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- Full text of the dissertation/thesis in PDF format
- Abstract
- Optional Supplementary files
- Advisor and other committee members' names
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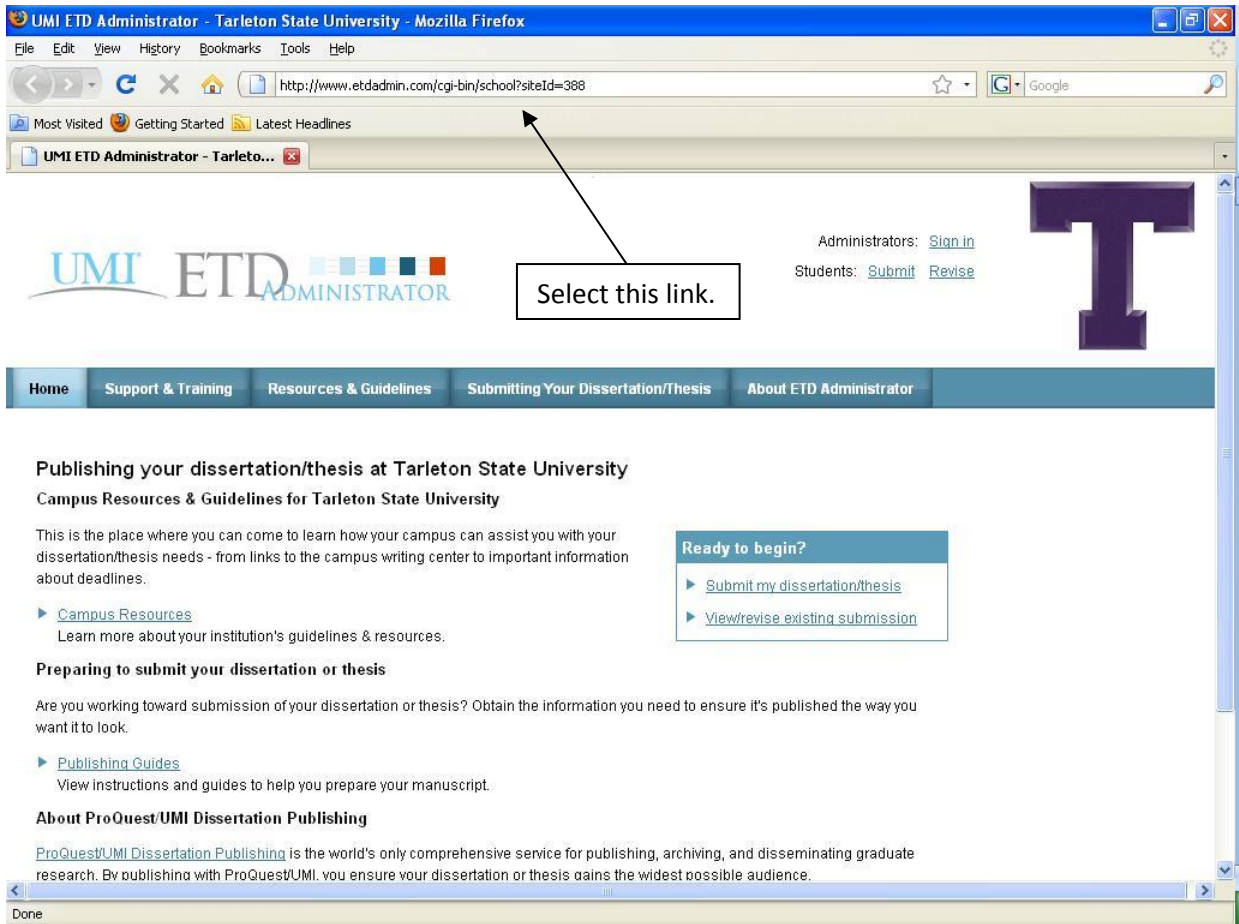
The submission steps are as follows:

- Publishing Information
  - Instructions
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    - ProQuest/UIM Agreement
  - Contact Information
- About My Dissertation/Thesis
  - Dissertation/Thesis details
  - PDF
  - Supplemental files (optional)
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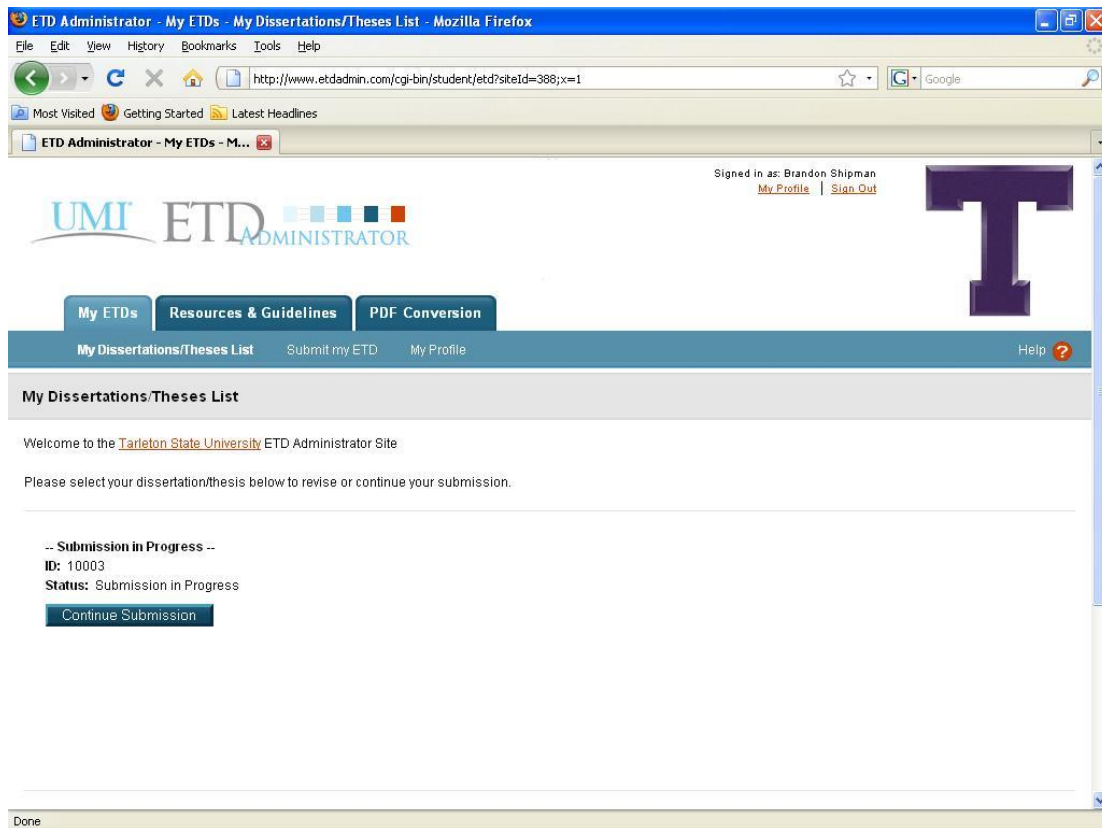
These steps can be completed in any order, but all must be completed in order to submit your dissertation/thesis for publishing.

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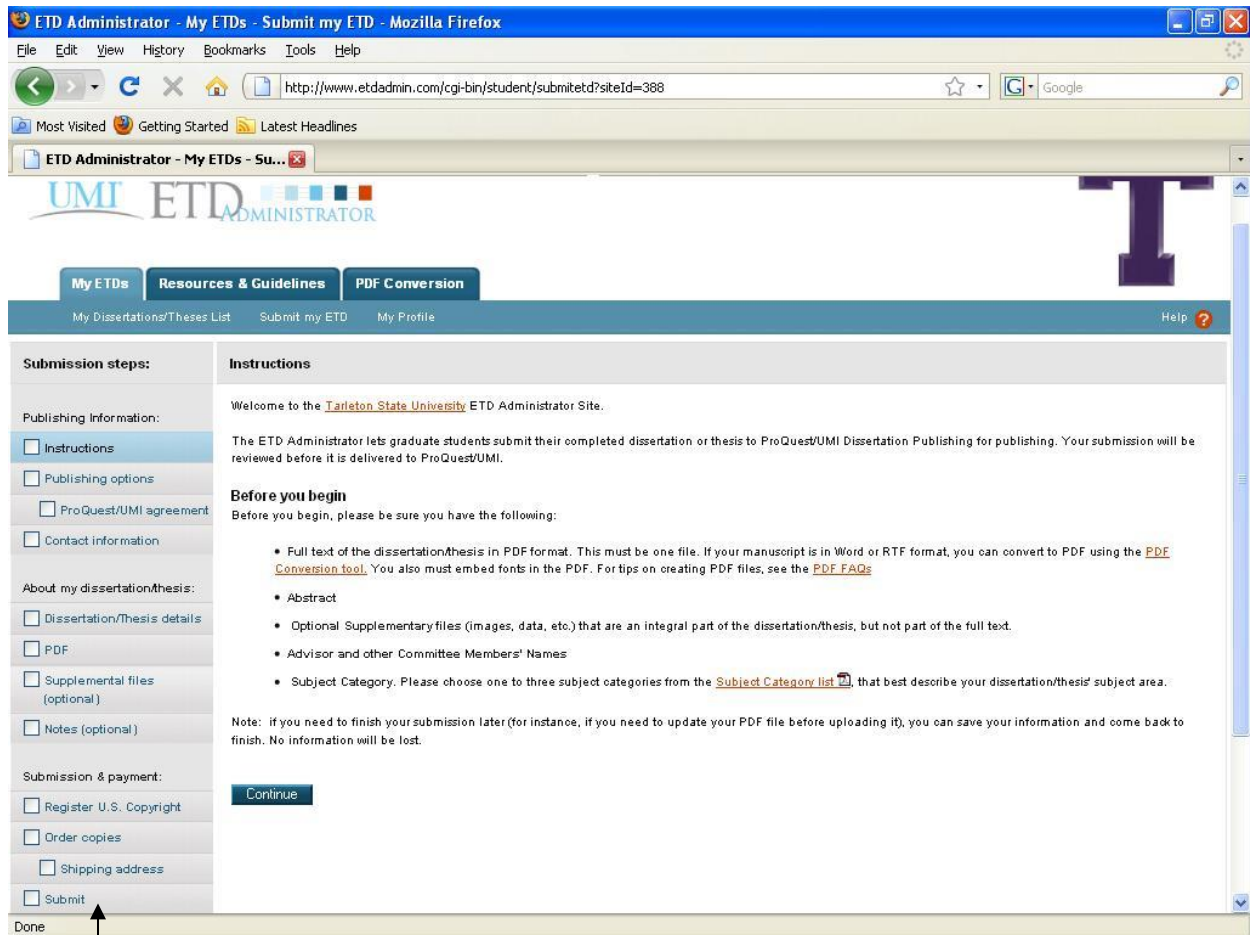
The figure on the following page shows the locations of the “Students” and “Submit” links.



Once you have created an account, or are returning to finish your submission, click the "Submit my ETD" in the teal header.



Clicking this link will provide the check list on the left hand side of the screen. As each section is completed, the system will automatically check off the box next to the section title. For the optional sections (i.e., Supplemental files and Notes), the boxes will not be checked unless you have information to include.



This is the check list that must be completed before submitting your dissertation/thesis.

When uploading files, we recommend using UMI’s PDF Conversion tool, rather than using the PDF tool in Microsoft Word.

Under the Submission & Payment section, there will be an option for ordering personal copies. You will be required to order one copy for the University Library.

After completing each section, choose the “Submit” option. Once on this page, the system will inform you if you have any incomplete steps. You will receive an e-mail confirming your submission.

If you have any questions regarding submissions or the UMI/ProQuest system, contact the College of Graduate Studies at 254.968.9104 or via e-mail at [gradinfo@tarleton.edu](mailto:gradinfo@tarleton.edu).