

Dissertation Processing Notebook



A Guide for Graduates.

D.Min., D.Ed.Min. Students

**Cataloging Office
John T. Christian Library
New Orleans Baptist Theological Seminary**

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In order to assist us in preparing your manuscript for processing, we have prepared this guide to assist *you*. By reading the instructions carefully and following them as you assemble your document, you can ensure that your manuscript is bound and sent to you as soon as possible. In addition, by cooperating with us in this process, your research will be available in a timely manner for other scholars to access and use.

We hope that this document proves helpful to you. Don't forget to check the **Frequently Asked Questions** section, as this may answer a question that you have.

Congratulations on reaching this point in your academic career. We look forward to seeing your work in the near future.

John T. Christian Library
New Orleans Baptist Theological Seminary
4110 Seminary Place
New Orleans, Louisiana 70126

Creating your Preview Copy

In order to save you time and money, the library has agreed to receive an advanced copy of your project in order to check it for style (formatting) errors, spelling errors, pagination, etc.

When printing out this document it is important to remember the following:

1. This copy may be printed on copy paper. It is unnecessary to use quality cotton paper, as we will be making notes and corrections on the copies.
2. *This copy must be your finalized copy.* Please double-check to make sure that you are printing the final draft of your project
3. Even though we will be checking the formatting of this preview copy, please use the correct margin settings. 1 ½ inch left margin, 1 inch margins for the top bottom and right.

Creating the Master (original) Copy

To create a quality original copy, we suggest the following tips based on the regulations of your doctoral office:

1. Purchase 100%, 20lb. to 24lb. white cotton paper for your master and ALL additional copies.

It is recommended that you purchase all of the paper at the same time to ensure uniform color. Using this archival quality cotton paper will protect your copies from deterioration with time and light exposure.

2. Make sure that your master copy is the final draft copy that your advisor has approved.

As with any large and time-consuming project, it is easy to accidentally print one of your earlier drafts. It may be helpful to check that you have the latest edits included in the text and that there are no handwritten corrections over the text or in the margins.

3. Make sure that your master copy meets all requirements for margin width.

Your text, as well as any charts or correspondence included in appendices, must have a **one-and-one-half (1 ½") inch LEFT margin, with one inch (1") top, bottom and right margins.** When your copies are sent to the bindery, **each copy will be trimmed on each outside edge. Trimming may vary, depending on the bindery.** Often, your charts, tables or letters extend

into this margin and they will be trimmed off in the bindery process. **Remember:** it may be necessary to shrink the text of charts, letters, etc. to allow for these margins.

4. Check the print quality of the master copy.

If your home printer produces defects (lines, smudges, jagged letters, slanted text) you may need to take your document to a professional copy shop and have them print your copies on a high-quality professional printer. Please make sure that your master copy has no smudges or bleed-through ink on the front or back of any of the pages. Also, check your master copy for dark areas, vertical lines or scratch marks that the copying machine may have added. *For the best digitization results, your final copy needs to be crisp and clean without imperfections in the text or the paper.*

5. Carefully check your master copy for errors and page order.

Please make sure all pages are in the correct order, and that no pages are missing or included twice. *It is extremely important that you check your master copy carefully.* Meticulously checking your master copy is a wise investment of time and will also save you money. Once pages with mistakes are duplicated, it is time-consuming and expensive to replace them. When your master copy is error-free, you are ready to proceed to the copying process.

Remember: It is the master copy that will be sent to TREN to be microfilmed and digitized. Other researchers will

access this copy to use in their projects. Errors which have been microfilmed and digitized cannot be corrected. Imperfections such as scratches, smudges, lines, or gray shadows may cause problems with the microfilming process, and you will incur the cost of printing an acceptable copy.

6. TREN and RIM forms.

You should receive your TREN and RIM forms through the ProDoc office. ***Please read these documents carefully before signing.***

7. Supplemental materials.

If you have materials supplemental to your document, (such as a CD database you have created), you must submit 3 copies of the supplemental materials on CD or DVD, to be included with the 3 library copies of your work.

For guidelines to supplemental materials, please contact your doctoral office.

Preparing the Remaining Copies

1. Determine how many copies of your manuscript you will need to make. You will need at least 4 copies. You are required to provide the original and two copies of your document to the library for archival purposes. In addition, your fees include a personal copy that will be bound and returned to you.

If you desire to have additional copies of your project at some time in the future, they may be ordered from the TREN website at <http://www.tren.com>. These loose-leaf, CD, or microfiche copies will only become available after your project has been digitized by TREN. However, your *only opportunity* to order full-size, professionally bound copies is through the library at the time of your graduation.

2. Make sure your copies are done on a high-quality professional copy machine. If you do not have access to such a machine, you may want to select a high-quality printer or copy shop to do the work. If you decide to do the work yourself, check the quality of the copies carefully. *It is very important that your copies be exact duplicates of your unflawed master.* If there is any doubt about the quality of your own machine, we recommend that you make one test copy and check it carefully for errors. If your copier produces imperfections, please choose a professional shop to do the work.

NOTE: It is also extremely important to check work done by a professional shop before sending copies to the ProDoc office.

3. Make sure that you use the same 100% cotton paper that you used for the master copy. Copies on any other kinds of paper will not be accepted for processing.

4. Once your copies have been run off, please carefully examine them for problems. Check for missing pages, added white sheets, upside down pages, smudges, etc. Please recheck that each page has the required one-inch standard margin on the top, right, and bottom, AND the one-and-one-half inch left margin. Especially note appendix materials. *See also the special **NOTE** below.*

5. After you have examined your copies, it is a good idea to have someone else look over them as well. Every mistake that you catch and eliminate will speed your copies on the way to the bindery and back to your shelf.

NOTE: High-speed copiers may cause paper to shift while printing, leaving pages printed off-center or slanted. Copies with smudges or slanted text caused by high-speed professional copiers should be corrected by the copy shop, saving you the time and money of reprinting your copies at a later date. However, as with copies made from your home copier, *the library reserves the right to reject flawed copies and you will incur the cost of printing acceptable copies.* Re-check **all** your copies.

Frequently Asked Questions

What is a preview copy and why do I need to send one?

A preview copy is simply the final version of your project printed on regular copy paper. In order to save you time and money, the library has agreed to check your document for errors *before* you print out your cotton copies. Previously, any errors which needed correcting were on cotton paper, which is not only more expensive to replace, but is often harder to find in stock for immediate purchase.

Do I need to send my preview copy to the library?

No, you will never need to send any copies to the library. Both your preview copy and your set of cotton copies should be sent to the ProDoc office.

When is the preview copy due?

The ProDoc office sets the due date for your preview copy. Contact the office to be sure of the correct date.

When will I get my preview copy back so I can make the corrections?

The library will receive all graduating students' preview copies on the same day. This means that we may have up to 25 individual's copies to review and edit. In general, we will take two (2) weeks to make our edits before sending your copy back to the ProDoc office. Any questions regarding your corrections should be sent through the ProDoc office.

What happens to my cotton copies when they get to the library?

Here is a brief outline: The library receives all of your copies for processing a few weeks after graduation. Each document is re-checked for physical flaws, correct format, and pagination.

Your **original document** is sent to the *Theological Research Exchange Network (TREN)* for digitization and microfilming. Upon the completion of this process, a microfiche and digital copy of your research will be entered into their database, and will be made available online via the TREN website. Your original copy will then be returned to the library for binding. This copy will be archived with other original research from the seminary. The **two other library copies** of your manuscript will also be bound and cataloged for the library. One copy will be placed in the Reference room, and one will be added to our circulating collection.

Any **personal copies** that you may have ordered will be sent to the bindery as soon as possible. The bindery process takes three months, at best. When your personal copies are bound and ready for mailing to you, we must have current e-mail and postal mail addresses. *It is very important that you leave up-to-date e-mail and postal mail address information with the Registrar and the ProDoc office.* If your address changes, please contact the seminary immediately. If you move and do not inform us of your new address, your bound copies may not arrive safely at your new place of residence.

What exactly is the “original” copy?

The original copy is your designated master (flawless) copy which contains the hand-signed copy of your Project Report Evaluation. This evaluation sheet is inserted before being sent to the library by the ProDoc office.

Do I send my copies to the library?

No. All copies should be sent directly to your doctoral office.

Can I get extra copies later?

You may order extra copies from the TREN website at any time in the future by accessing the webpage at www.tren.com. Keep in mind, however, that TREN may not offer bound copies. If TREN does offer bound copies, these will *not* be bound identically to your library copies. Contact TREN for more details.

Recently, the bindery which the library uses, the HF Group, has responded to requests for print-on-demand copies of theses and dissertations. Should you prefer to have additional copies processed by the HF Group, see their website at <http://www.thesisondemand.com/>.

I can't find the right paper / Cotton paper isn't in stock. Where can I get it?

There are many places to acquire paper, and a number of brands of paper. Try copy shops (Kinko's, etc.) and office supply stores. Even the library **orders** this paper from Corporate Express. Remember: 20lb paper may not be IN STOCK. You, too, may have to order ahead of time.

Questions regarding paper should be addressed to your doctoral office.

Can I include color graphs, photos, etc., or CDs, DVDs?

Inclusion of pages in color must be approved by your doctoral office. You may include a CD or a DVD. Keep in mind that if you include some type of removable media, you **MUST** provide the library with 3 copies of the media to be included with your bound works.

What happens to *cotton copies* with errors or imperfections that arrive at the library?

Included at the back of this booklet is a copy of the **Dissertation Error Report** form which we will use to send errors back to your doctoral office. Please refer to this copy for specifics on imperfections which may cause your dissertation to be returned.

The most important thing to remember is that errors in grammar, spelling, etc. will not be corrected by library workers and will be microfilmed and bound as-is. Please also note that we can not include or otherwise “switch-out” material which has not been approved by your committee. Pages with defects (e.g., smudging) will be returned to you to be reprinted. ***If enough pages contain imperfections, the library reserves the right to return all copies, including the original, to the ProDoc office.*** This means that TREN and bindery processing will be held up. Documents with pages not on white cotton paper will be sent back to you to be reprinted.

How long does it take to get my copies back?

Best-case scenario is 3 months. When we receive your copies, we re-check them for defects, formatting, and page order. Due to the number of students graduating every semester from both doctoral programs, we have a many copies to view and handle before sending them off to the bindery. When we get them back, we check them again to make sure that the bindery has processed your items

correctly. If there are no problems, we will e-mail or phone you to make sure we have the correct shipping address before mailing out your items.

How do you ship?

We use FedEx and UPS. If you do not receive your shipment in an acceptable amount of time after you have been notified of shipping, please contact the library for tracking information.

Dissertation Error Report

John T. Christian Library
New Orleans Baptist Theological Seminary
Dissertation Processing Report

Student Name _____
Program: _____

Dear Student:

The Library Cataloging Office has noted the following problems with your dissertation or thesis. These items must be resolved before any further processing can be completed on your original research documents.

- _____ Pages Blurred _____
- _____ Pages too light _____
- _____ Pages too close to margin _____
- _____ Pages missing _____
- _____ Typeface is jagged or warped _____
- _____ Charts not readable _____
- _____ Non-standard paper stock _____
- _____ Inadequate number of copies _____
- _____ Handwritten corrections on text _____
- _____ Other _____

As a research institution, we are committed to helping you produce a high-quality research document. As soon as the above problems are resolved according to the Seminary Handbook, and the specifications of your doctoral office, your document will be ready for processing.

John T. Christian Library