

## Frequently asked questions for Thesis Review

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### **How do I submit my thesis/dissertation to be checked for format by the Graduate School?**

Complete the thesis/dissertation intake form. You will also need to print and complete the “Forms and Procedures for Degree Completion Checklist,” the “Thesis Guidelines Checklist,” and the “Signature Page for Faculty and Student.” This paperwork is found on the Graduate School website at <http://gradschool.nmsu.edu/theses-dissertations/>. When the committee chair signs the signature page for faculty and student, you may turn a copy of your thesis/dissertation into the front desk at the Graduate School, located in Educational Services Building, Suite 301. You may also ship your materials using registered mail, UPS or FedEx. If using UPS or FedEx, the recipient phone number will be (575) 646-5746.

#### **Use this address for registered mail:**

The Graduate School  
Attn: Milen Bartnick  
New Mexico State University  
P.O. Box 30001 MSC 3GS  
Las Cruces, NM 88003-8001

#### **Use this address for UPS or FedEx:**

Milen Bartnick  
NMSU/Graduate School  
Educational Services Building, Suite 301  
1780 E University  
Las Cruces, NM 88003  
Recipient Phone: (575) 646- 5746

### **What do I need to make sure my thesis/dissertation is accepted at the front desk at the Graduate School?**

- You need a completed thesis/dissertation intake form.
- You need to also bring the following completed forms: “Forms and Procedures for Degree Completion Checklist,” the “Thesis Guidelines Checklist,” and the “Signature Page for Faculty and Student.”
- You need one paper copy (on ordinary paper) of the thesis/dissertation.
- If you are a doctoral student, you also need to submit the certificate showing you completed the “SED” (Survey of Earned Doctorates.)

### **I am turning in a dissertation. When do I turn in a Survey of Earned Doctorates or the UMI Dissertation Agreement?**

The “Survey of Earned Doctorates” (SED) and “Doctoral Dissertation Agreement Form” (UMI) are completed by doctoral students.

Submit the “Survey of Earned Doctorates” to the Graduate School when you submit your dissertation for review.

The UMI/Proquest “Doctoral Dissertation Agreement Form” is turned into the bindery section in Branson Library with a mandatory \$65 publication fee. The UMI form and payment are submitted when submitting copies of the dissertation for binding at the library.

### **Are the “Survey of Earned Doctorates” and “Doctoral Dissertation Agreement Form” available online?**

Yes. The “Survey of Earned Doctorates” is completed online at <https://sed-ncses.org/GradDateRouter.aspx>

The UMI/ProQuest “Doctoral Dissertation Agreement Form” is found at <http://gradschool.nmsu.edu/wp-content/uploads/sites/5/2016/06/umi.pdf>

You may also find links to these forms on the NMSU Thesis and Dissertation Guidelines website at <http://gradschool.nmsu.edu/theses-dissertations/>

### **Is there a deadline for submitting my thesis/dissertation for format review?**

Yes, there is a deadline. See [http://gradschool.nmsu.edu/graduate\\_calendar/](http://gradschool.nmsu.edu/graduate_calendar/)

### **How long does it take to get my thesis/dissertation back?**

The length of time needed for the Graduate School to review and return a thesis or dissertation depends on several things: how close to the deadline the paper was submitted; which semester (spring has the largest volume); how closely the format follows the style guide and the Guidelines.

- Allow 2 to 5 days if you submit early in the semester.
- Allow 4 to 10 days if you submit your paper a week before the deadline or closer to the deadline.
- The closer to the deadline you submit your paper, the longer it will take to get it back.  
**Papers are reviewed in the order submitted.**

Please remember to allow a couple of days for processing. This includes time needed to get to your paper, to make sure the format adheres to the guidelines, for you to make possible corrections, for the Graduate School to check those corrections, and so on. Please do not expect to get your paper back immediately.

### **What does the Graduate School look for when they review my thesis/dissertation?**

The Graduate School reviews for format. The thesis reviewer looks at margins, line spacing, placement of figures and tables, pagination and page count, font size, “front end material” (table of contents, list of figures, list of tables, ect). The Graduate School uses the NMSU Thesis/Dissertation Guidelines to conduct the review. Watch the online workshop (movie) at <https://www.youtube.com/watch?v=q4X7NMJpuOo&feature=youtu.be>

### **Does the Graduate School edit the thesis/dissertation?**

The Graduate School reviews the thesis/dissertation for format. The Graduate School does not edit for matters of spelling, content, grammar, citation completeness, and readability of text.

Students are advised that it is the student’s responsibility that the final document submitted meets the revised NMSU Thesis/Dissertation Guidelines.

The faculty makes sure the thesis/dissertation submitted is a final product in regards to intellectual material, citations, acceptable grammar, and completeness.

### **How will I know if I need to revise my thesis/dissertation?**

You will receive an email after the reviewer looks at your thesis/dissertation with a list of formatting corrections. This email will be printed and attached to the thesis/dissertation copy turned in to the Graduate School.

### **How do I submit my thesis corrections?**

You will need to bring your thesis intake form, and the corrected version of thesis/dissertation to the front desk at Graduate School.

You may also mail the corrections back to the Graduate School using registered mail, UPS, or FedEx.

### **What happens after my corrections are submitted?**

The reviewer will look at the document to make sure corrections are made. If any other mistakes are caught, another list of corrections will be sent. Once the Graduate School is satisfied that requirements are met, an email will be sent to let the student know requirements are satisfied and containing additional instructions for binding.

### **Can I make changes to my thesis/dissertation after it is approved for format?**

The student is responsible for submitting completed copies of their thesis or dissertation to the library for binding. Once the document has been approved by the thesis or dissertation committee and the graduate dean, the thesis or dissertation is considered a final document. No changes to the document can be made by the author after approval by the committee and graduate dean.

### **What happens after requirements are satisfied through the Graduate School reviewing process?**

Once you satisfy the requirements for thesis/dissertation format, you will be added to an approved list for the dean's signature at the Graduate School. The dean's signature can now be placed on your signature pages. Bring multiple copies of the signature pages (page ii) on good paper (see next question) to get the deans signature, so you may get your thesis/dissertation bound at Branson Library. If you have not paid your binding fees, you do so at the cashiers' office.

### **Am I required to print my thesis/dissertation on special paper?**

After the thesis is reviewed and approved, make three copies (four copies for molecular biology majors) on 25, 50, or 100% watermarked white cotton bond paper, 20 or 24- pound weight. If you have personal copies you are having bound, print those as well.

### **What steps do I need to take to make sure binding goes smoothly?**

- Be sure you have paid the required binding fee for required copies at cashier's office.
- Make sure printed copies meet the paper requirements.
- Fill out the library's online form for binding at <https://liblc.nmsu.edu/thesisdissertation-binding-form/> Press the "Submit" button. The information input will show as successful. Print a copy for your records. The library will request this printed confirmation when submitting your binding copies. Print a copy for the library and take it with you when submitting your papers for binding.
- Make sure you deliver copies of the thesis/dissertation to Branson Library with correctly completed forms. You will submit your papers to the Information Service Desk.
- Make sure you have an original signature page for each copy to be bound.
- Thesis or dissertation submissions must include a fully signed signature page (page ii). The library cannot hold theses or dissertations while you get signatures. Fully signed signature pages must be included with copies.
- Signatures for bound copies should be original.

- Dissertations will only be accepted with a completed UMI/Proquest form. The library cannot hold dissertations until the UMI/Proquest form is completed. UMI requires a \$65 dollar payment for traditional publishing. You must pay this with a cashiers check or money order. If you choose open access, the fee is an additional \$95. Copyright can be requested for an additional fee on top of the fees listed above. The completed UMI form must accompany payment for publishing the binding copies at the time of reception.

### **How much does thesis/dissertation binding cost and where do I pay this fee?**

- **Theses and Dissertations**--the fee is \$38.50 (\$48.50 for molecular biology students).

The binding fee needs to be paid at a cashier's window in the Educational Services Building. You may use cash, charge card, or personal check. You will receive a transaction number from the cashier. You need this number for the next step.

### **What do I do after I pay the required binding fee?**

After you have paid the fee, access the library's "Thesis/Dissertation Binding Form." Use this link for direct access <https://liblc.nmsu.edu/thesisdissertation-binding-form/>. Complete the form. You will need the transaction number that you received when you paid your fee at the cashier's window. Be sure to click on the "Submit" button after completion of the form. After the button is pressed, you will get a confirmation email. Print a copy for your records. Print a copy for the library. You will take this when submitting your papers for binding.

### **What if I want to have some personal copies of my thesis/dissertation bound?**

You will need to complete "Form for Additional Personal Bound Copies of Thesis/Dissertation." This form contains pricing information. You may access this form at <http://lib.nmsu.edu/services/documents/BindingPersonalCopiesForm.pdf>

Payment is different for personal bound copies. A cashier's check or money order is made payable to Bookbinders of New Mexico and will be turned in to the bindery section at Branson Library.

Personal copies of a thesis or dissertation will be accepted for binding only when accompanied by a money order or cashier's check and the personal binding form at time of submission.

### **I have filled out the online form for binding. What do I do next?**

Deliver the required copies (online form for required copies, payment made at cashiers office), personal copies (with separate form and payment required), and if you are a doctoral student, you will bring the UMI form (with required payment).

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

### **Does the Information Service Desk in Branson have certain hours?**

The Information Service Desk in Branson Library is open when the Branson Library is open.

**Is the library responsible for checking any errors?**

The author is responsible for checking all errors. This includes pagination errors, such as missing or multiple pages. When the Library accepts a thesis or dissertation, the Library assumes the document is complete and the pages are in proper order.

**I am a distance education student and am having a hard time figuring out how I will get my final approved copies to the library for binding. What do I do?**

Please contact Milen Bartnick at [mbartnic@nmsu.edu](mailto:mbartnic@nmsu.edu) or (575)646-1432 once your paper is approved for format. Milen can help with the delivery of your papers to the library before the deadline, provided you follow the instructions he gives. This process requires adequate planning and coordination from the student. Please contact Milen for instructions and details or read the attached instructions for students at a distance in your approval email.

**Who can answer questions?**

You may direct your questions for thesis/dissertation review to Milen Bartnick at [mbartnic@nmsu.edu](mailto:mbartnic@nmsu.edu) or (575) 646-1432.

Please contact (575) 646-3101 for questions about the UMI form, binding, and microfilming.