

# Dissertation & Thesis Processing Notebook



## A Guide for Students

Dear Student,

In order to make the process as smooth as possible, we have created this guide to help you. There have been a number of changes recently, so please read these instructions carefully.

We hope that this document proves useful to you. Don't forget to check the Frequently Asked Questions section, as this may answer any questions you may have.

Congratulations on reaching this point in your academic career. We look forward to seeing your work in the near future.

John T. Christian Library  
New Orleans Baptist Theological Seminary  
4110 Seminary Place  
New Orleans, Louisiana

## ProQuest & Digitization

The New Orleans Baptist Theological Seminary participates in the ProQuest Theses & Dissertations database. You may have used this in your own research. You are required to submit your final research to ProQuest for electronic access and archiving.

Students must submit electronic copies through the ProQuest ETD Administrator website (<https://www.etdadmin.com>).

### Workflow Overview

1. Students create a profile and load final documents to the ETD Administrator website and complete the online checklist.
2. An e-mail notifies the campus ETD Administrators who will then verify the file has loaded properly and the checklist is complete.
3. An NOBTS campus ETD Administrator submits the batch of approved documents to ProQuest for copyright processing and copy printing.

### Before you Begin: Preparation

**1. Make sure that your document is the final document that your committee has approved.**

As with any large and time-consuming project, it is easy to accidentally select one of your earlier drafts. Make sure that your file has the correct blank pages added in order to have the first page of each chapter on the right hand page.

## **2. Margins have changed.**

Your text, as well as any charts or correspondence included in appendices, must have a **one inch (1") LEFT margin, and a one inch (1") top, bottom, and right margins.** This is a change from previous years.

## **3. What you need on hand**

A 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 your dissertation/thesis' subject area.

Access the subject list here: [ProQuest Subject Categories](#)

## **Submitting Your Document**

**1. Access the ProQuest Electronic Theses and Dissertations webpage at [www.etsadmin.com](http://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.

**2. Upload your document.**

This must be a single file. At this point, you may upload a Word or RTF file and have it converted to a PDF. Please check your new file for any conversion errors.

**3. Electronically sign the ProQuest agreement.**

**4. Register your Copyright.**

You are required to register a copyright for your work.

**5. Order personal copies of your work (Optional).**

This is not required. You may order copies of your work at any time in the future. There are a number of options and copies will come directly to you from ProQuest using the address you entered in your profile.

You also have the option of choosing a different bindery. See the FAQ section for more information.

**6. Pay for your copies and your copyright registration.**

ProQuest takes all major credit cards.

For questions about the Report of Dissertation Defense (signature page), see the Frequently Asked Questions section.

## Frequently Asked Questions

### **Why did the left margin change?**

If you choose to order printed copies from ProQuest, their printing department ONLY prints double-sided. A 1.5" margin would result in every other page being out of place.

### **Do I send my document to the library?**

No. Students will no longer print copies. The electronic documents must be submitted to ProQuest through [www.etsdadmin.com](http://www.etsdadmin.com).

### **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, the electronic signature page is added to your document and will be part of the final submission to ProQuest.

### **Why does the Library get so many copies?**

The John T. Christian library prints and binds three copies of each graduate paper. One copy goes into the Reference room, one into the Main Library for circulation, and the final copy is designated as the original document and is housed in our Archive collection.

### **How do I get bound copies?**

You will order bound copies of your document either through the ProQuest webpage ([www.etsdadmin.com](http://www.etsdadmin.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 web site at <http://www.thesisondemand.com/>.

### **Can I get extra copies later?**

You may order extra copies from ProQuest at any time in the future by accessing your account at [www.etdadmin.com](http://www.etdadmin.com).

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

### **How much does it cost to order printed copies?**

Here is the graphic from the **ProQuest** [etdadmin.com](http://www.etdadmin.com) webpage:  
[ProQuest Dissertation Printing Costs and Options](#)

For documents printed by the **HF Group** ([www.thesisondemand.com](http://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 regards to the differences in cost and options because the Library has experience with these two businesses.

For other binders, please check the 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?**

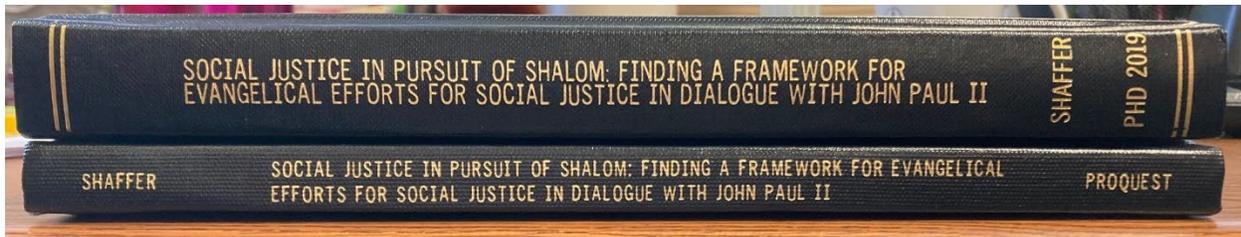
The John T. Christian library uses The HF Group for our binding. Each document is bound in Black Buckram with Gold Stamping.

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 full Title, the Authors Full Name as printed on the title page, Degree, and Graduation Year.

### 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 same books. The left was bound by ProQuest (no front lettering) and the right was bound by The HF Group *with* front cover stamping.

