

**Instructions for
Final Submission of Doctoral Dissertations
Buswell Memorial Library, Wheaton College**

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library.admin@wheaton.edu

The following steps must be completed before the library will notify your department that you are formally eligible for graduation. If you have any questions or need help, please contact us at library.admin@wheaton.edu or phone (630) 752-5101.

1. Ensure that your dissertation is complete and properly formatted

Front matter. Your dissertation must contain the following pages, in this order: fly leaf (blank sheet), title, certification (signed by your faculty advisors), disclaimer, dedication (optional), epigraph (optional), abstract, table of contents, illustrations (if any), acknowledgements.

Margins: 1 ½ inches on the left side of each page, 1 inch on the other three sides.

Pagination: Paginate front matter using lowercase roman numerals (i, ii, iii, iv and so forth). Paginate the body of your dissertation, including bibliography, appendixes, etc., using arabic numerals (1, 2, 3, and so forth). Use your word processor's tools for creating tables of contents and cross references in order to ensure that pagination remains consistent when you create the PDF file in step #3, below.

Formatting: To align text, use tabs instead of the space bar. Insert page breaks to start a new page. Use section breaks to change the format between pages.

2. Submit the following items to Buswell Library

- a) Buswell Library dissertation form, available from the Director of Graduate Student Services.
- b) Three printed copies of dissertation if PsyD student, four copies if PhD student. Copies must be printed on acid-free or 25% cotton paper. (This paper is available at office-supply stores.) You may also submit additional copies to be bound for your own use, if desired.

To submit the printed copies:

- Package securely and send through campus mail, addressed to Office Coordinator, Buswell Library.
 - Package securely and send through postal mail, addressed to Buswell Library, Attn: Office Coordinator, Wheaton College, 501 College Avenue, Wheaton, IL, 60187.
 - Deliver in person to Room 225, Buswell Library. To ensure that we will be available when you arrive, please email library.admin@wheaton.edu or call (630) 752-5101 to make an appointment.
- c) All necessary payments (as listed on Buswell Library dissertation form).

3. Submit your dissertation to UMI.

UMI is a company that lists and sells dissertations in its database *Dissertation Abstracts International*. UMI is the primary means by which your dissertation will become known and read by others beyond Wheaton.

Go to <http://www.etsadmin.com/wheaton>, click on “Students: Submit,” and follow the instructions provided. The version you submit to UMI must be identical to the printed version you submit to the library, with the one exception that the UMI version will not be signed by your advisors.

During the submission process you will be asked for a dissertation subject category. Please select *Psychology*, *Clinical (0622)*, *Religion*, *Biblical Studies (0321)*, or *Theology (0469)*. Of the publishing options, most Wheaton students choose UMI’s “Traditional Publishing” with “no restrictions.” You will be required to pay the UMI submission fee (\$65 as of May 2009) and the cost of one microfiche copy to be placed in the college archives (\$17 as of May 2009). You may also pay for copies in various formats for your own use. (For a less-expensive option for bound copies, see step #2, above.)

4. A note about copyright

As the author of your dissertation, you automatically own the copyright to your work.

You do not need to register your copyright with the U.S. copyright office, although you may want to do so for the following reasons. First, registration creates a public record of copyright, which will provide other parties with a means of contacting you to ask permission for uses of your work that exceed the standard provisions granted in U.S. copyright law. Second, registration is required if ever you wish to bring suit against another party for violating your copyright.

If you wish to register your copyright, UMI can assist you, or you may register directly at <http://www.copyright.gov>. There is a registration fee.

In submitting your work to UMI, you are granting UMI a *non-exclusive right* to display, copy, and profit from sales of your work. You remain the copyright holder, and you are free to enter into other arrangements with other parties in the future, including other publishers.

The copies of your dissertation that are deposited in the college’s library and archives may be used by others according to the provisions granted in U.S. copyright law, in the same manner as all other library and archival materials.