PUBLISHING YOUR DISSERTATION

How to prepare your manuscript for publication Promoting your dissertation through UMI’s international network of information services
WHAT IS INVOLVED IN PUBLISHING YOUR DISSERTATION? Upon receipt of your dissertation and abstract, UMI Dissertation Publishing assigns a unique ISBN to your dissertation, creates an enhanced bibliographic record with additional subject codes and keywords for cross referencing and distributes that record and dissertation abstract to its worldwide network of information resources. In one form or another, the UMI dissertation database is available at every major research library in the world. Moreover, online bibliographic resources such as OCLC STN* and Dialog® make the database available to other researchers. An international network of distribution representatives ensures that copies of your dissertation become available to libraries worldwide.

UMI will produce copies on demand from either the master digital file or a digitized copy of the paper manuscript. Researchers can obtain digital copies, as well as softbound or hardbound copies as described in the “Author Discount Offer” form. Libraries and institutions can choose electronic copies, paper copies, or 98-page positive microfiche.

UMI’s ProQuest Digital Dissertations program lets Web users search for titles of interest, preview the first 24 pages of titles from 1997 forward, and order/access full-text digital copies in Adobe® Acrobat PDF® for immediate downloading.

Author Services
www.umi.com/go/authorservices

Author Discounts. As a UMI author, you will always receive a discount on copies of your own dissertation. This is a cost-effective way for you to get hardbound or softbound copies of your dissertation for personal use or distribution on archival-quality, acid-free paper. To order copies of your dissertation at the author discount price, use the order form in the back of this booklet.

Author Royalties. UMI will pay a 10% royalty on ALL sales excluding your purchases of your dissertation. Royalty payments must exceed $10.00 in a calendar year to be paid. If you change your address, please notify us by mail at: UMI, Dissertation Services, 500 N. Zeeb Rd., Ann Arbor, MI, 48106-1346, so we know where to send your royalties.

The Publishing Agreement that you sign with us (see insert) grants UMI the following rights:

- the non-exclusive right to reproduce and distribute your dissertation in and from an electronic format
- the non-exclusive right to reproduce and distribute your abstract in any format in whole or in part

These rights do not prevent you from granting other publishing rights as you choose.
Manuscript Preparation
www.umi.com/go/preparemanuscript

Copyrighting Your Manuscript. Copyright privileges reside with you immediately upon creation of your work. Registration of your copyright establishes a public record of your dissertation and confers additional legal rights, enabling you to file infringement suits and seek statutory damages and attorneys' fees. If you wish to register your copyright but prefer not to handle the details yourself, UMI will act as your agent with the Library of Congress Copyright Office. This includes preparation of the application (in your name) plus submission of the application fee and required deposit copy(ies) of your work. You will receive your certificate of copyright registration from the Copyright Office approximately eight to ten weeks after UMI receives your manuscript.

Preparing Your Manuscript for Publication.
www.umi.com/go/preparemanuscript

UMI accepts dissertations and master's theses by graduates of accredited, degree-granting institutions. Full texts in both paper and digital formats are distributed exactly as they are submitted. They are neither edited, typeset, nor re-typed. When your dissertation is ready for publication, you will be asked to submit a typed or digital copy of the manuscript to your university, along with an abstract of the contents. Your university will then forward the material to UMI. Please note: Some universities have a different procedure, so check with your graduate school first.

Your Manuscript Title. Use word substitutes for formulas, symbols, superscripts, Greek letters, or other non-alphabetical symbols in the title. If your title contains symbols or non-Roman letters, please suggest appropriate translations using Roman letters and provide them as keywords (see next section).

EXAMPLES:
Surface and colloid chemical studies of gamma ferric oxide dispersions
Chromosomal localization of the alpha- and beta-globulin of the chicken, Gallus domesticus
A study of high critical transition temperature superconductivity in the neodymium-barium-copper oxide system
Neutral kaon and lambda production in electron-positron annihilation at 29 GeV and the Z boson resonance

UMI editors may make some changes in punctuation or spelling of your title to maintain consistency in the database. For example, we may add a colon to delineate a subtitle. No changes are ever made to the manuscript itself, so your title page will remain as we received it.

Added Keywords. UMI editors select words and phrases to index your dissertation in our print products, and provide added topical entries for researchers. You will be asked to suggest added keywords on the agreement form.

Some of these added keywords appear in the electronic products in parentheses at the end of the dissertation title. Authors sometimes find those added keywords confusing and believe UMI has changed their title. However, these keywords are not part of the title and will not appear on copies or in print. They appear only in the electronic products to enhance retrieval.

continued...
Selecting a Subject Category for Your Manuscript. The UMI dissertation database is arranged by subject categories. Your abstract will appear in Dissertation Abstracts International under one category only. In the Agreement Form (see insert) you will be asked to choose the category that most nearly describes the general content of the dissertation. You may select additional categories to enhance electronic retrieval. Your guide will be the "Subject Categories" listing, which also appears in the agreement form (page A3). For assistance with keyword or subject field choice, see page 4.

Preparing Your Abstract. Your abstract (a succinct description of your work) is limited to 350 words. We'll shorten it if we must, but we feel you're best qualified to edit it, so please don't exceed the limit.

Please follow these guidelines:

- Include pertinent place names, names of persons (in full), and other proper nouns. These are useful in automated retrieval.

- Display symbols, as well as foreign words and phrases, clearly and accurately. Include transliterations for characters other than Roman and Greek letters and Arabic numerals. Include accents and diacritical marks.

- Do not include graphs, charts, tables, or illustrations in your abstract.

- If the original abstract is not in English and an English translation has been made, please send both the English and the non-English language abstracts.

Using Materials Copyrighted by Others. As the author of the manuscript, you will be asked to certify that any previously copyrighted material used in your work, beyond "fair use," is with the written permission of the copyright owner. Please refer to Copyright Law & Graduate Research: New Media, New Rights and Your New Dissertation by Dr. Kenneth Crews. This booklet is available at no charge from UMI. Ask your graduate school office to request paper copies or visit our website at www.umi.com/go/copyrightlaw for the latest digital version.

By signing the Agreement Form you agree to the above terms. You must also attach copies of permission letters from copyright owners to the Agreement Form. These letters must state that the copyright owner is aware that UMI may supply single copies on demand. If permissions are not supplied, copyrighted materials will not be reproduced.

Preparing the Paper Text of Your Manuscript.

- Your graduate school's requirements always supersede UMI's requirements.

- Type or print your manuscript single-sided on high-quality white paper, 8 1/2" x 11" or A4 in size. Please do not use erasable papers.

- All textual materials should be double-spaced. Long quotations and footnotes may be single-spaced.

- Because the manuscript will be reduced in size, we recommend that you select font size 12 and no smaller than 10 in Arial, Helvetica, or Century Gothic fonts.

- To insure the best quality, the print should be letter quality with dark black characters that are consistently clear and dense.
• Pages with small and indistinct print and/or very narrow margins may be illegible in microform.
• We recommend a minimum 1" margin on all four sides of the page.
• Photocopies made from poor-quality originals cannot be properly reproduced. These poor-quality copies tend to occur most frequently in manuscript appendices.
• Our most common problem is missing pages. To avoid delays in publication, please make certain that the copy you submit includes all the pages of your manuscript.

Charts, Graphs, Tables, Photographs, and Oversize Maps. Illustrative material drawn or computer-generated in black will reproduce satisfactorily, while colors will appear as slightly varying shades of gray.

Please keep in mind:
• Lines on a graph should be identified by labels or symbols rather than colors.
• Shaded areas — such as countries on a map — will have better contrast if cross-hatching is used instead of color.
• Photographs should be professional-quality black and white.

• Color photographs should be reprinted in black and white by a photo lab. Most photographs will reproduce acceptably on positive microform but will lack clarity on paper copies.
• Charts, graphs, and maps that are larger than the standard 8 1/2" x 11" page size may be used in your manuscript. These should be carefully folded into the manuscript or rolled and placed in a mailing tube.
Dissertations in Digital Format. More detailed information is available at www.umi.com/go/submitelectronicdiss.

At universities that accept dissertations or theses in electronic format, authors may submit digital documents to UMI through their graduate school or school library, preferably by FTP. ProQuest also provides a program for online submission of dissertation and thesis. Graduate school or library staff charged with digital submission to UMI should contact UMI Dissertation Publishing Support at 1-800-521-0600, ext. 7020, for complete FTP instructions or to learn about the ProQuest online submission program.

Basic Guidelines for Dissertations in Digital Format. The document should appear in Adobe PDF without compression or password protection. UMI Dissertation Publishing can make no changes to the document. Therefore, how the document looks when it is accessed or printed is entirely the responsibility of the author. It is the author's responsibility to reformat the document into Adobe PDF, check the reformatted document for accuracy, and submit the PDF document to the graduate school or library for publication.

All fonts used should be embedded in the document and use Post Script Type 1 fonts.

External or internal links to multimedia files are acceptable. If multimedia elements are used in the document, file formats should be identified in the dissertation abstract. Large multimedia files may be submitted on CD-ROM. Acceptable formats are:

Images:
- GIF (.gif)
- JPEG (.jpeg)
- TIFF (.tif)

Video:
- Apple Quick Time (.mov)
- Microsoft Audio Video Interleaved (.avi)
- MPEG (.mpg)

Audio:
- AIFF (.aiff)
- CD-DA
- CD-ROM/XA
- MIDI (.midi)
- MPEG-2
- SND (.snd)
- WAV (.wav)

Supporting Documents. Supporting documents should be forwarded on paper in an 8 1/2" X 11" envelope. You should provide:
- Title Page
- Abstract
- Completed Agreement Form
- Completed Author Discount Order Form
- Money Order/Check
- Reprint Permission Letters
- Third party software licenses, if required

Print and Electronic Access to Dissertations in Electronic Format. Bibliographic citations and abstracts for documents received in digital format will be published in Dissertation Abstracts International in print, online, CD-ROM and microform. Bibliographic information concerning these documents will also be made available through the UMI Dissertation Abstracts database and to a worldwide network of online information providers including OCLC, Dialog®, and STN®. The PDF format of the document will be loaded into ProQuest Digital Dissertations, a digital archive of dissertations and theses. UMI Dissertation Publishing will check for document integrity and copyright compliance. If the document appears to be incomplete or if there are questions about the reproduction of previously copyrighted materials, publication will be delayed until those concerns are resolved.

FOR MORE INFORMATION ON PUBLISHING YOUR MANUSCRIPT ... If you have any questions about your manuscript or any UMI resources, please call toll free at 800-521-0600 Enter the appropriate extension:   • Copyright information or preparing manuscript: ext. 7020
• Ordering copies of your manuscript: ext. 7020 • Dissertation search: ext. 3781 • Choosing subject codes or keywords:
• Social Sciences/Humanities ext. 4883 • Sciences and Engineering: ext. 4881 • Or fax us a message at 734-997-4113 (regarding manuscripts) or 734-977-4031 (regarding searches). • Email us at disspub@umi.com
Providing Information About Your Dissertation

Digital Resources

ProQuest Digital Dissertations is the foundation of all UMI online and paper-based dissertation reference products. The database is a computerized resource containing:

- Bibliographic citations for over 2 million doctoral dissertations and theses dating back to 1861
- Author-created abstracts for dissertations published from July 1980 forward
- Citations for tens of thousands of master's theses citations with 150-word abstracts for theses from 1988 forward
- The full text of over 500,000 dissertations and master's theses available in Adobe PDF format

Your dissertation will be one of the more than 45,000 dissertations and 10,000 master's theses added to the database each year. New dissertation citations are entered into the database monthly, and Master's theses are added bimonthly.

Our computerized search and retrieval system will cite your dissertation in response to any inquiry using search terms included in your title or abstract. Researchers with access to OCLC, Dialog®, and STN® online information search services can also search the UMI database and place orders online.

The dissertation database is also available on compact disc with a subscription to Dissertation Abstracts OnDisc (DAO).

Paper-based Resources

Dissertation Abstracts International. The abstract you prepare will appear in UMI's monthly publication, Dissertation Abstracts International (DAI). The authoritative source for concise summaries of current doctoral research, DAI is available in practically every university and research library in North America as well as throughout Europe and the Far East.

The Comprehensive Dissertation Index (CDI) is the most comprehensive printed reference to doctoral dissertations accepted in North America. The set includes the landmark 37-volume CDI 1861-1972, the CDI Ten-Year Cumulation 1973-1982, and the CDI Five-Year Cumulation 1983-1987. Together with the CDI annual supplements, these powerful bibliographic tools allow access to over 2 million dissertations spanning more than 130 years.

American Doctoral Dissertations (ADD) is an annual bibliography of dissertations. Citations are hierarchically arranged by subject and institution and indexed by author. ADD is compiled by UMI for The Association of Research Libraries.