INSTRUCTIONS FOR CAL STATE LA THESIS AND DISSERTATION SUBMISSIONS

BEFORE YOU BEGIN WORKING IN PROQUEST, BE SURE THAT YOUR DRAFT ADHERES TO THE FORMAT OF THE TEMPLATE.

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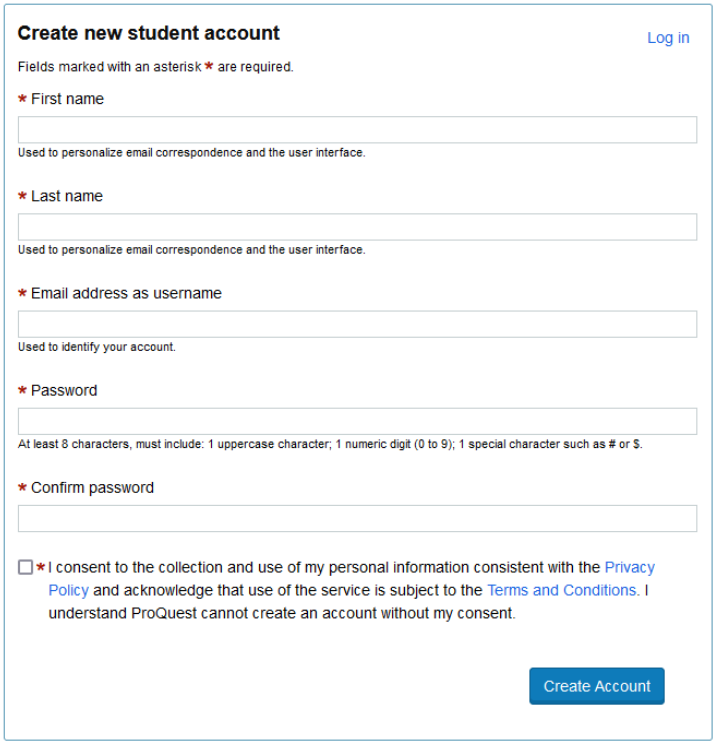
1. Visit the ProQuest ETD Administrator website: www.etdadmin.com/calstatela.

   First-time users: You will need to create an account and start your submission. Click on "Sign up and get started today!" (center bottom).

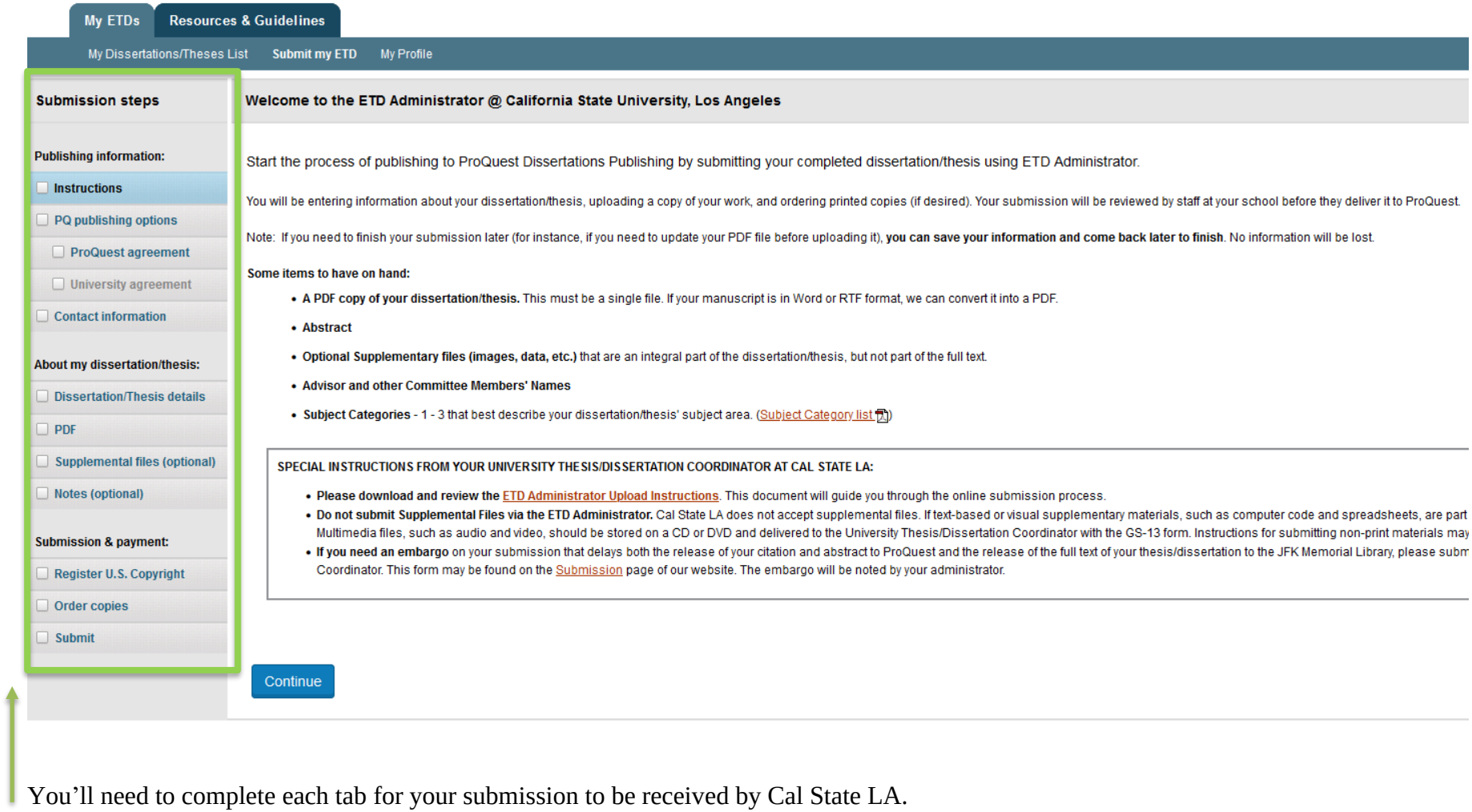
   Return visitors: Click on "Log in" (top right) or "Already signed up? Log in" (center bottom).



First-time users: Fill in all required fields. You will be required to confirm the account at the email address that you provide.



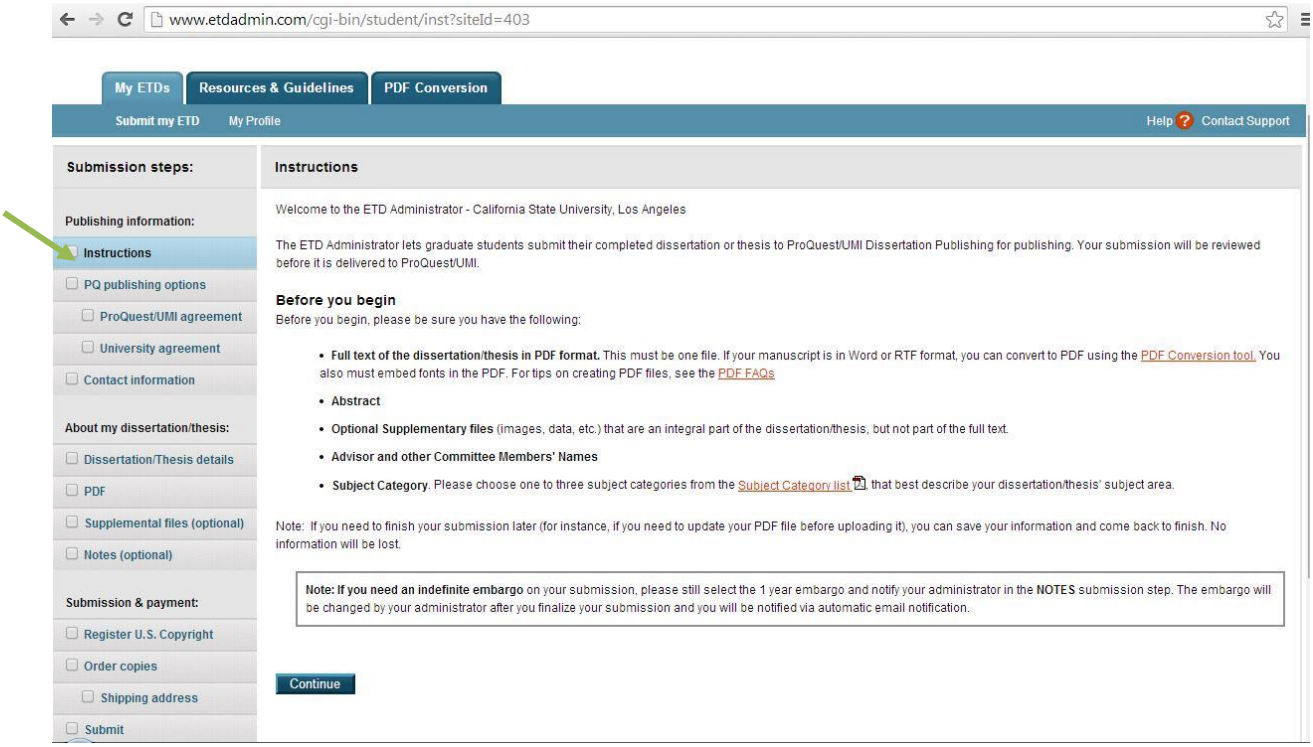
Once you create the account, you will be asked to confirm the email address. Confirming your email address will take you to this page:



You'll need to complete each tab for your submission to be received by Cal State LA.

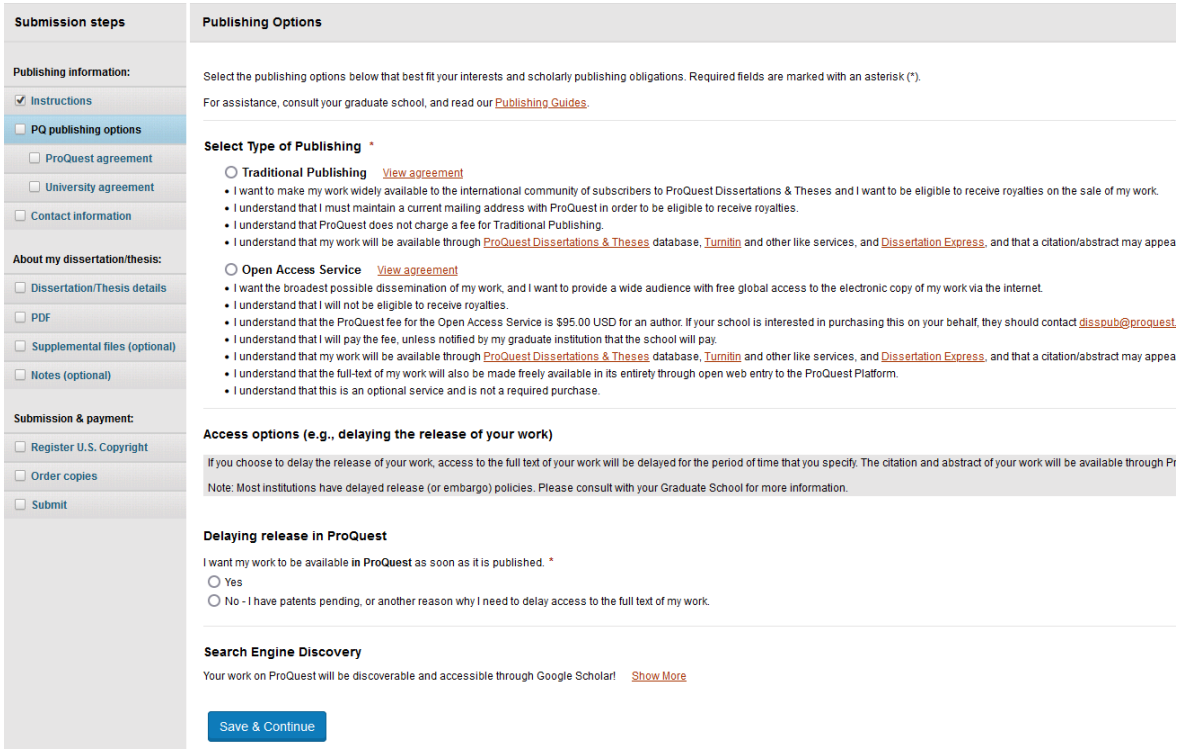
1. INSTRUCTIONS

Please review the instructions and then hit Continue.



2. PQ PUBLISHING OPTIONS

Select Type of Publishing



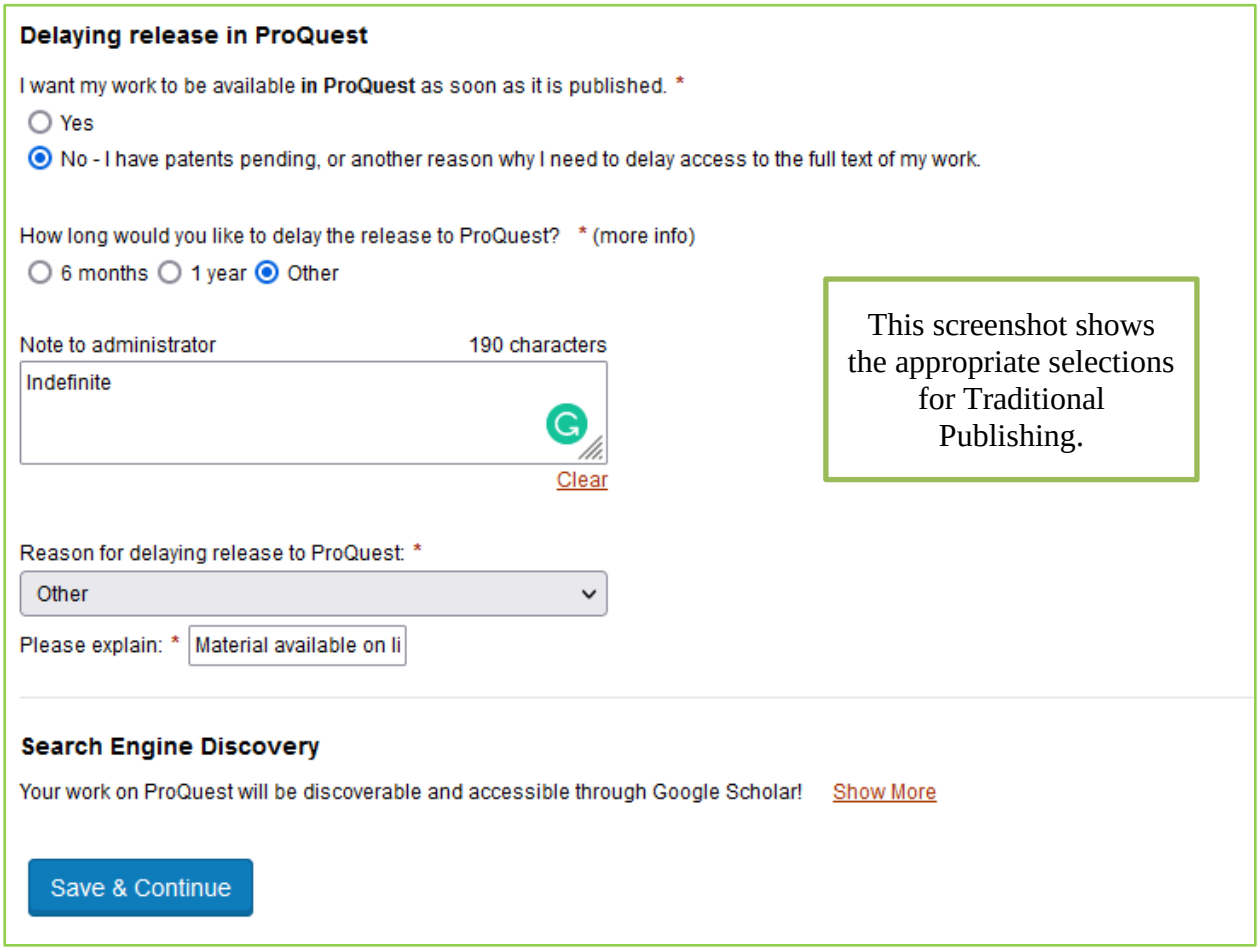
ProQuest provides Candidates with two publishing options:

1) Traditional Publishing:
   - Traditional publishing is FREE.
   - Traditional publishing means that only your abstract becomes available publicly in ProQuest. The full-text of your submission is only available to Cal State LA users.
   - *Note*: Many journals or other publishers will not accept submissions that have been published elsewhere, so most students choose Traditional Publishing for this reason.
2) Open Access Publishing PLUS:
   - Open Access Publishing has a $95 fee.
   - Open Access Publishing allows the full-text of your submission to be downloaded and viewed by anyone searching through ProQuest.
   - Choosing Open Access means that your work will be "published" by ProQuest and can be cited by others.

Delaying Release in ProQuest

1. "I want my work to be available in ProQuest as soon as it is published"
    - "**No – I have patents pending…**" for master's candidates who select Traditional Publishing
        - Then you'll be asked: "How long would you like to delay the release to ProQuest?". Choose "**Other**" and type "Indefinite" in the note box. The screenshot below shows what your options should look like if you chose Traditional Publishing.
    - "**Yes**" for master's candidates who select Open Access Publishing PLUS and for all doctoral candidates

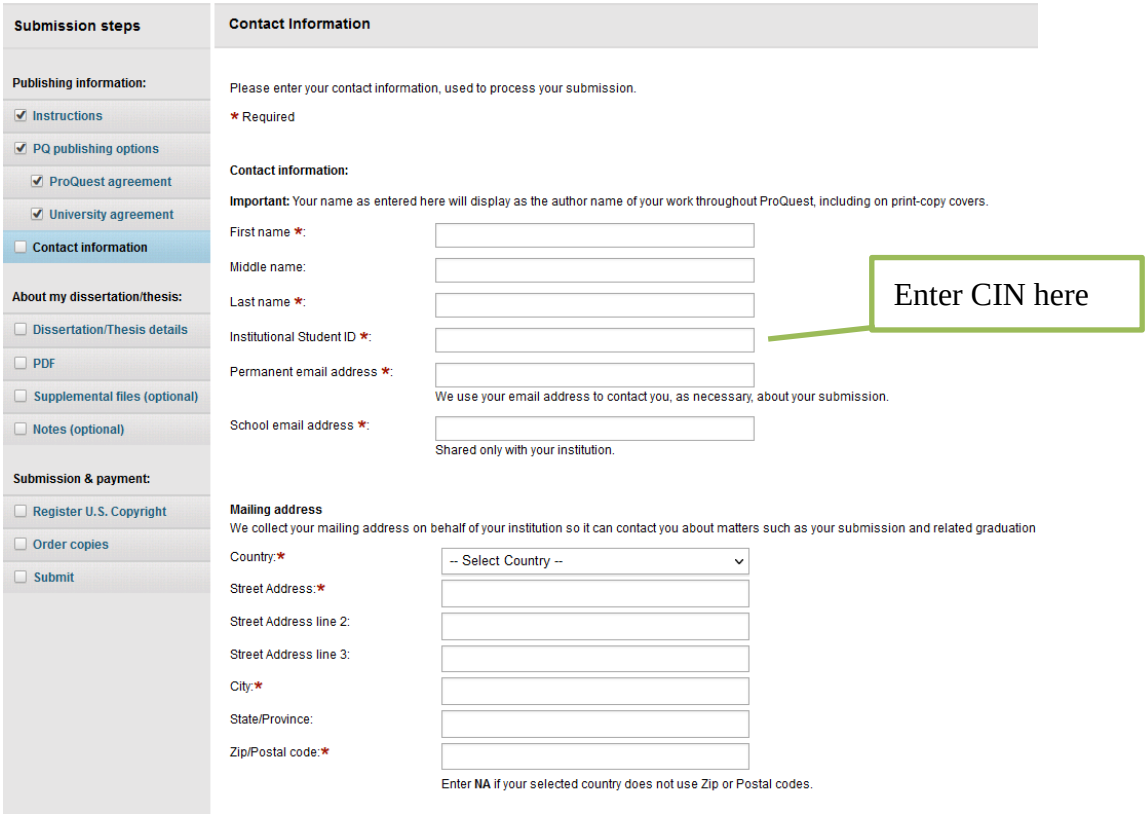
2. Reason for delaying release to ProQuest → Select "**Other**." After "Please explain" type, "**Material available on library website**."



Your reviewer may make additional changes to this section upon final review. After publishing options are completed, you will be asked to accept the ProQuest and University agreements.

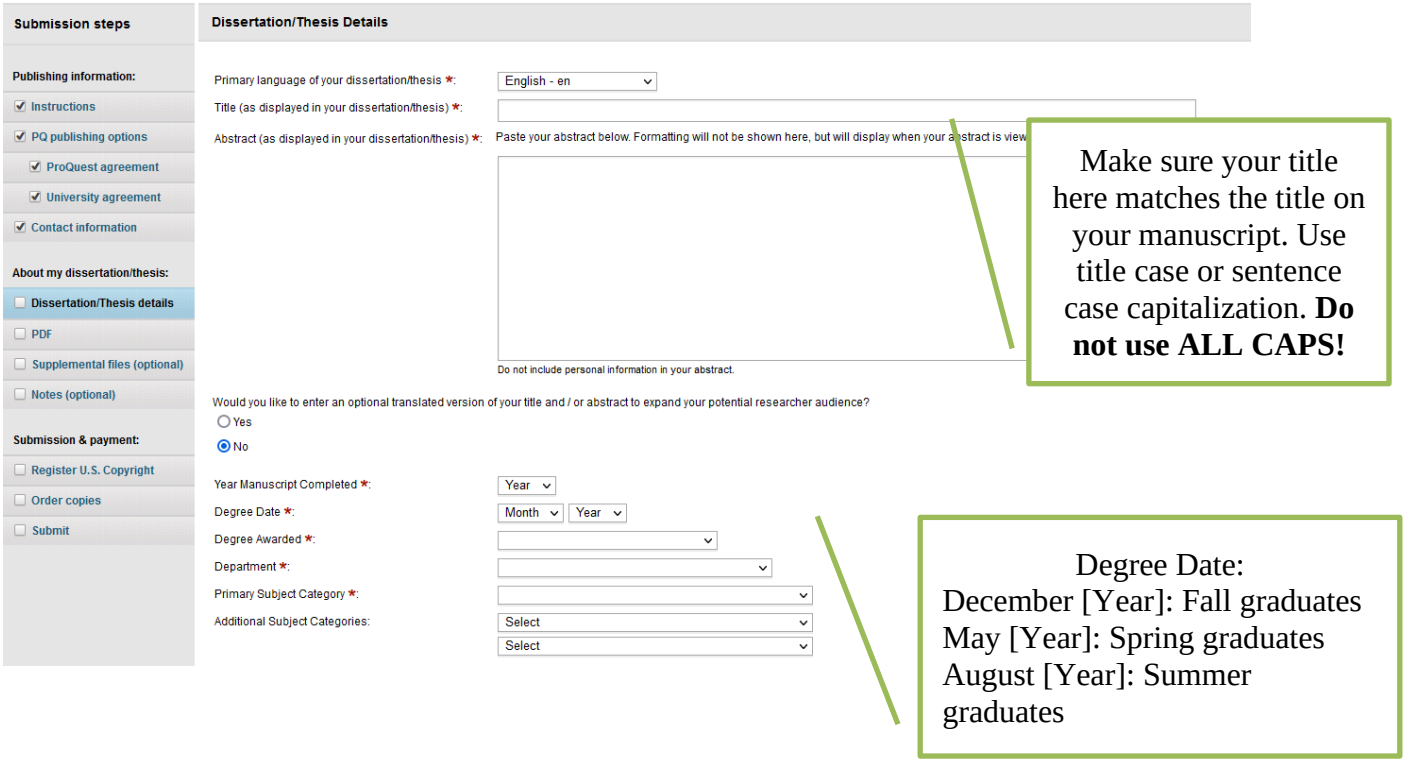
3. CONTACT INFORMATION

Enter your contact information after completing the ProQuest and University agreements.

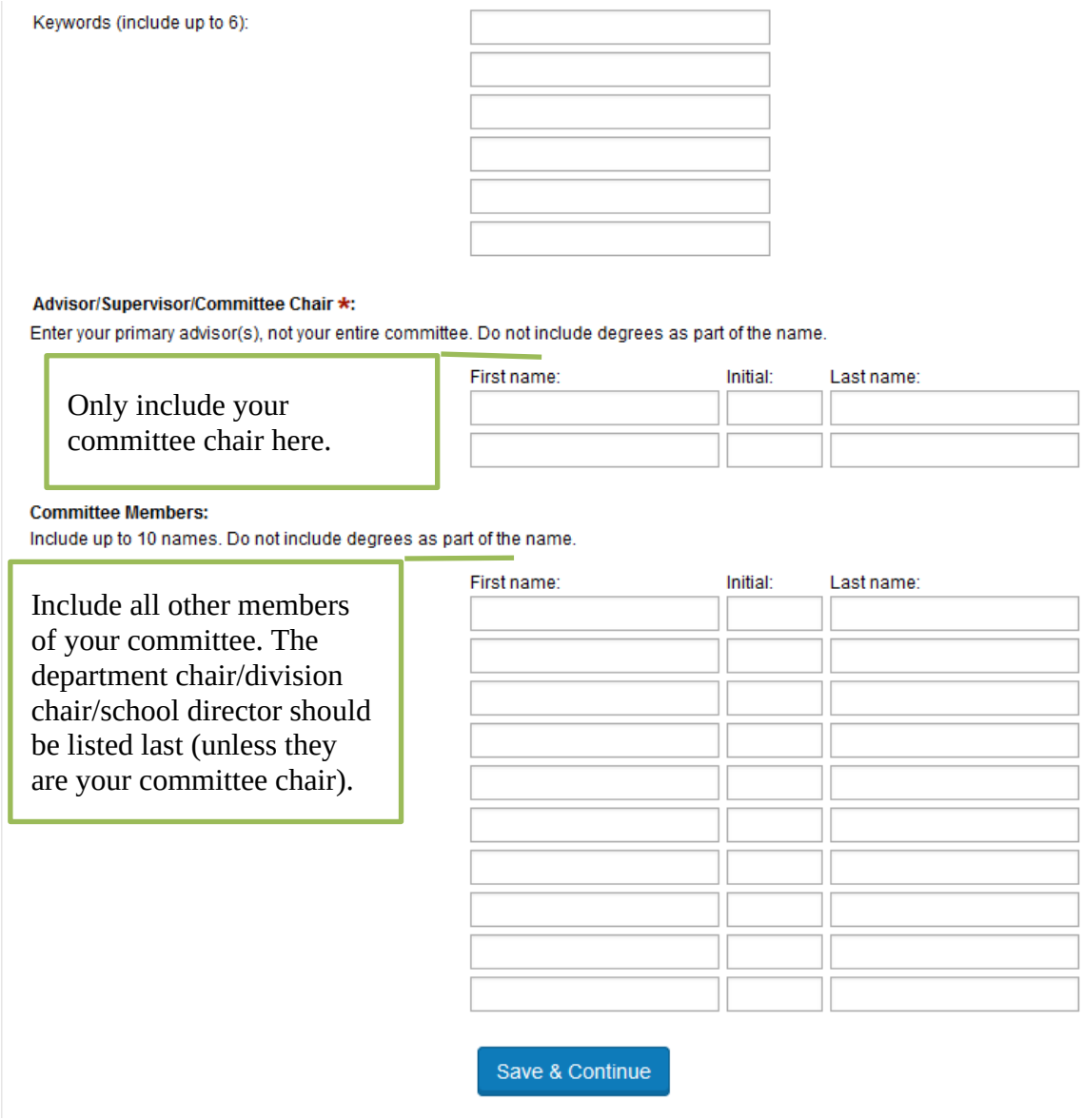


4a. DISSERTATION/THESIS DETAILS

- Title → Make sure this matches the title on your title page and abstract. Use title case (Where You Capitalize the Major Words) or sentence case capitalization (Where the first word and proper nouns are capitalized). *Check spelling and punctuation!*
- Abstract → Keep it to about 250 words.
- Year Manuscript Completed should match the year in the Degree Date.



4b. DISSERTATION/THESIS DETAILS

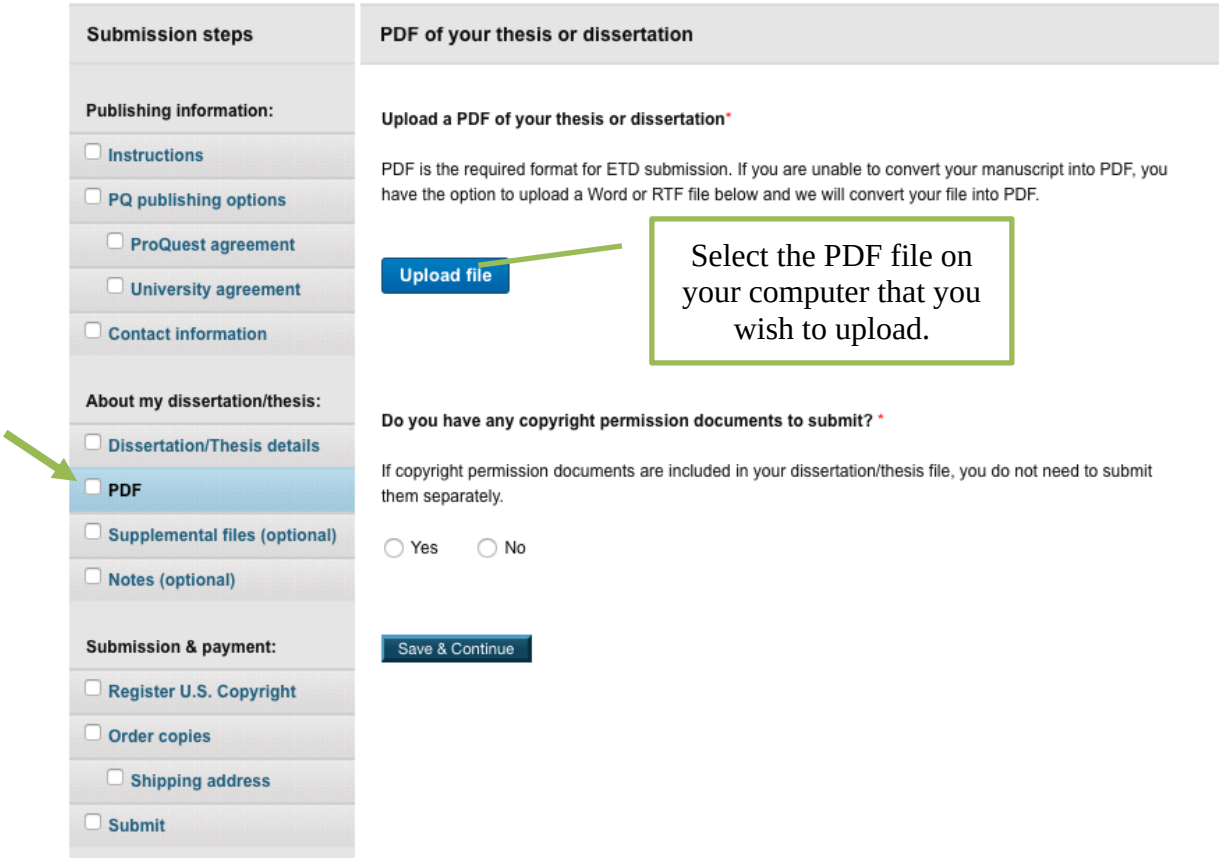


NOTE: Please check and confirm the spelling of your committee members' names!

5. PDF

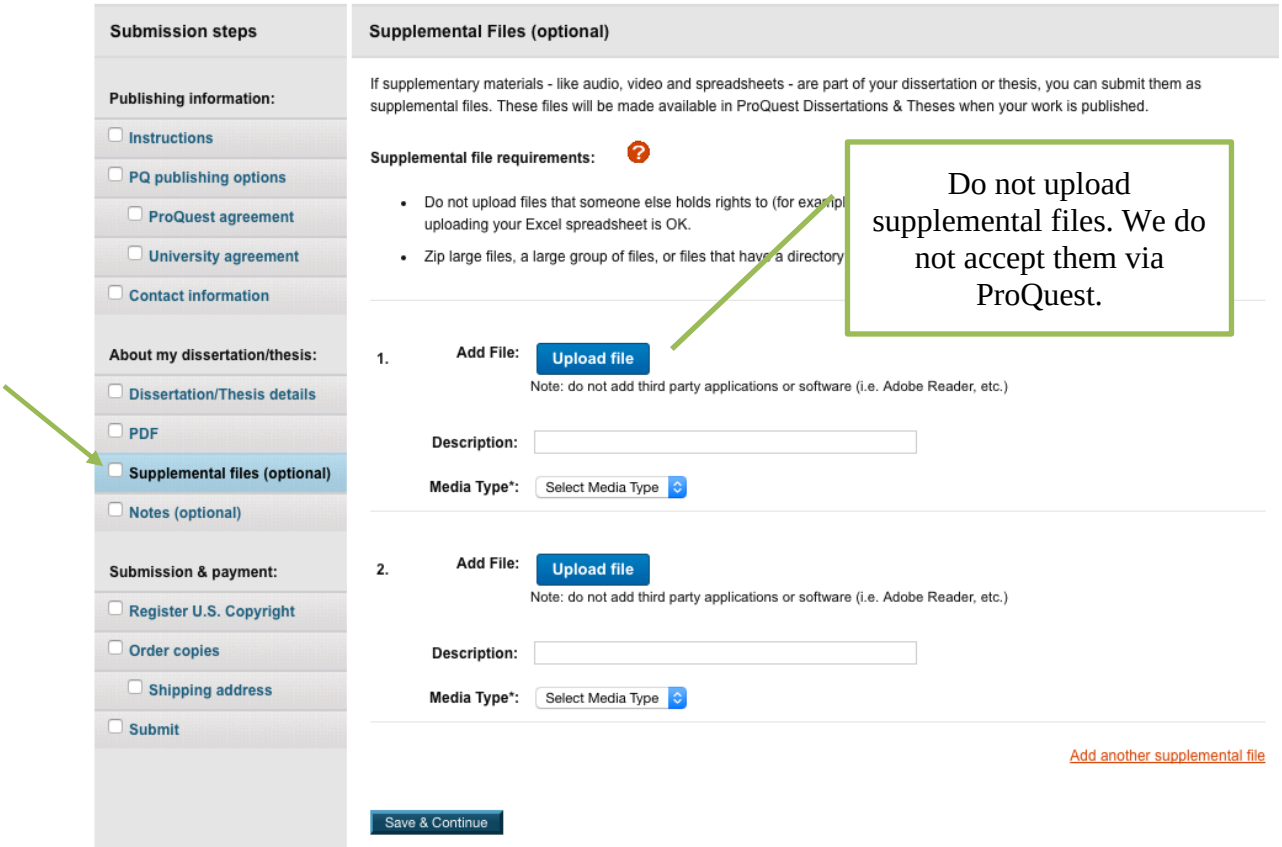
Make sure to open the PDF file of your thesis or dissertation and review the manuscript for errors before choosing the file for upload. You do not need to attach additional copyright permission documents.

NOTE: You will return to this tab ("PDF" in the left-hand navigation) to upload revised versions of your thesis or dissertation as requested by your Committee or Thesis Reviewer.



6. SUPPLEMENTAL FILES

DO NOT UPLOAD SUPPLEMENTAL FILES!
We do not accept them via ProQuest. If you wish to submit media files, such as music or films, you may do so on a CD or DVD; please contact the GRC Coordinator (GRC@calstatela.edu) for instructions on submission.



7. NOTES are optional. This is where you can leave any specific notes for your reviewer.

8. REGISTER U.S. COPYRIGHT

NOTE: Candidates are not required to pay any fees in order to submit the thesis or dissertation. ProQuest offers several goods and services, such as Open Access Publishing PLUS, U.S. copyright registration, and hard copies of the thesis or dissertation, but they are all optional.

9. ORDER COPIES

You have the option to order hard copies of your submission in ProQuest. You must pay for the copies when creating the submission, even if the submission you are uploading is not the final draft. Your ordered copies won't be printed until your final draft is approved. You cannot go back and order copies later, so if you want hard copies of your submission, place the order at this point.

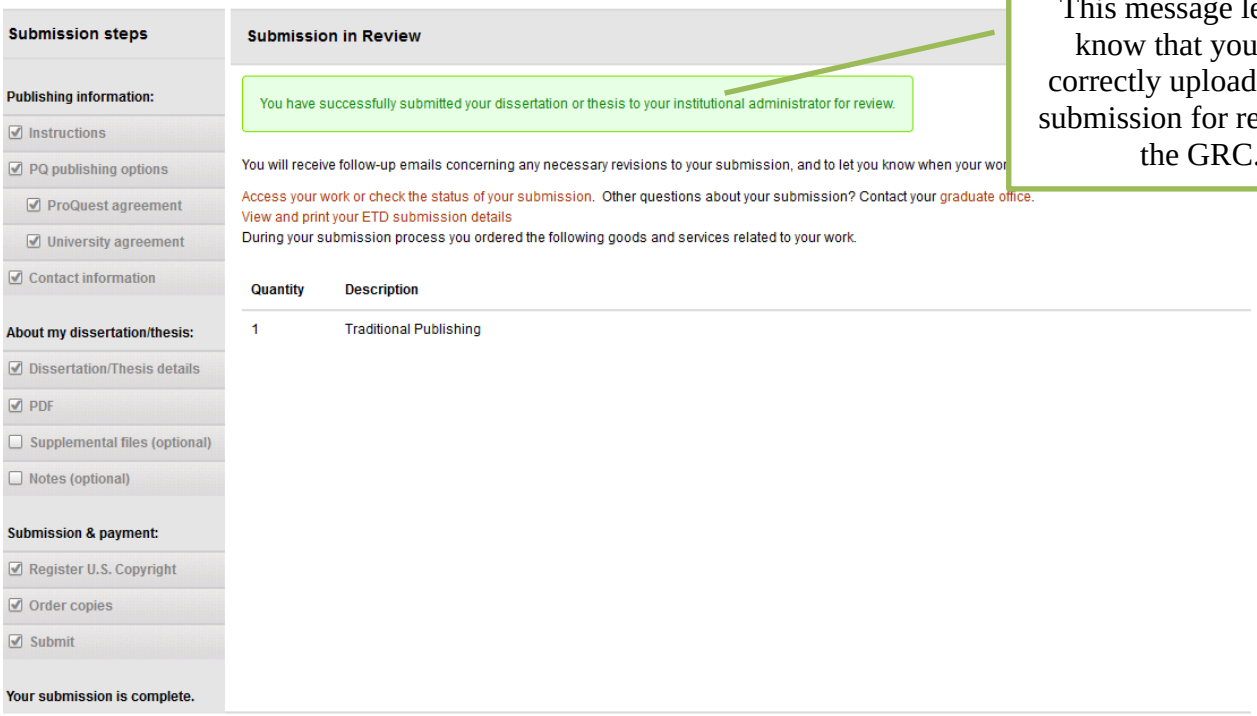
Type	Size & Description	Price Per Copy
Hardcover	8 1/2 x 11 in., single copy	1-2 $62.00 3-4 $56.00 5+ $50.00
Hardcover	6 x 9 in., single copy	1-2 $51.00 3-4 $46.00 5+ $41.00
Softcover	8 1/2 x 11 in., single copy	1-2 $45.00 3-4 $41.00 5+ $37.00
Softcover	6 x 9 in., single copy	1-2 $38.00 3-4 $34.00 5+ $31.00

Continue with order | Decline - do not order

Note

10. SUBMIT

Be sure to click the **SUBMIT** button at the bottom of the page. After submitting, your Submit page will look like the screenshot below. Without the completion of the steps listed on this page, your thesis or dissertation will not be submitted and will thus be unavailable to your reviewer.



This message lets you know that you have correctly uploaded your submission for review by the GRC.

All required boxes should have a checkmark. If you do not see "Your submission is complete" at the bottom of the Submission Steps menu, that means you have not uploaded your submission and we won't see it on our end.

When making revisions: Click "Continue Submission." *Do not create a new submission!* You may make changes to your submission, including replacing the PDF when you make edits to your manuscript. You can replace the PDF (i.e. upload a new draft) in the PDF tab of the Submission Steps menu.

