

Thesis/Dissertation Publication Procedures

Once your thesis/thesis/dissertation has been approved by the Graduate School, there are a few steps you will need to take before final approval is sent to the Registrar and your diploma is awarded.

Instructions

- Insert your signature sheets into a PDF copy of your manuscript.
 - Make sure to use the correct copy of your thesis/dissertation. You will need to use the one that has been proofread by the Graduate School and approved by the Graduate Dean.
 - When scanning your thesis/dissertation, make sure the scan is of high quality. It needs to be readable and printable. If you order bound copies, this scan will be used to print the copies.
- Submit a PDF of your thesis/dissertation for publication through ProQuest's webpage. (See attached directions).
- Dissertation Students: Complete the Survey of Earned Doctorates (SED) online.
 - <https://sed-ncses.org/Registration.aspx>
 - A copy of the certificate saying you have completed the SED will be mailed to the University.

Bound Copies: Please read before submitting to ProQuest

Two options for ordering bound copies:

There are two ways to order bound copies of your thesis/dissertation:

1. **ProQuest:** When you submit your thesis/dissertation for publication, you will be given the option to order bound copies. Please note that there is not an option to order single-sided copies of your thesis/dissertation from ProQuest. ProQuest will print the name of your thesis/dissertation on the spine of the bound copies, but not the cover.
2. **Thesisondemand.com:** This website does allow single-sided printing of the thesis/dissertation and prints the name of your thesis/dissertation on the front cover.

Check with your advisor and department regarding required bound copies:

The Graduate School does not require that bound copies be distributed to the student's advisor, department, and the UAH library; however, individual advisors and/or departments may require a bound copy. Please check with your advisor and department.

Bound copies at the UAH Library:

While the library no longer requires a bound copy of your thesis/dissertation, you may still request that a bound copy be shelved in the library. To do this, order a bound copy through ProQuest or thesisondemand.com and bring the bound copy to the library for processing. Whether or not you choose for a bound copy to be present in the library, your thesis/dissertation will be available in electronic form in the archives and the UAH repository.

Thesis/Dissertation Publication Procedures

ProQuest Publication of Thesis/Dissertation:

Visit the University of Alabama in Huntsville's online submission form at:

<https://www.etsadmin.com/main/home?siteId=445>

Have the following ready: a PDF copy of your thesis/dissertation, a credit card, your abstract, names of your committee members.

You will be asked to decide on several modes of publication for your thesis/dissertation:

- **Traditional Publishing (FREE) or Open Access Publishing (\$95)**
 - **Traditional Publishing:** work is widely available and you may receive royalties
 - **Open Access Publishing:** provides free global access to the electronic copy of your work via the internet
- **OPTIONAL: \$55 for Copyright Registration**
- **OPTIONAL: Bound copies** – 8 ½ x 11 Hardcover - \$56 each/ 3 for \$150/ 4 for \$189 / 5 or more, \$45 each

Prices are subject to change

Congratulations!

Once you have submitted your thesis/dissertation to ProQuest, your original signature pages and clearance from the Graduate School will be sent to the Registrar for final approval.

Questions? Call the Administrative Assistant
of Graduate Studies at 256-824-6002