Dissertation Submission and Distribution

The final phase of the dissertation process consists of the submission and distribution process as described below. To assure the degree is awarded, complete all aspects by the deadlines for submission of the dissertation to meet graduation requirements are published in the *Academic Calendar* posted on the USD website:

https://catalogs.sandiego.edu/graduate/calendar/2022_2023/

You are required to submit your dissertation to ProQuest and to Digital USD

ProQuest

ProQuest, a commercial publisher provides access to theses and dissertations through institutional subscription to assure the degree is awarded. With ProQuest, your dissertation will be added to their database and PQTD Global. Your dissertation will be accessible to any entity that subscribes to the database.

Please see https://www.proquest.com/ for more information.

Here are some of the characteristics of ProQuest:

- ProQuest assigns an ISBN to your dissertation.
- You retain the copyright to your work with both Digital USD and ProQuest, but ProQuest also offers the option to register your copyright with the U.S. Copyright Office (for a fee).
- If/when sales of your dissertation reach a specific threshold, ProQuest will pay you 10% in royalties.
- ProQuest adds a page (after the title page) to your dissertation to display proprietary and copyright information.
- ProQuest editors review appendices for copyright infringement and will assign additional search descriptors.
- Currently, there is no charge to submit your dissertation to ProQuest at http://www.etdadmin.com/sandiego. To view examples of dissertations inProQuest, visit https://www.proquest.com/pqdtglobal/

Digital USD

Most materials in Digital USD are openly accessible to anyone with an internet connection and are easily “discoverable” by search engines, for example Google, so others can find and read your work.

- Your work will have its own URL, which you can share on yourwebsite, job applications, social media accounts, etc.
- You will receive monthly “author reports” showing how many times your work has been downloaded, and from where in the world.
- If your dissertation contains copyrighted material from other sources, you must obtain permission from the copyright holder(s) and include this information with your dissertation.
- You retain the copyright to your work. Please put a copyright notice on the title page.
- If your dissertation contains any sensitive information you do not want to share publicly, i.e., email addresses, mailing addresses, or phone numbers, please remove/redact the information prior to uploading it to Digital USD. This includes hand signatures (from committee members and/or on IRB forms).

Access Options

When uploading your dissertation to Digital USD, you have two options regarding access:

1. You can choose **“Open Access”** or **“Campus Access Only.”** By choosing **“Open Access,”** you have the opportunity to share your work with the entire worldand vastly increase your readership. You also have the ability to see from where and how often it is downloaded. If you choose **“Campus Access Only,”** downloads are limited to on-campus computers, although anyone will be able to see information about the dissertation, including the title and abstract.
2. Faculty in the School of Nursing recommend you place an **“Embargo”** on your dissertation. An embargo restricts public access to the full text of your dissertation for a specific period of time (the title and abstract will still be openly available during an embargo period). For example, an embargo of two years means that the full text of your dissertation will not be publicly available until two years from the date of submission for both ProQuest and Digital USD.
3. After you have submitted your dissertation to Digital USD, it will be processed, posted, and you will receive an email with the link to it. In most cases, this will occur within a month from the date you submit it.

Procedures for Online Submission of the Doctoral Dissertation

1. The PhD candidate must first obtain final approval of the dissertation, including approval of the formal preparation in accordance with all instructions in the doctoral handbook for the candidate's program and from the dissertation committee. After completing all remaining corrections/editing required by the dissertation committee, the candidate will save the original manuscript in a Portable Document Format (PDF) file.

2. The PhD candidate will obtain the signed ***Approval Page*** from the chair and members of the committee and submit the document to Dr. Cynthia D. Connelly to be placed in the student's file. Send electronically to connellyc@sandiego.edu

3. The PhD candidate is required to submit the final approved digital PDF file of the dissertation to ProQuest and to Digital USD.

Submission to ProQuest

1. Go to https://www.proquest.com/products-%20services/dissertations/authors.html and follow the step-by-stepinstructions.

2. You may also go to https://www.etdadmin.com/main/home?siteId=671 and follow the instructions.

3. There is no charge to disseminate and archive dissertations and theses via ProQuest. There are nominal fees for Dissertation/Theses when supplied in paper form or via FTP, and for additional visibility that is offered by participating in PQDT Open, ProQuest's open access database.

4. Copyright registration is available for a fee.

Submission to Digital USD

1. Go https://digital.sandiego.edu/

2. Click on "Submit Work" on the left-side menu bar under "Author Corner."

3. Scroll down until you find "Thesis and Dissertations" and click on "Dissertations."

4. Click on "Don't have an account? Sign Up" (or login if you already have an account).

5. Read and "accept" the Submission Agreement. ***Please Note***: If your dissertationcontains copyrighted material, you must obtain permission from the copyright holder(s) and include this information with your dissertation.

6. Fill out the fields and upload the full text of your dissertation.

Dissertation Binding and Submission of Documents

School of Nursing students must submit one bound copy of the dissertation to the School of Nursing Office to be placed in the Krause PhD Research Library. Dissertation committee members may request a bound copy, paper copy, or electronic copy for their files.

1. Contact Patricia Calero at the School of Nursing to place your order. Billing information will be provided at this time.

   Phone: (619) 260-2316. Email: pcalero@sandiego.edu

2. Request one bound copy of your dissertation, plus any additional personal copies you may wish to purchase. Dissertations are bonded using archival paper using University of San Diego color and jacket design.

3. Send electronically the final PDF dissertation copy to Patricia Calero. Include the signature page and IRB approval page, **omitting** handwritten signatures.

4. No transcripts willbe available until the final PDF dissertation copy is received in the Nursing Office.

5. Dissertation copies may take 6-8 wees to process. When your copies are ready, your student account will be charged. Go to your student account to clear your fees and send the receipt to Patricia Calero. Research award funds may be used. Contact Patricia Calero to learn more.

6. Students can pick-up their dissertation copies at the School of Nursing or have them shipped for a fee.

ADDITIONAL INFORMATION:

Submit Original Signed Signature Page to connellyc@sandiego.edu for your file.

Bindery:
Golden Rule Bindery – Churchill Graphics Inc
1315 Hot Spring Way STE 102-103
Vista, CA 92081

Survey of Earned Doctorates

All PhD candidates will complete the "Survey of Earned Doctorates" (SED) online by logging on to *https://sed-ncses.org/login.aspx* A "Certificate of Completion" will be automatically sent by email to the candidate after successfully completing the survey. Please print and submit the SED certificate to the Graduate Records Office and Dr. Cynthia D. Connelly to complete the clearance process.

E-mail address: usdgradrec@sandiego.edu and connellyc@sandiego.edu

The submission of all the above constitutes completion of the PhD candidates' responsibilities regarding the dissertation. The degree will not be conferred and posted on the candidates' transcripts until all of these items have been completed by the deadline.

Final checklist: (1) Digital USD submission, (2) ProQuest submission, (3) Survey of Earned Doctorates certificate, (4) Dissertation Signature page, and (5) final PDF dissertation copy.

Academic Regalia

Students will also receive information regarding graduation apparel and participation in the graduation ceremonies. The doctoral hood that is part of traditional academic apparel should be trimmed in dark blue velvet signifying the PhD Degree and lined with blue and white satin, the colors of the University of San Diego. The doctoral robe may be trimmed in black velvet or dark blue velvet. This includes the front velvet panels and the sleeve stripes.

The University of San Diego has specifically designed robes for PhD graduates available for purchase. Most graduates prefer the 8-sided velvet tam, but the traditional mortarboard is an option. Graduation robes may be purchased or rented through the USD bookstore or purchased on-line.

Sigma Theta Tau International

Members of **Sigma Theta Tau International** are encouraged to submit the announcement of their earned doctoral degree for inclusion in the Sigma Theta Tau International Nursing Library's Electronic Database. Consult the Sigma Theta Tau website.