



School of Graduate Studies Thesis and Dissertation (ETD) Student Checklist For Thesis or Dissertation Deposit

The steps for depositing a Thesis or Dissertation with the School of Graduate Studies (SGS):

1. Successfully defend your Thesis or Dissertation and complete all corrections.
2. Collect completed signature pages and a completed Manuscript Approval Form.
3. Complete all the tasks listed under "Complete these items before your Deposit."
4. Come to the School of Graduate Studies to deposit thesis or dissertation.
5. Submit the manuscript into the ProQuest ETD portal following SGS instructions.
6. Await notice of clearance, need for follow-up meeting, or review email.

This checklist will guide you as you collect all the documentation needed prior to and during the deposit, submission, and approval process. A member of the School of Graduate Studies staff will complete the official Authorization and Approval Form. During the Deposit, you will receive instructions concerning the ETD submission process, and when the Authorization and Approval Form is signed by the SGS, you will be approved to make the electronic submission.

Complete these items before your deposit:

- Candidate has **continuous** and **current** enrollment: Current Course: _____
- Candidate pays fee (**\$75.00**) and filed the application for graduation for: _____
- Candidate pays publication fees. Current amount required: **\$110.00**.
- Print two copies of title page for database plus one copy of the abstract.
- Chair signs "Manuscript Approved for Submission to SGS" form.
- Committee signs at least two copies of the signature pages (we recommend more).
- Doctoral candidate completes *Survey of Earned Doctorates* and prints the SED certificate.

At the deposit (the materials will be placed in a file for SGS review and approval):

- Provide copies of receipts and the required documents listed above.
- Provide front matter, page 1 and page 2, two pages of references, and two copies of title page for database plus one copy of the abstract.
- Provide two Official signature page with original signatures.
- Provide an electronic copy of the manuscript in Word or RTF emailed to the School of Graduate Studies
- Present printed certificate of completed *Survey of Earned Doctorates* (Doctoral Candidate).
- Receive a completed checklist signed by SGS Staff confirming the completed deposit.

After the deposit:

- Review the document following the "common errors" checklist and create a PDF.
- Create an account and submit the PDF to the ProQuest ETD Administration portal.
- Monitor email for follow-up instructions and/or manuscript clearance from the Dean.

Prices and instructions as of 3/1/2016



School of Graduate Studies
Electronic Thesis and Dissertation (ETD)

Manuscript Approved for Submission to SGS

The candidate passed the defense of the thesis or dissertation according to the guidelines of the program. The final manuscript has now been approved by the committee and by all required approvers in the program for deposit, submission, and review by School of Graduate Studies.

To be completed by the candidate:

Candidate: _____ Student ID: _____

Email: _____ Phone: _____

Degree: _____ Program: _____

Committee Chair: _____

Title: _____

Style manual Utilized. In addition to the guidelines provided in the Morgan State University School of Graduate Studies Thesis and Dissertation Handbook, Third Edition, the following style manual was followed in the preparation of this manuscript:

- Publication Manual of the American Psychological Association, Sixth Edition (APA, 2009).
Gibaldi, Joseph. MLA Style Manual and Guide to Scholarly Publishing (Third edition, 2008).
The Chicago Manual of Style. Sixteenth Edition. The University of Chicago Press, 2010.
IEEE Editorial Style Manual (published online).
Other, Identify: _____

To be completed by the candidate's program designee:

As the individual designated to report this approval, I affirm that the candidate has passed the required defense and the manuscript is fully approved.

Graduate Coordinator, Advisor, Committee Chair _____ Date _____

Phone: _____ Email: _____



SURVEY OF EARNED DOCTORATES (SED) WEB REGISTRATION OPTION

Congratulations on completing your doctorate!

The Survey of Earned Doctorates is the definitive source of information on the nation's new research doctorates. Sponsored by the National Science Foundation and five other Federal agencies and conducted by NORC, the SED is critical to understanding in what specialty areas doctorates are produced and their post-graduation employment plans. Results are used by government as well as academic institutions to make decisions about graduate education funding, developing new programs and supporting existing ones.

The ability of the survey to accurately describe doctorate earners depends on obtaining responses from all doctorate degree recipients. Your response affects decisions made for the future generations of doctorate recipients.

The SED is pleased to offer an option that allows you to complete the survey entirely online via a two-step process. First, you can register for access to the web survey via our online registration site. Upon registering, you will instantaneously receive an e-mail with the link to the web survey, along with your individual PIN and password. With this information, you can access the secure server and complete the online SED. To start the process, please link to the registration URL:

<https://sed.norc.org/showRegister.do>

If you have any questions about the survey or if you have any difficulty with the site, please do not hesitate to contact NORC:

4800-sed@norc.uchicago.edu

or

1-800-248-8649

Common Errors Requiring Correction

Use as Checklist (these are discussed in the Morgan Handbook):

- 1. Font type in paging cannot be different from font in text (may be smaller).
- 2. Incorrect page numbering: Abstract not counted; Title page is “i” but is not placed on the page; Chapter 1 is page 1.
- 3. Margins incorrect. Must be 1.5 inches on left, 1 inch elsewhere.
- 4. Landscape pages must have page number in location of bound manuscript.
- 5. Incorrect ellipses: “...” should be “. . .” (three spaced dots).
- 6. Incorrect “et al.”
- 7. Misuse of dashes. Dashes are not colons, and the em-dash “—” is different from an en-dash “-”; no dash or hyphen usage has spaces on either side of it. Sticking a dash into a sentence because you do not know the correct punctuation is not allowed.
- 8. Appendices must be in the order of their discussion in the manuscript.
- 9. Style guides are very specific regarding the reference style. Please review the submission with great care.
- 10. The serial comma (the comma before the “and” in “x, y, and z”) is required by all the style manuals.
- 11. The standard indent for paragraphs is one-half inch.
- 12. Remove the trailing extra spaces between paragraphs. APA and MLA require double spacing throughout.
- 13. Periods and commas always go inside the quote marks unless a reference follows, then after the closed parenthesis.
- 14. Back-to-back parentheses are not allowed by APA.
- 15. Your thesis or dissertation was approved during a month and year shown on the signature page, and your title page will indicate the month and year of the graduation.
- 16. IRB cannot be included.

Your ETD submission at ProQuest should look like this:

Publishing Settings & Copyright

- Traditional Publishing
- Do not delay release to ProQuest
-
- File for a new copyright - I am requesting that ProQuest file for copyright on my behalf