



## 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 - PDF format (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 TWO WEEKS BEFORE GRADUATION OF EACH SEMESTER (FALL'S DEADLINE MAY VARY DUE TO THANKSGIVING HOLIDAY).**
- **EARLY SUBMISSIONS ARE ENCOURAGED AND WELCOMED TO ALLOW TIME FOR REVIEW AND EDITING!**
  - Fall 2015 Deadline **Friday, November 20** @ 3:00 pm    Graduation: December 11
  - Spring 2016 Deadline **Friday, April 15** @3:00 pm    Graduation: May 6
  - Summer 2016 Deadline **Friday, July 15** @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).
- All signature pages signed by your committee (on paper used for binding) - signees should not include date signed! Sign in **blue** ink. Submit as many copies as will be bound.
- A copy of the binding fee form marked paid by the Bursary or a copy of receipt (student keeps the original).
- 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, mailing 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 pages:** be sure to bring all signed pages 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 thesis or dissertation defense - just send as an attachment to [twilliam@valdosta.edu](mailto:twilliam@valdosta.edu).]

## DEANS' SIGNATURE BLOCKS

INTERIM GRADUATE SCHOOL DEAN INFORMATION: Please use the following information for the interim graduate dean's signature block (place under the signature line):

**For thesis** signature pages:

James T. LaPlant, Ph.D.  
Professor of Political Science

**For dissertations**, include graduate dean information and college dean (see below):

DOCTOR OF EDUCATION (EDD) STUDENTS: Please INCLUDE the following information for the INTERIM COLLEGE OF EDUCATION dean's signature block:

Lynn C. Minor, Ed.D.  
Professor of Early Childhood Education

DOCTOR OF PUBLIC ADMINISTRATION (DPA) STUDENTS: Please INCLUDE the following information for the College of Arts & Sciences dean's signature block:

Connie L. Richards, Ph.D.  
Professor of English

## 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 making enough copies** to be bound and picking up signature pages. Insert signature pages behind copyright pages. Include the binding fee form (marked paid by the Bursary) 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 by clicking on the V-text link below. Include a list of "tag" words in a separate file. Again, these last steps are the responsibility of the student.

## BINDING INFORMATION

**Be sure to pay your binding fee at the Bursary.** (The binding fee form can be printed from the link below.) Give a copy of the form marked paid when dropping off hard copy of the thesis or dissertation at the Graduate School by the submission deadline.

**Library Binding Fee Form** 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&SIN\\_GLESTORE=true](https://secure.touchnet.com/C20243_ustores/web/store_cat.jsp?CATID=30&STOREID=64&SIN_GLESTORE=true). **Please remember to: Send a copy of the online receipt to Ms. Williams at the Graduate School,** and 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.

## V-TEXT SUBMISSION

Purpose: Valdosta State University Graduate students who have completed their thesis or dissertation are now required to place an electronic version of their work in V-text, 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 [V-Text Form](#). 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 [vtext-help@valdosta.edu](mailto:vtext-help@valdosta.edu). You may also call the Archives at 229-333-7150.



Contact the Graduate School at [gradschool@valdosta.edu](mailto: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>