



Brenau University Trustee Library

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PREPARING A THESIS FOR ELECTRONIC SUBMISSION STUDENT INSTRUCTIONS

THESIS REQUIREMENTS

Complete your thesis according to your department's requirements. If you need formatting or writing guidelines, consult the [Brenau Thesis Guide \(Approved April 2014\)](#).

1. After your thesis has been approved and accepted, the department will verify that all thesis requirements have been met and will process your request for electronic submission.

****Please note all students are required to submit one copy of their work to the library's collection. If the work is not submitted **electronically (free)**, a hardbound copy must be purchased for the library. The library's collection development policy prefers the acquisition of electronic resources over print in order to provide the most equitable access to all of Brenau's academic community, both on and off campus; however students may have some reason to choose to have their theses bound. In some circumstances the department may require hardbound copies of the thesis in addition to the copy provided to the library collection. Consult with your department for more information.****

THESIS SUBMISSIONS

1. Completed by the Student, Submitted to ProQuest.

- a. Each thesis and all supplemental materials may be submitted in .pdf format to ProQuest's ETD Administrator online (<http://www.etsadmin.com>). **There is no cost to submit theses electronically to ProQuest.** Hardbound copies of theses uploaded to ProQuest are available from the vendor for additional charge. See the ETD website for more information.

****Students who wish to upload their theses electronically are not obligated to provide a bound copy to the library. Students who do not wish to upload their theses electronically must provide a bound print copy to the library. ****

- b. Students who do not submit theses to ProQuest must use the HF Group's [Thesis On Demand \(http://thesisondemand.com/\)](http://thesisondemand.com/) service to order hardbound copies. See the document [Submitting a Thesis for Binding – Student Instructions](#) for more details

2. Completed by the Student, Submitted via Online Form.

Students who upload theses into ProQuest ETD must also complete a **Statement of Permission to Reproduce Thesis** (<http://library.brenau.edu/statement-of-permission-to-reproduce-thesis/>) to verify that they understand how their materials may be reproduced as allowed under Copyright Law. *This online form is directed to the library for record keeping purposes.*

3. **Completed by the Department, Submitted via Online Form.**

In order to verify completion of thesis requirements, the department will complete the **Checklist to Submit Electronic Dissertation** (<http://library.brenau.edu/checklist-to-submit-electronic-thesis/>) form. *This form is directed to the library to indicate that student theses are ready to publish.*

BOTH FORMS MUST BE RECEIVED BEFORE THE WORK CAN BE SENT TO PROQUEST.

Questions?
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