FORMS & INSTRUCTIONS for Paper Submission of your Doctoral Dissertation or Master’s Thesis

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- You can increase the chances of a speedy publishing process by following all instructions, guidelines, and requirements precisely. Use the Submission Checklist. And if you have any questions, call our Author Relations Team at (800) 521-0600 ext. 7-7020.

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- In databases and indices, your title will appear in sentence case regardless of the conventions of your discipline; e.g., “The long and short of it: a sample title.”
- Whenever possible, use full proper names. For example: “Samuel Clemens” not “S. Clemens”; Hyla arenicolor, not H. arenicolor.

Keywords

Try to spell out abbreviations for specialized vocabulary; e.g., “Triassic” rather than “Tr.”
Use word substitutes for formulas, symbols, superscripts, subscripts, Greek characters, etc. For example, use “potassium”, not “K”; “first”, not “1st”; “delta”, not “Δ”.
Be sure to include all appropriate accents and diacritical marks.

Subject Categories

The first (primary) subject category that you enter is the one under which your dissertation or thesis will occur in our citation and abstract indices. Using Guide 2: ProQuest Subject Categories (attached), choose the category that most closely corresponds with the field in which you did your graduate research. You may add one or two more secondary subject categories; these will be associated with your work and may increase its exposure to search engines.

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Checklist

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☐ Have you indicated any necessary embargoes or restrictions?
☐ Have you signed the ProQuest Publishing Agreement in the space provided?
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☐ Have you indicated one or more subject categories that describe your disciplinary area?
☐ Have you provided keywords that will help search engines discover your research?
☐ Are all pages of your manuscript present and appropriately numbered? The most common problem with submissions is missing pages.
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- Preparing Your Manuscript
- ProQuest Subject Categories
- Open Access versus Traditional Publishing
- Embargoes and Restrictions
- Copyright Guide

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  - □ 2 year embargo

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Year degree awarded ________________
Year manuscript completed ________________
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Committee Member ________________________________________________________________
Committee Member ________________________________________________________________

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**Arts, Business, Education, Humanities, and Social Sciences**

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### Behavioral, Natural, and Physical Sciences

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