Library Procedure Intro

The following information will cover the Thesis/Dissertation review and submission process. It is not intended for College of Education (COE) doctoral students. Doctoral students in COE should contact Graduate Studies about their review and submission process.

The following is a list of resources available to you:

- academic calendar
- Thesis/Dissertation timeline provided by Graduate Studies
- library webpage
  - contains bindery print checklists, copyright information with example permission letters, manuscript template materials, and template tutorials

Be sure to have all the necessary letter of permissions included in your manuscript for any adapted or borrowed material, which usually involves tables, figures, and survey/diagnostic tools reprinted in your manuscript. If you are concerned about copyright issues, please talk to the Thesis Clerk far in advance of the final deadlines.

The timeline provides you with a series of deadlines to be followed during the semester. However, please remember that the majority of students will submit their work just prior to these deadlines, creating a line of manuscripts for the Thesis Clerk to go through. If you would like your manuscript to be reviewed and returned to you quickly, please submit your work ahead of the deadlines.

Now, let’s talk about the process. The first deadline on the timeline is the submission date of your draft for format and style review. The purpose of this deadline is to get the review process underway so that your reviewer will not receive a flood of rough manuscripts a week before the final deadline. For the first deadline, a single chapter will suffice, but the more you have completed, the more help the Thesis Clerk can provide.

The next deadline is generally 4 weeks away. This deadline is for the completion of your public defense. While this deadline has little to do with the library, here are some things to keep in mind. First, your defense is the best time for you to obtain your signatures for your Approval Page, which is the second page of your manuscript. Therefore, prior to your defense, pay a visit to the campus press (see map further below) and have the printers make a bond paper print out of your Approval Page. Please be sure to have completed this page and have it checked by the Thesis Clerk for correct formatting. Do not copy and paste the page into a separate document. Have the press print the page from the Word file containing your entire manuscript. If you copy and paste it, the formatting will be skewed, making that print out useless. Once you’ve completed your defense, you can finally work towards having a final draft. It is most efficient for you to make all the suggested changes given by your committee before submitting your manuscript to the Thesis Clerk, which brings you very near to having your manuscript reviewed for print approval.

After the defense date deadline, you will have another deadline for obtaining the dean’s signature for your Route Sheet and Approval Page. This deadline has little to do with the library, except for the fact that those signatures will be needed before you can move ahead with obtaining prints for submitting your manuscript to the library for binding. For instance, you will need your approval page completed before going to the campus press to obtain all your copies, and you will need your Route Sheet signed by certain members of your...
committee and your dean before you can submit your manuscript to the library. The last two deadlines come up very quickly after the dean’s signature deadline.

When the electronic final draft looks virtually complete, the Thesis Clerk will request a hard copy of your manuscript, printed single-sided, to be submitted to the Library. Both the Director of the Library and the Thesis Clerk will review the hard copy, making sure everything translated properly from the electronic format to the paper copy. If the hard copy has little to no errors, the Thesis Clerk will explain the binding process.

The “last day to submit your defended and signed manuscript” simply means that the Thesis Clerk should have the final draft copy, which becomes the hard copy for print review. If care has been taken to complete all requested changes and no other complications arise, these last couple of steps should progress quickly. Once the print approval review copy is received, it shouldn’t be long before you hear back regarding the prints you will need to obtain from the campus press. The primary hindrance during this part of the process is copyright issues. With that covered, let’s talk about what you’ll need from the campus press once granted print approval.

The campus press is located in the Thomason building, which is found behind the Bobby K. Marks Main Administration building.

There is a sidewalk on the left side of the Thomason building that will take you to an entrance through which the campus press can be easily accessed. The press will meet all your printing needs, so there is no need to purchase your own bond paper. The press has a consistent stock that meets the library requirements. You may wonder how many copies of your manuscripts will you need and on what type of paper? This page has the lists available for you. Please find your respective checklist. The checklists provides instructions, plus the number of copies needed and the fees for submitting everything to the library. You will bring the approved hard copy to the press, where they will make all the copies you will need for submission. After that, the copies will need to be brought back to the library where everything will be accounted for and payment taken. Once completed, the Director of the Library will sign your Route Sheet, which you will need to take delivered to the Office of Graduate Studies located on the 2nd floor of the Bobby K. Marks Administration building. This concludes your manuscript submission! The bindery will later contact you regarding personal bound copies.