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# SUBMITTING the MANUSCRIPT to the DEAN'S OFFICE

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Once your thesis or dissertation has been defended and approved by your committee, the final version of your manuscript must be submitted to the Dean's Office of the College of Liberal Arts and Social Sciences no later than the deadline listed below. Your thesis/dissertation committee certifies that your manuscript is "approved as to style and content," but the Dean's Office has final authority in the acceptance of the manuscript. This manuscript must be grammatically correct in every regard, reflect your ability to communicate clearly, and follow precisely the standards presented in this document and in the specific style manual adopted by your program of study. Errors in this final version may delay your graduation. You should work closely with your primary thesis or dissertation advisor on issues of format and style. Make sure that the manuscript reflects well on you, your advisor and committee, and the university.

## Last Day for Filing for Fall 2005

The deadline to submit the reading copies to the Dean's Office is Friday, December 2<sup>nd</sup>. Students are encouraged to schedule their defense as early in the semester as possible.

If you are unable to meet the deadline due to reasons absolutely beyond your control, you must follow the steps below:

- ◆ **Before the deadline**, submit a General Petition to the Dean's Office requesting a two-week extension.
  - ◆ The petition must clearly state the reason(s) for the extension.
  - ◆ The petition must be approved by the thesis/dissertation chair and the director of graduate studies in your department.
  - ◆ The approved petition must be submitted to the Dean's Office before the deadline. Extensions will not be granted if requested after the deadline.
- Extensions beyond the two-week period are rare and granted only for extraordinary and documented circumstances.**

Manuscripts will be read in the order in which they are received. If a manuscript submitted near the deadline requires corrections, final approval may not occur until very late in the term or after the graduation date. Your manuscript will not be approved until the corrected copies have been resubmitted. Additionally, your graduation can't be approved until you have submitted your thesis or dissertation to the bookbinders and have provided a copy of the receipt from the bindery to the Dean's Office.

## Location

Two reading copies of your manuscript must be filed in the Office of the Dean at the address below. If you cannot file the reading copies in person, you may make arrangements for a representative to file the manuscript on your behalf.

Office of the Dean  
College of Liberal Arts and Social Sciences  
Dean's Office, 402 Agnes Arnold Hall  
Attn: Anna Marchese  
713.743.4012  
or  
[amarchese@uh.edu](mailto:amarchese@uh.edu)

## Submission Procedure

### Required Documents

1. Before your defense, prepare three (3) signature pages on quality bond paper with a minimum of 100% cotton rag. The weight of the paper should be at least 20 pound. Your committee members should sign the signature pages at this time if you pass your defense.
  - a. The Dean will sign your signature pages after the reading copy has been approved by the Office of the Dean.
  - b. Please note that the Dean signs only three copies of the signature page. If you wish to bind additional copies of the manuscript for personal use, you may reproduce copies of the signature page on the cotton bond after the Dean's signature has been obtained.
2. After your defense has been successfully completed, your next step is to prepare two (2) complete reading copies on regular paper, in the event you need to make any corrections.
  - a. The copies should include the blank flyleaf pages at front and back and must be a final document in all regards, **with the exception that the signature pages will be submitted in a separate file folder.** You may obtain the Order of Pages from the Dean's Office.
  - b. Both copies become the property of the Office of the Dean and will not be returned to you.
3. All dissertations must be microfilmed, but copyrighting is optional. You will be required to submit the documents listed below at the time you submit your manuscript to the Dean's Office for approval.

A master's thesis is not required to be either copyrighted or microfilmed. If you are a master's candidate, you may elect to have your thesis copyrighted. However, if your thesis is copyrighted, you must also have it microfilmed. You will be required to submit the documents below.

- a. A ProQuest publication agreement form<sup>1</sup>, available from the Office of the Dean. (There are two versions: one for theses and one for dissertations.)
- b. Two (2) copies of the Title Page
- c. One (1) copy of the Abstract Title Page
- d. Two (2) copies of the Abstract
- e. A cashier's check or money order made payable to *ProQuest Information and Learning Co.* for microfilming/copyright fee. **Cash and personal checks are not acceptable.**

#### Prices<sup>2</sup>

Copyrighting . . . . .	\$45.00 for both theses and dissertations.
Microfilming . . . . .	\$55.00/copy for Ph.D. \$45.00/copy for Master's

The manuscript will be sent to *ProQuest Information and Learning* (UMI) for you.

#### Submit the Manuscript to the Dean's Office

4. Before the official deadline to submit your manuscript for the semester, make an appointment with Anna Marchese, the coordinator of graduate studies for CLASS.
5. At the appointment, be prepared to submit the following:
  - a. The two reading copies;
    - i. Each copy must be presented in a separate manila envelope (or copy paper box for lengthy manuscripts). Please do not bind your document in any way.
    - ii. Tape an extra copy of the Title Page securely to the outside of each envelope so that the Dean's Office can easily identify your manuscript.
    - iii. Inside each envelope, include a TYPED sheet of paper with your contact information: author's name as printed on the Title Page, program/major of study, telephone number(s), and email address.
  - b. The signed signature pages (maximum of 3) in a file folder;
  - c. The additional pages required for copyrighting and/or microfilming;
  - d. Any necessary permissions letters, if copyrighting your manuscript.
  - e. The Survey of Earned Doctorates, available in the Office of the Dean<sup>3</sup>
6. Your manuscript is first examined for adherence to general format of components, margins, typeface, tables, etc.

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<sup>1</sup> See Publishing the Manuscript below for more information.

<sup>2</sup> Prices are subject to change without notice.

<sup>3</sup> Doctoral candidates only.

- a. The manuscript is then submitted to the Dean for approval. Allow three to five business days and then contact the office to verify if the signature pages are ready to be picked up
    - i. If the Dean has requested corrections, the manuscript will be returned to you for correction. After you have made the required corrections, you must resubmit your manuscript to the Dean's Office for a second review.
    - ii. If your manuscript has been approved, you will pick up your signature pages from the Dean's office.
7. Once you have reclaimed your signature pages, your next step is to prepare the copies required by the University for submission to the bindery.

### **Submit the Manuscript to the Bindery**

Within five (5) business days after approval by the Dean, you should prepare the official copies of the manuscript, deliver them to the bindery, and submit a copy of the binding receipt to the Office of the Dean. **Failure to submit the receipt to the Office of the Dean with the required timeframe may result in a delay of your graduation.**

1. The student must prepare a minimum of three (3) required copies.
  - a. Two copies must be printed on quality bond paper with a minimum of 25% cotton rag. The weight of the paper should be at least 20 pound, but can be higher.
    - i. At least one copy must be printed directly from a laser-quality printer on 100% cotton rag. If an ink-jet printer is being used, make sure the ink does not smear.
    - ii. The remaining copies may be either be printed directly from a laser-quality printer or reproduced from the original. If the copies are reproduced, they should look professional without any reduction in quality.
    - iii. Any personal copies you wish bound should contain photocopies of the signature page.
    - iv. Additional copies that you wish to have bound for your personal use may also be prepared at this time.
  - b. The copies will be distributed as followed: 2 for the library, 1 on 100% cotton rag and 1 for the department. (Note: students submitting a **senior honor's thesis** must prepare four (4) copies for binding. An additional copy will be filed with the Honors College.)
  - c. All copies must be assembled in exact order including the blank flyleaf pages at front and back. You alone are responsible for ensuring that the order is followed correctly and that all pages, including signature pages, have been included.
2. A receipt from the bindery indicating proof of delivery is required and may be faxed to (713) 743-2990.
  - a. Your personal copies may also be submitted to the bindery at this time.
  - b. Cost of binding varies, starting at \$29.50 per copy.

- c. In approximately four to six weeks, the bound copies of the manuscript will be ready to pick up from the bindery. (For an additional fee, you may also make arrangements for the bindery to ship the bound copies to the Office of the Dean.)
3. The final step is to deliver the 3 bound copies (4 copies for senior honor's thesis) to the Dean's office. We in the Dean's Office will route them to the appropriate departments in the University.

## Publishing the Manuscript

The availability of the doctoral candidate's dissertation to interested scholars is an integral part of the requirements for the doctoral degree. The dissertation is not written merely to satisfy a degree requirement, but also to advance knowledge and understanding. Therefore, the Office of the Dean in the College of Liberal Arts and Social Sciences submits each dissertation to *ProQuest Information and Learning* to microfilm your dissertation. The abstract of the Dissertation is published in the next quarterly issue of *Dissertation Abstracts International* following processing of the dissertation. Copies become available to the general public about the time the abstract appears in *Dissertation Abstracts International*.

If you wish, you may order additional copies of the manuscript from *ProQuest* at the time of submitting the manuscript by completing the publication agreement form. Please allow about five months from the time of filing for the request to be processed and the copies delivered.

**Copyrighting.** As the author of a dissertation, you have the option to register your manuscript for copyright. (Please note that a manuscript that is under copyright protection must also be microfilmed.) Written work that is not copyrighted at the time of its first publication cannot be copyrighted at a later date for the purpose of appearing in another form, unless the original has been thoroughly and completely revised so as to result in a substantially new work. The existence of a copyright page in the proper form notifies the public of the author's claim for copyright. However, in order to litigate in case of infringement, the author needs the legal registration in Washington, D.C.

If you choose to use *ProQuest* as your agent to register the copyright and deposit a microfiche copy of the dissertation at the Copyright Office in the Library of Congress, you must sign the copyright section in the appropriate publication booklet, either "Publishing Your Dissertation" or "Publishing your Master's Thesis", available in the Office of the Dean. You may also choose to personally register the copyright by submitting to the Registrar of Copyrights the appropriate application form, a filing fee, and one or two copies of the work. In order to have full protection against infringement, this should be done as soon as possible. Information can be obtained from the Registrar of Copyrights, Library of Congress, Washington D.C. 20559.