

Electronic Thesis/Dissertation Uploading Instructions

Provided by: The Graduate School of Clemson University

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Table of Contents

	Page
1. Important Copyright Information	1
2. Creating an Account and Logging in.....	2
3. Editing Your Profile Information.....	3
4. Converting Your Manuscript to a PDF	4
5. Submitting Your Completed Manuscript	6

Important Copyright Information

Each student who submits a manuscript on UMI is giving UMI non-exclusive rights to offer copies for sale. Students whose manuscripts are sold through UMI receive royalty payments of 10% on all sales.

Creating an Account and Logging in

Note: In order to begin the electronic thesis/dissertation submission process, your completed GS-7 form must be submitted to Enrolled Student Services in 104-D Sikes Hall indicating that your committee has accepted your manuscript as complete in content and formatting.

Step 1.1: Using your Internet browser, go to the ProQuest/UMI Submissions Site located at <http://dissertations.umi.com/>.

Step 1.2: Once at the ProQuest/UMI homepage, **click** on the **My Account** link at the top of the screen.

Step 1.3a: If you are a new user **click** on the “[Create a FREE account](#)” link to begin the process.

Note: If you have already created an account, simply enter your e-mail address and password in the fields provided and click .

Step 1.4: Fill in all of the required fields (marked with *). After finishing, **click** on the button.

Step 1.5: Once the next page loads, an e-mail is sent to the address that you provided on the previous page. Within this e-mail is a confirmation link. Minimize your Internet window, and check your e-mail.

Step 1.6: Once you open the e-mail message, click the hyperlink to confirm the creation of your account.

Step 1.7: You have completed the log in process. You will no longer need the confirmation link, but you will need your e-mail address and password.

When you want to log in later, follow Step 1.1 through Step 1.3b.

Editing Your Profile Information

Step 2.1: Using your Internet browser, go to the ProQuest/UMI Submissions Site located at <http://dissertations.umi.com/>

Step 2.2: **Click** on the “My Account” link at the top-left of the screen. Enter your e-mail address and password in the fields provided and **click** .

Step 2.3: Find the “My Account” menu, and **click** on the “Edit Profile” link.

Step 2.4: Change or add information in the fields desired.

*Note: If you would like to delete the information in all of the fields, **click** on the button located at the top and bottom of the screen.*

Step 2.5: Once all desired changes and additions have been made, click on the button located at the top and bottom of the screen.

Step 2.6: Your profile has been updated. You may update as many times as you would like to, but always be sure to press the button afterwards to save the changes you made.


Step 2.7: To move back to your account page, **click** on the “My Account” link at the top-left of the screen.


*Note: If you changed your password as part of your profile edits, you will have to log back in to ProQuest/UMI using your new password when you **click** on the “My Account” link.*

Converting Your Manuscript to a PDF

Note: If your manuscript is a single Word or RTF document, you can use the ProQuest/UMI conversion tool. If your manuscript is made up of multiple Word or RTF files, or was created in a different program, see the PDF conversion page at www.grad.clemson.edu/manuscript/convert.php to learn about your conversion options, convert your manuscript, then skip to step 4.1 on page 6 of this document.


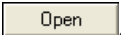
Step 3.1: Using your Internet browser, go to the ProQuest/UMI Submissions Site located at <http://dissertations.umi.com/>

Step 3.2: **Click** on the “My Account” link at the top of the screen. Enter your e-mail and password in the fields provided and **click** .

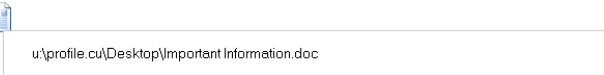

Step 3.3: Once at the site, find the student section located in the sidebar. **Click** on the  button.

Step 3.4: On the page that appears, scroll down until you find the “[Clemson University](#)” link. **Click** on it.

Step 3.5: On the left-hand sidebar, find the “ ” link on the left side of the page. **Click** on it.

Step 3.6: Read the instructions carefully. Once finished **click** the  button, locate your manuscript file, and **click** .


Confirm that the file you selected is the same one that appears in the browse


field:  

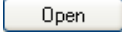
Once confirmed, **click** the  button.

Mac Users: Read the instructions carefully. Once finished **click** on the “Choose File” button, locate your document, and **click** on “Choose.”

Confirm that the file you selected appears in the “Covert your file” field. Once confirmed, **click** the “submit” button.

- Step 3.7:** An e-mail will be sent to the address you used to log in to the ProQuest/UMI web site from “PDF auto conversion system.” Open the e-mail.
- Step 3.8:** In the body of the e-mail, there will be a link to your converted document. **Click** on that link.
- Step 3.9:** The link will take you back to the log in screen. Enter your e-mail and password in the fields provided and **click** .
- Step 3.10:** Follow the instructions provided that apply to you (PC or Mac user).

PC User – Right-click on the **blue** link, and select “save target as”. Choose where you want to save the file (Desktop is easiest), rename it if you’d like, and **click** .

A new window will appear when the save is complete. **Click** on the  button. Scroll down through the PDF that opens, and check for accuracy.

If all looks well, you are ready to submit your manuscript!

Mac User – Hold down the “control” button and **click** on the **blue** link. A small menu will appear, select “Save linked file to desktop”

The file will save to your desktop. When the save is complete, you can open the file from your desktop and scroll through the PDF to check for accuracy


If all looks well, you are ready to submit your manuscript!

Note: If you are planning on continuing with the submission process (without logging out of the UMI site), click on the “Submit your dissertation/thesis” link on the left side of the page and skip to step 4.5 on page 6.

Submitting Your Completed Thesis/Dissertation

Step 4.1: Using your Internet browser, go to the ProQuest/UMI Submissions Site located at <http://dissertations.umi.com/>

Note: If you are continuing from the PDF conversion page and have not logged out of the UMI site, click on the “Submit your dissertation/thesis” link on the left side of the page and skip to step 4.5.

Step 4.2: **Click** on the **My Account** link at the top of the screen. Enter your e-mail address and password in the fields provided and **click** .


Step 4.3: Once at the site, find the student section located in the sidebar. **Click** on the



button.








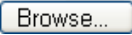

Step 4.4: On the page that appears, scroll down until you find the [Clemson University](#) link. **Click** on it.

Step 4.5: Once in Clemson University’s sector of the ProQuest/UMI site, **click** on the [Resources for Students](#) link on the left side of the page. On the page that appears, **click** [Clemson University Guidelines](#) to view proper thesis and dissertation formatting requirements. Please be sure that your manuscript strictly adheres to the formatting guidelines provided on the Graduate School’s web page before you submit.

Step 4.6: Once you are confident that the formatting of your manuscript matches the formatting guidelines on the Graduate School’s web page, return to the ProQuest/UMI submission page by **clicking** the  **Back** button in your browser.

Step 4.7: Read through the text presented in the middle of the **“Before you begin”** web page.

Note: This web page will serve as a reference tool for any questions or troubleshooting issues that you need addressed about specific parts of the submission process.

- Step 4.8:** If you have completed all of the listed items and have had them approved by your committee members, **click** on the  button at the bottom of the page.
- Step 4.9** Double check the “Before you Begin” list. If you have completed all of the listed items and have had them approved by your committee members, **click** on the  button at the bottom of the page.
- Step 4.10:** You are now on the “**Publishing Options**” page. In accordance with Clemson University policies, you may choose between options “OA-1” and “TR-1.” The second set of options (ending in “-2”) **cannot** be selected. **Selecting such options will delay your graduation.**
- Select the acceptable publishing option (either OA-1 or TR-1) and click the  button.
- Note: As a student at Clemson University, you will be given **FREE OPEN ACCESS** to your manuscript through the Clemson University Library. We **highly** recommend that you select “**TR-1**” so that you do not get charged \$95.00 for a service to which you will already have access.*
- Step 4.11:** Read through the publication agreement (either “Open Access” or “Traditional” agreement), and **click** the  button to advance or the  button to terminate your submission.
- Step 4.12:** On the “**Personal Information**” page, fill in all of the required fields (marked with *). Be sure to enter your future mailing address if it differs from your current address, otherwise, check the box beside “Future Mailing Address is Same as Current.” After finishing, **click** on the  button.
- Step 4.13:** On the “**About your submission**” page, fill in all required fields (marked with *). After finishing, **click** on the  button.
- Note: The “Primary Subject Category” will only be used to catalog your manuscript in an archive. Pick the category that best fits your topic. Feel free to select a “Secondary Subject Category” in addition, if necessary.*
- Step 4.14:** If you have already converted your manuscript to PDF format, **click** the  button, locate your manuscript file and **click** .

Confirm that the file you selected is the same one that appears in the browse field (). **Click** on the button once finished.

Mac Users: If you have already converted your manuscript to PDF format, **click** the “choose file” button, locate your manuscript file, and **click** on “choose.”

Confirm that the file you selected is the same one that appears in the “PDF File” field next to the “choose” button. **Click** on the “continue” button once finished.

Note: If you have **not** converted your manuscript to PDF format, see page 4 in this guide for instructions, or go straight to <http://dissertations.umi.com/cgi/convert.cgi?context=clemson>.

Step 4.15: If you have any supplemental content to include with your manuscript (i.e. audio files of interviews with research subjects, digital images, a collection of slides, etc), **click** the button, locate your first file, and **click** .

Mac Users: If you have already converted your manuscript to PDF format, **click** the “choose file” button, locate your manuscript file, and **click** on “choose.”

Confirm that the file you selected is the same one that appears in the “PDF File” field next to the “choose” button.

Note: If you do **not** have any supplemental files, simply **click** on the button.

Step 4.16: Type a brief description of the file in the “**Description**” field (i.e. “Audio Recording of Interviews”). Once finished, **click** .

Continue through **Steps 4.15–4.16** until all supplemental files are uploaded. **Click** on the button once you are completely finished.

Step 4.17: If you do **not** want ProQuest/UMI to file for copyright on your behalf, **click** on this option: I am not requesting that UMI register my copyright. and then **click** on the button.

If you **do want** ProQuest/UMI to file for copyright on your behalf, read the “**Authorization to Apply for Registration of My Claim to Copyright**” section and

click on this option: I agree to the statement below and I request that UMI register my paper’s copyright on my behalf.

Note: Just by writing your manuscript, you have a copyright on the text. If you want to have written evidence of this, UMI can file for you, but a \$65.00 fee will be added to your total fee.


Note: If registration for your published manuscript, or an earlier version of the manuscript, has been made with the Copyright Office, fill out the fields at the bottom of the copyright page:

By whom was the registration made?

Previous registration number:

Year of registration:

Step 4.18: **Important:** As a student at Clemson University, as of August 12, 2006, you are no longer required to order any printed copies unless you want them for yourself or your committee members, or if your department requires it. To determine whether your department requires a bound copy, see the list at www.grad.clemson.edu/etd/boundcopies.

Step 4.18a: If you do **not** want any copies, **click** on the  button.

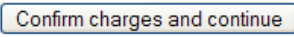
Step 4.18b: If you would like bound copies of your manuscript, follow the steps below:

On the “Order Copies” page, be sure to read all directions carefully. Enter the quantity of thesis/dissertation copies you would like beside each of the formats that you would like.

Fill out all of the fields in the “**Personal information**” section and the “**Please charge my credit card**” section.

Once finished, **click** on the  button.

*Note: **Bound copies from UMI do not look like the bound copies previously produced by Clemson** (UMI copies have green covers, title on the front only instead of the front and spine, cannot be printed in color, and some other differences). Some students who ordered manuscripts last semester were not completely satisfied with the end result from UMI. If you would like to have your manuscript bound at a different location to ensure your satisfaction, and you have approval from your department to do so, feel free to do so.*

Step 4.19: Make sure that the information on the “**Confirmation screen**” page is correct. Enter your credit card number in the field provided to cover your fees. Once all is accurate, **click** on the  button to officially submit your manuscript.

Note: Your credit card will not be charged until your manuscript has been delivered to UMI by the Graduate School. All manuscripts are delivered approximately one week after the end of the semester.

Step 4.20: Once again, make sure that the information on the “**Manuscript ID**” page is correct. If so, **click** on the “[log out](#)” link. If you need to make changes, **click** on the “[Revise](#)” link.

Step 4.21: Your initial part in the manuscript submission process is complete. Check your e-mail regularly as you will hear from an editor one to two business days after your submission.

*Note: If you have required revisions, there will be a hyperlink at the bottom of the email you receive from one of the MRO editors. In order to submit a revision, click on the link located at the bottom of the email. If you go straight to UMI without following this link, you will be prompted to pay your fees over again. Do **NOT** pay the fees twice.*