Doctoral Dissertation Brochure



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PUBLISHING YOUR DISSERTATION

A GUIDE FOR DOCTORAL STUDENTS

Lawrence Technological University

The final step of your doctoral research is the publishing and distribution of your dissertation. This process has been made easier with Lawrence Tech's relationship with Proquest, the premier publisher and distributor of dissertations worldwide. The library, your academic department, and your dissertation advisors will want bound copies of your work. You will likely want one or more bound copies of your work. LTU will assist you with uploading the PDF version of your dissertation to Proquest for permanent retention as well. When a dissertation is published, it becomes part of the record of scholarship, and your work will influence others to promote the advancement of society.

This brochure provides the steps involved in getting your dissertation ready for publication and distribution.

Finalize your dissertation

When your dissertation is complete and accepted, fill out the dissertation submission form ("Checklist of Dissertation Requirements") and have it signed by your advisor or dean. It will include:

- 1. The exact title of your dissertation as it will appear on the front cover
- 2. The exact spelling and form of your name (first name, middle name or initial, last name)
- 3. The date of acceptance of your dissertation (the date of your dissertation defense)
- 4. The degree earned and the college or department
- 5. Your agreement to pay the necessary fees for submission
- 6. Your own signature
- 7. Additional forms and signatures as required

It will also be important to provide the abstract of your work that you prepared for your dissertation that will be part of the electronic submission.

Remember, once submitted to Proquest, all work is finalized and no changes may be made.

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Converting your dissertation to a PDF

It is very easy to save your dissertation as a PDF in MS Word. Be sure that you have inserted a signed copy of the acceptance page before converting your dissertation.

Instructions for MS Word (2010 or 2007):

Create your manuscript using a True Type font such as Times Roman or Helvetica:

- On the *Office or File Button* (top left) click on the **Word Options** box at the bottom of the page
- Click the **Save** tab
- Select the *Embed Fonts* check box
- Save your document
- For more information see the Proquest Guide "Preparing Your Manuscript for Submission"

http://www.proquest.com/assets/downloads/products/UMI_PreparingYourManuscriptGuide.pdf

To create a PDF in MS Word 2007:

- Open the document
- From the *Office Button* click Save As
- Select PDF
- Click the **Options** box
- Click Okay and then Publish

Submitting your dissertation and abstract to the Library

For convenience, also submit the dissertation and the abstract on a CD to the library in PDF format. Be sure to embed the fonts in your word processing software prior to creating the PDF. You must include the acceptance page signed by your advisor and college dean or committee members in both the print copy of the dissertation and the electronic PDF version. LTU staff will review your upload to Proquest (see below), and your work will become part of Dissertations Abstracts International, the main collection of dissertations from around the world, and the main off-site repository of dissertations for the Library of Congress. Once uploaded, Proquest will index the citation and abstract in its database. Google and other search engines will then pick up the citation.

Although the goal of any dissertation is to further the advancement of knowledge, under certain circumstances, the dissertation could be embargoed (made unavailable for viewing for a certain period of time) at Proquest. Please discuss this with your dissertation advisor if it pertains to your unique circumstances.

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Processing Your Dissertation Online

In order to secure copyright and include your dissertation in the national database, you must set up an account with Proquest (also known as UMI and sometimes as PQIL, Proquest Information and Learning). You will use this account to prepare your dissertation and upload it, and the LTU Library will review your work and then actually finalize the upload. Important note: you may see on the Proquest website references to payment, checks, etc. LTU will take care of all your expenses directly with Proquest, and therefore, you will pay LTU by check or credit card for uploading and binding expenses. LTU can also bill a third party upon your request.

- Log into http://dissertations.umi.com/ltu/ and create an account using any username and password you desire.
- There are two preliminary choices for "Traditional" or "Open Access" publishing. *Open Access* means creating public domain access, while *Traditional* generates royalties for the author. Most will want to choose **Traditional**.
- If you need to have restrictions on your work, you can do that and Proquest will embargo your work. Choose standard restrictions, or select the actual date to permit sales. If you do not want your work to be found by search engines such as Google, mark the appropriate box.
- You will want to review and agree to the PQIL agreement, which basically states you give Proquest the right to act on your behalf to sell copies of your dissertation either immediately or after your specified embargo period. You will receive royalties on copies sold, typically 10%.
- Fill in your address information, and also your "future address" if you think you will be moving soon to a new location. Make sure to check the box under future address if you expect it will remain the same as now.
- Type in the title of your dissertation and the other information in the appropriate boxes, such as general subject area and keywords, and at least one advisor's name.
- Copy and paste the abstract into the appropriate box; a Word document will work just as well as the PDF for this, perhaps better. Decide if you want it to

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show as one long paragraph or multiple paragraphs in the drop down box. Take a look at the abstract to be sure it is o.k.

- Choose from one to three broad subject areas from the list (you can preview this
 at http://dissertations.umi.com/ltu/subject_categories.html). This may be
 difficult, as the categories are very generic. The library will review these
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- Select several keywords or phrases. The library may also be able to assist with this and will help by reviewing your entries.
- Upload the PDF of your dissertation (fonts must be embedded & ISO selected). See the LTU wiki for instructions (wiki link is on the library home page).
- Make sure to check the box to have Proquest apply for the official copyright on your work, your fee from LTU includes this. If you have previously copyrighted this work, supply that registration number. It is unlikely that anyone will have previously applied for copyright.
- It is doubtful you will want to order copies of your dissertation from Proquest. You can examine some versions from Proquest currently in the library, but copies sent to the library's bindery are less expensive and more attractive. So ignore this section.

When you have completed your portion of the forms, the library staff will be notified by email and can review and complete your entry.

Submit paper copies to the library for the bindery

The LTU Library requires: 2 copies

Each dissertation committee member should receive a copy: 3-7 copies

Department should receive: 1-3 copies, typically 1 copy

You may want to have 1 or more personal copies

Typically, seven to thirteen copies will be a minimum number; more if you desire to have additional copies bound.

You must submit the copies on acid-free paper designated as "archival quality" and 20 pound weight or higher. Almost all paper sold for photocopying is designated this way, but it is important to check. Standard paper that is not acid-free can turn yellow

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and become brittle in a short period of time. The library expects to retain its copies permanently, so quality acid-free paper will remain legible over long periods of time.

Contact the library for sources of reasonably priced printing operations, or you may choose your own source.

Do not deliver the manuscripts to the Library until the work has been finalized and accepted, including the **signed acceptance page**. Once the library accepts the documents for binding, it will not be possible to make changes. So it is important to check your work carefully for editing mistakes.

The library recommends you call or email for an appointment to drop off your manuscript at least one week prior to the scheduled "bindery pickup" date.

Submission by the LTU Library to the Bindery

The standard binding will include the title of the dissertation, your name, the date, the degree earned and the LTU seal on the front cover, in gold print. The library color is blue and each department has its own color as indicated on the bindery order form. You may choose to upgrade your own personal copies with a different binding color at no extra charge, or substitute leather instead of buckram, etc. for a higher charge. Standard binding is currently \$15.00 per volume (price subject to change). All binding and Proquest uploading charges must be prepaid at the library by check, or by credit card at the One Stop Center. The bindery truck comes approximately once per month, so allow six to eight weeks for turnaround time, depending on the date of delivery of the manuscripts.

One time costs and additional features

(Note: all prices are subject to change)

- 1. Copyright fee \$65.00
- 2. Open Source fee (optional) \$95.00
- 3. Binding (per standard volume) \$15.00
- 4. Upgraded cover (leather) varies; \$40.00 typical
- 5. Alternate color no charge

Explanation of the charges:

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Submission: the required charge by Proquest takes care of all editorial matters required to create a database record, index it, add additional subject terms if needed, etc. The record is added to Dissertations Abstracts International (DAI) and the dissertation becomes part of the public record. Proquest handles the posting to Amazon for two years for additional sales and exposure (optional).

Copyright fee: although your work is protected by copyright from the moment it is written, it is best to formalize this copyright with the Copyright Office. Make sure to include a copyright statement with your name as copyright holder on the page after the title page. Proquest will handle the formal copyrighting for a nominal charge over the standard copyright fee, and the LTU Library recommends this as the most efficient method of obtaining copyright.

Open Source fee: there will be an option to have your dissertation posted as a free download for users. There are both pros and cons to this, but if Open Source is decided upon, there is an additional one-time fee of \$160.00. Proquest supports itself to stay in business based on the sales of dissertations, and if it is available "free of charge", they cannot sell as many. The fee helps defray this loss of income.

Binding fee: LTU's campus binder is experienced in binding dissertations. Professional binding permits a quality, long-lasting way of preserving your work. There will be an option for buckram or leather binding, alternate colors, etc. for your own personal copy (or copies). Contact the library for details. The PDF will also be preserved electronically in the LTU content management system.

Cover and Title Page of Dissertation

The outside cover of the bound dissertation will include the title, your name (first name, middle initial or name, and last name/family name), the seal of LTU, the department, and the year granted. The spine will include your name, the degree (abbreviated) and year. The title page will include more information such as department, and the month and year the degree is granted: May, August, or December.

Role of LTU Library

The library will catalog the dissertation, input the record to the national database (if not already performed by another entity), maintain one copy on permanent reserve, and one copy that can be loaned to LTU students or to other libraries on request. The dissertation PDF will also be included in a special LTU subscription to Dissertations Abstracts International, and may be viewed by students, faculty, and staff.

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The University is developing an institutional repository system, and all dissertations will be posted to this repository along with other campus works.

Quick Checklist

- Finalize your dissertation and have it approved by your advisor
- Provide one separate copy of your abstract
- Embed the fonts prior to PDF conversion
- ➤ Create a PDF of your dissertation, **including the signed acceptance page** and an abstract of 350 words or less and submit to the library on CD
- Create an account at http://dissertations.umi.com/ltu
- Do not finalize submission of your dissertation online until print is delivered for binding
- ➤ Fill out the necessary information for submission to Proquest
- Upload the dissertation, including the signed acceptance page, to Proquest
- ➤ Photocopy or print your dissertation, **including the signed acceptance page**, on archival-quality paper for each copy that will be bound
- Submit the copies to be bound with the following completed forms:
 - Checklist of Dissertation Requirements
 - Cataloguing Information Form
 - Binding Order Form
- ➤ Bring dissertation and forms to the library
- ➤ Payment may be made by check, credit card, or the library will bill your Banner account or other entity (such as your employer) upon request.
- All costs are subject to change

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