

Guide 1: Preparing Your Manuscript for Submission (Including Supplemental Files)

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Abstract

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Margins	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.
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- Do not embed media files in your PDF:
- Upload media files as supplementary files: During online submission, you will be asked to upload any supplementary files.
- Describes files in your abstract: Add a description of each supplementary file in your abstract.

Supporting Documentation for Supplementary Materials

Including supplementary materials with your submission will require additional paper documentation before we can complete the publishing process. For further information see "**Guide 6: Sample Permission Letter for Use of Previously Copyrighted Material**"

- Reprint Permission Letters:

If you are going to include multimedia material covered under someone else's copyright - an audio or video clip, a digital photograph, etc. - you must provide us with written permission to include it.

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If you are including third party software with your submission, you must provide written permission to distribute it. Note that this is different than including a file generated by a particular program - i.e., including a copy of Microsoft Excel is different than including an .xls file generated in Excel. You do not need a software license to include an .xls file.

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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, similar guidance can be found in help files.

Create your manuscript using a TrueType font—NOT a scalable font. See below for a list of recommended TrueType fonts and point sizes. Then:

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 the excellent instructions provided by the Graduate Thesis Office at Iowa State University:

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.

Some 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.