

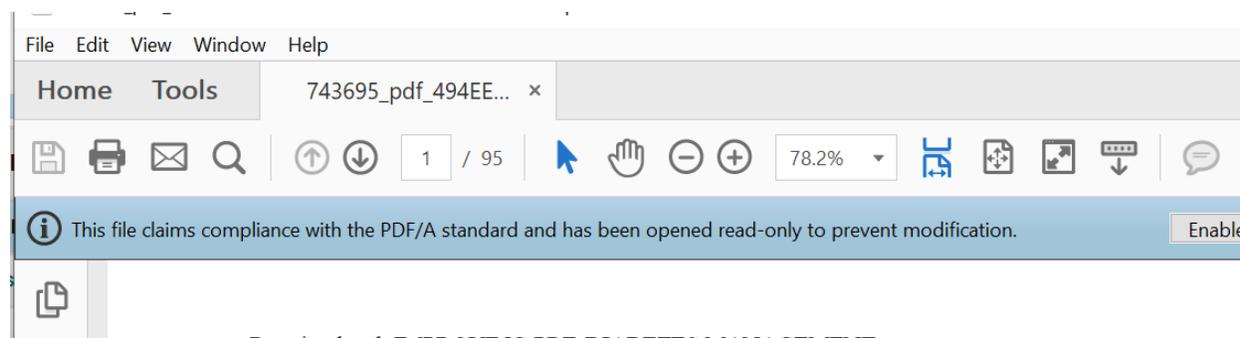
Dissertation Deposit Process for Admins

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Proquest chat support: https://support.proquest.com/s/chat?language=en_US

Sign up to receive notification emails about submissions from Proquest ETD Administrator. This will tell you when dissertations have been submitted by students and when actions such as publication have occurred for a dissertation.

1. Review student's publishing details:
 - a. Note their publishing preference (ie release to proquest or delay publication)
 - b. If the student marks that they would like to delay publication with an **embargo**, contact the [office of graduate studies](#) to ensure that they have filed a [dissertation embargo form](#) and that their department head and the Vice Provost of Graduate Studies has approved it.
2. Review the PDF the student has uploaded. If the PDF is in compliance with PDF/A standard (download and open in Acrobat-- the desktop version, not the browser version--and you should see the below banner), proceed with next steps in the deposit and publishing process



- a. If the document **has not been converted to PDF/A**, follow the instructions in the appendix to convert it to PDF/A. If you need help, Dan Titus in IT has also helped to convert dissertations to PDF/A.
3. Ensure that the office of graduate studies has sent you a signature page (see example in appendix) These come from [Robin Buck](#).
 - a. Save the signature page to the directory [dissertations-signaturepages](#)
 - b. Graduate studies also keeps a copy, but we also keep a copy since we are responsible for proper deposit process.
4. After receiving signature page,
5. Click view checklist, check "received signature page," and then save
6. Under "decisions" click "register decision"
7. Click "accept" in drop down and register decision.
 - a. Candidate will be emailed.
8. Under "delivery" click "Deliver to Proquest" and click "deliver"
9. When you receive an email notification from Proquest ETD admin that the dissertation has been delivered, forward the email to [The Office of Graduate and Professional Studies](#)

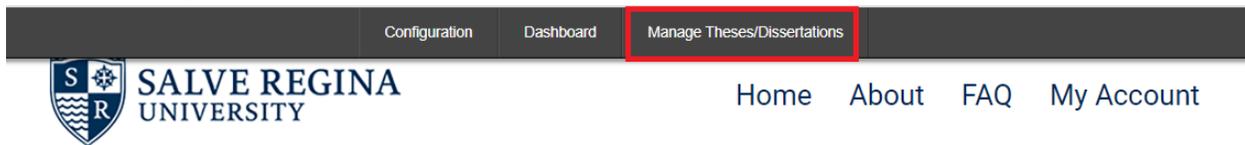
(gradoffice@salve.edu) and the Registrar (sreregistrar@salve.edu). This is the final step that confirms that the student can graduate.

Inputting dissertation information into Digital Commons

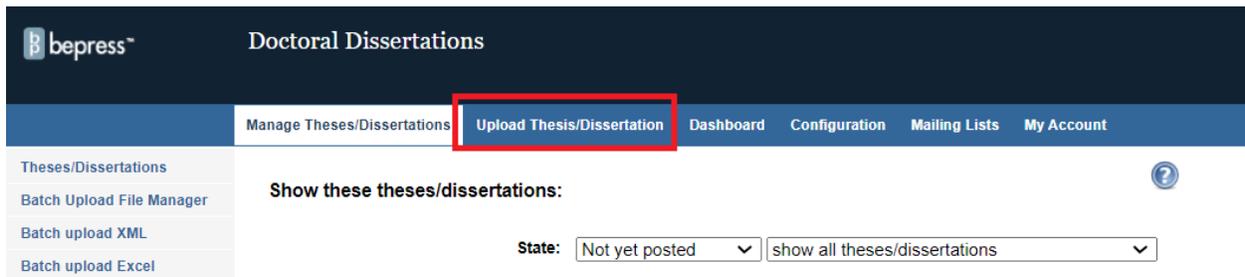
After you receive the email from Proquest that the dissertation has been published, open the dissertation page in the [dissertations and theses A&I database](#) (not EDT—published version may have changes made by Proquest).

Go to https://digitalcommons.salve.edu/doctoral_dissertations/ and log into My Account --you will need administrator privileges from Bepress to do this.

Click on “manage theses/dissertations”



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Construct URL:

Start with this URL: <https://www.proquest.com/LegacyDocView/DISSNUM/>

Prepend EZProxy prefix: <https://ez-salve.idm.oclc.org/login?url=> to the beginning of the URL

Append the dissertation number to the end of the URL:

Full Text | Dissertation or Thesis

Implementation of an Electronic Medical Record Clinical Reminder for Pre-Exposure Prophylaxis (PrEP) Treatment for Human Immunodeficiency Virus (HIV)

[Wegman, Mary Kay](#). Salve Regina University ProQuest Dissertations & Theses, 2024. 31489021.

The final URL should look like this:

<https://ez-salve.idm.oclc.org/login?url=https://www.proquest.com/LegacyDocView/DISSNUM/31489021>

ez Proxy prefix
[https://ez-salve.idm.oclc.org/login?url=https://www.proquest.com/LegacyDocView/DISSNUM](https://ez-salve.idm.oclc.org/login?url=https://www.proquest.com/LegacyDocView/DISSNUM31489021) ^{dissertation #} 31489021

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- Proquest delivers bound copy to the library. We catalog them and add to the circulating collection. The library pays for the bound copy.
- Doctoral candidates may also purchase bound copies. This is an option they can choose through their proquest account.
- If a candidate wants to make changes after a dissertation has been delivered to Proquest, they must contact Proquest. Proquest will require:
 - a “correction fee in the amount of \$47.00 for our vault repair process”
 - an email of permission/approval from the graduate office at the university giving authorization for the changes to be made to the published manuscript
 - the complete corrected PDF copy of the manuscript.
 - To process payment by phone, please call 800-521-0600, press 2 then 1 (M-F from 8AM to 6PM EST) - any Author & School Relations team member can help, just provide the publication number)
 - Both graduate office approval and the updated PDF can be emailed to disspub@proquest.com

Appendix: How to convert and PDF to PDF/A (also in [dissertation deposit page of LibGuide](#))

In Adobe Acrobat Professional (you need to download to your machine from Adobe Creative Suite. Salve has an institutional license for staff.) As of 7/2024 conversion to PDF/A in Acrobat Professional doesn't work with Windows 11 on PCs. The current workaround is to use a Mac.

- Open the PDF you just created with embedded fonts.
- Under more tools > **Protect and Standardize** > **Print Production**, Select **Preflight**.
 - If you don't have the Print Production tool menu on the right-hand side, select the **Customize** drop-down menu above it, click **Create New Tool Set**, and create a tool set which includes the Print Production tool menu.
- Expand the **PDF/A Compliance** menu.
- Select **Convert to PDF/A-1b**.
- Click **Analyze and Fix**.
- Save the document.

Appendix: Sample Signature Page/Document

(note that it is not always submitted as a digitally signed PDF—it might be a printed page with signatures.)


SALVE REGINA
UNIVERSITY

This doctoral work of: Alison Student
entitled: Neutrality and Europeanization in the work of Lewis Carroll

was submitted to the Doctoral Programs at Salve Regina University in partial fulfillment of the requirements for the degree of:

Doctor of Nursing Practice Doctor of Philosophy in Humanities
 Doctor of Philosophy in International Relations Doctor of Philosophy in Behavior Analysis

The work has been read and is:

not approved
 approved
 approved with recommended changes:

by the following individuals:

Member 1: Dr. Chad Raymond
(Name and degree of person typed)
Chad Raymond Digitally signed by Chad Raymond Date: 2024.03.25 15:18:45 -04'00' date: 3/25/24
(signature)

Member 2: Dr. Luigi Bradizza
(Name and degree of person typed)
Luigi Bradizza Digitally signed by Luigi Bradizza Date: 2024.03.25 11:23:31 -04'00' date: 3/25/2024
(signature)

Chair: Dr. Symeon Giannakos
(Name and degree of person typed)
Symeon Digitally signed by Symeon Date: 2024.03.25 15:30:52 -04'00' date: _____
(signature)

Changes are complete and the work is eligible for submission to ProQuest.

Chair initials: SAG Date: _____

Graduate Program Director: Symeon Giannakos
(print name)
Symeon Digitally signed by Symeon Date: 2024.03.25 15:31:14 -04'00' Date: _____
(signature)

Has been approved by: David Altounian Digitally signed by David Altounian Date: 2024.03.25 16:18:23 -04'00' Date: _____
David Altounian, PhD
Vice Provost, Graduate & Professional Studies