FLORIDA ATLANTIC UNIVERSITY

Graduate College

THESIS AND DISSERTATION SUBMISSION CHECKLIST
(FINAL MANUSCRIPT PACKAGE)

Graduate students submitting a thesis or dissertation as part of their degree requirements must follow these instructions to complete the Final Manuscript Package. **PLEASE NOTE: The Final Manuscript Package should not be completed until you have received final approval of your manuscript by the Graduate College Dean. The Graduate College provides notification of approval by emailing students a scanned copy of their signature page once it has been signed by the Graduate College Dean.**

UPLOAD FINAL ELECTRONIC MANUSCRIPT – REQUIRED FOR ALL STUDENTS

1. **Convert your approved manuscript into a PDF file (which will be used for Steps 2 and 3):**
   - Use Adobe Acrobat Pro* to digitally insert your scanned signature page into the PDF of your approved draft.
     ***If you do not have Adobe Acrobat Pro, you can:**
     - Use a computer in the Library, see here for locations: (https://library.fau.edu/information-technology/software-availability).
     - Download the free Adobe Acrobat Pro DC trial. Here is a link to a free 7-day trial for the latest version: https://www.adobe.com/acrobat.html
   - This modified PDF file (with the scanned signature page inserted) will serve as your **ETD** (Electronic Thesis/Dissertation). Save this file using the following file name tag format:
     - Last Name_First Name_YYYYMM_Degree Abbreviation (Year and Month of Graduation)
     - **Example:** Doe_Jane_202612_PhD

2. **Upload the ETD from Step 1 to ProQuest Publishing here:** http://www.etdadmin.com/fau.
   - Create an account or sign-in using an existing account and follow the submission steps provided on the website.
   - Indicate your preference for the following (you may be required to Submit online payment, fees vary from **$0** to **$150**):
     - Publishing
       - **$0** for Traditional Publishing **OR**
       - **$95** for Open Access Publishing
     - U.S. Copyright Registration - **Optional**
       - **$55** to add U.S. Copyright Registration
     - Personal Bound Copies - **Optional**
       - **Prices vary**. These bound copies are for personal use only and are mailed to your preferred address(s).
         Please note: Personal copies may be ordered from ProQuest Publishing OR a private binding company of your choosing.

SUBMIT SURVEY OF EARNED DOCTORATES – REQUIRED FOR DOCTORAL GRADUATES ONLY

3. **Complete the Survey of Earned Doctorates** here **(doctoral graduates only):**
   https://sed-ncses.org/login.aspx
   The Graduate College will receive official notification once the online survey is submitted.