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DISSERTATION, THESIS, PORTFOLIO PROCESSING INFORMATION

The Library's role in the processing of your dissertation or thesis is to facilitate a binding service, collect and distribute bound copies for various offices on campus, and send your manuscripts to UMI for listing and copyright registration. Therefore, you must assume full responsibility to see that the manuscripts and their copies are complete and in proper order when they are delivered to the library for processing.

The following checklist will help you prepare your work and complete the process:

- _____ **1. Number of Required Copies:**
1 copy for the Library General Collection
1 copy for the Library Archives Collection
Each school has additional specifications for its own required copies. See your school representative about this.
(Binding process cost is \$11.00 per copy; \$14.00 for documents in excess of 1.5 inches thick.)
- _____ **2. Number of Personal Copies:**
This is optional. However, the Schools of Education and Psychology & Counseling require students to purchase one personal copy. Students may pick up personal copies at the Circulation Desk after they are bound, or may pay shipping costs to have the personal copies mailed.
(Binding process cost is \$11.00 per copy; \$14.00 for documents in excess of 1.5 inches thick - Shipping costs are \$5.00 per copy for domestic mailing.)
- _____ **3. Paper Quality:**
All copies of your manuscript must be printed on archival paper. Archival paper should be white and acid-free. You need to specify this when you have the manuscripts photocopied.
- _____ **4. Signatures on Title Page/Signature Sheet:**
Whether you choose to have your signatures on the title page or on a separate signature sheet, **at least one** required copy must have the original signatures of all committee members, and must be dated by the committee members (the rest of the copies may have photocopied signature pages).
- _____ **5. Approval Form:**
You need to obtain a dissertation/thesis approval form from the Dean's office of your school or the Registrar's office. It must be signed and dated by you and the chair of your committee.
- _____ **6. University Microfilms Inc. (UMI) Application Form:****
All dissertations and theses are required to be registered with UMI and will later be listed and indexed in UMI publications such as Digital Dissertations. The application form for the registration is available online through the Library's website at http://www.regent.edu/general/library/services/circulation/dissertation_processing.cfm. Students will need to print out certain pages and submit the completed forms to the Library with their manuscripts. Write neatly – no whiteout or cross outs are permitted. Please Note: UMI will not accept dissertations more than six months before the

graduation date. (*The UMI application fee is \$65.00 for dissertations and \$55.00 for theses.*)

_____ **7. What should accompany the UMI application:****

Students need to provide, accompanying the UMI application, a camera ready (no double-sided printing), dated title page with appropriate signatures and an abstract of their work. These accompaniments do not need to be printed on archival quality paper.

_____ **8. UMI Options:****

Copyright Registration: If you want your dissertation or thesis to be copyrighted, you need to complete and submit this portion of the UMI application form. This is optional. (*The cost of copyright is \$55.00*)

Open Access Publishing: Choose this publishing option if you want to extend free access to your work via the internet. (*The cost of Open Access is \$95.00*)

_____ **9. Accompanying Materials:**

If you have other non-print materials such as audiovisual materials accompanying your dissertation or thesis, you need to provide the library **two copies** complete with covering cases and labels.

_____ **10. Cost Estimate and Payment:**

Binding process, \$11.00/copy

\$11.00 x _____ copies = \$ _____

OR

Binding process, \$14.00/copy (documents in excess of 1.5 inches thick)

\$14.00 x _____ copies = \$ _____

UMI application: \$65.00 for dissertation and \$55.00 for thesis

Copyright: \$55.00

Open Access Publishing: \$95.00

Mailing of personal copies: \$5.00 per copy

International mailing of personal copies: \$10.00 per copy

All payments (cash, check or money order) are due and to be collected by a Circulation Supervisor in the library when you deliver the manuscripts and copies for processing. All checks and money orders must be made payable to **Regent University**. The Library will forward the payments to the University Business Office.

****Checklist numbers 6, 7 and 8 are not required for Portfolios unless the patron requests that the manuscript be sent to UMI.**

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After you complete all the above, please personally deliver your manuscripts to a Circulation Supervisor in the library for processing. Please remember you are responsible for the completeness of your work. Your manuscripts will be sent to the bindery as they are received. If you have any questions about the process, please contact the Circulation Supervisor staff at 757-352-4152, 757-352-4156, or 757-352-4158.

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