FORMS & INSTRUCTIONS for FTP or CD 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.
- Your university or library may have specific policies regarding dissemination of, and access to, your dissertation. You should understand your institution’s policies clearly before you complete the ProQuest forms and submit your dissertation.
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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. 7-7020.

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4. Sign the ProQuest Publishing Agreement. Publication of your work may be delayed or impossible if your signature is missing.

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Title Guidelines
- 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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- 1 extra copy of your Abstract, identical to the one in your 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)?
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☐ Is your full name identical on the submission form, abstract, and title page of your manuscript? If not, we will use the name as it appears on your title page.
☐ 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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- Preparing Your Manuscript
- ProQuest Subject Categories
- Open Access versus Traditional Publishing
- Embargoes and Restrictions
- Copyright Guide

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Committee Member _________________________________________________

Committee Member _________________________________________________

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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________________

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

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

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Agriculture education 0517
Agriculture engineering 0539
Agronomy 0285
Animal diseases 0476
Animal sciences 0475
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

BEHAVIORAL SCIENCES
Behavioral psychology 0384
Behavioral sciences 0602
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 0632
Social psychology 0451

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

ECOSYSTEM SCIENCES
Ecology 0329
Macroecology 0420
Paleoecology 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
Geotechnology 0428
Industrial engineering 0546
Mechanical engineering 0548
Mining 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

ENVIRONMENTAL SCIENCES
Conservation biology 0408
Environmental economics 0438
Environmental education 0442
Environmental engineering 0775
Environmental geology 0407
Environmental health 0470
Environmental justice 0619
Environmental law 0439
Environmental management 0474
Environmental philosophy 0392
Environmental science 0768
Environmental studies 0477
Land use planning 0536
Natural resource management 0528
Water resources management 0595
Wildlife conservation 0284

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
Paleoclimatic 0284
Paleontology 0418
Petroleum geology 0583
Petroleum 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 0574
Medicine 0564
Mental health 0347
Nursing 0569
Nutrition 0570
Obstetrics 0380
Occupational safety 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 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 energy physics 0798
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 and radiation 0756
Optics 0752
Organic chemistry 0490
Physical chemistry 0494
Physics 0605
Plasma physics 0759
Polymer chemistry 0495
Quantum physics 0599
Statistics 0463
Theoretical mathematics 0642
Theoretical physics 0753