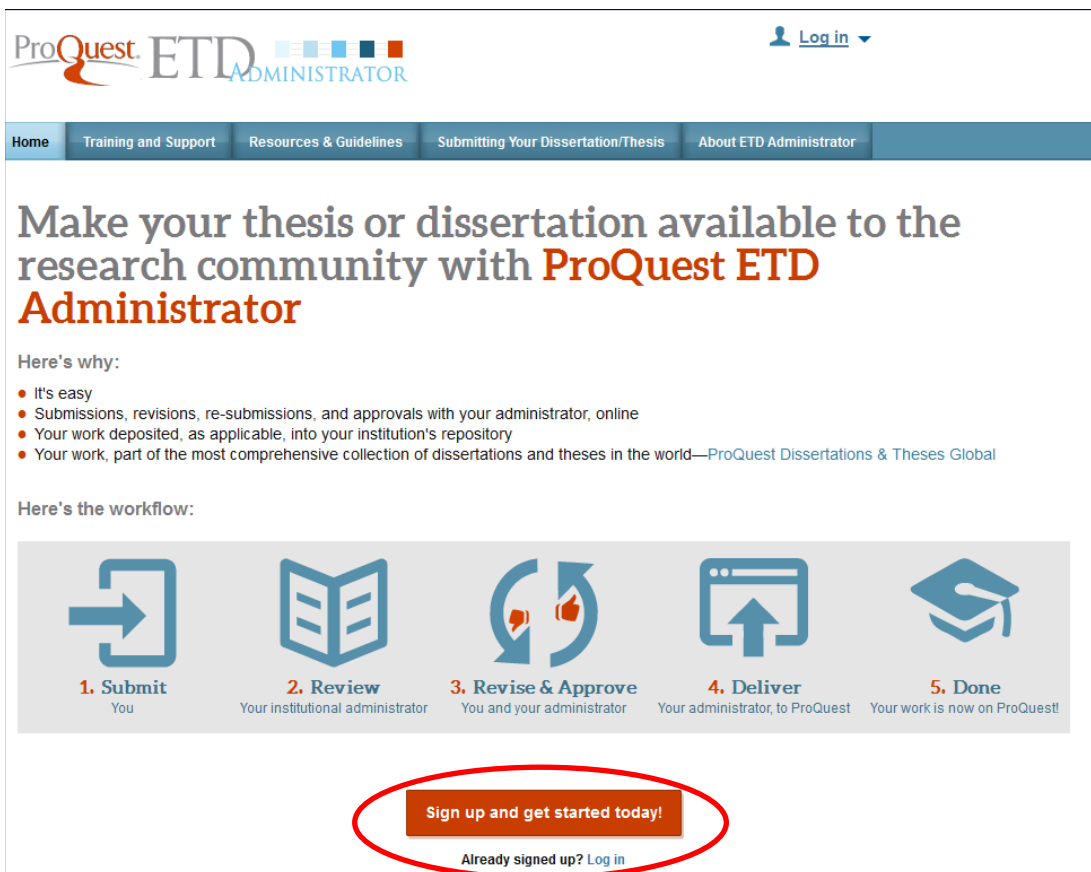
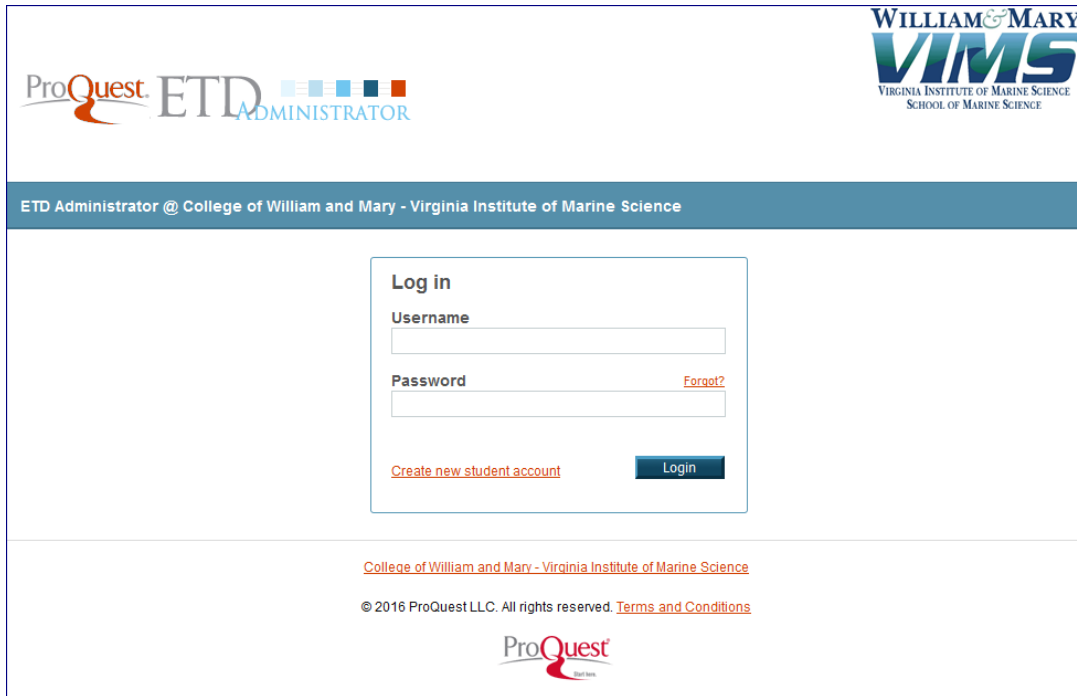



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Guide for Submission of Theses and Dissertations in ProQuest ETD Administrator

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Online submissions of dissertations and theses are accepted at this site for the following institutions. Please select your institution to continue your submission.

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- ▶ [University of Sarajevo, School of Economics and Business](#)

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From the welcome screen, you can review instructions and navigate through the screens with the “Continue” button or go through the steps on the checklist (left sidebar).

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Welcome to the ETD Administrator @ College of William and Mary - Virginia Institute of Marine Science

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- IR publishing options
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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 later to finish.** No information will be lost.

Some items to have on hand:

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- 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 Categories - 1 - 3 that best describe your dissertation/thesis' subject area. ([Subject Category list](#))

Instructions to Students:

Note: SMS forms referenced below are internal to VIMS therefore students must be connected to the VIMS network or if off-campus, connected through VPN for access. Contact the [SMS Registrar](#) if you have any questions.

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Select Publishing Options

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Submission steps

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- Instructions
- PQ publishing options**
- ProQuest agreement
- IR publishing options
- University agreement
- Creative Commons
- Contact information

About my dissertation/thesis:

- Dissertation/Thesis details
- PDF
- Supplemental files (optional)
- Administrative documents
- Notes (optional)

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- Submit

Publishing Options

Select the publishing options below that best fit your interests and scholarly publishing obligations. Required fields are marked with an asterisk (*).

For assistance, consult your graduate school, and read our [Publishing Guides](#).

Type of Publishing

Traditional [View agreement](#)

- I want to make my work widely available and I want to be eligible to receive royalties on the sale of my work.
- I understand that I must maintain a current mailing address with ProQuest in order to be eligible to receive royalties.
- I understand that ProQuest does not charge a fee for Traditional Publishing.
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Select Publishing Options

I want major search engines (e.g. Google, Yahoo) to discover my work through ProQuest. * [Learn more](#)

Yes

No

Access options (e.g., delaying the release of your work)

If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and may be available through your institutional repository.

Note: Most institutions have delayed release (or embargo) policies. Please consult with your Graduate School for more information.

Delaying release in ProQuest

I want my work to be available in ProQuest as soon as it is published. *

Yes

No - I have patents pending, or another reason why I need to delay access to the full text of my work.

[Save & Continue](#)

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Manage Dissertations & Theses
Run Reports
Manage Site

View ETD List
Submit ETDs for Students
Download Administrative Documents
Deliver ETD Batch
Help ?

Submission steps	ProQuest Agreement
<p>Publishing information:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Instructions <input checked="" type="checkbox"/> PQ publishing options <li style="background-color: #2c5e8c; color: white;"><input type="checkbox"/> ProQuest agreement <input type="checkbox"/> IR publishing options <input type="checkbox"/> University agreement <input type="checkbox"/> Creative Commons <input type="checkbox"/> Contact information <p>About my dissertation/thesis:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dissertation/Thesis details <input type="checkbox"/> PDF <input type="checkbox"/> Supplemental files (optional) <input type="checkbox"/> Administrative documents <input type="checkbox"/> Notes (optional) <p>Submission & payment:</p>	<h3 style="margin-top: 0;">Traditional Publishing Agreement</h3> <p>This Agreement is between the author (Author) and ProQuest LLC, through its ProQuest® Dissertation Publishing business (ProQuest). Under this Agreement, Author grants ProQuest certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest.</p> <p>Section I. License for Inclusion of the Work in ProQuest® Publishing Program.</p> <p>Grant of Rights. Author hereby grants to ProQuest the non-exclusive, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. Author further grants to ProQuest the right to include the abstract, bibliography and other metadata in the ProQuest Dissertations and Theses database (PQDT) and in ProQuest's Dissertation Abstracts International and any successor or related index and/or finding products or services.</p> <p>ProQuest® Publishing Program - Election and Elements. The rights granted above shall be exercised according to the publishing option selected by Author on the previous Publishing Options screen, and subject to the following additional Publishing Program requirements:</p> <ul style="list-style-type: none"> Redistribution of the Work. Except as restricted by Author in the publishing option selected, the rights granted by Author automatically include (1) the right to allow sale and distribution of the Work, in whole or in part, by agents and distributors, and (2) the right to make the Abstract, bibliographic data and any meta data associated with the Work available to search engines and harvesters. Restrictions. ProQuest will use commercially reasonable efforts to restrict the distribution of the Work as provided under the publishing option selected by Author or as later elected by Author through direct contact with ProQuest. Such election is subject to Author's Degree Granting Institution Directives (see below). With respect to restrictions requested after submission of the Work, Author acknowledges that ProQuest cannot recall or amend previously distributed versions of the Work. Refer to Guide 4 for information about access and restrictions.

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Select appropriate access option – available immediately in W&M Publish or embargo required.

The screenshot shows the 'Institutional Repository (IR) Publishing Options' page in the ProQuest ETD Administrator. The user is Carol Coughlin. The page has a navigation bar with 'Manage Dissertations & Theses', 'Run Reports', and 'Manage Site'. Below this is a secondary bar with 'View ETD List', 'Submit ETDs for Students', 'Download Administrative Documents', 'Deliver ETD Batch', and 'Help'. The main content area is divided into two columns. The left column, 'Submission steps', includes 'Publishing information:' with checkboxes for 'Instructions', 'PQ publishing options', 'ProQuest agreement', 'IR publishing options' (selected), 'University agreement', and 'Creative Commons'. The right column, 'Institutional Repository (IR) Publishing Options', contains the question 'I want my work immediately available in my school's IR *' with radio buttons for 'Yes' (selected) and 'No - I have patents pending, or another reason why I need to delay access to the full text of my work.'. Below this is the 'Access options*' section with the instruction 'Select the option that best reflects your preference for publishing your work in your school's institutional repository.' and radio buttons for 'Open access' (selected). A 'Save & Continue' button is at the bottom.

View Institutional Repository agreement, download, sign and scan for later submission.

The screenshot shows the 'University Agreement' page in the ProQuest ETD Administrator. The user is Carol Coughlin. The page layout is similar to the previous screenshot. The 'Submission steps' column on the left has 'University agreement' selected. The main content area displays a PDF document titled 'NON-EXCLUSIVE DISTRIBUTION LICENSE AND AVAILABILITY AGREEMENT FOR THESIS AND DISSERTATION'. The document header includes the VIMS and William & Mary logos. The text of the agreement states: 'By signing and submitting this license, you (the "author" or "copyright owner") grant to the College of William and Mary Libraries (W&M Libraries) at the College of William and Mary (W&M) and Virginia Institute of Marine Science (VIMS) the non-exclusive right to reproduce, and distribute your submission (including the abstract) to the public as well as the right to migrate or convert your submission, without alteration of content, to any medium or format for the purpose of preservation or continued distribution. W&M acknowledges that this is a non-exclusive license; any copyrights in the submission remain with the author or other copyright holder/s and subsequent uses of the submitted material by that person(s) are not restricted by this license. The author agrees that the College of William and Mary may keep more than one copy of this submission for purposes of security, back-up, and preservation.'

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Select the Creative Commons use option you wish to have associated with your work:

The screenshot shows the ProQuest ETD Administrator interface. At the top left is the ProQuest ETD ADMINISTRATOR logo. At the top right is the user profile for Carol Coughlin and the logo for WILLIAM & MARY VIMS (VIRGINIA INSTITUTE OF MARINE SCIENCE SCHOOL OF MARINE SCIENCE). Below the header are navigation tabs: Manage Dissertations & Theses, Run Reports, and Manage Site. A secondary navigation bar includes View ETD List, Submit ETDs for Students, Download Administrative Documents, Deliver ETD Batch, and Help. The main content area is titled "Creative Commons License" and contains the following text:

Submission steps

Submissions steps

Publishing information:

- Instructions
- PQ publishing options
- ProQuest agreement
- IR publishing options
- University agreement
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- PDF
- Supplemental files (optional)
- Administrative documents
- Notes (optional)

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- Instructions
- PQ publishing options
- ProQuest agreement
- IR publishing options
- University agreement
- Creative Commons
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About my dissertation/thesis:

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- PDF
- Supplemental files (optional)
- Administrative documents
- Notes (optional)

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Dissertation/Thesis Details

Primary language of your dissertation/thesis*: en (English) ▾

Title*: iversity and host association in sponge-dwelling snapping shrimps, Synalpheus

Year Manuscript Completed*: 2016 ▾

Degree/Department Information:

Degree Date*: Aug ▾ 2016 ▾

Degree Awarded*: Doctor of Philosophy ▾

Department*: School of Marine Science ▾

Advisor/Supervisor/Committee Chair*:
Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

First name:	Middle Initial:	Last name:
J. Emmett		Duffy

Committee Members:
Include up to 10 names. Do not include degrees as part of the name.

First name:	Middle Initial:	Last name:
Jan		McDowell
Mark		Patterson
Jeffrey	D.	Shields
Dustin	R.	Rubenstein

Note on Subject Categories: There is no “Marine Science” to choose from in subject category dropdown list. Refer to the list of ProQuest Subject Categories in the appendix (also available for download on the *ProQuest* welcome page). Select the most appropriate primary category for your research and any additional subject categories if applicable.

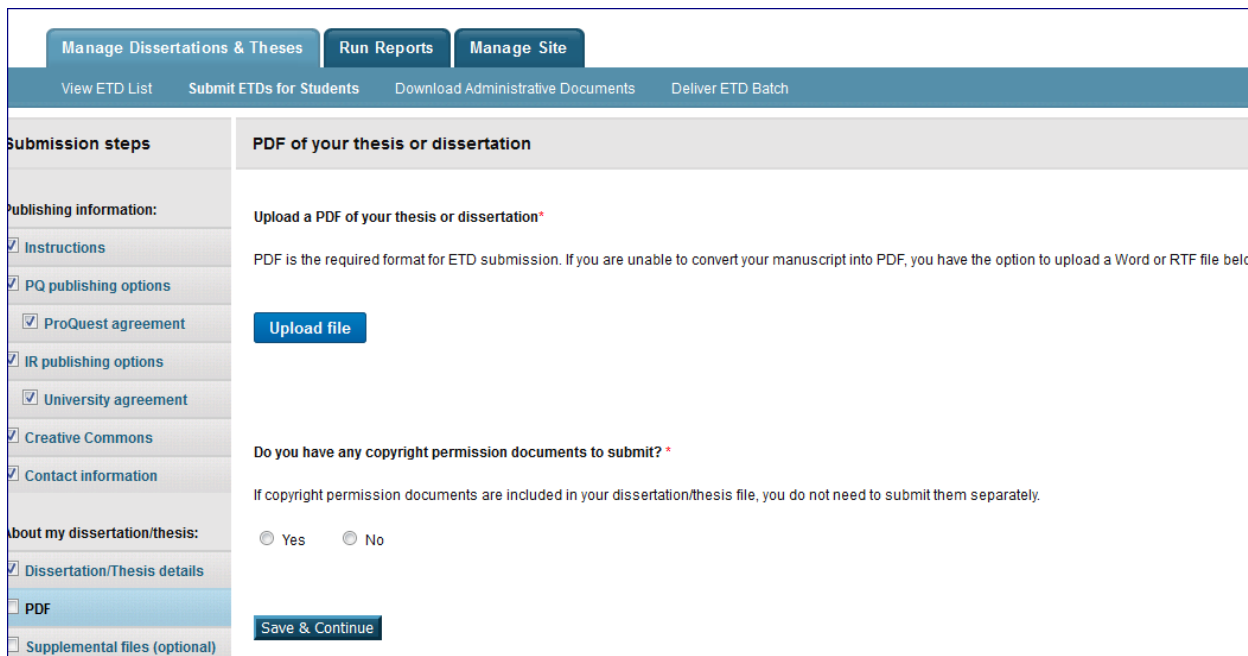
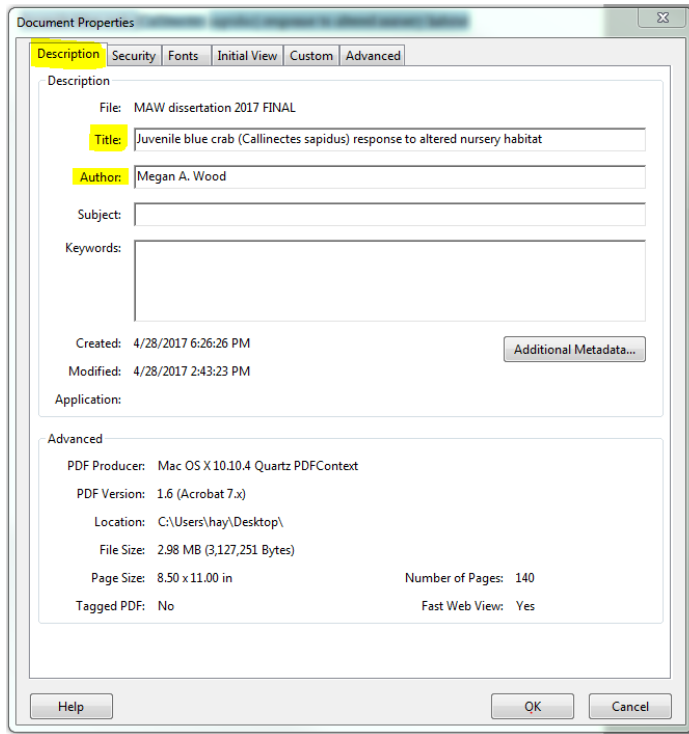
Add up to six keywords

Add the abstract.

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Add any supplemental files if you have any.

Manage Dissertations & Theses		Run Reports		Manage Site			
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Submission steps		Supplemental Files (optional)					
publishing information:		If supplementary materials - like audio, video and spreadsheets - are part of your dissertation or thesis, you can submit them as supplemental files. These files will be made available to the public.					
<input checked="" type="checkbox"/> Instructions		Supplemental file requirements: 					
<input checked="" type="checkbox"/> PQ publishing options		<ul style="list-style-type: none">Do not upload files that someone else holds rights to (for example, third party software such as Microsoft Excel). However, uploading your Excel spreadsheet is OK.Zip large files, a large group of files, or files that have a directory structure.					
<input checked="" type="checkbox"/> ProQuest agreement							
<input checked="" type="checkbox"/> IR publishing options							
<input checked="" type="checkbox"/> University agreement							
<input checked="" type="checkbox"/> Creative Commons							
<input checked="" type="checkbox"/> Contact information							
About my dissertation/thesis:							
<input checked="" type="checkbox"/> Dissertation/Thesis details							
<input checked="" type="checkbox"/> PDF							
<input checked="" type="checkbox"/> Supplemental files (optional)		1. Add File: <input type="button" value="Upload file"/>					
<input type="checkbox"/> Administrative documents		<small>Note: do not add third party applications or software (i.e. Adobe Reader, etc.)</small>					
<input type="checkbox"/> Notes (optional)		Description: <input type="text"/>					
Submission & payment:		Media Type*: <input type="text" value="Select Media Type"/>					
<input type="checkbox"/> Register U.S. Copyright		2. Add File: <input type="button" value="Upload file"/>					
		<small>Note: do not add third party applications or software (i.e. Adobe Reader, etc.)</small>					
		Description: <input type="text"/>					
		Media Type*: <input type="text" value="Select Media Type"/>					

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Upload Administrative documents: IR agreement, SMS Thesis or Dissertation Final Acceptance Form, SMS Graduate Survey form and for PhD candidates, the Survey of Earned Doctorates Certification of Completion.

Manage Dissertations & Theses		Run Reports	Manage Site
View ETD List		Submit ETDs for Students	Download Administrative Documents
			Deliver ETD Batch
Submission steps	Administrative Documents		
Publishing information:			
<input checked="" type="checkbox"/> Instructions	*1. Submit signed Institutional Repository License agreement		
<input checked="" type="checkbox"/> PQ publishing options	IR agreement.pdf (148.4 KB)	Replace	Delete
<input checked="" type="checkbox"/> ProQuest agreement			
<input checked="" type="checkbox"/> IR publishing options	*2. Submit signed and completed SMS Thesis or Dissertation Final Acceptance Form		
<input checked="" type="checkbox"/> University agreement	final acceptance.pdf (537.7 KB)	Replace	Delete
<input checked="" type="checkbox"/> Creative Commons			
<input checked="" type="checkbox"/> Contact information	*3. Submit SMS Graduate Survey		
	sms survey.pdf (59.1 KB)	Replace	Delete
About my dissertation/thesis:			
<input checked="" type="checkbox"/> Dissertation/Thesis details	4. PhD Candidates Only – Submit Survey of Earned Doctorates Certification of Completion		
<input checked="" type="checkbox"/> PDF	sed.pdf (61.2 KB)	Replace	Delete
<input type="checkbox"/> Supplemental files (optional)			
<input checked="" type="checkbox"/> Administrative documents			
<input type="checkbox"/> Notes (optional)			
Submission & payment:			
Save & Continue			

Guide for Submission of Theses and Dissertations in ProQuest ETD Administrator

Add any notes to the Registrar, if needed.

The screenshot shows the ProQuest ETD Administrator interface. At the top, there are three tabs: "Manage Dissertations & Theses", "Run Reports", and "Manage Site". Below these are four navigation links: "View ETD List", "Submit ETDs for Students", "Download Administrative Documents", and "Deliver ETD Batch". The main content area is divided into two columns. The left column, titled "Submission steps", contains a list of publishing information options, all of which are checked: "Instructions", "PQ publishing options", "ProQuest agreement", "IR publishing options", "University agreement", "Creative Commons", and "Contact information". The right column, titled "Notes to Administrator (optional)", contains a text area for notes. Below the text area is a "Clear" link and a "Save & Continue" button. A note indicates a maximum character limit of 200.

Register US Copyright (If you choose to do so.)

The screenshot shows the ProQuest ETD Administrator interface with the "Register U.S. Copyright" section selected. The top navigation and tabs are the same as in the previous screenshot. The left column, titled "Submission steps", has several options checked: "Instructions", "PQ publishing options", "ProQuest agreement", "IR publishing options", "University agreement", "Creative Commons", "Contact information", "Dissertation/Thesis details", "PDF", "Administrative documents", and "Notes (optional)". The "Register U.S. Copyright" option is also checked. The right column, titled "Register U.S. Copyright", contains a paragraph explaining the service, a section titled "How to take advantage of our copyright service:" with a list of benefits, and a section titled "1. Previous U.S. Copyright Registration" with a question and two radio button options: "Yes - copyright was previously filed" and "No".

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Help ?

Submission steps

publishing information:

- [Instructions](#)
- [PQ publishing options](#)
- ProQuest agreement
- [IR publishing options](#)
- University agreement
- [Creative Commons](#)
- [Contact information](#)



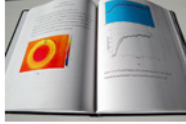
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Type	Size & Description	Price Per Copy (USD)*	Number of Copies
Hardcover	8 1/2 x 11 in., single copy	Buy more & save: 1-2 \$56.00	<input style="width: 50px; height: 20px;" type="text"/>

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Verify what you have inputted and your publishing options.

Click Submit Button

Manage Dissertations & Theses		Run Reports	Manage Site		
View ETD List		Submit ETDs for Students	Download Administrative Documents	Deliver ETD Batch	Help ?
Submission steps	Submit				
Publishing information:	Your work is ready for submission to your institution for review.				
<input checked="" type="checkbox"/> Instructions	1. Verify the details of your work as shown below.				
<input checked="" type="checkbox"/> PQ publishing options	2. If necessary, use the Change links to update corresponding details.				
<input checked="" type="checkbox"/> ProQuest agreement	3. Click Submit .				
<input checked="" type="checkbox"/> IR publishing options					
<input checked="" type="checkbox"/> University agreement					
<input checked="" type="checkbox"/> Creative Commons					
<input checked="" type="checkbox"/> Contact information					
About my dissertation/thesis:	Submission Summary:				
<input checked="" type="checkbox"/> Dissertation/Thesis details	If changes are needed, you can make them using the links provided.				
<input checked="" type="checkbox"/> PDF	Dissertation/Thesis Details: Change				
<input type="checkbox"/> Supplemental files (optional)	Degree: Doctor of Philosophy				
	Primary Language: English				
	Title: Reproductive altruism, social diversity and host association in sponge-dwelling snapping shrimps, <i>Synalpheus</i>				
	Abstract: The diversity of animal social strategies has interested evolutionary biologists since the time of Darwin. Eusociality—the apex of animal sociality—traditionally characterized by cooperative offspring care, overlapping generations and reproductive division of labor, was until recently known only in insects and a few vertebrate species. The independent evolution of eusociality in shrimps in the genus <i>Synalpheus</i> offers a unique opportunity to test the generality of social evolution theories that are based mainly on insects and social				

Subject Categories:	and other organisms. Ecology [0329] - primary Evolution & development [0412] Zoology [0472]
Keywords:	Eusociality Snapping shrimp <i>Synalpheus</i>
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PDF:	Change  (6.0 MB) View PDF
Administrative Documents:	Change IR agreement: IR agreement.pdf SMS Final Acceptance: final acceptance.pdf SMS Graduate Survey: sms survey.pdf PhD SED: sed.pdf
Publishing Options:	Change Traditional Publishing Do not delay release to ProQuest Allow search engine access. Do not file for copyright - I am requesting that ProQuest not file for copyright on my behalf.
Institutional Repository (IR) Publishing Options:	Change Include in institutional repository: Yes Delayed Release (IR): Do not delay release to Institutional Repository Institutional repository access: Open access
Submit Dissertation/Thesis	

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Submission steps

Your submission is now complete

Publishing information:

- Instructions
- PQ publishing options
- ProQuest agreement
- IR publishing options
- University agreement
- Creative Commons
- Contact information

About my dissertation/thesis:

- Dissertation/Thesis details
- PDF

Submit & Pay: Submission Complete

Your dissertation/thesis has been submitted.

- Your dissertation/thesis has been submitted to your graduate office for review. You will receive an email from your graduate office when your submission has been reviewed for delivery to ProQuest.

Order Summary:

Quantity	Description	Unit Price *(USD)	Total Price *(USD)
1	Traditional Publishing	\$0.00	\$0.00
	Sales Tax		\$0.00
	Service Tax		\$0.00
	Total:		\$0.00 USD

* Note: Prices are in U.S. Dollars (USD)

Your dissertation/thesis has been submitted. Please contact your [graduate office](#) with any questions regarding your submission.

Done