

Dissertation Processing Notebook



A Guide for Ph.D., Th.M. Students

John T. Christian Library
New Orleans Baptist Theological Seminary

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Creating the Master (original) Copy

Dear Student,

In order to assist us in preparing your manuscript for processing, we have prepared this guide to assist *you*. By reading the instructions carefully and following them as you assemble your document, you can ensure that your manuscript is bound and sent to you as soon as possible. In addition, by cooperating with us in this process, your research will be available in a timely manner for other scholars to access and use.

We hope that this document proves helpful to you. Don't forget to check the **Frequently Asked Questions** section, as this may answer a question that you have.

Congratulations on reaching this point in your academic career. We look forward to seeing your work in the near future.

John T. Christian Library
New Orleans Baptist Theological Seminary
4110 Seminary Place
New Orleans, Louisiana 70126

The first step to success in this process is creating a high-quality master copy. To do so we suggest the following tips:

1. Purchase white, 20lb., 100% cotton paper for your master and ALL additional copies.

It is recommended that you purchase all of the paper at the same time to ensure uniform color. Using this archival quality cotton paper will protect your copies from deterioration with time and light exposure.

2. Make sure that your master copy is the final draft copy that your committee has approved.

As with any large and time-consuming project, it is easy to accidentally print one of your earlier drafts. It may be helpful to check that you have the latest edits included in the text and that there are no handwritten corrections over the text or in the margins.

3. Make sure that your master copy meets the Graduate Catalog requirements for margin width.

Your text, as well as any charts or correspondence included in appendices, must have a **one and one-half inch (1 ½") LEFT margin, with one inch (1") top, bottom, and right margins**. When your copies are sent to the bindery, **each copy will be trimmed on each outside edge. Trimming may vary, depending on the bindery**. Often your charts, tables, or letters extend into a margin and will be trimmed off in the bindery process. **Remember:** It may be necessary to shrink the text of charts, letters, etc. to allow for these margins.

4. Check the print quality on the master copy.

If your home printer produces defects (lines, smudges, jagged letters, slanted text), you may need to take your document on CD or memory stick to a professional copy shop and have them print your master copy on a high-quality professional printer. Please make sure that your master copy has no smudges or bleed-through ink on the front or back of any of the pages. Also, check your master copy for dark areas, vertical lines, or scratch marks that the copying machine may have added. *For the best digitization results, your final copy needs to be crisp and clean without imperfections in the text or the paper.*

5. Carefully check your master copy for errors and page order.

Please make sure all pages are in the correct order and that no pages are missing or included twice. *It is extremely important that you check your master copy carefully.* Meticulously checking your master copy is a wise investment of time and also will save you money. Once pages with mistakes are duplicated, it is time consuming and expensive to replace them. When your master copy is error free, you are ready to proceed to the copying process.

Remember: The master copy will be sent to UMI to be microfilmed. Errors which have been microfilmed cannot be corrected. Paper imperfections may cause problems with the microfilming process, and you will incur the cost of printing an acceptable copy.

6. UMI

You may receive a UMI agreement form from the ReDoc office, or you may access the form online at

<http://www.il.proquest.com/dissertationagree>.

You will be prompted for a logon and password.

Logon: dissertations **password: publish**
Please read this document carefully before signing.

The new *UMI[®] Dissertations Publishing Forms & Instructions* booklet from ProQuest offers two publishing choices: open access and traditional access. You will also be instructed to choose either “no restrictions” or “restrictions required” options.

An advantage of open publication is that your ideas and name are immediately available to a wide constituency. However, if you hope to have your dissertation picked up by a publisher or journal, have a unique approach, or have dealt with sensitive material such as psychological studies or research with unreached people groups, you may prefer to use a traditional access option. Read the ProQuest option descriptions carefully, and then consult your chairperson concerning preference in your area of study. ***The Open Access option requires an additional fee.*** See your UMI form for more details.

7. Supplemental Materials

You must submit 3 copies of **supplemental materials** on CD or DVD, to be included with the 3 library copies of your work.

For UMI guidelines to supplemental materials, see **Guide 1: Preparing Your Manuscript for Submission**, at the UMI website at

<http://www.il.proquest.com/dissertationagree>

You will be prompted for a logon and password.

Logon: dissertations **password: publish**

Preparing the Remaining Copies

1. Determine how many copies of your dissertation you will need to make. You will need at least 4 copies. You are required to provide the original and two copies of your dissertation to the library for archival purposes, plus a copy that will be bound and returned to you. You also may want to purchase additional copies for friends, sponsors, and relatives.

If you desire to have additional copies of your dissertation at some time in the future, various formats of the document may be ordered from UMI/Proquest at <http://www.proquest.com>. You may also submit with your dissertation copies the one-time-only author discount order form from UMI. These copies will become available only after your dissertation has been digitized by UMI.

2. Make sure your copies are done on a high-quality professional copy machine. If you do not have access to such a machine, you may want to select a high-quality printer or copy shop to do the work. If you decide to do the work yourself, check the quality of the copies carefully. *It is very important that your copies be exact duplicates of your unflawed master.* If there is any doubt about the quality of your own machine, we recommend that you make one test copy and check it carefully for errors. If your copier produces imperfections, please choose a professional shop to do the work.

NOTE: It is also extremely important to check work done by a professional shop before sending copies to the ProDoc office.

3. Make sure that you use the same 100% cotton, 20 lb. white paper that you used for the master copy.

Copies on any other kinds of paper will not be accepted for processing.

4. Once your copies have been made, carefully examine them for problems. Check for missing pages, added white sheets, upside-down pages, smudges, etc. Please recheck that each page has the required one-inch standard margin on the top, right, and bottom, AND the one and one-half inch left margin. Especially note appendix materials. *See also the special NOTE below.*

5. After you have examined your copies, it is a good idea to have someone else look over them as well. Every mistake that you catch and eliminate will speed your copies on the way to the bindery and back to your shelf.

NOTE: High-speed copiers may cause paper to shift while printing, leaving pages printed off-center or slanted. Copies with smudges or slanted text caused by high-speed professional copiers should be corrected by the copy shop, saving you the time and money of reprinting your copies at a later date. However, as with copies made from your home copier, *the library reserves the right to reject flawed copies and you will incur the cost of printing acceptable copies.* Re-check **all** your copies.

Frequently Asked Questions

What happens to my copies when they get to the library?

Here is a brief outline: The library receives all of your copies for processing a few weeks after graduation. Each document is checked for physical flaws, correct format, and pagination.

Your **original document** is sent to *UMI/ProQuest Dissertation Publishing* for digitization and microfilming. Upon the completion of this process, a digitized copy of your research will be entered into their database. An abstract describing your work, subject headings, preview pages, and full-text copy will be made available online via the ProQuest databases. Your original copy will then be returned to the library for binding. This copy will be archived with other original research from the seminary. The **two other library copies** of your manuscript will also be bound and cataloged for the library. One copy will be placed in the Reference room, and one will be added to our circulating collection.

Any **personal copies** that you may have ordered will be sent to the bindery as soon as possible. The bindery process takes three months, at best. When your personal copies are bound and ready for mailing to you, we must have current e-mail and postal mail addresses. *It is very important that you leave up-to-date e-mail and postal mail address information with the Registrar and the ReDoc office.* If your address changes, please contact the seminary immediately. If you move and do not inform us of your new address, your bound copies may not arrive safely at your new place of residence.

What exactly is the “original” copy?

The original copy is your designated master (flawless) copy which contains the hand-signed approval of your document. This sheet is inserted before being sent to the library by the ReDoc office.

Do I send my copies to the library?

No. All copies should be sent directly to your doctoral office.

Can I get extra copies later?

You may order extra copies from UMI/ProQuest at any time in the future by accessing their web page at www.proquest.com. However, these will not be bound identically to your library copies, are more expensive, and may be smaller and/or paperback copies. Contact ProQuest for more details

I can't find the right paper / 20lb. paper isn't in stock. Where can I get it?

There are many places to acquire paper, and a number of brands of paper. Try copy shops (Kinko's, etc.) and office supply stores. Even the library **orders** this paper from Corporate Express. Remember: 20lb paper may not be IN STOCK. You, too, may have to order ahead of time. *Questions regarding paper should be addressed to the ReDoc office.*

Can I include color graphs, photos, etc., or CDs, DVDs?

Inclusion of pages in color must be approved by your doctoral office. You may include a CD or a DVD. Keep in mind that if you include some type of removable media, you **MUST** provide the library with 3 copies of the media to be included with your bound works.

What happens to dissertations with errors or imperfections that arrive at the library?

Included at the back of this booklet is a copy of the form which we will use to send errors back to your doctoral office. Please refer to this copy for specifics on imperfections which may cause your dissertation to be returned.

The most important thing to remember is that errors in grammar, spelling, etc. will not be corrected by library workers and will be microfilmed and bound as-is. Please also note that we cannot include or otherwise “switch-out” material which has not been approved by your committee. Pages with defects (e.g., smudging) will be returned to you to be reprinted. *If enough pages contain imperfections, the library reserves the right to return all copies, including the original, to the ReDoc office.* This means that UMI and bindery processing will be held up. Documents with pages not on white cotton paper will be sent back to you to be reprinted.

How long does it take to get my copies back?

Best-case scenario is 3 months. When we receive your copies, we check them for defects, formatting, and page order. Between the ReDoc office and ProDoc office, we have a large number of copies to view and handle before sending off to the bindery. When we get them back, we check them again to make sure the bindery processed your items correctly. If there are no problems, we will e-mail or phone you to make sure we have the correct shipping address before mailing out your items.

How do you ship?

We use FedEx and UPS.

Dissertation Error Report

John T. Christian Library
New Orleans Baptist Theological Seminary
Dissertation Processing Report

Student Name _____

Program: _____

Dear Student:

The Library Cataloging Office has noted the following problems with your dissertation or thesis. These items must be resolved before any further processing can be completed on your original research documents.

_____ Pages blurred _____
_____ Pages too light _____
_____ Pages too close to margin _____
_____ Pages missing _____
_____ Typeface is jagged or warped _____
_____ Charts not readable _____
_____ Non-standard paper stock _____
_____ Inadequate number of copies _____
_____ Handwritten corrections on text _____
_____ Other _____

As a research institution, we are committed to helping you produce a high-quality research document. As soon as the above problems are resolved according to the Graduate Catalog, and the specifications of your doctoral office, your document will be ready for processing.