



THE UNIVERSITY OF THE ARTS

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### Graduate Thesis Submission Guidelines

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- A 150-word abstract of your thesis is required by ProQuest.
- You will choose one to three subject categories from ProQuest/UMI’s [Subject Category list](#), that best describe your thesis' subject area.
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  - [Getting Permission](#), by Richard Stim
  - [Permissions, a Survival Guide](#), by Susan M. Bielstein, also available as an [ebook](#)
- Works in the public domain do not require copyright permission for use in your thesis. The following resources may be helpful:
  - ARTstor’s [Images for Academic Publishing](#) (IAP) program
  - Museums providing access to their digital images of public-domain objects from their collections (read all terms before using images):
    - [National Gallery of Art](#)
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- *Embargoes, Restrictions, Search Engines, and Third-Party Distribution:* Please see the [Embargoes & Restrictions guide](#) for advice on choosing the best options for you.

## **Format Requirements**

Content type	Accepted formats
Text (with any images, charts, etc. included in the body of the text)	Adobe PDF (.pdf) -- fonts embedded; no compression; no password protection; no digital signature.
Images	GIF (.gif); JPEG (.jpeg); TIFF (.tif)
Audio	AIF (.aif): CD-DA; CD-ROM/XA; MIDI (.midi): MPEG-2; SND (.snd): WAV (.wav)
Video	Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpg)
Data sets	ASCII text; CSV; XML

To ensure that your thesis is presented in the manner you intend, submit digital files that are of sufficiently high quality. You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.

For more detailed formatting requirements including formatting fonts, margins, etc., see [Preparing Your Manuscript Guide](#).

### Title Page

The title page must be formatted according to the University's thesis title page guidelines.

## **Publishing Your Thesis with ProQuest**

For resources and guidelines for publishing your thesis, see the UMI ETD (Electronic Theses & Dissertations) Administrator [Resources & Guidelines](#) web page. Also see below under “Preparing Your Manuscript for Submission”.

### Submitting Your Thesis

You are required to submit one electronic copy of the **final version** of your thesis via the UArts–ProQuest/UMI ETD Administrator <http://www.etdadmin.com/uarts> site. If your thesis topic relates to the field of education, you are encouraged to submit your thesis to [ERIC](#), Educational Resources Information Center. By publishing with ProQuest/UMI and ERIC:

- Your thesis will become part of the scholarly record, will be listed in the ProQuest Dissertations & Theses database that reaches a wide audience, and will be archived in both microform and digital copy (pdf).
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