

# **Graduate Thesis and Dissertation General Guidelines**

Webster University

Approved by the Graduate Council

November 7, 2018

(rev June 2023)

*Office of Academic Affairs*

## INTRODUCTION

Completing a master's thesis or doctoral dissertation is a major undertaking for students and instructors alike. Graduate students electing this option will invest significant time and energy in preparing primary and secondary research that will add to the body of knowledge of their fields of study, or they will produce a project\* of significant original material. Instructors and administrators will review at several stages all applications for this academic choice in order to ensure that the students allowed to pursue this option have proven their ability to succeed in an academically challenging endeavor of this scope.

\*Note: A thesis project may be completed in appropriate fields. These guidelines also apply to thesis projects, with the exception of formatting if the project is in media or some other format.

In the thesis or dissertation, students will learn to demonstrate a knowledge of primary and secondary research techniques, manuscript preparation following approved standards, and the ability to pose a research problem, hypothesis, or major project that represents the culmination of their graduate studies.

Within Webster University, each school and college has particular applications of the thesis or dissertation specific to the disciplines of study for that academic unit. In addition, dual-accredited international campuses may have special requirements. The following guidelines, however, form the basis of commonality for all theses and dissertations produced by graduate students of Webster University. For additional specific requirements or an explanation of a thesis or dissertation in the student's major, the local director, department chair (if in St. Louis) or department head or coordinator (if outside of U.S.) should be consulted.

Students pursuing this option must complete all the required courses (except the final capstone course) in the declared major and register for the master's thesis or doctoral dissertation course in their discipline. (Course numbers and credits vary by program). A thesis or dissertation may not be substituted for a core course with the exception of the final capstone course. Students pursuing a dual major may substitute a thesis option for only one capstone course.

The Dean and department chair of the respective degree program will determine if credit is to be awarded in a letter grade or a non-letter grade (Credit/No-credit) format.

### STEPS FOR THESIS OR DISSERTATION COMPLETION AND SUBMISSION

1. A student wishing to pursue the thesis or dissertation option prints the **Thesis/Dissertation Declaration Form** (included on page 18). Students who have earned a C or below in their program are not eligible for the thesis or dissertation option, unless waived by the by the appropriate campus authority.

2. The student fills out and submits the **Thesis/Dissertation Declaration Form** to two instructors from the area(s) of concentration/emphasis in which the thesis or dissertation is to be done. The instructors must have taught the student in the Webster University graduate program, unless waived by the appropriate campus authority. The faculty members verify: (a) that the student is capable of doing thesis or dissertation work, and (b) that the thesis or dissertation topic is appropriate for the area(s) of concentration/emphasis. On the **Thesis/Dissertation Declaration Form**, the student also suggests two thesis or dissertation committee members, one of whom is designated the thesis or dissertation mentor. The other is considered a second reader. A third member may be required by some programs. If the director/department chair, head or coordinator approves the **Thesis/Dissertation Declaration Form**, the form is returned to the thesis or dissertation mentor to share with the student.
3. If the suggested topic and committee are approved, the student prints the **Thesis/Dissertation Proposal Form** (included on page 19) and completes it in consultation with his/her committee. The proposal must include a title, a clear statement of hypothesis, a research problem or statement of purpose, a detailed outline of the thesis or dissertation, a statement of anticipated outcomes, and an annotated bibliography of works related to the thesis or dissertation. When signed by both members of the thesis or dissertation committee, the **Thesis/Dissertation Proposal Form** is forwarded to the director/department chair, head or coordinator. If approved, the form is forwarded to the appropriate academic dean or his/her designee. If approved by the dean or dean's designee, the form is returned to the mentor to share with the other thesis or dissertation committee members and the student. The student can now register for the master's or dissertation course and begin research.
4. **NOTE: If the student plans to collect any data on human subjects, the student must obtain approval from Webster University's Institutional Review Board before he/she begins the research. See page 5 for details.**
5. The student follows the Webster University thesis/dissertation general formatting guidelines to write the thesis or dissertation. (See formatting section.)
6. The student consults with his/her thesis or dissertation mentor (or director/department chair, head or coordinator) concerning graduation petition deadlines. The student is expected to satisfy all graduation requirements and processes (such as meeting petition for graduation deadlines, etc.). Students should expect that the editing and approval processes preceding the final thesis or dissertation acceptance/non-acceptance may take considerable time and subsequently could have an impact on the actual graduation date for the student who has included a thesis in his/her chosen graduate program. The

time for thesis or dissertation committee review and the student's editing work with the committee will NOT be shortened to meet a particular desired graduation date. Therefore the student should consult with his/her committee members early in the process to develop a mutually agreeable timeline to allow ample time to meet the desired graduation date.

7. As the student works with the committee members, the thesis or dissertation research paper/project is considered a draft in process. When the committee accepts the thesis or dissertation, the student prepares a final draft.
8. If the final draft is approved, the **Thesis/Dissertation Approval Form** is signed by the two thesis or dissertation committee members, the director/department chair, head or coordinator or chair and the academic dean or his/her designee. A thesis or dissertation is generally either approved or not approved; the grade is Credit/No Credit.
9. If approved, the academic dean's/designee's office will communicate the decision. If the decision is to approve, the office will email the student a copy of the signed Thesis/Dissertation Approval form, copying the appropriate director or department chair, head or coordinator, and including a copy of the online submission instructions in the email to the student. If the decision is not to approve, the dean's/designee's office will email the decision to the committee chair, supervisor or mentor to share to the student.
10. The academic dean's/designee's office will email a copy of the signed approval form to [theses@webster.edu](mailto:theses@webster.edu).
11. Using the online submission instructions, students will upload the final thesis/dissertation to a queue on the library's ProQuest account. If standard publishing options are selected, there is no fee charged to the students.
12. Once both the final thesis/dissertation AND the signed approval form are received by the library, the library will submit one copy of the thesis or dissertation and any accompanying media to be published by ProQuest in its digital database called Dissertations & Theses @ Webster University. The thesis or dissertation will then be available in digital format to Webster University and to users beyond Webster University for research purposes.
13. Binding: Local campuses or departments may require students to submit one or more copies for binding to be housed within the campus or department.
14. Student copy(ies): Students may order bound copies for a fee directly from ProQuest during the online submission process or use a local binding company.

## The Institutional Review Board

[The following is reprinted from [www.webster.edu/academic-affairs/institutional-review-board.php](http://www.webster.edu/academic-affairs/institutional-review-board.php)]: The Webster University Institutional Review Board (IRB) is responsible for the review of all human subjects' research at the home campus in Webster Groves and all worldwide campuses, United States and international.

The IRB process applies to all Webster University faculty, staff, and students. Faculty members have a responsibility to inform students of the policies and procedures for obtaining IRB approval. The IRB process must be completed prior to any contact with human subjects.

The IRB follows the definition of a Human Subject as stated by The Department of Health and Human Services noted in the Code of Federal Regulations (CFR):

*"Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains: (1) data through intervention or interaction with the individual, or (2) identifiable private information."* - 45 CFR 46.102 (f)

The IRB process is guided by federal rules and regulations from the Office for Human Research Protections (OHRP) [www.hhs.gov/ohrp](http://www.hhs.gov/ohrp) supported by the US Department of Health and Human Services (HHS). The review process is based on the Protection of Human Subject Code of Federal regulations, the Belmont Report and provisions of 45CFR46 requiring institutions receiving federal funds to have all research involving human subjects be approved by the IRB.

Research conducted at international campuses must follow any applicable process within the country. Documentation that international processes have been followed is also submitted to Webster University's IRB.

### **The purpose of the IRB research review procedure is:**

- To protect the subjects involved in research against foreseeable injury
- To protect the University, its faculty, staff, and students who conduct research from foreseeable liability
- To meet Federal regulations regarding University research

Please visit [www.webster.edu/academic-affairs/institutional-review-board.php](http://www.webster.edu/academic-affairs/institutional-review-board.php) for instructions on how to obtain IRB approval if needed for your thesis or dissertation.

## CHECKLISTS FOR THESIS/DISSERTATION CHAIRS, SUPERVISORS, MENTORS

The thesis/dissertation chairs, supervisor's or mentor's responsibilities are both academic and administrative.

### THESIS/DISSERTATION DECLARATION FORM:

1. Has the student completed the appropriate graduate credits with a grade of "B" or better (unless waived by the appropriate campus authority)?
2. Has the student completed the Thesis/Dissertation Declaration Form?
3. Is your name on the form as the thesis/dissertation chair, supervisor, or mentor?
4. Is the student capable of doing thesis or dissertation work?
5. Is the thesis/dissertation topic appropriate to the student's area of graduate study?
6. Did you attach a current copy of the student's degree audit?
7. Did you send the completed form to the appropriate director/department chair, head or coordinator for his/her review?
8. When the form was returned to you, did you share the outcome of the director/department chair, head or coordinator's review with the student?

### THESIS/DISSERTATION PROPOSAL FORM

1. Does the proposal have a title and a clear statement of hypothesis, research problem, or the statement of purpose for a thesis or dissertation?
2. Does the proposal have a detailed outline of the thesis or dissertation, a statement of anticipated outcomes, and an annotated bibliography of the works related to the thesis or dissertation?
3. Does the research involve human subjects? If so, did you instruct the student to obtain written permission of the Webster University Institutional Review Board ([www.webster.edu/academic-affairs/institutional-review-board.php](http://www.webster.edu/academic-affairs/institutional-review-board.php))?
4. Does the thesis or dissertation involve use of university equipment, and did you verify that the appropriate department approved use of the equipment?

5. Did you and the second reader approve and sign the Thesis/Dissertation Proposal Form?
6. Did you forward the completed form to the director/department chair, head or coordinator for his/her review? If approved, the director/department chair, head or coordinator then forwards to the dean/dean designee for review.
7. When the Thesis/Dissertation Proposal Form was returned to you from the office of the dean/designee, did you share the outcome of the review with the student?
8. Did you work with the student to develop deadlines for submission of drafts in progress of the thesis or dissertation that could make it possible for the student to graduate in his/her desired term? Did you inform the student that committee review and student editing would NOT be rushed to meet a desired graduation? Graduation will not be possible until the final draft of the thesis or dissertation is approved by the thesis or dissertation committee members, the director/department chair and the dean/designee.
9. Did you explain to the student that it is his/her responsibility to submit the thesis/dissertation online after it has been approved? If the local campus or department requires additional copies, did you explain this?
10. Did you inform the student that it is his/her responsibility to complete all graduation requirements and processes (meet petition deadlines, etc.)?

**THESIS/DISSERTATION APPROVAL FORM (signature page)**

1. Is the thesis or dissertation of sufficient graduate program quality?
2. Is the thesis or dissertation an adequate length?
3. Does the thesis or dissertation meet the statement of purpose and quality expectations expressed in the Thesis/Dissertation Proposal Form?
4. Does the student use complete and proper citations throughout?
5. Does the thesis or dissertation have a thorough and appropriate literature review?
6. Does the thesis or dissertation meet the formatting guidelines?
7. If you and the second reader were satisfied with the answers to the above questions, did you and the second reader sign the Thesis/Dissertation Approval Form (i.e. the signature page contained in the thesis/dissertation itself)?

8. Did you forward the final thesis or dissertation and the signed Thesis/Dissertation Approval Form to the director/department chair, head or coordinator for his/her review? If approved, he/she will forward to the dean/dean designee for review and signature. If not approved, he/she will communicate that to you to share with the student.

**CHECKLIST FOR DIRECTORS/DEPARTMENT CHAIRS, HEADS OR  
COORDINATORS**

1. Did you approve and sign the Thesis/Dissertation Declaration Form and return it to the thesis/dissertation mentor?
2. Did you approve and sign the Thesis/Dissertation Proposal Form and forward the Thesis/Dissertation Proposal Form to the dean/dean's designee for review?
3. Did you communicate the outcome of the dean/dean designee review of the thesis or dissertation proposal to the thesis/dissertation mentor who will share the outcome with the student?
4. Once the thesis or dissertation is completed to the satisfaction of the committee, did you receive an electronic or print copy of the thesis or dissertation with the signed Thesis/Dissertation Approval Form from the mentor?
5. Did you confirm that the thesis or dissertation meet departmental and university guidelines for quality and formatting?
6. If so, did you approve and sign the Thesis/Dissertation Approval Form (i.e. signature page.) If not, did you communicate that to the supervisor, or mentor, who will share the outcome with the student?
7. If approved, did you send the Thesis/Dissertation Approval Form and the thesis or dissertation to the dean's/designee's office for review?



**CHECKLIST FOR DEANS/DEANS' DESIGNEES**

1. Did you approve and sign the Thesis/Dissertation Proposal Form and return to the director/department chair, head or coordinator?
2. Did you review the final thesis/dissertation? Did you confirm that the thesis or dissertation meet university guidelines for quality and formatting?
3. If so, did you sign the Thesis/Dissertation Approval Form (signature page)? If not, did you communicate this decision to the supervisor or mentor to share with the student?
4. If approved, did you email the student a copy of the signed Thesis/Dissertation Approval Form to the student, copying the appropriate director/department chair, head or coordinator and including a copy of the online submission instructions?
5. Did you email a copy of the signed Thesis/Dissertation Approval Form to [theses@webster.edu](mailto:theses@webster.edu)?

CONTINUED ON NEXT PAGE

## Webster University

### Thesis and Dissertation General Formatting Guidelines

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#### Elements and Arrangement of Contents:

- Title Page (see sample)
- Approval Form/Signature Page (see sample)
- Acknowledgements page (optional)
- Abstract (see sample)
- Contents or Table of Contents (see sample)
- List of Illustrations (if applicable)
- List of Tables and or List of Figures (if applicable)
- Body of Thesis/Dissertation (text)
- References
- Appendix or Appendices (if applicable)

**Abstract:** The abstract should contain a brief introduction of background or importance of the topic. It should also include a brief discussion of the methods and procedures in gathering data with a condensed summary of the findings and conclude with a summary of the conclusions reached in the study.

**Literature Review:** A literature review should be included at the beginning of the thesis/dissertation text and include a survey of scholarly articles, books and other sources (e.g. dissertations, conference proceedings) relevant to the particular issue, area of research, or theory, providing a description, summary, and critical evaluation of each work. The purpose of the literature review is to offer an overview of significant literature published on the topic and to provide a foundation for the research in your thesis/dissertation.

**References:** All of the works cited in the thesis/dissertation should be included in the references section at the end of the thesis/dissertation. Follow the style guide appropriate to your program.

**Style Guides:** Different citation styles are appropriate to different academic disciplines. Students should consult the style manual or style sheet approved by their department/program. Approved style manuals may include the *Chicago Manual of Style*, the *MLA Style Manual*, the *Publication Manual of the American Psychological Association*, and *A Manual for Writers of Term Papers, Theses, and Dissertations*. These manuals provide answers to questions about quotations, footnotes, and other details. Writers should follow the approved style manual consistently. See this library webpage <https://library.webster.edu/mendeley> for information on citation management software available to you.

**Fonts/Spacing/Size:** The manuscript and the abstract must be double-spaced except for footnotes or long quotations (as defined by the style guide). Any legible fonts, except script, italic, or ornamental fonts, that are equivalent in scale to 10pt. Arial or 12pt. Times New Roman are acceptable. Italicized fonts may be used for non-English words and quotations. Size applies to all text including captions, footnotes/endnotes, citations, etc. Embedded fonts are REQUIRED in the final copy that will be submitted for online publication. Follow the instructions for your word processing software to embed fonts prior to converting the final approved thesis or dissertation to PDF. See the instructions [“Preparing your manuscript for submission” from ProQuest ETD](#) for the manuscript requirements that you will need to follow prior to submitting a final, approved copy online.

**Margins:** The thesis or dissertation must have a margin of one inch (1”) on all four (4) sides of the page--left, right, top, and bottom. This requirement applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers must be at least ¾” from edge of page.

Pages should be planned to maintain the required margins. If charts, graphs, or illustrative materials are too large to fit within the required margins, photo reduction may be used. No letter or symbol should be less than 2 mm in size.

**Pagination:** For the introductory pages, the numbering begins with ii, the title page counts as ‘i’, but the number does not appear. For the body of the thesis/dissertation including text, illustrations, appendices, and bibliography, use Arabic numerals (1, 2, 3, etc.). The numbering begins with one (1) and runs consecutively to the end of the manuscript. Do not use suffixes to the Arabic numerals, such as 12a.

If the description of an illustration or table is too long to be placed on the same page, it should be placed on the previous page and numbered accordingly. Pages containing charts, graphs, tables, or photographs must be numbered consecutively with the text.

Use only one side of each page. No facing pages are permitted in theses or dissertations, either in the text or in charts, photographs, or other non-text contents. With the exception of the title page, each page in the manuscript, including all blank pages must include a number. Each page must be numbered within the margins as follows:

- Title Page: unnumbered
- Signature Page: ii
- Acknowledgements page: iii (optional)
- Abstract: iv (or iii if no acknowledgments page)
- Contents or Table of Contents: v
- List of Illustrations (if applicable): vii
- List of Tables and or List of Figures (if applicable): viii

- Body of Thesis/Dissertation (text): begin with unnumbered page 1 (number all following pages using Arabic numerals)
- References: follow the sequential page numbering of the text
- Appendix or Appendices (if applicable): follow the sequential page numbering of the text

**Charts, Graphs, Tables, Illustrations, and Photographs:** All charts, graphs, photographs, and tables must conform to the margins, font, size, and pagination rules as stated.

**Special Addenda:** Non-print addenda such as software, media, visual or sound performances must be included in a standard digital media format.

**Copyright:** Theses/dissertations are automatically copyrighted by the author but students should add a copyright notice to their thesis/dissertation title page in order to further protect their work from being copied and distributed by someone other than Webster University or ProQuest. (See section below.)

Copyright waiver: Students must grant permission to Webster University to reproduce and publicly distribute copies of the thesis/dissertation for educational purposes. This allows the university to check out and/or interlibrary loan a copy of the thesis/dissertation to other students, faculty and researchers. This waiver is only for Webster University and no other party. All other parties must comply with copyright law. The student must place the following statement on the thesis/dissertation title page. *The author hereby grants to Webster University permission to reproduce and distribute publicly paper and electronic copies of this thesis or dissertation in whole or in part for educational purposes.*

A copyright notice consists of:

- The symbol © and/or the word “copyright”
- Year of publication
- Name of the copyright owner
- All rights reserved
- *The author hereby grants to Webster University permission to reproduce and distribute publicly paper and electronic copies of this thesis or dissertation in whole or in part for educational purposes.*
- Place the copyright notice on the title page

Copyright registration with the Library of Congress is not necessary but is available if desired for a fee through the ProQuest online submission process.

If you use any copyrighted material that is reprinted in your thesis or dissertation or included in an appendix, you must obtain permission letters from the publishers. This does not apply to material that is cited within your thesis/dissertation or material that complies with fair use.

SEE NEXT PAGES FOR SAMPLE PAGES

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Sample Title page

**[TITLE OF THE THESIS/DISSERTATION]**

by  
[student name]

A thesis (or dissertation) submitted to the [School or College] of Webster University  
in partial fulfillment of the  
requirements for the Degree of  
[degree]

[month, year]

**[insert campus and city, state or city, country]**

© **Copyright by**  
[student name]  
ALL RIGHTS RESERVED  
[year]

*The author hereby grants to Webster University permission to reproduce and distribute publicly paper and electronic copies of this thesis or dissertation in whole or in part for educational purposes.*

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Sample Signature page

WEBSTER UNIVERSITY  
THESIS/DISSERTATION APPROVAL

**[THE TITLE OF THE THESIS OR DISSERTATION]**

by  
[student name]

[IRB proposal/approval #, if applicable]

APPROVED:

\_\_\_\_\_  
[type name], Committee Chair/Mentor

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
[type name], Committee Member (Second Reader)

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
[type name], Director/Department Chair

\_\_\_\_\_  
Approval Date

\_\_\_\_\_  
[type name], Academic Dean/or Designee

\_\_\_\_\_  
Approval Date

Note: The signature page may vary for certain programs and for dual-accredited international campuses, but must always include the last line for Academic Dean/or Designee.

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Sample Abstract Page

ABSTRACT

**[THE TITLE OF THE THESIS OR DISSERTATION]**

by  
[student name]

[Text of abstract begins here--double-spaced, no word limit]



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Sample Table of Contents Page

**TABLE OF CONTENTS**

List of Tables (if applicable).....v

Chapter I. Introduction..... 1

Chapter II. [Title of Chapter] ..... [n]

Chapter III [Title of Chapter; if long enough for two lines, use single  
space here] ..... [n]

Chapter IV [Title of Chapter]..... [n]

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.

. (etc.)

References..... [n]

Appendices (if applicable) ..... [n]

THESIS/DISSERTATION DECLARATION FORM

Student Name \_\_\_\_\_

Webster University Student Number \_\_\_\_\_

Student Contact Information: Daytime phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Graduate Degree/Area of Emphasis Sought: \_\_\_\_\_

Coursework Taken: Note to Mentor: Please attach a copy of the student's current Webster University Degree Audit.

Proposed Thesis/dissertation Topic/ Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of support to proceed:

"I have taught this student in the graduate program of Webster University and verify that in my judgment,

- 1) this student is capable of doing satisfactory thesis or dissertation work, and
- 2) this thesis or dissertation topic is appropriate for the student's area of concentration/emphasis."

Faculty Member: \_\_\_\_\_  
[type or print name]

\_\_\_\_\_  
Date

Faculty Member: \_\_\_\_\_  
[type or print name]

\_\_\_\_\_  
Date

Proposed Thesis/Dissertation Committee (See page 3, item #2.)

Thesis/Dissertation Supervisor/Mentor/Committee Chair: [type or print name]

\_\_\_\_\_  
Contact information: e-mail address \_\_\_\_\_  
Daytime phone number \_\_\_\_\_

Thesis/Dissertation Committee Member (Second Reader): [type or print name] \_\_\_\_\_

Contact information: e-mail address \_\_\_\_\_  
Daytime phone number \_\_\_\_\_

Approval of request to proceed and of proposed faculty on Thesis/Dissertation Committee

\_\_\_\_\_  
Director/Department Chair, Head or Coordinator

\_\_\_\_\_  
Date

Return this form to the Mentor who will share the results with the student.

THESIS/DISSERTATION PROPOSAL FORM

Course Number: \_\_\_\_\_
Student name \_\_\_\_\_ Student I.D. Number \_\_\_\_\_
Student Contact Information: Daytime phone number \_\_\_\_\_
E-mail address \_\_\_\_\_
Address \_\_\_\_\_

Graduate Degree/Area of Emphasis Sought \_\_\_\_\_

Title of Thesis/Dissertation \_\_\_\_\_

Please attach to this form your description of your thesis/dissertation Include the following information:

- Part 1: Statement of hypothesis, research problem or statement of purpose for thesis/dissertation
Part 2: Detailed outline of thesis/dissertation
Part 3: Statement of anticipated outcomes
Part 4: Any proposed use of human subjects
Part 5: Any potential use of university equipment
Part 6: A bibliography of works related to the study or project.

Approvals:

Thesis/Dissertation Supervisor/Chair/Mentor
Date \_\_\_\_\_
[type or print name]

Committee Member/Second Reader \_\_\_\_\_ Date \_\_\_\_\_
[type or print name]

Director/Chair \_\_\_\_\_ Date \_\_\_\_\_
[type or print name]

Dean/Dean designee \_\_\_\_\_ Date \_\_\_\_\_
[type of print name]

Comments, if any:

### ProQuest Instructions for Electronic Submission

Graduate students must upload their completed and approved thesis into ProQuest prior to their graduation. All submissions require an electronic account and a pdf version of their final thesis.

Your thesis/dissertation must be submitted as a PDF file. Review the instructions “Preparing your manuscript for submission” from the [ProQuest ETD website](#).

Please be sure that the copy of your thesis that is made into a .pdf is “clean”, i.e., free of all electronic editing marks. You are solely responsible for the formatting and appearance of your final thesis.

Once you have begun the submission process, you can log out and then back in at a later time to complete the process.

#### ProQuest Support & Training

- For questions, training or a list of FAQ’s go to:  
[www.etdadmin.com/main/support?siteId=569](http://www.etdadmin.com/main/support?siteId=569)
- Tutorial videos can be found at:  
[https://proquest.libguides.com/proquest\\_etd](https://proquest.libguides.com/proquest_etd)

#### Some items to have on hand:

- A PDF copy of your thesis
- Copy of your Abstract obtained from either your pdf or word version of your thesis
- List of your committee members

Website - [www.etdadmin.com/main/home?siteId=569](http://www.etdadmin.com/main/home?siteId=569)

#### Create new student account

- Sign up/Log in at the bottom of the page
- ProQuest will send you a password after you complete the account signup.
- Log in and begin your thesis submission
- Submission steps are listed on the left hand side of the window
- Select continue on bottom of page

#### Publishing options

- Select either Traditional Publishing (free) or Open Access Publishing PLUS (for a fee that student will pay). Read descriptions carefully before you select to decide which you prefer.
- Select publishing options – yes or no
- Save & Continue

#### Publishing agreement

- Review information and click “accept” at bottom of page

#### Contact Information

- Complete this page
- Save and continue

**Thesis details**

- Complete this page
- Committee Chair & Members (Do not include degrees as part of the name.)
- Select subject category(ies) selected from dropdown list. To see all subject categories, click on the list on the page.
- Keywords: You can enter up to six search options; not necessary to use all six
- Paste your abstract in the required section. You may lose some formatting; however, this area's text is simply for ProQuest's search feature.
- Save & Continue

**PDF of your thesis**

- Upload your file
- You do not have any separate copyright permission documents to submit
- Save & Continue

**Supplemental files**

- Upload if any
- Save & Continue

**Notes to administrator**

- Add if any
- Save & Continue

**Register U.S. copyright**

- Previous – no
- Requesting ProQuest to file – Generally select “Do not file for copyright”. Your work is automatically copyrighted by you and does not need to be registered.
- For some special research, you may want to register your copyright. This option will be **paid by the student**. For further information or questions on copyright options, click on the *Learn More* link on the page.
- Save & Continue

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- If you want to order personal copies through ProQuest, select options on the page. Copies ordered on this page will be **paid by the student**.
- Either “Decline” or “Continue with order”

**Submit**

- Review this page
- Select “Submit Dissertation/Thesis” at bottom of page; you will be sent an email verification
- Sign out

After you submit and sign out, the library is notified of your student and will then receive a copy of the signed signature page from the dean's office. Until the signature page is received, the status of your submission will say “Submission in Review”. It may take up to three weeks to finalize your submission. Once finalized, your submission will be processed by ProQuest and your thesis will appear in the [Dissertations & Theses @ Webster University](#) database in 8-12 weeks.