

UCLA Division of
Graduate Education
**Electronic Thesis &
Dissertation (ETD)
Workshop**

Workshop Overview

- Scholarly Communication, Copyright policy and fair use
- The registration options for submitting your work (enrolled or Filing Fee use)
- What counts as a completed submission
- How to format your thesis/dissertation
- How to submit your thesis/dissertation electronically
- What happens to your manuscript, post-submission

UCLA Library Scholarly Communication

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UCLA Library

Common COPYRIGHT Questions

SHOULD I “REGISTER” THE COPYRIGHT FOR MY ETD?

- You already own the copyright to this work, whether or not you register it with the US copyright office.
- You **must** register if/when someone infringes upon your copyright and you decide to take them to court.
- If you register as you file, or within 6 months of the filing date, you will be able to seek actual & punitive damages, as well as attorney’s fees.
- If you register later, you will only be able to seek actual damages – which will likely make it financially impractical to take the infringer to court.

Common COPYRIGHT Questions

CAN I REPRINT A PREVIOUSLY PUBLISHED ARTICLE THAT I AUTHORED?

This is a very common practice, but you should:

1. Check the author agreement you signed with the publisher of the original article. It may have granted you specific permission to reproduce the article in this way. Some publishers have an “author rights” statement on their website that details this as well. If you cannot verify this, then:
2. You must ask that publisher for permission to reprint the article in your ETD. They typically say yes, so don't fret. Get it in writing and keep it on file.

Common COPYRIGHT Questions

MUST I GET PERMISSION FOR EVERY COPYRIGHTED IMAGE, TABLE, AND CHART THAT I INCORPORATE INTO MY ETD?

It Depends...

- Fair Use will cover most typical uses – the incorporation of such content for critical or scholarly analysis.
- Too much content from a single source can stretch the boundaries of Fair Use; permission might be advisable in such cases
- See if you can replace such content with Creative Commons-licensed materials

Consult with UCLA Librarians if you are unsure!

Questions are welcome!

COPYRIGHT@LIBRARY.UCLA.EDU

UCLA Library Scholarly Communication

Individual consultations with a copyright librarian are available by appointment.

UCLA Library

Registered & Enrolled vs. Filing Fee

- Student must have a status to file.
- If you will be registered and enrolled during the term in which you file your thesis or dissertation, you do not need to submit a Filing Fee Application.
- Filing Fee Usage is not a requirement to submit your thesis or dissertation, but it is a form of student status in lieu of registration.

Filing Fee Eligibility

	Eligible	Not Eligible
3.0 GPA and above	X	
Advanced to candidacy at least one quarter prior	X	
Using less than 12 hours of faculty and/or library time	X	
On LOA the prior quarter		X
Only need to make minor revisions to thesis or dissertation	X	
Registered & enrolled the previous quarter	X	
TA/GSR		X

Visit our [website](#) for the Filing Fee application and more details about the Filing Fee.

*International students should consult with DCISS about visa implications prior to applying for Filing Fee

Registered & Enrolled vs. Filing Fee

Do these apply to you?	Registered & Enrolled	Filing Fee
Still completing course work and/or other requirements	X	
Need access to Ashe Center and other student resources	X	
Need more than 12 hours of faculty and/or library time	X	
Still conducting research	X	
TA/GSR	X	
Would like to maintain “in school” status to defer loan repayment	X	
Currently writing your manuscript (not making minor revisions)	X	

Filing Deadlines

FILING FEE APPLICATION

The Filing Fee application must be submitted for *regular academic terms* by Tuesday (by 5:00 PM Pacific Time) of Week 1.

The Filing Fee application must be submitted for *summer terms* 8 business days before the last day (by 5:00 PM Pacific Time) of Summer Session C.

You may view the last day to submit Filing Fee applications on the Registrar's Office Term Calendar online: <https://registrar.ucla.edu/term-calendar>

COMPLETE DEGREE REQUIREMENTS/ FILE YOUR MANUSCRIPT

The Last Day for *Registered Students and Students on Filing Fee* to Complete Degree Requirements (by 5:00 PM Pacific Time) is the **Last Day of the Term/Quarter End Date**.

You may view quarter end dates on the Registrar's Office Annual Academic Calendar online: <https://registrar.ucla.edu/calendars/annual-academic-calendar>

What Counts as a Completed Submission?

ALL THE FOLLOWING MUST OCCUR BY THE DEADLINE:

- ✓ You completed the online Division of Graduate Education process
- ✓ You submitted a final PDF via ProQuest
- ✓ All required committee members have approved through the ETD website
- ✓ Committee has certified you have passed the final oral exam (if applicable)

Filing Requirements & Public Dissemination

[GRAD.UCLA.EDU/ETD](https://grad.ucla.edu/etd)

Click on “[Formatting and Filing Guidelines](#)”

These guidelines include:

- Everything you need to know in order to file successfully
- Information on supplementary files (images, video, audio files)
- ETD Submission Instructions
- Sample Pages

OTHER RESOURCES

UCLA Library Scholarly Communication: copyright@library.ucla.edu

[ProQuest Technical Support](#)

Formatting Assistance

CLICC & ADVANCED RESEARCH COMPUTING (OARC)

Use [CLICC Services](#) or [OARC online resources](#) for specific formatting issues (e.g., creating page numbers, altering margins, using LaTeX, Adobe Acrobat or other programs, formatting images, etc.)

DGE RESOURCES

- [ETD Drop-In Hours \(Dates and times announced every quarter\)](#)
- [ETD Formatting Tutorial for Preliminary Pages](#)

Manuscript Arrangement

Section	Required?	Suggested Numbering
Title page	Yes	Not numbered
Copyright Page	Yes	Not numbered
Abstract	Yes	ii (may be more than one page)
Committee Page	Yes	iii (roman numeral, depends on preceding page)
Dedication Page	Optional	(roman numeral, depends on preceding page)
Table of Contents	Yes	(roman numeral, depends on preceding page)
List of Figures, List of Tables, List of Symbols, List of Acronyms, Supplementary Materials, Glossary, etc.	Yes, if applicable	(roman numeral, depends on preceding page)
Acknowledgments or Preface	Optional	(roman numeral, depends on preceding page)
Vita/Biographical Sketch	Yes, for doctoral	(roman numeral, depends on preceding page; max. 2 pages)
Body Text	Yes	Begin with page 1 (Arabic numeral) for Chapter 1, and number pages consecutively through the end of the manuscript
Appendices	Optional	
References/Bibliography	Yes	Last pages of manuscript, if not included in individual chapter bibliographies

Preliminary Pages

All capital letters

UNIVERSITY OF CALIFORNIA

Los Angeles

Official university name

Title with Formulae, symbols, superscripts, Greek letters, acronyms, and abbreviated forms in general are to be spelled out

The Effect of Urbanization
on Socialization Practices and Personality Development
in Guajiro Society

Only use special characters allowed by UCLA. Italics are acceptable.



1" margins on each side

A dissertation submitted in partial satisfaction of the
requirements for the degree Doctor of Philosophy
in Anthropology

Official major as according to the Registrar's Office or Division of Graduate Education. Do not include unofficial specializations.

by

Official name registered with UCLA

Kristina May Clark

2023

Year of degree award

Manuscript Arrangement

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Preliminary Pages

Your official name, consistent with how it appears on title page

© Copyright by
Kristina May Clark

Copyright notice

2023

Year of degree award

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Preliminary Pages



All capital letters

ABSTRACT OF THE DISSERTATION

The Effect of Urbanization
on Socialization Practices and Personality Development
in Guajiro Society

Be consistent on each page with title, name, year, professors' names

by

Kristina May Clark

Your official name, consistent with how it appears on title page

Doctor of Philosophy in Anthropology

University of California, Los Angeles, 2023

Professor Katherine Doe, Chair

Include Chair or Co-Chair here and always designate chair(s) as "Professor", regardless of their usual title(s).

(The student begins typing the abstract here, double-spaced.)

Recommended abstract word limit of 350, to meet online repository limits.

Continue Roman numeral numbering after abstract

ii

0.75" from bottom of page

Manuscript Arrangement

Section	Required?	Suggested Numbering
Title page	Yes	Not numbered
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Preliminary Pages



Your official name, consistent with how it appears on title page

The dissertation of Kristina May Clark is approved.

Please include this statement in your manuscript for submission to

DO NOT use titles or degree designations (e.g., Professor, MD, etc.)

George A. Brown

Jane Marie Smith

B. Joseph Jones

Gerald B. Greene

Katherine Doe, Committee Chair

List Committee Chair or Committee Co-Chairs last

University of California, Los Angeles

2023

Continue Roman numeral numbering after abstract

iii

0.75" from bottom of page

Manuscript Arrangement

Section	Required?	Suggested Numbering
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Copyright Page	Yes	Not numbered
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Important Formatting Reminders

GENERAL REMINDERS

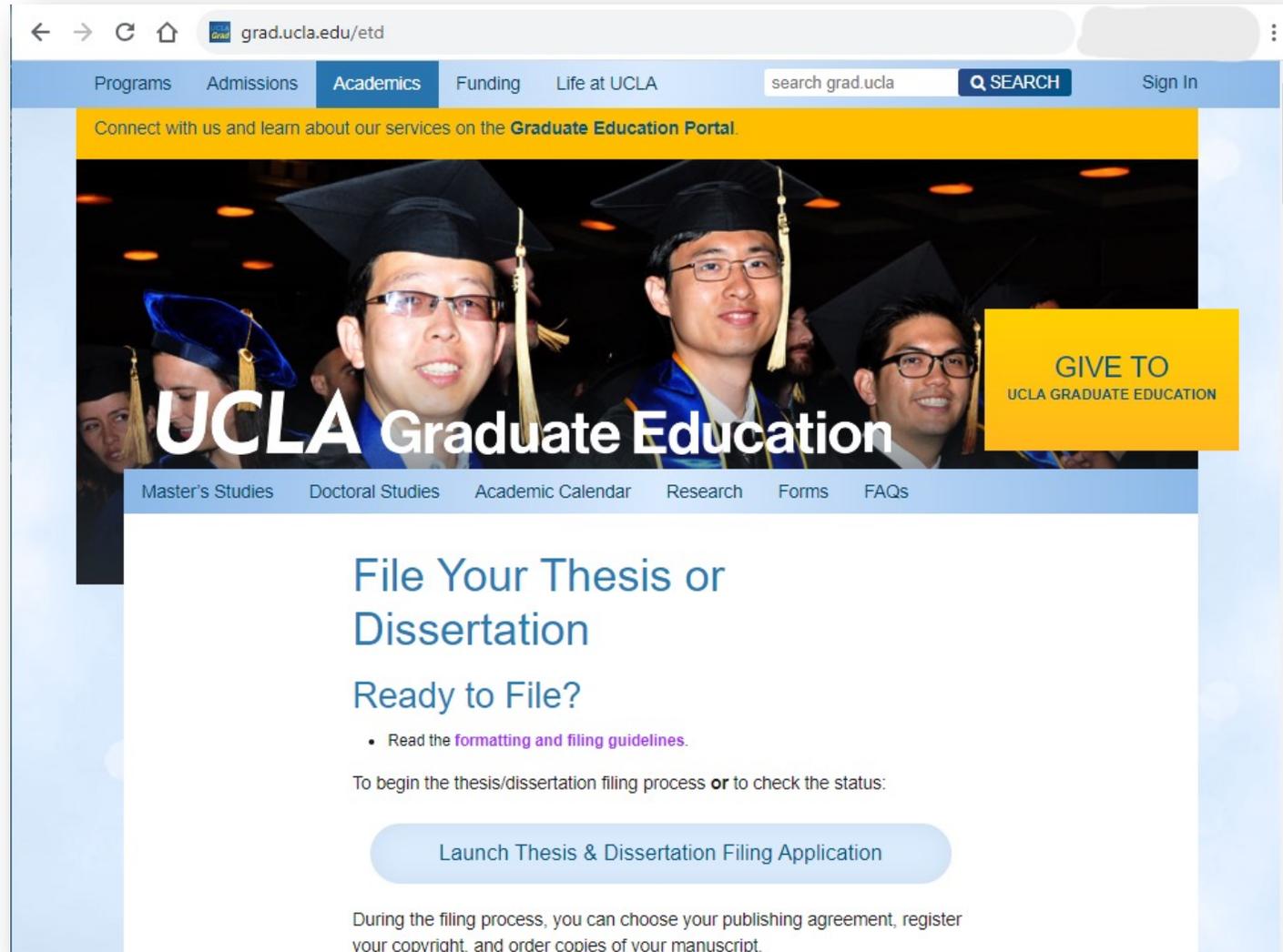
- Begin with roman numeral 'ii' on the abstract page and continue this numbering throughout the preliminary pages
- Doctoral degrees must not be listed in vita
- Name must match official university records
- Only list certifying committee members on the committee page
- Committee member names must match university records on Abstract page and Committee Approval page

Important Formatting Reminders

PRIVACY AND SENSITIVE INFORMATION CONSIDERATION

- Refrain from including personally identifiable information or content in your manuscript
 - Refrain from including personal information of family and friends in your dedication
 - Do not include personal information on your vita
- DGE/Graduate Council does not endorse classified or confidential research in the University
 - Your manuscript must be an academically acceptable thesis or dissertation that can be deposited at the University in an unclassified version

Start at grad.ucla.edu/etd



The screenshot shows the website grad.ucla.edu/etd. The navigation bar includes links for Programs, Admissions, Academics, Funding, and Life at UCLA, along with a search bar and a Sign In button. A yellow banner at the top reads "Connect with us and learn about our services on the Graduate Education Portal." Below this is a large image of graduates in caps and gowns with the text "UCLA Graduate Education" overlaid. A yellow box on the right says "GIVE TO UCLA GRADUATE EDUCATION". A secondary navigation bar includes Master's Studies, Doctoral Studies, Academic Calendar, Research, Forms, and FAQs. The main content area features the heading "File Your Thesis or Dissertation" and "Ready to File?". A bullet point links to "Read the formatting and filing guidelines." Below this, it says "To begin the thesis/dissertation filing process or to check the status:" followed by a blue button labeled "Launch Thesis & Dissertation Filing Application". At the bottom, it states: "During the filing process, you can choose your publishing agreement, register your copyright, and order copies of your manuscript."

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Verify Your Information

You must enter your name and major on the title page and abstract of your thesis or dissertation as it appears below.

Official Name: **ABEL JR TESTRECORD**

If you wish to change your name, please visit the Registrar's Office before you proceed.

Official Major: **Public Health - MPH**

If this major is incorrect, please email us or call (310) 825-3819 before you proceed.

[Next](#)

Need help? Have questions? Please contact the UCLA Graduate Division at academicservices@grad.ucla.edu or (310) 825-3819.



Verify Information

Request Committee Approval

Complete Survey

Upload Manuscript

Request Committee Approval

- Please verify the committee members listed below are currently serving on your committee. If not, you must submit a [Reconstitution Form](#). The form must be approved by the Graduate Division before you proceed. Processing time for a reconstitution is 7-10 days.
- When you are ready to ask for approval of your thesis or dissertation, click the "Send Request" button below. An email request for approval of your thesis or dissertation will be sent to the certifying committee members. Ask your committee for approval only when your committee has already seen the final version of your thesis or dissertation.
- If you have a final oral exam, all committee members will be asked to enter a decision of pass/not pass through the email request for approval.
- Give your committee members enough time to complete the approval process. You cannot complete the filing process until all committee members have signed off.
- If you appointed or reconstituted your committee effective Fall 2016, all committee members must be certifying.

Current Committee Members:

Name	E-Mail
* MANACSA,ERIC PAULY	emanacsa@grad.ucla.edu
* MONASTERIO,RALPH JOSEPH	rmonasterio@grad.ucla.edu
* MONASTERIO,RALPH JOSEPH	rmonasterio@grad.ucla.edu
* MANACSA,ERIC PAULY	emanacsa@grad.ucla.edu
* MONASTERIO,RALPH,JOSEPH	rmonasterio@grad.ucla.edu

* Certifying members

Ready to ask for approval? Click the button below:

Send Request

Need help? Have questions? Please contact the UCLA Graduate Division at academicservices@grad.ucla.edu or (310) 825-3819.

Electronic Thesis & Dissertation Filing



Master's Exit Survey

In order to obtain information to evaluate and improve graduate programs and distribution of resources, the Graduate Division requests that you complete master's degree exit survey. Participation in this short survey is voluntary and all responses will be aggregated to ensure confidentiality.

Thank you for your assistance. Congratulations on your accomplishments and wish you continued success in your future endeavors.

Please complete the survey in one sitting. The survey should take approximately 15 minutes to complete.

Next

Need help? Have questions? Please contact the UCLA Graduate Division at academicservices@grad.ucla.edu or (310) 825-3819.

An email request has been sent.

Upload Manuscript

Please make sure your manuscript is in its final form before you upload it. Check the Thesis and Dissertation Formatting and Filing Guide to confirm you have met all the formatting requirements before you proceed.

The link below will open a new browser window. Please come back to this page when you are done, enter your submission ID, and press "next". It is very important to enter the accurate number.

Upload Your Thesis or Dissertation through the ProQuest Web Site

ProQuest Submission ID

Next

The submission ID is in the email confirmation you receive from ProQuest. Below is a screen shot of a sample submission. The 5-digit ID number can be found in the parentheses following the title of your thesis/dissertation.

Dear [REDACTED]

Thank you for your interest in publishing your dissertation. Your submission, "A look at "All About My Mother" by Pedro Almodóvar (10002), has been submitted to University of California, Los Angeles.

The administrators at the graduate school will review your submission and contact you if there is any missing information.

Your submission ID number is also available when you log in to UMI/ProQuest after your submission.

My ETDs Resources & Guidelines PDF Conversion

My Dissertations/Theses List Submit my ETD My Profile

My Dissertations/Theses List

Welcome to the ETD Administrator - [University of California, Los Angeles](#)

Please select your dissertation/thesis below to revise or continue your submission.

A look at "All About My Mother" by Pedro Almodóvar
ID: 10002
Status: Waiting for Revisions (Minor)

Need help? Have questions? Please contact the UCLA Graduate Division at academicservices@grad.ucla.edu or (310) 825-3819.



My ETDs

Resources & Guidelines

PDF Conversion

Submit my ETD

My Profile

Help ?

Submission steps:

Publishing information:

Instructions

Publishing options

ProQuest/UMI agreement

Contact information

About my dissertation/thesis:

Dissertation/Thesis details

PDF

Supplemental files (optional)

Notes (optional)

Submission & payment:

Register U.S. Copyright

Order copies

Shipping address

Submit

Instructions

Welcome to the ETD Administrator - University of California, Los Angeles

The ETD Administrator lets graduate students submit their completed dissertation or thesis to ProQuest/UMI Dissertation Publishing for publishing. Your submission will be reviewed before it is delivered to ProQuest/UMI.

Before you begin

Before you begin, please be sure you have the following:

- **Full text of the dissertation/thesis in PDF format.** This must be one file. If your manuscript is in Word or RTF format, you can convert to PDF using the [PDF Conversion tool](#). You also must embed fonts in the PDF. For tips on creating PDF files, see the [PDF FAQs](#)
- **Abstract**
- **Optional Supplementary files** (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- **Advisor and other Committee Members' Names**
- **Subject Category.** Please choose one to three subject categories from the [Subject Category list](#) that best describe your dissertation/thesis' subject area.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back to finish. No information will be lost.

1. You MUST visit grad.ucla.edu before continuing with your submission.
 2. If you have any formatting questions please consult the [UCLA formatting guide](#).
- Once you've finished items 1 & 2:
3. Under "Dissertation/Thesis Details" please select your major from the drop down menu titled "Department."
 4. In the title box, copy and paste the title into the title box as you would like to see it in the Doctoral Hooding Booklet (if applicable). If you have special characters, make sure they conform to what UCLA accepts. You can review what UCLA accepts through a link in the Resources & Guidelines tab.
 5. Ordering copies: You can order copies through ProQuest, but you can also order copies through the [UC Bindery](#).
 6. Once you have completed the submission, make note of your submission ID that you receive in the confirmation email of your submission to the Graduate Division as you will need to enter it into the grad.ucla.edu site to complete the filing process.

Continue

Electronic Thesis & Dissertation Filing

Confirmation

Thank you!

You will be notified via email once the Graduate Division has confirmed your completion of all degree requirements.

The Graduate Division will contact you if your submission requires revision.

You can log back in to this site to confirm which committee members have submitted their approval of your thesis or dissertation by visiting the [filing status page](#).

Exit

Need help? Have questions? Please contact the UCLA Graduate Division at academicservices@grad.ucla.edu or (310) 825-3819.

The screenshot shows a web browser at the URL grad.ucla.edu/etd. The navigation bar includes links for Programs, Admissions, Academics, Funding, and Life at UCLA, along with a search bar and a Sign In button. A yellow banner at the top reads "Connect with us and learn about our services on the Graduate Education Portal." Below this is a large image of graduates in caps and gowns. Overlaid on the image is the text "UCLA Graduate Education" and a yellow box that says "GIVE TO UCLA GRADUATE EDUCATION". A secondary navigation bar contains links for Master's Studies, Doctoral Studies, Academic Calendar, Research, Forms, and FAQs. The main content area features the heading "File Your Thesis or Dissertation" and "Ready to File?". A bullet point links to "Read the formatting and filing guidelines." Below this, it says "To begin the thesis/dissertation filing process or to check the status:" followed by a blue button labeled "Launch Thesis & Dissertation Filing Application". At the bottom, a paragraph states: "During the filing process, you can choose your publishing agreement, register your copyright, and order copies of your manuscript."

Post-Submission Process

- Once submitted, your manuscript will be assigned to an Academic Services analyst for review
- Review occurs within 8 business hours from the time of assignment
- On or immediately before the deadline, the review timeline may exceed 8 business hours
- If revisions to formatting are needed, the analyst will contact you via email through the ProQuest site
- Instructions regarding specific changes will be included in the email
- If you submit your manuscript on the day of the deadline, and revisions are needed, we will indicate a time limit in which to submit the revised manuscript

Final Email Confirmation

From: ETD Administrator <etdadministrator@proquest.com>

Subject: Accepted by your university: [Manuscript Title]

Dear [Student],

Congratulations! Your submission, [ProQuest ID], has been approved. It will be delivered to ProQuest/UMI for publishing and will be available through both ProQuest and UC eScholarship.

This is your official notice that you have met all Division of Graduate Education requirements for filing. Your degree will be dated [Quarter End Date], the last day of the quarter.

Please allow 1-2 business days before using the following link to request and Early Certificate of Completion from the Registrar's Office:

<https://sa.ucla.edu/workflow/user/portal/submit/cg8f5g>.

If you are a Master's degree candidate, any remaining requirements for the Master's degree will be monitored by the Registrar's Office.

Congratulations on your accomplishments at UCLA!

UCLA Division of Graduate Education

Release of the Manuscript

PUBLIC DISSEMINATION POLICY (PP. 4-7) & SUBMISSION AGREEMENT (PP. 41-42) – UCLA THESIS AND DISSERTATION FILING REQUIREMENTS & PUBLIC DISSEMINATION

- All theses and dissertations become available on [ProQuest](#) and UC's [eScholarship](#)
- UCLA Library Catalog links to all published theses and dissertations
- If you would like to know more about public dissemination, see our [FAQ page](#)

Questions?

CONNECT WITH THE DIVISION OF GRADUATE EDUCATION ON THE
[GRADUATE EDUCATION PORTAL](#)

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OR EMAIL ASKGRAD@GRAD.UCLA.EDU

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