

# ***Thesis & Dissertation***

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## **Final Requirements for Doctoral Candidates**

**The following items must be completed no later than the final deadline:**

- ▶ **ProQuest:** Submit one electronic copy of your dissertation to the ProQuest website.
  - PDF format

How to access ProQuest:

- Visit The Graduate School website: <http://www.graduateschool.utsa.edu/>
- In the menu, click on “Current Students”
- Click on “Thesis/Dissertation”
- Click on “Final Submission Requirements”
- Click on “ProQuest Electronic Submission Website”
- Follow the on-screen instructions from ProQuest to create an account and walk through the submission process.

- ▶ **Survey of Earned Doctorates (SED)**

- Completed online
- *Not* the survey you complete when you apply for graduation
- SED is located on the Thesis/Dissertation webpage under “Doctoral Requirements”

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**Final Deadline for Fall 2020:**

***Monday, December 7<sup>th</sup> by 3:00 p.m.***

All final requirements are due to The Graduate School  
by the above deadline.

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# Digital Distribution Options Available Through ProQuest

During the submission process, you will encounter this screen. You'll be able to choose between traditional and open access publishing, as well as opt for a delay of up to 2 years for your document's release (aka "embargo").

[My ETDs](#) [Resources & Guidelines](#)

Submit my ETD My Profile Help ? Contact Support

### Submission steps

- Instructions
- PQ publishing options**
- ProQuest agreement
- Contact information

### About my dissertation/thesis:

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

### Submission & payment:

- Register U.S. Copyright
- Order copies
- Shipping address
- Submit

### 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](#).

#### Select 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.).
- Open Access Publishing PLUS** [View agreement](#)
  - I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
  - I understand that I will not be eligible to receive royalties.
  - I understand that the ProQuest fee for Open Access Publishing PLUS is **\$95.00 USD**.
  - I understand that I will pay the fee, unless notified by my graduate institution that the school will pay.
  - 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.).

#### Select Publishing Options

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. \* [Learn more](#)

- Yes
- No

#### 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.

How long would you like to delay the release to ProQuest? \* (more info)

6 months  1 year  2 years

Note to administrator (optional): 200 characters

[Clear](#)

Reason for delaying release to ProQuest: \*

[Save & Continue](#)

- Select
- Publication pending with another publisher
- Patent pending
- Material under another copyright is contained in the work
- Sensitive material is included
- Deferred degree date
- Other
- Select

## Fee for Copyright Registration through ProQuest: \$75.00

# Why copyright®?

Even though copyright protection is secured automatically upon creation, there are certain definite advantages to copyright registration.

- Registration establishes a public record of the copyright claim.
- Before an infringement suit may be filed in court, registration is necessary for works of U.S. origin. If made before or within five years of publication, registration establishes prima facie evidence in court of the validity of the copyright and of the facts stated in the certificate.
- Registering for copyright allows for the claimant to receive statutory damages set out in Title 17, Section 504 of the U.S. Code, which range from \$750 – \$150,000, plus attorney fees, per copyright infraction
- If registration is made within three months after publication of the work or prior to an infringement of the work, statutory damages and attorney's fees will be available to the copyright owner in court actions.
- Also, registration allows the owner of the copyright to record the registration with the U.S. Customs Service for protection against importation of infringing copies.

Source: United States Copyright Office website  
[http://www.copyright.gov/help/faq/mandatory\\_deposit.html](http://www.copyright.gov/help/faq/mandatory_deposit.html)  
<http://www.copyright.gov/title17/92chap5.html#504>



## Previously Published Materials:

1. **Acknowledgements:** Include the two italicized paragraphs from the Preparation Guidelines document on the bottom of your acknowledgements page. These come after your acknowledgements text and before the date that is centered over the page number. Preparation Guidelines: <http://graduateschool.utsa.edu/current-students/formatting-requirements/>
2. **When a chapter is previously published:** Beneath the chapter title, include a short statement indicating that the chapter was previously published, where, when, and the names of any co-authors.
3. **Copyright permissions:** Contact the journal/publisher where your chapters have been previously published to determine if you need copyright permission to reproduce the material as a chapter in your thesis/dissertation.
  - a. If you need copyright permission: Include a copy of the permissions granted in an appendix.
  - b. If you do not need copyright permission: Do steps 1 and 2 above. You do not need to include anything in the appendix indicating that you do *not* need copyright permission.
4. **When a chapter has been submitted for publication:** Beneath the chapter title, include a short statement indicating that at the time the thesis/dissertation was published, the chapter has been submitted for publication. Include where it has been submitted and the names of any co-authors.

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Each volume is rendered with respect for the scholarly research, featuring:

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- Any color graphics included in the digital copy of the thesis received by ProQuest/UMI can be reproduced in color **at no extra charge**.
- Durable hardbound copies are 8½"x11" with elegant black covers made from 2.5 mm-thick board covered in washable linen. Titles are embossed in gold foil on the spine. Handmade thread-sewn bindings and generous margins enable volumes to be opened flat.

**Authors, please note:**

- Please inform ProQuest of any address change
- All prices are subject to change
- Manuscript copies are shipped approximately **8 to 12 weeks** after the end of the semester

**Pricing:**

Format	Description	Quantity	Pricing
<b>Author Milestone Edition Hardbound</b> 8 ½ x 11	8 ½ x 11; hardbound library bind; black linen cover; embossed gold title; white 24-lb acid-free archival-grade paper; double-sided color printing. Replicates Library of Congress holdings.	1-2 3-4 5 or more	\$62.00 \$56.00 \$50.00
<b>Hardbound</b> 6 x 9	6 x 9 Hardbound library bind; black linen cover; embossed gold title; 24-lb acid-free archival-grade paper; double-sided color printing.	1-2 3-4 5 or more	\$51.00 \$46.00 \$41.00
<b>Softbound</b> 8 ½ x 11	8 ½ x 11 Softbound; blue cover; stamped black title; 24-lb acid-free archival-grade paper; double-sided color printing.	1-2 3-4 5 or more	\$45.00 \$41.00 \$37.00
<b>Softbound</b> 6 x 9	6 x 9 Softbound; blue cover; stamped black title; 24-lb acid-free archival-grade paper; double-sided color printing.	1-2 3-4 5 or more	\$38.00 \$34.00 \$31.00

*\*Tax will be added to the total based on your shipping address.*

# Before you submit...

## Thesis & Dissertation Final Draft Formatting Checklist

### Page Numbers

- Title, copyright, dedication: No page numbers
- First numbered page: Acknowledgements
  - Roman numeral ii, iii, or iv (count previous pages, **change “Start at...” page if needed**)
- First page of manuscript: Arabic numeral 1
- Landscape pages: Page number located **on left short edge** of page when viewed in landscape orientation (not Word default placement)
- Vita page: No page number

### Tables and Figures

- Tables: Titles are placed **above tables**
- Figures: Captions are placed **below figures**
- List of Tables/Figures: Verify title text on these pages **precisely matches** text in document
- Verify all are **consistent** in:
  - Placement (left justified or centered)
  - Title/caption text size (10 pt. or 12 pt.)
- Copyright permissions have been secured for published tables/figures (yours or others')

### Margins

- 1" margins on all sides of **all pages** of document
  - Oversized material? Shrink/make landscape

### Vita

- Not a copy of CV.** Should be a brief (50-300 words), professionally-focused biographical summary in paragraph form (see template)
- No page number on Vita page

### Dates

For Fall 2020 graduation:

- Title Page: December 2020
- Copyright Page: 2020
- Acknowledgments: December 2020
- Abstract Page: 2020

### Spacing

- Precisely** match template spacing for special pages (title, copyright, dedication, acknowledgements, abstract)
- Headings: All major headings (chapter-level) fall on **first line of page**, are double-spaced, bold+caps+centered
- Double-space between entries in Table of Contents, Lists of Tables/Figures, References
  - You may single-space **within entries**
- Tip: Trouble matching template? Verify that there is no extra space added before/after paragraphs in your paragraph settings

### Misc./Final Check

- All **hyperlinks deactivated** (must appear as regular text, no color/underline)
- Final review that page numbers in Table of Contents, List of Tables/Figures are accurate
- All Previously Published Materials guidelines have been followed
- Orphaned subheadings (those falling at bottom of page) may be moved to next page with their content

Questions? Contact [elyse.brown@utsa.edu](mailto:elyse.brown@utsa.edu) with any questions about the thesis and dissertation formatting and submission process!