Dissertation and Thesis Submission and Processing

The library at Metropolitan State University serves as the information hub of the university and acquires and provides connections to a variety of print and digital knowledge resources. As such, the library seeks to collect student scholarship, including master’s theses and doctoral dissertations. The purpose of this procedure is to define a standard process for how the library, working with graduate programs, acquires and provides access to this scholarship to the university community.

Scope: This procedure describes how physical (print) copies of dissertations and theses may be submitted to the library for inclusion in its collections. It does NOT cover how digital copies may be submitted to ProQuest.

1. Directors of graduate programs, per their respective program or college policies, may elect to ask or require their master’s and doctoral students to submit a bound copy of their thesis or dissertation for inclusion in the library’s special collections.
   a. To maintain consistency, a student’s thesis or dissertation should be bound per the specifications provided by the student’s graduate program (see the appendix for an example).
      i. Whatever the specification, the thesis or dissertation must be hardbound, not spiral bound, clipped, or stapled, for inclusion in the library’s collections.
      b. Unless otherwise covered by the graduate program, the student will be required to cover the cost of binding.

2. Directors should identify their library liaison and should send a single bound copy of a student’s thesis or dissertation to that library liaison. These theses and dissertations may be sent to the library once a semester, once a year, or as soon as they are provided by the student.

3. The liaison will provide the thesis or dissertation to the library’s technical services department for cataloging and processing.

4. The catalogued thesis or dissertation will be made available in the library’s special collections and discoverable in the library’s catalog.

Note: This procedure will remain in force until such time the library can provide digital access to student works through a locally administered institutional repository. At that time, the library will cease to add bound copies of theses and dissertations to its collections, consistent with its collection development policy and the practice of other university libraries.

Review: This procedure will be reviewed as needed.

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Appendix: Dissertation Spec Sheet Example

Dissertation Guidelines: Formatting and Binding

1. Number of copies
   a. Bound: 2 submitted to Gloria Eyer
   b. Electronic: 1 submitted to Gloria Eyer

2. Pages
   a. Title page (See Appendix A)
      i. Note: A copyright must be placed within the bottom header of this page, centered. An example is available in Appendix B below. Students may also consider registering your dissertation through the US Copyright Office: http://www.copyright.gov/help/faq/faq-register.html#register
   b. Acknowledgements/Dedication page
   c. Table of contents
   d. List of Tables
   e. List of Figures
   f. Abstract
   g. Dissertation chapters
   h. References
   i. Appendices

3. Formatting
   a. Margins
      i. Left: 1.5
      ii. Right: 1
      iii. Top: 1Bottom: 1
   b. Font
      i. Times New Roman
      ii. Size: 12
   c. Spacing: Double

   Pages must be numbered in succession beginning with the Acknowledgements/Dedication page; title page should not be numbered.

4. Binding Requirements:
   a. Cover Color: Black
   b. Lettering: Gold
   c. Spine: See Appendix B. Please note the lettering is vertical
      i. DBA Thesis (space) YEAR (space) Full Name
   d. Front: Blank
   e. Paper: 24 lb. white acid-free
   f. Single-sided
   g. Binding options:
      i. FedEx Office (several Twin Cities metro locations)
      ii. University of Minnesota Bindery (http://www.bindery.umn.edu/thesis.htm)
      iii. Please note that we do not endorse these binderies, they are simply examples of options.
Title Page Example

Doctoral Dissertations:

A Long Journey

Dissertation submitted in partial fulfillment for the degree of
Doctor of Business Administration (DBA)

College of Management
Metropolitan State University
St. Paul, MN
October 10, 2010
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Spine example