

Guide 1: Preparing Your Manuscript for Submission to ProQuest/UMI

Abstract

As a section of your dissertation or thesis, your abstract (if you include one; check with your institutions requirements) must meet the specifications provided below for your manuscript.

Please supply an additional copy of your abstract in English, if the primary language of your dissertation or thesis is NOT English.

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. However, we continue to publish print indices that include citations and abstracts of all dissertations and theses published by ProQuest/UMI. These print indices require word limits of 350 words for doctoral dissertations and 150 words for master's theses. Additionally, our print indices allow only text to be included in the abstract. In the editorial process for these print publications, we will simply truncate your abstract if it exceeds these word limits and remove any non-text content. You may wish to limit the length of your abstract if this concerns you. **The abstract as you submit it will NOT be altered in your published manuscript.**

Manuscript Specifications

Regardless of how you submit your dissertation or thesis, it will eventually be produced in digital, microform and or microfiche, and probably print media. Your library may have a standing order for reduced (6" x 9") size bound copies. Achieving a legible copy of acceptable quality in all of these formats and sizes requires a conservative approach to paper size and quality, fonts, font sizes, spacing, images and graphics. Your institution may provide you with specifications for some or all of these details, in addition to specifications for required sections, organization, pagination, and others. In cases of variation, **your institution's specifications supersede ours.** Please adhere to either/both your institutional specifications and those that follow here to ensure the highest quality reproduction of your work.

To prevent the release of digital signatures, do NOT include the signature page in your submitted manuscript.

MAKE SURE all your fonts are embedded fonts. See the end of this guide for instructions on embedding fonts. Manuscripts without embedded fonts can cause ALL punctuation and formatting to disappear when the document is printed from the digital file, and causes delays in our publishing process.

DIGITAL MANUSCRIPT	
File Format: Manuscript	Adobe PDF required. NO compression; NO password protection; NO digital signature. You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.
Multimedia files and formats	Acceptable with external or internal links.
Images	GIF (.gif); JPEG (.jpeg); TIFF (.tif)
Video	Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mvp)
Audio	AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)
Margins	Left: 1 ½"; Right: 1"; Top and Bottom: 1". Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least ¾" from edge of page.
Fonts	Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-

	English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.
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	Native digital manuscripts will appear in color when viewed electronically. Microfilm and print reproductions will NOT preserve color; colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is color-coded or based on color shading may not be interpretable. For best results, have color photographs reprinted in black and white by a professional lab.
PAPER MANUSCRIPT	
Preferred	Laser printed copy with crisp, dark black characters
Acceptable	High-quality photocopy with crisp, dark black characters
Paper Size	8 ½" x 11"
Paper Type	High-quality, 24 lb bright white; high contrast
Do NOT use erasable paper	
Single-side printing	Required
Margins	Left: 1 ½"; Right: 1"; Top: 1"; Bottom: 1". ALL material, including figures, headers/footers, footnotes/endnotes, and full-page images must appear within the margins of the manuscript. Page numbers are the only exception; these must appear at least ¾" from the edge of the page, but do not need to appear within the margins.
Fonts	Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.
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.
Black & White	Preferred for paper submissions
Color	Acceptable. Microfilm and print reproductions will NOT preserve color; colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is color-coded or based on color shading may not be interpretable. For best results, have color photographs reprinted in black and white by a professional lab.
Oversize materials	Acceptable. Fold maps and other material larger than 8 ½" x 11" to manuscript size, or roll and place in a mailing tube clearly identified as part of your submission.

Embedding Fonts

This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, similar guidance should exist in help files.

To begin with, create your manuscript using a TrueType font—NOT a scalable font. See below for a list of recommended TrueType fonts and point sizes. Then:

1. On the **Tools** menu, click **Options**, and then click the **Save** tab.
2. Select the **Embed TrueType fonts** check box.
3. Save the document.

Alternatively, if you have Acrobat Professional available to you, you can follow the excellent instructions provided by the Graduate Thesis Office at Iowa State University:

1. Open your document in Microsoft Word.
2. Click on the Adobe PDF tab at top. Select "Change Conversion Settings."
3. Click on Advanced Settings.
4. Click on the Fonts folder on the left side of the new window. In the lower box on the right, delete any fonts that appear in the "Never Embed" box. Then click "OK."
5. If prompted to save these new settings, save them as "Embed all fonts."

6. Now the Change Conversion Settings window should show "embed all fonts" in the Conversion Settings drop down list and it should be selected. Click "OK" again.
7. Click on the Adobe PDF link at the top again. This time select Convert to Adobe PDF. Depending on the size of your document and the speed of your computer, this process can take 1-15 minutes.
8. After your document is converted, select the "File" tab at the top of the page. Then select "Document Properties."
9. Click on the "Fonts" tab. Carefully check all of your fonts. They should all show "(Embedded Subset)" after the font name.
10. If you see "(Embedded Subset)" after all fonts, you have succeeded.

Some recommended TrueType fonts and point sizes

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

* Web font. Designed for easy screen readability. Since many readers are likely to view and/or use your dissertation or thesis onscreen, you may wish to improve the readability of your text by using one of these fonts.