# Submitting the Doctoral Dissertation to ProQuest – A Student Guide

As part of the PhD degree requirements, all students must submit the final copy of their doctoral dissertation to ProQuest for copyright registration and publication. Students receiving their PhD degree from the Albert Einstein College of Medicine should follow the instructions below on how to submit their dissertation online to ProQuest.

## To Log into Einstein ProQuest:

1. Go to https://secure.etdadmin.com/einstein
2. Click on the "Log in" button in the upper right, then select Student
3. On the next screen, select *create new student account* if you don't have already have a ProQuest account. Provide the required information and follow the prompts to create your account
   If you already have an account, enter your username and password
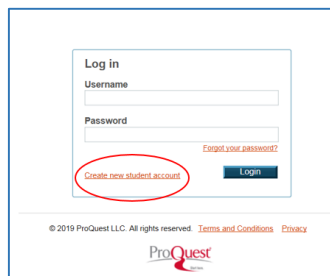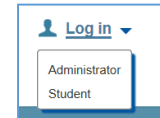
## Submitting the Dissertation

Once you're logged in, you'll see instructions on what you will need in order to complete your submission. Click the "Continue" button.
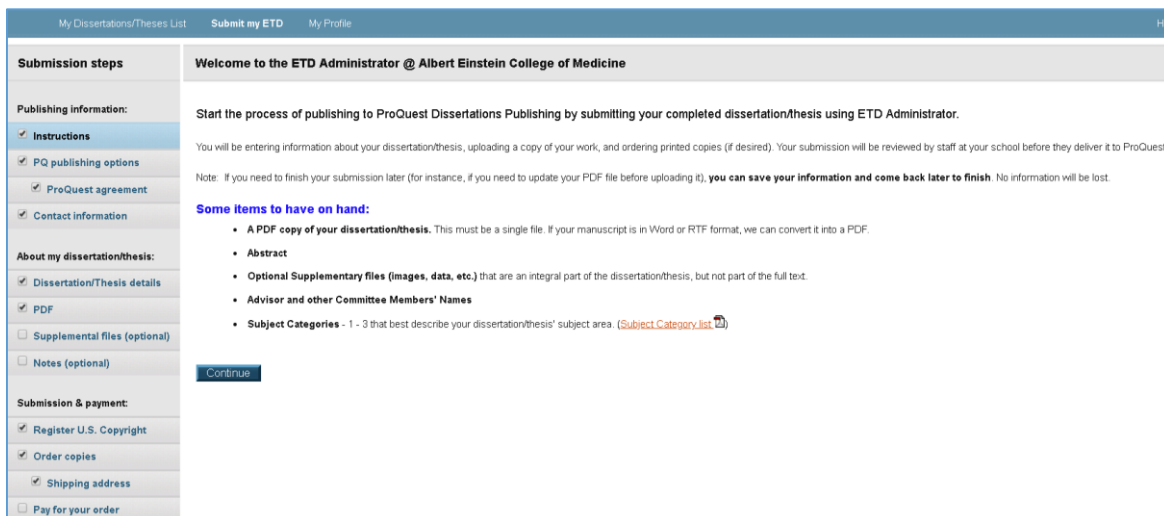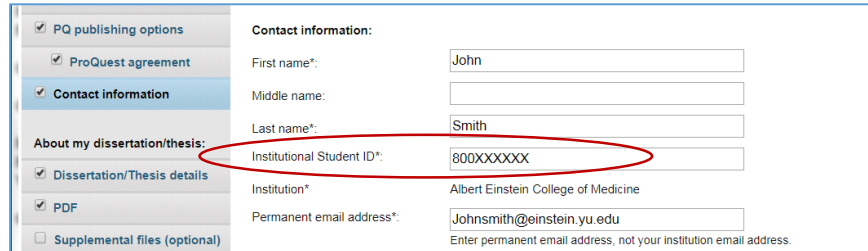
At the end of each step you'll be prompted to "Save & Continue". Required fields will be marked with an asterisk (*). You may return to a previous step at any time by clicking the link in the left-hand menu to navigate to different

Submission Steps. You may click the help icon in the upper right-hand corner of the webpage for assistance. You can also email sgregistrar@einstein.yu.edu.

## Note: some fields require that you enter specific information:

- **Contact Information section:**
  - Enter your Einstein Banner ID in the **Institutional Student ID** field.
  - Enter your student email address in the **Permanent email address** field

| | |
|---|---|
| ☑ PQ publishing options | **Contact information:** |
| ☑ ProQuest agreement | First name*: John |
| ☑ Contact information | Middle name: |
| | Last name*: Smith |
| **About my dissertation/thesis:** | Institutional Student ID*: 800XXXXXX |
| ☑ Dissertation/Thesis details | Institution* Albert Einstein College of Medicine |
| ☑ PDF | Permanent email address*: Johnsmith@einstein.yu.edu |
| ☐ Supplemental files (optional) | Enter permanent email address, not your institution email address. |
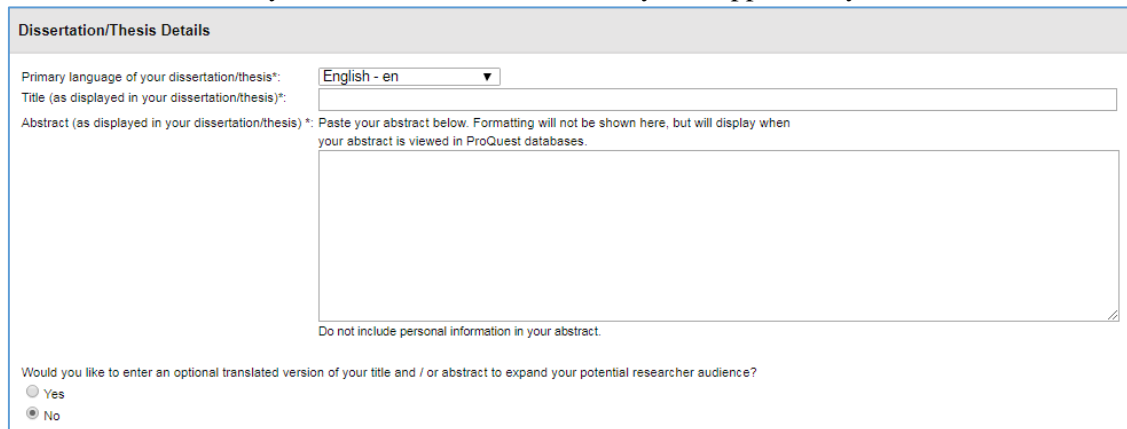
- **Dissertation/Thesis Details section:**
  - Title: Enter **title** as it appears on your final thesis title page
  - Abstract: Paste your dissertation abstract exactly as it appears in your final dissertation

**Dissertation/Thesis Details**

Primary language of your dissertation/thesis*: English - en

Title (as displayed in your dissertation/thesis)*:

Abstract (as displayed in your dissertation/thesis) *: Paste your abstract below. Formatting will not be shown here, but will display when your abstract is viewed in ProQuest databases.
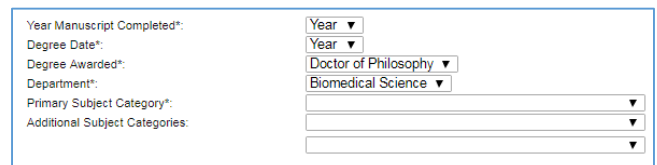
Do not include personal information in your abstract.

Would you like to enter an optional translated version of your title and / or abstract to expand your potential researcher audience?
- ○ Yes
- ● No

  - Year Manuscript Completed: Enter in the year in which your final doctoral dissertation is being submitted for program completion
  - Degree Date: Select your PhD degree year
  - Degree Awarded: This field will be defaulted to "Doctor of Philosophy"
  - Department: This field will be defaulted to "Biomedical Sciences"

| | |
|---|---|
| Year Manuscript Completed*: | Year |
| Degree Date*: | Year |
| Degree Awarded*: | Doctor of Philosophy |
| Department*: | Biomedical Science |
| Primary Subject Category*: | |
| Additional Subject Categories: | |
| | |

  - Primary Subject Categories: Select from the drop down menu the categories that best describe your thesis project

  - Advisor/Supervisor/Committee Chair: Enter your primary mentor name in the first line, and if applicable, your co-mentor name in the second line
  - Committee Members: List all Thesis Defense Committee Members, with <u>Chair</u> first

- **PDF Section:**
    - Upload your dissertation as a single PDF file, including the originally signed thesis title page. The title page must be the first page of the document
    - Click on the "Upload Files…" button and use the pop-up screens to navigate to the file.
    - Supplemental Files: upload any additional media files associated with your dissertation. These files can be images/figures or other multimedia formats that are an integral part of the dissertation but not part of the full text.

- **Register U.S. Copyright section:**
    - Please select "Yes" for ProQuest to file for U.S. Copyright Registration on your behalf
      Please note: the $55.00 fee will be covered by the Graduate Division



- **Order Copies section:**
  The Graduate Division will cover the fee for a total of 4 hardcover (bound) 8.5x11 copies of your dissertation (one student copy, one mentor copy, one department copy and one library copy). The 4 copies will be returned to the Graduate Office. You will be notified once bound copies are available.

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You may purchase additional copies at your own expense, and indicate where these additional copies are to be shipped.

- **Submission:**
  Upon successful submission of your dissertation, you will receive a confirmation email (see sample below). A printed copy of the confirmation email is to be submitted to the Graduate Office (Belfer 202) when submitting the other documents for program completion. The other documents required are available on the Graduate Division website: http://einstein.yu.edu/education/phd/current-students/thesis.aspx.

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Dear John Smith,

Thank you for your interest in publishing your dissertation. Your submission, "Dissertation Title" (10001), has been submitted to Albert Einstein College of Medicine.

The administrators at the graduate school will review your submission and contact you if there is any missing information.

Check the status of your submission, or access it anytime here:

My Dissertations/Theses List ( https://secure.etdadmin.com/cgi-bin/student/mylist?siteId )

**Payment summary:**

Payment date:          2019-01-04 20:24 (UTC+0:00)

Confirmation number: 0 (* Credit card. *)

Payment method:       Master Card, ending in XXXX

**Order summary:**

| Quantity | Description | Total Price (USD) |
|---|---|---|
| 1 | Traditional Publishing | $0.00 |
| 1 | Copyright Registration | $55.00 |
| 3 | Hardcover 8 1/2 x 11 in., single copy | $168.00 |
| | Sales Tax | $14.91 |
| | Service Tax | $0.00 |
| | **Total** | **$0.00 (USD)** |

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