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

Important Notes

- 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 to us.
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- Most universities hold all submitted dissertations and theses until the end of the semester or quarter, then deliver them to us all at once. Once your manuscript actually arrives at ProQuest, another 6 to 10 weeks are required for processing.
- 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. 77020.

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Choose your publishing option, Open Access Publishing Plus or Traditional publishing.

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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.

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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.

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.

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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).

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**Completed Submission Package**

All materials should be packaged together and delivered to the appropriate office on your campus. A complete submission package includes:

- Signed ProQuest 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
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**Checklist**

- Have you indicated your choice of Open Access Publishing Plus or Traditional Publishing?
- Have you indicated any necessary embargoes or restrictions?
- Have you signed the ProQuest Publishing Agreement in the space provided?
- Have you indicated the type of manuscript that you are submitting (Master’s Thesis or Doctoral Dissertation)?
- Have you enclosed any payments that you will make directly to us, for the publishing fee and/or copyright registration? Please ensure that whatever form of payment you use will not expire in the 6 months following your submission.
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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.
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**Questions?**


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. In the “Authors” section of the website, topical information includes links to the following Guides:

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

Our Author Relations Team is available by phone at (800) 521-0600 ext. 77020 or by email at disspub@proquest.com

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**Section III. Publishing Options & Signature**

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  - I understand that the ProQuest fee for Traditional Publishing is $55 for Master's thesis and $65 for Doctoral dissertations.
  - I understand that my graduate institution may pay all or a portion of the total fee as well as may require additional fees in association with my submission to ProQuest.

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**SELECT PUBLISHING OPTIONS**

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- Yes
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  - 6 month embargo
  - 1 year embargo
  - 2 year embargo

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- Yes
- No

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- Yes
- No

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(Print Name)__________________________________________________________________________

Institution conferring degree __________________________________________________________________________

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**Dissertation/Master’s Thesis Submission Form**

Please print clearly in block letters

### Personal Information

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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.

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

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

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### Current Contact Information

**Current Email Address**

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**Permanent Contact Information**

**Permanent Email Address**

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Author’s signature  Date

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Previous registration number

Institution conferring degree ____________________________________________

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First Name ______________________________________
Middle Initial _______
Institution conferring degree __________________________
Year degree awarded _____________

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Street Address (line 2) _______________________________________________________________________________________
City __________________________ State/Province ______ Country __________________________ Postal Code __________
Daytime Phone ______________ Current Email Address __________________________
Evening Phone ______________ Future Email Address __________________________________________________________

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### AREA, ETHNIC, AND GENDER STUDIES
- African American studies 0296
- African studies 0293
- American studies 0323
- Asian American studies 0343
- Asian studies 0342
- Baltic studies 0361
- Black studies 0325
- Canadian studies 0385
- Caribbean studies 0432
- Classical studies 0434
- East European studies 0437
- Ethnic studies 0631
- European studies 0440
- French Canadian culture 0482
- Gender studies 0733
- GLBT studies 0492
- Hispanic American studies 0737
- Holocaust studies 0507
- Islamic culture 0512
- Judaic studies 0751
- Latin American studies 0550
- Middle Eastern studies 0555
- Native American studies 0740
- Near Eastern studies 0559
- North African studies 0560
- Pacific Rim studies 0561
- Regional studies 0604
- Scandinavian studies 0613
- Slavic studies 0614
- South African studies 0654
- South Asian studies 0638
- Sub Saharan Africa studies 0639
- Women's studies 0453

### BUSINESS
- Accounting 0272
- Arts management 0424
- Banking 0770
- Business 0310
- Entrepreneurship 0429
- Finance 0508
- Management 0454
- Marketing 0338
- Sports management 0430

### COMMUNICATIONS AND INFORMATION SCIENCES
- Communication 0459
- Information science 0723
- Journalism 0391
- Library science 0399
- Mass communication 0708
- Technical communication 0643
- Web studies 0646

### FINE AND PERFORMING ARTS
- Art criticism 0365
- Art history 0377
- Cinematography 0435
- Dance 0378
- Design 0389
- Film studies 0900
- Fine arts 0357
- Music 0413
- Performing arts 0641
- Theater 0465
- Theater history 0644

### EDUCATION
- Adult education 0516
- Art education 0273
- Bilingual education 0282
- Business education 0688
- Community college education 0275
- Continuing education 0651
- Curriculum development 0727
- Early childhood education 0518
- Education 0515
- Education finance 0277
- Education policy 0458
- Educational administration 0514
- Educational evaluation 0443
- Educational leadership 0449
- Educational psychology 0525
- Educational technology 0710
- Educational tests & measurements 0288
- Elementary education 0524
- English as a second language 0441
- Foreign language instruction 0444
- Gifted education 0445
- Health education 0680
- Higher education 0745
- Higher education administration 0446
- History of education 0520
- Home economics education 0278
- Industrial arts education 0521
- Instructional design 0447
- Language arts 0279
- Mathematics education 0280
- Middle school education 0450
- Multicultural education 0455
- Music education 0522
- Pedagogy 0456
- Performing arts education 0457
- Philosophy of education 0998
- Physical education 0523
- Reading instruction 0535
- Religious education 0527
- School counseling 0519
- Science education 0714
- Secondary education 0533
- Social sciences education 0534
- Sociology of education 0340
- Special education 0529
- Teacher education 0530
- Vocational education 0747
### Behavioral, Natural, and Physical Sciences

#### AGRICULTURE
- Agriculture 0473
- Agronomy 0285
- Animal diseases 0476
- Animal sciences 0475
- Fisheries and aquatic sciences 0792
- Forestry 0478
- Horticulture 0471
- Plant pathology 0480
- Plant sciences 0479
- Range management 0777
- Soil sciences 0481
- Urban forestry 0281
- Wildlife management 0286

#### ARCHITECTURE
- Architecture 0729
- Architectural engineering 0462
- Landscape architecture 0390

#### BEHAVIORAL SCIENCES
- Animal behavior 0602
- Behavioral sciences 0384
- Clinical psychology 0622
- Cognitive psychology 0633
- Counseling psychology 0603
- Developmental psychology 0620
- Experimental psychology 0623
- Occupational psychology 0624
- Personality psychology 0625
- Physiological psychology 0989
- Psychobiology 0349
- Psychology 0621
- Quantitative psychology and psychometrics 0632
- Social psychology 0451

#### BIOLOGICAL SCIENCES
- Biochemistry 0487
- Bioinformatics 0715
- Biology 0306
- Biomechanics 0648
- Biophysics 0786
- Biostatistics 0308
- Cellular biology 0379
- Developmental biology 0758
- Endocrinology 0409
- Entomology 0353
- Evolution & development 0412
- Genetics 0369
- Histology 0414
- Limnology 0793
- Microbiology 0410
- Molecular biology 0307
- Morphology 0287
- Neurosciences 0317
- Parasitology 0718
- Physiology 0719
- Plant biology 0309
- Systematic biology 0423
- Virology 0720
- Zoology 0472

#### ECOSYSTEM SCIENCES
- Ecology 0329
- Macroecology 0420
- Paleocology 0426

#### ENGINEERING
- Aerospace engineering 0538
- Artificial intelligence 0800
- Automotive engineering 0540
- Biomedical engineering 0541
- Chemical engineering 0542
- Civil engineering 0543
- Computer engineering 0464
- Computer science 0984
- Electrical engineering 0544
- Engineering 0537
- Geological engineering 0466
- Geophysical engineering 0467
- Geotechnology 0428
- Industrial engineering 0546
- Mechanical engineering 0548
- Mining engineering 0551
- Naval engineering 0468
- Nanotechnology 0652
- Nuclear engineering 0552
- Ocean engineering 0547
- Operations research 0796
- Packaging 0549
- Petroleum engineering 0765
- Plastics 0795
- Robotics 0771
- System science 0790

#### GEOSCIENCES
- Aeronomy 0367
- Atmospheric chemistry 0371
- Atmospheric sciences 0725
- Biogeochemistry 0425
- Biological oceanography 0416
- Chemical oceanography 0403
- Continental dynamics 0406
- Geobiology 0483
- Geochemistry 0996
- Geographic information science and geodesy 0370
- Geology 0372
- Geomorphology 0484
- Geophysics 0373
- Hydrologic sciences 0388
- Marine geology 0556
- Meteorology 0557
- Mineralogy 0411
- Paleoclimatology 0653
- Paleontology 0418
- Petroleum geology 0583
- Petrology 0584
- Physical geography 0368
- Physical oceanography 0415
- Planetology 0590
- Plate tectonics 0592
- Remote sensing 0799
- Sedimentary geology 0594

#### HEALTH AND MEDICAL SCIENCES
- Aging 0493
- Alternative medicine 0496
- Audiology 0300
- Dentistry 0567
- Epidemiology 0766
- Gerontology 0351
- Health care management 0769
- Health sciences 0566
- Immunology 0982
- Kinesiology 0575
- Medical ethics 0497
- Medical imaging and radiology 0574
- Medicine 0564
- Mental health 0347
- Nursing 0569
- Nutrition 0570
- Obstetrics and gynecology 0380
- Occupational health 0354
- Occupational therapy 0498
- Oncology 0992
- Ophthalmology 0381
- Osteopathic medicine 0499
- Pathology 0571
- Pharmaceutical sciences 0572
- Pharmacology 0419
- Physical therapy 0382
- Public health 0573
- Public health occupations education 0500
- Speech therapy 0460
- Surgery 0576
- Toxicology 0383
- Veterinary medicine 0778
MATHEMATICAL AND PHYSICAL SCIENCES

Acoustics 0986
Analytical chemistry 0486
Applied mathematics 0364
Astronomy 0606
Astrophysics 0596
Atomic physics 0748
Chemistry 0485
Condensed matter physics 0611
Electromagnetics 0607
High temperature physics 0597
Inorganic chemistry 0488
Low temperature physics 0598
Materials science 0794
Mathematics 0405
Mechanics 0346
Molecular chemistry 0431
Molecular physics 0609
Nanoscience 0565
Nuclear chemistry 0738
Nuclear physics 0756
Optics 0752
Organic chemistry 0490
Particle physics 0798
Physical chemistry 0494
Physics 0605
Plasma physics 0759
Polymer chemistry 0495
Quantum physics 0599
Statistics 0463
Theoretical mathematics 0642
Theoretical physics 0753