Thesis Binding and Publication Checklists

After the Thesis Supervisor and the Faculty Reader have given their final approval of the thesis, submit copies to the Thesis Supervisor for binding and publication.

Copy Information:

- ☐ Copies must be made on 100% cotton paper with watermark.
- ☐ Paper with STM watermark is available at ORU Document Preparation Services, but is not required.
- ☐ Copies needed for Houchen Bindery:
  - 1 copy for ORU Library
  - 1 copy for STM
  - 1 copy for Faculty Reader (optional)
  - Copies for student
- ☐ Copies needed for ProQuest
  - 1 copy for publication; this copy will be returned to the student (unbound).
  - Include an *extra* copy of the Title Page and Abstract.

To Submit Thesis for Binding by Houchen Bindery:

- ☐ All copies should be checked for accuracy: all pages in proper order (see pp. 8-9 in this manual), no missing pages, all pages right side up, etc.
- ☐ All approval pages need to be signed and dated by the Thesis Supervisor and Faculty Reader.
  - **Check with Thesis Supervisor for correct date to use on signature pages.**
  - **Signatures must be in black ink.**
- ☐ Include a blank sheet of 100% cotton paper on the front and back of each final copy.
- ☐ Submit copies for binding in a small box.
- ☐ Submit a standard-sized manila file folder to the Thesis Supervisor which contains (for the STM academic office):
  - 1 copy of thesis Title Page
  - 1 copy of Abstract
- ☐ Completed *Requirements & Fees for a Thesis or Applied Research Project Report* form (see next page – copy or tear out). Include:
  - Check/money order to Houchen Bindery for binding (see next page for prices)
  - Check/money order to ORU for postage (see next page for prices)
  - Address/phone number/email—both present and after graduation, if known
  - Contact person/address/phone number, in the event we are unable to locate you within the next year

To Submit Thesis for Publication by ProQuest: (optional but recommended)

- ☐ **ProQuest Publication Forms:**
  - See Thesis Supervisor to get required publication forms.
  - Fill out and sign forms, indicating publishing/copyright options desired.
- ☐ **Submit to Thesis Supervisor:**
  - All completed ProQuest publications forms
  - Photocopy of forms for the academic office
  - 1 copy of thesis
  - 1 copy of signed approval page
    - See Thesis Supervisor for correct date to use on signature page
    - Signatures must be in black ink
  - 1 additional copy of title page and abstract for Proquest
  - Check/money order to Proquest*
  - Check/money order to ORU for postage*
  - Completed *Requirements & Fees for a Thesis or Applied Research Project Report* form (see next page – copy or tear out).

*Note: The *Requirements and Fees* form includes all fee information for Houchen Bindery, ProQuest, and postage.