

CHECKLIST FOR SUBMITTING THESES, DISSERTATIONS, & PROJECTS:

BINDING AND UPLOADING

(School of Divinity, Department of English, Department of Religious Studies & Philosophy)

Revised December 2014

STUDENT RESPONSIBILITY

After the dissertation or thesis has been defended, edited, and approved by the appropriate Dean or Department Chair:

_____ **Print 5 copies** of your manuscript on **white, 24-lb., 100% cotton bond paper**.

Cotton bond paper will have a watermark that is visible if held up to the light.

The binding for these 5 copies have already been paid from your project fees and the Library.

Two of the 5 copies belong to the student, 2 to the School or Department, and 1 to the Library.

_____ Ensure all 5 copies of the approval or signature page are signed by all committee members.

_____ Print any additional copies you want as personal copies; signature page can be photocopied for these, and paper can be standard white. There is a cost of \$20 per copy for these to be bound.

_____ **Schedule a time** for uploading into the ***ProQuest Dissertation and Theses*** database prior to commencement using the guidelines below:

_____ **GROUP UPLOAD SESSIONS:** There will be a designated day each semester when you will be able to meet with Mary Thompson (mthompson@gardner-webb.edu or x4294) for registering your manuscript with ProQuest, the online publisher. This group session will be publicized at the beginning of each semester, and you can **make an appointment** to attend one of these sessions to upload your final paper into the database. **Group upload dates and instructions are posted under the individual program tabs in the *Submitting Dissertations & Theses* LibGuide at http://gardner-webb.libguides.com/submitting_dissertations_and_theses.**

_____ **INDIVIDUAL APPOINTMENTS:** Make an appointment with Mary Thompson in the library (mthompson@gardner-webb.edu or x4294), or her designee, who will instruct you on the process for registering your manuscript with ProQuest, the online publisher.

_____ **Save onto a flash drive** on which you have written your name:

_____ 1. The **final, approved paper** in a single file, using Microsoft Word 97-2003 or higher

_____ 2. The final, approved paper converted into a PDF file.

*(Publisher guidelines for proper conversion of files into acceptable PDF format can be found under the **Publishing Helps** tab in the *Submitting Dissertations & Theses* LibGuide on the Dover Library's webpage.)*

_____ 3. A copy of the abstract in a separate file.

ALL theses and dissertations must have an abstract to enter into ProQuest.

_____ 4. Any supplementary files that need to be uploaded.

_____ Double check items before taking to program coordinator or to the upload session, whichever is applicable to your program: 5 copies on white, 24-lb., 100% cotton bond paper, additional copies desired, and money for any additional copies.

_____ Print off and complete the "Permission for Electronic Dissertation or Thesis Access" form located on the first page of the *Submitting Dissertations & Theses* LibGuide giving your permission decision on uploading your archival copy to the Gardner-Webb Library server in the future.

_____ As directed by your School or Department, do one of the following:

_____ **EITHER** take items to your program coordinator or department designee. Your manuscript and supporting documentation will be delivered to the library and processed by department and library faculty.

_____ Make sure you have placed your manuscript, flash drive, and permission form in an appropriate box or boxes with lids containing the 5 signed copies on **white, 24-lb., 100% cotton bond paper**, additional copies desired, and appropriate amount of money for additional copies.

_____ **OR** take completed items to Mary Thompson when you attend your upload session.

At the upload session, everyone will turn in the following two items:

_____ 1. "Permission for Electronic Dissertation or Thesis Access" form; and

_____ 2. **Flash drive** containing abstract in Word & final manuscript in PDF and Word
(*This **will be turned in** with your copies and permission form after the upload.*).

If you have been directed by your School or Department to turn in your materials on the day of the upload, you will also bring:

_____ 3. Appropriate box or boxes with lids containing the 5 signed copies on **white, 24-lb., 100% cotton bond paper**, additional copies desired, and appropriate amount of money for additional copies.

When copies are returned from the bindery, you will be notified.

_____ If you live remotely, when called by the Periodicals Assistant after your thesis or dissertation copies come back from the bindery, verify your address so that your items can be sent to you at your home address.

_____ If you live locally, pick up personal copies from the library when notified that your items have been returned from the bindery and are ready to be retrieved.

Effective January 1, 2015, the bindery pickup is every 2 months for 100 or more items. If you do not get your dissertation or thesis submitted on time for the bindery (prior to commencement), your submission may have to wait until the next upload session occurs or until the library has 100 items to be bound whichever occurs first.

FACULTY RESPONSIBILITY

Before being sent to the bindery:

- _____ Ensure thesis or dissertation has been approved .
- _____ Ensure there are 5 copies which have been run off on white, 24-lb., 100% cotton bond paper.
- _____ Ensure the title page is in the approved format and consistent with departmental requirements.
- _____ Ensure thesis or dissertation has 1½-inch left margin, a requirement of all programs for binding.
- _____ Ensure the signature page contains all signatures.
- _____ Ensure there is a flash drive copy of the paper included with the 5 paper copies.
- _____ Ensure the student has placed money in the box for any additional copies being purchased.
- _____ Ensure that the student has uploaded the final, approved copy of the manuscript into **ProQuest**

Dissertations and Theses.

_____ Deliver manuscript and supporting documents to library staff: Circulation Assistant Ary Bottoms, Periodicals Assistant Roxanna Cochrane, or Public Services Librarian Mary Thompson.

When returned from the bindery:

_____ When call is received from library, program coordinator or departmental designee is to retrieve the two departmental copies from the Periodicals Office.

LIBRARY RESPONSIBILITY

_____ Check boxes submitted for the following:

- _____ There are 5 copies on white, 24-lb., 100% cotton bond paper.
- _____ All copies are signed on the signature page.
- _____ There is a flash drive copy of the paper.
- _____ Look for any additional copies above the 5 (can be photocopied signature page and do not have to be on cotton paper).
- _____ Make sure money has been turned in for any copies above the 5.

_____ Contact student if they are missing required components.

_____ Turn in money for additional copies to the Administrative Assistant to the Dean of Libraries.

_____ Turn in flash drive to the Systems Manager.

_____ Make copy of personal information page and give to Systems Manager; original should be filed in the Periodicals Office.

_____ Type double bindery ticket on the HF Group page for each item and place in box until shipped. *(For instance, if there are 5 copies of a thesis submitted, there should be 5 duplicate tickets prepared.)*

_____ Get items ready for shipment:

- _____ Double check all items in box and match with bindery tickets.
- _____ Cut duplicate ticket in half.
 - _____ Place one ticket with each copy of the thesis and place inside the box.
 - _____ Place one ticket for each item with library records.
- _____ Place all items to be sent to bindery in boxes and seal.

If sending via HF Group pickup (Greensboro):

- _____ Place HF Group label on each box and stamp with library address.
- _____ Fill out online pick up slip.
- _____ Make online request for pick up.

- _____ Make 3 copies of online pick up slip and sign.
- _____ On first day of the 2-day window for pick up, take boxes to Mailroom.
- _____ Leave the 3 pick up slips with boxes for pick up (driver will sign and leave one copy).

If sending via UPS (Browns Summit):

- _____ Take to Mailroom for weighing and labeling before 11 a.m. pick up.
- _____ UPS goes to the HF Group Browns Summit address, not Greensboro.
- _____ Labels are made in Mailroom and items set aside until UPS truck arrives.

_____ Send detailed copy of items sent to Administrative Assistant to the Dean of Libraries.

_____ File order information in Periodicals Office:

- _____ Copy of bindery tickets
- _____ Copy of pick up ticket
- _____ Copy of sheet sent to Administrative Assistant
- _____ Address/phone/email information of students

When bindery shipment is returned:

- _____ Check each item against filed bindery tickets to make sure there were no mistakes, such as, title, name, date, or number of copies:
 - _____ If there is a mistake, is the mistake the library's?
 - _____ If there is a mistake, is the mistake the HF Group's?
- _____ Send one cotton copy to Acquisitions to be added to the library collection.
- _____ Call Departments to come pick up their two copies.
- _____ Call local students to pick up the personal copies they purchased.
- _____ Call remote students to let them know their manuscript has arrived and to verify their shipping address.
- _____ Mail personal copies to students who do not live locally.
- _____ File all paperwork.
- _____ Verify HF Group invoice and return to Administrative Assistant for departmental billing and invoice payment.