



## 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 – (see second to last page) (**DPA, SLPD 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 BY THE PUBLISHED DEADLINE, OR NO LATER THAN 3 WEEKS BEFORE GRADUATION OF EACH SEMESTER (FALL'S DEADLINE MAY VARY DUE TO THANKSGIVING HOLIDAY; SUMMER'S DEADLINE MAY ALSO VARY).**
- **EARLY SUBMISSIONS ARE ENCOURAGED AND WELCOMED TO ALLOW TIME FOR REVIEW AND EDITING!**

Fall 2016 Deadline **Friday, November 18** @ 3:00 pm    Graduation: December 9

Spring 2017 Deadline **Friday, April 14** @3:00 pm    Graduation: May 6 OR TBA

Summer 2017 Deadline **Friday, July 7** @3:00 pm    No Summer Ceremony

### WHAT TO SUBMIT BY THE DEADLINE

1. E-mail the final, defended version of the thesis or dissertation as a PDF to [gradreviewer@valdosta.edu](mailto:gradreviewer@valdosta.edu) by the published deadline. Only the document - please e-mail questions separately.
2. Documents received after the published deadline will be considered late. Students will not graduate until the next term.
3. Formatting must adhere to requirements set forth by the Graduate School.
4. Include the one signed signature page in the PDF document (the page signed by all committee members in black or blue ink – do not date when signing).
5. EDD, SLPD, & DPA STUDENTS must also submit their programs' signed Final Approval of Dissertation forms. Forward the original form to the Graduate School.
6. Include contact information (name, phone numbers, and VSU e-mail address).

7. From this point, any edits will be made through VSU e-mail correspondence. Do not make further changes unless directed by the Reviewer to do so.
8. The Graduate School's review can take up to 3 to 4 weeks, possibly longer, depending on the number of theses and dissertations received any given semester and holidays. The goal will be to complete the review process as quickly as possible.
9. AFTER the review, arrangements will be made to forward the signed signature page to the student.
10. **AFTER the review, students are required to submit to VSU's online repository – V-text. Click on the following link to complete the online permission form and upload the approved thesis or dissertation. Go to:**

<https://www.valdosta.edu/academics/library/general/forms/electronic-thesis-and-dissertation-release-form.php>

***Remember: Students no longer have to submit copies to be bound – this is now voluntary. If one chooses to order bound copies, students must:***

- *print/provide as many signature pages as copies to be bound for the graduate dean's signature;*
- *complete the Library's [binding fee form](#) and pay the binding fee (\$12/copy);*
- *print copies of approved version to be bound;*
- *insert signed signature pages behind copyright page; and*
- *deliver to Odum Library (4<sup>th</sup> floor) - instructions are on the binding fee form.*

**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 page:** be sure to bring ONE signed page 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* a thesis or dissertation defense - just send as an attachment to [twilliam@valdosta.edu](mailto:twilliam@valdosta.edu).]

## DEAN'S SIGNATURE BLOCK

GRADUATE SCHOOL DEAN INFORMATION: Please use the following information for the graduate dean's signature block. At the left margin in bold text:

### Dean of the Graduate School

Place under the signature line (do not bold the text or the line):

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

**EFFECTIVE SUMMER 2016, students no longer have to route dissertations through their respective colleges' deans (COEHS and A&S). Simply make necessary edits for their committee (if any), and then submit one copy of the dissertation to the Graduate School with one signature page.**

## 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 arrangements** to obtain signature pages. Students are responsible for submitting a copy of their approved thesis/dissertation to the V-text online repository.

## 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 (FREE OF CHARGE), 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. You may also call the Archives at 229 333-7150.

## EFFECTIVE SUMMER 2016 -

### IF A STUDENT VOLUNTEERS TO HAVE COPIES BOUND, SEE THE BINDING INFORMATION BELOW

**Effective summer 2016, bound copies are no longer required.** However, if a student still chooses to have copies bound, students are responsible for

- providing extra copies of the signature page with the thesis or dissertation when submitting for review,
- picking up the signature pages after the review process is complete,
- printing copies of their Graduate School-approved thesis or dissertation, and
- inserting signature pages behind copyright pages.
- include the binding fee form (see the link below) 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. Include a list of "tag" words in a separate file. Again, these last steps are the responsibility of the student.

**Library Binding Fee Form** (see last page) 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). 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.



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>



# THESIS COMMITTEE APPOINTMENT FORM

The Graduate School • Valdosta State University

Please submit at least three (3) semesters in advance of graduation.

Name of College \_\_\_\_\_

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STUDENT NAME \_\_\_\_\_

STUDENT ID NUMBER \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

MAJOR \_\_\_\_\_

---

**Check all that apply:**

Thesis Committee Chair

New Committee

Thesis Committee Appointment

Change(s) to Thesis Committee

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MAJOR ADVISOR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

It is recommended that the faculty members\* listed below serve as members of the Thesis Committee for the above named student. *(Please print name, then sign and date.)*

THESIS COMMITTEE CHAIR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

MEMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

MEMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

MEMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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***\*Each committee member must have graduate faculty status.***

[Original must be filed in Graduate School.]

Revised June 2016



THESIS/DISSERTATION BINDING INFORMATION SHEET  
 ODUM LIBRARY – ACQUISITIONS DEPARTMENT  
 VALDOSTA STATE UNIVERSITY

**NOTE: This form must accompany copies to be bound, even if paying the binding fee online.**

FULL NAME \_\_\_\_\_ VSU ID Number \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 Street City State Zip Code

TELEPHONE (cell) \_\_\_\_\_ (other) \_\_\_\_\_

Type of Degree \_\_\_\_\_ Dept. Awarding Degree \_\_\_\_\_

I hereby submit \$ \_\_\_\_\_ (\$12.00 x number of copies) for the binding of \_\_\_\_\_ copies of my Master's thesis/dissertation. Bound copies are to be distributed as follows:

\_\_\_\_\_ copies to the Library (Required: The Library receives 2 copies.)

\_\_\_\_\_ copies to \_\_\_\_\_ in the Dept. of \_\_\_\_\_  
 (Name of Committee Member/s)

\_\_\_\_\_ copies to the author

When bound copies are returned from the bindery: (check one)

\_\_\_\_\_ I shall pick up personal copies. Please notify me at the above address.

\_\_\_\_\_ Mail personal copies, mailed and insured by U.P.S. Fees are \$2.00 per copy.  
 Total mailing cost \$ \_\_\_\_\_

\_\_\_\_\_ Please allow \_\_\_\_\_ to pick up personal copies for me.

I understand that uncopyrighted theses/dissertations are in the public domain and may be photocopied. If I should copyright this thesis/dissertation, I accept responsibility for notifying the University Librarian who will thereafter not authorize photocopying of this work.

Signature \_\_\_\_\_ Date \_\_\_\_\_

[Students: Please bring this information sheet, your receipt from the Bursary, and your copies of the thesis/dissertation to the Acquisitions Department on the 4<sup>th</sup> floor of the Odum Library addition \(Room 4430\). Follow departmental guidelines \(if any\) for the number of copies required. If you have any questions, please call 229-259-5058, 245-3734 OR 245-3733.](#)

**FOR BURSARY & LIBRARY USE ONLY below this line:**

Binding fees received by \_\_\_\_\_  
 (Signed by Bursary Staff is paying in person at the Bursary)

Receipt No. \_\_\_\_\_ Total amount of receipt \$ \_\_\_\_\_

Copies of thesis/dissertation received by \_\_\_\_\_  
 (Signed by Library Staff)

Date sent to Bindery \_\_\_\_\_ Date returned from Bindery \_\_\_\_\_