

# Information for Students Completing a Master's Thesis

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## Thesis Deposit Guidelines for Academic Year 2010/2011

(For the most current information go to <http://library.uco.edu/services/thesis.cfm>)

- ▶ Students completing a thesis for a master's degree program must submit **two (2)** paper copies of their thesis for binding to the **Archives & Special Collections in the Chambers Library located on the 2<sup>nd</sup> floor, room 215**. In addition to the paper copies students **MUST also submit an electronic copy of their thesis in PDF format** at the following web address: <http://www.dissertations.umi.com/uco>. Students will not be cleared for graduation until the 2 paper copies **and** the online version of their thesis have been properly submitted. All copies, the electronic and 2 paper copies must be submitted by 5:00 p.m. on the last day of the semester. For the spring and fall semester this is usually the Friday of finals week.
- ▶ All theses must be presented with an **original signature page** signed by all members of the thesis committee, this **includes the online submission**. The online submission should be an exact replica of the paper copy turned into the Archives. The two (2) required paper copies must be submitted on white 25% cotton or rag paper and should not be bound or punched.
- ▶ The cost for binding is \$10.00 for each hard copy. For students wanting additional copies bound for personal use the cost is the same, \$10.00. The fee for binding must be paid by cash or check to the UCO Archives and Special Collections when the thesis is dropped off.
- ▶ There is no longer a fee to submit the electronic copy of your thesis to UMI Publishing. During the online submission process, you will also have the option to request that UMI Publishing file for copyright on your behalf. If you choose this option there will be an additional \$55.00 fee payable via credit card during the online submission process. Complete instructions for the online submission process along with a PDF converter can be found at: <http://www.dissertations.umi.com/uco>.
- ▶ Your online submission will need to **include a signed signature page**. This can be accomplished by scanning a copy of the signed signature page and inserting it into your thesis document. Should you need assistance with this process we are available to help in the Archives, Monday-Friday from 9:00-5:00, call 974-2885 to schedule an appointment. UMI will immediately notify the Graduate College and the Archives by email when your thesis has been submitted.
- ▶ A full text electronic version of every thesis in PDF format will be made available through the Chambers Library online catalog with the exception of theses that have been embargoed. For theses that have a 6 month, 1 year, or 2 year embargo the Library catalog will include a record of the thesis but will withhold providing a link to the full text until the embargo has expired. A paper copy of all theses will be cataloged into the Archive Master's Theses Collection and made available for reference only. This includes theses that have been embargoed.
- ▶ The primary responsibility for content, form and style of the thesis rests with the student and the student's thesis committee members. The student is responsible for the complete and accurate collation of the thesis before submitting them to the library for binding.
- ▶ The Archives will accept theses Monday through Friday from 8:30am until 4:30pm.
- ▶ After the thesis returns from the bindery one thesis will remain in the Archives Master's Theses Collection and one copy will be forwarded to the academic department that supervised the work.
- ▶ For an additional fee, the library will return your personal copies by mail. The fee for mailing is \$3.00 per copy and must be paid, by check or cash, to the Archives & Special Collections when the copies are submitted for binding.
- ▶ A Binding Receipt Form must be filled out when the theses are brought to the library for binding. A library staff person will record the amount received for binding and mailing, give you a projected completion date, ask you to sign the form and provide you with a copy to keep as your receipt.
- ▶ It takes approximately two months for the binding process to be completed. We will make an effort to contact the student when the thesis returns from the bindery. However, if sufficient time has passed and you have not received a call please check back with us. You may pick-up any additional copies ordered in the Archives & Special Collections, Monday through Friday from 8:30am to 4:30pm.

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**For additional information contact the Archives & Special Collections at 405-974-2882**