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When submitting a page-based manuscript of your dissertation or thesis, it must be submitted to ProQuest Dissertation Publishing in Adobe PDF format. When preparing your PDF, be sure to do the following:

- Embed all fonts (further information is provided below related to embedding fonts)
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- Format as individual, single pages

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Digital Format Specifications	
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<b>Images</b>	GIF (.gif); JPEG (.jpeg); TIFF (.tif)
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<b>Margins</b>	Left: 1"; 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.
<b>Fonts</b>	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.
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MAKE SURE all your fonts are embedded. 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.

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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. Upload them as part of the submission process, and provide a description of each supplementary file or files in the abstract of your graduate work.

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P.O. Box 1346  
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## Embedding Fonts

This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, Mac's will typically embed the fonts by default, so there are not separate instructions for embedding fonts.

Create your manuscript using a TrueType font—NOT a scalable font. See below for a list of 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.

Once you have chosen a True Type font you must embed it:

- On the Tools menu, click Options, and then click the Save tab, a box will open up then:
  - Make sure “Embed fonts in the file” and “Do not embed common system fonts” is checked, then click OK.
- On tools menu, click File, then Save As, provide file name, then as type select PDF then:
  - Go to Options button towards the bottom, then confirm that “Document structure tags for accessibility” is checked, then Save the document.

Alternatively, if you have Adobe Acrobat Professional available to you, follow the instructions below.

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. Thenselect "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.

Alternatively, if you do not have Adobe Acrobat Professional available to you, submit your document in Word and ProQuest will convert to PDF.

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