

School of Nursing
CHECKLIST FOR SUBMITTING THESES AND DISSERTATIONS FOR BINDING
AND UPLOADING INTO PROQUEST
February 2013

STUDENT RESPONSIBILITY

Submit to your Thesis/Capstone Project Advisor:

_____ Signed DNP Capstone Project / MSN Thesis Format Guide/Checklist

_____ Electronic copy that includes:

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

_____ 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 this **Submitting Dissertations & Theses LibGuide** located at http://gardner-webb.libguides.com/submitting_dissertations_and_theses)*

_____ An abstract of your thesis/capstone project in a separate file.

_____ Any supplementary files that need to be uploaded.

After your Thesis/Capstone Project presentation, corrections made, and a final review by your Thesis/Capstone Project Advisor, you must submit the following to your Advisor in a sturdy box with lid:

_____ Your contact information, phone number and mailing address.

_____ Corrected electronic copy on flash drive identified with your name.

_____ At least one (1) copy of the final, approved, formatted copy of your final thesis/capstone project manuscript printed on white, 24-lb., 100% cotton bond paper . Course fees entitle you to four (4) additional bound copies (at no additional charge). These 4 personal copies can be printed on any standard white paper.

_____ Signed signature page with original signatures on white, 24-lb., 100% cotton bond paper for the cotton bond thesis/capstone project being bound. The signature page of personal copies may be photocopied on standard white paper.

_____ Check made to GWU Dover Library for any additional bound copies of your thesis/capstone project beyond the initial five submitted (5), at \$20.00 per copy. These copies may be photocopied on standard white paper.

_____The completed “Permission for Electronic Dissertation or Thesis Access” form located on the Nursing tab and 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.

_____Acquire the link to the **Remotely Uploading Your Dissertation, Thesis or Project** LibGuide from the School of Nursing Administrative Assistant, and upload the final, approved, formatted copy of your thesis/capstone project from the flash drive into **ProQuest Dissertations and Theses** using the directions and link to ProQuest provided on this guide.

Your manuscript and supporting documentation will be delivered to the library by the School of Nursing. You will be notified by the Periodicals Assistant when your bound copies are ready. If you live remotely, your items will be sent to you at your home address. If you live locally, you will be required to pick up your items at the Dover Library.

SCHOOL OF NURSING RESPONSIBILITY

_____ Approve the final manuscript of the thesis/capstone Project.

_____ Verify the DNP Capstone Project / MSN Thesis Format Guide/Checklist has been signed.

_____Verify the electronic copy (flash drive) contains:

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

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 this **Submitting Dissertations & Theses LibGuide** located at http://gardner-webb.libguides.com/submitting_dissertations_and_theses)*

An abstract of the student’s thesis/capstone project in a separate file.

Any supplementary files that need to be uploaded.

_____Verify the student submits in a sturdy box with lid:

Student contact information, phone number and mailing address.

Corrected electronic copy on flash drive identified with student’s name.

One (1) copy of the final, approved, formatted copy of the student's final thesis/capstone project manuscript printed on white, 24-lb., 100% cotton bond paper. Course fees entitle the student to four (4) additional bound copies (at no additional charge). The student may bring these additional copies printed on any standard white paper.

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_____ Verify that the student has uploaded the final, approved copy of the manuscript into **ProQuest Dissertations and Theses**.

_____ Deliver the manuscript and supporting documents to library staff, Periodicals Assistant Jim Simmons or Public Services Librarian Mary Thompson.

If students have submitted personal copies to be bound, they will be notified by the Periodicals Assistant when their bound copies are ready. If they live remotely, their items will be sent to their home address. If they live locally, they will be expected to pick up their items at the Dover Library.