THESIS/DISSERTATION HELPFUL HINTS
THE GRADUATE SCHOOL ● VALDOSTA STATE UNIVERSITY

THE FOLLOWING ARE HELPFUL HINTS AS YOU CLIMB THE FINAL STEPS TO GRADUATION!

- Submit a signed Thesis or Dissertation Committee Appointment Form to the Graduate School **at least three semesters before graduation.**

- Thesis Committee Form – (see second to last page) (DPA or EDD dissertation committee forms can be found in respective program handbooks).

- Committee members must have graduate faculty status to serve on a thesis or dissertation committee (Graduate Faculty List)

- **DEADLINES: STUDENTS MUST SUBMIT DEFENDED, FINAL VERSIONS OF THESES AND DISSERTATIONS TO THE GRADUATE SCHOOL NO LATER THAN THREE WEEKS BEFORE GRADUATION OF EACH SEMESTER (FALL'S DEADLINE MAY VARY DUE TO THANKSGIVING HOLIDAY; SUMMER'S DEADLINE MAY ALSO VARY).**

- **EARLY SUBMISSIONS ARE ENCOURAGED AND WELCOMED TO ALLOW TIME FOR REVIEW AND EDITING!**

    Fall 2016 Deadline **Friday, November 18** @ 3:00 pm   Graduation: December 10

    Spring 2017 Deadline **Friday, April 14** @3:00 pm   Graduation: May 6

    Summer 2017 Deadline **Friday, July 7** @3:00 pm   No Summer Ceremony

WHAT TO SUBMIT BY THE DEADLINE

- One PRINTED copy of thesis or dissertation on regular paper, single sided (it will be marked during the review).

- ONE signature page signed by your committee - signees should not include date signed! Sign in **blue** ink.

- DPA and EDD students must also submit Final Dissertation Approval Forms (found in their program handbooks).

- When dropping off your thesis or dissertation at the Graduate School include name, student ID number, email address, and phone numbers where you can be reached.

Make sure you use a 1.5" left margin throughout the document. All other margins - 1" except the first page of each chapter - 2" top margin. (Trouble with page numbering and margins in Word? Consult with your thesis or dissertation committee members for help, your school's tech center, or contact the Student Success Center at 229-333-7570.)

PAGE ORDER (PAGES SHOULD APPEAR IN THE FOLLOWING ORDER):

Title Page
Copyright Page
Signature Page
Fair Use and Duplication Release Form
Abstract (begin page numbering with this page with Roman numeral i)
Table of Contents
List of Figures or Illustrations (use only if you have 3 or more figures)
List of Tables (use only if you have 3 or more tables)
*Preface
*Acknowledgments
*Dedication
Body of Text and Nontext Elements (begin numbering with page number 1 - bottom center)
Endnotes/Footnotes/Text References
Bibliography/Reference List
Appendix/Appendices (each appendix should have a cover sheet)
*Autobiographical Statement

Items with asterisks (*) are optional

Sample pages may be viewed by visiting the thesis and dissertation information web pages!
Note: Even if you use APA, APSA, MLA, or Chicago style the above components are necessary for the more formal document such as a thesis or dissertation. Graduate School requirements may supersede program styles.

IRB or IACUC INFORMATION

Using human or animal subjects in your research? Not sure if you are in need of IRB or IACUC oversight? Complete the Graduate Research IRB Oversight Determination Form or visit the Office of Sponsored Programs and Research Administration web site for more information.

IRB or IACUC approval or exemption for your research: include a copy of your approval or exemption form in the appendices and mention the approval or exemption and reference the appendix in the methodology chapter. If no review was needed, include statement in thesis or dissertation that none was needed.

APPENDICES AND SIGNATURE PAGE INFORMATION

- **Appendices:** be sure to mention them in your chapters (see Appendix A, B, C, etc.), especially your IRB or IACUC approval/exemption! Include a cover sheet for each appendix. The cover sheet's page number should be referenced in the Table of Contents.

- **Signature page**: be sure to bring ONE signed page when you submit your final draft to the Graduate School.

- [To avoid having to "redo" sig pages, Teresa would be happy to review your signature page *before* a thesis or dissertation defense - just send as an attachment to twilliam@valdosta.edu.]

DEAN'S SIGNATURE BLOCK

GRADUATE SCHOOL DEAN INFORMATION: Please use the following information for the graduate dean's signature block. At the left margin in bold text:

Dean of the Graduate School

Place under the signature line (do not bold the text):
   James T. LaPlant, Ph.D.
   Professor of Political Science

EFFECTIVE SUMMER 2016, students no longer have to route dissertations through their respective colleges' deans (COEHS and A&S). Simply make necessary edits for their committee (if any), and then submit one copy of the dissertation to the Graduate School with one signature page.

AFTER THE DEFENSE

Have you successfully defended your thesis or dissertation? If so, your committee chair will need to notify the Graduate School of this information in writing (send a memo or e-mail to the Graduate School).

AFTER THE REVIEW PROCESS

After the Graduate School reviews students' theses or dissertations, and changes (if any) are satisfactorily made, **students are responsible for** picking up signature pages.   They are responsible for submitting a copy of their approved thesis/dissertation to the V-text online repository.

V-TEXT SUBMISSION

Purpose: Valdosta State University Graduate students who have completed their thesis or dissertation <u>are now required</u> to place an electronic version of their work in V-text (FREE OF CHARGE), an open access digital repository maintained by the Odum Library to collect, preserve, and distribute Valdosta State University's intellectual capital in ways not currently supported by traditional library and publication print models. Students may access the Electronic Thesis/Dissertation Permission & Submission Form at <u>V-Text Form</u>. If you have any questions or concerns about your submission or encounter errors in the submission process, please contact the V-text Management Committee at <u>vtext-help@valdosta.edu</u>. You may also call the Archives at 229 333-7150.

EFFECTIVE SUMMER 2016 -

IF A STUDENT VOLUNTEERS TO HAVE COPIES BOUND, SEE THE BINDING INFORMATION BELOW

<u>Effective summer 2016,</u> **bound copies are no longer required.** However, if a student still chooses to have copies bound, students are responsible for

- providing extra copies of the signature page with the thesis or dissertation when submitting for review,
- picking up the signature pages after the review process is complete,
- printing copies of their Graduate School-approved thesis or dissertation, and
- inserting signature pages behind copyright pages.
- include the binding fee form (see the link below) with copies to be bound and deliver to the Acquisitions Office in Odum Library (fourth floor).
- AND submit a copy in WORD to the Archives in Odum Library. Include a list of "tag" words in a separate file. Again, these last steps are the responsibility of the student**.**

Library Binding Fee Form (see last page) Use the most recent form (includes a line for 870 number). The form must be marked paid by VSU's Bursary when paying binding fees in person. NEW! This fee can now be paid through VSU's online Marketplace at: https://secure.touchnet.com/C20243_ustores/web/store_cat.jsp?CATID=30&STOREID=64&SINGLESTORE=true. Remember to submit the completed binding fee form with all copies to be bound to the library after final review and signature pages are released to the student.

QUESTIONS?

Contact the Graduate School at gradschool@valdosta.edu or call Teresa Williams at 229-333-5695, or visit the Thesis and Dissertation Information web pages at:
http://www.valdosta.edu/academics/graduate-school/thesis-and-dissertation-information.php

THESIS COMMITTEE APPOINTMENT FORM

The Graduate School • Valdosta State University

Please submit at least three (3) semesters in advance of graduation.

Name of College _____

STUDENT NAME   STUDENT ID NUMBER

DEPARTMENT   MAJOR

Check all that apply:

☐ Thesis Committee Chair   ☐ New Committee

☐ Thesis Committee Appointment   ☐ Change(s) to Thesis Committee

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MAJOR ADVISOR   SIGNATURE   DATE

It is recommended that the faculty members* listed below serve as members of the Thesis Committee for the above named student. *(Please print name, then sign and date.)*

THESIS COMMITTEE CHAIR   SIGNATURE   DATE

MEMBER   SIGNATURE   DATE

MEMBER   SIGNATURE   DATE

MEMBER   SIGNATURE   DATE

****Each committee member must have graduate faculty status.***

[Original must be filed in Graduate School.]

Revised June 2016

THESIS/DISSERTATION BINDING INFORMATION SHEET
ODUM LIBRARY – ACQUISITIONS DEPARTMENT
VALDOSTA STATE UNIVERSITY

NOTE: This form must accompany copies to be bound, even if paying the binding fee online.

FULL NAME _____ **VSU ID Number** _____

ADDRESS _____
              Street   City   State   Zip Code

TELEPHONE (cell) _____ **(other)** _____

Type of Degree _____ **Dept. Awarding Degree** _____

I hereby submit $_____ **($12.00 x number of copies) for the binding of** _____ **copies of my Master's thesis/dissertation. Bound copies are to be distributed as follows:**

_____ **copies to the Library (Required: The Library receives 2 copies.)**

_____ **copies to** _____ **in the Dept. of** _____
                    (Name of Committee Member/s)

_____ **copies to the author**

When bound copies are returned from the bindery: (check one)

_____ **I shall pick up personal copies. Please notify me at the above address.**

_____ **Mail personal copies, mailed and insured by U.P.S. Fees are $2.00 per copy.**
          Total mailing cost $_____

_____ **Please allow** _____ **to pick up personal copies for me.**

I understand that uncopyrighted theses/dissertations are in the public domain and may be photocopied. If I should copyright this thesis/dissertation, I accept responsibility for notifying the University Librarian who will thereafter not authorize photocopying of this work.

Signature _____ **Date**_____

Students: Please bring this information sheet, your receipt from the Bursary, and your copies of the thesis/dissertation to the Acquisitions Department on the 4th floor of the Odum Library addition (Room 4430). Follow departmental guidelines (if any) for the number of copies required. If you have any questions, please call 229-259-5058, 245-3734 OR 245-3733.

FOR BURSARY & LIBRARY USE ONLY below this line:

Binding fees received by _____
                              (Signed by Bursary Staff is paying in person at the Bursary)

Receipt No. _____ **Total amount of receipt $**_____

Copies of thesis/dissertation received by _____
                                          (Signed by Library Staff)

Date sent to Bindery _____ **Date returned from Bindery** _____