

CSU Pueblo Library Theses Submission Instructions

If you believe your thesis needs delayed publication for any reason, please discuss this with your advisor before submitting.

Below are all of the items you will need and the steps you will take when submitting your thesis. Go through all of these and make sure you know what options you will be choosing before starting the submission process.

Items to have on hand:

- A PDF copy of your dissertation/thesis. This must be a single file. If your manuscript is in Word or RTF format, we can convert it into a PDF.
- Abstract
- Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- Advisor and other Committee Members' names and email addresses
- [Subject Categories](#) - Pick 1-3 that best describe your dissertation/thesis' subject area, if not sure ask your advisor for assistance.

Pick Institution - U.S., then CSU Pueblo

Create a student account - check your email to verify your account

Select Type of Publishing *

Traditional publication - Choose this!

1. I want my work to be available and I want to receive royalties from the sale of my work.
2. I understand that I must maintain an up-to-date mailing address in ProQuest in order to receive payments for intellectual property rights.
3. I understand that ProQuest will not charge a fee for using the Traditional Publishing option.
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Open Access Publishing plus (this costs \$95)

1. I want the maximum dissemination of my work and I want access to electronic copies of my work through the Internet to be free.
2. I understand that I will not receive payments for intellectual property rights.
3. I understand that ProQuest's fee for Open Post is \$ 95.00 US.
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Select access options (for example, delay the publication of your work)

If you decide to postpone the publication of your work, access to the text of the work will be postponed for the period of time you have specified. The citation and abstract of your work will be available on ProQuest and may be available from your institutional repository.

Note: CSU Pueblo offers the option to embargo your thesis or dissertation for one year. If you feel this does not meet your needs, please add a note for the librarian in the submission form.

Delaying Release in ProQuest

1. I want my work to be available in **ProQuest** as soon as it is published. * **Yes - This is our recommendation**
2. No - I have patents pending or other reasons why I need access to the text of the work to be deferred. - This will put an embargo on your work for 1 year, make sure to speak with your advisor before submitting if you need your work embargoed

Review and Accept Traditional Publishing Agreement

IR Publishing Options –

I want my work available immediately

1. Yes - **This is our recommendation**
2. No - if you need to choose no, please give explanation in the text box

Review and Accept the University Agreement

Enter contact and mailing information

Personal Info Consent - must click on this

Thesis information

You'll have to enter language, abstract, degree awarded, subject category, advisors and committee with emails, and keywords (max 6)

Upload Thesis - must be pdf

Do you have copyright submission docs to submit?

1. Yes
2. No – **You will probably choose this unless you have special circumstances**

Upload any supplemental files

This is where you will upload any images, audio, and/or video

Notes to Admin

Use this field to enter any special instructions or questions.

Register with the US Intellectual Property Agency

This is not necessary. Once you have written/typed your thesis/dissertation, it has an intrinsic copyright to you. You own the copyright without registering it with any organization.

Request any copies

We recommend you do not do this through ProQuest. It is not mandatory to submit print copies to the library, however your program may require you to do so. Contact the Library's administrator for more affordable binding options by emailing felicia.martinez@csupueblo.edu.

Submit

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Your submission is being reviewed by your institution's administrator. You will receive follow-up emails concerning any necessary revisions to your submission, and to let you know when your work is ready to deliver to ProQuest. Visit this page anytime to check your submission status. Questions? Contact your institution's administrator at felicia.martinez@csupueblo.edu.