

## **SUBMITTING YOUR DISSERTATION – answers to your questions**

### **Q: *WHAT KIND OF PAPER IS REQUIRED FOR THE FINAL COPIES ?***

Use only 8 ½ x 11 inch white paper that is at least 25% cotton fiber content and at least 20 lb. weight. This kind of paper often is called “bond” paper. The UConn Co-op stocks several brands. The same brand and weight of paper should be used throughout a single copy of the dissertation.

### **Q: *HOW SHOULD I PRINT MY FINAL COPIES ?***

Final copies of a dissertation to be submitted to the Graduate School may be printed with a high-quality laser printer or may be photocopied. Printing for final copies must be clear, clean, and dark – no shadows or stray marks. Inkjet printing is not acceptable because it is water soluble. The final copies must be identical in every respect.

### **Q: *HOW MANY FINAL COPIES OF THE DISSERTATION AND ABSTRACT DO I HAVE TO SUBMIT TO THE GRADUATE SCHOOL ?***

The Graduate School requires submission of TWO identical copies of your dissertation and FOUR identical copies of your abstract. All final copies of your dissertation and abstract that you submit to the Graduate School must be printed on the proper paper and must meet all specifications.

### **Q: *WHAT DO I NEED TO KNOW IF MY DISSERTATION INCLUDES PHOTOGRAPHS OR COLOR PRINTING ?***

Photocopied photographs (whether black & white or color) are quite acceptable if clarity and definition are adequate for your needs and if the paper used meets the specifications noted above. It is important to remember that colors will microfilm or photocopy (in black & white) only as shades of gray. This means, for example, that color-coded charts and graphs may be indecipherable when microfilmed or photocopied.

### **Q: *WHAT SHOULD I TAKE WITH ME TO MY DEFENSE ?***

In addition to the materials that you will need for your presentation, you should be certain to have with you at least TWO final copies of your Approval Page (on the proper paper) and TWO Final Examination report forms (printable at <http://grad.uconn.edu/forms.html>). If you wish to include Approval Pages bearing original signatures in any personal final copies of your dissertation, take additional copies of the Approval Page with you. Give the copies of the Approval Page and the two Final Examination report forms to your Major Advisor before the Defense begins.

Two signed Approval Pages and at least one signed Final Examination report form must be submitted to the Graduate School (the second exam report form is for your Major Advisor’s records).

### **Q: *WHAT FORMS DO I HAVE TO COMPLETE ?***

Please see <http://grad.uconn.edu/dissert.html> to access the following:

**Survey of Earned Doctorates** – You are required to complete the items on the cover of the e-booklet and to provide your name and contact information in section C at the end. Although

your response to other items is optional, doctoral degree recipients are encouraged to respond to as many items as possible. The aggregate data collected from the survey are very important to research on national trends and work force projections (individuals' identities are not revealed).

**Doctoral Dissertation Agreement Form** – This form is found in the ProQuest UMI publication. Please follow the instructions carefully. The publishing of your dissertation by ProQuest is required by the Graduate School for conferral of the doctoral degree.

You may choose at this time to apply through ProQuest to copyright your dissertation. The copyrighting of your dissertation is optional. It is **not** required by the Graduate School for degree conferral.

There are fees for both required ProQuest publishing and optional copyright application (please see below). Please note that the ProQuest UMI publication includes an order form to purchase UMI merchandise. Do not complete this form unless you wish to purchase merchandise from UMI.

**Application for Degree** – Please be certain to apply on-line for award of your doctoral degree early in the semester in which you expect to complete all degree requirements.

***Q: WHAT FEES AM I REQUIRED TO PAY ?***

**ProQuest Publishing Fee** – Payment is required for either ProQuest Traditional Publishing (\$65.00) or for ProQuest Open Access Publishing (\$160.00). The fee is payable only by bank check or money order made payable to *ProQuest*.

**Copyright Fee** – The fee for the optional copyright application is \$55.00 and can be paid only by a separate bank check or money order made out to *ProQuest*. The copyright fee cannot be combined with the ProQuest Publishing fee.

Your bank check(s) or money order(s) must accompany the Doctoral Dissertation Agreement Form at the time you submit it to the Graduate School. Cash, credit card payments, and personal checks are not acceptable. Please note that the Publishing and Copyright application fees are subject to change by ProQuest without notice from the Graduate School.

***Q: HOW CAN I HAVE PERSONAL COPIES OF MY DISSERTATION BOUND ?***

The Preservation Department of the Homer Babbidge Library can arrange to have personal copies of your dissertation bound for you. Information concerning this service can be accessed at this URL: <http://www.lib.uconn.edu/services/preservation/bindingservices.html> .

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NOTE: In addition to the above, doctoral candidates in the fields of Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Environmental Engineering, Materials Science, Materials Science and Engineering, Mechanical Engineering, and Polymer Science must file a completed School of Engineering & Institute of Materials Science CLEARANCE NOTICE with the Graduate School. This confirms that you have turned in all keys, disposed of hazardous materials properly, removed personal materials from laboratories, returned any materials belonging to the School of Engineering, etc. This form can be printed at this URL: <http://grad.uconn.edu/forms.html> .