



Online Dissertation and Thesis Submissions

Graduate students who complete a dissertation or thesis must electronically submit their final manuscript in pdf form to the Graduate School through the [ProQuest ETD Administrator](#) tool. Note that it is not necessary to submit a paper copy to the Graduate School. _

ProQuest Publishing

Students are required to complete the ProQuest publishing agreement stated in the online submission tool. All fees related to publishing or personal copies must be paid at the time of submission. This includes a mandatory \$30 fee for ProQuest to provide the University with a copy that is cataloged in the Library.

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Here is the procedure all graduate students who produce a dissertation or thesis must follow. This information is not intended for students in the IDCE department who complete masters papers and submit to Digital Commons.

1. Prior to the defense, send an email attachment of your preliminary pages and your manuscript to gradschool@clarku.edu for approval of your format. Please note: we encourage you to complete your formatting early in the writing process. You can email the Graduate School at any time to review your formatting. The Graduate School will review manuscripts up to one week prior to the deadline.
2. Once your faculty member determines the dissertation or thesis is in its final form (after the successful defense), embed the fonts, (see instructions below) and convert the document to a pdf. Embedding fonts is required.
3. Go to www.etsadmin.com/clarku to complete biographical, research and credit card information and upload the pdf to the ETD Administrator.
 - By submitting the dissertation or thesis online there is no publishing fee, however, if you chose to register a copyright (recommended) the fee is \$75 and is payable at the time of submission.
 - There is a mandatory \$30 fee for ProQuest to provide the University with a copy of the dissertation or thesis that is cataloged in the Library.

4. Complete the appropriate **submission checklist** located on the Graduate Student Resources webpage and submit it to the department assistant either in paper form or by email attachment.
5. The department assistant will then complete additional paperwork and send it to the Graduate School Office.

*Embedding Fonts – This information is also provided on the ETD Administrator (see page iii of Preparing Your Manuscript for Submission)

This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, similar guidance can be found in the help files.

Create your manuscript using a TrueType font—NOT a scalable font. Some TrueType fonts are Tahoma, Times New Roman, Helvetica, Arial and Courier.

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 these instructions:

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.