

Instructions for Electronic Submission of Dissertations

Each Ph.D. candidate is **required** to submit an electronic copy in PDF format of his or her dissertation to the University Libraries. Dissertation authors, Graduate Program Coordinators, and faculty advisors should visit [Depositing/Publishing Your Dissertation](#) to understand the publishing options.

1. Create a [PDF version](#) of the dissertation.
2. Complete the [Ph.D. Dissertations Student Checklist for Electronic Submission](#).
3. If you are only adding your dissertation to [Research Showcase](#), Carnegie Mellon University's institutional repository, go to step 5.
4. If you also want to submit your dissertation to ProQuest/UMI:
 - a. Complete pages 4 and 5 of the [ProQuest Submission Form](#).
 - b. Create one extra copy of the title page and abstract.
 - c. Complete pages 6 and 7 of the [ProQuest Submission Form](#) (optional).
5. Follow your department's procedures for completing the signature page and submit to designated to Graduate Program Coordinator in your academic department.
 - a. The electronic (PDF) file,
 - b. Completed Checklist, and
 - c. If applicable, the documentation and money orders for ProQuest/UMI.
6. The Graduate Program Coordinator will:
 - a. Keep the original signature page and add a scanned page with typed signatures to the electronic file.
 - b. Deposit the PDF version of the dissertation onto the Libraries' FTP server.
 - i. [Mac](#)
 - ii. [Windows](#)
 - c. Send the accompanying items to the Hunt Library Mailroom Supervisor.
7. The University Libraries will:
 - a. Deposit the dissertation in Research Showcase under the terms the student designated on the Checklist.
 - b. Also submit the dissertation and accompanying documents to ProQuest/UMI if the student designated ProQuest/UMI submission on the Checklist.

Questions/Problems

Any questions or problems should be directed to: Mailroom Supervisor, Carnegie Mellon University Libraries, Hunt Library, 4909 Frew Street, Pittsburgh, PA 15213,

(412) 268-2448.