LAYOUT AND GUIDELINES FOR WRITING A THESIS/DISSERTATION

This section discusses requirements for the general layout of your manuscript, the order of front and back matter, and page numbering. See the **Sample Pages** located below for additional information. Guidelines are similar for both theses and dissertations; instructions specific to theses or dissertations will be marked accordingly.

General Layout

The Graduate School recommends that you use your word processor's global page settings or create a template adhering to the following guidelines:

Margins: 1 inch on top, bottom and right sides and 1 ½ inches on the left, *except on the title page, first page of each chapter, and other pages indicated below which should have a 2 inch margin at the top.*

Line spacing: Double-spaced; long quotations and footnotes may be single-spaced. Spacing on preliminary pages should follow the examples in the Sample Pages below.

Fonts: Text font and text size should be chosen for ease in reading. Font sizes 10 through 12 are recommended. Use consistent font styles for section headings. **Ariel font is not recommended.**

Footnotes or Endnotes: Follow the accepted practice of your discipline or the chosen style manual. The format selected should be consistent throughout the manuscript.

Spell check: Change the word processor spelling setting to include words in ALL CAPS.

Pagination:

Preliminary pages: Small Roman numerals (ii, iii, iv, etc.) are placed at the bottom center of the page, starting with the Approval Page as ii. The Title Page is counted, but is <u>not</u> numbered.

Manuscript proper: Arabic numbers (1, 2, 3, etc.) are placed at the bottom center of the page on all remaining pages, beginning with the number 1

Order of Preliminary Pages

The preliminary pages consist of the following pages *in this order:*

Title page (Required)

Approval page (Required)

Copyright page (Optional)

Abstract (Required)

Dedication (Optional)

Acknowledgements (Optional)

Preface (Optional)

Table of Contents (Required)

List of Illustrations (As needed)

List of Tables (As needed)

List of Symbols (As needed)

Title Page (Required)

The title of the thesis or dissertation begins two inches from the top of the page and should be a meaningful description of the substance of the document. It is recommended that word substitutes be used for formulas, symbols, superscripts, subscripts, Greek letters, and other similar material. The title page should also contain the following:

Title of the thesis/dissertation **IN ALL CAPS**

The word "Thesis" or "Dissertation"

Statement of submission

School or College

Degree being sought

Full legal name of degree candidate or name according to university records

Name of university granting the degree and/or the small University logo located at

http://www.subr.edu

City and state in which the university is located

Month and year degree is to be conferred

Approval Page (Required)

The approval page for the electronic submission will contain the names, but not the signatures of all committee members. However, *the signed, original signature page must be submitted to the Graduate School* before final approval is granted.

The Title of the thesis/dissertation **IN ALL CAPS** is centered and placed two inches from the top of the page. The name of the student is left-justified and added two lines below the title: Last, First Middle. Format the rest of the page according to the Sample pages below.

Copyright Page (Optional)

Your manuscript is automatically protected by copyright even if you do not include a copyright page. You may choose the additional protection of registering your copyright for a fee at www.copyright.gov/eco. For further copyright information, please see the U.S. Copyright Office Frequently Asked Questions at (http://www.copyright.gov/help/faq/).

Format this page according to the Sample Pages at the end of this document.

Abstract (Required)

The abstract should briefly state the problem, describe the procedure or methods used, and summarize the conclusions reached in the thesis or dissertation. The length of the abstract for a thesis **should not exceed 250 words** and for a dissertation it **should not exceed 350 words**.

The **heading ABSTRACT** is centered and placed two inches from the top of the page followed by the title of the thesis/dissertation in ALL CAPS, centered four lines below the heading. Author's name, name of university, and advisor's name are left-justified and can be single- or double-spaced two lines below the title. The text of the abstract begins two lines below the advisor's name.

Dedication (Optional)

The dedication is an optional page that gives the author the opportunity to dedicate the manuscript to an individual or group. The Sample Pages below show one option for formatting.

Acknowledgements (Optional)

The acknowledgements (or acknowledgments) page is an optional page that gives the author the opportunity to thank those who have provided help during the research and writing of a thesis or dissertation. The heading ACKNOWLEDGEMENTS is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Preface (Optional)

A preface is included in instances where the genesis of the research is important for the understanding of it, or when the method or procedure of investigation is so unusual as to require prefatory explanation.

The heading PREFACE is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Table of Contents (Required)

The table of contents includes chapter headings, subdivisions of chapters, and all other parts of the thesis or dissertation listed exactly as they appear in the text along with the starting page number.

The heading TABLE OF CONTENTS is centered and placed two inches from the top of the page. The text begins four lines below the heading.

List of Illustrations or Figures (As needed)

The illustrations page includes illustration or figure titles and page numbers.

The heading LIST OF ILLUSTRATIONS or LIST OF FIGURES is centered and placed two inches from the top of the page. The list begins four lines below the heading.

List of Tables (As needed)

The tables page includes table titles and page numbers.

The heading LIST OF TABLES is centered and placed two inches from the top of the page. The list begins four lines below the heading.

List of Symbols, Abbreviations or Special Nomenclature (As needed)

The list of symbols, abbreviations or special nomenclature is provided to acquaint the reader with symbols, abbreviations or special nomenclature that are essential to the work. When used, these lists can take any form acceptable to the discipline.

The heading LIST OF SYMBOLS or LIST OF ABBREVIATIONS is centered and placed two inches from the top of the page. The list begins four lines below the heading.

The Text (Required)

The nature of the thesis or dissertation determines the organization of the body or main text into chapters, groups of chapters, or other pertinent schemes of exposition. These divisions are dictated by the nature of the discipline. Punctuation, spelling, and general form should be consistent throughout the text.

Quotation of Copyrighted Material (Required)

The author of a thesis or dissertation is fully responsible for the use of any copyrighted material in the manuscript. Generally, permission to use copyrighted material should be sought when a direct quotation of more than 150 words or an illustration is used. Permission is sought from the author or publisher holding the copyright. Generally, permission is granted on condition that proper acknowledgement is made. In some cases, copyright holders require payment. Necessary clearance for copyrighted material must be obtained *before* final submission of the thesis or dissertation.

For more information:

UMI Copyright Guide

Copyright Law and Graduate Research

Bibliography (As needed)

The bibliography or reference list of sources used is required if applicable. Pages should be formatted according to the style manual or discipline-specific guidelines used.

The heading BIBLIOGRAPHY is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Appendices (As needed)

The appendix or appendices include reference materials such as tables, figures, charts, illustrations, abbreviations, and other addenda not placed in the text.

When there are multiple appendices, the heading APPENDIX is followed by a capital letter or Arabic number. The heading is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Sample Pages

These sample pages are designed to assist you in preparing your thesis or dissertation by giving you a visual representation of a variety of common pages along with guidelines for margins and appropriate information to include on the page. Some departments may have *slightly* different requirements and you should follow those as directed.

The closer to the end of your paper follows these guidelines, the fewer corrections you will have during format checking.

Sample Pages

Sample Thesis Title Page (With Optional Logo)

THE DYNAMICS OF COHABITATION: EXPERIENCES IN THE 21ST

CENTURY

Thesis

Submitted to

The College of Sciences of

Southern University and A&M College

In Partial Fulfillment of the Requirements for

The Degree of

Master of Science in Sociology

By

John Robert Doe

Baton Rouge, Louisiana

December, 2008
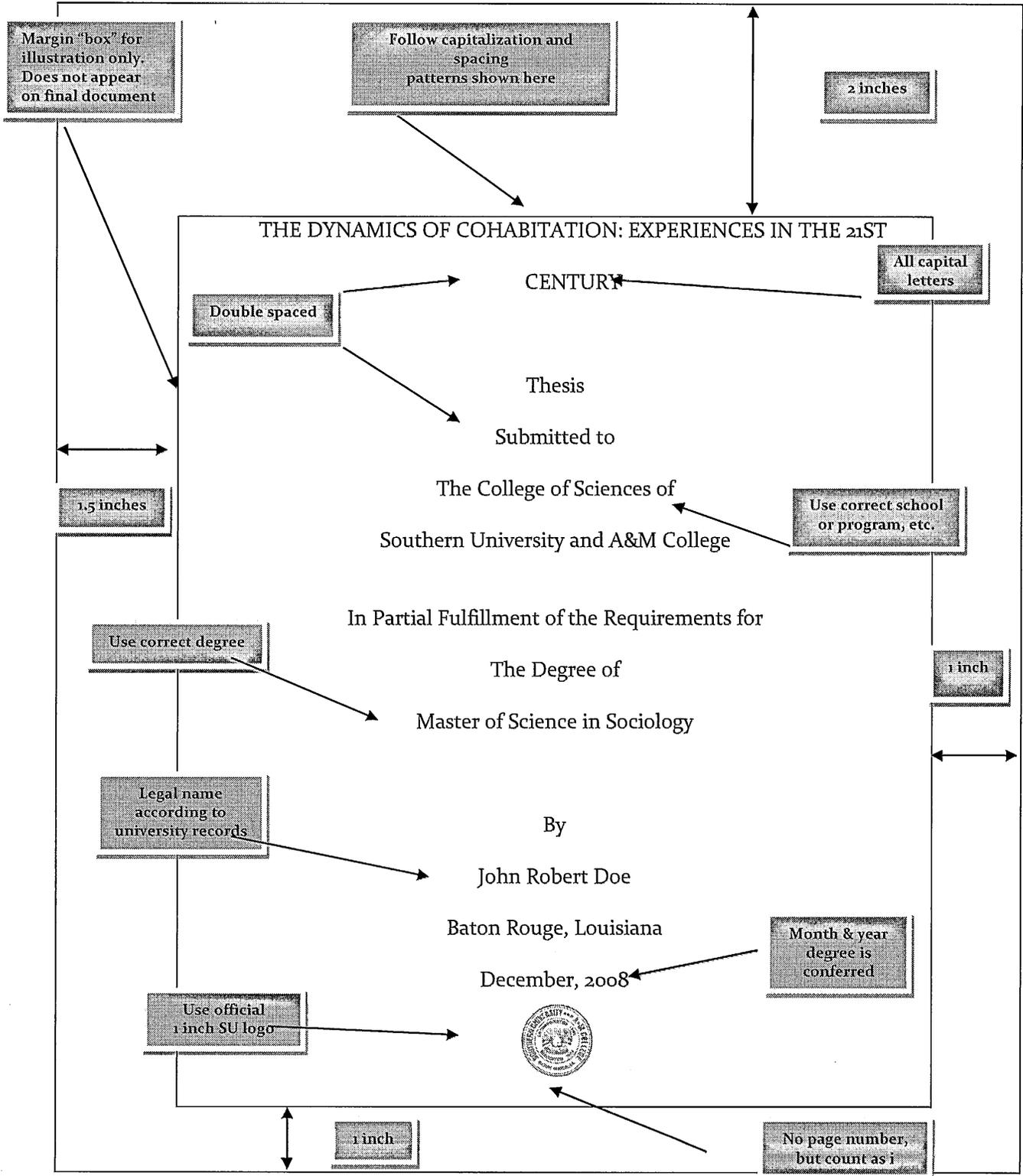
Sample Dissertation Title Page (Without Optional Logo)
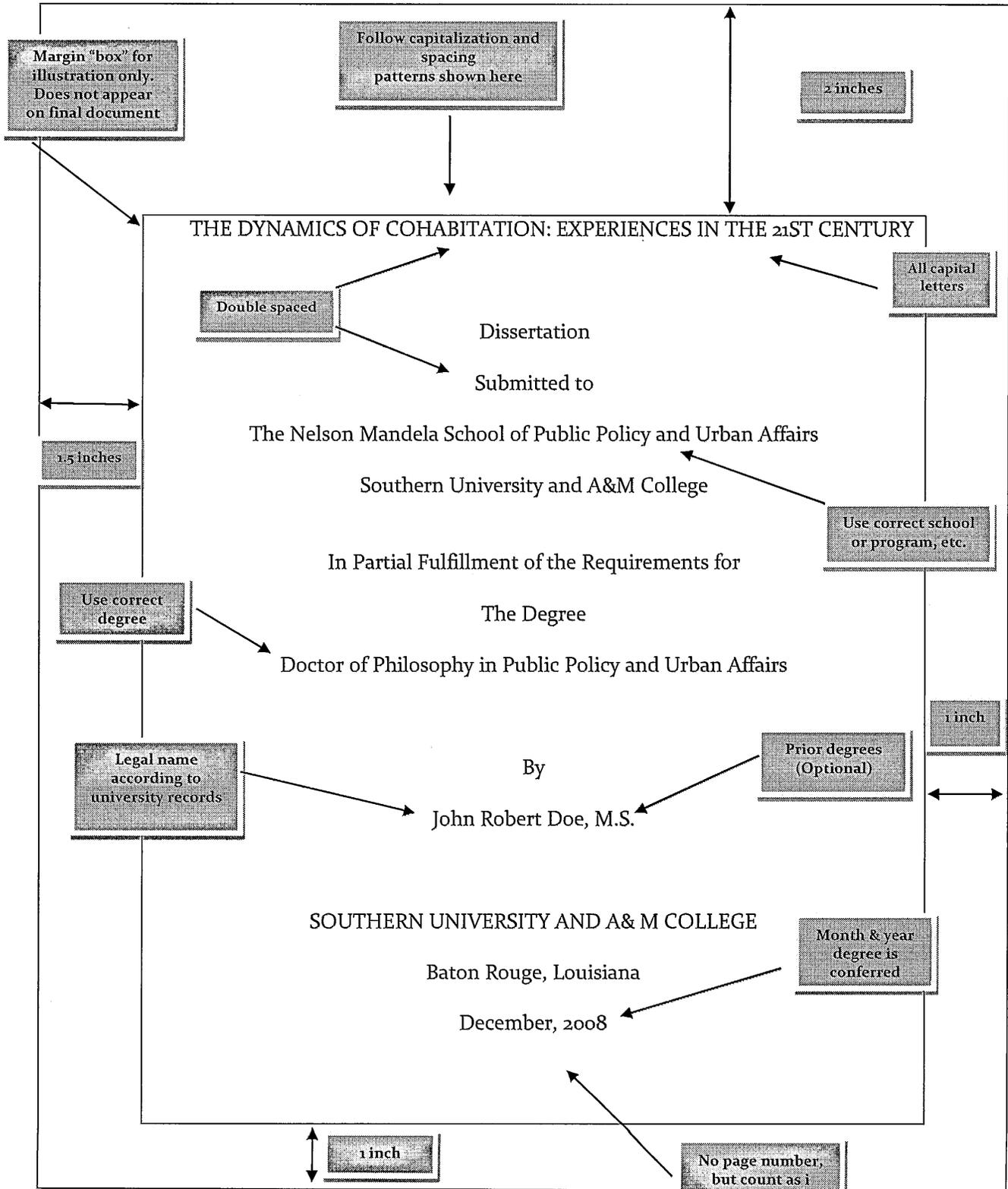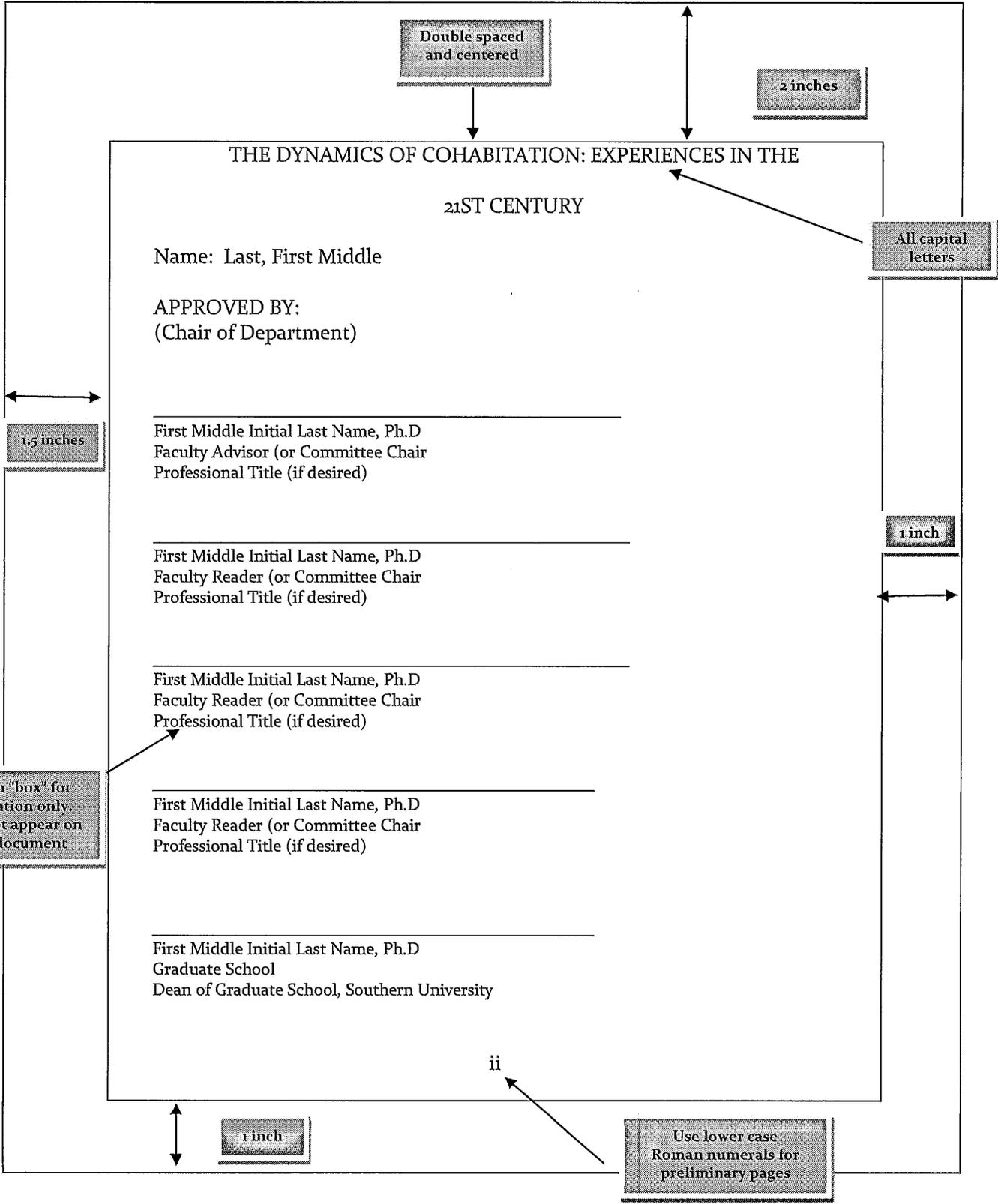
THE DYNAMICS OF COHABITATION: EXPERIENCES IN THE 21ST CENTURY

Dissertation

Submitted to

The Nelson Mandela School of Public Policy and Urban Affairs

Southern University and A&M College

In Partial Fulfillment of the Requirements for

The Degree

Doctor of Philosophy in Public Policy and Urban Affairs

By

John Robert Doe, M.S.

SOUTHERN UNIVERSITY AND A& M COLLEGE

Baton Rouge, Louisiana

December, 2008

Sample Approval Page

THE DYNAMICS OF COHABITATION: EXPERIENCES IN THE

21ST CENTURY

Name: Last, First Middle

APPROVED BY:
(Chair of Department)

_____
First Middle Initial Last Name, Ph.D
Faculty Advisor (or Committee Chair
Professional Title (if desired)

_____
First Middle Initial Last Name, Ph.D
Faculty Reader (or Committee Chair
Professional Title (if desired)

_____
First Middle Initial Last Name, Ph.D
Faculty Reader (or Committee Chair
Professional Title (if desired)

_____
First Middle Initial Last Name, Ph.D
Faculty Reader (or Committee Chair
Professional Title (if desired)

_____
First Middle Initial Last Name, Ph.D
Graduate School
Dean of Graduate School, Southern University

ii

Sample Copyright Page

Centered

1.5 inches

Legal name according to university records

© Copyright by

John Robert Doe

All rights reserved

2008

Year Degree is conferred

1 inch

1 inch

Copyright page can be unnumbered or numbered with lower case

Sample Abstract Page

TEACHER QUALITY AS A FACTOR OF STUDENT ACHIEVEMENT:

HOW DOES THE TYPE OF TEACHER CERTIFICATION

CORRELATE WITH STUDENT MATHEMATICS ACHIEVEMENT?

Name: Doe, John Robert
Southern University and A&M College

Advisor: Dr. Kodak Williams

Now follow the abstract of the dissertation or thesis. It should be limited

to **250 words** or less for a thesis and **350 words** or less for a dissertation.

Mathematical formulas, diagrams, and other illustrative materials are not

recommended for use in the abstract. The abstract should be carefully prepared

since it will be published in the John B. Cade Library – ETD ProQuest Database

without editing or revision. The copy should be doubled-spaced. If the abstract

text continues onto a second page, maintain these margins except use a 1 inch

top margin.

iv

Sample Dedication Page

Centered

Dedicated to my parents

1.5 inches

1 inch

Margin "box" for illustration only. Does not appear on final document

v

1 inch

Use lower case Roman numerals for preliminary pages

Sample Acknowledgements Page

ACKNOWLEDGMENTS

My special thanks are in order to Dr. James Dorsey, my advisor, for

providing the time and equipment necessary for the work contained herein,

and for directing this thesis and bringing it to its conclusion with patience and

expertise.

I would also like to express my appreciation to everyone who has helped me

with this work. This includes Sylvester Wright, who offered guidance with the

rate measurements; Lucille Brown, who gave advice concerning the

photography of the sample; Larry Bivens, for providing equipment and

developing prints; Della Follins, for patiently preparing and correcting the text.

vi

Sample Preface Page

Centered

2 inches

PREFACE

All capital letters

The preface is an optional page. Generally, a preface is included in

instances where the genesis of the research is important for understanding of

it, or when the method or procedure of investigation is so unusual as to require

prefatory explanation.

Double spaced

1.5 inches

1 inch

vii

Use lower case Roman numerals for preliminary pages

1 inch

Sample Table of Contents Page (Example 1)

Margin "box" for illustration only. Does not appear on final document

Centered

2 inches

All capital letters

TABLE OF CONTENTS

1.5 inches

Double spaced

Use lower case Roman numerals for preliminary pages

viii

1 inch

1 inch

Leader dots

Sample Table of Contents Page (Example 2)

Centered

2 inches

Margin "box" for
Illustration only.
Does not appear
on final document

All capital
letters

TABLE OF CONTENTS

1.5 inch

Double spaced

1 inch

1 inch

ix

Leader dots

Use lower case
Roman numerals for
Preliminary pages

Sample Illustrations Page

All capital letters

Centered

2 inches

Arabic numerals

LIST OF ILLUSTRATIONS

1.5 inches

Leader dots

1 inch

Double spaced

Use lower case
Roman numerals for
preliminary pages

Margin "box" for
Illustration only.
Does not appear
on final document

x

1 inch

Sample Tables Page

Centered

All capital letters

2 inches

Arabic numerals

LIST OF TABLES

Double spaced

Leader dots

1.5 inches

1 inch

Use lower case Roman numerals for preliminary pages

Margin "box" for Illustration only. Does not appear on final document

xi

Sample Abbreviations Page

Centered

2 inches

LIST OF ABBREVIATIONS AND NOTATIONS

All capital letters

AA	Atomic Absorption
AFM	Atomic Force Microscopy
Al_2O_3	Aluminum Oxide
ANOVA	Analyses of Variance
Fe	Iron
Ni	Nickel
a,b,c	Experimentally Derived Constants
I	Impurity Content
I_{lim}	Limiting Value for Impurity Content
ZP	Zeta Potential

1.5 inches

1 inch

Use lower case Roman numerals for preliminary pages

xii

1 inch

Sample - Chapter 1, Page 1 (Example #1)

Double spaced

Centered

2 inches

CHAPTER 1

INTRODUCTION

All capital letters

1.5 inches

Section headings can be set apart with Italics or bold

Margin "box" for illustration only. Does not appear on final document

Research Areas:

The recent decision of the United States Supreme Court invalidating segregation in the public schools poses a number of new problems in the area usually called race relations. Perhaps the most fruitful discussion of some of these problems can best result from a consideration of what the legal mandate against segregation means when it is related to the announced objectives of certain elements of Negro leadership—complete integration in American society. The can best be approached by presenting an analysis of certain meaningful information which all of us have a chance to share in common.

1 inch

Race Relations As A Concept – What it Means

The term race relations have long been used to describe the activities resulting from the social adjustments growing out of the contacts taking place between different racial groups. It is no longer broad enough to provide an adequate background, for or give complete coverage to our discussion. However, the fact that it is too narrow to provide all of the materials we need does not keep it from providing a basis for our initial discussion––a point of departure.

1

1 inch

Arabic numerals beginning with 1

Sample - Chapter 1, Page 1 (Example #2)

CHAPTER 1

INTRODUCTION

Research Areas:

The recent decision of the United States Supreme Court invalidating segregation in the public schools poses a number of new problems in the area usually called race relations. Perhaps the most fruitful discussion of some of these problems can best result from a consideration of what the legal mandate against segregation means when it is related to the announced objectives of certain elements of Negro leadership—complete integration in American society. The can best be approached by presenting an analysis of certain meaningful information which all of us have a chance to share in common.

Race Relations As A Concept – What it Means

The term race relations have long been used to describe the activities resulting from the social adjustments growing out of the contacts taking place between different racial groups. It is no longer broad enough to provide an adequate background, for or give complete coverage to our discussion. However, the fact that it is too narrow to provide all of the materials we need does not keep it from providing a basis for our initial discussion—a point of departure.

1

Sample - Chapter 1, Page 2 (Example #3)

most simply, a race is a group of people the members of which have common hereditary characteristics. These characteristics make it possible for the observer to distinguish between them and members of other groups. There are many different classification of race. Some of the most important of these or at least the most widely used of these are: Caucasoid, Mongoloid, Negro; Black, White, Yellow and Red.

These classifications are not so definite and authentic that they make it a fool-proof task separating race groups. In fact, no matter what classifications you use, the differences between members of any racial group will be greater than the recognized differences between any two racial groups. Some of the things used to classify racial groups are skin color, texture of hair, shape of head, relationship of extremities, hairiness of body, and others too numerous to mention.

2

HOW to EMBED FONTS

When fonts are embedded, readers of your work will be able to see your document as you intended, with the same fonts that you used.

If you do not embed all of your fonts, and those fonts are not available on the reader's computer, Adobe Acrobat will make its best guess at what font it should use as a substitute. This can result in significant differences between your original document and what the reader sees (particularly with symbol fonts).

Figure 1: Step 1 of the submission process

To embed your fonts in **Microsoft Word 2007 or Later**:

1. Create your manuscript using a **TrueType font - MS Word**. Recommended fonts include **Times-Roman** and **Times New Roman** (**ONLY**).
2. Click the circular **Office button** in the upper left corner of Microsoft Word.
3. A new window will display. In the bottom right corner is a button, Word options. Click the **Word Options** button.
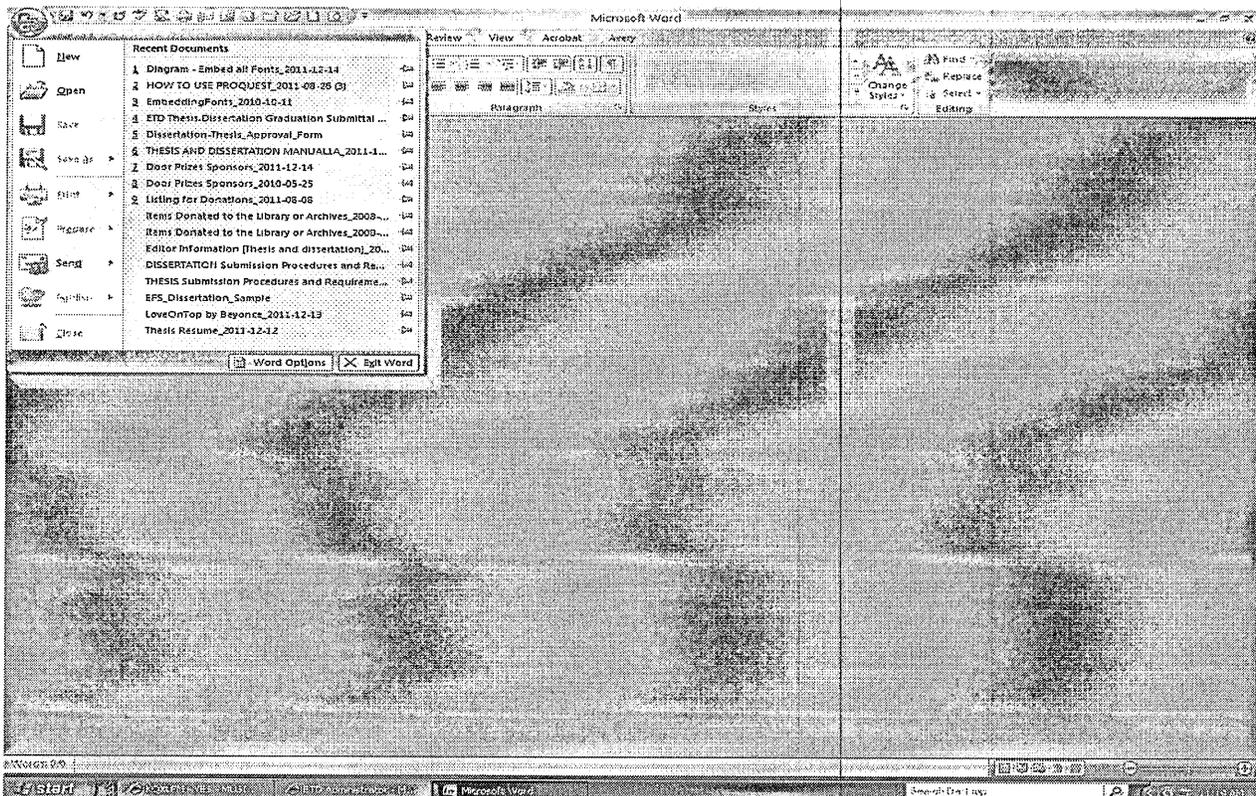
Choose **Save** from the left sidebar.

3. Check the box next to **Embed fonts in the file.**
4. Click the **OK** button.

Save the document again but this time **click save as** with the same file name but add a date on the end (or whatever you choose).
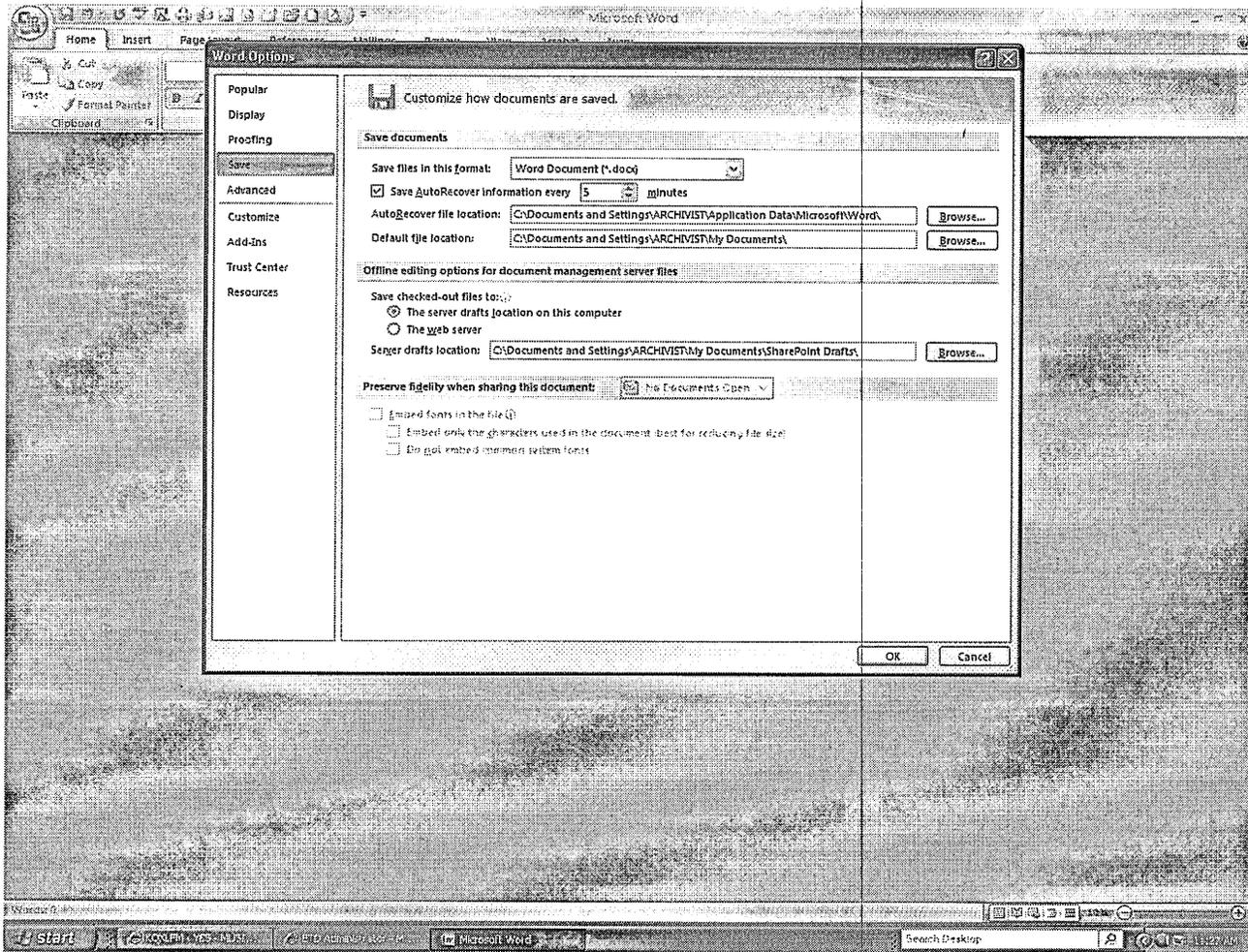
TO CREATE YOUR Portable Document Format (PDF)

If you have Acrobat professional version you should see it within the tools bar of Microsoft Word. Just click on **Acrobat** on the tools menu – then click on **Create PDF.** If for some reason you aren't able to complete the above task there is another method. Within MS Word [your document should be opened] click on the **printer icon** - from the drop-down box of [name of printer] choose **Adobe PDF** – click OK. This method will create the document for you.

HOW TO SUBMIT

AND UPLOAD TO PROQUEST/UMI ETD

Creating an Account

From the main page of the ETD [Electronic Thesis and Dissertation].

Homepage site: http://www.etdadmin.com/subr

- ✻ At the top of the page on the right hand side [Students:] - **CLICK** on **SUBMIT - NEXT**

- ✻ Click the link **Create an Account** or login using an existing account:

- ✻ If this will be your first time using the system then you will be **creating an account** not logging in.

- ✻ If you are revising an existing ETD click "Revise"
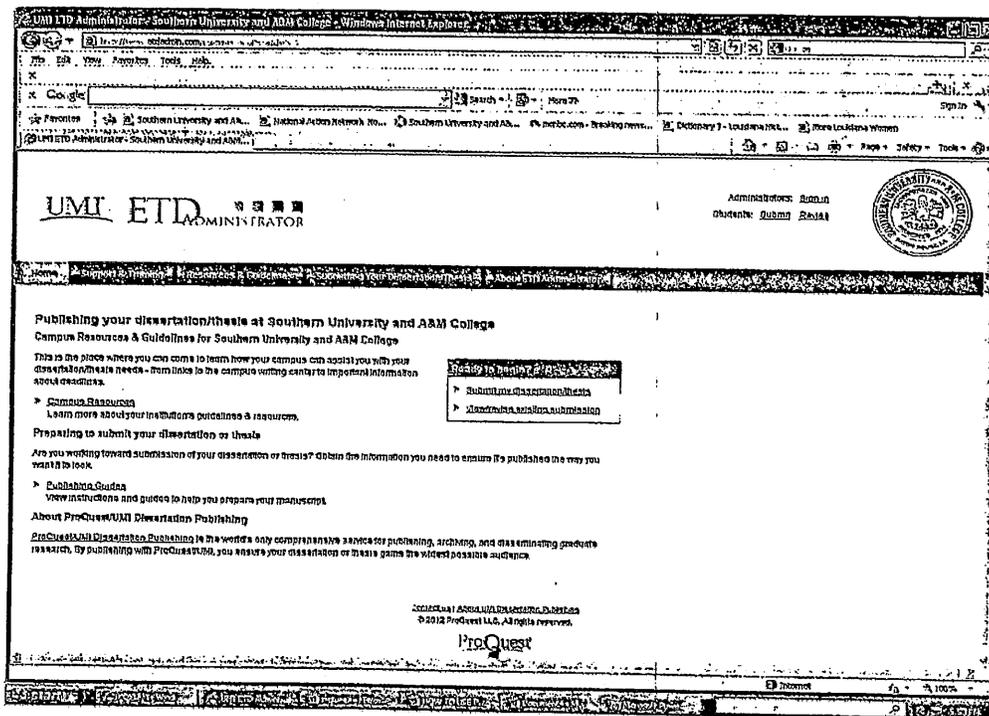
Create your account

Fill in the form below to register and submit your dissertation/thesis.

- ✳ **To Create an account** fill out the form. Enter and submit the basic information requested – name, username, password and email address [NOTE! do not use Southern University's email as the email address] use a personal email address here].

- ✳ After the online form is completed **CLICK on the Sign Up button** Sign Up to submit your information.

	*required Clear Form	
Email*:		An email will be sent to this address for activation
Verify Email*:		
First Name*:		
Middle Name:		
Last Name*:		
Institution*:	Southern University and A&M College	
Country of Citizenship*:	-- Select Country -- ▼	
Username*:		Must be at least 4 characters
Password*		Must be at least 4 characters
Verify Password*:		
	Sign Up	

After the account is set up, a **verification email** is sent to you immediately. Activate your account by following the link included in the email. Once you have activated your account, follow the submission instructions provided on the site.

An email will be sent to the address you entered, allowing you to confirm your account.

UMI ETD ADMINISTRATOR

UMI ETD Administrator Accounts   Help ⓘ

Your account has been created - please activate using your email

Before you begin using your account, it must be activated. We've sent an email to marlene.coles@proquest.com. The email includes a link you can use to activate your account.

If you have any questions, please contact Technical Support.

Here is what the message will look like in your email client. Click **"confirm your account"** to activate your ETD account. The link will take you back to the login page.

From:	UMI ETD Administrator [etdadministrator@proquest.com]	Sent: Mon 11/7/2011 3:58 PM
To:		
Cc:		
Subject:	UMI ETD Administrator Account Confirmation for	

Thank you for creating your account with UMI ETD Administrator. You can use this account to submit dissertations/theses, or to access other products and services from ProQuest/UMI, including Community of Scholars Expertise Profiles and CSA MyResearch.

Please confirm your account to continue submitting your dissertation/thesis.

If you experience problems clicking the link above, copy the URL below and paste it into your browser:
http://www.etdadmin.com/cgi-bin/activateacct?accountId=1606640;siteId=432;tool=student

Still having trouble logging in? Please email us at etdsupport@proquest.com

Regards,
UMI ETD Administrator

http://www.etdadmin.com
http://www.proquest.com/products_umi/dissertations

Please do not reply to this email. It is an unattended mailbox. If you need assistance, please contact Dissertations & Theses Support (http://www.etdadmin.com/cgi-bin/techsupport?category=login;siteId=432)

The Submission Process

Once you have set up the account, you are ready to begin the submission process – a simple, process that should take, on average 30 minutes to complete. What follows now is a brief, step-by-step description of the submission process.

Instructions

Before you begin

Before you begin, please be sure you have the following: Then click on the **Continue button.**
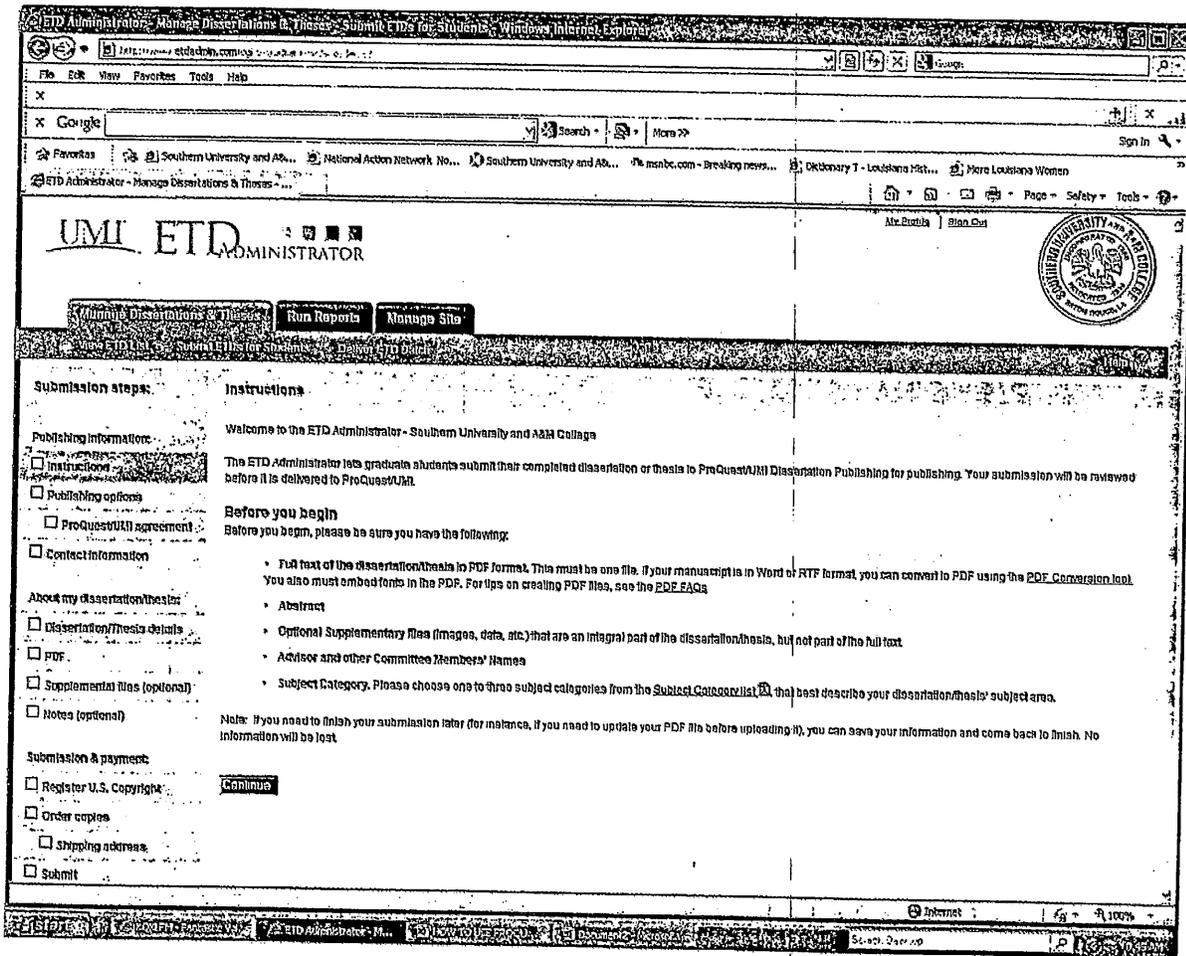
Figure 1: Step 1 of the submission process

Selecting Publishing Options and Accepting the ProQuest/UMI Publishing Agreement

Student authors can select one of two options: **Traditional Publishing** or **Open Access Publishing.** **Traditional Publishing** is the option UMI Dissertation Publishing has always supported. **Open Access Publishing** is a new approach that combines the features of Traditional Publishing with free and open access to the full-text PDF of the graduate work. [**Note!! there is a $95 fee for Open Access Publishing**]. **Publish options:** Select yes or no if you want search engines to discover your work.
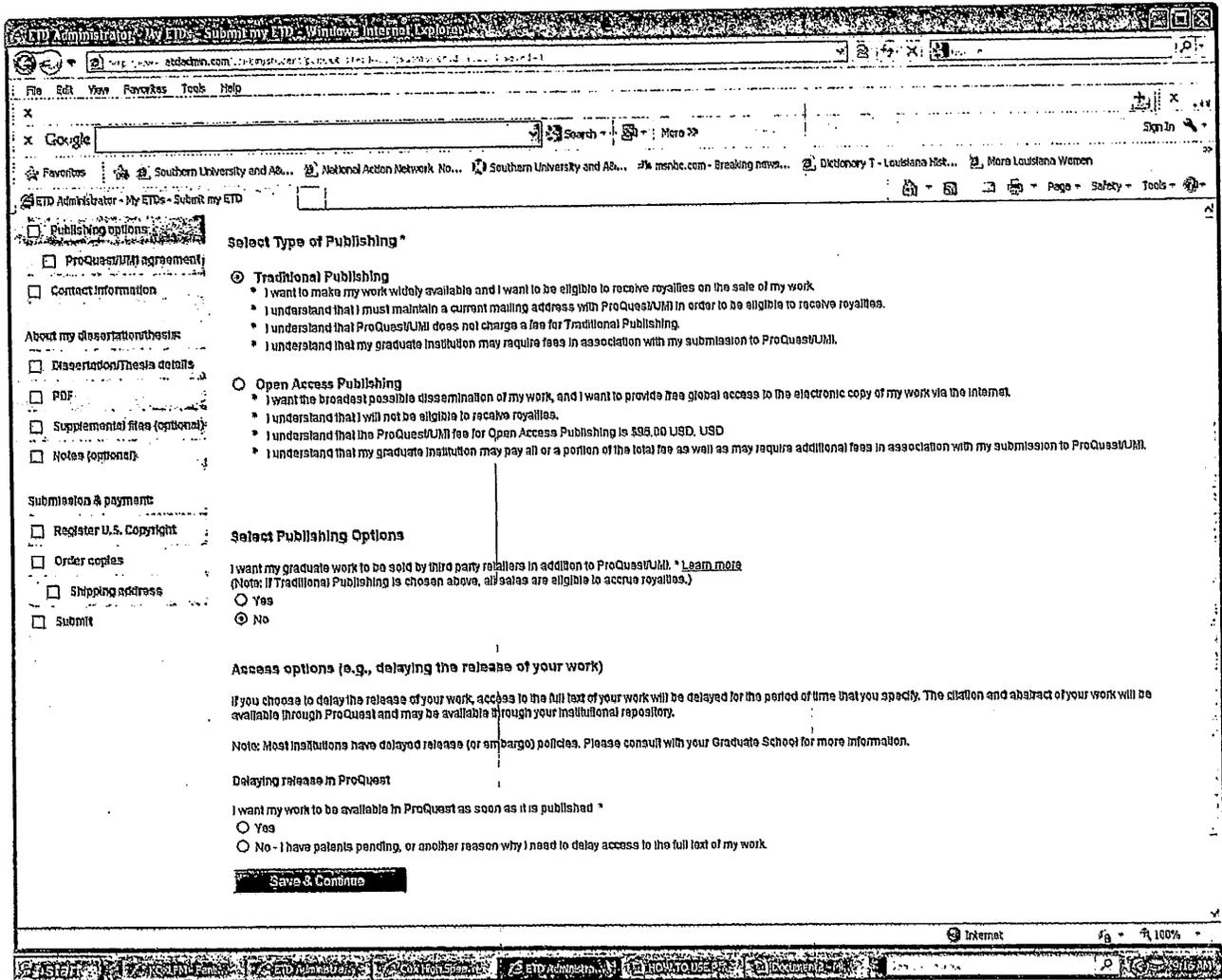
After you have selected the publishing option that best fits your needs, you will be prompted to accept the ProQuest/UMI Publishing Agreement to continue. The agreement is customized based on the publishing options selected. You **must** accept the agreement to submit a dissertation or thesis.

Figure 2: Step 2 ProQuest/UMI Agreement

Traditional Publishing Agreement

A n g e l a   V .   P r o c t o r
2 0 1 1 ,   A u g u s t   2 7

This Agreement is between the author (Author) and ProQuest LLC, through its UMI® Dissertation Publishing business (ProQuest/UMI). Under this Agreement, Author grants ProQuest/UMI certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest/UMI.

Section I. License for Inclusion of the Work in UMI® Publishing Program.

Grant of Rights. Author hereby grants to ProQuest/UMI 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. **Click on the Accept button.**


Work that is provided by Author's degree-granting institution through its library or institutional repository. Author must work directly with Author's degree granting institution to ensure application of any restrictions to access relating to the Work by Author's degree granting institution.

Copyright and Deposit with the Library of Congress. At Author's option, as indicated in the Register U.S. Copyright screen of the online submission process, and upon payment of the applicable fee, ProQuest/UMI will submit an application for registration of Author's copyright in the Work in Author's name. In addition, regardless of whether copyright registration of the Work is sought, ProQuest/UMI may make a copy of the Work available to the Library of Congress in digital, microform or other format as required by the Library of Congress.

Delivery of the Work. Author shall provide to ProQuest/UMI the Work and all necessary supporting documents during the online submission process, according to Guide 1: Preparing Your Manuscript for Submission.

Rights Verification. Author represents and warrants that Author is the copyright holder of the Work and has obtained all necessary rights to permit ProQuest/UMI to reproduce and distribute third party materials contained in any part of the Work, including all necessary licenses for any non-public, third party software necessary to access, display, and run or print the Work. Author is solely responsible and will indemnify ProQuest/UMI for any third party claims related to the Work as submitted for publication.

Section II. Rights pursuant to Traditional Publishing.

Author's election of Traditional as the type of Publishing confirms Author's choice to have ProQuest/UMI publish the Work according to the Traditional Publishing option described below.

Traditional Publishing. ProQuest/UMI may exercise the rights granted under Section I above including through the sale of individual copies of the Work in tangible or electronic media and/or as part of electronic database and reference products or services.

Publishing Fees and Royalties. There is no publishing fee charged for dissertations and theses submitted through the UMI® ETD Administrator. Author's institution may assess additional fees. ProQuest/UMI will pay royalties of 10% of its net revenue from sales of the Work, conditioned on Author maintaining a current address on record with ProQuest/UMI. Royalties will be paid when accrued earned royalties reach $25.00 USD. If, after 25 years, earned royalties do not accrue to at least $25.00 USD, ProQuest/UMI's royalty payment obligation will cease.

Acknowledgement: I have read, understand and agree to this ProQuest/UMI Agreement, including all rights and restrictions included within the publishing option that I have chosen

[Accept]   [Decline]

Southern University and A&M College

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ProQuest

Figure 3: Step 3 Contact Information

Please enter your contact information. This information will be used to process your submission.
* - required. When completed - **Click on the Save and Continue button.**

Figure 4: Step 4 Dissertation/Thesis Details

Graduate Work Details

The fourth step in the process prompts one to enter all the necessary metadata about his or her graduate work – *the title, advisor, committee members, subject category, etc.* Information included

here should match what is included in the graduate work itself – that is, the title should be the exact same as it is on the title page of the submitted manuscript, capitalizing the first letter of all important words. It is highly recommended that you "copy and paste" the title of your manuscript from your MS Word file into the field provided instead of manually typing it. [see diagram below]. The ProQuest system does not have the check spell component. If there are errors found after the manuscript has been submitted and uploaded there is no way to correct it. This information is used to create the bibliographic record in the ProQuest Dissertations & Theses (PQDT) database. Information such as subject categories and keywords help other researchers discover your work in PQDT. You must have at least four (4) keywords but six (6) are the maximum. After you have completed filling out the entire form – Click on the Save and Continue button.
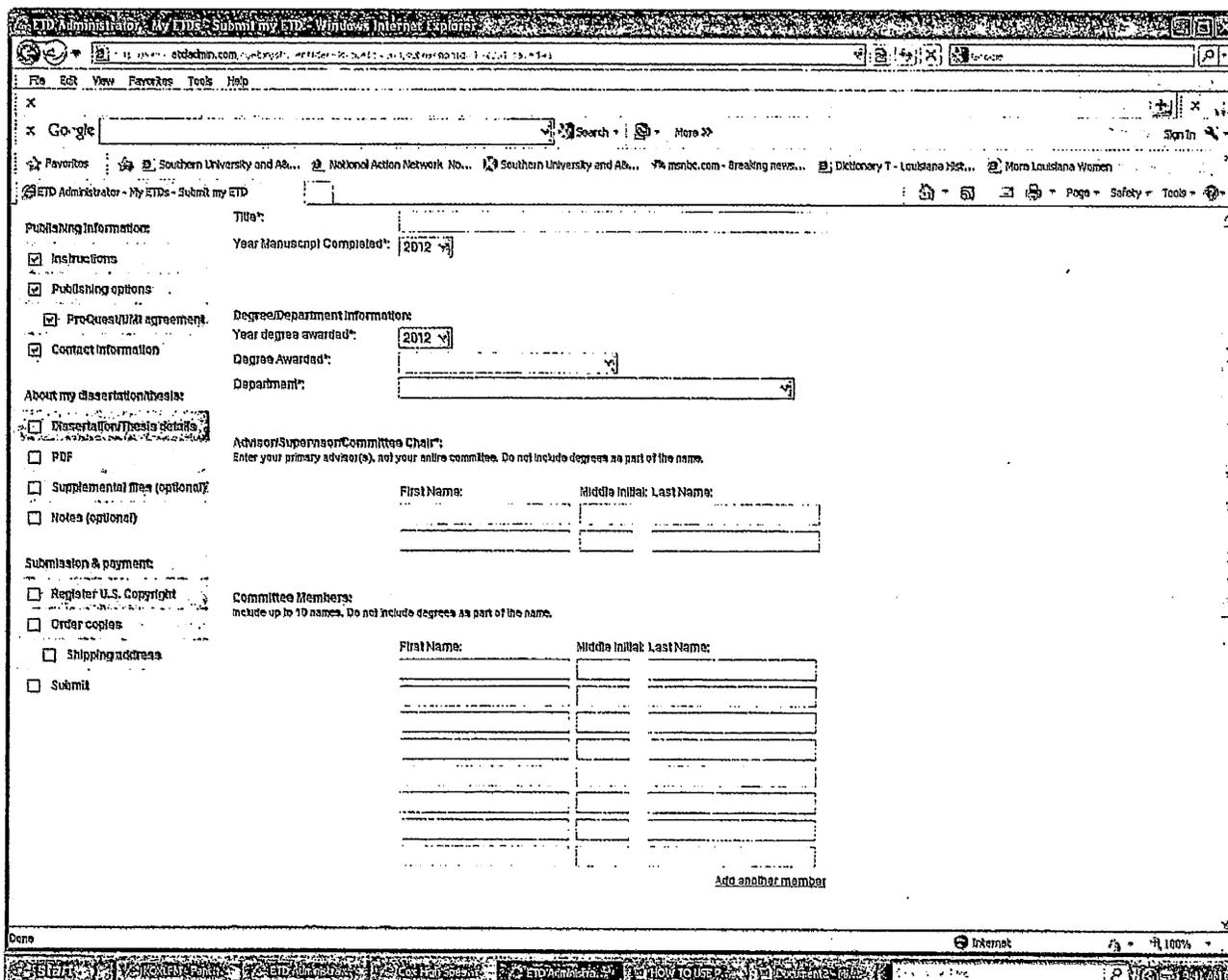
Figure 5: Step 5 PDF

Uploading the PDF

In this next step of the process, you must upload a **PDF version** of your graduate work. If one does not have a PDF version of their graduate work, the ETD Administrator provides a Word-to-

Angela V. Proctor
2011, August 27

PDF Conversion tool. The conversion tool will take a Microsoft Word document, or an RTF document, and convert it to PDF for you. It is very important, though, for each person to review the resulting PDF, to make sure there were no formatting issues or other problems that occurred in the conversion process.

Browse for and select your document file (on your hard drive). If you have not already converted the document to a PDF file, you can do so on this page.

NOTE: You must also make sure that 1) All **fonts are embedded** in the PDF; and 2) The PDF security settings **allow** printing and modification of the document. Both are critical to the publishing process. For more information on these two issues, please see our **online PDF Help page.** After uploading your PDF – **Click on the Save and Continue button.**
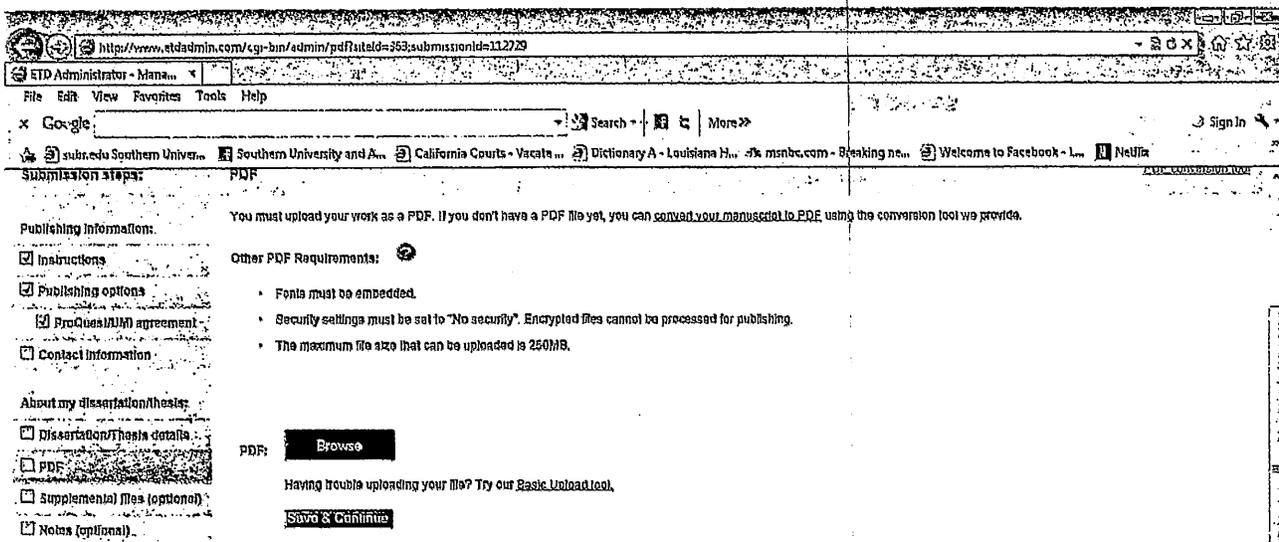
Figure 6: Step 6 Supplemental Files (optional)

Uploading Supplementary Files

Next, you may upload supplementary files that support your graduate work. Examples might be sound clips or spreadsheets of research data. One can upload as many supplementary files as they

Angela V. Proctor
2011, August 27

need to. If one uploads a set of files that are "zipped", that is how we will distribute the files with the full text – as a zipped file. If there are no supplementary files – Scroll down towards the bottom of the page and **Click on the Save and Continue button.**

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

Supplemental Files (optional)

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 in ProQuest Dissertations & Theses when your work is published.

Supplemental file requirements: 🔊

- 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.
- The maximum file size for a single file that can be uploaded is 250MB.
- The maximum file size for all files that you submit (dissertation/thesis and supplemental files) is 250MB.

1. Add File: [Browse]

   Note: do not add third party applications or software (i.e. Adobe Reader, etc.)

   Having trouble uploading your file? Try our Basic Upload tool.

   Description:

   Media Type*: Select Media Type

Figure 7: Step 7 Notes to Administrator (optional)

Notes to Administrator
You will be prompted to include any notes for the administrator who will be reviewing your graduate work. If you have any questions or information that should be shared with the Evaluator

(other publishing arrangements, patents pending, etc), you can include a message in the "Notes to the Administrator" box. This is optional. **Click on the Save and Continue button.**

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)

Notes to Administrator (optional)

Include any notes you have for the administrator at your graduate school who will be reviewing your submission. If you will be unreachable via email, note the best way to contact you here as well.

Notes to Administrator: Clear

(Maximum characters: 200)

[Save & Continue]

Figure 8: Step 8 Register U.S. Copyright

Filing for Copyright Registration

The next step in the submission process gives students the opportunity to register a copyright of their graduate work with the **U.S. Copyright Office**. It is strictly **optional**, and there is a $55 fee associated with this service.
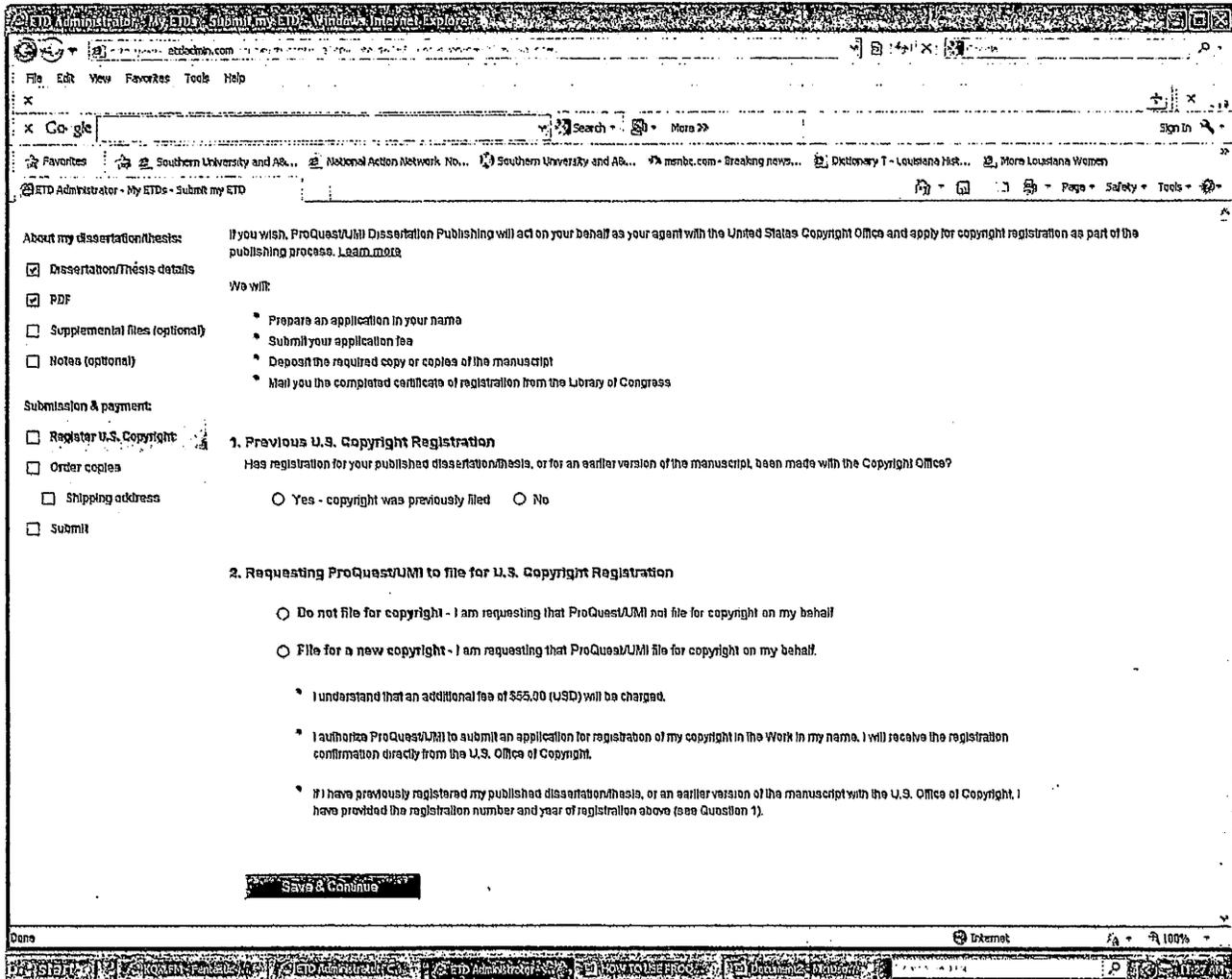
Figure 9: Step 9 Order Copies (optional)

Ordering Copies of the Submitted Graduate Work

The next screen gives you the opportunity to order bound paper copies of your graduate work from UMI Dissertation Publishing. You may choose to either place an order or continue without placing an order. The confirmation email sent to you will also include a link to give you another opportunity to order copies via the web or print a form to pay by check. If you do not want to place an order **Click on the Decline-do not order button.**
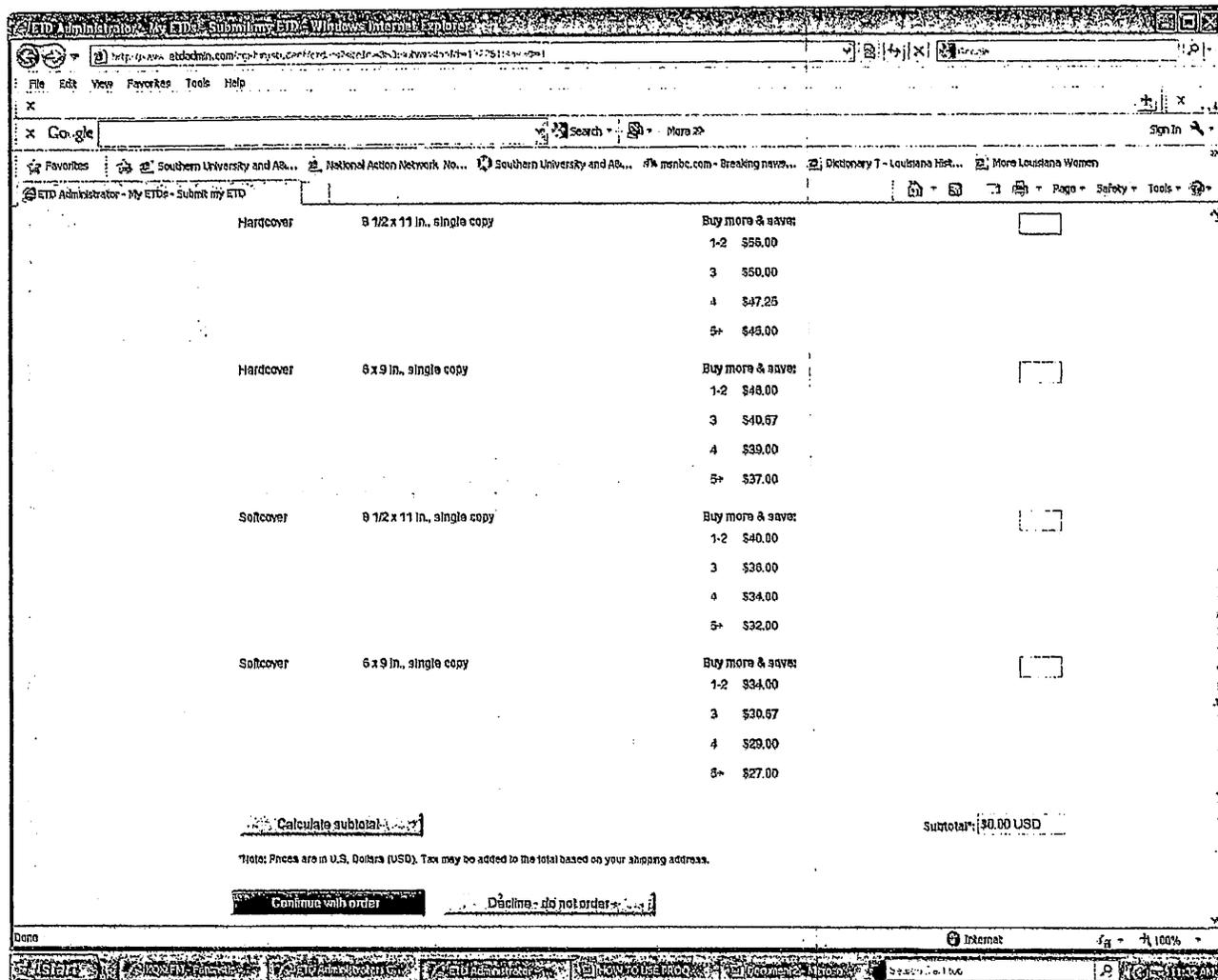
Figure 10: Submission Review step of the submission process

Final Submission Review

The submission review screen appears next, displaying to you all of the information that will be submitted. You may make any necessary changes before submitting. If the submission is incomplete, you will be prompted to finish before submitting. If you would like to make any changes - Click on the **hyperlink file denoted in Red**. However, if there are **NO** changes to be made - Click on the **Submit Dissertation/Thesis button.**
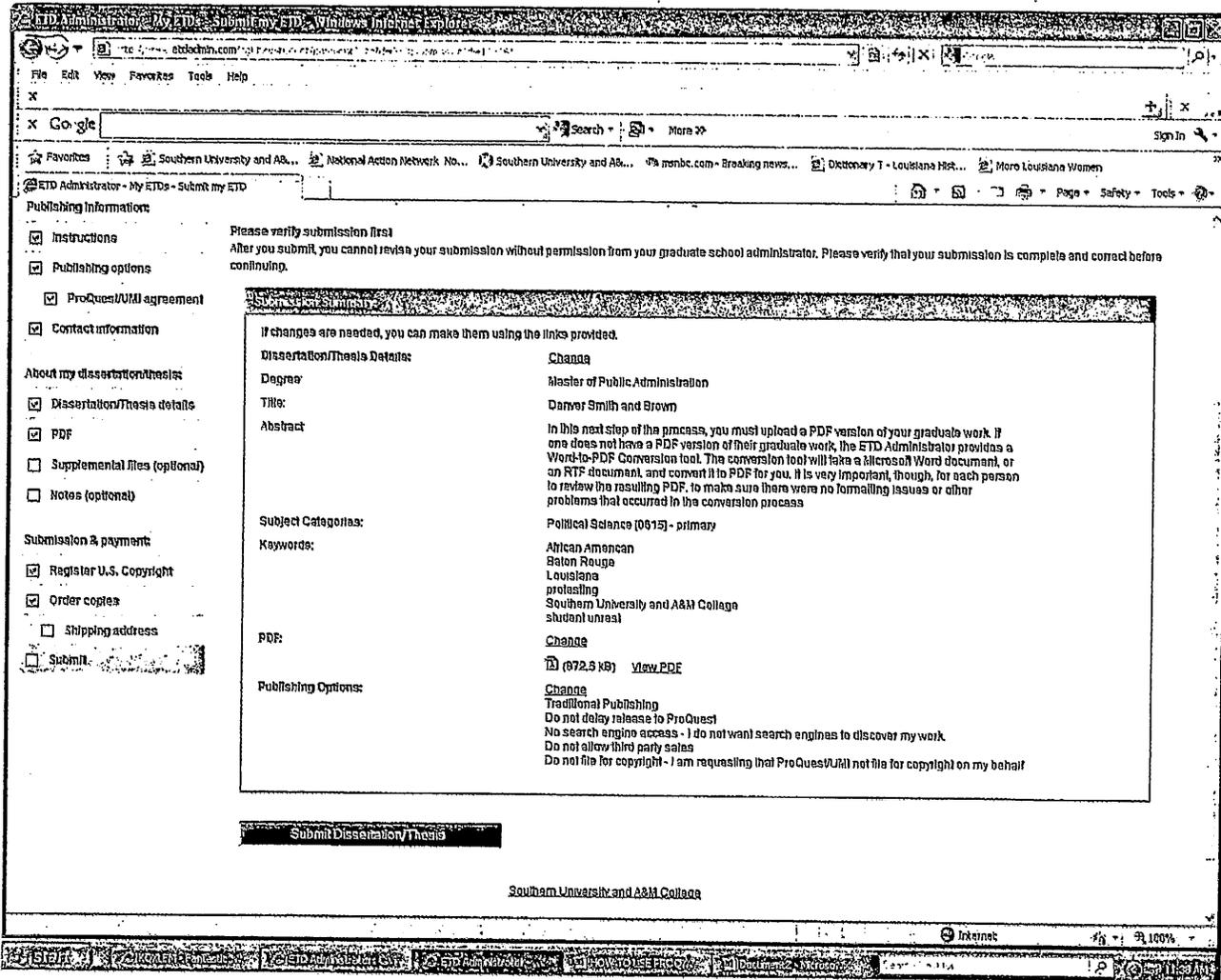

Figure 11: Submit and Pay: Submission Complete

Payment & Confirmation

After verifying the submission, you will now be prompted to pay for any fees that you are responsible for (including copies, Open Access publishing fees, etc.). When the submission is completed, you will receive an email confirming that your submission has been submitted. After the administrator approves and sends the submitted graduate work to UMI Dissertation Publishing, you will get another email confirming that the graduate work has been sent to UMI. **Click on the DONE button to close the session.**
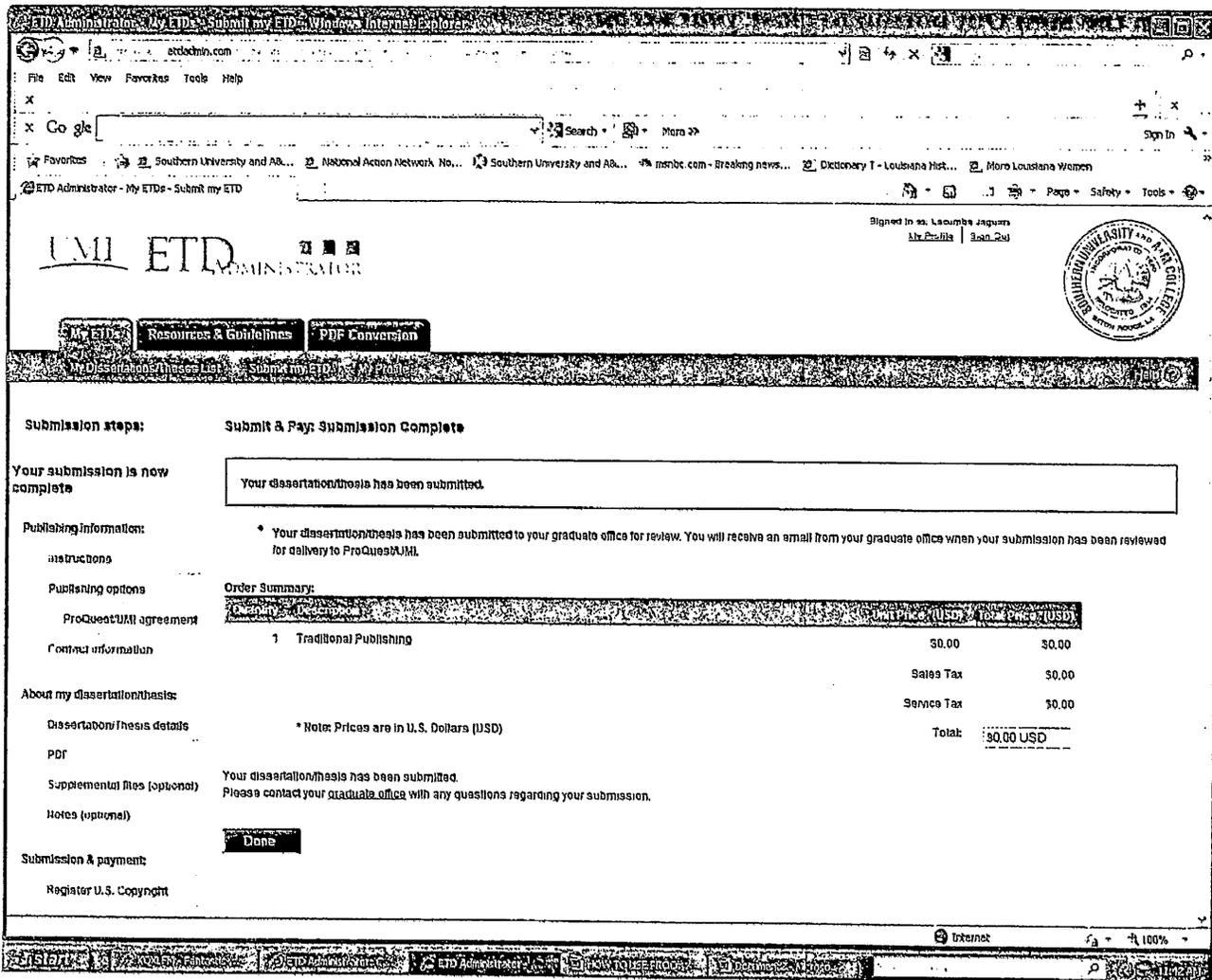

Figure 12: Submission Complete

Thank you for submitting your dissertation/thesis.

Please contact your <u>Graduate Office</u> with any questions regarding your submission.

For quick access to your dissertation/thesis in the future, use the URL below.
http://www.etdadmin.com/cgi-bin/student/etd?siteId=363;submissionId=132261

Click on the Sign Out button to close your account.

<u>Southern University and A&M College</u>

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