

**~Could I please see an example of the copyright notice?**

EXAMPLE: Copyright © John J. Smith 2001.

If writing a dissertation, the copyright notice must be inserted on the Title Pages and at the End Of Each Chapter (last page of the chapter, bottom/center of the page, even if the last page has a table or figure on it).

**~Exactly what are the Extra Copies that I must submit to the Graduate School with my final copy?**

Dissertation: Submit two extra copies of the Abstract and the Dissertation Title Page (not the Abstract Title Page). These can be on plain paper and do not have to be signed.

Thesis: Submit two extra copies of the Thesis Title Page. These can be on plain paper and do not have to be signed.

**~If submitting the paper version of a Thesis or Dissertation, what kind of paper must I use for the First Format Check?**

The First Format Check does not require that document is printed on the “good” paper. It can be submitted on plain paper. A legible copy must be printed on 8 ½ x 11 inch, plain white paper stock. Do Not Submit A Bound Copy.

**~What if I have left Lexington and cannot come for an appointment to turn in my Final Copy?**

Many students, particularly doctoral students, have already moved away from the Lexington area prior to submitting their Final Copy. In such cases, the Graduate Academic Services Office recommends arranging for a friend or faculty member on campus to assist with the submission process on behalf of the student. An appointment is required to submit the Final Copy of your document. *DOCUMENTS ARE NOT ACCEPTED VIA MAIL OR EMAIL.*

**~Can I submit a Paper copy of my document for the First Format Check, and then submit an ETD version for the Final Copy?**

**No.** The two versions must be the same. If you submit Paper for the First Format Check, then you must submit Paper for the Final, the same holds true for the ETD.

**~What if my 60 Day deadline has passed, can I receive an extension?**

Once you have taken your final exam, you have 60 days to submit your Final Copy to the Graduate School. If you need more time you must ask your DGS to email the Associate Dean in the Graduate School and appeal for an extension.

Please note the following about this deadline:

Your document will not be accepted by the graduate school if your 60 day deadline has passed and an extension has not been approved.

You must obtain an approval *prior* to your appointment to submit your Final Copy. The email from the Associate Dean must be received by the Certification Officer *prior* to your appointment.

If you are planning to graduate within the semester in which you are submitting your Final Copy, the semester deadline supersedes your 60 day deadline, and you must follow the deadlines for that semester--even if your 60 Day deadline comes after the stated semester deadline for submission of Final Copies.

### **~How much are the Thesis and Dissertation Processing Fees?**

When you submit your Final Copy to the Graduate School--**at your appointment**--you will be given a bill to cover the cost of processing your Thesis or Dissertation. The bill must then be paid in Billing Services (18 Funkhouser Building). Billing Services will not accept payment without the actual bill given to you by the Graduate School.

Thesis Fee is \$14.

Dissertation Fee is \$74

Dissertation Only: Registration of Copyright Fee is \$65 (**Optional**) If you would like Proquest to register your copyright with the Library of Congress, you will have the option to arrange this during the Final submission process.

### **~What is the Survey of Earned Doctorates?**

Doctoral students will receive a Survey of Earned Doctorates along with corrections when your **First Format Check** is returned to you. After completing the form it must be returned to the Graduate School when you come for your **Final Appointment**.

The Survey of Earned Doctorates gathers data from all doctorate graduates each year. The responses become part of the Doctorate Records File, a virtually complete data bank on doctorate recipients from 1920 to the present. These data serve policymakers at the federal, state, local and university levels.

**Privacy**: Information you provide is kept confidential and is safeguarded in accordance with the Privacy Act of 1974, as amended. The survey data are reported only in aggregate form or in a manner that does not identify information about any individual. Your information is vital to future program development and funding.

## **~How Many Copies Of My Paper/ETD Must I Submit to the Graduate School?**

**First Format Check:** Requires One copy of your Paper on Plain Paper  
Requires One CD (pdf file Only) of your ETD

**Final Copy/Appointment:** Requires Two Copies of your Paper (On The Proper Paper)  
Requires One CD (pdf Only) of your ETD (**disk must be submitted in a hard case and must have your name written with a permanent marker on the CD).**

## **~Where Can I Find The Correct Paper for the Final Copies of My Document?**

The paper on which the work is printed must meet the standards for durability and permanence suitable for a work that will reside in the Library and Archives (see American National Standards Institute (ANSI) / National Information Standards Organization (NISO) Z39.48-1992; *Permanence of Paper for Publications and Documents in Libraries and Archives*).

The requirements for thesis/dissertation papers are:

- 8 ½ x 11"
- Acid- and lignin-free
- Alkaline-buffered (such paper will usually have a pH of 7.5 to 8.5)
- Durable
- At least 20 lb bond weight
- White

If you are in the Lexington area you can find paper that meets the above requirements at the UK bookstore, Johnny Print, and Office Max or Office Depot.

(This list of possible places to purchase paper is provided to Master's Thesis and Doctoral Dissertation students for information purposes only. This listing does not in any way constitute an endorsement of any of these companies from the Graduate School)

**Please Note:** ETD documents must be submitted in a Hard Case with your name written with a permanent marker on the CD.

## **~Will the Graduate School arrange for extra Bound copies for me?**

The Graduate School does not provide this service. Below is a list of companies you may contact on your own for binding services.

*The Following list of bookbinding companies is provided to Master's Thesis and Doctoral Dissertation students for information purposes only. This listing does not in any way constitute an endorsement of any of these companies from the Graduate School.*

Crawford Library Bindery, Inc  
2249 14<sup>th</sup> St  
Akron, OH 44314  
(800) 877-9048  
<http://www.icibinding.com/about/clb/htm>

The Heckman Bindery, Inc.  
PO Box 89  
North Manchester, IN 46962  
(800) 334-3628  
<http://www.boundtopplease.com/>

Mid Atlantic Bookbinding  
1440 Hickory Hill Rd  
Petersburg, VA 23802  
(800) 831-9400  
<http://www.icibinding.com/about/mab.htm>

PHD Bookbinding  
Accepts online submission of PDF files  
2025 Guadalupe, Suite 140  
Austin, TX 78705  
(512) 279-0909  
<http://www.phdbookbinding.com/>

### **~Does the Graduate School Really Check All Margins With A Ruler?**

**YES.**

Even if you submit an ETD version, papers will be print out and measured, with a ruler, for meeting the margin requirements. Often times setting margins in word and then converting to PDF does not work, sometimes you must manipulate the document to get the correct margin on the printed pages. Check margins on all of the Preliminary Pages and in the Text of the document **with a ruler** prior to submitting your document for your First Format Check.

### **~How Long Will The Final Appointment Take?**

The Final Appointment usually takes between 15-30 minutes, depending on how many corrections you have. **Please be on time for you appointment.** Often times Certification Officers have back-to-back appointments scheduled, thus if you are more than 5 minutes late you may be asked to reschedule.

### **~How Long Does The First Format Check Take?**

For the First Format Check you may drop off your document in the Graduate Academic Services Office, Gillis 106, at anytime during regular business hours. It will take a **minimum of 48 hours** before your document is returned to you with corrections. It could be up to 72 hours depending on the time of year and the number of documents the office is currently working on. You will be emailed when your document is ready for pick-up.

### **~I Just Turned In My Final Document Can I Get A Degree Certification Letter Today?**

**No.** Once you have completed all requirements and submitted your Final Document, all paperwork, including the Final Document, must be processed before you can Submit the Request For A Degree Certification Letter. This means that the Thesis or Dissertation submission MUST show up on your Transcript *before* you can make this request. Once it has been processed your transcript will state: Thesis or Dissertation and will have the date of submission. EXAMPLE: Dissertation 03/12/07 *Check Your WebUK Transcript for this Date.*

Once your transcript reflects the submission (which takes 3-8 days) you may Request a Degree Certification Letter, by submitting the form found on the Graduate School Web, or you may email the Certification Officer for your program.

It takes a *minimum* of 5-10 business days to receive the letter. How much time it takes depends on the time of year, during peak times it takes 10 days. You must plan ahead if you know you will require a Degree Certification Letter. *Generally speaking it is not possible to receive these letters on short notice.*

### **~When Will I Receive My Diploma?**

Diplomas are mailed by the Registrar's Office 60-90 days after the Official End of The Fall, Spring, and Summer semesters. Check with the Registrar's Office to ensure they have your correct address. Generally speaking, it takes the full 90 days after the official end of the semester for diplomas to be mailed. Example: Fall semester officially ends December 15<sup>th</sup>. Diplomas will not be mailed until March 15<sup>th</sup>.