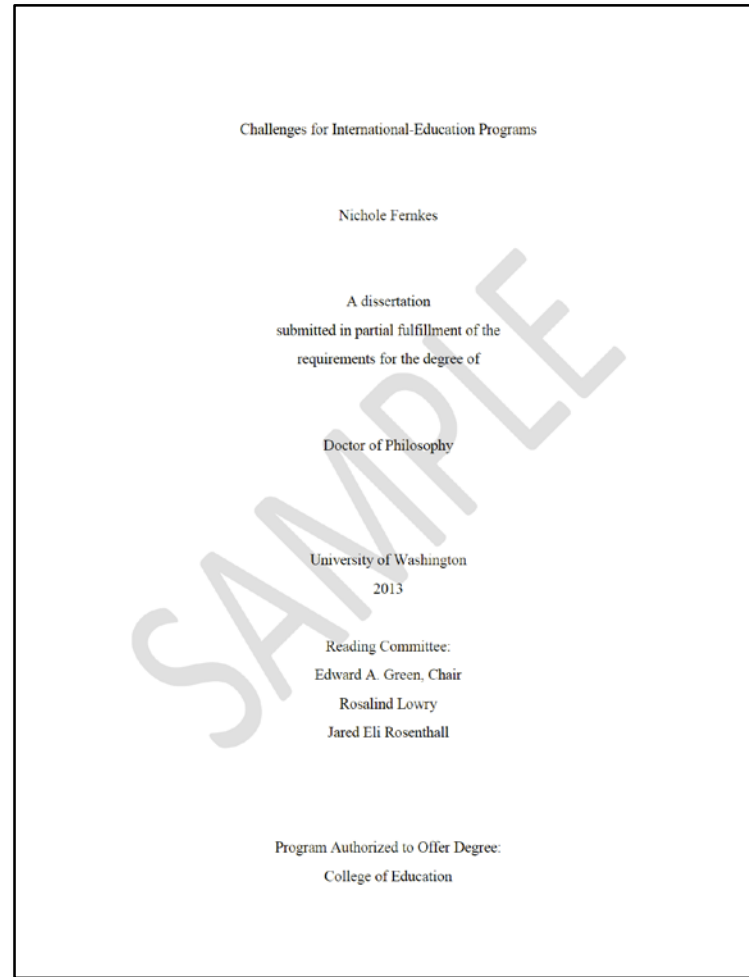


Required Sections for Your Document

Title Page – Copyright Page – Abstract



**Master's Thesis
Title Page**

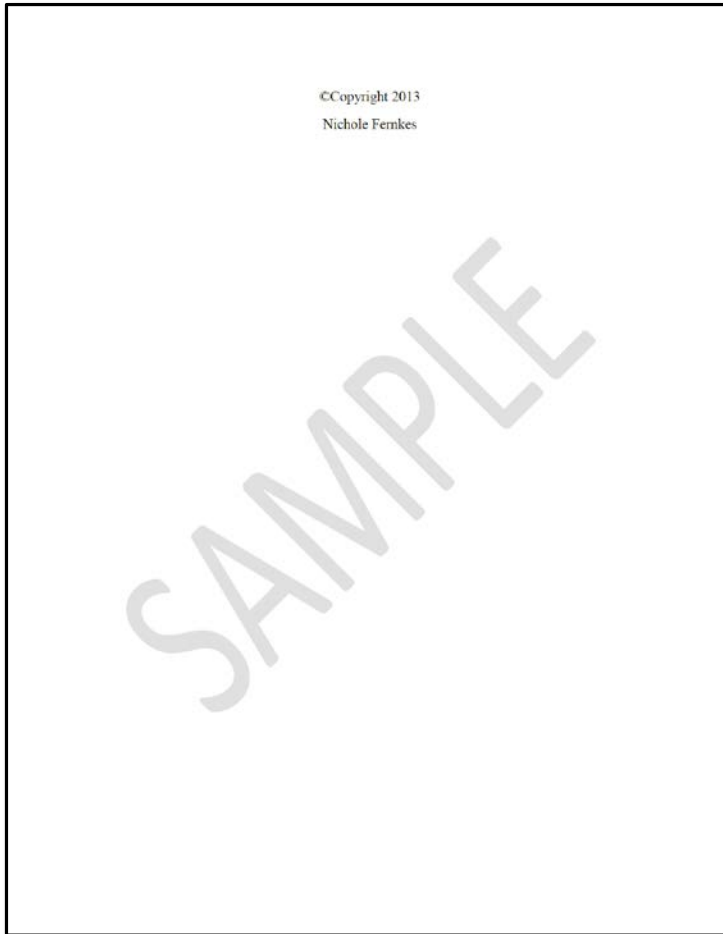


**Doctoral Dissertation
Title Page**

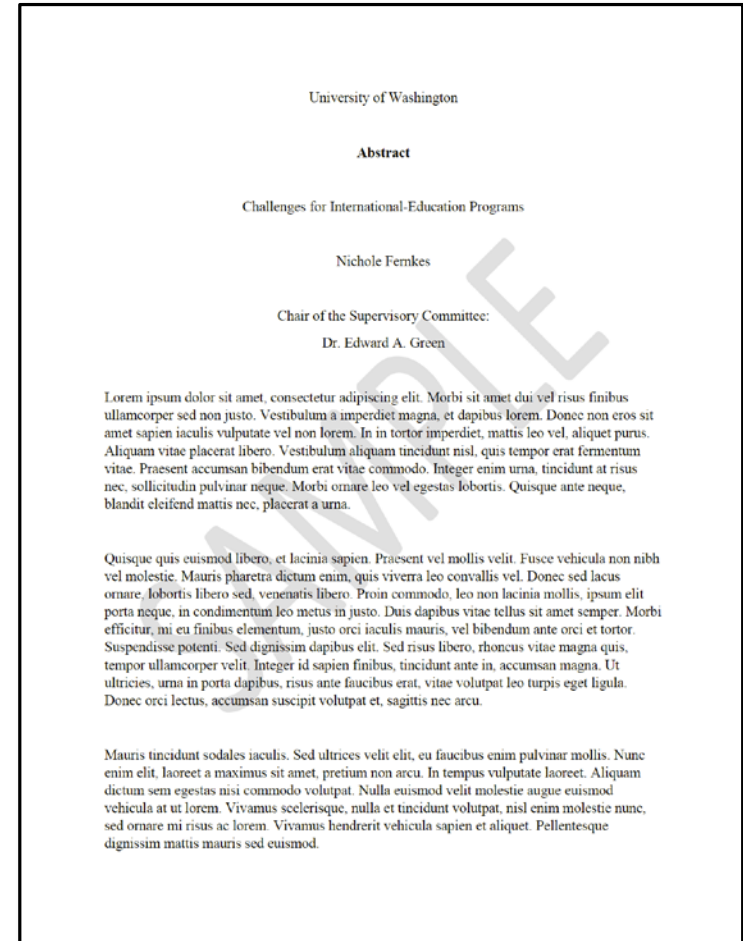
- **Remember** to review the document templates available on the Graduate School website

Required Sections for Your Document

Title Page – Copyright Page – Abstract



Copyright Page



Abstract

Required Sections for Your Document

Title Page - Copyright Page - Abstract

What are we looking for?

- **Completeness**
 - Is all of the information there? Have you included the three required sections?
- **Accuracy**
 - Is your degree title correct? Is your name listed as it appears on your official UW record (preferred or legal name)?
- **Proofread**
 - Does your ETD title match your degree request? Are your committee members' names spelled correctly?
- Refer to the [ETD Checklists](#) and [Required Sections for Your Document](#) Resources

Title Page- Common Corrections

- Name must appear as it does in your official UW record
 - Preferred name may be used, if entered via **identity.UW.edu**
- Ensure you are using the correct sample pages (*Ph.D. vs Master's*)
- Name of Degree
 - Ex: **Master of Science** (Civil Engineering) vs. **Master of Science in Civil Engineering**
 - Not sure? Refer to your *unofficial transcript* or *MyGrad Program*
- Year is the year you are graduating
 - (not: 2013-2017)
- Committee Member Names
 - Omit Professional Titles (Dr., Professor, PhD...)
 - Avoid using nicknames
- Avoid blank pages between required sections

[Title of your document]

[Your name]

A thesis
submitted in partial fulfillment of the
requirements for the degree of

[Name of Degree]

University of Washington
[Year (no day or month) of graduation]

Committee:
[Name of committee member]
[Name of committee member]

Program Authorized to Offer Degree:
[Name of program]

Sample MS Title Page

ETD Title Page- Common Corrections

Program Authorized to Offer Degree:

- Not sure what to list? Refer to the drop-down selection in ProQuest
- Avoid using specifics from your *degree title* in the program name. Generally, this is the department or college awarding your degree.
- Exclude the specific UW campus from the program name
- Contact your GPA or GEMS at uwgrad@uw.edu with questions!

The screenshot shows the ProQuest ETD Administrator interface. The left sidebar contains a 'Submission steps' menu with options like 'Publishing information', 'About my dissertation/thesis', and 'Submission & payment'. The 'About my dissertation/thesis' section is expanded, and the 'Dissertation/Thesis details' option is highlighted with a red circle. The main form area is titled 'Dissertation/Thesis Details' and includes fields for 'Primary language of your dissertation/thesis*', 'Title*', 'Year Manuscript Completed*', 'Degree/Department Information' (with sub-fields for 'Degree Date*', 'Degree Awarded*', and 'Department*'), 'Advisor/Supervisor/Committee Chair*', and 'Committee Members*'. The 'Department*' dropdown menu is open, showing a list of departments. The 'Committee Members*' field has a note: 'Include up to 10 names. Do not include degrees'.

ProQuest: Administrative Documents Section

- Committee Approval Forms
 - Master's Supervisory Committee Approval Form
 - Doctoral Dissertation Reading Committee Approval Form
- ETDs are reviewed only after a completed approval form is received by the Graduate School
- Survey of Earned Doctorates (SED) Certificate of Completion
 - PhD Students Only

The screenshot shows the ProQuest ETD Administrator interface. The top navigation bar includes 'My ETDs' and 'Resources & Guidelines'. Below this, there are links for 'My Dissertations/Theses List', 'Submit my ETD', and 'My profile'. The main content area is titled 'Administrative Documents' and contains the following sections:

- Submission steps:** A list of steps including 'Publishing information', 'About my dissertation/thesis', and 'Submission & payment'. The 'Administrative documents' step is highlighted with a red circle.
- Publishing information:** A section with checkboxes for 'Instructions', 'PQ publishing options', 'ProQuest agreement', 'IR publishing options', 'University agreement', and 'Contact information'.
- About my dissertation/thesis:** A section with checkboxes for 'Dissertation/Thesis details', 'PDF', 'Supplemental files (optional)', 'Administrative documents' (highlighted with a red circle), and 'Notes (optional)'.
- Submission & payment:** A section with checkboxes for 'Register U.S. Copyright', 'Order copies', 'Shipping address', and 'Submit'.

The 'Administrative Documents' section is further divided into two parts:

- *1. Committee Approval Forms:** This section includes a note that 'Required fields are marked with an asterisk (*)'. It states that 'Committee Approval Forms are available on the UW Graduate School's website.' and provides two hyperlinks: 'Master's Supervisory Committee Approval Form' and 'Doctoral Dissertation Reading Committee Approval Form'. A callout box points to these links with the text 'Hyperlinks to the forms here'.
- 2. Certificate of Completion of the Survey of Earned Doctorates (SED):** This section includes a note that 'The Survey of Earned Doctorates (SED) is an online survey required only for doctoral students: <https://sed.norc.org/showRegister.do>'. It also mentions that upon completion, the user will receive an SED notification email from SEDWEB@norc.uchicago.edu. A callout box points to this section with the text 'PhD students ONLY'.

At the bottom of the page, there are buttons for 'Upload file' and 'Save & Continue'.

Committee Approval Forms

- Signatures certify that the committee has examined the final copy of the thesis or dissertation and *is satisfied with the final result*
- Scan the completed form and submit electronically via the Administrative Documents Section of ProQuest
- Note on signatures:
 - *If necessary, you may obtain signatures on separate forms, but you must upload the forms as one PDF file.*
- **Deadline: 11:59 p.m. PST** on the last day of the quarter

UW Graduate School
Master's Supervisory Committee Approval Form

Student Instructions

1. Complete the student information section **and** sign the student agreement.
2. Obtain your committee members' signatures.
3. Scan your form (PDF) when it is completed and signed.
4. Upload the PDF to the Administrative Documents section of the UW ETD Administrator Site.

Deadline: 11:59 p.m. PST on the last day of the quarter

Note: If your form is incomplete (missing information and/or signatures) or if GEMS receives it after the deadline, you will be required to register the following quarter or pay the \$250 Graduate Registration Waiver Fee: <http://www.grad.washington.edu/policies/general/regwaiver.shtml>

Student Information

Name: _____ Student ID #: _____

Graduation (Quarter/Year): _____ UW Email Account: _____

Name of Degree: _____ Program: _____

Student Agreement

I certify that I have presented my master's supervisory committee with the final copy of my master's thesis for examination and approval.

Signature of Student: _____ Date: _____

Master's Supervisory Committee Agreement

I certify that I have examined the final copy of the above student's master's thesis and have found that it is complete and satisfactory in all respects, and that any and all revisions required by the final examining committee have been made.

Signature of Committee Chair: _____ Date: _____
Print name below signature line: _____

Signature of Committee Co-Chair (if applicable): _____ Date: _____
Print name below signature line: _____

Signature of Committee Member: _____ Date: _____
Print name below signature line: _____

Signature of Committee Member: _____ Date: _____
Print name below signature line: _____

Signature of Committee Member: _____ Date: _____
Print name below signature line: _____

Questions: Please contact Graduate Enrollment Management Services (GEMS) at uwgrad@uw.edu or 206.685.2630.

This is a fillable form. Please type your information.

Please type your committee member names. We cannot always read signatures.

ETD Access Options

- You will be prompted to select two publishing options when submitting your ETD
- Once your ETD is accepted and your graduation processed, the system deposits identical digital copies within the **ProQuest System** and the **UW Institutional Repository- ResearchWorks**.
- Students may restrict access to their theses and dissertations...
 - while seeking to publish journal articles or books based on them,
 - to protect intellectual property during the patent application process, or
 - to prevent the disclosure of sensitive or classified information.
- Review “Selected Scenarios” on the Graduate School website to consider your options.

Publishing Options

Access System	Publication Options	Restricted Access Periods	How is your work accessed?	Who has access to your work?
ProQuest (PQ)	Immediate Access (chosen by most students)	N/A	ProQuest Dissertations and Theses Database	Students, faculty, and researchers with access to the PQ database
	No Access during the Restricted Access Period	6 months, 1 or 2 years, or specified date	N/A	Not accessible to anyone
Institutional Repository (ResearchWorks)	Immediate Open Access (chosen by most students)	N/A	UW Libraries' Research Works	Anyone via the web
	UW-only Access during Restricted Access Period, followed by Open Access	1, 2 or 5 years	UW Libraries' ResearchWorks	Only UW faculty and students and on-site users of UW Libraries
	No Access during Restricted Access Period, followed by Open Access	1 year	N/A	Not accessible to anyone

Submission steps

Publishing information:

- ☐ Instructions
- ☒ PQ publishing options
- ☐ ProQuest agreement
- ☐ IR publishing options
- ☐ University agreement
- ☐ Creative Commons
- ☐ Contact information

About my dissertation/thesis:

- ☐ Dissertation/Thesis details
- ☐ PDF
- ☐ Supplemental files (optional)
- ☐ Administrative documents
- ☐ Notes (optional)

Submission & payment:

- ☐ Register U.S. Copyright
- ☐ Order copies
- ☐ Shipping address
- ☐ Submit

Publishing Options

Select Publishing Options

Access options (e.g., delaying the release of your work)

If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and may be available through your institutional repository.

Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.

Delaying release in ProQuest

I want my work to be available in **ProQuest** as soon as it is published. *

- ☐ Yes
- ☒ No - I have patents pending, or another reason why I need to delay access to the full text of my work.

How long would you like to delay the release to ProQuest? * (more info)

- ☐ 6 months
- ☐ 1 year
- ☐ 2 years

Note to administrator (optional): 200 characters

[Clear](#)

Reason for delaying release to ProQuest: *

Select ▼

Select

Publication pending with another publisher

Patent pending

Material under another copyright is contained in the work

Sensitive material is included

Deferred degree date

Other

Submission steps

Publishing information:

☐ Instructions

☒ PQ publishing options

☐ ProQuest agreement

☐ IR publishing options

☐ University agreement

☐ Creative Commons

☐ Contact information

About my dissertation/thesis:

☐ Dissertation/Thesis details

☐ PDF

☐ Supplemental files (optional)

☐ Administrative documents

☐ Notes (optional)

Submission & payment:

☐ Register U.S. Copyright

☐ Order copies

☐ Shipping address

☐ Submit

Publishing Options

Institutional Repository (IR) Publishing Options

Access options*

Select the option that best reflects your preference for publishing your work in your school's institutional repository.

- ☐ Open Access
- ☐ Restrict to UW for 1 year, then make Open Access
- ☐ Restrict to UW for 2 years, then make Open Access
- ☐ Restrict to UW for 5 years, then make Open Access
- ☐ No access for 1 year, then make Open Access (limited to students pursuing a patent or having another compelling need to restrict access)

Save & Continue

After Submitting

I've submitted my ETD and Committee Approval Form... what's next?

- ETDs will be reviewed by GEMS advisors as they are received, in the last two-three weeks before the quarter ends, and after the last day of the quarter.
- You will receive an email notification from the name “ETD Administrator” etdadministrator@proquest.com if any revisions are requested or notifying you if your submission has been accepted. Check your spam folder if you don't see anything!
- **Submission in progress** — You have started, but not completed submission of your ETD to the UW Graduate School (GEMS).
- **Submission in review** — Your submission was submitted and received.
- **Revisions requested** — Your submission was reviewed and you were sent an email requesting revisions.
- **Submission approved** — Your submission was approved by a GEMS advisor and is in the queue for delivery to ProQuest.

A Few Notes

- **Dates and Deadlines** are posted on the Graduate School website.
- If you start your ETD submission but need to finish later, you can save your information and come back to finish. No information will be lost.
- Bound copies can be ordered through ProQuest or the UW Copy Centers.
- Once your thesis/dissertation is submitted, no additional changes to the document are allowed with the exception of a major data error in the document.
 - In this circumstance, a letter outlining the necessary changes is required from your supervisory committee chair.
- ETDs are delivered to UW ResearchWorks and ProQuest for publication **after** degrees are conferred.

<http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/>

Graduate Registration Waiver Fee

Definition:

- The \$250 Graduate Registration Waiver Fee is an optional fee paid in lieu of registration. It is available to qualifying students for a 2 week period directly following the quarter in which all Graduate School and graduate program degree requirements are met. Qualifying students who pay this fee **will graduate in the quarter following the fee payment period.**

Eligibility:

- Master's students who did not submit a Master's degree request prior to the request deadline for the quarter in which all degree requirements were completed
- **Students who completed all degree requirements but needed additional time to format the thesis or dissertation (project papers are not included)**

Scenario:

- You're a Master's thesis student and have completed all degree requirements in Spring quarter 2017, you've defended your thesis and your committee has approved the document but you haven't completed formatting your footnotes
- You submit your thesis 2 weeks following the last day of Spring quarter and pay the \$250 Registration Waiver Fee
- You submit another Master's request for Summer 2017 and your graduation is processed at the end of Summer quarter.

Deadline:

- For Spring Quarter 2017, the deadline to submit your ETD is **Friday, June 23.**
- **The deadline to pay the \$250 fee is the last day of instruction the following quarter.**

Commencement

- ❖ Students who graduated Summer 2016, Autumn 2016, or Winter 2017 are eligible to walk in commencement and their names will appear in the Commencement bulletin.
- ❖ Students who plan to graduate Spring 2017 are eligible to walk in commencement and have their names appear in the Commencement Bulletin; however, they must submit their master's requests or doctoral final exam requests to the Graduate School no later than **April 14, 5 pm** if they want their name to appear in the Commencement Bulletin.
- ❖ Students who plan to graduate Summer 2017 are eligible to walk in commencement; however, their names will appear in **next year's** Commencement Bulletin

Office of Ceremonies: ceremony@uw.edu, 206.543.2592

Bothell: <http://www.bothell.washington.edu/commencement>

Seattle: <http://www.washington.edu/graduation/>

Tacoma: <http://www.tacoma.uw.edu/commencement>

Questions?

- Dates & Deadlines
- Formatting
- Title Page, Copyright Page, Abstract
- Supervisory Committee Approval Forms
- Status of a Submitted ETD
- Graduation Process or Requirements
- Letters of Certification



Contact Graduate Enrollment
Management Services (GEMS)
uwgrad@uw.edu
206.685.2630

- Copyright
- Fair Use
- Embargoes
- Open Access
- Publishing Agreements
- ResearchWorks



Contact UW Libraries
rworks@uw.edu

Review the Library ETD FAQ Page:
<https://researchworks.lib.washington.edu/etd-faq.html>