
SUBMITTING THE MANUSCRIPT TO THE DEAN'S OFFICE

Once a thesis or dissertation has been defended and approved by a faculty committee, the final version of the manuscript must be submitted to the Dean's Office of the College of Liberal Arts and Social Sciences. The thesis/dissertation committee certifies that the manuscript is approved as to style and content, but the Dean's Office has final authority in the acceptance of the manuscript. The manuscript must be grammatically correct, reflect clear communication ability, and follow precisely the standards presented in this document and in the specific style manual adopted by the student's program of study. Errors and omissions in the final version of the manuscript package may delay the student's graduation. The student should work closely with his or her primary thesis/dissertation advisor on issues of format and style.

Location, Contact & Deadline Information

A review copy of the manuscript must be submitted to the Office of the Dean in Agnes Arnold Hall room 402 no later than the deadline listed on the C.L.A.S.S. webpage calendar; it is typically two weeks prior to the conclusion of the semester. A manuscript review and submission appointment is required to be made before the deadline. Contact Anna Marchese at amarchese@uh.edu or (713) 743-4012 to schedule an appointment.

If a student is unable to meet the deadline due to reasons absolutely beyond his or her control, he or she must follow the steps below to be considered for a deadline extension:

- ◆ Fill out a General Petition requesting an extension of the manuscript submission deadline.
- ◆ Clearly state the reason(s) the extension is needed and indicate the shortest amount of time it will take to complete the manuscript submission process within the limits of the semester calendar.
- ◆ Obtain approval signatures from the thesis/dissertation chair, and the director of graduate studies in the department.
- ◆ Submit a departmentally approved petition to the Dean's office **before the deadline**. Extension requests received after the deadline will not be granted.

Access the graduate portal on the C.L.A.S.S. webpage for important information and updates.

<http://www.class.uh.edu/deansoffice.html>

Submission Procedures

Before the defense, the student must prepare three (3) signature pages on 100% cotton paper. If the manuscript has been approved by the committee, the student and committee members should sign the signature pages at the time of the defense. After the defense has been successfully completed, prepare a review copy of the document on regular copy paper for submission to the Dean's office. The procedure for organizing submission materials is explained below:

- Secure a copy of the Title Page to the outside of a manila envelope
- Place the review copy in a manila envelope along with a typed sheet of paper with your contact information (email and telephone), name as printed on the Title Page, PeopleSoft ID number, and program/major of study.
- Place the signature pages in a file folder and place the folder inside the envelope.
- If applicable, insert a folder containing the required copyright page, publication agreement form, any necessary copyright permission letters, and/or The Survey of Earned Doctorates into the envelope.

The manuscript is will be examined for adherence to general format of components, margins, typeface, tables, etc. The manuscript is then submitted to the Dean for final approval. Allow five business days before contacting the office to verify if the thesis/dissertation has been approved by the Dean and the signature pages are available to be picked up. If the Dean has requested corrections, the student must pick up the manuscript, make the corrections and resubmit as soon as possible. The thesis/dissertation is not approved until the Dean has approved the corrected version of the manuscript. Once the manuscript has been approved, the student should pick up the signature pages from the Dean's office.

Preparation of Bound Copies

The University requires that each thesis/dissertation be bound and distributed to the UH library and the student's program department. Once the signature pages have been received, the student must prepare a minimum of three (3) copies of the manuscript to submit to the bindery. The student is responsible for all costs and actions associated with binding and printing, delivery of the manuscript to the bindery, and delivery of the bound copies to the Dean's office. Bookbinder contact and location information is available in the Dean's office.

Within five (5) business days after approval by the Dean, the student should print the official copies of the manuscript and deliver them to the bindery. The student must prepare the minimum of three (3) University copies using the following guidelines:

- All copies must be assembled in exact order including the blank flyleaf pages at the front and back. The student is responsible for ensuring that the order is followed correctly and that all pages, including signature pages, have been included.
- Two (2) copies must be printed on quality bond paper with a minimum of 25% cotton content. The weight of the paper should be at least 20 pound, but can be higher. If an inkjet printer is being used, make certain the ink does not smear.
- One (1) copy must be printed on 100% cotton rag using only a laser-quality printer.

As the author of a dissertation or thesis, you have the option to register your manuscript for copyright. If your work is copyrighted it must also be microfilmed. The existence of a copyright page in the proper form notifies the public of the author's claim for copyright, but protection from infringement can only be received from legal copyright registration with the Library of Congress. The student may choose to register the copyright (information available in the Dean's Office, and www.copyright.gov), or select *ProQuest* as your agent. If you sign the copyright section in one of the publication booklets, "Publishing Your Master's Thesis" or "Publishing Your Dissertation," *ProQuest* will register the copyright for you and deposit a microfiche copy of your work in the Copyright Office of the Library of Congress in Washington, D.C. If you select *ProQuest* as your agent, provide an additional copy of the exact documents listed in the microfilming section above in your manuscript envelope.

ProQuest Copyrighting Fee* Dissertation/Thesis: \$45.00

The Dean's office will send the manuscript and other materials to ProQuest directly.

Tips for Successful Submission

- ✓ Stop by the Dean's office and get familiar with the forms, manuscript guidelines, and deadline information early in the semester you intend to be graduated.
- ✓ Consult with your advisor/committee about the progress of your work, formatting, and content issues early in the semester so you may apply for an extension if necessary.
- ✓ Understand the student has the responsibility to fill out all forms, obtain proper signatures, make a submission appointment, submit a complete, accurate, and successfully defended manuscript package, have three (3) manuscript copies bound and delivered to the Dean's office, submit the bindery delivery receipt to the Dean's office, request signature pages from the Dean's office, and submit any necessary corrections.
- ✓ Remember that any errors, omissions or discrepancies may delay your graduation. Pay attention to details and be active in the pursuit of timeliness and accuracy.
- ✓ Estimate the out of pocket costs necessary to submit, microfilm, and/or copyright your manuscript so you will be prepared. Use the attached checklist to help with organization and calculation.

Consult the Dean's Office if you have any questions. (713)743-4012

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* All fees subject to change