



Thesis/Dissertation Submission and Binding at RIT FAQ

Commonly asked questions and their answers concerning the steps to be taken after the successful completion of your Master's thesis or doctoral dissertation are listed below.

Questions concerning Master's Projects or Capstone Projects are addressed in a separate document.

- [What do I need to do with my thesis/dissertation, once it has been approved by my advisor and dissertation committee, in order to fulfill the requirements for my Master's degree or Ph.D.?](#)
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Copyright

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- [My address has changed since I had the copyright of my thesis/dissertation registered with the U.S. Copyright Office \(either directly or through UMI/ProQuest.\) What do I need to do to have my information updated with the U.S. Copyright Office?](#)

What do I need to do with my thesis/dissertation, once it has been approved by my advisor and dissertation committee, in order to fulfill the requirements for my Master's degree or Ph.D.?

RIT requires you to submit a hard copy of your thesis/dissertation to the RIT Archive, and an electronic copy to UMI/ProQuest and the RIT Digital Media Library for the fulfillment of your degree requirements. An electronic copy of your work will be submitted to the RIT Digital Media Library for you by Wallace Center staff.

You are required to provide the following for your thesis/dissertation:

- **Title page** with the title, author's name, type of degree, name of department and college, and date approved (month, day, year.)
- **Committee signature page** signed and dated by the Department Chair and/or your Graduate Advisor and the printed names and signatures of your committee members. ***Please note that an unsigned thesis/dissertation will not be accepted.***
- **Abstract**, summarizing the entire manuscript and its arguments for readers, approximately 300 words. ***Please note that a thesis/dissertation without an abstract will not be accepted.***

Why do I need to provide an abstract of my work?

An abstract provides those reading your work with a brief overview of your research topic, findings and conclusions. This is a standard practice in academia, and mandated for publishing in scholarly journals and conference proceedings. RIT requires that you follow this practice.

Are there any formatting requirements for my thesis/dissertation?

If your advisor or department does not specify a style format, use the *Chicago Manual of Style*.

- Leave a margin of one (1) inch on all sides of the pages, to accommodate the binding process.
- The main text should be 1.5 or double-spaced. Footnotes and long quotations should be single-spaced.
- Use a 10 point to 12 point serif font. A serif font has additional details added to letters and numbers that allow for ease in reading and clear distinction between similar-looking characters. Two popular serif fonts are *Times Roman* or *Times New Roman*.
- Number preliminary pages with Roman numerals; the main text, illustrations, appendices and bibliography should use Arabic numbering.
- Print your thesis/dissertation on one side of a page.

Why can't I single-space my text, and why can't I print my work on both sides of the page?

Standard scholarly publishing practices require 1.5 or double-spacing of text and the use of only one side of a page in order to accommodate peer review and editing processes, and for ease in reproducing the text.

Why is the copy required for the RIT Archive?

The hard copy required for the RIT Archive is the official copy of record for your thesis/dissertation, and will reside permanently in the RIT Archive collection. The original copy of your work should be submitted.

What do I do to submit my thesis/dissertation to the RIT Archive?

Bring the original copy of your thesis/dissertation to Room A500 of The Wallace Center. This copy will go to the RIT Archive, and will be sent to the bindery. You may also bring additional copies (personal and departmental) in for binding at the same time.

Is it possible to place an embargo on my thesis/dissertation?

Yes, you can indicate an embargo (or hold) period for the release of your work, if you have received permission to embargo your thesis/dissertation from the Dean of Graduate Studies. Please contact

Dr. Hector E. Flores
Office of the Dean of Graduate Studies
(585) 475-4476
hefgrad@rit.edu
<http://www.rit.edu/academicaffairs/gradstudies/index.php>

Who do I contact if I have questions about submitting my thesis/dissertation or having it bound?

For questions about the submission and binding of the print copy, please contact

Diane Grabowski
A500 The Wallace Center
(585) 475-2554
diane.grabowski@rit.edu

Tracey Melville
A500 The Wallace Center
(585) 475-6013
tracey.melville@rit.edu

When and where do I drop off and pick up copies of my thesis/dissertation?

The drop off and pick up location is Room A500 of The Wallace Center, located on the lowest level of that building, just inside its east entrance.

Office Hours:

Monday	2:00 p.m. – 4:00 p.m. <i>(or by appointment)</i>
Tuesday	9:00 a.m. – 12:00 p.m., 2:00 p.m. – 4:00 p.m. <i>(or by appointment)</i>
Wednesday	9:00 a.m. – 12:00 p.m., 2:00 p.m. – 4:00 p.m. <i>(or by appointment)</i>
Thursday	9:00 a.m. – 12:00 p.m., 2:00 p.m. – 4:00 p.m. <i>(or by appointment)</i>
Friday	<i>by appointment only</i>

Can the Wallace Center make copies of my thesis/dissertation for me?

No, the Wallace Center does not provide this service. You are responsible for making all copies of your thesis/dissertation that will be sent to the bindery.

Does it cost anything to bind my thesis/dissertation?

Binding of the RIT Archive's copy is paid by the Wallace Center. The cost for both personal copies and for departmental copies is \$14.00 per copy. Make your payment at the Student Financial Services, located on the first floor of the University Services Center. Bring the pink and white receipts, with your copies to be bound, to the Wallace Center. Check with your department to see if it pays for its own copies. Many departments require that you pay for the binding of their copies, but some do cover the cost. *NOTE: If your thesis/dissertation exceeds the dimensions of 8 ½ X 11 inches, and/or is more than 2 ½ inches thick, please contact [Diane Grabowski](#) at (585) 475-2554 or [Tracey Melville](#) at (585) 475-6013 before you pay for binding in case extra fees are required.*

If I have accompanying materials, such as slides, CD-ROMs, DVDs, etc., do I have to include them with my thesis/dissertation?

You must provide any accompanying material with the original copy of your thesis/dissertation that will be placed in the RIT Archive. You must also provide a copy of the accompanying material for each departmental copy and personal copy you would like bound. All copies of the accompanying material should be properly labeled (with the title, author's name and date).

Do I have to have my personal and departmental copies bound through the Wallace Center?

No, only the RIT Archive copy. The Wallace Center's service is very inexpensive and conveniently located on campus, but you are free to have personal and departmental copies bound elsewhere.

What does the bound copy of my thesis/dissertation look like?

All RIT Master's theses are bound in black buckram cloth, with gold lettering on the spine. All RIT dissertations are bound in a medium-blue buckram cloth, with gold lettering on the spine.

How long does it take for my thesis/dissertation to be bound?

The normal bindery cycle is two weeks, with pick-up and drop-off during the middle and end of each month. The time needed to bind your copies depends on the time of their receipt at the Wallace Center. If your thesis/dissertation copies are dropped off a few days prior to pick-up, your copies will be in process for a little over two weeks. If you drop them off just after a pickup, they will be in process

nearly four weeks. For your convenience, a [schedule](#) has been posted on the Thesis & Dissertation Services webpage.

Can I designate someone to drop-off copies for me?

Yes. Although the Wallace Center Thesis Binding Staff prefers that you drop-off your own copies, we understand that there are circumstances where that becomes impossible. You may certainly designate a friend, family member, faculty advisor, staff assistant, etc. to come to the Thesis Binding Office on your behalf. Please make sure that your designee has all the appropriate information needed for proper binding of your copies, as well as current contact information for you in case there are further questions. You may also mail copies to the Wallace Center. Please contact [Diane Grabowski](#) or [Tracey Melville](#) for assistance if you wish to choose this option.

Can my bound personal copies be mailed to me?

No, the Wallace Center is unable to provide this service. If you are unable to pick up your personal copies yourself, please arrange for another person to pick them up and deliver them to you, or make arrangements with your department to do so.

Why do I need to submit my thesis/dissertation to ProQuest/UMI?

RIT requires you to submit your thesis/dissertation to ProQuest/UMI to preserve your work and to include it in the ProQuest Dissertations and Theses database, an established research tool that has provided access to graduate scholarship for over 70 years.

What do I need to do in order to submit my thesis/dissertation to ProQuest/UMI?

You can submit your thesis/dissertation to ProQuest yourself. Detailed [step-by-step instructions](#) are included on the Wallace Center website.

Does it cost anything to submit my thesis/dissertation to ProQuest/UMI?

No, there is no fee for thesis and dissertation submissions to ProQuest/UMI. However, if during the process of submitting your thesis/dissertation you choose to select Open Access Publishing, need additional copyright protection, or would like to order bound copies through ProQuest/UMI, fees will be incurred. ProQuest accepts MasterCard, Visa, and American Express credit/debit cards and Postal Money Orders. You are responsible for paying these fees.

Is it possible to place an embargo on my thesis/dissertation in ProQuest/UMI?

Yes, you can indicate an embargo (or hold) period for the release of your work during the ProQuest/UMI submission process, if you have received permission to embargo your thesis/dissertation from the Dean of Graduate Studies. Please contact

Dr. Hector E. Flores
Office of the Dean of Graduate Studies
(585) 475-4476
hefgrad@rit.edu
<http://www.rit.edu/academicaffairs/gradstudies/index.php>

The embargo request form is found at
<http://library.rit.edu/userservices/pubschol/EmbargoThesisNotification.pdf>.

Is there a limit on the file size of my thesis'/dissertation's PDF?

Yes, files over 99 MBs cannot be submitted online and must be mailed to ProQuest/UMI.

Please bring or mail necessary payment, completed publishing forms, a CD or DVD that includes your dissertation/thesis as a PDF file, along with any other supplementary files that are an integral part of the submission to:

Jennifer Roeszies
A500 The Wallace Center
90 Lomb Memorial Drive
Rochester NY, 14623-5604

UMI/ProQuest offers two options: Open Access Publishing and Traditional Publishing. What is the difference between the two?

Among other provisions, UMI/ProQuest's Traditional Publishing option preserves your work in perpetuity, provides copies on demand (for purchase,) provides ISBN assignment, and places your work in the ProQuest Dissertations and Theses Database.

UMI/ProQuest's Open Access Publishing provides free access to your work through PQDT Open, its online repository of open access graduate works, in addition to the services provided with the Traditional Publishing option. More information about the Open Access Publishing may be found here <http://www.umi.com/en-US/products/dissertations/epoa.shtml> . There is an additional cost of \$95.00 if you select UMI/ProQuest's Open Access Publishing option.

Please note that RIT provides open access to your work for free in the RIT Digital Media Library.

Who do I contact if I have questions about submitting my thesis/dissertation to UMI/ProQuest?

For questions concerning UMI/ProQuest submission, please contact

Jennifer Roeszies
A500 The Wallace Center
(585) 475-2560
jennifer.roeszies@rit.edu

Why is an electronic copy of my thesis/dissertation placed in the RIT Digital Media Library?

RIT supports open access to all RIT scholarship, including graduate theses and dissertations. Your work will be preserved permanently in digital form. Each thesis/dissertation is assigned a persistent URL for consistent citation purposes, and is searchable via the Web, making it easily accessible to other scholars, students and future employers.

How do I submit my thesis/dissertation to the RIT Digital Media Library?

Once you have submitted your electronic copy of your thesis/dissertation to UMI/ProQuest, a staff member at The Wallace Center retrieves your work from UMI/ProQuest, and submits it to the RIT DML for you, at no additional cost.

Is it possible to place an embargo on my thesis/dissertation in the RIT Digital Media Library?

Yes, you can indicate an embargo (or hold) period for the release of your work in the RIT Digital Media Library, if you have received permission to embargo your thesis/dissertation from the Dean of Graduate Studies. Please contact:

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Office of the Dean of Graduate Studies
(585) 475-4476
hefgrad@rit.edu
<http://www.rit.edu/academicaffairs/gradstudies/index.php>

Do I need to copyright my thesis/dissertation?

Once written, your thesis/dissertation is copyrighted automatically. However, if you wish to add another layer of protection, you can register your work through the U.S. Copyright Office (directly at <http://www.copyright.gov/> or through ProQuest/UMI as an additional step in its submission process.)

How much does it cost to copyright my thesis/dissertation?

There is no cost for the automatic copyright that occurs when your thesis/dissertation is completed. If you wish to add another layer of protection by registering your work with the U.S. Copyright Office, the cost as of September, 2010 is \$35 for electronic submission or \$55 for mailing in a print copy (<http://www.copyright.gov/docs/fees.html>). If you wish to register with the Office through the ProQuest/UMI submission process, the cost is an additional \$65.00. For more information, see http://www.umi.com/products_umi/dissertations/copyright/ . Please check the information at these websites to verify the actual costs of these services.

My address has changed since I had the copyright of my thesis/dissertation registered with the U.S. Copyright Office (either directly or through UMI/ProQuest.) What do I need to do to have my information updated with the U.S. Copyright Office?

Contact the U.S. Copyright Office directly by phone 202-707-6787, fax: (202) 252-3519 or email copycerts@loc.gov .

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