

SUBMITTING



DISSERTATION

The dissertation is an original research project conducted by a candidate under the direction of an advisory committee appointed by the Dean of the College of Education, Arts, and Humanities upon recommendation of the Coordinator of Doctoral Studies.

The office of the Coordinator of Doctoral Studies has instructions for preparing and submitting the dissertation.

After a successful defense, students are directed to make any suggested revisions and ensure proper formatting of the manuscript.

After the committee chair approves it, students are then directed to begin the following process for ProQuest publication.

Students are required to pay for two library copies of their final dissertation.

ProQuest Steps:

- 1.The student submits their dissertation to ProQuest using the following link:
<https://www.deltastate.edu/library/home-page/dissertation-submission/>
- 2.Create an account using the link "Sign up and get started today."
- 3.In addition to the requirements on the welcome page, you will need a credit card to pay ProQuest for:
 - a. Two library copies (8 ½ X 11 hardcover) = \$62.00 X 2 = \$124.00
 - b. Personal copies (optional)
 - c. Other optional fees such as Open Access and Copyright (student's choice)
- 4.Follow the submission steps. See the FAQs if there are any questions.
- 5.Upon submission, the program's coordinator will review the dissertation before it is delivered to ProQuest.

Steps for Doctoral Program Coordinator

1. The student submits their dissertation to ProQuest
2. That will trigger an email to the Library's ETD Liaison to assign an administrator to look over the submission details.
3. Once assigned as the administrator, they can go into the site and make sure everything looks good with the submission (including the actual dissertation).
4. Registering a decision: If everything looks good (or if changes need to be made by the student), the coordinator will register their decision by clicking on "Register Decisions" in the left-hand menu.
 - a. If everything is good to go, they will choose Accept.
 - b. If revisions are necessary, make the appropriate selection. The student will then be notified by email that changes are required.
5. Once the coordinator "Accept" a dissertation, an email will be sent stating such.
6. The Library's ETD Liaison will then sign back into the database and "Deliver" the dissertation to ProQuest.

Contact the DSU Library for assistance.



THESIS

The thesis is an original research project conducted by a candidate under the direction of an advisory committee appointed by the college or school dean upon recommendation of the department chair.

A detailed instruction sheet for the preparation and submission of the thesis is available in the office of the college or school dean.

After a successful defense, students are directed to make any suggested revisions and ensure proper formatting of the manuscript.

After the committee chair approves it, students are then directed to begin the following process for ProQuest publication.

Theses are not required to be published. That final decision is with the division and college.

ProQuest Steps:

- 1.The student submits their dissertation to ProQuest using the following link:
<https://www.deltastate.edu/library/home-page/dissertation-submission/>
- 2.Create an account using the link "Sign up and get started today."
- 3.In addition to the requirements on the welcome page, you will need a credit card to pay ProQuest for:
 - a. Two library copies (8 ½ X 11 hardcover) = \$62.00 X 2 = \$124.00
 - b. Personal copies (optional)
 - c. Other optional fees such as Open Access and Copyright (student's choice)
- 4.Follow the submission steps. See the FAQs if there are any questions.
- 5.Upon submission, the Thesis Committee Chair/Advisor will review the dissertation before it is delivered to ProQuest.

Steps for Thesis Committee Chair/Advisor

1. The student submits their dissertation to ProQuest
2. That will trigger an email to the Library's ETD Liaison to assign an administrator to look over the submission details.
3. Once assigned as the administrator, they can go into the site and make sure everything looks good with the submission (including the actual dissertation).
4. Registering a decision: If everything looks good (or if changes need to be made by the student), the Committee Chair will register their decision by clicking on "Register Decisions" in the left-hand menu.
 - a. If everything is good to go, they will choose Accept.
 - b. If revisions are necessary, make the appropriate selection. The student will then be notified by email that changes are required.
5. Once the Committee Chair "Accepts" a dissertation, an email will be sent stating such.
6. The Library's ETD Liaison will then sign back into the database and "Deliver" the dissertation to ProQuest.

Contact the DSU Library for assistance.

DEFINITION

DEFENSE

PROQUEST

APPROVAL