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July 23, 2014

Aloha PhD and Master's Degree Candidates,

Congratulations as you have reached the final stages of your graduation! I am reaching out to all of you about an issue with the thesis/dissertation margins that we have just learned about. If you choose to order hard (printed) copies through ProQuest, please note that the margins of your thesis or dissertation should be adjusted and this **will NOT affect your ability to graduate from UHM.**

ProQuest *just* updated our University regarding the margin requirements for dissertations and theses. Due to printing of the pages front and back, the margins have changed from **1.5 inches on the left to 1 inch all around** the entire manuscript. The content on all pages, including the page number, must fall **WITHIN** the margins specified and that the **page number should be at the bottom center.**

I understand that formatting may take a little more time during these final stages of your journey, but if you are ordering hard copies of your dissertations or theses and want to ensure that the page numbers are completely visible, please resubmit a re-formatted CD into our Graduate Student Services Office no later than Friday, September 1, 2014. **This is optional (only if you are going to order hard copies).** If you need additional time, please contact us at graduate.education@hawaii.edu. If you're not on Oahu, you can mail your CD to us:

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Thank you for your understanding and patience for this short notice. Our goal is to make sure that you are receiving exactly what you are ordering through ProQuest, which is a high quality bound version of your dissertation or thesis.

Mahalo and best wishes to all of you in your future endeavors.

A handwritten signature in black ink, reading 'Krystyna Aune'.

Krystyna Aune
Dean of Graduate Education

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