

RIT Thesis/Dissertation Checklist

A quick checklist for meeting your final requirements!

Go to <http://library.rit.edu/thesis-dissertation-services>

for detailed information on formatting, preparing copies to bind & ProQuest uploading instructions.

My final paper includes:

a title page (title, author's name, degree, name of department & college, and date approved)

an abstract

signatures of ALL committee members along with the date signed (do not include signatures in your ProQuest submission)

BINDING:

MAKE COPIES for the RIT Archives (required), my department & myself.

The library copy is single-sided & has been printed on 100% acid free cotton bond paper.

All copies are collated & labeled.

Pay \$14 for all copies (NOT including the RIT Archives copy) at Student Financial Services.

AND/OR I have a memo from my department regarding payment.

Bring the receipt and/or memo with you when you drop off your copies for binding.

THINK 80! Count the number of characters in your title (which includes every letter, punctuation & the spaces in between words). If it is over 80 characters AND my thesis is under a ½" in thickness, I will create an alternate title for the spine of my personal/departmental copies & submit it with my copies. Please note:

The length of your title and the thickness of the text block may affect the bindery's ability to place the full title on the spine of your thesis/dissertation. If your title is made up of more than 80 characters (including spaces,) and the bindery cannot accommodate the entire title, the bindery will put the beginning of the title (up to that 80-character limit) followed by ellipses on the volume's spine. If the Thesis Binding staff indicates that your title could be adjusted by the bindery when you submit your print copies, you have the option to provide a brief title just for the spine if you do not want the abbreviation of your title determined by the bindery.

Does my paper include a *supplemental* CD-ROM? If yes, I have a labeled CD-ROM for ALL of my copies & will submit them with my copies upon binding.

I will go to the Thesis Binding Office during their open office hours (**Mondays 2-4PM, Tuesdays-Thursdays 9-12PM & 2-4PM**) or I will make an appointment to meet with the Thesis Binding Staff.

PROQUEST:

I have submitted my thesis/dissertation to ProQuest/UMI.

I have received an e-mail stating the acceptance of my submission.

What NOT To Include:

1. A "**permission to reproduce**" statement. If you require a delay on the release of your work, please fill out an Embargo form & submit it to the Dean of Graduate Studies.

2. DO NOT include signatures on your uploaded submission to ProQuest/UMI.