**SCHOOL OF EDUCATION**

**CHECKLIST FOR SUBMITTING DISSERTATIONS FOR BINDING & UPLOADING**

Revised December 2014

**STUDENT RESPONSIBILITY**

**After Dissertation has been defended, edited, and approved by the Dean of the Graduate School:**

\_\_\_\_\_ Print 5 copies of dissertation on **24 lb., 100% cotton, white bond paper**.

*Cotton bond paper will have a watermark that is visible if held up to the light.*

\_\_\_\_\_ Ensure all 5 copies of the approval page are signed by all committee members.

\_\_\_\_\_ Print any additional copies you want as personal copies; signature page can be photocopied for these, and the paper can be standard white. There is a cost of $20 per copy for these to be bound.

\_\_\_\_\_ Schedule a time for uploading your manuscript into the **ProQuest Dissertation and Theses** database. There is a designated day each semester for meeting with Mary Thompson to register your manuscript with ProQuest, the online publisher. This group session is publicized at the beginning of each semester, and you must come during one of these sessions to upload your final paper into the database.

\_\_\_\_\_ Save the following onto a flash drive on which you have written your name:

\_\_\_\_ 1. The final, approved paper in a single file, using Microsoft Word 97-2003 or higher.

\_\_\_\_ 2. The final, approved paper converted into a **PDF file**. (*Publisher guidelines for proper conversion of files into acceptable PDF format can be found under the* [***Publishing Helps***](http://gardner-webb.libguides.com/content.php?pid=303838&sid=2492723)*tab in this* [***Submitting Dissertations & Theses***](http://gardner-webb.libguides.com/submitting_dissertations_and_theses)LibGuide*located at* <http://gardner-webb.libguides.com/submitting_dissertations_and_theses>)

\_\_\_\_\_ 3. A copy of the abstract in a separate file.

**ALL Dissertations must have an abstract for submission into ProQuest.**

\_\_\_\_\_ 4. Any supplementary files that need to be uploaded.

\_\_\_\_\_ Print and complete the “[Permission for Electronic Dissertation or Thesis Access](http://lgdata.s3-website-us-east-1.amazonaws.com/docs/2570/544239/submissionpermission.pdf)” form located on the first page of LibGuide giving your permission decision on uploading your archival copy to the Gardner-Webb Library server in the future.

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\_\_\_\_ 1. “[Permission for Electronic Dissertation or Thesis Access](http://lgdata.s3-website-us-east-1.amazonaws.com/docs/2570/544239/submissionpermission.pdf)” form;

\_\_\_\_ 2. **Flash drive** containing abstract in Word & final manuscript in PDF and Word

*(This* ***will be turned in*** *with your copies and permission form after the upload.)*; and

\_\_\_\_ 3. An appropriate box with lid containing 5 signed copies on **24 lb., 100% cotton, white bond paper**, additional copies desired, and appropriate amount of money for additional copies.

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