DISSERTATION PUBLICATION INFORMATION

1. When your final dissertation is ready for publication, have TWO (2) COPIES printed on ACID-FREE paper (one is for the ARCHIVES at Swem Library and one is the Swem Library CIRCULATING copy).

The Library no longer handles the binding of personal copies of dissertations. Longs-Roulet Bookbinders in Norfolk provides binding for personal copies. Their website is www.longs-roullet.com and the phone number is (757) 623-4244. The main page for dissertation binding information is http://longs-roullet.com/thesesdisser.htm. Basically students decide if they would like to print and mail printed copies to them or email a PDF of their dissertation for them to print and then bind. Pricing is detailed on the above link, with printing information contained on this sub-page: http://longs-roullet.com/tdprintbind.htm.

2. Go to the Cashier in Blow Hall, hours 8:00 a.m. to 5:00 p.m. (Monday-Friday), and pay for the following: binding, ProQuest Digitization, and copywriting. Fee amounts may be accessed at: https://swem.wm.edu/services/thesis-dissertation-submission

3. The Cashier will issue receipts for the above. Take the receipts, along with the printed copies of your dissertation and the "UMI Dissertation Agreement Form" (see below *), to the Circulation Desk in Swem Library (between 8:00 a.m. – 4:00 p.m., Monday – Friday). Be sure to indicate that it is a graduate level submission.

   * Here’s how to get the “UMI Dissertation Agreement Form”:
     - access www.il.proquest.com/dissertationagree
     - enter the user name as dissertations
     - enter the password as publish

   IMPORTANT: Attach an additional copy of the title page and abstract to the ProQuest form.

4. The Library representative will provide you with a signed receipt. BOTH THE CASHIER'S RECEIPT AND THE LIBRARY'S RECEIPT MUST BE DELIVERED OR MAILED TO WENDY PEARSON IN THE OFFICE OF ACADEMIC PROGRAMS (SCHOOL OF EDUCATION). These receipts are essential for graduation approval and must be submitted by the appropriate deadline.

5. Ph.D. candidates only -- SURVEY OF EARNED DOCTORATES
   This survey is a requirement for Ph.D. graduation candidates. The SOE participates in the electronic completion for the Survey of Earned Doctorates https://sed.norc.org/survey. You will be asked to provide your name, institution, department, graduation month and year, and an e-mail address. You will be able to advance directly into the survey after registering. Upon submitting the survey you will receive a Certificate of Completion via email. Please print a copy for your records.

   To recap, it’s three steps . . .

   Go to the Cashier – pay (see step 2 above) and get several receipts

   Go to Swem – go to the Circulation Desk and give them 2 copies of your UNBOUND dissertation and one of the Cashier’s receipts and the “ProQuest Dissertation Publishing Paper Submission Agreement” form (see step 3)

   Go to SOE 1115 – give Wendy Pearson one of the Cashier’s receipts and the Swem Library receipt. (Ph.D. candidates, make sure Wendy has verification that you completed the electronic “Survey of Earned Doctorates.”)

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