

FINAL SUBMISSION OF THESIS/DISSERTATION

University Microfilm's International (UMI) Dissertation Services

Michigan State University's master's theses and doctoral dissertations are sent to UMI Dissertation Services, reproduced on microfilm and bound, and returned for placement in the MSU library as a permanent copy of the University. The fee charged to the student covers the cost of microfilming and binding of the unbound copy submitted to the Graduate School and for publishing the abstract in *Master's Abstracts* or *Dissertation Abstracts International* published by UMI. For additional information about the archival services of UMI, visit their web site: <http://www.umi.com>.

Thesis/Dissertation Submission Packet

The thesis/dissertation submission packet is available on-line at: <http://grad.msu.edu/current/packet.htm>.

The packet includes the following: the On-line interactive Bookplate, Thesis/Dissertation Agreement form, Survey(s), the Human or Animal Subjects form, Color Images form, and the Use of Reprints form. **These are indicated ☺ below.**

The following materials must be presented to the Graduate School at the time the thesis/dissertation is submitted:

1. One Unbound Copy

- Must be prepared in accordance with the specifications in this guidebook.
- Changes, corrections, or additions suggested by the thesis/dissertation director or committee are to be incorporated before submission to the Graduate School.

application included on the UMI Agreement Form, or obtaining copyright through the U.S. Copyright Office:

U.S. Copyright Office
Register of Copy
Library of Congress
Washington, DC 20559
202-707-8250

2. ☺ On-line interactive Bookplate

(sample: page 33)

- Interactive bookplate is available in the on-line packet (<http://grad.msu.edu/current/packet.htm>).
- Must be on 25%/20 lb. white cotton rag paper with a watermark.
- Must be typed.
- Must be signed and dated by the thesis/dissertation advisor after acceptance of the final draft of the thesis/dissertation.
- The bookplate should also include the title, student's name, degree (Ph.D. or M.A./M.S.) and degree-granting department.
- Check with the major professor in advance to assure his/her availability for a signature.

- A copyright notice must be inserted immediately following the abstract of the thesis/dissertation in accordance with instructions on page 7.

5. Fee

- A fee for submitting a thesis or dissertation is due when the final unbound copy has been accepted by the Graduate School. The fee is payable in the form of a U.S. check or money order payable to:
MSU Account 21-2541.
- Consult the Graduate School for current fees for doctoral dissertations, master's theses, and copyright fees.
- No cash or credit cards will be accepted for payment of charges.
- A check or money order from a U.S. bank is acceptable.
- The Graduate School reserves the right to place a hold on the issuance of any student's diploma due to bad checks.

3. ☺ Thesis/Dissertation Agreement Form

- This form is found in the booklet *Publishing Your Master's Thesis* or *Publishing Your Dissertation* provided by UMI and found in the packet of forms. (Your name on this form, the bookplate and the title page should be exactly the same).

4. ☺ Application for Copyright (Optional)

- Students and their major professors should give careful consideration to the desirability of registering the copyright.
- If the student intends to register, he/she has the option of signing the copyright

6. ☺ Exit Surveys

a) Survey of Earned Doctorates

- While the survey is voluntary, the University stands to lose funding for research if we lack the information this questionnaire provides. Student responses are held in complete confidence, and individuals are not identified in University reports.

b) Survey of Earned Doctorates Part II and Survey of Earned Masters

- These voluntary surveys are used by MSU to collect information in order to improve academic programs and graduate administrative processes. The Graduate School assures the confidentiality of all the information provided by the students.

7. ☺ Human or Animal Subjects Form

- **All students must** complete and submit this form, even if no human or animal subjects were used.
- The form must be signed by the student and by the major professor and must include the UCRIHS or AUF number(s) as appropriate.
- In cases where the student's research involves human subjects, an approval letter from the University Committee on Research Involving Human Subjects (UCRIHS) must be submitted with the form. For information concerning the use of human subjects contact: Dr. Ashir Kumra, University Committee on Research Involving Human Subjects, 202 Olds Hall, (517) 355-2180. Remember to bring a copy of the UCRIHS approval letter when submitting your thesis or dissertation.
- In cases where the student's research involves animal subjects, a similar letter of approval from the All University Committee on Animal Use and Care (AUC/AUC) is required when the research involves vertebrate animals. For information concerning the use of animal subjects contact: Candy Flynn, All University Committee on Animal Use and Care, (517) 432-4151. Remember to bring a copy of the AUC/AUC approval letter when submitting your thesis or dissertation.

8. Obtaining Additional Bound Copies (Optional)

a) Option One: Pre-Publication Discount

- Use the Author Discount Offer provided by UMI. Information and prices on the One-Time Only Author Discount Offer can be found in the booklet, *Publishing Your Master's Thesis* or *Publishing Your Dissertation*.
- It may take 8 months or more to obtain additional copies when using this option.

b) Option Two: Local Binderies

- Because of the length of time (8 months or more) required to receive materials from UMI, students may wish to obtain bound copies and/or abstract reprints elsewhere.

- **Budget Printing**
(517) 351-5060

9. Additional Title Page (sample on page 32)

- The student must submit to the Graduate School one separate copy of the abstract title page.
- The additional title page is formatted the same as the thesis/dissertation title page with the exception that the line "A DISSERTATION" or "A THESIS" is replaced by "AN ABSTRACT OF A DISSERTATION" or "AN ABSTRACT OF A THESIS".
- The additional title page must include the name of your advisor or director double-spaced below the year in which the work was completed.

10. Additional Abstract

- The student must submit to the Graduate School one separate copy of the abstract when submitting the thesis/dissertation. The additional copy is necessary for the inclusion in *Masters Abstracts* or *Dissertation Abstracts International* published by UMI. These journals are subscribed to by leading libraries in this country and abroad, and advertise the availability and price of the theses or dissertations abstracted.
- The additional abstract is formatted identical to the original abstract (see page 6 for formatting an abstract and page 29 for a sample abstract).
- If the additional copy of the **DISSERTATION abstract** is more than one page, the student's full name should be placed in the top right-hand corner of the second page not to exceed margin requirements. The formatting of the first page does not change.

11. ☺ Color Images

- Students using color images that will not reproduce as true copies when microfilmed must submit to the Graduate School a copy of the Color Images form signed by the student, major professor, chairperson, and the associate dean of the college.

12. ☺ Use of Reprints

- Students using reprints must submit to the Graduate School a copy of the Use of Reprints form signed by the student and by the major professor.



Final Note

- **Be sure you have saved your work on disk and have a hard copy before submitting your thesis/dissertation to the Graduate School.**
- **Once a thesis/dissertation has been submitted to the Graduate School, it becomes a permanent copy belonging to the University and may not be released to anyone for any reason.**
- **In order to obtain a personal copy, the student must wait for UMI Dissertation Services to publish the thesis/dissertation (normally 8 months) at which time a publication number is issued and a copy can be ordered.**

How to Avoid Delays

The Graduate School accepts approximately 100 Master's Theses and 200 Doctoral Dissertations per semester. Our staff reviews each document for quality of print, correct formatting and we also hand-count each page to be sure that pages are not improperly numbered or missing. A single document can take anywhere from 10 to 20 minutes to process, depending on the size and number of errors encountered. The following are suggestions to avoid delays:

- **Formatting Presentation**
Attend the Formatting Presentation sponsored by the Graduate School that is held once each semester.
- **Guidebook**
Make sure you have a copy of the current *Formatting Guide*.
- **Preliminary Copy**
It is strongly suggested that a preliminary copy (on printer paper) of the thesis/dissertation be reviewed before printing the final unbound copy that is on watermark paper. It only takes 10 to 20 minutes to review a document for correct formatting (see Check Sheet on pages 22 and 23). An appointment is not necessary.
- **Final Copy**
Incorporate necessary corrections and print the final copy following the instructions of the *Formatting Guide*.
- **Supporting Paperwork**
Bring the supporting paperwork (packet of forms can be obtained on-line at: <http://grad.msu.edu/current/packet.htm>, and a check or money order to the Graduate School along with the final unbound copy of the thesis/dissertation.
- **Deadlines**
Check the Office of the Registrar Enrollment and Registration Calendar or contact the Graduate School for the deadline date for submitting your thesis/dissertation.



Note: Deadline Day is very busy for the staff in the Graduate School. Avoid submitting your thesis or dissertation on Deadline Day if at all possible. Remember the thesis or dissertation may be submitted any time during the semester. The thesis or dissertation must be a paper copy. We cannot print it off your disk.

Most Common Mistakes in Submitting a Final Copy of the Thesis/Dissertation

Thesis/Dissertation Agreement Form not completed

Not completed and signed by the student when submitting thesis or dissertation. The agreement form often goes unnoticed; it is found in the booklet *Publishing Your Master's Thesis* or *Publishing Your Dissertation*.

Inappropriate Font Size

Inappropriate font size is used (see page 25-26 for requirements).

Permission for Color Images not granted

Permission has not been granted by the major professor. When applicable, the letter of exception for the use of some color images must be signed as indicated (see page 10 for a description of the policy on Options for Color Images).

Permission for Use of Reprints not granted

Permission has not been granted by the major professor, department chair and associate dean of the college. When reprints are used as part of the thesis/dissertation, the appropriate form must be signed by the major professor (see page 13 for a description of the policy on the Use of Reprints).

Margin requirements are not met

Margin requirements are not met throughout entire thesis/dissertation. All pages **MUST** meet margin requirements.

Wrong Paper

Incorrect paper quality or any color paper other than white is not acceptable.

Type of payment unacceptable

Payment with cash or credit card is unacceptable. Checks and money orders from U.S. banks are the only acceptable forms of payment.

Blank Page

The blank page at beginning of thesis/dissertation is not numbered or counted. The blank page is to protect the thesis/dissertation.

Incorrect Page Numbering

Page numbering does not follow sequencing requirements. Consult Table 1 on page 5 of the *Formatting Guide* for requirements.

Problem with Additional Title Page

This page is either not included or not formatted correctly. Note that this is different from the original title page (see sample on page 32).

Problem with Additional Abstract

This page is either not included or not formatted correctly. Note that if the additional copy of the **Ph.D. DISSERTATION** abstract is more than one page, the student's full name should be placed in the top right-hand corner not to exceed margin requirements. The abstract of a **MASTER'S THESIS** abstract cannot exceed one page.

Poor Copy Quality

Copies are of poor quality. Copies of theses/dissertations are not acceptable with black smudges, photocopy lines, etc. Theses and dissertations **must** be flawless and of professional quality. **A thesis/dissertation submitted with flaws will be rejected.**

Human or Animal Subjects Form unsigned

This form is **not** optional and **must** be completed by the student and the major professor regardless of whether or not human or animal subjects were used.

Bookplate errors

The information on the bookplate is handwritten, a photocopy is used, incorrect paper is used when printing from the web, or the signature of the major professor is missing. Handwritten or photocopies of the on-line interactive bookplates are not acceptable. The bookplate must be the on-line interactive bookplate, must be typed, printed on 25%/20 lb. white cotton rag paper with a watermark and signed by the major professor. The signed bookplate authorizes the Graduate School to accept the thesis/dissertation.