

## Thesis & Dissertation Preparation Specifications Submission Check List for Students

This guide has been prepared by Wallace Library's Publishing & Scholarship Support Services with input from the Office of the Dean of Graduate Studies and graduate advisors to assist students and faculty in the preparation of RIT theses and dissertations. The University is committed to the preservation of research materials that contain information of continuing value.

The original copy of the thesis/dissertation will be archived in the RIT Archives. A copy will be electronically archived in the Proquest/UMI Dissertations & Theses database. Proquest will also make a microfilm copy. In addition, an electronic copy will be archived in RIT's institutional repository, the RIT Digital Media Library.

### Style Format for the Thesis/Dissertation

The default style format for your thesis/dissertation is the *Chicago Manual of Style*. Please check with your department for further instruction about references, citations and footnotes.

#### Text

- The Library requests that you leave a margin of 1 inch on all sides of the paper to accommodate the bindery process.
- The thesis/dissertation should be 1.5 or double-spaced. Footnotes and long quotations should be single-spaced.
- Font size must be no smaller than 10-point or larger than 12-point.
- All preliminary pages should be numbered with Roman numerals.
- The main text, illustrations, appendices and bibliography should use Arabic numbering.

#### Equations, Charts, Graphs, Tables, Figures, Photographs

- Formulas and equations should be neatly typed.
- Notes and titles should be neatly typed or lettered.
- Graphs should only show the main grid lines.
- Data should be presented in numbered and titled tables.
- Please avoid using oversized pages in your dissertation. We recommend that you use a different layout for the material, a photograph, or a xerographic reduction.
- Photographs in the library copy should be in black and white for microfilming purposes.

If your thesis/dissertation exceeds the dimensions of 8 ½ x 11 inches, and/or is more than 3 inches thick, or is accompanied by materials such as slides or CD-ROMs, please contact [Gina Bush](#) before you pay for binding in case extra fees are required.

*Non-print format: If your thesis/dissertation is in a non-print format, a brief paper must accompany it which describes the work and any technical equipment requirements that are needed to view it. The paper will ensure that a description of your work will exist*

*when/if the technology used to view the original becomes obsolete, the website no longer exists, and/or there is no equipment available to view the work.*

## **Permissions, Copyright, & Embargoes**

### **□ Permissions**

You are required to include a Thesis/Dissertation Author Permission Statement for the RIT Archives. In this statement, indicate one of the following options: permission for others to photocopy or reproduce all or any part of your print thesis/dissertation, or your denial of photocopying (reproduction) privileges of all or any part of your print thesis/dissertation. (As of March 1, 2008, this permission statement will not be used. See the ProQuest/UMI section for more information.)

### **□ Copyright**

Each student is responsible for obtaining any necessary permission(s) for including previously published material within his or her thesis/dissertation. For information about using intellectual property and its inherent copyright, please visit:

[http://www.umi.com/products\\_umi/dissertations/copyright/](http://www.umi.com/products_umi/dissertations/copyright/).

**Your thesis/dissertation is automatically copyrighted when completed.** If you would like another level of protection, you can apply either to the [U.S. Copyright Office](#) or have ProQuest/UMI officially copyright it for you. The U.S. Copyright Office charges \$45 (hard copy) or \$35 if sent electronically. The ProQuest/UMI cost is \$65.

### **□ Embargoes**

Any student who desires an embargoed thesis/dissertation must make a request through the Office of the Dean of Graduate Studies to Dean Andrew Moore. Contact the Dean at: [andrew.moore@rit.edu](mailto:andrew.moore@rit.edu) or (585) 475-4476.

*Please note: A bibliographic record of your thesis/dissertation is created and added to the international database, WorldCat, in addition to the Library's online catalog, Einstein.*

## **Preparation for the Thesis/Dissertation for Binding**

**Your thesis /dissertation should include the following:**

### **□ Title Page**

- Title
  - The spine title of your bound copy needs to be 96 or fewer characters in length (including spaces). If your title is longer than 96 characters, please create an abbreviated title that will be used for the spine only.
- Author's Name
- Type of degree
- Name of school and college
- Date approved: month, day, year
- Abstract
  - The abstract should summarize the entire manuscript and its arguments for readers. It should be a single typed page, approximately 300 words.

### **□ Committee Signature Page**

- The printed names and signatures of the committee members.

## RIT Libraries

- The thesis/dissertation must be signed and dated by your Department Chair and/or your Graduate Advisor before binding takes place.
- An unsigned thesis/dissertation will not be processed.

### Thesis/Dissertation Author Permission Statement

#### **Permission includes:**

- Print Reproduction
- Submission to the RIT Digital Media Library
- A copy of this form can be found at:  
<http://wally.rit.edu/userservices/ETDPermissionForm.pdf>
- The completed statement will be permanently bound into the library copy.
- Your department will determine if this form is included in the other copies of your print thesis/dissertation.
- A PDF of the form should accompany the electronic version of your thesis/dissertation.

### **Binding Reminders**

- Your thesis/dissertation must be signed and dated by your Department Chair and/or your Graduate Advisor before it may be bound. An unsigned thesis/dissertation will not be accepted for binding.
- You are responsible for making copies of your thesis/dissertation for binding.
- Collate, separate and clearly identify each copy before you bring them to the Library.
- All copies must be submitted at the same time.
- The Library will retain one copy, preferably the original, for the RIT Archives.

### **How to Get your Thesis/Dissertation Bound**

*This service is only available for RIT graduate students and RIT faculty who complete their degrees while at RIT. The contact person for binding is Gina Bush, (585) 475-7648 or e-mail [gebwml@rit.edu](mailto:gebwml@rit.edu). Her office is located in the Circulation Department on the 1<sup>st</sup> floor of the Library. Ask for Gina at the Circulation Desk or get assistance in the Publishing & Scholarship Support Center (Monday and Wednesday 10am-7:30pm & Tuesday, Thursday and Friday 10am-4pm).*

Bring the following to the Publishing and Scholarship Support Center when dropping off your thesis/dissertation for binding:

### Paid Receipt from Bursar's Office

- 1 copy of your thesis/dissertation is required for the RIT Archives
- Copy/copies of your thesis/dissertation for yourself.
- Copy/copies of your thesis/dissertation for your department.
- Paid receipts (1 pink, 1 white) from the Bursar's Office.
  - You are responsible for paying the binding fee for any copies other than the RIT Archives copy and those that are paid for by your department.
  - The current binding fee is \$13.00 per copy. The Library pays for the binding of its copy. The binding fee(s) must be paid at the Bursar's Office (1138 Eastman Building – (585) 475-6186).
  - If your department wishes to assume the bindery costs for its copy, a memo to that effect (including the department's account number) must be submitted to the Library with your thesis/dissertation copies. Payment for binding of

departmental copies varies from department to department, college to college. Please check with your advisor on this matter.

- Slides and CD-ROMS (optional)
  - Slides are bound with the thesis. All slides must be placed in a slide preserver sheet (provided by student).
  - CD-ROMS are placed in back with an adhesive pocket (provided by student) when returned from bindery.
- Name, phone number or e-mail of individual picking up thesis/dissertation

### **Binding Process**

- The binding of your thesis/dissertation copies takes approximately 2-4 weeks.
- Bindery shipments are sent and received on alternate Thursdays.
- The designated pickup person will be notified when your copies return from the bindery. Please arrange to have them picked up promptly.
- Master's thesis copies are bound in black with gold lettering and doctoral dissertations are bound in blue with gold lettering. Only the spine is lettered. The spine lettering includes the title, the author's last name and the year of acceptance for degree requirements.
- The RIT Archive's copy will be catalogued in Einstein (RIT Libraries Catalog), World Cat, and shelved in the RIT Archives.

### **Publish Your Thesis/Dissertation in ProQuest/UMI**

Currently, the submission of your thesis/dissertation to the ProQuest/UMI database is optional. As of March 1, 2008, it is required that all theses and dissertations be submitted to ProQuest/UMI. This database includes citations for materials ranging from the first U.S. dissertation accepted in 1861, to those accepted last semester. RIT offers this database to members of the RIT community through a paid subscription each year. To include your thesis/dissertation in the database, a standard fee of \$45 for a thesis or \$55 for a dissertation is charged.

To publish your work in the Proquest/UMI database you will need the following items: full-text of the abstract and thesis/dissertation in PDF format, supplementary files, advisors' and other committee members' names, the subject category for your department, and keywords.

For more information about publishing your work, please refer to the [Proquest/UMI thesis/dissertation submission website](#) or contact Nick Paulus at [njpwml@rit.edu](mailto:njpwml@rit.edu) or (585) 475-7934.

### **RIT Digital Media Library (DML)**

The Publishing and Scholarship Support Center will automatically provide Open Access for your thesis/dissertation in the RIT Digital Media Library (DML) at no cost to you. For more information about the DML please click on the following link: [RIT Digital Media Library](#).

RIT Libraries

## **Important Contacts**

### **Office of Graduate Studies**

*Dean*

Andrew Moore

Office: 2404 CIMS,

Telephone: (585) 475-4476,

E-mail: [andrew.moore@rit.edu](mailto:andrew.moore@rit.edu)

*Administrative Assistant*

Susan Phillips

Office: 2402 CIMS

Telephone: (585) 475-2127

E-Mail: [sdpgla@rit.edu](mailto:sdpgla@rit.edu)

### **Library**

*Head of Publishing & Scholarship Support Services*

*Copyright Information Assistance*

Marianne Buehler

Office: 1450 Wallace Library

Telephone: (585) 475-5589

E-mail: [mabwml@rit.edu](mailto:mabwml@rit.edu)

*Thesis/Dissertation Binding*

Gina Bush

Office: 1639 Wallace Library

Telephone: (585) 475-7648

E-mail: [gebwml@rit.edu](mailto:gebwml@rit.edu)

*Proquest/UMI Submissions*

*Writing Assistance*

Nick Paulus

Office: 1445 Wallace Library

Telephone: (585) 475-7934

E-mail: [njpwml@rit.edu](mailto:njpwml@rit.edu)

### **Thesis/Dissertation Resources**

[Dissertation Calculator](#)

[Your Library Liaison & Research Databases](#)

[Academic Support Center](#)

[Publishing and Scholarship Support Center](#)

[Networked Digital Library of Theses and Dissertations \(NDLTD Awards\)](#)

### **Registrar's Office**

Office: 1202 Eastman Building

Hours: 8:30-4:30 Monday-Friday

Telephone: (585) 475-2821

Website: <http://www.rit.edu/~605www/>

RIT Libraries

**Student Financial Services**

Office: 1st floor George Eastman Building

Hours: Monday - Friday, 8:30am - 4:30pm

Telephone: (585) 475-6186

Website: <http://finweb.rit.edu/sfs/>

Revised by Gina Bush 2/25/08