

# ProQuest Submission Guide

# Before you start the submission:

- ❖ Make sure that you have followed the approved template of HBKU for your Thesis/Dissertation.
- ❖ Ensure Committee signature page is included in your Thesis/Dissertation with all required signatures.
- ❖ Make sure that you have the following for the submission:
  - PDF copy of the Thesis/Dissertation
  - Abstract
  - Names of committee members
  - Similarity Index Form
  - Similarity Report (iThenticate/Turnitin)
- ❖ Similarity score from any source (excluding students' own publications and papers) should not exceed **1%**.

# Video Tutorial

- ❖ Click on the below link for the video tutorial of students submission process  
<http://www.proquest.com/company/ETD-Administrator-Tutorial-Videos.html#student>

# Click here for submission

## (<http://www.etdadmin.com/cgi-bin/school?siteId=818>)

The screenshot shows the ProQuest ETD Administrator interface. At the top, there's a navigation bar with links: Home, Training and Support, Resources & Guidelines, Submitting Your Dissertation/Thesis, and About ETD Administrator. A 'Log in' button is visible in the top right corner. Below the navigation bar, a large banner reads 'Make your thesis or dissertation available to the research community with ProQuest ETD Administrator'. Underneath this, it specifies 'At Hamad Bin Khalifa University'. The main content area is divided into two sections: 'Here's why:' and 'Here's the workflow:'. The 'Here's why:' section lists five bullet points: 'It's easy', 'Submissions, revisions, re-submissions, and approvals with your administrator, online', 'Your work deposited, as applicable, into Hamad Bin Khalifa University repository', 'Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global', and 'Our university resources and guidelines just a click away'. The 'Here's the workflow:' section features a horizontal timeline with five steps: 1. Submit (You), 2. Review (Your institutional administrator), 3. Revise & Approve (You and your administrator), 4. Deliver (Your administrator, to ProQuest), and 5. Done (Your work is now on ProQuest!). At the bottom of the workflow section, there is a prominent orange button that says 'Sign up and get started today!' and a smaller link that says 'Already signed up? Log in'.

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Log in

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## Make your thesis or dissertation available to the research community with ProQuest ETD Administrator

At Hamad Bin Khalifa University

Here's why:

- It's easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into Hamad Bin Khalifa University repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—ProQuest Dissertations & Theses Global
- Our university resources and guidelines just a click away

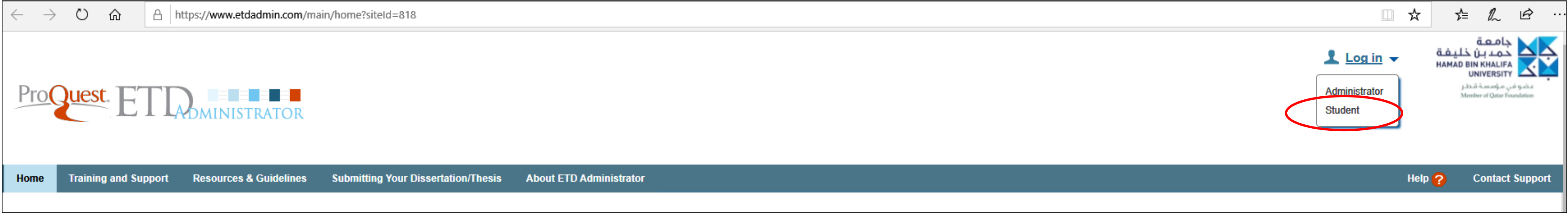
Here's the workflow:

- 1. Submit**  
You
- 2. Review**  
Your institutional administrator
- 3. Revise & Approve**  
You and your administrator
- 4. Deliver**  
Your administrator, to ProQuest
- 5. Done**  
Your work is now on ProQuest!

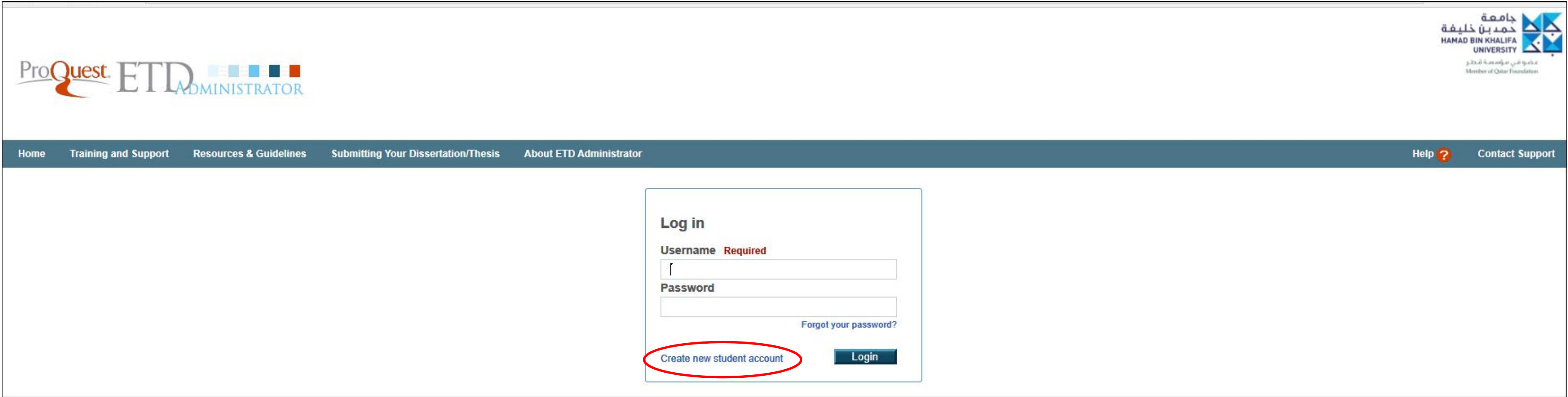
**Sign up and get started today!**

Already signed up? [Log in](#)

- Select student



- Create new student account



- Fill out the required fields (Make sure that you have entered your full name)

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Welcome to the Hamad Bin Khalifa University

ETD Administrator lets graduate students submit their completed Dissertations/Theses to ProQuest Dissertation Publishing for publishing. There are several steps in the submission process, which ETD Administrator will walk you through. Your submission will be reviewed for approval before it is submitted to ProQuest Dissertation Publishing.

Create new student account

Log in

Fields marked with an asterisk \* are required.

\* First name

Used to personalize email correspondence and the user interface.

\* Last name

Used to personalize email correspondence and the user interface.

\* Email address as username

Used to identify your account.

\* Password


At least 8 characters, must include: 1 uppercase character; 1 numeric digit (0 to 9); 1 special character such as # or \$.


\* Confirm password

☐





\* I consent to the collection and use of my personal information consistent with the [Privacy Policy](#) and acknowledge that use of the service is subject to the [Terms and Conditions](#). I understand ProQuest cannot create an account without my consent.


Create Account

Leave Feedback: 




- You will receive an email confirmation
- Click on **CONFIRM YOUR ACCOUNT**

 Reply  Reply All  Forward  IM



Wed 7/29/2020 10:06 AM  
ETD Administrator <etdadministrator@proquest.com>  
ProQuest ETD Administrator Account Confirmation for Nijaz Valiyandy

To  Nijaz Valiyandy

Thank you for creating an account with ProQuest ETD Administrator.

Please [confirm your account](#).


Having trouble logging in? Questions? Contact [ProQuest Support](#).

Regards,  
ProQuest ETD Administrator





- When you click on confirm your account, you will be directed to a new submission page
- Click on **CREATE OR CONTINUE WITH SUBMISSION**



Nijaz Valiyandy ▾


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## Make your thesis or dissertation available to the research community with ProQuest ETD Administrator


Here's why:

- It's easy
- Submissions, revisions, re-submissions, and approvals with your administrator, online
- Your work deposited, as applicable, into your institution's repository
- Your work, part of the most comprehensive collection of dissertations and theses in the world—[ProQuest Dissertations & Theses Global](#)


Here's the workflow:




**1. Submit**  
You




**2. Review**  
Your institutional administrator



**3. Revise & Approve**  
You and your administrator



**4. Deliver**  
Your administrator, to ProQuest



**5. Done**  
Your work is now on ProQuest!

Create or continue with submission

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- Choose the access option and **Save**

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☐ PDF

☐ Supplemental files (optional)

☐ Notes (optional)

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Publishing Options

Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (\*).

For assistance, consult your graduate school, and read our [Publishing Guides](#).

Type of Publishing

Traditional Publishing

[View agreement](#)

- I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
- I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.
- I understand that ProQuest does not charge a fee for Traditional Publishing.
- I understand that my work will be available through [ProQuest Dissertations & Theses](#), [iParadigms](#) and [Dissertation Express](#), and that a citation/abstract may appear in some [indexes](#) (e.g. SciFinder, MathSciNet, PsycINFO, etc.).

Access options (e.g., delaying the release of your work)

If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and may be available through your institutional repository.

Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.

Delaying release in ProQuest

I want my work to be available in ProQuest as soon as it is published. \*

☐ Yes

☐ No - I have patents pending, or another reason why I need to delay access to the full text of my work.

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Your work on ProQuest will be discoverable and accessible through Google Scholar!

What if my work is embargoed?

ProQuest will not make your work available for indexing in Google Scholar until your embargo end date. [Show More](#)

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ProQuest Agreement

Traditional Publishing Agreement

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**Delivery of the Work.** Author shall provide to ProQuest the Work and all necessary supporting documents during the online submission process, according to [Guide 1: Preparing Your Manuscript for Submission](#).

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Author's election of Traditional as the type of Publishing confirms Author's choice to have ProQuest publish the Work according to the Traditional Publishing option described below.

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**Publishing Fees and Royalties.** There is no publishing fee charged for dissertations and theses submitted through the ProQuest® ETD Administrator.

Author's institution may assess additional fees.

ProQuest will pay royalties of 10% of its net revenue from sales of the Work, conditioned on Author maintaining a current address on record with ProQuest. Royalties will be paid when accrued earned royalties reach \$25.00 USD. If, after 25 years, earned royalties do not accrue to at least \$25.00 USD, ProQuest's royalty payment obligation will cease.

**Acknowledgement:** I have read, understand and agree to this ProQuest Agreement, including all rights and restrictions included within the publishing option that I have chosen.

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- Select the appropriate option for Institutional Repository (to make your Thesis/Dissertation available through HBKU library and QNL)

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☐ Notes (optional)

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Institutional Repository (IR) Publishing Options

I want my work immediately available in my school's IR \*

☐ Yes

☐ No - I have patents pending, or another reason why I need to delay access to the full text of my work.


Access options

Select the option that best reflects your preference for publishing your work in your school's institutional repository. \*

☐ Open access

☐ Campus use only

Save & Continue





- Read HBKU agreement and Save

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This document details the agreement for copyright and embargo of graduate research entailing the fulfillment of a graduate degree requirement.

**Copyright:**  
HBKU recognizes the student as the primary and sole author of a dissertation, a thesis or an industrial master's project as such is treated as the property of the author.

1. Final approval of a dissertation, a thesis or an industrial master's project results in publication of the manuscript in the HBKU Library's digital repository and Qatar National Library and in print. Dissertations and Theses are also published in digital repository (e.g. ProQuest).
2. Unless the ownership has been assigned by a written agreement, students must include a copyright notice at the title page of the manuscript.

☐ I have read, understand and agree to this University Agreement.

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Please enter your contact information. This information will be used to process your submission.

\* - required

Contact information:

First name \*

Middle name:

Last name \*

ORCID ID:

orcid.org/

Look up

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Your university requires you to associate an ORCID Identifier with your submission.

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We use your email address to contact you, as necessary, about your submission.

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Shared only with your institution.

Mailing address

We collect your mailing address on behalf of your institution so it can contact you about matters such as your submission and related graduation requirements. Additionally, eligible royalty payments generated by sales of your work will be sent by ProQuest to the mailing address you provide here.

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-- Select Country --

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Street Address line 3:

City \*

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Enter NA if your selected country does not use Zip or Postal codes.

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You will have the opportunity to order additional copies of your work and learn about related services that could support your career and research. Would you like us to send you information about these opportunities? (You can always opt-out later.)

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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\*:

Year

Degree Date\*:

Year

Degree Awarded\*:

Department\*:

Primary Subject Category\*:

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Keywords (include up to 6):

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PDF of your thesis or dissertation

Upload a PDF of your thesis or dissertation\*

PDF is the required format for ETD submission. If you are unable to convert your manuscript into PDF, you have the option to upload a Word or RTF file below and we will convert your file into PDF.

Upload file

Do you have any copyright permission documents to submit? \*

If copyright permission documents are included in your dissertation/thesis file, you do not need to submit them separately.

☐ Yes

☐ No

Save & Continue

PDF Help

+ Can I change this file later?

+ File name limit

+ Embedding fonts

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- Upload **Similarity Index Form** as supplementary file 1
- Upload Full **Similarity Report** (iThenticate/Turnitin) as supplementary file 2

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Supplemental Files (optional)

If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit them as supplemental files. These files will be made available in ProQuest Dissertations & Theses when your work is published.

Supplemental file requirements:

• Do not upload files that someone else holds rights to (for example, third party software such as Microsoft Excel). However, uploading your Excel spreadsheet is OK.

• Zip large files, a large group of files, or files that have a directory structure.

1.

Add File:

Upload file

Note: do not add third party applications or software (i.e. Adobe Reader, etc.)

Description:

Media Type\*:

Select Media Type

2.

Add File:

Upload file

Note: do not add third party applications or software (i.e. Adobe Reader, etc.)

Description:

Media Type\*:

Select Media Type

Add another supplemental file

Save & Continue

- Enter any note if you wish to share with the administrator

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Notes to Administrator (optional)

Include any notes you have for the administrator at your graduate school who will be reviewing your submission.  
If you will be unreachable via email, note the best way to contact you here as well.

Notes to Administrator:

(Maximum characters: 200)

Save & Continue

Clear

- Select **CONTINUE WITH ORDER** if you wish to request copies from ProQuest .
- Select **DECLINE** if you wish to proceed without ordering copies.

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- Visit the ProQuest Support Center to learn about our process for publishing your work on ProQuest and fulfilling your print order.

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		3-4 \$66.00	
		5+ \$59.00	
Hardcover	6 x 9 in., single copy	Buy more & save:	
		1-2 \$64.00	
		3-4 \$58.00	
		5+ \$51.00	
Softcover	8 1/2 x 11 in., single copy	Buy more & save:	
		1-2 \$58.00	
		3-4 \$55.00	
		5+ \$47.00	
Softcover	6 x 9 in., single copy	Buy more & save:	
		1-2 \$52.00	
		3-4 \$48.00	
		5+ \$42.00	

Calculate subtotal

Subtotal\*: \$0.00 USD

\*Note: Prices are in U.S. Dollars (USD). Tax may be added to the total based on your shipping address.

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Decline - do not order



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Pay for your order: Review submission summary

Your work is ready for submission to your institution for review.

1. Verify the details of your work as shown below.

2. If necessary, use the **Change** links to update corresponding details.

3. Click **Submit Dissertation/Thesis**.

Submission Summary:

If changes are needed, you can make them using the links provided.

Dissertation/Thesis Details:

Degree:

Master of Arts

[Change](#)

Primary Language:

English

[Change](#)

Title:

Test

[Change](#)

Abstract:

Test

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Keywords:

[Change](#)

PDF:

(24.3 kB)

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Do not delay release to ProQuest

Allow search engine access.

Institutional Repository (IR) Publishing Options:

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Include in institutional repository: Yes

Delayed Release (IR): Do not delay release to Institutional Repository

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