

The Dissertation Secretary and the Dissertation Process

Hi! My name is Bonnie Proctor, and I am the Dissertation Secretary (DS) for Andrews University. I am part of the School of Graduate Studies, and, *before you go to defense*, I will read your dissertation from cover to cover. After graduation, I send a copy of your dissertation to ProQuest/UMI for digitizing and placement in their catalog. I send the other copies to the James White Library, where they will be library-bound and processed for Library use.

■ *When to Contact the Dissertation Secretary*

After you have passed through a pre-defense of your dissertation, I do what is called a “final copyedit” of the document, checking for correct Andrews format and correct use of style (i.e., APA, Turabian, BASOR, SBL, etc.). I do not “edit” your paper. If English is not your first language, you might need to hire an editor.

Because it is *so* much better to catch potential problems early on, it is good if we have a format and style “consultation” in the *early stages of the writing process*. This can be done in two ways: You can visit me in my office or you can e-mail me part of what you have written, and I will give you feedback. At anytime during the writing process, please feel free to contact me if you have any questions about format and your school’s style.

There are many aids available to help you in the writing process: *Andrews University Standards for Written Work* (available from the AU Bookstore, or downloaded at <http://www.andrews.edu/GRAD/style.html>); the *APA Publication Manual* (5th ed.); Turabian’s *Manual for Writers* (7th ed.); my handouts, which are available at the above Web site; and documents posted to each school’s Web site.

I cannot recommend the templates that are posted online at various Web sites. I *do* recommend the book *Writing Your Dissertation with Microsoft Word*, by Vincent Kiernan, which is available from Amazon.com. Many graduate students struggle long hours with formatting their dissertation. This book presents step-by-step instructions for maximizing Microsoft Word™ to produce a dissertation that meets your school’s requirements.

■ *The Writing Time-line of the Dissertation*

1. Work with your committee on a chapter-by-chapter basis until the document is cleared by the committee chair/adviser for pre-defense.
2. After pre-defense of your dissertation, submit a “hard” copy to the Dissertation

Secretary.

3. After making the indicated changes, submit a new, corrected copy, as well as the “marked” copy, for a final check.

4. When no further corrections are indicated, submit this new document to the coordinator for dissertations/theses for your school (e.g., Anna Pisko Zub at the School of Education, and Mabel Bowen at the SDA Theological Seminary). This step should take place no later than 4 weeks before the oral defense and 8 weeks before graduation weekend. Until this step has been completed, *no defense date will be set*.

5. The Dean of your school will appoint an external examiner and set a defense date (no later than 4 weeks before graduation).

■ *After-Defense Procedures*

1. After defense, submit a complete, corrected copy of the dissertation to the Dissertation Secretary. At this time any changes recommended by your committee at the defense and implemented thereafter should be pointed out, so that I can check for typographical errors or other problems.

2. No later than 10 days before graduation, submit the complete dissertation along with the *signed approval page*.

3. At this time, I arrange for duplicating the dissertation at Andrews University’s LithoTech and submit the *Notification of Thesis/Dissertation Completion* form to the Records Office. This is the final step of the long dissertation process! You are done! LithoTech will bill your account for duplicating 4 copies of the dissertation (all of which stay with the University): 2 for the Library and 2 for the Seminary or School of Education.

4. If you would like a *personal copy* of your dissertation library-bound exactly as those housed in the James White Library, you must indicate this to me and provide a forwarding address. If you will be living overseas, leave me a filled-out customs form. Students may also purchase bound copies of their dissertation from University Microfilms.

5. Turn in your filled-out form for ProQuest/UMI at this time. If you are on campus, I have copies of this document available. If you are off campus, go to www.il.proquest.com/dissertationagree to download the PDF from ProQuest’s website. The username is *dissertations*, and the password is *publish*. All AU dissertations are automatically sent to University Microfilms (immediately after your graduation), which distributes the dissertation abstract to its worldwide network of information resources. It also digitizes the dissertation, places your dissertation in its catalog, and provides a microfiche copy of your dissertation for our James White Library.

6. After your dissertation has been duplicated, I will return your master copy to you. It is

recommended that this copy not be bound as it is likely that in the future you will need to make additional photocopies for personal use.

Your personal library-bound copy will be mailed to you directly from the James White Library (insured) about 1 to 2 months after it was duplicated by LithoTech. The time varies considerably because dissertations are picked up only every 3 weeks by the bindery company, and if your dissertation has just missed the pickup date, your delivery date will be extended. If you feel that you have waited sufficient time and your dissertation still has not arrived, please feel free to call me (269-471-3276) or Bernard Helms (269-471-3208 at the James White Library).

■ *Charges from the Dissertation Secretary*

At the completion of your dissertation, these charges will be placed on your school account:

\$200.00	Copyediting of dissertation by Dissertation Secretary
70.00	Microfiche of dissertation (UMI/ProQuest)
45.60	Binding 4 copies of your dissertation (which remain with AU)
17.40	Binding each personal copy of dissertation (optional)
65.00	Copyrighting dissertation (optional, but recommended)

Therefore, a “typical” student—who elects to purchase 1 personal copy and does not copyright—can expect a final bill of \$333, plus tax, just before or immediately after graduation. *This is in addition to the LithoTech bill for the final copies duplicated.* Also, if the dissertation is thicker than 2 inches, binding charges are a little more.

LithoTech charges 8 cents per page to duplicate the dissertation on durable paper (25% cotton rag, acid-free). Therefore, if your dissertation is 200 pages long, and you have 5 copies made (4 for the University and 1 personal copy), you can expect a bill of approximately \$80 for duplicating.

■ *Contacting the Dissertation Secretary*

Please feel free to contact me at any stage during the dissertation process: e-mail (proctorb@andrews.edu); telephone (269-471-3276), or in person (Room 209, Administration Building). Getting things correct from the very beginning saves precious time in making tedious corrections later on—just when you are short on time!

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