

COMPLETING THE THESIS/DISSERTATION

Printers

- Print must be letter quality (jet or laser).
- Dot matrix printers are not acceptable for any portion of a thesis or dissertation.
- It is assumed that a word processor, not a typewriter, will be used to produce the final draft of a thesis or dissertation. Anyone desiring to use a typewriter for any portion of the thesis or dissertation must consult the graduate reviewer before preparing any drafts for approval.

Paper for Original

- The original document must be printed on paper that is appropriate for your printer--jet printers must use paper designed for jet printers.

Paper for the Copies

- Cotton paper for the required copies may be purchased in the university bookstore located in Corbett Center. The paper can also be purchased at most office supply stores. If you have your copies duplicated at one of these businesses, the duplicating cost includes the paper.
- The university's required copies must be duplicated onto 25, 50, or 100% cotton, 20 or 24-pound, **watermarked** white bond paper with a plain finish. Copies submitted without the watermark are not acceptable. The university's required copies must be duplicated onto 25, 50, or 100% cotton, 20 or 24-pound white bond paper with a plain finish.
- Your personal copies may be on any kind of paper.

Duplicating the Copies

- Photocopying at a reputable copy store is preferred over using departmental copiers. Departmental copiers are frequently not well maintained and therefore may not produce acceptable quality.
- Copies must be clean; the print must be clear, dark, crisp, and straight on the page.

- Photocopies made from poor quality originals (such as from photocopied pages that have been reproduced through several generations or on copies that were not maintained in good condition) cannot be reproduced properly in microfilm and will be rejected.
- All information included in the thesis or dissertation must be clearly readable when the paper is duplicated.

After duplicating the copies, check each one to be sure that all of the pages were photocopied and that all copies are of good quality. This way, you can replace missing pages or faulty copies before you give them to Branson Library for binding. If you do not check and the copies are unsatisfactory, your graduation could be delayed.

Signatures and Forms

Instructions on completing the thesis or dissertation are in the checklist on pages 4 and 5. Instructions are also discussed below, the frequently asked questions, and the email of format corrections the thesis reviewer provides with each reviewed thesis or dissertation. There is also an online workshop that discusses the thesis and dissertation review process at <http://www.gradschool.nmsu.edu/mb/TDGWorkshop.wmv>.

- All forms needed to complete the thesis or dissertation submittal process are located on the Thesis and Dissertation Guidelines webpage at: <http://www.gradschool.nmsu.edu/Guidelines/>. Doctoral candidates who are not local will still need to provide the format reviewer with the completed “Survey of Earned Doctorates” booklet when submitting their dissertation for review. Doctoral students will also provide the library with “Doctoral Dissertation Agreement Form” when submitting copies to be bound.
- After the thesis has been edited and approved, make three copies (four copies for molecular biology and astronomy majors) on 25, 50, or 100% watermarked white cotton bond paper, 20 or 24-pound weight.
- Obtain the signature of your committee chair on each of the approval pages from the three (or four) copies. All signatures must be original for all three (or four) required copies. (This is page ii of your paper.)
- Bring the signed approval pages to the Graduate School front desk at Anderson Hall to obtain the graduate dean’s signature stamp. The date will be added at this time.
- Doctoral students must have completed and submitted the “Survey of Earned Doctorates” to the Graduate School in order to receive the dean’s signature.

You will need to pay for your required copies at the cashiers office and complete the online library binding form at <<http://lib.nmsu.edu/depts/bibsvs/thesis.html>>. Please see the section below for more information.

- After you obtain the dean's signature and complete the online library binding form, deliver your copies to the bindery unit in Branson Library.
- If you are a doctoral student, you will also complete the "Doctoral Dissertation Agreement Form" (also known as the UMI) with an extra copy of your abstract and title page to the binding section of Branson Library.
- Doctoral candidates who wish to copyright their dissertation must provide a money order or cashier's check payable to ProQuest for \$65 at this time.
- Personal copies may be also be deposited at this time. Obtain a money order or cashier's check payable to the binder for the appropriate amount according to the fee schedule listed in the "Library Form for Personal Binding" at the library or online at <<http://www.gradschool.nmsu.edu/mb/LibraryForms.pdf>>.
- CDs and oversized materials must be submitted with the copies.

If you have questions about depositing your materials in Branson Library, please contact Graciela Martinez at gramarti@lib.nmsu.edu or 646-1237.

Required Binding and Microfilming Fees

All students are required to pay for three bound copies of their thesis for the university--two for the library and one for the department. Because it is an interdisciplinary program, students in the molecular biology program must pay for four bound copies (2 for the library and 2 for the departments participating in the student's program of study). Astronomy students must also pay for four bound copies (2 for the library and 2 for the department).

- Payment for the required copies for the university may be done in person at the cashier's windows in the Business Office in the Educational Services Building. When paying in person you may use cash, a personal check or a charge card.
- To pay by phone, call the business office at (575) 646-3927 and pay your fee with a credit card. You will be given a transaction number to use when completing the online binding form.
 - **Theses**--the fee is \$38.50 (\$48.50 for molecular biology or astronomy students).
 - **Dissertations**--the fee for binding and microfilming a dissertation is \$79.00 (\$89.00 for the 4 required copies for molecular biology or astronomy students).
- After you have paid the fee then access the library's home page, click on Request Forms and scroll down to the Thesis/Dissertation Processing Form or use this link

<<http://lib.nmsu.edu/depts/bibsvs/thesis.html>>. Complete the form. You will need the transaction number that you received when you paid your fee at the cashiers office.

- After you submit this form electronically an e-mail notice will be sent to the bindery at Branson Library. Please provide a printed copy of the form to the Graduate School to show proof of payment. Also, keep a copy for your records.
- Take the 3 or 4 (plus personal copies if you want them) signature pages which have been signed by your committee chair to the Graduate School to obtain the graduate dean's signature.

Personal Bound Copies

The form for requesting binding for personal copies is found in Branson and also included in these [Guidelines](#). The fee includes mailing personal copies to the student after the copies are bound.

Personal copies must include signed approval pages. If you wish to have original signatures on these pages, present them at the same time you obtain the dean's signature for the university's copies. You may also just photocopy one of the signature pages from the university's copies and insert the photocopied signature pages into your personal copies.

The fee for personal copies must be paid with a money order or cashier's check payable to Bookbinders of New Mexico.

Deliver the required copies, personal copies, and payment for personal copies to the binding section in Branson Library. Book Binders of New Mexico mails personal copies directly to the address the student puts on the binding form. Be sure that the address will be valid for about 2 months from the date the copies were left in Branson.

Library Binding Section

Library Business Hours

Only the staff in the binding section in Branson Library can accept copies of a thesis or dissertation.

The hours of the binding section in Branson Library are 8:30-11:30 a.m. and 1:30-4:30 p.m. Monday through Thursday. Hours on Friday are from 8:00 to 11:30 only. Weekend or evening service is not available.

Please contact Graciela Martinez at gramarti@lib.nmsu.edu or (575) 646-1237 for questions about hours, oversized figures, depositing your copies, submitting CDs, binding, or microfilming.

Duties of Library Binding Section

The library staff in the binding section of Branson Library may check for the following items when you submit your copies:

- Accurate completion of all forms.
- All three (or four) required copies of the thesis or dissertation left for binding conform to the following:
 - Copies are on 25, 50, or 100% cotton 20 or 24-pound white bond paper with a smooth finish. The manufacturer's watermark or the NMSU seal must be visible on every page.
 - All signatures are original.
 - The date on the title page is the date the copies are submitted (May, August, or December).
 - Signature pages (page ii) are provided for each copy of thesis/dissertation to be bound. All signatures need to be on each signature page. The library will not hold theses or dissertations without completed signature pages.
 - Dissertations will only be accepted with a completed UMI/Proquest form. The library will not hold dissertations until the UMI form is completed.
 - If dissertation copyright is requested, the proper form must be completed and paid for by time of reception at the library.
 - Personal copies of thesis/dissertation will be accepted for binding only when accompanied by a money order or cashiers check at time of submission.

The binding section staff does not check for pagination errors, including missing or multiple pages. When the library accepts a thesis/dissertation, the library assumes the document is complete and pages are in proper order. It will be bound as submitted.

Distribution of Required Bound Copies

One copy of each student's thesis/dissertation will be sent to the bindery in a bulk shipment each semester. These copies are usually returned to the library in bound form about six weeks later.

When these bound copies are returned to the library, the other two copies of the thesis/dissertation are sent to the bindery. The three copies are never sent in one shipment as a precaution against loss in transit.

The three (or four) required bound copies are distributed in the following manner:

- Copy 1--non-circulating copy deposited in Special Collections in Branson Library; considered the “record” copy.
- Copy 2--to Branson Library; the circulating copy.
- Copy 3--to the department of the student’s committee chair; however, it is not the chair’s personal copy but the department’s copy for placement in a departmental reading room.
- Copy 4--required for molecular biology and astronomy majors only and is sent to the related department (Chemistry and Biochemistry, Agronomy and Horticulture, or Biology as indicated by the student) and to the Astronomy Department for astronomy majors.

Copyrighting Your Dissertation

If you wish to register your copyright, ProQuest will act as your agent with the Library of Congress Copyright Office. This service includes preparation of the application (in your name), submission of the application fee (\$65), and submission of the required deposit copy(ies) of your work.

To use this service, complete the copyright application portion of the agreement form, obtain a money order or cashier’s check for \$65 made payable to ProQuest and present the signed agreement form and money order with your copies for binding to the binding section in Branson Library. Be sure that you have included the copyright notice on the bottom of the title page.

You will receive your certificate of the copyright registration from the copyright office approximately three to four months after your abstract appears in Dissertation Abstracts International; however your work is protected as of the date it is received in the copyright office.

Copyrighting Your Thesis

Master’s candidates desiring to copyright their thesis must apply directly to the copyright office <<http://www.copyright.gov/>>. Forms for copyrighting publications, information on copyright law, and descriptions of each form are available here.

Corrections of Theses/Dissertations Not Allowed After Graduate Dean’s Approval

For programs requiring a thesis or dissertation, the student is responsible for submitting a completed copy of their thesis or dissertation to the library for binding. Once the document is approved by the thesis or dissertation committee and the Graduate Dean, the thesis is considered a final document. No changes to the document can be made by the author after approval by the committee and the Graduate Dean.