

Editorial Assistance and Information

The Graduate School Editorial Office provides a Guide for Preparing Theses and Dissertations to assist the student in the preparation of his/her manuscript and offers suggestions and advice on such matters as the preparation and reproduction of illustrative materials, the treatment of special problems, the use of copyrighted material, and how to secure a copyright for the dissertation. The following procedures apply to the Graduate School's editorial services to students.

1. The Graduate School editorial staff acts only in an advisory capacity but will answer questions regarding correct grammar, sentence structure, and acceptable forms of presentation.
2. After the first submission of the dissertation in final form, the Editorial office checks the format, paper stock, and pagination and reads portions of the text for general usage, references, and bibliographic form (see First Submission of Dissertation in the Guide). Master's theses are checked for paper stock, format, reference style, and pagination (see Submission of Defended Master's Thesis in the Guide).
3. Upon final submission, the signature pages and Final Examination forms for all theses and dissertations are checked against the Supervisory Committee forms for the signatures of the committee members, department chair, and college dean (except for the Colleges of Liberal Arts & Sciences and Business Administration) and all members of the supervisory committee. It is the responsibility of the student and the supervisory chair to notify the Graduate School, through the Change of Committee form, of any changes to be made in the structure of the supervisory committee. Changes in the student's final semester may be made only by a petition from the supervisory chair to the Dean of the Graduate School. See section on Supervisory Committee, General Information and Supervisory Committee Forms.
4. The Editorial Office maintains a file of experienced thesis typists and manuscript editors (notebook in 168 Grinter). The student may consult this file for assistance in the mechanical preparation of the manuscript.
5. The Editorial Office cooperates with the Office of Instructional Resources in the OIR seminar series on thesis and dissertation preparation. The Editorial Office also offers individual workshops for departments.