

# School of Education

## Dissertation Processing Information

(updated January 2012)

A dissertation in print represents the individual, Dissertation Committee chair and members, and Regent University. Therefore, a final proof-reading and editing is required by a school-appointed expert. By having this requirement, School Of Education (SOE) dissertations are more error-free than by not requiring the final proof-reading process. The price for the SOE Copy Editor is typically less than the equivalent one credit hour of tuition and is well worth the time and expense.

SOE's role in processing students' dissertations is to facilitate proofreading of the manuscript, acquire signatures from the Dissertation Committee chair and members, and submit the manuscript to the Regent University Library for binding.

The Regent University Library will submit the manuscript to University Microfilms Inc. (UMI) for listing and copyright registration. The cost of listing a dissertation with UMI is \$65.00; copyright registration is a one-time fee of \$55.00 per dissertation title submitted. Binding required manuscript copies (four) and any additional personal copies are \$11.00 per copy, unless the document exceeds 1.5" in which case the copy cost is \$14.00 per copy. The cost of mailing bound dissertations is \$10.00 per copy for dissertations mailed within the continental U.S. and \$20.00 per copy for international mailing.

The following checklist will help direct you through the dissertation process and what is necessary for a successful final submission to the Library.

### Checklist

- \_\_\_ 1. Submit revised dissertation to Dissertation Committee chairperson to verify completion of revisions required by committee during dissertation defense.
  
- \_\_\_ 2. E-mail the dissertation and a Doctoral Dissertation Proofreading Checklist ([http://www.regent.edu/acad/schedu/pdfs/dissertation\\_proofreader\\_checklist.pdf](http://www.regent.edu/acad/schedu/pdfs/dissertation_proofreader_checklist.pdf)) with the top portion completed to the SOE Copy Editor:

Rose Bethard  
5616 Coliss Avenue  
Virginia Beach, VA 23462-1704

Email: [rosejubilee@yahoo.com](mailto:rosejubilee@yahoo.com)  
Home: 757-490-2023

The SOE requires the selected Copy Editor to review a student's dissertation before it is submitted to the library and the degree posted. The Copy Editor will check spelling, punctuation, capitalization, grammar, formatting, typos, overall document consistency, and adherence to the latest edition of the APA style manual and SOE dissertation guidelines. She will also check the citations against the references, correspond with you regarding questions, and provide a document in track changes showing her edits and a document in which all the tracked changes have been accepted and the document finalized with any remaining comments.

The student is responsible for the cost of copy editing. Because each document is different, the cost may vary. Upon receiving the dissertation, the Copy Editor will provide a quote for the job. In order to **estimate** the cost, plan on paying **about** \$4.50/page (i.e., prefatory, narrative, and references), but it can be as low as \$3.50/page or as high as \$5.50/page, depending on the length and condition of your dissertation. For lengthier dissertations, a discount may be given. For dissertations needing extensive formatting (i.e., spacing, margins, returns, indenting, tables, etc.), the cost is more due to the extra time involved to format the document. To begin work, a deposit or full payment (check, money order, PayPal) is required.

Also, if there are 20-50 missing references in the dissertation (i.e., a work was cited in the narrative but not listed in the references), there will be an added charge of \$100; if there are 50-100 missing references, there will be an added charge of \$200; and so forth.

The Copy Editor aims to return a document within 2 weeks; however, it could be as much as 2 months, especially near May graduation. Plan accordingly.

- \_\_\_ 3. Submit the Dissertation Defense and Approval Form. This form can be found at: [http://www.regent.edu/acad/schedu/academics/edd/resources\\_edd.cfm](http://www.regent.edu/acad/schedu/academics/edd/resources_edd.cfm). This document confirms that you have successfully defended your dissertation. It should be completed by your Dissertation Committee chair and members and submitted to the SOE the day you pass your defense. It is the student's responsibility to confirm that this form has been completed and filed in the SOE. These documents will have signatures of your Committee chair and members. (Please check with your Committee chair to confirm that this form has been completed and submitted to the SOE).
- \_\_\_ 4. E-mail your dissertation abstract, with title, as an attachment to Jackie Bruso ([jacqbru@regent.edu](mailto:jacqbru@regent.edu)) for listing on the SOE's website.
- \_\_\_ 5. Once the document has been edited and received approval for printing by the Committee chair, submit required manuscript copies (four) and optional personal copies to the SOE (Elizabeth Pulley) so that Committee member signatures can be obtained. The manuscript copies will be submitted by a SOE representative to the University Library for copyright registration and binding along with all necessary forms. It is the student's responsibility to make sure **all** pages, appendices, and forms are included in the final document.

## Final Submission of Dissertation

You will need the following:

### Dissertation Manuscript Copies

All copies of your final, edited manuscript must be printed on archival paper. Archival paper should be white, acid free, and at least 20 lb. weight. Specify this particular paper when photocopying the manuscript. Copy Services is an on-campus printing service made available to you if you choose to use them. You may contact them at [copies@regent.edu](mailto:copies@regent.edu). You will need a minimum of four copies printed. You are welcome to order as many additional personal copies as you desire. The four required copies include:

- 1 copy for Regent University Library general collection
- 1 copy for Regent University Library archives collection
- 1 copy for Committee Chair
- 1 student copy

#### Dissertation Title Pages

Include one copy of an original title page per manuscript on acid-free paper (see attached example). This page is considered page i of your dissertation, although the i is not printed on the actual page.

#### Dissertation Signature Pages

Include one original copy per manuscript of the dissertation signature page (see attached example) with original signatures and dates by all the Committee members on acid-free paper. The SOE will acquire signatures from all Committee members on campus. You are responsible for securing signatures for all off-campus Committee members and returning all signed signature pages to the SOE. (This page follows the title page and is considered to be page ii of the document. It is optional as to whether or not the ii is printed on the actual page.)

#### Dissertation Abstract

Include one copy of an original abstract per manuscript on acid-free paper. (The abstract is to be page iii of your document, and the page number should be printed on the page.)

#### Necessary Forms

All dissertations are required to be registered with UMI and will later be listed and indexed in UMI publications such as Digital Dissertations. Students need to print and submit all necessary forms to the Library with their manuscripts. **Write neatly—no white-outs or cross-outs are permitted.** Please note: UMI will not accept dissertations more than 1 year before the graduation date. You may download all necessary forms at [http://www.regent.edu/lib/forms/UMI\\_submission\\_agreement.pdf](http://www.regent.edu/lib/forms/UMI_submission_agreement.pdf) This link leads you to the forms that are required for dissertation publishing through UMI.

- Page 4, Section III: Publishing Options & Signature
- Page 5: Dissertation/Master's Thesis Submission Form
- Page 6: Copyright Registration Form--*Optional*

In addition to the UMI forms, you will also need:

- To pay dissertation binding and publishing fees via Genysis once SOE has posted them.

- Thesis/Portfolio/Dissertation Approval Form –

This half-page, 3-copy form requires the Committee chair's signature and initials for your dissertation, which is completed by the SOE.

#### Copies

You must include with the above forms **one** regular (i.e., not on acid-free paper) copy of:

- Title Page
- Abstract
- Completed Signature Page. (This can be done by the SOE since we will have the completed signature pages.)

**Confirm Dissertation Defense and Approval Form**

Confirm with your Committee chair that the Dissertation Defense and Approval form has been completed, signed by all Committee members, and is on file with the SOE.

**Payment**

**Fees will be posted by the SOE after UMI forms have been submitted. Final payment must be paid through the student's account in Genysis.**

**Additional Materials**

If non-print materials are submitted with the dissertation manuscript, the Library requires two copies complete with covering cases and labels.

Upon receipt of all the above, the SOE will process the necessary administrative forms and deliver all manuscript copies, completed UMI forms, abstract and dissertation signature pages to the Regent University Library for processing and submission to UMI.

**Processing Timeline**

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|--------------------------|---|
| <b>10 business days</b>  | For the SOE to secure on-campus Committee member signatures, complete administrative paperwork, and submit completed/verified dissertations to the Regent University Library. If dissertation completion has not been verified by the Committee chair, processing will be halted until verification is received.  |
| <b>1-3 business days</b> | For the Regent Library processing and submission of the dissertation copies to UMI and notification to the University Registrar. Any questions regarding the Library processing stage should be addressed to Regent Library Circulation Desk, Dorothy Hargett (ext. 4152), Shana Sandin (ext. 4156) or Gina Walker (ext. 4158).   |
| <b>5 business days</b>   | For the University Registrar to post your degree and mail one official transcript with posted degree information to you. The Registrar's office will not post a degree if there are outstanding items (such as holds, incompletes, etc.) in your student record. Contact the University Registrar to confirm when your diploma will be ordered and mailed to you.<br>Registrar's Office: 757-352-4047 or 757-352-4094 |
| <b>10-12 weeks</b>       | To receive your personal bound dissertation copies  |
| <b>up to 12 weeks</b>    | For the dissertation to be accessible online through UMI  |

Sample Title Page

A CORRELATIONAL STUDY OF MIDDLE SCHOOL  
PRINCIPALS' PERCEIVED SELF-EFFICACY AND  
THE PERCEIVED ACHIEVEMENT OF GIFTED  
CURRICULUM AND INSTRUCTION STANDARDS IN  
THEIR SCHOOLS

Adrian H. Thomason

Dissertation

Submitted in Partial Fulfillment of the Requirements

For the Degree of Doctor of Education

Regent University

May 2010

Sample Signature Page

A CORRELATIONAL STUDY OF MIDDLE SCHOOL PRINCIPALS' PERCEIVED  
SELF-EFFICACY AND THE PERCEIVED ACHIEVEMENT OF GIFTED  
CURRICULUM AND INSTRUCTION STANDARDS IN THEIR SCHOOLS

Adrian H. Thomason

This dissertation has been approved for the degree of Doctor of Education.

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Linda D. Grooms, Ph.D., Committee Chair,  
Associate Professor, School of Education

Date

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Lou Lloyd-Zannini, Ph.D., Committee Member,  
Associate Professor, School of Education

Date

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John Hanes, Jr., Ph.D., Committee Member,  
Assistant Professor, School of Education

Date

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Alan A. Arroyo, Ed.D.  
Dean, School of Education

Date