ProQuest Registration. Following is a series of screenshots aimed at answering common questions about the ProQuest registration process. The screenshots do not include every step of the registration process, but rather focus on steps that require further explanation or advice. Should you have additional questions after reviewing this handout, please don’t hesitate to send them to grad-thesis@uiowa.edu.

Because it can take up to 30 minutes, don’t wait until the last minute to complete the registration process.
Type of Publishing. Following the information on the Instructions tab, ProQuest will present you with publishing options. This includes choosing between Traditional and Open Access Publishing.

All theses are made available to the public through The University of Iowa Libraries. Electronic thesis deposits (ETDs) are first submitted to ProQuest for digital archiving and then forwarded to The University of Iowa Libraries, where they are catalogued and made available for public use through Iowa Research Online.

Because your thesis will be made available to the public via the UI Libraries, select Traditional Publishing. There is no need to pay an additional $95 fee for Open Access Publishing.
Access options (e.g., delaying the release of your work)

If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and may be available through your institutional repository.

Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.

Delaying release in ProQuest

I want my work to be available in ProQuest as soon as it is published.*

☐ Yes
☐ No - I have patents pending, or another reason why I need to delay access to the full text of my work.

How long would you like to delay the release to ProQuest?* (more info)

☐ 0 months  ☐ 1 year ☐ 2 years

Note to administrator (optional): [200 characters]

Embargo (Delayed Release). If you are preparing a book, research articles, or a patent, you may wish to place your thesis on embargo (delayed release). Please talk with your thesis supervisor about whether an embargo is an appropriate choice for your work.

In ProQuest, please check the length of the delayed release—either one or two years—and identify the reason for requesting it.

Once the embargo has expired, ProQuest and the UI Libraries will publish the thesis. It is the responsibility of the student to track this release date for their personal reference.
Permanent Email Address. ProQuest requests you provide a permanent email address (rather than an institutional email) in case there is need to contact you after you graduate. The email address that you enter here is what the Graduate College will use to communicate with you throughout the deposit process. Remember to check the email address you enter here.
Title. The thesis title that you enter onto ProQuest must match the title as it appears on the title page of your thesis. If you make any changes to your thesis title, remember to update the information here.

Abstract. The Abstract space here is for the Scholarly Abstract, required of all students except those pursuing an MFA or DMA degree. Public Abstracts are to be submitted via webform, not here. For students who are not required to include a Scholarly Abstract in their thesis, please include N/A in this box.
Updating the File. Note that you will resubmit your final deposit to the same account you create at first deposit. There’s no need to create a new account.

Copyright. Your thesis, by virtue of being in fixed form (written), is already copyrighted. You may opt to have ProQuest register the copyright for you, however. Registering the copyright establishes a public record of the copyright claim. If you find someone has unlawfully reproduced, used, or distributed your work and you decide to sue for monetary damages, you may only collect back to the date of registration. If you choose to have ProQuest register your copyright—which you must do at the time of first deposit—the $55 fee will be charged to your U-bill at the time of final deposit. You may also register your copyright directly with the U.S. Copyright Office.

Find more information about copyright here.
Bound Copies. Students do not automatically receive copies of their theses, but must instead order bound copies if they wish to have them. Because they take less time to process and are less expensive (typically costing $30–45), the Graduate College recommends ordering bound copies through the University Libraries. Additionally, if you embargo your thesis and order bound copies via ProQuest, you will not receive the copies from ProQuest until your embargo has expired. You can find more information about ordering through the Libraries [here](#).
The last step in the first deposit process is to submit your thesis. Once you have completed all the registration steps and uploaded your document, be sure to click Submit Dissertation/Thesis at the bottom of the page. Doing so notifies the Graduate College that you’ve completed your first submission and that the thesis is ready for review. You should also receive an email receipt of submission from ProQuest. If you don’t, please call 319.335.2144 to make sure we have received your submission. Remember, you must meet the first deposit deadline.

Fees. At first deposit two fees will be charged to your U-bill: a $145 nonrefundable thesis fee by the Graduate College to cover processing and review costs, and a $10 publication fee, which covers the archiving of the thesis. For MFA students, this fee include binding one thesis copy, to be placed in the UI Libraries.
Revising and Resubmitting. Once you have defended your thesis, made any edits your committee has suggested, and completed the formatting corrections you received from the Graduate College, it’s time to resubmit your thesis.

As mentioned previously, you do not need to create a new submission. Instead, simply click the Revise button to resubmit.

Once you click Revise, you will be able to make changes to your thesis.
From the option bar on the left side of the screen, choose PDF. Then choose Replace, which will give you the option of uploading your revised thesis. Once the new file has been uploaded, be sure to click Save Changes at the bottom of the screen.
Once you have uploaded your final deposit, you must still submit it to the Graduate College for review. Do this by clicking I’m done – submit my changes at the top of the page. Doing so will notify the Graduate College that your thesis has been resubmitted and is ready for review and clearance. Note: You will not receive an email receipt of submission from ProQuest following resubmission. If you have questions regarding your deposit, you may call 319.335.2144.

Don’t forget to submit a hard copy of the signed Certificate of Approval by the final deposit deadline!
Submit and Pay. If you choose to have ProQuest register your copyright, the $55 fee will appear on your U-bill following clearance.

Final Clearance. Once you resubmit your thesis for final deposit, the Graduate College will reexamine it to ensure all corrections have been made. If the Graduate College sees no further need for corrections, we will clear your thesis and not accept or review any additional submissions. Once your thesis clears, you will receive an email confirmation from ProQuest.