

CHECKLIST FOR SUBMITTING THESES, DISSERTATIONS, & PROJECTS FOR BINDING

STUDENT RESPONSIBILITY

- Turn in money for 5 copies to the GWU Business Office with semester fees.
- Print 5 copies on white, 24-lb. cotton bond paper.
- Save copy of paper in one file, using Microsoft Word 97-2003 or Microsoft Word 2007, to a disk or flash drive; save copy of abstract to disk or flash drive; submit with manuscript.
- After paper has been defended & approved, ensure all 5 copies of the signature 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.
- Turn in \$20 per item to the library for any additional copies above the initial 5.
- Double check items before taking to program coordinator: 5 copies on 24-lb. cotton bond paper, CD-ROM or flash drive, additional copies desired, and money for any additional copies.
- Place all items in appropriate box with lid.
- Complete personal information form, sign agreement allowing library to make an electronic copy of your paper accessible through the library's web page, and place inside the box.
- Take items to your program coordinator or the department designee. Your manuscript and supporting documentation will be delivered to the library and processed by department and library faculty.
- Make appointment with Mary Thompson in the library (x4294), or her designee, who will instruct you on the process for registering your manuscript with ProQuest, the online publisher.
- Pick up personal copies from the library when notified that your items have been returned from the bindery and are ready to be retrieved.

FACULTY RESPONSIBILITY

Before being sent to the bindery:

- Ensure thesis or dissertation has been approved .
- Ensure there are 5 copies which have been run off on white, 24-lb. cotton bond paper.
- Ensure the title page is in the approved format and consistent with departmental requirements.
- Ensure the signature page contains all signatures.
- Ensure there is a CD-ROM or flash drive copy of the paper included with the 5 paper copies.
- Ensure the student has placed money in the box for any additional copies being purchased.
- Deliver manuscript and supporting documents to library staff, Periodicals Assistant Roxanna Cochrane, or Public Services Librarian Mary Thompson, by close of the business day on the first Monday of the month.
- Advise student of the eight-week turnaround time for bound manuscripts to be returned to the library.

When returned from the bindery:

- When call is received from library, program coordinator or departmental designee is to retrieve the two departmental copies from the Periodicals Office.

LIBRARY RESPONSIBILITY

_____ Check boxes submitted for the following:

- _____ There are 5 copies on white, 24-lb., cotton bond paper.
- _____ All copies are signed on the signature page.
- _____ There is a CD-ROM or flash drive copy of the paper.
- _____ Look for any additional copies above the 5 (can be photocopied signature page and do not have to be on cotton paper).
- _____ Make sure money has been turned in for any copies above the 5.

_____ Contact student if they are missing required components.

_____ Turn in money for additional copies to the Administrative Assistant to the Dean of Libraries.

_____ Turn in CD-ROM or flash drive to the Systems Manager.

_____ Make copy of personal information page and give to Systems Manager; original should be filed in the Periodicals Office.

_____ Ensure student has had tutorial on ProQuest or ALTA.

_____ Type double bindery ticket on the HF Group page for each item and place in box until shipped.
(For instance, if there are 5 copies of a thesis submitted, there should be 5 duplicate tickets prepared.)

_____ Get items ready for shipment:

- _____ Double check all items in box and match with bindery tickets.
- _____ Cut duplicate ticket in half.
 - _____ Place one ticket with each copy of the thesis and place inside the box.
 - _____ Place one ticket for each item with library records.
- _____ Place all items to be sent to bindery in boxes and seal.

If sending via HF Group pickup (Greensboro):

- _____ Place HF Group label on each box and stamp with library address.
- _____ Fill out online pick up slip.
- _____ Make online request for pick up.
- _____ Make 3 copies of online pick up slip and sign.
- _____ On first day of the 3-day window for pick up, take boxes to Acquisitions office.
- _____ Leave the 3 pick up slips with boxes for pick up (driver will sign and leave one copy).

If sending via UPS (Browns Summit):

- _____ Take to Acquisitions for weighing and labeling before 11 a.m. pick up.
- _____ UPS goes to the HF Group Browns Summit address, not Greensboro.
- _____ Labels are made in Acquisitions and items set aside until UPS truck arrives.

_____ Send detailed copy of items sent to Administrative Assistant to the Dean of Libraries.

_____ File order information in Periodicals Office:

- _____ Copy of bindery tickets
- _____ Copy of pick up ticket
- _____ Copy of sheet sent to Administrative Assistant
- _____ Address/phone/email information of students

When bindery shipment is returned:

- ____ Check each item against filed bindery tickets to make sure there were no mistakes, such as, title, name, date, or number of copies:
 - ____ If there is a mistake, is the mistake the library's?
 - ____ If there is a mistake, is the mistake the HF Group's?
- ____ Send one cotton copy to Acquisitions to be added to the library collection, except as noted below:
 - ____ If nursing thesis or dissertation, send two cotton copies to Acquisitions: one to be added to the collection on the Main Campus and the other for the library on the Statesville Campus.
- ____ Call Departments to come pick up their two copies.
- ____ Call students to pick up the personal copies they purchased.
- ____ File all paperwork.
- ____ Verify HF Group invoice and return to Administrative Assistant for departmental billing and invoice payment.