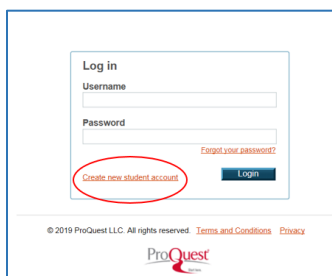
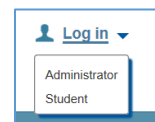


Submitting the Doctoral Dissertation to ProQuest A Graduate Student Guide

As part of the PhD degree requirements, all students must submit the final copy of their doctoral dissertation to ProQuest for copyright registration and publication. Students receiving their PhD degree from the Albert Einstein College of Medicine should follow the instructions below on how to submit their dissertation online to ProQuest.

To Log into Einstein ProQuest

1. Go to <https://secure.etdadmin.com/einstein>
2. Click on the “Log in” button in the upper right, then select Student
3. On the next screen, select **create new student account** if you don’t have already have a ProQuest account. Provide the required information and follow the prompts to create your account
If you already have an account, enter your username and password



Submitting the Dissertation

Once you’re logged in, you’ll see instructions on what you will need in order to complete your submission. Click the “Continue” button.

My Dissertations/Theses List	Submit my ETD	My Profile	Help
Submission steps Welcome to the ETD Administrator @ Albert Einstein College of Medicine			
Publishing information: Instructions 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. If your manuscript is in Word or RTF format, we can convert it into a PDF. • 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)			
Continue			
About my dissertation/thesis: ☒ Dissertation/Thesis details ☒ PDF ☐ Supplemental files (optional) ☐ Notes (optional)			
Submission & payment: ☒ Register U.S. Copyright ☒ Order copies ☒ Shipping address ☐ Pay for your order			

At the end of each step you'll be prompted to "Save & Continue". Required fields will be marked with an asterisk (*). You may return to a previous step at any time by clicking the link in the left-hand menu to navigate to different Submission Steps. You may click the help icon in the upper right-hand corner of the webpage for assistance. You can also email gradregistrar@einsteinmed.edu.

Note: some fields require that you enter specific information:

- **Contact Information section:**

- Enter your Einstein Banner ID in the **Institutional Student ID** field.
- Enter your non-Einstein email address in the **Permanent email address** field

The screenshot shows the 'Contact information' section of a ProQuest submission form. On the left is a sidebar menu with options: ProQuest agreement, Contact information (selected), About my dissertation/thesis: Dissertation/Thesis details, PDF, Supplemental files (optional), Notes (optional), Submission & payment: Register U.S. Copyright. The main content area is titled 'Contact information' and includes an 'Important' note about name usage. Below this are input fields for First name, Middle name, Last name, Institutional Student ID (circled in red), and Permanent email address (circled in red). A note at the bottom states: 'We use your email address to contact you, as necessary, about your submission.'

- **Dissertation/Thesis Details section:**

- Title: Enter **title** as it appears on your final thesis title page
- Abstract: Paste your dissertation abstract exactly as it appears in your final dissertation

The screenshot shows the 'Dissertation/Thesis Details' section. It includes a dropdown for 'Primary language of your dissertation/thesis*' (set to English - en), a text field for 'Title (as displayed in your dissertation/thesis)*', and a large text area for 'Abstract (as displayed in your dissertation/thesis)*'. A note below the abstract area says 'Do not include personal information in your abstract.' At the bottom, there is a question: 'Would you like to enter an optional translated version of your title and / or abstract to expand your potential researcher audience?' with radio buttons for 'Yes' and 'No' (selected).

- Year Manuscript Completed: Enter in the year in which your final doctoral dissertation is being submitted for program completion
- Degree Date: Select your PhD degree year
- Degree Awarded: This field will be defaulted to "Doctor of Philosophy"
- Department: This field will be defaulted to "Biomedical Sciences"
- Primary Subject Categories: Select from the drop down menu the categories that best describe your thesis project
- Advisor/Supervisor/Committee Chair: Enter your primary mentor name in the first line, and if applicable, your co-mentor name in the second line
- Committee Members: List all Thesis Defense Committee Members, with Chair first

The screenshot shows a portion of the form with the following fields: 'Year Manuscript Completed*' (Year dropdown), 'Degree Date*' (Year dropdown), 'Degree Awarded*' (Doctor of Philosophy dropdown), 'Department*' (Biomedical Science dropdown), 'Primary Subject Category*' (dropdown), and 'Additional Subject Categories' (multiple dropdowns).

Advisor/Supervisor/Committee Chair*:
Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

First name: Middle Initial: Last name:

Committee Members:
Include up to 10 names. Do not include degrees as part of the name.

First name: Middle Initial: Last name:

- **PDF Section:**

- Upload your dissertation as a single PDF file, including the originally signed thesis title page. The title page must be the first page of the document
- Click on the “Upload Files...” button and use the pop-up screens to navigate to the file.
- Supplemental Files: upload any additional media files associated with your dissertation. These files can be images/figures or other multimedia formats that are an integral part of the dissertation but not part of the full text.

- **Register U.S. Copyright section:**

- Please select “Yes” for ProQuest to file for U.S. Copyright Registration on your behalf
Please note: the copyright registration fee will be covered by the Graduate Division

1. Previous U.S. Copyright Registration
Has registration for your published dissertation/thesis, or for an earlier version of the manuscript, been made with the Copyright Office?

☐ Yes - copyright was previously filed ☒ No

2. Requesting ProQuest to file for U.S. Copyright Registration

☐ **No, do not file for copyright**—I am requesting that ProQuest not file for copyright on my behalf.

☒ **Yes, file for a new copyright**—I am requesting that ProQuest file for copyright on my behalf.

☒ **Required: Select the checkbox to indicate you have read, understood, and agree to the following:**

- Fees may be associated with this item, but may be paid via your institution. See instructions for details on any associated fees.
- I am the sole author of the dissertation or thesis I submitted to ProQuest.
- I do not acknowledge any co-authors or co-claimants of my work.
[See manuscript examples](#) rejected and deemed not by a sole author.

Save & Continue

- **Order Copies section:**

The Graduate Division will cover the fee for a total of 4 hardcover (bound) 8.5x11 copies of your dissertation (one student copy, one mentor copy, one department copy and one library copy). The 4 copies will be returned to the Graduate Office. You will be notified via email once bound copies are available. You may purchase additional copies at your own expense, and indicate where these additional copies are to be shipped.

- **Submission:**

Upon successful submission of your dissertation, you will receive a confirmation email from ProQuest. A copy of the confirmation email is to be submitted to the Graduate Office (gradregistrar@einsteinmed.edu, or Belfer 202) when submitting the other documents for program completion. The other documents required are available on the Graduate Division website: <http://einsteinmed.edu/education/phd/current-students/thesis.aspx>.