

Electronic Dissertation Submission



SUBMISSION

- PDF version of dissertation submitted through the ProQuest tool
- Three surveys uploaded as a part of the submission
- Original Dissertation Acceptance Certificate submitted to the Registrar's Office



BEFORE YOU BEGIN

- Review the “Form of the PhD Dissertation” booklet to make sure the formatting of the dissertation meets the requirements
- Obtain a scanned copy of the Dissertation Acceptance Certificate to be included in the PDF dissertation file
- Prepare a text version of the Abstract
- Obtain all necessary copyright permissions
- Review publishing and embargo options in the Resources & Guidelines tab of the ProQuest page
- Complete and prepare PDF versions of surveys



RESOURCES

PLEASE VISIT THE REGISTRAR'S WEBSITE FOR LINKS
TO:

1. "Form of the PhD Dissertation" booklet
2. ProQuest Demo
3. Creating PDFs and embedding fonts
4. ProQuest Copyright Booklet
5. ProQuest publishing guides and publishing option information



SUBMISSION PROCESS

Steps:

- 1. Student submits electronic dissertation through ProQuest**
- 2. Registrar's Office reviews the submission and surveys**
- 3. Registrar's Office verifies that original DAC has been submitted**
- 4. Registrar's Office registers a decision on the dissertation (Accepted, Minor Revisions Required, Major Revisions Required)**
- 5. Once Accepted, Registrar's Office forwards all dissertations to ProQuest for publishing**

*** Dissertation submission is not considered complete unless the formatting requirements are met, surveys are completed and the original DAC is submitted to the Registrar's Office***



PROCESS (CONTINUED)

- Approved submission > ProQuest > ProQuest produces archival quality bound copy and forwards to Pusey Library**
- > Electronic version of dissertation is forwarded to DASH**
 - > Abstract and/or dissertation is made available in ProQuest database**
 - > ProQuest binds and ships personal copies to students (6-8 weeks from the time the dissertation is received by ProQuest)**



WHERE DO I SUBMIT MY DISSERTATION?

<http://www.registrar.fas.harvard.edu/>

**Registration & Degrees > PhD Dissertation
Submission > ProQuest**



COMMON ERRORS

- A list of most common errors is available on the Registrar's website and within the "Form of the PhD Dissertation" booklet. Pay special attention to front matter, pagination, and lengthy figures.



Questions?

