Preparing your manuscript for submission to ProQuest (including supplementary files)

Congratulations on completing your thesis/dissertation! ProQuest will publish your work online in PDF format, making it searchable, printable, and available to scholars around the world.

While theses and dissertations vary widely in form and content, we do have a few recommendations to avoid problems in our electronic and print distribution of your work.

These recommendations fall into the following categories. Click on the topics of interest.

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FORMATTING

In order to best present your work, please follow your institution's guidelines in regard to formatting. Those guidelines will vary, but are probably not too different from our general formatting advice:

Margins: 1 inch margins on all sides. While margins set in your word processor will keep strict margins with the body of the text, they will not influence any graphical material you include…figures, tables, equations, etc. We often see those items extending into the margins, and they do occasionally get cut off in hard copies.

Portrait orientation: We request that authors use portrait orientation, as landscape orientation cannot be printed. If you submit a document that is fully landscaped, we will put a restriction on the publication so that no one can order hard copies.

Landscaped pages: Use of landscaped pages for tables within portrait documents is encouraged for ease of reading online. For purposes of electronic distribution, pages will retain the orientation in which they are submitted. For purposes of print copies, any landscaped pages will be rotated 90 degrees counter-clockwise, and bound as a portrait page.

Fonts: TrueType fonts recommended. Avoid script fonts or ornamental fonts. Use italics sparingly. Use a font size that is legible on the page. Common choices:

- Arial 10pt
- Century 10pt
- Courier New 11pt
- Garamond 12pt
- Georgia 11pt
- Lucida Bright 10pt
- Microsoft Sans Serif 10pt
- Tahoma 10pt
- Times New Roman 11pt
- Trebuchet MS 10pt
- Verdana 10pt

Line spacing:

> Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript; except for quotations as paragraphs, captions, items in tables, lists, graphs, charts.
>
> Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.

Color: Feel free to include any color photographs, figures, etc., as appropriate. Color will be retained in electronic and print versions. (Page numbers, if they appear in color, will be grayscaled for purposes of print copies).

Abstracts: We no longer have a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work.

English abstracts: If your dissertation is written in a language other than English, please also provide an English version of your abstract for better discovery.

Multimedia files: Digital preservation best practices recommend including multimedia content as supplemental files, rather than embedding multimedia in your document. ProQuest will accept multimedia content of all file types.

FILE FORMATS

There are a couple of ways that you can submit your dissertation:

1. As a PDF
2. As a Word or RTF document

If you are submitting a PDF:

- Submit as a single file
- Embed all fonts
- Preserve image resolution from source document
- Make sure there is no password protection
- Ensure that security settings allow printing
- Format as individual, single pages, and not as two-page spreads.

If you are submitting a Word or RTF document:

- Submit as a single file
- As always, please check the resulting PDF for any formatting issues, which sometimes appear as a word processing document is converted to PDF.

PRINT DOCUMENTS

Authors may purchase hardcover versions of their work if they wish. Also, consider that your library may have a standing order for a print version, and that other interested scholars may purchase them as well.

Our print products are available in A4, 8.5x11, and 6x9 trim sizes. We do not reformat your work for different sized books; rather, the content is scaled to the appropriate size. Achieving a legible copy in smaller trim sizes requires a conservative approach to fonts, font sizes, spacing, images and graphics.

Print copies, especially, require that your work have

- Embedded fonts
- Minimum 1 inch margins throughout (including any formulae, tables, etc., which we often see extending into otherwise strict margins).

TeX USERS

TeX and its many variants (LaTeX, MikTeX, XeTeX, LuaTeX, etc.) offer users power and freedoms not offered by the average word processing program. But also occasionally result in documents that present difficulties. In order to mitigate those difficulties, please follow these guidelines:

1. Fonts must be embedded. Here is some general advice about embedding fonts using LaTex: https://www.karlrupp.net/2016/01/embed-all-fonts-in-pdfs-latex-pdflatex/
2. Ideally, TrueType fonts, or other UTF-8 encoded fonts, should be used, so that your document reads well in screen readers.
3. Type 3 (bitmapped) fonts should be avoided. Type 3 fonts do not render well onscreen.
4. Finally, it is possible to create graphs and figures that are so complicated that they don't render very well online, and often cannot be printed. Sometimes, we see a graph with hundreds or thousands of data points, many on top of each other. In this instance, those graphics should be rasterized. Here is a link that may be helpful in that regard: https://tex.stackexchange.com/questions/85812/pdf-images-slow-scrolling

PDF CREATION (word processor)

Most word processing programs have in-built PDF creation tools. Here are instructions for creating a quality PDF with the most popular word processing programs:

Word 2010 and later versions

a. Open the doc in Word.
b. Go to File>Export>Create PDF document.
c. Under "Optimize for", there are two options, "Standard" and "Minimum size." Choose "Standard," so that graphics retain their resolution.
d. Click the "Options" button, opening the Options dialog.
e. In that dialog, make sure that two boxes are checked: "Document structure tags for accessibility" (so that assistive technologies such as screen readers are enabled) and "PDF/A compliant." (PDF/A means that the resulting PDF will be archival quality, where the fonts necessary to rendering the file are embedded in the document).
f. Click "Okay."
g. Click "Publish."

Word 2007

In order to create a PDF from Word 2007, you may need to download a free add-in for Word from the Microsoft website: "2007 Microsoft Add-in: Microsoft Save as PDF or XPS."

a. Open the document in Word.
b. Click the Microsoft Office Button>Save As>PDF.
c. Under "Optimize for", there are two options, "Standard" and "Minimum size." Choose "Standard," so that graphics retain their resolution.
d. Click the "Options" button.

e. In the Options dialog, make sure that two boxes are checked: "Document structure tags for accessibility" (so that assistive technologies such as screen readers can utilize the document) and "ISO 19005-1 compliant (PDF/A)." (PDF/A means that the resulting PDF will be archival quality, where the fonts necessary to rendering the file are embedded in the document).
f. Click "Okay."
g. Click "Publish."

Apache Open Office

a. Open the document in Open Office.
b. Go to File>Export as PDF.
c. Under the "General" tab, there are several options.
    a. If you use "Reduce Image Resolution," please go no smaller than 300 DPI.
    b. Make sure that the "PDF/A-1a" box is checked, which will ensure that all fonts are embedded. The "Tagged PDF" box will automatically be selected, which will allow assistive technologies such as screen readers to utilize the document.
    c. You may also wish to "Export bookmarks," which will allow users to navigate your document more easily.
d. Click the "Export" button.

WordPerfect

a. Open the document in WordPerfect.
b. Go to File→Publish To→PDF.
c. Click the "Settings" button.
d. Under the "General" tab, select "Publishing Online and Printing" as the PDF Style.
e. Under the "Objects" tab, make sure that "Embed fonts in document" and "Embed base 14 fonts" are checked. (Other boxes might be checked as well; this is not a problem).
f. Under the "Document" tab, check the box for "Generate Tagged PDF", so that assistive technologies such as screen readers can utilize the document. You may also want to check the boxes for "Include hyperlinks" and "Generate bookmarks."
g. Click "Okay."

Google Docs

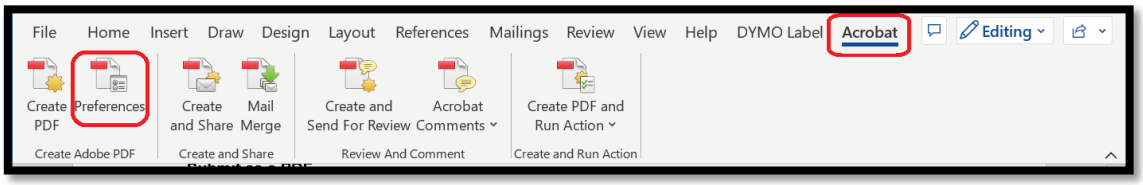
a. While it is possible to download a Google Doc straight to PDF, there aren't a lot of options available regarding the quality of the PDF. We therefore recommend downloading it as a Word document or as an OpenDocument and following the directions above.
    a. If you have Word, Go to File→Download as→Microsoft Word (.docx)
    b. If you don't have Word, you can use the OpenDoc format with the free, open source Apache Open Office (https://openoffice.org). Go to File→Download as→OpenDocument Format (.odt)

Always look at the PDF that you create to make sure that it reflects the source document.

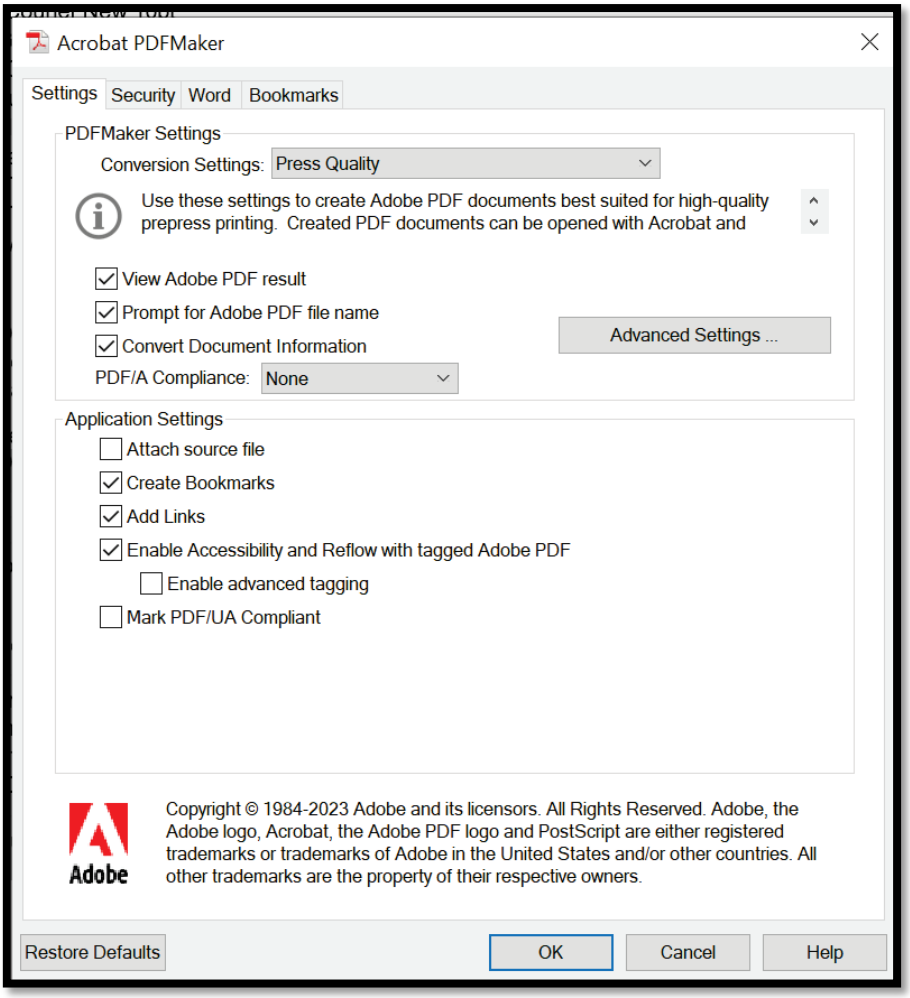
PDF CREATION (Adobe Acrobat)

If you have access to Adobe Acrobat, please follow these steps to output a PDF with appropriate standards:

1. Open your document in Microsoft Word
2. Click on the Acrobat tab in the menu bar. Select preferences.



3. Set Conversion Settings to "Press Quality." Using this setting
    - retains the resolution of your images
    - ensures that all fonts are embedded.
4. Under Application Settings, check the following boxes:
    - Create Bookmarks
    - Add links
    - Enable Accessibility and Reflow with tagged Adobe PDF (which will allow your document to be read by users needing a screen reader assistance)



Always look at the PDF that you create to make sure that it reflects the source document.

SUPPLEMENTAL FILES

If supplementary materials—such as audio, video, and spreadsheets—are part of your dissertation or thesis, you can submit them as supplementary files during the online submission process.

Do not embed media files in your PDF.

During online submission, you will be asked to upload any supplementary files.

Supporting Documentation for Supplementary Materials

Including supplementary materials with your submission may require additional paper documentation before we can complete the publishing process. For further information see Sample Permission Letter for Use of Previously Copyrighted Material.

- Reprint Permission Letters: If you are going to include multimedia material covered under someone else's copyright—an audio or video clip, a digital photograph, etc.—you must provide us with written permission to include it.
- Third Party Software Licenses (if needed): If you are including third party software with your submission, you must provide written permission to distribute it. Note that this is different than including a file generated by a particular program. For example, including a Microsoft Excel file (.xls) does not require including the software license.