

Information for Students Completing a Master's Thesis

Thesis Deposit Guidelines New Procedures Beginning Fall 2007

- ▶ Students completing a thesis for a master's degree program must submit **two (2)** copies of their thesis for binding to the **Archives & Special Collections in the Chambers Library located on the 2nd floor room 215**. In addition to the hard copies students **MUST also submit an electronic copy of their thesis in PDF format** at the following address: <http://dissertations.umi.com/ucok>
- ▶ The cost for binding is \$7.45 for each hard copy. For students wanting additional copies bound for personal use the cost is the same, \$7.45. A **money order** made out to **Heckman's Bindery** in the exact amount for the 2 required copies and any additional personal copies must accompany the thesis when submitted for binding. **No personal checks or cash will be accepted.**
- ▶ There is a \$45.00 fee to submit the electronic copy of your thesis that must be paid by credit card to UMI Dissertation Publishing during the online submission process. During this process, you will also have the option to request that UMI Dissertation Publishing file for copyright on your behalf. If you choose this option there will be an additional \$65.00 fee payable via credit card during the online submission process. Complete instructions for the online submission process along with a PDF converter can be found at: <http://dissertation.umi.com/ucok>
- ▶ A full text electronic version of every thesis in PDF format will be made available through the Chambers Library online catalog.
- ▶ The primary responsibility for content, form and style of the thesis rests with the student and the student's thesis committee members. The student is responsible for the complete and accurate collation of the thesis before submitting them to the library for binding.
- ▶ All theses must be presented with an **original signature page** signed by all members of the thesis committee, on white 25% cotton or rag paper and should not be bound or punched.
- ▶ The Archives will accept theses Monday through Friday from 8:30am until 4:30pm.
- ▶ After the thesis returns from the bindery one thesis will remain in the Archives Master's Theses Collection and one copy will be forwarded to the academic department that supervised the work.
- ▶ For an additional fee, the library will return your personal copies by mail. The fee for mailing is \$3.00 per copy and must be paid, by check or cash, to the Archives and Special Collections when the copies are submitted for binding.
- ▶ A Binding Receipt Form must be filled out when the theses are brought to the library for binding. A library staff person will record the amount received for binding and mailing, give you a projected completion date, ask you to sign the form and provide you with a copy to keep as your receipt.
- ▶ It takes approximately two months for the binding process to be completed. We will make an effort to contact the student when the thesis returns from the bindery. However, if sufficient time has past and you have not received a call please check back with us. You may pick-up any additional copies ordered in the Archives & Special Collections, Monday through Friday from 8:30am to 4:30pm.

For additional information contact the Archives & Special Collections at 405-974-2882