

Introduction

The criteria set forth in this guide have been established and must be followed in order that each document accepted for official deposit in the Stony Brook University Library and for publication by University Microfilms International (ProQuest/UMI) is a uniform document.

Requirements, Procedures, Deadlines

Students are responsible for knowing University requirements, procedures and deadlines relating to graduation. Please refer to the Graduate School website-Academics - Graduation Information - Information and FAQs section for this information.

How to use these Guidelines

The Guidelines contain three main sections listed in the order in which a student would prepare their dissertation in music composition:

- Preparation and Format of the Dissertation
- Assembly of the Dissertation
- Submission of the Dissertation

The Appendices contain the following:

- Appendix A – Checklists – a companion to the Guidelines.
- Appendix B – FAQs – Lists Frequently Asked Questions that are made relating to thesis/dissertation preparation and submission. Includes some information and resources to help with PDF conversion and general formatting.

Any questions regarding the dissertation preparation or submission process should be directed to:

Graduate_School_Graduation@notes.cc.sunysb.edu

The Graduate School
Spring 2012

1) Preparation and Format of the Electronic Dissertation – Music Composition

1. Preparation and Format of the Electronic Dissertation in Music Composition

General Format	3
Overall Appearance	3
Fonts	4
Margins	4
Spacing and Indentations	4
Pagination	4
Organization of Pages and Sections	5
Title Page	5
Copyright Page	5
Signature Page	5
Abstract Page(s)	7
Dedication Page	7
Frontispiece	7
Table of Contents	7
Performance Notes/Performance Parts	7
Preface	7
Acknowledgments	7
Vita, Publications, Fields of Study	7
Score	7
Microfilming and Copyrighting	8
Microfilming	8
Microfilm Agreement	8
Copyrighting the Doctoral Dissertation	8

2. Assembly of the Dissertation

File Format for Main Text	9
Important Information on Score Size	9
File Naming	9
Signature Page	9

3. Submission of the Dissertation

Before Submitting the Electronic Dissertation	10
Deadlines	10
Service Hours	10
Submitting the Electronic Dissertation	10
Electronic Dissertation	10
Supporting Items (Required)	12
After Submitting the Electronic Dissertation	13
Distribution of Manuscripts	13
Personal Copies	13

Appendices

A. Checklists	14
B. FAQs	17

1) Preparation and Format of the Electronic Dissertation – Music Composition

PREPARATION AND FORMAT OF THE ELECTRONIC DISSERTATION FOR THE PH.D. IN MUSIC COMPOSITION

General Format

Please Note: Students should not use a previously submitted dissertation as a guide for your work. Follow the instructions set forth in this guide to ensure your work will be in the correct format.

Overall Appearance

For the Ph.D. degree in music composition, the dissertation consists entirely of music either conventionally notated, electronically recorded, or both, along with the preliminary pages as specified below.

A dissertation reflects the quality of work produced by the author, the advisor, the department, and the Graduate School. It is therefore important that the final manuscript is properly collated and not marred by careless errors.

The text of the dissertation must be clear and grammatically correct or it will not be accepted.

Using programs that do not allow the student to follow these format guidelines will not excuse the student from following the guidelines. If the student is unable to alter the program in order to follow the guidelines, a different program should be used.

Format Specifications of the Manuscript/Score

File Format for Main Text

Adobe PDF is the mandatory presentation/submission format of primary source information (the text of the work itself).

- Adobe is available in all SINC sites at Stony Brook University.
- You will also be able to convert your document to a PDF using the ProQuest/UMI ETD Administrator site.
- Do not password protect your file, as it will prevent the University Library from processing your thesis/dissertation correctly. The Library will administer the appropriate security protections.

File Formats that are Linked and Embedded

Acceptable file formats that are linked and embedded within the main text are below. These can be used as needed; however, it is uncertain as to the PDF ability to embed other file formats that are not listed here.

- Application Formats: Adobe PDF (.pdf); Archive HTML Open with IE only (.mht, .mhtml); FMP3 (.fm); LateX (.latex); MARC; Mathematica (.ma); Microsoft Excel (.xls); Microsoft Powerpoint (.ppt); Microsoft Project (.mpp, mpx, .mpd); Microsoft Visio (.vsd); Microsoft Word (.doc); Photoshop (.psd, .pdd); Postscript (.ps, .eps, .ai); SGML (.sgm, .sgml); TeX (.tex); TeX dvi (.dvi); WordPerfect (.wpd)
- Audio Formats: AIFF (.aif); CD-DA, CD-ROM/XA (A or B or C); MIDI (.midi); MPEG Audio (.mpa, .abs, .mpega); MPEG-2; RealAudio (.ra, .ram); SND (.snd); WAV (.wav); audio/basic (.au, .snd)
- Authoring Formats: Authorware, Director (MMM, PICS)

1) Preparation and Format of the Electronic Dissertation – Music Composition

- **Image Formats:** BMP (.bmp); CGM (.cgm); GIF (.gif); JPEG (.jpg); PDF (.pdf-Type 1 Postscript fonts); PhotoCD (.pcd); TIFF (.tif); image/png (.png)
- **Special Formats:** AutoCAD (.dxf); Excel (.xcl)
- **Text Formats:** ASCII (.txt); HTML (.htm, .html); PDF (.pdf); RTF (.rtf); Text (.txt, .asc); XML (.xml)
- **Video Formats:** MPG-4 (.mpg); MOV (.mov); h.246 compliant

Fonts

- Standard fonts such as Times New Roman and Arial are recommended. Fonts should not be smaller than 15 characters per inch. Size 12 font is recommended.
 - Exceptions for font size will be made in the case of format style, when larger type is used for chapter or division headings, or if it is necessary to change type for symbols.
 - If you are unsure whether your font is acceptable, please have it checked by the Graduate School.
- The font must be consistent throughout the text. Fonts can differ for symbols, musical notations, etc., but all main text in the preliminary pages should be in the same font.
- All fonts must be embedded. Information on this can be found at <http://www.etsdadmin.com/cgi-bin/main/support> - select Creating PDFs in the Support Tools box on the right.
- Italics should only be used when appropriate.
- Font color must be black for all main text. Colored font can be used when appropriate for special symbols/notations.

Margins

- All margins must measure 1 inch. 1½ inches for all margins is also acceptable. The pages are trimmed if the document is bound, so it is important to adhere to these specifications.
- The right-hand margin of the text may be justified or ragged.
- Page numbers should be contained in the above margin requirements. However, page numbers may be placed at the 1" margin, but should not be placed lower than ½".

Spacing and Indentations

- The text of your manuscript may be single or double-spaced, although single-spacing is preferred. One and a half inch spacing is also acceptable.
- Text for captions must be single-spaced.
- The first line of each paragraph should be indented using a standard tab indent.

Pagination

- Page numbers should be computer generated or typed. Hand numbering is not acceptable.
- For the preliminary pages:
 - These are numbered in lower-case Roman numerals at the bottom center.
- For the main body:
 - Every page in the main body must be consecutively numbered in Arabic numerals centered at the top or bottom of the page.
 - The placement of page numbers in the main body must be consistent throughout the dissertation.
- Letter suffixes such as 10a, 10b, 10c, etc., are not permitted. If it becomes necessary to make additions to your completed manuscript, you may add them in the form of an addendum at the end.

1) Preparation and Format of the Electronic Dissertation – Music Composition

- Do not use punctuation with page numbers.
- Do not italicize page numbers.
- Page numbers should be contained in the above margin requirements. However, page numbers may be placed at the 1" margin, but should not be placed lower than ½".

Organization of Pages and Sections

The dissertation consists of two parts:

- Preliminary pages - The preliminary pages must be in the order indicated below, and unless otherwise indicated are numbered in lower-case Roman numerals **centered** at the bottom of the page within the margin limit. All preliminary pages must be in portrait orientation. The only preliminary pages that are *not* numbered are the Title Page and Copyright page (which is optional).
- Score - The score is continuously numbered in Arabic numerals beginning with "1". The internal arrangement of the score will be decided in consultation with your dissertation advisor.
- There is a Word template available for you on our website here:
www.grad.sunysb.edu/academics/templates.shtml

Preliminary Pages

Title Page: (*unnumbered*)

- Use the term *Dissertation*.
- Use your full, legal name. Do not use initials. This name must match the name on the signature page and abstract.
- Use the official and complete name of the degree and degree program. The concentration may be placed under the program name in parentheses:
Doctor of Philosophy
in
Music
(Music Composition)
- The date at the bottom of the title page is the month (May, August, or December) and the year in which the diploma is to be awarded (it is **not** the date you defend your dissertation).

Copyright Page (optional): (*unnumbered*) See *Microfilming and Copyrighting – Copyrighting the Doctoral Dissertation for further information.*

Dissertation Signature Page: *page ii of your document.* Students will need to prepare two versions of the signature page – one that is an original that is signed by the committee, and one that will be in your electronic dissertation PDF document as page ii.

Format for Original Signature Page

- Templates for this page are available here: www.grad.sunysb.edu/academics/templates.shtml
- The Original is the one your committee will sign.
- Use white, unpunched 8 ½ X 11 paper.

1) Preparation and Format of the Electronic Dissertation – Music Composition

- Use your full legal name, centered, on the line above the main statement.
 - This name must match the name on the title page and abstract page, and must match your name in University Records.
 - Do not use initials.
 - Do not sign your name.
- Use the term Dissertation.
- Type out the degree name in full (do not use abbreviations of degrees).
- Do not indicate the program name in the top text. Be sure to follow the text provide in the sample page in Appendix A.
- Order of committee members:
 - Your advisor is listed first, and the chairperson of the defense is listed second.
 - The outside member is listed last.
- Type signature lines according to the number of members on your committee.
 - Underneath each line, fully identify the member with his/her name, title and department. Include the discipline and affiliation of the outside member. If you have a co-advisor who is not from Stony Brook University, you will need to indicate their affiliation.
 - The line for the Dean of the Graduate School must be provided, but will remain blank. The Graduate School will obtain the Dean's signature after you submit your dissertation.
 - The signature page must be **one page only** – if there are numerous committee members, you may use double columns to accommodate all signatures on one page.
- Committee members must sign in **permanent ink**. A signature in India ink is preferred, but ballpoint pens are acceptable. Felt-tip or erasable pens are not acceptable.

Format for Signature Page in the Electronic Dissertation PDF

This is the format of the signature page that is page ii of your thesis/dissertation PDF:

- Use your full legal name, centered, on the line above the main statement.
 - This name must match the name on the title page and abstract page, and must match your name in University Records.
 - Do not use initials.
 - Do not sign your name.
- Use the term Dissertation.
- Type out the degree name in full (do not use abbreviations of degrees).
- Do not indicate the program name in the top text. Be sure to follow the text provide in the sample page in Appendix A.
- Order of committee members:
 - Your advisor is listed first, and the chairperson of the defense is listed second. These two designators must not be the same person.
 - The outside member is listed last.
- Instead of typing lines for the committee members to sign on, just type the names of the committee using the proper order indicated above, and listing their departments under their names. Be sure to list the discipline/affiliation of the outside member. If you have a co-advisor who is not from Stony Brook University, you will need to indicate their affiliation.
- The PDF signature page must be **one page only** – if there are numerous committee members, you may use double columns to accommodate all names on one page.
- At the bottom, type the Dean's name and indicate Dean of the Graduate School under his name:

1) Preparation and Format of the Electronic Dissertation – Music Composition

Charles Taber
Interim Dean of the Graduate School

Abstract Page(s)

- Use the term Dissertation.
- Use your full legal name. Do not use initials. This name must match the name on the title page and signature page, and must match your name in University Records.
- Use only the year the degree is awarded.
- The abstract begins on page iii of the preliminary pages. Continue lower case Roman numeral pagination throughout the abstract.
- The abstract should be a statement describing the performing forces and may include other information that would inform a prospective reader about the work.
- In collaborative projects, an individual's contribution should be made evident in the abstract or in a cover letter written by the Advisor.
- All thesis or dissertation abstracts **must** be written in English regardless of the language of the dissertation, though a second abstract in the language of the dissertation is allowed.

Dedication Page (optional)

Frontispiece (optional)

Table of Contents (optional)

If you choose to have a table of contents, it should list all the main divisions of your manuscript following the table of contents such as movements/divisions of the score.

List of Performance Notes/Performing Parts (optional)

- If you have a list of performance notes, text that was set, or performance parts, etc., each must be a separate list.
- Use the same format as for the Table of Contents.

Preface (optional)

- No part of the dissertation essential to an understanding of the main body of the text should be included in the preface.
- The Preface may include the Acknowledgments.

Acknowledgments (optional)

Vita, Publications, and Fields of Study (optional)

Score:

- Begin Arabic numbering starting with page 1.
- For scores accompanied by prerecorded electronic music, a statement that an electronic tape accompanies the score should appear prominently on the score.

Microfilming and Copyrighting

1) Preparation and Format of the Electronic Dissertation – Music Composition

Microfilming

- A master microfilm of each dissertation is assigned a publication number and then kept on deposit by ProQuest/UMI. You will be issued your publication number directly from ProQuest/UMI approximately six to eight months after you file your dissertation. This number is used to order your microfilm copies.
- Dissertation abstracts will be published in *Dissertation Abstracts International*.

Microfilm Agreement

When you submit your dissertation on the ProQuest/UMI ETD Administrator site, you will be required to sign an agreement form with ProQuest/UMI, at which time you may take the option to copyright your dissertation.

Copyrighting the Doctoral Dissertation

Since your dissertation will be published in microfilm form by ProQuest/UMI, it is important to decide whether you want the protection of a copyright. Whether or not your dissertation should be copyrighted depends on the nature of the materials and your plans for its future publication or revision. In deciding the matter, the following considerations are pertinent:

- Whether or not the dissertation is copyrighted, you retain the right to publish all or any part of your dissertation by any means at any time, except by reproduction from a negative microfilm as described in the Microfilm Agreement Form that you sign.
- The university does not have a mandatory policy on copyrighting dissertations. You may, however, take the option to copyright your dissertation by completing the copyright section on the ProQuest/UMI ETD Administrator site.
- If you decide to copyright, ProQuest/UMI will obtain a copyright for your dissertation in your name.
- The certificate of registration will be mailed to you approximately five months after University Microfilms receives your dissertation.
- A copyright page should be placed in your dissertation following the title page. See *Appendix A for sample page*.

2) Assembly of the Dissertation – Music Composition

ASSEMBLY OF THE DISSERTATION

File Format for Main Text

Adobe PDF is the mandatory presentation/submission format of primary source information (the work itself).

- Adobe is available in all SINC sites at Stony Brook University.
- You will also be able to convert your document to a PDF at the ProQuest/UMI ETD Administrator site.
- ProQuest/UMI ETD Administrator site has a section on PDF conversion help. It can be found at <http://www.etsadmin.com/cgi-bin/main/support> - select Creating PDFs in the Support Tools box on the right.
- Do not password protect your file, as it will prevent the University Library from processing your thesis/dissertation correctly. The Library will administer the appropriate security protections.

Important Information on Score Size

When you submit your dissertation at the ProQuest/UMI Administrator site, you will have the option to buy bound copies. Additionally, if you choose Traditional Publishing, you are granting ProQuest/UMI the ability to reproduce, distribute and sell your dissertation. The size of all bound/printed copies produced by ProQuest/UMI are 8 ½ x 11. Therefore:

- If you want a printable version of your dissertation, you would need to have all pages of your dissertation – including the score – be 8 ½ x 11.
- If you prepare all of your PDF pages in a larger size, the reproduced dissertation will be reduced to 8 ½ x 11 size, whether it is legible or not.
- Another option is to upload the PDF of your preliminary pages as 8 ½ x 11 in the regular submission section of the ProQuest/UMI ETD Administrator site, and upload a PDF of the score in a larger format in the Supplemental Files section of the site. In this case, if your dissertation is reproduced, the preliminary pages would be bound as 8 ½ x 11 size, and the supplemental file of the score would be included with the bound copy on a disc.

File Naming

You can name your PDF file as your name or thesis/dissertation title, but be sure to not use periods in the file name.

Signature Page

- Please refer to *Preparation and Format of the Dissertation – Preliminary Pages – Dissertation Signature Page* for instructions on how to format this page.
- It is your responsibility to prepare the original signature page according to the format presented in these guidelines.
- Your committee signs the original signature page upon approval of your defense. All signatures must be in **permanent ink**. This page is considered the original signature page.
- The signature line on the original signature page for the Dean of the Graduate School will remain blank, as the Graduate School takes care of obtaining this signature after students have submitted their thesis/dissertation.
- Please note that the Original Signature page would not be submitted via the ProQuest/UMI ETD Administrator site. The dissertation PDF contains a typed version of this page, but the

2) Assembly of the Dissertation – Music Composition

Original version (the one your committee actually signs) needs to be submitted as a hard copy to the Graduate School.

SUBMISSION OF THE DISSERTATION

Before Submitting the Dissertation

Deadlines

- You are urged to submit the final version of your dissertation as early as possible during the semester in which you expect to receive your degree.
- Doctoral students must submit their dissertation within three months after a successful defense.
- You must submit your dissertation by the posted deadline in order to qualify for the degree in that semester.
- Current deadlines are posted online at the Graduate School website (www.grad.sunysb.edu). Go to Academics - Graduation Information – Information and FAQs – Summary of Deadlines.
- NOTE: The submission of your dissertation to the Stony Brook University ProQuest/UMI ETD Administrator site will be required by 5:00pm New York EDT on the May and August deadline dates, and by 5:00pm New York EST on the December deadline date.
- If you plan to travel after your submission, please allow appropriate time in your schedule to respond to any corrections to your dissertation that may be requested.

Service Hours

- Current service hours are posted online at the Graduate School website (www.grad.sunysb.edu). Go to Academics – Graduation Information – Information and FAQs – Thesis/Dissertation Information.
- Before submitting the final version, you may bring a “rough draft” to the Graduate School for a format check with the file on your laptop or on a disc. Please note that due to security concerns, we are unable to review files on a jump/flash drive or external hard drive.

Submitting the Electronic Thesis/Dissertation and Supporting Materials

A thesis or dissertation submission is not considered complete until the following items are received by the Graduate School:

- Electronic Thesis or Dissertation submission through the ProQuest/UMI ETD Administrator site
- Supporting Items (further information below):
 - Original Signature Page (in hard copy)
 - Survey of Earned Doctorates (done online)

Electronic Dissertation

Doctoral dissertations should not be submitted unless they have been successfully defended.

You are required to submit one electronic (digital) copy of the final version of your dissertation at Stony Brook University’s ProQuest/UMI ETD Administrator site (this link is found at the Graduate School’s website under Academics – Thesis & Dissertation Guidelines):

<http://www.etdadmin.com/grad.sunysb>

3) Submission of the Electronic Dissertation – Music Composition

Create an Account

- If you are using the site for the first time, click “Submit” next to “Students” in the upper right. On the next page, select “Create an Account” in the New User box.
- If an account has already been created, you would enter the appropriate email address and password and click “Log-In.” NOTE: If you are submitting a revision, **do not create a new account**. Use the Revise link in the upper right on the home page.

After Logging In

- Once you have successfully logged in, you will follow the instructions and steps on the submission site.
- If you need help using the ETD Administrator, contact Tech Support which can be found under Support and Training on the main ProQuest/UMI Administrator page.
- There will be a section for you to indicate a Publishing Option, which includes choices of a 6 month, 1 year or 2 year embargo.
 - Information on reasons to select an embargo can be found here:
<http://www.etsadmin.com/cgi-bin/main/resources>
 - The Stony Brook Licensing Agreement Form is part of the online submission process. This is required as your thesis/dissertation will also be sent to the University Library Archives for processing. They will match the embargo you selected on the ProQuest/UMI site.
- Supplemental files (images, video, audio) that are an integral part of the dissertation but not part of the full text may be submitted in the Supplemental Files section at the SBU ProQuest/UMI ETD Administrator.
- Permission letters, if needed, would also be submitted in the Supplemental Files section.
- Fees:
 - The fee for your thesis or dissertation depends on what you select for your publishing option, whether you choose copyright, and any personal copies you may order when you submit using the ProQuest/UMI ETD Administrator.
 - You will be able to view a summary page towards the end of the online submission process that will show the items you have chosen, and the fees connected to them.
 - Please note that you will not be able to submit your dissertation unless payment is made on Stony Brook University’s ProQuest/UMI ETD Administrator.
 - All fees are handled and maintained by ProQuest/UMI.

After Submitting

- After you officially submit on the site, you will receive an email that the dissertation was successfully submitted.
- The Graduate School will also receive an email notification that you have submitted your dissertation.
- Once the Graduate School is notified that you have submitted, the dissertation will be ‘locked’ to avoid any changes to the document during our review process.
- Following your submission, please allow three business days to receive a response from the Graduate School regarding the status of your dissertation.
- Dissertations are reviewed in the order they are received on the submission site.

3) Submission of the Electronic Dissertation – Music Composition

Supporting Items (Required)

In addition to the electronic dissertation you are required to submit, you will also need to submit the items below. These items should be submitted as soon as possible after your dissertation has been approved by your committee. These items should also be submitted together to ensure that your dissertation is reviewed/processed in a timely manner. Failure to turn in these required items may result in a delay in your graduation.

Original Signature Page

- Please note that the Original Signature page is not submitted via the online site. The Original version (the one your committee actually signs) needs to be submitted as a hard copy to the Graduate School.
- It is important that the Graduate School receives the Original Signature page prior to the dissertation deadline, as this is the main indicator that your dissertation has been approved by your committee.
- If your program is in possession of the Original Signature page, they must submit this page to the Graduate School **by the posted dissertation deadline**. Exceptions to this will not be not granted.
- **Note on Mailing of Original Signature page:** If you will be mailing the Original Signature Page (the address is here: <http://www.grad.sunysb.edu/about/contact.shtml>), be sure to use a courier that can track your package. If it is close to the submission deadline, be sure to use a courier such as FedEx or DHL, etc., as those couriers will deliver directly to the Graduate School. Items mailed using the US Postal Service (USPS) are not delivered directly to the Graduate School – they are delivered to the University’s Central Receiving Office first – which can cause the package to arrive at the Graduate School after the intended date of receipt.

Survey of Earned Doctorates (for doctoral students only)

- Doctoral students are required to fill out the National Research Council’s Survey of Earned Doctorates. This is done online here: <https://sed.norc.org/survey> .
- The Graduate School will be able to view which students have submitted this via an online interface.
- Students do not need to provide any hard copies of this survey to the Graduate School.

3) Submission of the Electronic Dissertation – Music Composition

After Submitting the Dissertation

After your dissertation has been submitted to the Graduate School you may not withdraw it from the university.

Distribution of Document

- Once your dissertation is officially delivered to ProQuest/UMI, a copy of the file will also be sent electronically to University Archives for deposit in the University Library system.
- If you chose an embargo for your dissertation, ProQuest/UMI and University Archives will not release the document until that time period is complete.
- For further information on this, see *Submitting the Electronic Dissertation - Supporting Materials – Exit Packet* regarding the Stony Brook University Licensing Agreement Form.

Personal Copies

There are no personal copies of the manuscript bound for you by the Graduate School. If you wish to have additional copies bound, you have the option of buying personal copies during your submission on the ProQuest/UMI ETD Administrator.

Other options include C&H Bookbinding (www.chbook.com) and Bridgeport National Bindery, Inc. (www.bnbindery.com).

This checklist is not meant to replace the main Guidelines, but is meant to be a companion to them. You should still refer to the main guidelines as you format and assemble your thesis/dissertation.

Checklist I - Requirements Prior to the Dissertation Process

Procedures and Requirements:

- You have been advanced to candidacy (G5 status) for at least one year (doctoral students only).
- You are registered for at least one graduate credit if you are a Spring or Fall candidate, or for a zero credit graduate course if you are a Summer candidate.
- Your dissertation will be read/defended prior to the submission deadline in the semester you intend to graduate.
- Your Doctoral Defense Announcement has been posted to the Graduate School website at least three weeks before your defense (doctoral students only).
- You have applied for graduation within the posted deadlines.
- You have paid any outstanding university fees and returned all library books.

Checklist II - Specifications of the Dissertation

General Format

File Format:

- Adobe PDF format used
- Appropriate formats used for linked and embedded files
- File not password protected

Fonts:

- Fonts are no smaller than 15 characters per inch (12 point font)
- Fonts are embedded
- Fonts are consistent throughout the document

Margins:

- Margins are 1" on all sides (1 ½" all around also acceptable)

Spacing and Indentation:

- Main body single or double-spaced (single spacing preferred); 1 ½" spacing also acceptable
- First line of each paragraph indented 5 spaces (standard tab indent)
- First line of text after major division should be 6 single spaces below previous text or on new page

Pagination:

- Preliminary** pages in lower-case Roman numerals, at bottom center of page
- Main** body pages in Arabic numerals centered at top or bottom of page

Supplemental Files:

- Any supplemental items to be uploaded at the ProQuest/UMI ETD Administrator

Organization of the Pages and Sections

Title Page: *unnumbered*

- Used the term Dissertation
- Used correct name of degree
- Used correct name of degree program
- Used correct name of graduate study and/or concentration
- Date:** the **month** (May/August/December) and **year** in which the diploma is awarded

Copyright Page (optional): *unnumbered*

- Appropriate Format Followed

Signature Pages: *Page ii*

- Used full legal name – centered (do not sign your name on original)
- Used correct name of degree
- Page ii of preliminary pages
- Signature lines have full identification of members for original signature page
- Signature page in PDF does not contain any lines
- First member listed - dissertation advisor, Second member listed - Chairperson of defense
- Last member listed - outside member
- Dean's name is listed at the bottom
- Signatures in **permanent ink** for original signature page
- White, unpunched 8 ½ x 11 paper used for original signature page

Abstract Page: Page iii

- Used the term Thesis if you are a master's candidate, and Dissertation if you are a doctoral candidate
- Used full title
- Used full legal name
- Used correct name of degree
- Used correct name of degree program
- Used correct name of graduate study and /or concentration
- Date – only the year the degree is awarded
- Begins on page iii of preliminary pages
- Short statement included

Dedication Page (optional)

- Appropriate format followed

Frontispiece (optional)

- Appropriate format followed

Table of Contents

- Contains all main divisions and subdivisions of the manuscript
- References and any Appendices listed
- Corresponds to sample in Appendix A

Performance Notes/Parts, etc.

- Each a separate list
- Appropriate format followed

List of Abbreviations

- Appropriate format followed

Preface (optional)

- Appropriate format followed

Acknowledgments (optional)

- Appropriate format followed

Vita, Publications, and Fields of Study (optional)

- Appropriate format followed

Score:

- Begins with Arabic numbering of page 1
- Format followed for electronic music tape, if applicable

Inclusion of Other Published Media

Permission to Use Copyrighted Material

- Permission received from author(s) of materials from which you quote extensively, or if other media is reproduced
- Permission letter: uploaded in Supplemental Files section on ProQuest/UMI ETD Administrator site

Checklist III - Assembly and Submission of the Dissertation

Assembly of the Dissertation

File Format:

- Adobe PDF format used
- Appropriate formats used for linked and embedded files
- File not password protected
- Score size is 8 ½ x 11 if printable version is desired

File Naming:

- Did not use a period in file name

Supporting Items in Hard Copy

Original Signature Page:

- Appropriate formats followed for original version
- All signatures are in permanent ink on original signature page

Doctoral Survey

- National Research Council's Survey of Earned Doctorates completed online

Submission of the Dissertation

Deadlines/Service Hours:

- Check the Graduate School's website for deadlines and service hours, and link to submission site

Frequently Asked Questions

- If I submit my dissertation, does my student status become inactive?
 - No. The submission of your dissertation does not change your student status in the system, nor does it change your status concerning housing, support, or student visa. Your status remains active until final clearance of the degree is done by the Graduate School, which occurs after the semester is completed.
- When will I be notified about my status after I submit my dissertation?
 - Once the Graduate School is notified that you have submitted, the dissertation will be 'locked' to avoid any changes to the document during our review process.
 - Following your submission, please allow three business days to receive a response from the Graduate School regarding the status of your dissertation.
 - Please be aware that when it is close to the submission deadline, your wait to see someone during service hours may be longer than earlier in the semester. We strongly encourage students to defend and submit their dissertation as early as possible during their final semester.
- How is the Dean's signature obtained for my original signature page?
 - The Graduate School obtains the Dean's signature after you submit your dissertation. Students do not need to obtain it before they submit.
- I am using a program other than Word to create my PDF (such as LaTeX) – how can I make sure it is done right?
 - Help on converting different formats to PDF can be found here: <http://www.etdadmin.com/cgi-bin/main/support> - Select Creating PDFs in the Support Tools box on the right.
- I am having trouble getting page numbers off of pages that are not numbered. How do I do this?
 - Help on this can be found here: <http://www.grad.sunysb.edu/academics/t&d.shtml>
- How do I change page number styles (Roman numerals to Arabic) in different sections of my document?
 - Help on this can be found here: <http://www.grad.sunysb.edu/academics/t&d.shtml>
- How do I add a portrait page number to a landscape page in Word?
 - Help on this can be found at: <http://www.etdadmin.com/cgi-bin/main/faq>
- How do I know if my fonts are embedded?
 - Help on embedding fonts can be found here: <http://www.etdadmin.com/cgi-bin/main/support> Select Creating PDFs in the Support Tools box on the right.
- Do you bind extra copies if I want one for personal use or for my advisor?
 - No. Please see the section Submission of the Dissertation – After Submitting the Dissertation – Personal Copies for more information.
- When are the dissertations processed?
 - The Graduate School processes them approximately 1-2 months after the degree date for which they were submitted.
- When do I receive my diploma?
 - On the Graduate School website, go to Academics - Graduation Information – Information and FAQs – Awarding the Degree for this information.