

ROOSEVELT UNIVERSITY

Office of Graduate Studies and Research

Dissertation, Doctoral Project, and Master's Thesis Transmittal Process

1. Deadline

One copy of the thesis, doctoral project, or dissertation, along with the appropriate transmittal form signed by the chair of the dissertation, doctoral project, or thesis committee and by the members of the committee, must be submitted by the chair, to the Office of Graduate Studies, AUD 828, by the dates listed below. When a due date falls on a weekend, the due date is the following Monday. Students should work with their chairs to schedule dates for their final hearings that will allow them to submit their theses, doctoral projects, and dissertations by the deadlines if they wish to graduate in that semester.

December graduation (degree posted in January)	November 1
May graduation (degree posted in June)	April 1
September graduation (degree posted in September)	August 1

Students whose theses, doctoral projects, or dissertations are submitted to the Graduate Dean after those dates; whose theses, doctoral projects, or dissertations require substantial editing; or who have not provided all required information, will graduate the following semester.

Students should consult the appropriate list below to ensure that they have prepared all necessary information and documents for submission to their chairs. Thesis, doctoral project, and dissertation chairs submit the information and documents to the Office of Graduate Studies. Please note that theses, doctoral projects, or dissertations submitted by students directly will not be accepted.

Required Information

Doctoral students

- Transmittal form with signature of chair and final grade for doctoral project or dissertation
- Approval of doctoral project or dissertation with committee members' signatures
- Information for inclusion in graduation program
- Final hearing/defense and committee information
- Abstract of 350 words or less
- One carefully edited copy of the doctoral project or dissertation
- NORC form (which can be downloaded at http://www.roosevelt.edu/gradstudents/pdf/sed07_08.pdf)
- Completed IRB proposal renewal/termination form (which can be downloaded at <http://www.roosevelt.edu/IRB>)

Master's students

- Transmittal form with signatures of committee members and grade
- Hearing and committee information for submission with thesis
- Abstract of 150 words or less
- One carefully edited copy of the thesis
- Completed IRB proposal renewal/termination form (which can be downloaded at <http://www.roosevelt.edu/IRB>)

2. Thesis, doctoral project, or dissertation content

The topic and actual thesis, doctoral project, or dissertation must be approved for content and form by the student's chair and members of the committee before it is submitted to the Office of Graduate Studies. The chair and the committee must approve the final thesis, doctoral project, or dissertation. Research involving human subjects must have been approved by the Roosevelt University Institutional Review Board (IRB) **prior** to the conduct of the study. Studies involving human subjects that have been conducted without IRB approval will not be approved by the Office of Graduate Studies under any circumstances.

Theses, doctoral projects, or dissertations written in a language other than English must be accompanied by a substantial summary in English.

3. Transmittal forms

The transmittal form, properly signed, must accompany all version of the thesis or dissertation submitted to the Office of Graduate Studies. All information on the transmittal form must be provided. The transmittal form is used to provide grade information to the Office of the Registrar; a missing grade may delay graduation and the posting of a degree. Grades for theses and dissertations are pass or fail.

4. Review of thesis, doctoral project, or dissertation by the Dean of the Graduate School or the Associate Dean for Graduate Studies and Research

The Dean or Associate Dean reviews all theses, doctoral projects, and dissertations, and has final approval authority. Only final, well-edited drafts of theses, doctoral projects, and dissertations should be submitted. Thesis, doctoral project, and dissertation chairs are encouraged to recommend editors to students who have difficulty with writing, style, and format. Papers that are not well edited (i.e., have excessive numbers of grammar, language, style, or format errors) will be returned, without review, for further editing by the student. This may delay graduation until the next semester.

The Office of Graduate Studies will return the approved thesis, doctoral project, or dissertation to the committee chair with suggestions for corrections. These corrections must be made, and the thesis, doctoral project, or dissertation resubmitted to the Office or

Graduate Studies, before the thesis, doctoral project, or dissertation may be submitted to UMI/ProQuest for publication. The deadline for successful submission to UMI/ProQuest is five days prior to the official date for graduation. Grades will not be submitted until the final revisions have been approved, the Office of Graduate Studies has received all information including the IRB Proposal Termination form, and the thesis or dissertation has been submitted to UMI/ProQuest.

5. Publishing theses and dissertations

Students are required to submit their theses or dissertations electronically on the Roosevelt University UMI/ProQuest website after all changes have been made and approved by the Office of Graduate Studies. The UMI/ProQuest Agreement Form is completed online as part of the submission process, and UMI/ProQuest fees are paid directly to UMI/ProQuest via the website.

The Roosevelt University Library provides access to theses and dissertations through the UMI/ProQuest database; they will not longer shelve bound copies of theses and dissertations. After final approval of theses and dissertations by the Office of Graduate Studies, students will be provided with information about submitting their documents to UMI/ProQuest electronically. Once theses and dissertations have been submitted, students will be able to purchase bound copies of their papers directly from UMI/ProQuest.

The University Archives, however, will hold one copy of each thesis and dissertation completed at Roosevelt. Students are expected to submit one hard copy (paper copy) of their theses or dissertations to the Office of Graduate Studies for the University Archives.

6. NORC Questionnaire for doctoral dissertations only

Doctoral students must also submit to the Office of Graduate Studies, with their dissertations, the completed NORC questionnaire. Completion of this questionnaire is required for approval for graduation.

7. Typing and format information

All theses, doctoral projects, and dissertations must conform to the style required by the particular academic discipline in which they are written. A list of style manuals by discipline is found at the end of this document.

UMI/ProQuest requires the following:

- Paper size to be 8 ½ by 11 inches;
- Margins of 1 inch on the top, bottom, and right side; 1 ½ inches on the left side to allow for binding;
- Double spacing throughout, including reference lists, except for block quotes, footnotes, and endnotes;
- Use of a TrueType font, size 10 or 12 (information about TrueType fonts is provided in the UMI/ProQuest information); and

- For theses and dissertations written in a language other than English, a full document translated into English.

Title page. Please see the attached model for the title page. The date given represents the student's month and year of graduation. The second page contains information about the date of the hearing as well as the chair and members of the thesis or dissertation committee.

Pagination. The cover page is not a numbered page. Preliminary pages (acknowledgements, table of contents, and so on) are paginated with lower case Roman numerals centered at the bottom of the page. The body of the text and all subsequent pages, including references and appendices, are paginated at the top right hand corner of each page, starting with the first page of chapter 1. No headers, including running heads, should accompany the page numbers.

Sequence of pages. Pages are to be arranged as follows:

- a. Title page
- b. Approval page
- c. Acknowledgement page (optional)
- d. Abstract
- e. Table of contents (preliminary pages, body of text and references, list of figures, list of tables, appendices)
- f. Body of the text
- g. References
- h. Appendices
- i. Brief biographical statement (no more than one page).

Tables and figures. Tables and figures should be inserted into the text of the paper and placed as soon after they are first mentioned in the text as is possible, on the same page or on the next page. A table or figure that is more than one half page in length should be placed on a separate page that follows directly the page where the table or figure is first referenced. Smaller tables and figures should be placed within the text, with text running around them on the page as necessary. Table numbers and titles appear **above** the table; figure numbers and titles appear **below** the figure. Large sets of data that are not discussed directly in the thesis but provide background information (e.g., means or percentages for all items in a questionnaire) should be presented in an appendix.

Block quotations. Block quotations (see appropriate style manuals for definitions) should be indented five spaces or ½ inch from the margin, the same as a paragraph. Only the left margin of block quotations is indented. Single spacing is required within block quotations, with double spacing between the text and the block quotation, or between a sequence of block quotations without intervening text.

Style manuals by discipline.

The information below is a general guide. Students should consult with their chairs about the style required in their specific disciplines and/or departments.

American Psychological Association. (2001). *Publication manual of the American Psychological Association (5th ed.)*. Washington, DC: Author.

Required for psychology, education, economics, sociology
Optional for political science

The bluebook: A uniform system of citation (15th ed.). 1991. Cambridge, MA: Harvard University Press.

Use in political science for legal references, along with either APA or University of Chicago manuals of style.

Chicago Editorial Staff. (1993). *The Chicago manual of style (14th ed.)*. Chicago: University of Chicago Press.

Required for history.
Optional for literature, musicology.

Council of Biology Editors. (1994). *Scientific style and format: The CBE manual for authors, editors, and publishers (6th ed.)*. Reston, VA: Council of Science Editors.

Required for biology, biochemistry.

Gibaldi, J. (1999). *MLA handbook for writers of research papers*. New York: Modern Language Association of America.

Required for English.
Optional for literature, musicology.

Turabian, K. L. (1996). *A manual for writers of term papers, theses, and dissertations*. Chicago: University of Chicago Press.

Required for history.
Optional for literature, musicology.