



Submitting to ProQuest

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Submitting Your Thesis/Dissertation to ProQuest

All students submit their ETD (electronic thesis or dissertation) to the ProQuest ETD Administrator system for publication

ETD Administrator: a web-based tool that streamlines the submission and administration process for students and graduate schools

ProQuest resources and guidelines:

<https://www.ETDADMIN.COM/main/resources?siteld=130#sectionmaterials>

PDF Requirements

- All papers must be submitted as PDFs
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 - https://support.proquest.com/s/article/How-do-I-embed-my-fonts?language=en_US
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 - https://support.proquest.com/s/article/ETD-Administrator-FAQ-How-can-I-view-or-change-the-security-settings-of-my-PDF-in-Adobe-Acrobat-Acrobat-Reader?language=en_US
- NO compression; NO password protection; NO digital Signature

Supplemental Files (optional)

- If supplementary materials—such as audio, video, images, raw data sets, questionnaire, oversized figures, spreadsheets, etc.—are part of your dissertation or thesis, you can submit them as supplementary files.
- Upload supplementary materials as part of the submission process.
- When uploading a supplemental file, include a brief description and select the media type.
- Maximum of 2 GB per file
- Zip files:
 - Files over 10 MB or if more than 30 individual files
 - Large numbers of files; files that have a directory structure
- Do not embed media files in your PDF.
- Mention files in your abstract.
- List and describe files in an appendix/ces or a List of Works (goes after Lists of Tables and Figures).



Supplemental File Help

- Check info at [ETD Administrator FAQ - How can I include related files \(sound clips, data sets, etc.\) that are a critical part of my dissertation or thesis?](#)
- [ETD Administrator FAQ - I want to submit a dissertation in a non-PDF format \(e.g. audio file, video file, etc.\). How can I do that?](#)

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- Tennessee Tech EDT Administrator portal:
<https://www.etdadmin.com/tntech/>

ProQuest

ETD Administrator

The screenshot shows the ProQuest ETD Administrator interface. At the top, there is a navigation bar with the following items: 'My ETDs', 'Resources & Guidelines' (which is highlighted with a red box), 'My Dissertations/Theses List', 'Create New Submission' (which is also highlighted with a red box), and 'My Profile'. Below the navigation bar, there is a section titled 'My Dissertations/Theses List'.

Recommendation:

- Create your account and start a new submission before the deadline so there are no surprises
- You can return to complete the submission later



Click here for help

Submission steps

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 Instructions PQ publishing options ProQuest agreement Contact information

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 Dissertation/Thesis details PDF Supplemental files (optional) Notes (optional)

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Start the process of publishing to ProQuest Dissertations Publishing by submitting your completed dissertation/thesis using ETD Administrator.

You will be entering information about your dissertation/thesis, uploading a copy of your work, and ordering printed copies (if desired). Your submission will be reviewed by staff at your school before they deliver it to ProQuest.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back later to finish. No information will be lost.

Some items to have on hand:

- A PDF copy of your dissertation/thesis. This must be a single file. [View recommendations for preparing your manuscript](#)
- 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. [\(Subject Category list](#)

The ETD Administrator lets graduate students submit their completed dissertation or thesis to UMI Dissertation Publishing for publishing. Your initial submission will be reviewed by a staff member in your Graduate School for compliance with formatting requirements, and you will receive feedback on any changes that are necessary. Your dissertation or thesis will not be submitted for publishing until it is approved by the Graduate School.

Submitting your electronic thesis or dissertation (eTD) is a multi-step process. After providing the information at the prompts in the screens that follow, you will also be asked to provide credit card information to cover expenses associated with publishing your thesis or dissertation. Upon hitting the submit button, your ETD will be forwarded to staff in the TTU Graduate School and your credit card will be charged. This initial submission is for review purposes only. It is not for publication until the format has been approved by Graduate School staff.

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Frequently asked questions

• How does it work?

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Your work will be discoverable through searches performed within Google Scholar. A few variables determine how much of the work is made available:

- If you've chosen ProQuest's Open Access publishing type (see above), your work will be freely available to read or download.
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In addition to Google Scholar, these works may also appear on Google.com via shared metadata.

• What if my work is embargoed?

ProQuest will not make your work available for indexing in Google Scholar until after your embargo end date.

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Upon request, a citation may be removed from Google Scholar after it has been added to their database. However, the removal is not immediate and can take several weeks to fulfill the request. If you would like to request a removal, [contact ProQuest Support](#).

I want to opt out of making my work in ProQuest discoverable through Google Scholar and other major search engines.

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- Registration establishes a public record of the author's copyright in a work
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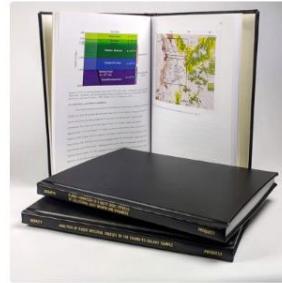
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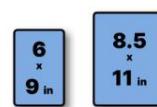


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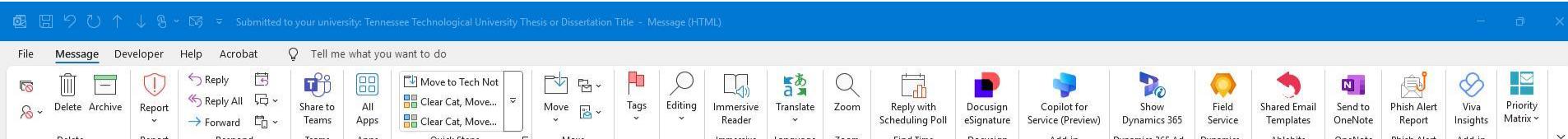
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      Tue 9/30/2025 9:40 AM

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Dear Jane Doe,

"Tennessee Technological University Thesis or Dissertation Title" has been submitted to your administrator for review. If additional information or edits are required, your administrator will contact you.

Regards,

Your ProQuest team, part of Clarivate

A message from your team at ProQuest, part of Clarivate

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ID: 11592

Status: Submission in review

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Title: Tennessee Technological University Thesis or Dissertation Title
Author(s): Jane S. Doe

Primary Language: English
Publication Number: 32244784
Submission Date: 2025-09-30
Submission ID: 11592

Student Notes to Administrator:
Using LaTeX for formatting

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Degree/Department Information

Degree Date: 2025
Degree Awarded: Master of Science
Year Manuscript Completed: 2025
Department: Computer Science
Advisor/Supervisor/Committee Chair: First Name Last Name
Committee Members: -- none provided --

Subject Categories

Computer science [0984] - primary

Keywords

Keyword 1
Keyword 2

Abstract

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Status: Ready for Checklist



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Degree: Master of Science

Primary language: English

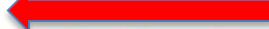
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Abstract: Abstract goes here

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Keywords: Keyword 1

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