Dissertation Processing
Notebook

A Guide
for
PhD, ThM, EdD, DMA 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

Why all the changes?
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. Traditionally, students have submitted paper copies to the NOBTS Library to mail to ProQuest for digitization.

Recently, ProQuest has changed to an online-only submission format for dissertations and theses. As part of this change, we are in the process of setting up and making adjustments to our policies and procedures.

Students will no longer submit paper copies, which will save you the time and cost of printing. The library will not accept paper copies dropped off or mailed to the library. Students must submit electronic copies through the ProQuest ETD Administrator website (https://www.etdadmin.com).

How will this work?
Workflow Overview

1. Students will create a profile and load final documents to the ETD Administrator website and complete the online checklist.

2. An e-mail will notify the campus ETD Administrator who will then verify the file has loaded properly and the checklist is complete.

3. The ETD Administrator will submit 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.

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; but producing your own pdf and verifying the format before uploading is recommended.

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 or thesis.

Access the subject list here:
https://media2.proquest.com/documents/subject-categories-academic.pdf

Submitting Your Document

1. Access the ProQuest Electronic Theses and Dissertations webpage at https://www.etdadmin.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 Administrator.

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.

Here you may order any number of copies you would like. There are a number of options. Copies will come directly to you from ProQuest using the address you entered in your profile. 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.

Changes to
Business Office Charges

Graduation fees paid to the business office are listed below as printed in the current seminary catalog.

Please note the fees which are changing for December graduates.

Binding -- $120
Microfilming/Digitizing -- $70   WAIVED
Copyright -- $75   PAY TO PROQUEST

The only fee of these which will be paid to the business office is the binding fee. This is not for personal copies of your document. This is to cover the cost of the library copies.

The library collects and maintains 3 copies of each document. One copy is always available in the reference room. One copy is available to check out. One copy, which includes the original signatures of your committee, is retained in the archives

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 and electronic documents must be submitted to ProQuest through https://www.etdadmin.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.

How do I get bound copies?

You will order bound copies of your document either through the ProQuest webpage (https://www.etdadmin.com) or through the HF Group bindery web page (https://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

Recently, the bindery which the library uses, the HF Group, has responded to requests for print-on-demand copies of theses and dissertations. Should you prefer to have additional copies processed by the HF Group, see their web site at https://www.thesisondemand.com.

How much does it cost to order printed copies?

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

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

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

in.thesisondemand.com/ordersystem/calculator/calculator_in.php

Will my Committee Signature Page be included in my document?

Yes, after your electronic submission to ProQuest, our campus ProQuest administrator will add a typed copy of your signature page to your document before the final submission to ProQuest. ProQuest does not publish actual signatures to guard against identity theft.