

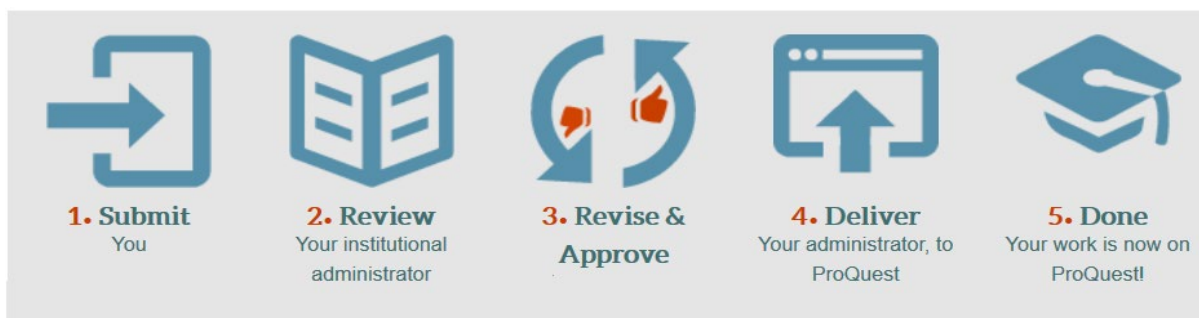
ProQuest

ETD Administrator

Dissertation & Thesis Processing

Graduate Guide

Dissertation & Thesis Processing – Workflow Overview



The New Orleans Baptist Theological Seminary participates in the ProQuest Theses & Dissertations database. You are required to submit your final research to ProQuest for electronic access and archiving through the ProQuest ETD Administrator website (<https://www.etsdadmin.com>).

Student Responsibilities

1. Create a profile and load final document(s) in PDF form to the ETD Administrator website and complete the online checklist **prior** to graduation. Submission notifies all ETD Administrators that you have done your part.

Doctoral Office Responsibilities

2. Doctoral Offices add the Report of Dissertation Defense (signature page) to the PDF file.
3. Doctoral Offices verify the file is complete and readable and that the first page of each section or chapter is on the correct (odd numbered) page.
4. Doctoral Offices complete the ProQuest basic checklist.

Library Responsibilities

5. After graduation the Library downloads and prints out each PDF and processes them for binding.
6. The Library submits the batch of completed and verified works to ProQuest for publication (Institutional Submission)*.

Institutional Submission releases each document to ProQuest for publication to the ProQuest database, the processing of copyright, and the production of personal copies purchased by the students.

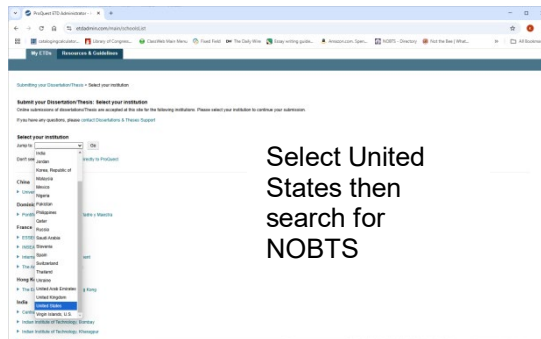
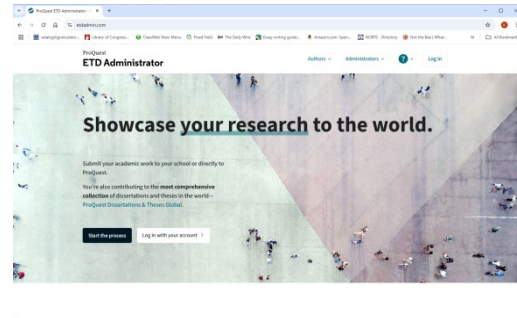
Before you Begin

1. Make sure that your document is the **final document your committee has approved**.
 2. Make sure that your file has the **correct blank pages inserted** in order to have the first page of each chapter on the right-hand page.
 3. Your text, as well as all charts and graphs must have a **one-inch margin** on all sides.
 4. Gather the following items:
 - PDF copy of your dissertation/thesis. This must be a single file. If your manuscript is in Word or RTF format, ProQuest can convert it into a PDF as part of the submission process.
 - Abstract
 - Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
 - Advisor and other Committee Members' Names
 - Subject Categories — 1–3 that best describe the subject area of your dissertation/thesis.
- Access the subject list here: [ProQuest Subject Categories](#)
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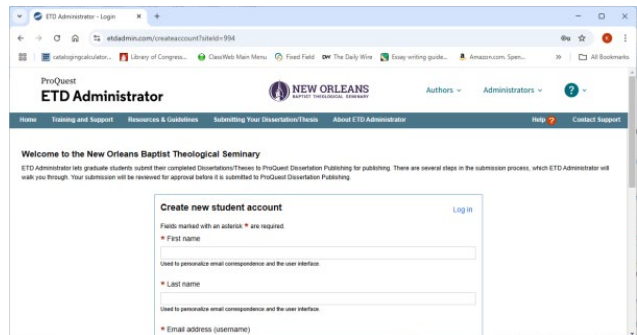
Submitting Your Document

1. Access the ProQuest Electronic Theses and Dissertations webpage at www.etsadmin.com, create a profile, and follow the checklist.

This profile will allow you to communicate with ProQuest and the Library as well as **receive royalties** from your submitted work. The **checklist must be completed** to submit the document to the campus ETD Administrators.



Select United States then search for NOBTS



2. Upload your document. This must be a single file.
3. Electronically sign the ProQuest agreement.
4. Register your Copyright. *You are required by the seminary to register a copyright for your work.*
5. Order personal copies of your work (Optional).
You may order copies of your work upon submission or at any time in the future. There are a number of options and copies will come directly to you from ProQuest using the address entered into the student profile.
6. Pay for your copies and your copyright registration.
ProQuest accepts all major credit cards.

How the Library Accesses & Uses Copies of Your Work

Printing, Binding, Cataloging, Sharing

The John T. Christian Library retains three copies of each graduate thesis, project, and dissertation. The library accesses student submissions via the ProQuest ETD portal. After printing, each copy is sent to the Library's commercial binder.

Upon receipt from the bindery, items are cataloged and processed. One copy resides in the Reference Room, one in the main Library for circulation, and the final copy is designated as the original document and housed in the Library Archives.

Frequently Asked Questions

How do I know if my submission was successful?

When you submit your document and finish the checklist, you will get an email to the address you entered confirming your submission.

Will my Committee Signature Page be included in my document?

Yes, a typed copy of the Report of Dissertation Defense is added to your document and will be part of the final submission to ProQuest.

How do I get copies for my own use?

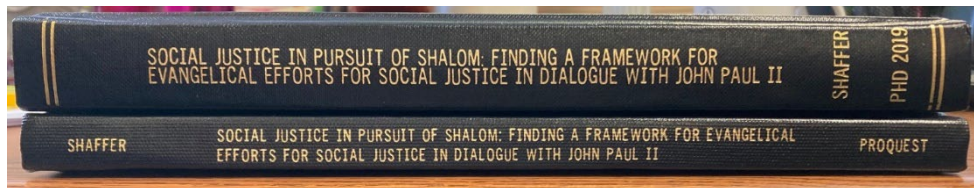
You may order bound copies of your document through the ProQuest webpage (www.etdadmin.com) or through any print-on-demand binder online. Below are a few options.

- PHD Book Binding <https://phdbookbinding.com/>
- Bachelor Print <https://www.bachelorprint.com/online-printing-services/dissertation-printing-binding/>
- Book1One <https://www.book1one.com/Thesis-Dissertation-Printing>
- Wert Bookbinding <https://wertbookbinding.com/index.php/thesis-printing-and-binding>

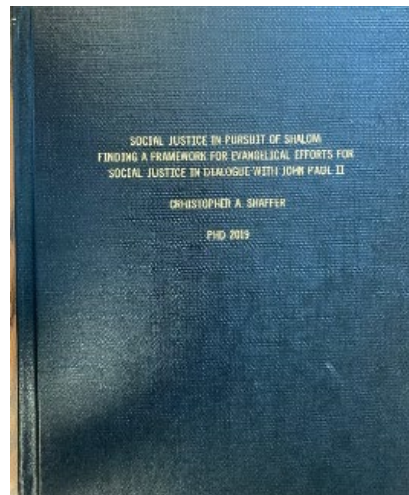
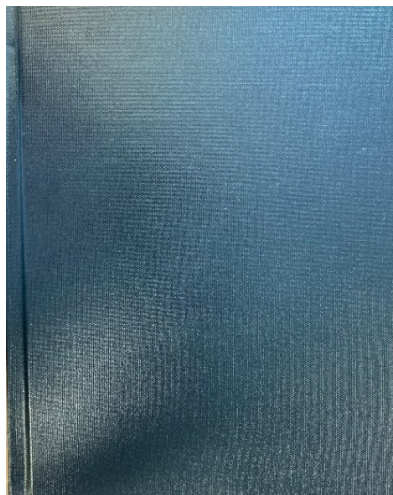
The John T. Christian Library uses The HF Group for our binding. See their website at <http://www.thesisondemand.com/>.

How are copies different between ProQuest and The HF Group?

Here are 2 copies of the same work. The first picture is of the spines of both copies. Note that the bottom copy has “ProQuest” on the spine and lacks the graduation year. Also note that the lines on the spine from The HF Group are called Head and Tail Lines and do cost extra.



Below are the front covers of the books pictured above. The left was bound by ProQuest (no front lettering) and the right was bound by The HF Group *with* front cover stamping/lettering.



How much does it cost to order printed copies?

Here is the graphic from the **ProQuest** edtadmin.com webpage:

- [ProQuest Dissertation Printing Costs and Options](#)

For documents printed by the **HF Group** (www.thesisondemand.com) you may use this link to calculate cost:

- [The HF Group Pricing Calculator](#)

For other binders, please check the webpage or contact customer services for a quote.

Why do you only have specific information on ProQuest and The HF Group?

Specifics are included for informational purposes in regard to the differences in cost and options because the Library has experience with these two businesses.

For other binders, please check the company's webpage or contact customer services for pricing and options.

I want my copies to look like the ones in the library. How do I do that?

Below are the elements included in the binding used at the Library along with the terms for each.

- Each document is bound in a Black Buckram, hard cover, with Gold Stamping.
- The Spine Stamping includes the Title, Author's Last Name, Degree and Graduation Year.
- The double lines on the spine are Head and Tail Lines.
- The Front Stamping includes the Title (followed by a double space), the Author's Full Name as printed on the title page (followed by a double space), Degree and Graduation Year.

DISSERTATION TITLE HERE



FULL NAME



PHD 20XX