



The following is a list of tasks that may be completed using the links on the “Resources & Guidelines” tab in ProQuest ETD Administrator. Review this checklist to make sure your manuscript is ready for submission.

- Under **Format Guidelines & Authoring Tools**: Download the “Time Lines and Deadlines” document. Make note of exact deadlines as the DMin program communicates them.
- Under **Publishing Guides**: Download and review “Preparing your manuscript for submission (including supplemental files).” This document contains ProQuest’s formatting requirements.
- Under **Format Guidelines & Authoring Tools**: Download the “DMin Front Matter Template” document. Use this document as a guide for the first two pages of your document to make sure they are formatted correctly. Your major project will need the following parts:
  - Title page (this is considered page i, but it is not numbered)
  - Submission & copyright page (page ii)
  - Abstract (page iii)
  - Dedication (optional, page iv, but is not numbered)
    - Center the dedication on the page. If more than a few words, format in an inverted pyramid and do not use closing punctuation.
  - Table of contents (pages iv or v-?)
    - In Microsoft Word, you can automatically generate a table of contents from the styled headings used in your project.
  - Your project (begin numbering here with page 1)
    - Start each chapter on a fresh page.
    - Use styles in Microsoft Word to format chapter titles, section headings, and sub-headings so that you can auto generate a table of contents.
    - Put page numbers in the center at the bottom of the page.
    - Use Chicago Style for citing sources in the text.
  - Appendices (if needed)
    - Start each appendix on a fresh page.
  - Bibliography/Works Cited (finish numbering with last page)
    - Use Chicago Style to format your bibliographic entries.
    - Every source cited in the text should be included in this list.
    - Entries are arranged alphabetically by author’s last name or by the first word of the title (not including articles: the, a, an) for sources that do not have an author.
- Under **Intellectual Property...**: Download and read the document, “Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities.”
- Under **Publishing Guides**: Review “ProQuest Paper Submission Agreement.” It is not necessary to print and fill out this form. When you submit your manuscript you will be prompted to answer the same questions in a webform.
- Under **Intellectual Property...**: Download and complete LTS’s “Major Project Publishing Agreement Supplement.” Return the signed and completed form to the library.