Checklist for the Submission of Theses and Dissertations to the Library

In addition to these Library requirements, each school has individual requirements for the theses and dissertation. Please check with your individual school for what these would be.

Margins - Left margin must be 1½ inches, all other margins must be 1 inch. All charts and tables must fit within these margin requirements.

Paper requirements - High quality 20lb. (minimum), acid free, noncorrasable bond paper with a minimum of 25% rag/cotton content and a visible watermark. This paper must be used for all the required copies, but need not be used for the students’ personal copies.

Abstract - Placed immediately after the title page. No longer than 350 words.

Title page - All copies must be dated and signed by both the student and the students’ mentor.

Vita - Need not be paginated.

Number of copies - Student must submit two original copies of a thesis, and one original copy of a dissertation. There is no binding fee for the required copies.

Numbering - Each page should be assigned a number. For the preliminaries, use Roman numerals (I, ii, iii, iv, etc). This numbering begins with ii; the title page counting as page i, but with no number appearing.

Additional copies - Students may have additional copies bound for themselves at a cost of $10.00 per copy only if these copies are submitted at the same time as the required copies. Please make the check out to “Friends of the Library”.

Submission for binding - should be no more than one month prior to graduation.

School information - Graduate schools must provide a cover sheet listing the student’s name (the student should clarify his/her last name if difficult to discern), number of copies sent, month and year of graduation and whether copyright is desired in the case of dissertations. The student’s name must be the same on all documents provided and the name appearing on the dissertation should be exactly the same in the University Graduation Bulletin.

Payment for UMI/Proquest - Umi/Proquest requires payment in the form of a money or postal order or a banker’s check in the amount of $45.00.
UMI/Proquest Forms - If you request copyrights, please fill in the “Doctoral Dissertation Agreement Form” from UMI. Please pay attention to page A-5 of the form that requires two signatures for those who request copyrights. Also please make sure to enter on page A-4 of the form, questions 6 and 7, the year of graduation and the year the dissertation was completed. (These are not always the same. Ask your school secretary for the most updated forms since UMI usually mails the new forms directly to the school).

Approval - Theses/Dissertations must be approved by the Library’s Cataloging Department prior to submission for binding. Please call in advance.

Time frame/Procedure - After a theses is submitted for binding it will take around two or more months for the theses to be bound and returned to the graduate school. After a dissertation is accepted it may take two to three months for UMI/Proquest to process and return both the film and the original copy. An additional two months is needed for all copies to return from the bindery. Dissertations and theses are returned to the graduate school where students may pick up their personal copies.

Cataloging - Cataloging of the library copies requires an additional two to three weeks. Dissertations and theses are available through the reserve room.

Questions - Please call the Library Cataloging Department - 718 990 7572