



## FORMS & INSTRUCTIONS

### for Submitting your Doctoral Dissertation

#### Important Notes

- **Know your institution's submission procedures.** If you are reading this, your institution does NOT participate in our online submission service. That means you will provide your submission package to your graduate school or other designated office, and they will deliver it on to us.
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#### Submission Form

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We require a limited amount of personal information to process your submission and provide records to your institution. Provide your name exactly as it appears on the title page of your manuscript. We request your Country of Citizenship because libraries and researchers are often interested in searching for all dissertations published by authors of a given nation or region. We use your personal information solely for publishing and dissemination purposes, and do not sell or supply your personal information to any third party.

##### Degree & Dissertation or Thesis Information

We use this information to create the bibliographic data that establishes your dissertation or thesis in the primary literature. It is important that this information is accurate and corresponds precisely with the information in your manuscript. Discrepancies between the data you provide in this form and your manuscript can delay publication of your work and/or make it difficult for other researchers to discover your work. Please use full and official names when completing the information about your institution and your advisor and committee members.

##### Title

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 of people, organisms, places, etc. For example: "Samuel Clemens" not "S. Clemens"; *Hyla arenicolor*, not *H. arenicolor*. 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 "1<sup>st</sup>"; "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/UMI 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.

##### Keywords

Adding good keywords is another way to increase the chances that your work will be discovered. For example, geographic locations or specialized terms that do not occur in your title or abstract can increase exposure of your work.

##### Contact Information

Provide a future mailing address and telephone numbers. If there is an issue with your submission and we are not able to reach you, release of your dissertation or thesis and production of any print copies you order will be substantially delayed. Provide a permanent email address (e.g. a hotmail-type web mail address).

#### Additional Materials

##### Required

- Any necessary co-authorship and/or copyright permissions. If you share authorship with anyone else for any part of your dissertation or thesis, you need to acquire his or her permission to include that content. If any content in your manuscript, including appendices, is already under another copyright, you

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- Supplementary files on digital media. See the website to learn about including multimedia material  
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All materials should be packaged together and delivered to the appropriate office on your campus. A complete submission package includes:

- Signed UMI® Publishing Agreement
- Completed Submission Form
- 1 extra copy of your Title Page, identical to the one in your manuscript
- 1 extra copy of your Abstract, identical to the one in your manuscript
- Your complete manuscript
- Any payments you will make directly to ProQuest LLC
- Any permission letters necessary to use material under another copyright in your manuscript
- Copyright Registration Form, if you want us to register your copyright
- Copy Order Form, if you want personal bound copies
- Any supplementary multimedia material on CD/DVD

## Checklist

- Have you indicated your choice of Open Access or Traditional Publishing?
- Have you indicated any necessary embargoes or restrictions?
- Have you signed the UMI® Publishing Agreement in the space provided?
- Have you enclosed any payments that you will make directly to us, or provided a credit/debit card number, expiration date, and signature? Please ensure that whatever form of payment you use will not expire in the 6 months following your submission.
- Have you provided a permanent or future email address where we can reach you if there are any problems processing your submission?
- If you want personal copies, did you complete the order form?
- If you chose to have us register your copyright, have you completed the Copyright Registration Form?
- Is the title of your dissertation identical on the submission form, abstract, and title page of your manuscript?
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- Are the full names of your advisor/committee chair and committee members **identical** on the submission form and in your manuscript's front pages?
- 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.

## Questions?

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See our website for answers to many questions, and for information about why most universities and colleges in North America require their graduates to submit their dissertations and theses to ProQuest/UMI. In the "Author's" section of the website, topical information includes links to the following Guides:

- Preparing Your Manuscript
- ProQuest/UMI Subject Categories
- Open Access versus Traditional Publishing
- Embargoes & Restrictions
- Copyright Guide

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## Section III. Author Options & Signature

### SELECT TYPE OF PUBLISHING

#### Traditional Publishing

- I want to make my work widely available for purchase and I want to be eligible to receive royalties on the sale of my work.
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- I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
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### SELECT PUBLISHING RESTRICTIONS

- No restrictions
  - I want my work to be available as soon as it is published.
  - I want people to be able to buy a copy of my work via commercial retailers (if I chose Traditional Publishing above).
  - I want major search engines to discover my work.
- Restrictions required
  - I do not want my work to be available immediately. Delay access to my work for the following length of time:
    - 6 month embargo
    - 1 year embargo
    - 2 year embargo
 Embargoes start from the date we receive your manuscript at ProQuest/UMI. Only your citation and abstract will appear in the ProQuest Dissertations and Theses database (PQDT) for as long as an embargo is in effect.
  - No third party search engine access—I do not want search engines to discover my work.

Acknowledgment: I have read, understand and agree to this UMI® Publishing Agreement, including all rights and restrictions included within the publishing option chosen by me as indicated above.

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Institution conferring degree \_\_\_\_\_

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Institution conferring degree	_____	Degree awarded (abbreviate; e.g., Ph.D.)	_____
College, School, or Division	_____	Year degree awarded	_____
Department or Program	_____	Year manuscript completed	_____
Advisor/Committee Chair	_____		
Committee Member	_____	Committee Member	_____
Committee Member	_____	Committee Member	_____
Committee Member	_____	Committee Member	_____

Language of manuscript \_\_\_\_\_

Primary Subject Category: Enter the 4-digit code and category name from Guide 2 that most closely describes the disciplinary area of your research. Code \_\_\_\_\_ Category \_\_\_\_\_

You may suggest two additional subject categories that may aid in the discovery of your work in our digital database.

Code \_\_\_\_\_ Category \_\_\_\_\_ Code \_\_\_\_\_ Category \_\_\_\_\_

Provide up to 6 keywords or short phrases for citation indices, library cataloging, and database searching.

\_\_\_\_\_

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City \_\_\_\_\_ State/Province \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_ Evening Phone \_\_\_\_\_

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Street Address (line 2) \_\_\_\_\_

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### The Humanities and Social Sciences

#### COMMUNICATIONS AND THE ARTS

Architecture	0729
Art History	0377
Cinema	0900
Dance	0378
Design and	
Decorative Arts	0389
Fine Arts	0357
Information Science	0723
Journalism	0391
Landscape Architecture	0390
Library Science	0399
Mass Communications	0708
Music	0413
Speech Communication	0459
Theater	0465

#### EDUCATION

General	0515
Administration	0514
Adult and Continuing	0516
Agricultural	0517
Art	0273
Bilingual and Multicultural	0282
Business	0688
Community College	0275
Curriculum and	
Instruction	0727
Early Childhood	0518
Educational Psychology	0525
Elementary	0524
Finance	0277
Guidance and Counseling	0519
Health	0680
Higher	0745
History of	0520
Home Economics	0278
Industrial	0521
Language and Literature	0279
Mathematics	0280
Music	0522
Philosophy of	0998
Physical	0523
Reading	0535
Religious	0527
Sciences	0714
Secondary	0533
Social Sciences	0534
Sociology of	0340
Special	0529
Teacher Training	0530
Technology	0710
Tests and Measurements	0288
Vocational	0747

#### LANGUAGE, LITERATURE, AND LINGUISTICS

<b>Language</b>	
General	0679
Ancient	0289
Linguistics	0290

Modern	0291
Rhetoric and	
Composition	0681
<b>Literature</b>	
General	0401
Classical	0294
Comparative	0295
Medieval	0297
Modern	0298
African	0316
American	0591
Asian	0305
Australia, New Zealand,	
and Oceania	0356
Canadian (English)	0352
Canadian (French)	0355
Caribbean	0360
English	0593
Germanic	0311
Latin American	0312
Middle Eastern	0315
Romance	0313
Scandinavian and	
Icelandic	0362
Slavic and	
East European	0314

#### PHILOSOPHY, RELIGION, AND THEOLOGY

Philosophy	0422
<b>Religion</b>	
General	0318
Biblical Studies	0321
Clergy	0319
History of	0320
Philosophy of	0322
Theology	0469

#### SOCIAL SCIENCES

American Studies	0323
<b>Anthropology</b>	
Archaeology	0324
Cultural	0326
Medical and Forensic	0339
Physical	0327
Biography	0304
Black Studies	0325
<b>Business Administration</b>	
General	0310
Accounting	0272
Banking	0770
Management	0454
Marketing	0338
Canadian Studies	0385
<b>Economics</b>	
General	0501
Agricultural	0503
Commerce-Business	0505
Finance	0508

History	0509
Labor	0510
Theory	0511
Folklore	0358
Geography	0366
Gerontology	0351
Gender Studies	0733
Hispanic American	
Studies	0737
<b>History</b>	
General	0578
Ancient	0579
Medieval	0581
Modern	0582
African	0331
Asia, Australia,	
and Oceania	0332
Black	0328
Canadian	0334
Church	0330
European	0335
Latin American	0336
Middle Eastern	0333
Military	0722
Russian and Soviet	0724
United States	0337
History of Science	0585
Jewish Studies	0751
Law	0398
Military Studies	0750
Museology	0730
Native American Studies	0740
<b>Political Science</b>	
General	0615
International Law and	
Relations	0616
Public Administration	0617
Recreation	0814
Social Work	0452
<b>Sociology</b>	
General	0626
Criminology and	
Penology	0627
Demography	0938
Ethnic and	
Racial Studies	0631
Individual and	
Family Studies	0628
Industrial and	
Labor Relations	0629
Organizational	0703
Public and	
Social Welfare	0630
Social Structure and	
Development	0700
Theory and Methods	0344
Transportation	0709
Urban and	
Regional Planning	0999
Women's Studies	0453

## The Sciences and Engineering

### BIOLOGICAL SCIENCES

#### Agriculture

General	0473
Agronomy	0285
Animal Culture and Nutrition	0475
Animal Pathology	0476
Fisheries and Aquaculture	0792
Food Science and Technology	0359
Forestry and Wildlife	0478
Horticulture	0471
Plant Culture	0479
Plant Pathology	0480
Range Management	0777
Soil Science	0481
Wood Technology	0746

#### Biology

General	0306
Anatomy	0287
Animal Physiology	0433
Bioinformatics	0715
Biostatistics	0308
Botany	0309
Cell	0379
Ecology	0329
Entomology	0353
Genetics	0369
Limnology	0793
Microbiology	0410
Molecular	0307
Neuroscience	0317
Oceanography	0416
Parasitology	0718
Physiology	0719
Plant Physiology	0817
Veterinary Science	0778
Virology	0720
Zoology	0472

#### Biophysics

General	0786
Medical	0760

### EARTH SCIENCES

Atmospheric Sciences	0725
Biogeochemistry	0425
Geochemistry	0996
Geodesy	0370
Geology	0372
Geophysics	0373
Hydrology	0388
Mineralogy	0411
Paleobotany	0345
Paleoecology	0426
Paleontology	0418
Paleozoology	0985
Palynology	0427
Physical Geography	0368
Physical Oceanography	0415
Remote Sensing	0799

### HEALTH AND ENVIRONMENTAL SCIENCES

Environmental Sciences	0768
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### Health Sciences

General	0566
Audiology	0300
Dentistry	0567
Education	0350
Epidemiology	0766
Health Care Management	0769
Human Development	0758
Immunology	0982
Medicine and Surgery	0564
Mental Health	0347
Nursing	0569
Nutrition	0570
Obstetrics and Gynecology	0380
Occupational Health and Safety	0354
Oncology	0992
Ophthalmology	0381
Pathology	0571
Pharmacology	0419
Pharmacy	0572
Public Health	0573
Radiology	0574
Recreation	0575
Rehabilitation and Therapy	0382
Speech Pathology	0460
Toxicology	0383
Home Economics	0386

### PHYSICAL SCIENCES

#### Chemistry

General	0485
Agricultural	0749
Analytical	0486
Biochemistry	0487
Inorganic	0488
Nuclear	0738
Organic	0490
Pharmaceutical	0491
Physical	0494
Polymer	0495
Radiation	0754

Mathematics	0405
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#### Physics

General	0605
Acoustics	0986
Astronomy and Astrophysics	0606
Atmospheric Science	0608
Atomic	0748
Condensed Matter	0611
Electricity and Magnetism	0607

Elementary Particles and High Energy	0798
Fluid and Plasma	0759
Molecular	0609
Nuclear	0610
Optics	0752
Radiation	0756
Theory	0753

Statistics	0463
Applied Mechanics	0346
Artificial Intelligence	0800
Computer Science	0984
Energy	0791

#### Engineering

General	0537
Aerospace	0538
Agricultural	0539
Automotive	0540
Biomedical	0541
Chemical	0542
Civil	0543
Electronics and Electrical	0544
Environmental	0775
Industrial	0546
Marine and Ocean	0547
Materials Science	0794
Mechanical	0548
Metallurgy	0743
Mining	0551
Nuclear	0552
Packaging	0549
Petroleum	0765
Robotics	0771
Sanitary and Municipal	0554
System Science	0790
Geotechnology	0428
Operations Research	0796
Plastics Technology	0795
Textile Technology	0994

### PSYCHOLOGY

General	0621
Behavioral	0384
Clinical	0622
Cognitive	0633
Developmental	0620
Experimental	0623
Industrial	0624
Personality	0625
Physiological	0989
Psychobiology	0349
Psychometrics	0632
Social	0451