

# ELECTRONIC SUBMISSION OF DISSERTATION (ETD)

## Faculty and Student Procedure

Faculty plays an active role in ensuring the graduate students prepares the dissertation in accordance with the manuscript guidelines.

Faculty members of relevant dissertation committee have the responsibility for content, readability of text, citation completeness, and compliance with the citation style agreed upon within the committee and relevant University academic department. The committee members have the responsibility to ensure the dissertation submitted as a final product meets the compliance component regarding intellectual material, citations, acceptable grammar, and completeness.

**It is the student's responsibility to ensure that the final document submitted meets the requirements as set forth in preparing the manuscript for submission.**

**Submit as a PDF TO:** <http://www.etsadmin.com/nmsuetd>

When submitting a page-based manuscript of your dissertation, it must be submitted to ProQuest Dissertation Publishing in Adobe PDF format. When preparing your PDF, be sure to do the following:

- Embed all fonts (further information is provided below related to embedding fonts)
- Make sure there is no password protection on the PDF
- Ensure that security settings allow printing
- Format as individual, single pages

Note: As part of our normal process, ProQuest inserts an extra page in the front of every published manuscript.

## Graduate School Responsibility

Once the Graduate School receives the notice of submission, assigned personnel will review the thesis for formatting. The guidelines for format review include but are not limited to margins, line spacing, placement of figures and tables, pagination and page count, font size and front end material (table of contents, figures, tables, etc.). These updated guidelines for preparing you manuscript may be found on the Graduate School website at

<https://gradschool.nmsu.edu/Current%20Students/Doctoral%20Dissertation%20Students.html>

Upon review of the submission, if corrections are needed, the document will not be accepted and an email will be sent to the student with the stated corrections. If no corrections are needed, the thesis will be uploaded to ProQuest upon the certification of degree.

## Documents to be submitted to Graduate School

1. [Certification of final form of an electronic thesis or dissertation \(ETD\)](#)
  - a. Signature of student and committee chair required
2. [Electronic thesis/dissertation \(ETD\) release form](#)
  - a. Signature of student is required
3. [If applicable, ETD Embargo restriction request/renewal form](#)
  - a. All applicable signatures required
4. Copy of Survey of Earned Doctorate Certificate of Completion
  - a. URL is <https://sed-ncses.org>
  - b. If you need help call 1-877-256-8167 or email [sed@rti.org](mailto:sed@rti.org)