

LAYOUT AND GUIDELINES FOR WRITING A THESIS/DISSERTATION

This section discusses requirements for the general layout of your manuscript, the order of front and back matter, and page numbering. See the **Sample Pages** located below for additional information. Guidelines are similar for both theses and dissertations; instructions specific to theses or dissertations will be marked accordingly.

General Layout

The Graduate School recommends that you use your word processor's global page settings or create a template adhering to the following guidelines:

Margins: 1 inch on top, bottom and right sides and 1 ½ inches on the left, *except on the title page, first page of each chapter, and other pages indicated below which should have a 2 inch margin at the top.*

Line spacing: Double-spaced; long quotations and footnotes may be single-spaced. Spacing on preliminary pages should follow the examples in the Sample Pages below.

Fonts: Text font and text size should be chosen for ease in reading. Font sizes 10 through 12 are recommended. Use consistent font styles for section headings. Ariel font is not recommended.

Footnotes or Endnotes: Follow the accepted practice of your discipline or the chosen style manual. The format selected should be consistent throughout the manuscript.

Spell check: Change the word processor spelling setting to include words in ALL CAPS.

Pagination:

Preliminary pages: Small Roman numerals (ii, iii, iv, etc.) are placed at the bottom center of the page, starting with the Approval Page as ii. The Title Page is counted, but is <u>not</u> numbered.

Manuscript proper: Arabic numbers (1, 2, 3, etc.) are placed at the bottom center of the page on all remaining pages, beginning with the number 1

Order of Preliminary Pages

The preliminary pages consist of the following pages *in this order:* Title page (Required) Approval page (Required) Copyright page (Optional) Abstract (Required) 1 | P a g e Dedication (Optional) Acknowledgements (Optional) Preface (Optional) Table of Contents (Required) List of Illustrations (As needed) List of Tables (As needed) List of Symbols (As needed)

Title Page (Required)

The title of the thesis or dissertation begins two inches from the top of the page and should be a meaningful description of the substance of the document. It is recommended that word substitutes be used for formulas, symbols, superscripts, subscripts, Greek letters, and other similar material. The title page should also contain the following:

Title of the thesis/dissertation IN ALL CAPS The word "Thesis" or "Dissertation" Statement of submission School or College Degree being sought Full legal name of degree candidate or name according to university records Name of university granting the degree and/or the small University logo located at http://www.subr.edu City and state in which the university is located Month and year degree is to be conferred

Approval Page (Required)

The approval page for the electronic submission will contain the names, but not the signatures of all committee members. However, *the signed*, *original signature page must be submitted to the Graduate School* before final approval is granted.

The Title of the thesis/dissertation IN ALL CAPS is centered and placed two inches from the top of the page. The name of the student is left-justified and added two lines below the title: Last, First Middle. Format the rest of the page according to the Sample pages below.

Copyright Page (Optional)

Your manuscript is automatically protected by copyright even if you do not include a copyright page. You may choose the additional protection of registering your copyright for a fee at www.copyright.gov/eco. For further copyright information, please see the U.S. Copyright Office Frequently Asked Questions at (http://www.copyright.gov/help/faq/).

Format this page according to the Sample Pages at the end of this document.

2|Page Angela V. Proctor 2011, August 27

Abstract (Required)

The abstract should briefly state the problem, describe the procedure or methods used, and summarize the conclusions reached in the thesis or dissertation. The length of the abstract for a thesis <u>should not exceed</u> <u>250 words</u> and for a dissertation it <u>should not exceed 350 words</u>.

The **heading ABSTRACT** is centered and placed two inches from the top of the page followed by the title of the thesis/dissertation in ALL CAPS, centered four lines below the heading. Author's name, name of university, and advisor's name are left-justified and can be single- or double-spaced two lines below the title. The text of the abstract begins two lines below the advisor's name.

Dedication (Optional)

The dedication is an optional page that gives the author the opportunity to dedicate the manuscript to an individual or group. The Sample Pages below show one option for formatting.

Acknowledgements (Optional)

The acknowledgements (or acknowledgments) page is an optional page that gives the author the opportunity to thank those who have provided help during the research and writing of a thesis or dissertation. The heading ACKNOWLEDGEMENTS is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Preface (Optional)

A preface is included in instances where the genesis of the research is important for the understanding of it, or when the method or procedure of investigation is so unusual as to require prefatory explanation. The heading PREFACE is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Table of Contents (Required)

The table of contents includes chapter headings, subdivisions of chapters, and all other parts of the thesis or dissertation listed exactly as they appear in the text along with the starting page number.

The heading TABLE OF CONTENTS is centered and placed two inches from the top of the page. The text begins four lines below the heading.

List of Illustrations or Figures (As needed)

The illustrations page includes illustration or figure titles and page numbers.

The heading LIST OF ILLUSTRATIONS or LIST OF FIGURES is centered and placed two inches from the top of the page. The list begins four lines below the heading.

List of Tables (As needed)

The tables page includes table titles and page numbers.

3 Page Angela V. Proctor 2011, August 27 The heading LIST OF TABLES is centered and placed two inches from the top of the page. The list begins four lines below the heading.

List of Symbols, Abbreviations or Special Nomenclature (As needed)

The list of symbols, abbreviations or special nomenclature is provided to acquaint the reader with symbols, abbreviations or special nomenclature that are essential to the work. When used, these lists can take any form acceptable to the discipline.

The heading LIST OF SYMBOLS or LIST OF ABBREVIATIONS is centered and placed two inches from the top of the page. The list begins four lines below the heading.

The Text (Required)

. s

The nature of the thesis or dissertation determines the organization of the body or main text into chapters, groups of chapters, or other pertinent schemes of exposition. These divisions are dictated by the nature of the discipline. Punctuation, spelling, and general form should be consistent throughout the text.

Quotation of Copyrighted Material (Required)

The author of a thesis or dissertation is fully responsible for the use of any copyrighted material in the manuscript. Generally, permission to use copyrighted material should be sought when a direct quotation of more than 150 words or an illustration is used. Permission is sought from the author or publisher holding the copyright. Generally, permission is granted on condition that proper acknowledgement is made. In some cases, copyright holders require payment. Necessary clearance for copyrighted material must be obtained *before* final submission of the thesis or dissertation.

For more information: UMI Copyright Guide Copyright Law and Graduate Research

Bibliography (As needed)

The bibliography or reference list of sources used is required if applicable. Pages should be formatted according to the style manual or discipline-specific guidelines used.

The heading BIBLIOGRAPHY is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Appendices (As needed)

The appendix or appendices include reference materials such as tables, figures, charts, illustrations, abbreviations, and other addenda not placed in the text.

When there are multiple appendices, the heading APPENDIX is followed by a capital letter or Arabic number. The heading is centered and placed two inches from the top of the page. The text begins four lines below the heading.

Sample Pages

These sample pages are designed to assist you in preparing your thesis or dissertation by giving you a visual representation of a variety of common pages along with guidelines for margins and appropriate information to include on the page. Some departments may have *slightly* different requirements and you should follow those as directed.

The closer to the end of your paper follows these guidelines, the fewer corrections you will have during format checking.

Sample Pages

5|Page Angela V. Proctor 2011, August 27

Sample Thesis Title Page (With Optional Logo)



Sample Dissertation Title Page (Without Optional Logo)



Sample Approval Page



Sample Copyright Page



Sample Abstract Page



Sample Dedication Page

...



Sample Acknowledgements Page



Sample Preface Page



Sample Table of Contents Page (Example 1)



Sample Table of Contents Page (Example 2)



Sample Illustrations Page



Sample Tables Page



Sample Abbreviations Page





Sample - Chapter 1, Page 1 (Example #1)



Sample - Chapter 1, Page 1 (Example #2)

Sample - Chapter 1, Page 2 (Example #3)



HOW to EMBED FONTS

When fonts are embedded, readers of your work will be able to see your document as you intended, with the same fonts that you used.

If you do not embed all of your fonts, and those fonts are not available on the reader's computer, Adobe Acrobat will make its best guess at what font it should use as a substitute. This can result in significant differences between your original document and what the reader sees (particularly with symbol fonts).

Figure 1: Step 1 of the submission process

To embed your fonts in Microsoft Word 2007 or Later:

- 1. Create your manuscript using a **TrueType font MS Word**. Recommended fonts include **<u>Times-Roman</u>** and <u>**Times New Roman**</u> (ONLY).
- 2. Click the circular Office button in the upper left corner of Microsoft Word.
- 3. A new window will display. In the bottom right corner is a button, Word options. Click the **Word Options** button.



Choose Save from the left sidebar.

- 3. Check the box next to **Embed fonts in the file**.
- 4. Click the **OK** button.

Save the document again but this time **click save as** with the same file name but add a date on the end (or whatever you choose).



TO CREATE YOUR Portable Document Format (PDF)

If you have Acrobat professional version you should see it within the tools bar of Microsoft Word. Just click on **Acrobat** on the tools menu – then click on **Create PDF**. If for some reason you aren't able to complete the above task there is another method. Within MS Word [your document should be opened] click on the **printer icon** - from the drop-down box of [name of printer] choose **Adobe PDF** – click OK. This method will create the document for you.





HOW TO SUBMIT

AND UPLOAD TO PROQUEST/UMI ETD

Creating an Account

From the main page of the ETD [Electronic Thesis and Dissertation].

Homepage site: http://www.etdadmin.com/subr

- ★ At the top of the page on the right hand side [Students:] CLICK on SUBMIT NEXT
- Click the link <u>Create an Account</u> or login using an existing account:
- ★ If this will be your first time using the system then you will be creating an account not logging in.
- ✗ If you are revising an existing ETD click "Revise"

(All + 2) hopping addition and some some solution is	
The Edd Yors Amontan Tools Hole.	1 (2) X) (20 · 7
*	and a second
x Co.gle	• Hora Jh
Tanonita 1 54 2 Southern Linearth and A 2 Hatten Account stream No 1) Southern Linearthy and A	A particulors - Branking manut
(Curi Elo Administrato - Southam University and Autom)	
UMI ETIADMINISTRATOR	Administrators: Szan.n Okutenhe: <u>Submy</u> Revisa
■ มากการสุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่ สุดที่สุดที สารที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุดที่สุด สารที่สุดที่ส สารที่สุดที	
Publishing your disasrtation/thesis at Southern University and A&M College Campus Resources & Guidelines for Southern University and A&M College	1
This source where your account and the source of the sourc	
Compute Resources Learn more aboutyour instructions outcalines & isaquirery.	dourdents
Preparing to submit your dimentation or thusis	
ארגלעות כזו מעובוג סו מפגע טסי מסלגווויטוע פינו מעובע זי ראזאנגע אין איינע אייר אייראנער פואיאט אוויער איירא א אפאן געראי	hea נוגע האל געון ארא אין ארא א ארא איז איז איז איז איז איז איז איז איז אי
 <u>Publishing Guides</u> New instructions and guides to help you prepare your manuscript. 	
About ProQuest/UNI Dimentation Publishing	
<u>Разблиянили Паляндала близналися і</u> в та чиліба олу соприявляна зайсекся риоваліся, акальну, как dissemina газелість Пу риовалість Пу рибалість Паланда и вани в убли саяванают от тиків рала та місата розвина ації вися на паланда на	2014 garduate
20115544) A2014.1/1.12542415707. 8 2012 7×041441 U.G., A Jogis n	, KuDubitan Invirosi,
ProQuest	
and the second	and the second
	D monnet 10 * 7,1007 *
	Philippine

1 Page Angela V. Proctor 2011, August 27

Create your account

 \otimes

Fill in the form below to register and submit your dissertation/thesis.

- **To Create an account** fill out the form. Enter and submit the basic information requested name, username, password and email address [NOTE! do not use Southern University's email as the email address] use a personal email address here].
- After the online form is completed **CLICK on the Sign Up button** to submit your information.

	*required <u>Clear Form</u>
Email*:	An email will be sent to this address for activation
Verify Email*:	
First Name*:	
Middle Name:	
Last Name*:	
Institution*:	Southern University and A&M College
Country of Citizenship*;	Select Country
Username*:	Must be at least 4 characters
Password*	Must be at least 4 characters
Verify Password*:	
	Sign Up

After the account is set up, a <u>verification email</u> is sent to you immediately. Activate your account by following the link included in the email. Once you have activated your account, follow the submission instructions provided on the site.

An email will be sent to the address you entered, allowing you to confirm your account.

2 Page Angela V. Proctor 2011, August 27

Your account has been created - please activate using your email	
Before you begin using your account, it must be activated. We've sent an email to martene	ene.coles@proquest.com. The email includes a link you can use to activale your account.
lfyou have any questions, please <u>contact Technical Support</u> , and the second state of	and an
v	

* 7 8 8 8

Here is what the message will look like in your email client. Click "confirm your account" to activate your ETD account. The link will take you back to the login page.

From: UMI ETD Administrator [etdadministrator@proquest.com] Sent: Mon 11/7/2011 3:58 PM * Ce State A Starter Starter • Subject: UMI ETD Administrator: Account Confirmation for Thank you for creating your account with UMI ETD Administrator. You can use this account to submit dissentations/theses, or to access other products and services from ProQuest/UMI, including Community of Scholars Expertise Profiles and CSA MyResearch. Please confirm your account to continue submitting your dissertation/thesis. If you experience problems clicking the link above, copy the URL below and paste it into your browser: http://www.etdadmin.com/cgi-bin/activateacct?accountId=1606640;siteId=432;tool=student Still having trouble logging in? Please email us at etdsupport@proquest.com Regards. UMI ETD Administrator http://www.etdadmin.com http://www.proquest.com/products umi/dissertations Please do not reply to this email. It is an unattended mailbox. If you need assistance, please contact Dissertations & Theses Support (http://www.etdadmin.com/cgi-bin/techsupport?category=login;siteId=432)

The Submission Process

3 Page Angela V. Proctor 2011, August 27

W

Once you have set up the account, you are ready to begin the submission process – a simple, process that should take, on average 30 minutes to complete. What follows now is a brief, step-by-step description of the submission process.

Instructions

Before you begin

Before you begin, please be sure you have the following: Then dlick on the Continue button.

١

🖉 ETD Auministrator: Manage Dissertations 0. Theses, Submit FIDs for Students, Windows Internet Explorer (1994 - 1995)	والمحمد والمحم	Sain
GG * Distance addation control to such a series of the st	Y B F X B Gugs	0
File Ecit Viany Paventes Toola Halp		
r Courte		ti x
in Gorige y Steering , More >>		Sign In 🔧
A Faronkas 53 2 Southern University and A& D National Action Network No D Southern University and A& The menter.com - Breaking of	rews	
CHETD Addrinistrator - Manage Descentations & Theses,	in . a de Page - Sefety -	Tools - Do
UMI ETDOMINISTRATOR	Mr. Etxtba] Bian Con	
(funning Distantations & These) Run Roports Manuage Sile -		
Sudmission steps: Instructions		
Publishing information:		a da
L Instructioner - Structure - Instructure -	Alki Dissentation Publishing for publishing. Your automission will be ravis	wad .
Proquestillin agreement Belore you begin, please be sure you have the following:	•	1
Contact information • Full fast of the disagrishing the format. This must be one file. If your manuscriptical You also must embed fonds in the PDF. For tigs on creating PDF files, see the PDF FACs	n Word of RTF latmat, you can convert of AGP of Using the <u>PDF Conversion</u>	4 (00)
About my dissentation/besid: • Abstract		j
🗌 Uisseriation/Tresis deluis 🔹 🔹 Cutional Supplementary Maa (Images, data, aic.)that are an integral part of the dissertation/I	1988. But not part of the tait	1
D FDF • Advisor and other Committee Members' Names		
D Supplementatillas (optional) . Subject Category, Ploase choose one to three subject categories from the Subject Category)	st 🕮 that least the state to state the set to be the state of the sta	į
Notes (optional) Notes	ploading ii), you can sava your information and come back io finish. No	
Submission & payment		
Register U.S. Copyright		
D Order caples		
Shipping ackiness		
		• '
		4
	Binternet : Ar Ar	00% +

Figure 1: Step 1 of the submission process

Selecting Publishing Options and Accepting the ProQuest/UMI Publishing Agreement

4 Page Angela V. Proctor 2013, August 27 Student authors can select one of two options: **Traditional Publishing** or **Open Access Publishing. Traditional Publishing** is the option UMI Dissertation Publishing has always supported. **Open Access Publishing** is a new approach that combines the features of Traditional Publishing with free and open access to the full-text PDF of the graduate work. [Note!! there is a **\$95 fee for Open Access Publishing**]. **Publish options:** Select yes or no if you want search engines to discover your work.



After you have selected the publishing option that best fits your needs, you will be prompted to accept the ProQuest/UMI Publishing Agreement to continue. The agreement is customized based on the publishing options selected. You **must** accept the agreement to submit a dissertation or thesis.

Figure 2: Step 2 ProQuest/UMI Agreement

Traditional Publishing Agreement

5 | Page Angela V. Proctor 2011, August 27 This Agreement is between the author (Author) and ProQuest LLC, through its UMI® Dissertation Publishing business (ProQuest/UMI). Under this Agreement, Author grants ProQuest/UMI certain rights to preserve, archive and publish the dissertation or thesis, abstract, and index terms (the Work) provided by Author to ProQuest/UMI.

Section I. License for Inclusion of the Work in UMI® Publishing Program.

Grant of Rights. Author hereby grants to ProQuest/UMI the non-exclusive, worldwide right to reproduce, distribute, display and transmit the Work (in whole or in part) in such tangible and electronic formats as may be in existence now or developed in the future. Click on the Accept button.

A ETD Abministratory, Ky ETDS*, Submit my ETD*, Windows Internet Explores 25-4 Augusta and a second second second second second second second second second seco	
(בין איז	الم) المراجع (a) (a) (a) (a) (b) (a) (b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
i Ria Edit Yew Favorkes Tools Help i x	
x Carole	+1 × .,
1 Standard St	Spin A -
2 revulues 2, Southern University and A8 2, Nextonel Action Network No 13 Southern University and A8	و ش msnbc.com - Broaking news في Dktionary T - Louisiana Hist في More Louisiana Women من الم
White the I to preside the state of the second seco	的 * Gi · Ci 争 * Page * Safoty * Tools + 例 *
institution to anaute application of any realizing of a ceeese relation.	in na iloratiy of institutional repository. Author must work diracily with Author's degrae granting ng to the Work by Author's degrae granting institution.
Copyright and Deposit with the Litrary of Congress. At Author's option, as payment of the applicable ice, Produest/UAH will submit an application for n copyright registration of the Work is sought, Produest/UAH may make a copy the Library of Congress.	s indicated in the Register U.S. Gopyright screen of the online submission process, and upon registration of Author's copyright in the Work in Author's name, in addition, regardless of whether ay of the Work exaitable to the Library of Congress in digital, microform or other format as required by
Delivery of the Work, Author shall provide to ProQuestUNI the Work and all Guide 1: Preparine Your Manuscriet for Submission,	il necessary supporting documents during the online submission process, according to
Riggina Verification. Aution represents and warrants that Author is the cogni and distribute bind party materials configured in any part of the Work, includir and will indemnity Procus	signi holder of ihe Work and has obtained all nacassary rights to permit ProQuestVUM to reproduce Ing all nacessary licenses for any non-oublic, ihird party software necessary to access, display, and nactural for any third party claims related to the Work as submitted for publication.
Section I). Rights pursuant to Traditional Publishing.	
Author's election of Traditional as the type of Publishing confirms Author's cr described beiny.	hore to have ProQuestVIII) publish the Vioix according to the Traditional Publishing option
<u>Itadillonal Publishing,</u> ProQuestUkil may exercise the rights granted under modia and/or as part of electronic dalabase and reference products or saryi	r Saction) above including through the sale of individual copies of the Work in langible of elactronic fcca,
<u>Publishing Face, and Roxailles</u> , Thero is no publishing fac charged for disse assess additional fees. ProQuestUNII will pay reyalites of 10% of its nai teve ProQuestUNII. Royalites will be paid when accrued earned reyalites reach 5. ProQuest/UNITs royally payment obligation will coase.	ertallons and thosos submitted through the Ukil& ETD Administrator. Author's institution may renue from sales of the Work, conditioned on Author maintaining a current address on record with 525 00 USD. If, after 28 years, earned royalilas do not accrue to at least \$25.00 USD.
Acknowledgement: I have read, undersland and agree to this ProQuesiVIX chosen	y) Agreament, including all rights and rastrictions included within the publishing option that I have
Accept	
Southern Upiversity an	nd ASM Collaga
\$2012 ProQuest LLC. AD rights rest	served. Terms and Conditions
ProQu	1851
	Ŷ
Sharay in Country of the Indiana Country of the Indiana	🖓 Internet 🕴 👍 + 🛱 100% -
	Provide and the second design of the second state of the second

Figure 3: Step 3 Contact Information

Please enter your contact information. This information will be used to process your submission.

* - required. When completed - Click on the Save and Continue button.

6 Page Angela V. Proctor 2011, August 27

IETD Administration & My, FIDS - St	ibmit ny ETD), Windows Inter	net explore extension and the second second		
DO - a) hitps://s=0.ra.etdadmir	ncom/ep-ter,'it-ite-it/center-Gatelia	1638-tubilis 306(d+)24-)2650409*1		rgh
File Edt Vew Favoritas Tools	Help	·······	چينيند سير منسيع عاد مديد	÷, ×
X . Cauda		Search + St + Mora 3		signifi a
		Network No. 10 Southern University and Ale., 474 monbs, com-	Breaking news 29) Dictionary T - Louisiana Hist	😰 More Louisiana Women 🧉
Favorites (4, 2, 5outhern Univ	ATT AND ADD. S. INCLUSION ACCOUNT		尚 -司	• 🗂 🖓 T Paga + Safety - Tools - 🔞
CID Hamasadar Bry Live Adama In	Candina and		······································	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
VI Promissing opportation	First Name*:			
(M) Processiumi agreement	Middle Name:	· · · · · · · · · · · · · · · · · · ·		
L' comactimonnauon	Last Name*:	Jaguars		
bout my desenation/hesis:	Country of Glozanahip*:	United States	<u>*</u>	
Dissertation Thesis details	Institution"	Southam University and A&M College		
PDF	Lewavert swan addrass	archives@cox.net Enter permanent email address, not your institution email	address.	the second state of the
Supplemental files (optional)		Country cade		
Notes (optional)		(outaide US) Area code Phone Extensiv	m 	
	Phone Number.	1 225 7712624		
ubmission & payment				
Register U.S. Copyright	Current Address:			,
Order copies	Country":		-24	
🔲 Shipping address	Sileeiyoqiaaa.	John B, Cade Library		
Submit .	Street Address line 2:	167 Roosevelt Steptoe Avenue		
43 <i>2 14</i> 4	Street Address line 3:			
	City	Baton Rouge		
	State/Province*:	Louisiana vi		
	Zin(Posta) code*	70813	· .	
	, .			
	Permanent Malling Address*;			
	Use current addresa;	Permanent address la same as current addre		
	Dolo officilizati	XXXXX JALAN		
	Data anacina	1111-00		
	Country*:	, united in face s		
			i : /	Internet An +: A 100%
HER PACEMEN	a Treaman and the	CONTROLSING CONTROLSING TO ADVISE	195 Martin Ballin Sever Deillor	I A VIGIERA
The second s	ار به ماده در بالغريب از در استر بالغريب بين در العرب العربي مع اد ما]		
			•	
	•	· · · ·		
		1	1	

Figure 4: Step 4 Dissertation/Thesis Details

1

Graduate Work Details

The fourth step in the process prompts one to enter all the necessary metadata about his or her graduate work – the title, advisor, committee members, subject category, etc. Information included

i

7 | Page Angela V. Proctor 2021, August 27

here should match what is included in the graduate work itself – that is, the title should be the exact same as it is on the title page of the submitted manuscript, capitalizing the first letter of all important words. <u>It is highly recommended that you "copy and paste" the title of your manuscript from</u> <u>your MS Word file into the field provided instead of manually typing it.</u> [see diagram below]. The ProQuest system <u>does not</u> have the check spell component. If there are errors found after the manuscript has been submitted and uploaded there is no way to correct it. This information is used to create the bibliographic record in the **ProQuest Dissertations & Theses (PQDT)** database. Information such as subject categories and keywords help other researchers discover your work in PQDT. You must have at least four (4) keywords but six (6) are the maximum. After you have completed filling out the entire form – **Click on the Save and Continue button**.

G. EID Administrator, My EIDS Si	ibmit my ETD- Windows Inte	rnet Explorer 🚓 🖓 🖓			Contract of the Second	der este		
🖉 🐨 擅 🕛 15 merer etdadmin.ci	om, continuesti, lan filtar - in platta - a	1,92,935000010-1-6201-58.4343			* 2 (+) X 3	- 6-0 7		<u>_</u> [@F
Fia Edit View Favorites Tools	Help							· · · · · · · · · · · · · · · · · · ·
X					÷ .	••••		Ы × ,;;
x Gorgle		•	Search • S	teroM ≈ 0			• • · · · ·	Skon In 🔧 -
😭 Pavoritos 🍦 😰 Southern Univ	rensity and A& 🔌 Notional Actio	n Network No 🚺 Southern Un	iversity and AB	🛪 msnbc.com - Breaking news	B; Dictionary T - Louisiana Hist	2) More Louis	slana Women	33
GETD Administrator - My ETDs - Submit my	enp				ු හි - ක	36.	Poga - Safety -	Toola - 🔞-
Publishing Information:	Tille":	L			•			2
lashaeliana	Year Manuscopi Completed*:	2012 -						
							,	
	Domoo (Dopartmont Informati	0.54						
	Year degree awarded*:	2012 1						
Contact information	Dagraa Awarded":		Y)					ه. : :
About nu disectation/hosise	Department":			vj				1
Discontation Obasis Patrice								
Service and a service of the service of the	AdvisonSupernsonCommitte	e Chairt;						ļ
	Enter your primary advisor(a), nor	Aont sums commitse to uch next	to degrees as pail	of the name.		•		
Supplemental files (optional)		FlistName:	Middlə iniliai	: LastNama:	1			
🔲 Notes (optional)				<u></u>	1			
Submission & normanty			_ L		Li			4 A A A A A A A A A A A A A A A A A A A
The state are a man of								1
Li wellatet ora robbitilet	Committee Members: include up to 10 names. Do not inc	lude degrees as part of the name.						1
		First Name	Nurdia Iniliak	i ast Nama-				
🗋 Shippingaddreaa		1 041790755	- [Add1140/10,	ן			
🗋 Sulamit					ļ			
					1			
				· · · · · · · · · · · · · · · · · · ·	7			
					-			
			Ί΄]			
				Add another mem	190			
Dana		,	······································		G i	temat	<i>i</i> h • #	. 100%
A STATE OF A			natio Si Tre				O TRO	Altin many

Figure 5: Step 5 PDF

Uploading the PDF

In this next step of the process, you must upload a **PDF version** of your graduate work. If one does not have a PDF version of their graduate work, the ETD Administrator provides a Word-to-

```
8 | Page .
Angela V. Proctor
2022, August 27
```

PDF Conversion tool. The conversion tool will take a Microsoft Word document, or an RTF document, and convert it to PDF for you. It is very important, though, for each person to review the resulting PDF, to make sure there were no formatting issues or other problems that occurred in the conversion process.

Browse for and select your document file (on your hard drive). If you have not already converted the document to a PDF file, you can do so on this page.

NOTE: You must also make sure that 1) All **fonts are embedded** in the PDF; and 2) The PDF security settings **allow** printing and modification of the document. Both are critical to the publishing process. For more information on these two issues, please see our **online PDF** Help **page**. After uploading your PDF – **Click on the Save and Continue button**.

(f) (f) http://www.stdadmin.u	com/sgi-bin/admin/pdRsiteld=355;submissionId=112229	· Sox Craine
ETD Administrator - Mana *		And the second
File Edit View Favorites Tool	s Help	1424.24
x Google	+ Sarch + · · · · · · · · · · · · · · · · · ·	🕹 Sign In 🦄 🔸
🏠 🗿 subr.edu Southern Univer 🕽	🖪 Southern University and A., 🗿 California Courts - Vacata 🗿 Dictionary A - Louisiana H.,. 🕫 menoc.com - Bi	eaking ne 🗿 Welcome to Facebook - L 🔃 Netilia
Submitsion steps: Publishing Information: I instructions Produceshild agreement Contact information About my dissertation/thests; Dissertation/Thests dotation; PDS Contact information	PDF Por must upload your work as a PDF. If you don't have a PDF Ne yet, you can <u>convert your manuscicle PDF</u> using Other PDF Requirements: Other PDF Requirements: • Fonis must be embedded. • Security settings must be set to "No security". Encrypted files cannot be processed for publishing. • The maximum file size that can be uploaded is 250MB. PDF: • Browso Having thoule uploading your file? Try out <u>Rasks Upload Look</u> .	a the conversion loci we provide.

Figure 6: Step 6 Supplemental Files (optional)

Uploading Supplementary Files

Next, you may upload supplementary files that support your graduate work. Examples might be sound clips or spreadsheets of research data. One can upload as many supplementary files as they

9 Page Angela V. Proctor 2011, August 27 need to. If one uploads a set of files that are "zipped", that is how we will distribute the files with $\stackrel{\frown}{\rightarrow}$ the full text – as a zipped file. If there are no supplementary files – Scroll down towards the bottom of the page and Click on the Save and Continue button.

Marisonau - Subme		.
Submission steps;	Supplemental Files (optional)	ыа Г (
Publishing information:	ll supplementary malerials - like audio, video and spreadsheels - are part of your dissertation or thesis, you can submit them as supplemental files. These files will be made available a ProQuest Dissertations & Theses when your work is published.	A REAL
Publishing options	Supplemental file requirements: 🌚	Ser and
ProQuest/UND agreement	 Do not upload inter that some one else holds rights to (for example, libit party software such as Alicrosof Excel) However, uploading your Excel spreadsheet is OK. Zip large files, a large group of files, or files that have a directory structure. 	T. B. L.
About my dissertation/masis:	tra maxamum alle aize for a single alle lhat an be uploaded is 250MB. ماه ماه ماه ماه ماه ماه ماه ماه ماه ماه	
🗍 Dissentation/Thesis details.		
DPDF	1. Add File: Browse	13
Noles (optionsi)	Mate: do nai add hhrd party applications or software (i.e. Adato Reader, etc.) Having trouble uploading your May Try our Basic Upload tool.	
Submission & payment:	Description	
[.] Register U.S. Copyright	Media Type; Salect Media Type	

Figure 7: Step 7 Notes to Administrator (optional)

Notes to Administrator

ţ

You will be prompted to include any notes for the administrator who will be reviewing your graduate work. If you have any questions or information that should be shared with the Evaluator

,

10 | Page Angela V, Proctor 2011, August 27 (other publishing arrangements, patents pending, etc), you can include a message in the "Notes to the Administrator" box. This is optional. **Click on the Save and Continue button.**

•	•	1
Submission steps:	Notes to Administrator (optional)	
Publishing Information:	Include any noise you have for ibe administrator at your graduate school who will be reviewing your submission. If you will be unreachable via email, note the best way to contact you here as wea.	
Instructions Publishing options Producs/UMI agreement Contact Information	Notes to Administrator:	
About my dissertation/thealst	- (Jāggimum sharakers: 200)	
Dissertation/Thesis details Pop Supplemental files (optional) -	Sitve S Continue	÷
		• •

Figure 8: Step 8 Register U.S. Copyright

.

Filing for Copyright Registration

11 | Page Angela V. Proctor 2011, August 27

.

•

کر کر The next step in the submission process gives students the opportunity to register a copyright of their graduate work with the U.S. Copyright Office. It is strictly optional, and there is a \$55 fee associated with this service. ٦

. *

CED Administrator, My, EDS , 5	usmit my ETD_ Windows Internet-	xplorer Base aurieur	and the second second						的			
Or al - m your ettledmin.e	COM					1 8:4	i x 🕅					۰ م
: File Edit View Favorites Tools	Help										i.	
×							· ••• · •••				انځ	×
× Co-gle			Search - 🔊 🔊	• More >>							Signi	in *% *
🚖 Pavontes 🛛 🚔 🚊 Southern Unit	iversity and A8 🚈 National Action Netw	ark No 🕻 Southern Unn	versity and AB	nanba.com - Breaking	д лама 🛓 Dict	tionary î~ Lo	ivisiana Hist.	. <u>1</u> 9, M	ra Louisia	na Women		22
eTD Administrator - My ETDs - Submit m	φETD						ሱ - 6	<u>a :a</u>	身-	Paga • Safe	ty + Taols	• 🖗•
About my dissertation/litesis:	if you wish, ProQuestWhil Dissertatio publishing procese, <u>Learn more</u>	n Publishing will act on yo	ont pevell as ton.	agant with the United) Statas Copyrigh	n Oliice and	l apply lot c	ז וווסהעקס	gistrativ	on as part of U	9	*
🔄 Dissertation/Thesis details	We will:											
키더의 도		2000										
📋 Supplemental files (optional)	Submit your application fea	114114										
🗋 Notes (optional)	Deposit the required copy or of	tqitteunem eni to celao										
	filtes batelqmos eni voy held *	ate of registration from th	e Library of Congr	955								
Submission & payment:												
🔲 Register U.S. Copyright:	1. Previous U.S. Copyright Re	gistration										
🔲 Order copies	Haa registration for your published	i dissertation/fitesis, or fo	ı an earlier versio	n of the manuscript, b	iaan mada wiin ti	па Соругідл	1) Qille97					
Shipping address	O Yes - copyright was pre	viously filed 🔿 No										
🗋 Submit												
	2. Requesting ProQuestNMI	to file for 11.3. Copyr	right Registrat	tion								
	O Do not file far capyright	phi - I am requesting tha	nt ProQuest/UMI	nal file for copyright	on my behail							
	C File for a new copyri	g ht - I am requesting th a	at ProQueeMUMI	file for copyright on t	my behalf.						-	
	🔭 i understand that an a	ddillonal fea of \$55.00 (U	JSD) will be charg	ad.								
	I authorize ProQuesti confirmation directly i	JMI to submit an applicati iom the U.S. Office of Cop	lon lor registration bynght.	of my copyright in The	Work in my nam	na,) wil) taci	alva iha raç	istation				
	ii i have providud ihe reg have providud ihe reg	alistered my published dis Isret bne redmun notistisi	isentation/thesis, (r of registration at	or an earlier version of iove (see Question 1).	i lha manuscript I	with the U.S	3. Offica of I	Copyright	1			
												•
	Save & Continue	•										
Done							e	Internet		ža -	- A 1001	× •
		A STATE A STATE AND A STATE	A			294 ⁻ 12	******		All and a second	N.	1	-
The second		See and Hellowstroter Staf			an interesting the second second	49. SA						

.

Figure 9: Step 9 Order Copies (optional)

Ordering Copies of the Submitted Graduate Work

12 | Page Angela V. Proctor 2011, August 27 The next screen gives you the opportunity to order bound paper copies of your graduate work from UMI Dissertation Publishing. You may choose to either place an order or continue without placing an order. The confirmation email sent to you will also include a link to give you another opportunity to order copies via the web or print a form to pay by check. If you do not want to place an order **Click on the Decline-do not order button**.

(<i>Cl</i> EID Atiminis)	rator <u>-</u> Iky FIDs ² , Submilimy FID	Windows Internet Explorer acit Socie downe			NUMPER NUMPERS		
T - D	tetp-usive appointerent enserver	וייניי ייריון פריין ויילוררבינעע בינראבי רואביוו איין איין איין איין איין איין איין א			2 3 4 j X 8	*	- &!
File Edit View	a Favorkes Tools Help			· · ·	· ·. ·. ·. ·. ·		.+. ×4
× Go.gle			arch • 🛉 🖓 • More 🛪				sign In 🌂 •
🙀 Favorites	🔅 🛃 Southern University and A8	2. Netional Action Network No 🕻 Southern University	and A& A manba.com - Bra	aking naws	2 Dictionary T - Louisiana Hist	C, More Louisiana Wome	دد م
ETD Administrat	tor - My ETDs - Submit my ETD	[<u>]</u>			<u>b-</u>	门牌T Page+	Safety + Tools + 🔂 +
	Hardcovar	3 1/2 x 11 in., single copy	Buy m 1-2	0 го 3 , 1479; \$55.00			ŷ
`			3	\$50,00			
•			4	\$47.25			
			5+	\$45.00			
	Hardcover	ôx 9 in, single copy	Buy m 1-2	079 & 9078: \$48.00		[]	
			э	\$40.67			
			4	\$39.00			
			5)	\$37.00			
•.	Softcover	0 1/2 x 11 in., single copy	Buy m 1-2	1079 & 9899: \$40.00		[]_]	
			з	\$38.00			;
			4	\$34.00			1
			5*	\$32.00			
	Solicover	6 x 9 in., single copy	Buy 11-2	1079 & 39751 834.00			
			3	\$30.67			3
			: 4	\$29.00			·
			8*	\$27.00			
		ulate subloial-1			Subtolai":	30.00 USD	1
	Bioto: Prices	are in U.S. Dollara (USD). Tax may be added to the total base	d on your ampang address.				
-	Ganh	nue will order, Dicline - do not c	nder I				Ŷ
Dana					x11 🔁	emat	fa - 九100% ·
Elistia M	Personalities in the			1000mm	Macon Servicitor	44-0	P Torsing an

Figure 10: Submission Review step of the submission process

13 | Page Angela V. Proctor 2011, August 27

Final Submission Review

(LL)

B

The submission review screen appears next, displaying to you all of the information that will be submitted. You may make any necessary changes before submitting. If the submission is incomplete, you will be prompted to finish before submitting. If you would like to make any changes - Click on the **hyperlink file denoted in Red.** However, if there are **NO** changes to be made - Click on the **Submit Dissertation/Thesis button**.

Te ; ebdadmin.co	B ^a ngh Bannahari at Antoning (1996) an Antonin (1996) an Antoning (1996) an Antoning (1996) an Antoning (1996) and an Antoning (19		M B (6) X Mores	······ ····· ·
fila Edit View Favorites Taols I C	ielp	·		
Gorgle		ng and search + El + More 22		Sign In
Favorites 🙀 🚊 Southern Unive	raty and AB.,. 😰 National Action Network No 🚺	Southern University and A& Vansahoc.com - Broaking news	2) Dictionary T - Louisiana Hist 2' Moro Louisiana Wome	
ETD Administrator - My ETDs - Submit my			ີ ທີ່ າ 🖾 - ") 🚔 າ Расс +	Safety + Tools +
noinemaining information:		<u> </u>		
Instructiona	Please serily submission first After you submit you cannot textee your submissio			
Publishing options	coninuing.	n, winnen hennisziou nam Jom Quadriare school anwiviz	trator. Please verify that your submission is complete and c	orrect before
ProQues/VMI agreement				
Contactunformation				
activity and an and an and a state of the	ir manges are needed, you can make them : Discontation (Denie) Deterior	using the links provided.		
en my disservation/hesis:	Decree:	Contras Aporto of Public Astronomics		
Dissertation/Tresis details	Title:	Datvat Smith and Brown		
	Abstract	in this stat star in the process you must unlos	the PDF version of your mechanic work is	
		one does not have a PDF version of their gradu	ale work, the ETD Administrator provides a	
] Supplemental files (optional)		an RTF document, and conventilito PDF for you	u il is very important, though, for each person	
] Notes (optional)		to review ine resulting PDF. to make sure there problems that occurred in the conversion proce	radio ro esuezi galijarmol oa erez zei	
	Subject Categorias:	Political Science (0615) - primary		
iomisalon & payment:	Kaywords:	Attican American		
Register U.S. Copyright		Lavislana		
Order copies		protesting Southern University and A&M College		ł
Shipping address	200	feering treptide		
Subinit	POR	<u>Change</u>		
	Bubliching Ordinace	IAI (872,5 kB) View PDE		
	endiaming officials:	<u>Coange</u> Tradillona) Publishing		
		Do not delay ralease to ProQuest No search engino access - 1 do not want searct) engines to discover my work	
		Do not allow third party sales Do not file for copyright - I am requesting that Pr		
			earchearthat water replight on my panals	
			······································	l
	Submit Dissertation/Thesis	v		
		-		
		Southern Linuarsity and A&M College		

			The second se	

Figure 11: Submit and Pay: Submission Complete

Payment & Confirmation

14 Page Angela V. Proctor 2011, August 27 After verifying the submission, you will now be prompted to pay for any fees that you are responsible for (including copies, Open Access publishing fees, etc.). When the submission is completed, you will receive an email confirming that your submission has been submitted. After the administrator approves and sends the submitted graduate work to UMI Dissertation Publishing, you will get another email confirming that the graduate work has been sent to UMI. Click on the DONE button to close the session.

ETD Administrations My ETDs 35	ubmit my EID-i Windows Internet Explorer (CANAL) Sec. 1. And Andrew State	V Service of the serv	AND STREET	
Drig + 2 etdadmin.e	Confin 1 2 4 45 The second	· / 원 · / × 원		م
File Edit View Favorites Tools	Help	•		•
X X X Co. alo	110			<u>+</u> ×
x co gel	₹ Search * Solar Mara ≫		···· ·· ··· · · · · · · · · · · · · ·	Sign în 🔧
Favoritos : A 12 Southern Uni	varsity and AB 22. National Action Network No 17 Southern University and AB 🦇 member.com - Br	eaking news 💇 Dictionary T - Louisiana Hist	🙇 Moro Louislana Weinen	
GETD Administrator - My ETDs - Submit m		<u></u>	1 3∰n * Pança * Safa	ty + Tools + 🚱
<u>I MI</u> ETT		Bigneet in est, Lesum <u>Air Arsilia</u>	Linguages Linguas Lingua	ALL COLLEGE
My EDS) Resources	A Goldelines PDF Conversion			
Submission steps:	Submit & Pay: Submission Complete			
our submission is now ompisia	Your Gasarizhondhosia haa been aubmitted.			
Publishing Information:	 Your dissertation/thesis has been submitted to your graduate office for review. You will for delivery to ProQuesiXUXI. 	teceive an emeli irom your graduate office wh	eed een noleelmdue tuot ne	n texiewed
Pupilshing options	Order Summary:			
ProQuestUMI agreement	Compared and the second s	Service and the service of the	Total Price/(USD)	
്റന്നുവ ഗ്രാനമിയാ	1 Traditional Publishing	50.00	30.00	
		Sales Tax	\$0.00	
About my dissertation/thasis:		Service Tax	\$0.00	
Dissertation Thesis details	* Note: Prices are in U.S. Dollars (USD)	Total:	30.00 USD	
PDC	V			
Supplemental files (optional)	r vur ursasmanromnasis nas baan submitted. Please contact your <u>otactuate office</u> with any questions regarding your submission.			
Notes (uptumei)	Teleboorgeneration			
Submission & payment;	** Done			
Register U.S. Copyright				
		3 to	teinet fa t	* 100% *
ALERCE A PRODUCTION				Sector Sector

Figure 12: Submission Complete

15 | Page Angela V. Proctor 2011, August 27 Thank you for submitting your dissertation/thesis.

Please contact your Graduate Office with any questions regarding your submission.

For quick access to your dissertation/thesis in the future, use the URL below. http://www.etdadmin.com/cgi-bin/student/etd?siteId=363:submissionId=132261

Click on the Sign Out button to close your account.

Southern University and A&M College

• , -

16 | Page Angela V. Proctor 2011, August 27