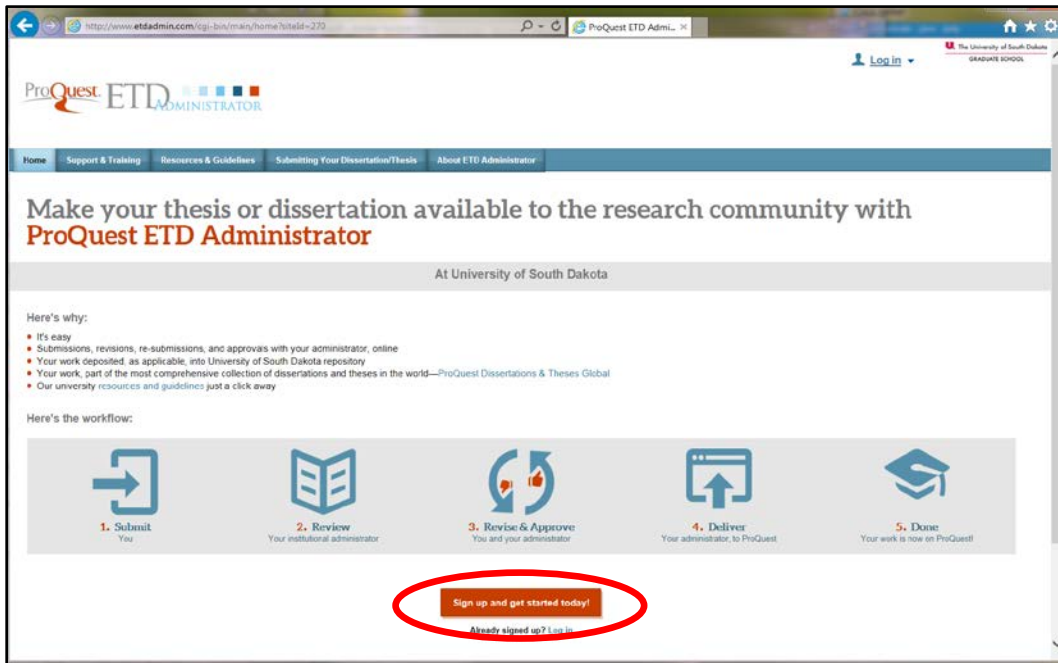
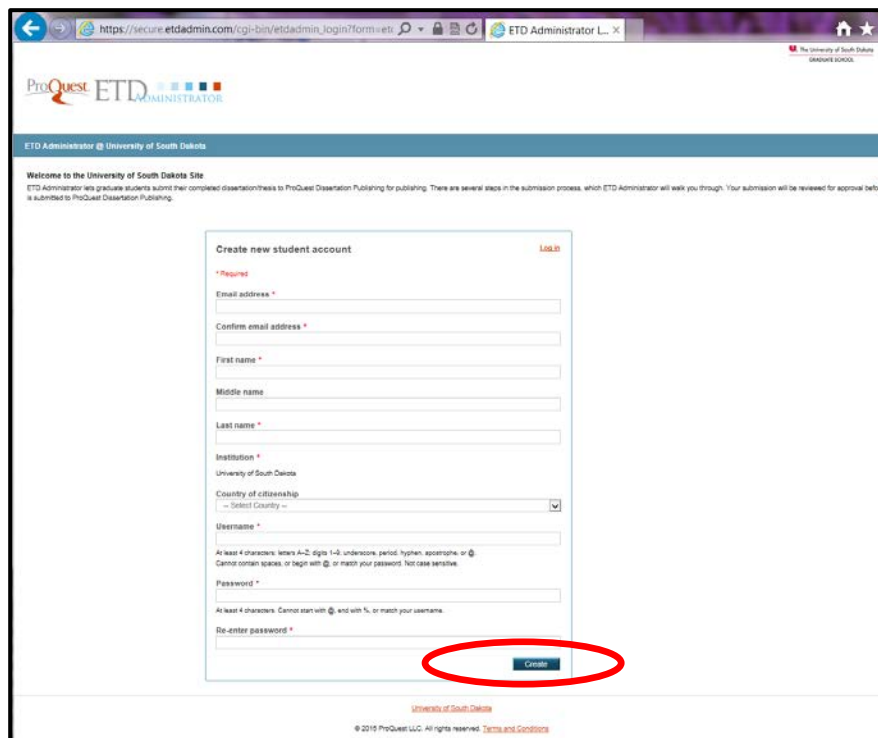


The University of South Dakota Graduate School ProQuest Process

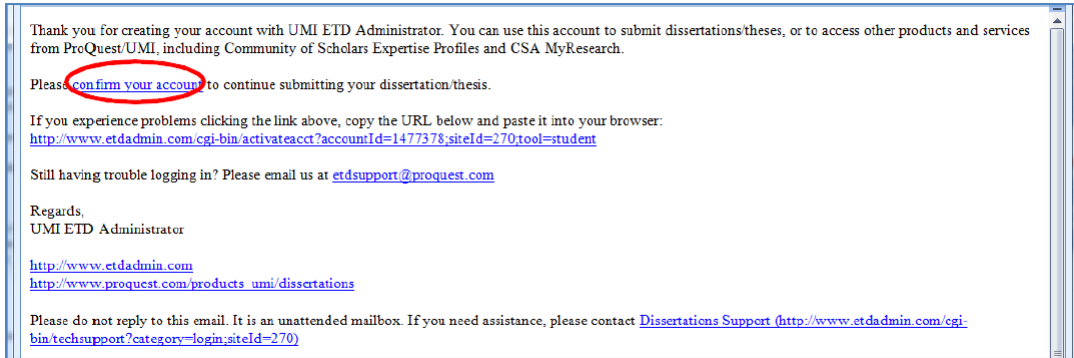
Start by visiting: <http://www.etdadmin.com/sdakota> and click “Sign up and get started today!” at the bottom of the page.



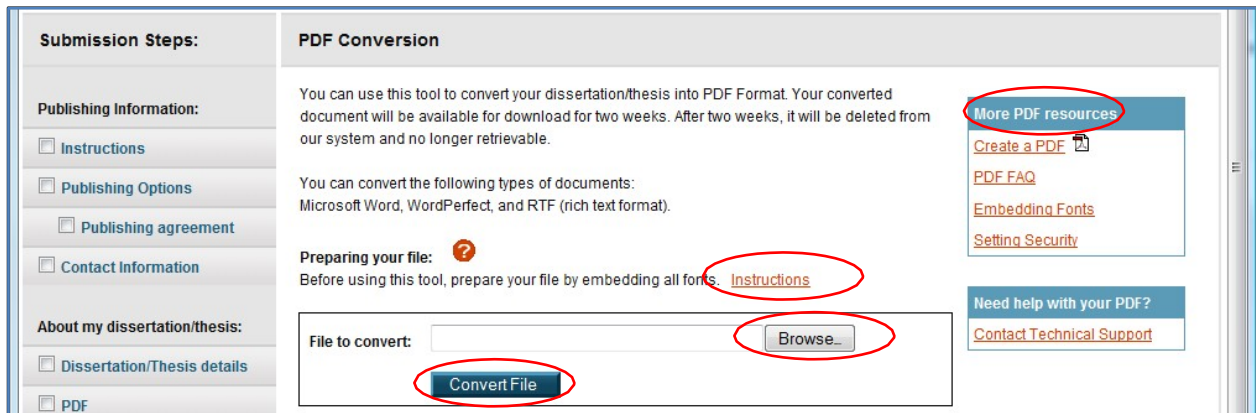
You will need to create an account if you have not already done so.
(If you have already created an account, click on “Log in” in the top left corner.)



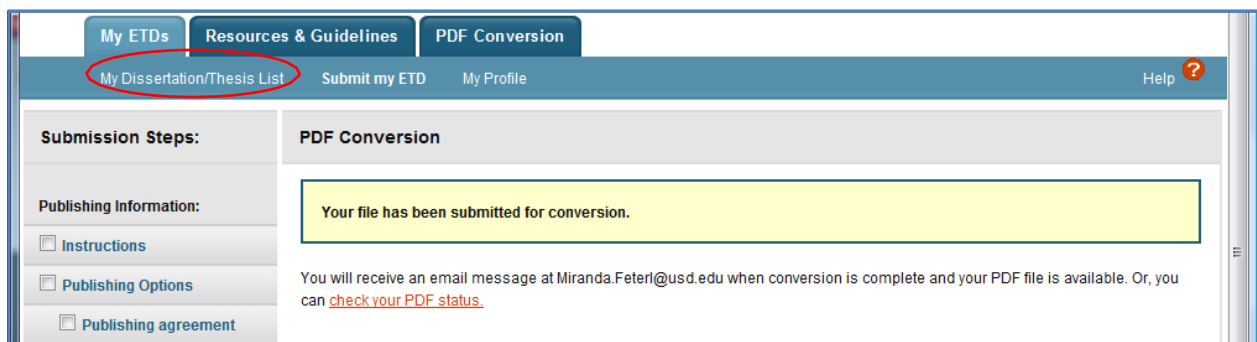
After you create an account you will receive an email asking to verify your account. Click on the “confirm your account” link and this will take you to a new homepage.



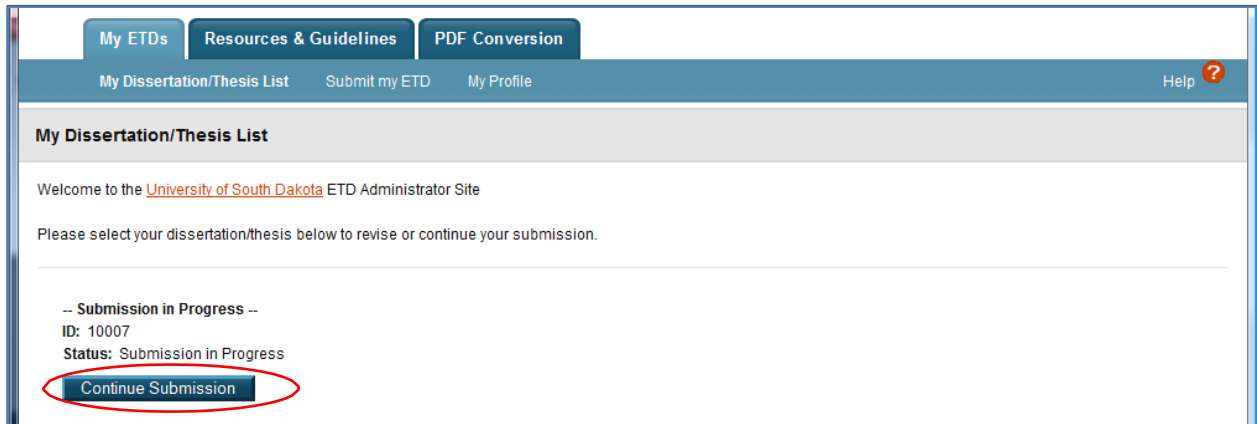
Use any of the following highlighted areas for assistance in changing the document to a PDF. Use “Browse” to find the saved document and “Convert File” to convert it to a PDF.



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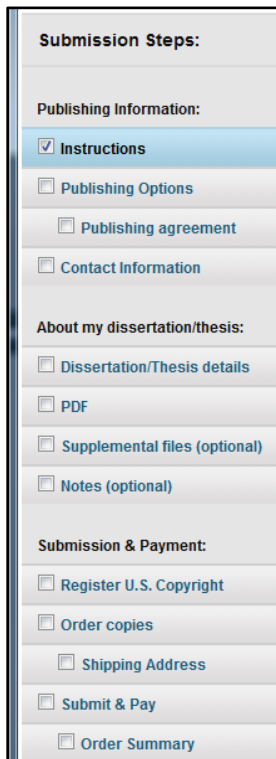
Click “Continue Submission” to select the publishing options, insert thesis/dissertation details, and provide payment.



At the bottom of each page, please press “Continue” or “Save & Continue” to move to the next page.

To freely move through the different options, select any of the “Submission Steps” on the left hand side. A check mark will appear if the page has been saved. Each step must be completed unless noted as “optional.”

Please note: The committee signature page should be signed, scanned, and put in the thesis/dissertation before it is converted into a PDF.



Submission Options

- Using UMI EDT Administrator (online submission): NO FEE
- Submitting using an FTP site or CD/DVD: \$25.00

Copyright (optional): \$55.00

Open Access Publishing (optional): \$95.00

Please Note: Open Access Publishing allows free global access of your work via the internet.

*Agreements for Traditional Publishing and Open Access Publishing can be found at the end of this document.

Please Note: Once you have selected Open Access or Traditional Publishing, you will be asked to complete this section. If you select yes to the final question, "I want my graduate work to be sold by third party retailers in addition to ProQuestUMI," your work will be placed for sale by third party retailers. If you selected the Traditional Publishing Option, you will receive royalties. If you select Open Access Publishing, you will not receive royalties.

The screenshot shows the 'Publishing Options' section of the UMI EDT Administrator interface. The page title is 'Publishing Options' and it includes a sub-header: 'Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (*). For assistance, consult your graduate school, and read our [Publishing Guides](#).' The main content area is titled 'Select Type of Publishing *' and contains two radio button options: 'Traditional Publishing' (selected) and 'Open Access Publishing'. Under 'Traditional Publishing', there are four bullet points: 'I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.', 'I understand that I must maintain a current mailing address with ProQuestUMI in order to be eligible to receive royalties.', 'I understand that ProQuestUMI does not charge a fee for Traditional Publishing.', and 'I understand that my graduate institution may require fees in association with my submission to ProQuestUMI.' Under 'Open Access Publishing', there are four bullet points: 'I want the broadest possible dissemination of my work and I want to provide free global access to the electronic copy of my work via the internet.', 'I understand that I will not be eligible to receive royalties.', 'I understand that the ProQuestUMI fee for Open Access Publishing is \$95.00.', and 'I understand that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuestUMI.'

The screenshot shows the 'Select Publishing Options' page. It includes a sub-header: 'I want my work to be available as soon as it is published.*' and a radio button selection for 'Yes' (selected) and 'No - I have patents pending or another reason why I need to delay access to the full text of my work for the following period of time.' The 'No' option has three radio button sub-options: '0 months', '1 year', and '2 years'. Below this is a dropdown menu for 'Notify Administrator' and a text input field for 'Maximum chapters: 200'. A note states: 'Note: Most institutions have delayed release (embargo) policies. Please consult with your Graduate School/Program if you need to delay the release of your work.' Below this is a question: 'Access to the full-text of your work will be delayed for the time period specified above, beginning from the date that we receive your manuscript at ProQuestUMI. During this time, only your citation and abstract will appear in the ProQuest Dissertations and Theses database (PGDT).' There are two more radio button questions: 'I want major search engines (e.g. Google, Yahoo) to discover my work.*' (selected 'Yes') and 'I want my graduate work to be sold by third party retailers in addition to ProQuestUMI.*' (selected 'Yes'). A 'Save & Continue' button is at the bottom. The footer includes 'University of South Dakota', 'Copyright © 2010 ProQuest LLC. All rights reserved. [Terms and Conditions](#)', and the ProQuest logo.

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