School of Education Dissertation Processing Information
(Updated April 2022)

A published dissertation represents the individual, the Dissertation Committee, the School of Education (SOE), and Regent University. Therefore, a final proofreading and editing is required by a school-appointed Copy Editor. By having this requirement, SOE dissertations are more error-free than by not requiring the final proofreading process.

Dissertations are submitted to ProQuest/University Microfilms Inc. (UMI) for listing and copyright registration. The following checklist will direct you through the process for a successful final submission.

Checklist

1. Submit the Dissertation Defense and Approval Form, which confirms that you have successfully defended your dissertation. This form can be found at https://www.regent.edu/acad/schedu/pdfs/edd_diss_def.pdf. The form should be completed and signed by your committee chair and members and submitted to the SOE the day you pass your defense. It is the student's responsibility to confirm with the chair that this form has been completed and filed in the SOE.

2. Based upon any changes recommended at the final oral defense, submit the revised dissertation to the committee chair to verify the completion of the required revisions. **All components of the dissertation must be completed within 30 days of the final oral defense.**

3. The SOE requires the Copy Editor to review your dissertation before it is submitted to the library and the degree is posted. E-mail a Word version of the dissertation and the Doctoral Dissertation Proofreading Checklist (**https://www.regent.edu/acad/schedu/pdfs/dissertation_proofreading_checklist.pdf**) with the top portion completed to the SOE Copy Editor:

   Primary Editor:

   Rose Bethard   Email: rosejubilee@yahoo.com
   5616 Coliss Avenue   Home: 757-490-2023
   Virginia Beach, VA 23462-1704

   Secondary Editor:

   Joy Pelfrey   Email: joypelfrey2016@gmail.com
   102 Barn Swallow Ridge   Phone: 757-651-1827
   Yorktown, VA 23692

   The student is responsible for the cost of copy editing, which is $48/hour. The "typical" 100-page manuscript takes "about" 8-10 hours to edit, but this can be less or more depending on the condition of the document. The more edits and formatting needed to the document, the greater the cost. The less edits and

formatting needed, the less the cost.

To keep edits and cost minimal, (a) follow the School of Education template exactly, (b) double check all your references against all your citations to make sure what was cited is listed in the references and that all references have been cited, and (c) follow the applicable version of APA.

When the dissertation has been edited and full payment received, **if there are no questions or missing information**, the Copy Editor finalizes the dissertation, returns it to you, and emails the Proofreading Checklist to you and the school.

When the dissertation has been edited and full payment received, **if there are questions or missing information**, the Copy Editor emails the edited dissertation to you with comments asking you to insert answers, provide explanations, or make additional edits as needed. Questions may relate to citations, missing references, incomplete sentences, the need for clarification, etc. Once you answer all questions within the document using track changes and make any additional edits, you return the document to the Copy Editor to accept/reject your edits, proofread new information, make other edits throughout the document as a result of any new information, and finalize the document at the same rate of $48/hour. After finalizing the document and receiving payment, the Copy Editor will return the document to you and submit the Proofreading Checklist to you and the school.

The Copy Editor aims to finish editing a document within 2 weeks or less; however, it could be more, especially near graduation deadlines. Plan accordingly.

4. Once you receive the document and the Proofreading Checklist from the Copy Editor,   make any remaining edits and submit the document to your dissertation chair who will then review the document and sign the Proofreading Checklist.

5. The dissertation chair will send the signed Proofreading Checklist to Ms. Diane Morgan (mmorgan@regent.edu) with a cc to you and the dean for his signature.

6. Once the dean signs the Proofreading Checklist, Ms. Morgan will return this form to you, which is your final approval to submit your document to ProQuest.

7. Once you receive the final approval to send your document to ProQuest, your next step is to set up your own profile in the Regent University ETD Administrator System by going to www.etdadmin.com/regent. Before you begin your submission, go to the Resources and Guidelines tab to understand how ETD works and how your dissertation will be submitted and published. Also, the Regent Library has the following site that has info that will help: http://libguides.regent.edu/ETD.

The submission process can be completed in multiple sessions. You will need to have the following to complete your submission:

- Full text of the dissertation in PDF format, which includes the abstract and the signature page with the names and titles of the chair, committee members, and dean. Your manuscript must be in one file and should adhere to the formatting, writing style, and other dictates that you have been given.

If your manuscript is in Word or RTF format, you can convert it to PDF using the PDF Conversion tool. You must embed fonts in the PDF. For instructions about PDF conversion, see the [ProQuest PDF tutorial.](#)

- Subject Category. You will choose one to three subject categories from the [Subject Category list](#) , that best describe your dissertation's subject area.

Once everything is properly submitted to ProQuest, the SOE ETD administrator, Ms. Morgan, is notified via email. At that point, she reviews your submission according to ProQuest's checklist to ensure that your information—including abstract, signature page, and the PDF of your manuscript—is accurate, correct, and complete. At that point, you may be asked to make either minor or major revisions. When your submission passes review, it will then be *accepted* and sent to ProQuest/UMI for publishing.

8. Once everything is complete, the electronic form of the dissertation should be available in 8-12 weeks.

If you have any questions about this process at any time, email or call Ms. Morgan at mmorgan@regent.edu or 757-352-4220.