



# THESIS/DISSERTATION INSTRUCTION PACKET

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Dear Student,

Congratulations on your accomplishment so far!

This instruction packet is intended to assist you in completing each step of your graduate degree program. Please read it thoroughly and if you have any questions, contact your Graduate Degree Management Specialist (GDMS) in the Graduate College.

## CONTACT INFO

The University of Oklahoma Graduate College

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Address: 731 Elm Avenue, Room 213 || Norman, OK 73019-2115

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Scan me to find information  
about graduation

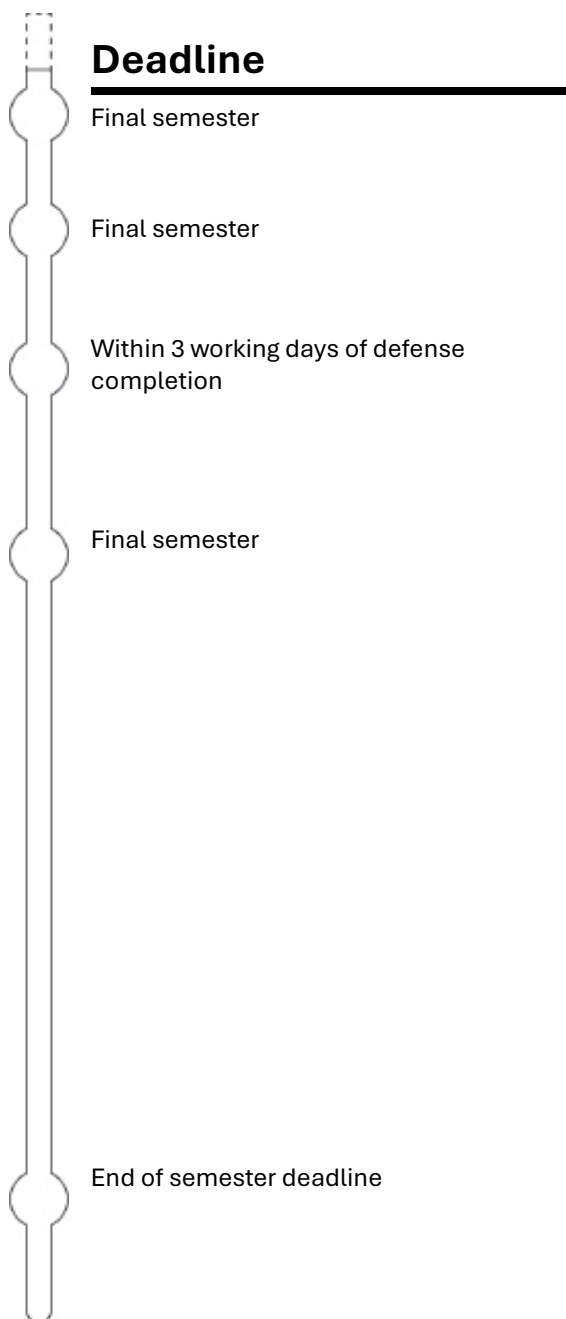
Final Steps to Degree

Use this to timeline track your progress

All of the steps to degree and related deadlines are available on the [Graduate College website](#). More details on thesis and dissertation processes and submissions may be found in the [Graduate College Bulletin](#).

Deadline

	Master’s	Doctoral
Entering thesis/dissertation research	Make sure you meet the enrollment requirements for thesis research.	Make sure you meet the enrollment requirements for dissertation research.
Semester before you plan to graduate/defend by deadline	Submit the <a href="#">Master’s Thesis Topic and Committee Membership form</a> to the Graduate College.  Ensure your course of study is up to date throughout your program.	The ACR must be up to date the semester before you plan to defend. Note that ACR review will take longer during peak times, such as the first and final month of the term.
Semester before you plan to graduate by deadline	<a href="#">Apply for graduation</a> and Submit the <a href="#">Request to Graduate</a> form in Stellic	
Within the first two weeks of the final semester	Submit the <a href="#">Request for Degree Check</a> form	
4 weeks prior to defense	Provide your committee with your draft. Work with your committee to schedule your defense.	Provide your committee with your draft. Work with your committee to schedule your defense.
At least 10 working days prior to defense but no later than the end of the semester deadline	Request authorization to defend by submitting the <a href="#">Report of Reading Copy Submission and Request for Authority to Defend</a> form to the Graduate College.	
At least 5 working days prior to defense but no later than end of semester deadline	Final day for committees to sign Report of Reading Copy Submission and Request for Authority to Defend.	



Master's	Doctoral
The Graduate College authorizes your defense and sends the Authority Report form to you, your committee, and academic unit.	
Make sure you meet the enrollment requirements for thesis research.	Make sure you meet the enrollment requirements for dissertation research.
The results of the thesis defense are provided in the Authority Report Form to the Graduate College.	The results of the dissertation defense are provided in the Authority Report Form to the Graduate College.
Make revisions to your thesis based on committee feedback. Format your document to meet Graduate College requirements. Submit the <a href="#">Approval for Thesis/Dissertation Submission</a> form. Once all of your committee members have signed this form you may complete the thesis/dissertation submission at <a href="#">ProQuest</a> . Detailed instructions for the submission process can be found in the email authorizing your defense.	Make revisions to your dissertation based on committee feedback. Format your document to meet Graduate College requirements. Submit the <a href="#">Approval for Thesis/Dissertation Submission</a> form. Once all of your committee members have signed this form you may complete the thesis/dissertation submission at <a href="#">ProQuest</a> . Detailed instructions for the submission process can be found in the email authorizing your defense.
Submit your thesis to the ProQuest repository.	Submit your dissertation to the ProQuest repository

All of the steps to degree and related deadlines are available on the [Graduate College website](#).

# Formatting the Document

This packet contains important information about research-related issues and copyright. It is also a tool to help you make sure your document meets the Graduate College formatting requirements. Follow all of the instructions carefully, look closely at the sample pages, and use the checklist below.

Your final document should be professional in appearance and free of errors. Do not try to copy the format from someone else's document, and do not rely on formatting instructions from other departments on campus. As a graduate student, you are responsible for formatting your document correctly. You have worked hard to make your document an original contribution to your academic field, and it is also important to make your document professionally presentable.

***Submissions will be rejected if the document contains formatting errors.***

If you have any questions about defending, formatting, or submitting your document, contact the Graduate College at (405) 325-3811 or [gradinfo@ou.edu](mailto:gradinfo@ou.edu)

## Formatting Checklist for Submission to ProQuest

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- ☐ Standard, professional 12-point font must be used throughout. (headings may be larger)
- ☐ Page margins must be consistent throughout the document. (minimum 1" and maximum 1.5")
- ☐ The first three (3) pages of the document must appear in the following order: Title Page, Committee Page, and Copyright Page. DO NOT INCLUDE PAGE NUMBERS ON THESE PAGES.
- ☐ The text of the Title Page, Committee Page, and Copyright Page must include all text on the sample pages of the instruction packet (format may vary).
- ☐ The Title page must include the exact name of the degree.
- ☐ The Committee page must include the exact name of the academic unit.
- ☐ The Committee page must include the names of each committee member. (no signatures, format may vary)
- ☐ The document title on the Title Page and Committee Page must match the title on the Approval for Thesis/Dissertation Submission form.

**Formatting Checklist for Submission to ProQuest**

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- ☐ Front matter must include at minimum a Table of Contents and Abstract. Roman numeral page numbers begin with “iv” on the page directly following the Copyright page.
  - ☐ Arabic numeral page numbers beginning with “1” on the first page of the thesis/dissertation text (e.g., Chapter 1 or introduction) and continue through the remainder of the document.
  - ☐ Page numbers must be in a consistent position throughout the document on every page following the Copyright Page.
  - ☐ All tables, figures, illustrations, and other visual content must be within the page margins.
  - ☐ Bibliography or Reference section(s) must be included.
  - ☐ Submission must include a complete .pdf version of the entire thesis/ dissertation document with the file name:
  - ☐ Year\_StudentLastName\_StudentFirstName\_Thesis or  
Year\_StudentLastName\_StudentFirstName\_Dissertation.pdf
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As a graduate student, you are responsible for formatting your document correctly. If you have any questions about formatting or submitting your document, contact the Graduate College at (405) 325-3811 or [gradinfo@ou.edu](mailto:gradinfo@ou.edu).

## Sample Title Page: Master's Thesis

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UNIVERSITY OF OKLAHOMA

GRADUATE COLLEGE

TITLE OF YOUR THESIS

A THESIS

SUBMITTED TO THE GRADUATE FACULTY

in partial fulfillment of the requirements for the

Degree of

EXACT NAME OF YOUR DEGREE

By YOUR NAME

Norman, Oklahoma

Year

## Sample Title Page: Doctoral Dissertation

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UNIVERSITY OF OKLAHOMA

GRADUATE COLLEGE

TITLE OF YOUR DISSERTATION

A DISSERTATION

SUBMITTED TO THE GRADUATE FACULTY

in partial fulfillment of the requirements for the

Degree of

EXACT NAME OF YOUR DEGREE

By YOUR NAME

Norman, Oklahoma

Year

**Sample Title Page: Master's Thesis**

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TITLE OF YOUR THESIS

A THESIS APPROVED FOR THE  
EXACT NAME OF YOUR ACADEMIC UNIT

BY THE COMMITTEE CONSISTING OF

Dr. John Doe, Chair

Dr. Jane Smith

Dr. Bob Jones

Dr. Sue Roberts

Dr. William Lee

## Sample Title Page: Doctoral Dissertation

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TITLE OF YOUR DISSERTATION

A DISSERTATION APPROVED FOR THE  
EXACT NAME OF YOUR ACADEMIC UNIT

BY THE COMMITTEE CONSISTING OF

Dr. John Doe, Chair

Dr. Jane Smith

Dr. Bob Jones

Dr. Sue Roberts

Dr. William Lee



# Final Submission

The final document must be digitally submitted to the [ProQuest](#) according to the deadlines and policies explained in the [Graduate College Bulletin](#).

Before submitting the final thesis to ProQuest, the student must submit the [Approval for Thesis/Dissertation Submission form](#) to the Graduate College through Dynamic Forms.

## Submission Standards and Practices

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You will need to follow the document submission instructions posted on the [ProQuest website](#). You are responsible for ensuring your document is correctly formatted and complete. The submission will be rejected if the document contains formatting errors. The document should not include committee signatures or signature lines.

## Requirements

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- One file is required:
  - One complete .pdf copy of the entire thesis/dissertation document
- The names of your files must follow the format:  

Year\_LastName\_FirstName\_Thesis.pdf  
*or*  
Year\_LastName\_FirstName\_Dissertation.pdf
- A minimum of 3 subject keywords are required. When entering subject keywords, click “add” after typing in each keyword.
- When uploading your submission, you are required to copy your abstract into the metadata.
- The embargo date field for each file should only be completed if the Graduate College has approved an embargo of your document. If the Graduate College has not approved an embargo, leave this blank.

If you experience any technical problems with the ProQuest submission process, [contact ProQuest Dissertations Support](#).

# Maximizing Keywords and Abstract

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Selecting good keywords will improve the likelihood that your work will be discovered in search engines, which in turn improves the likelihood that your work will be viewed and cited. Here are some tips to maximize the potential discoverability and use of your work:

1. Choose clear, accurate, descriptive keywords. Think about the search term(s) you would use to find material related to your document topic and include these in your keywords.
2. Some redundancies are good. Within your abstract, repeat key words or phrases from your document title, reuse relevant keywords, and include other keywords or phrases you would use to find material related to your thesis/ dissertation topic.
3. Try not to be too general. “Chemistry” is too broad; “food chemistry” would be a better option.
4. Focus on 3-4 keyword phrases in your abstract; too many may decrease the likelihood that your work will be discovered, viewed and cited.
5. Make sure your abstract reads well; a search engine may be able to find your work, but a human being will use your abstract to decide whether to read and/or cite your work.

## Section 3

# Accessibility

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Please see the [Accessibility Resources](#) provided by [OU’s Accessibility and Disability Resource Center](#) for information on creating web accessible PDFs, MS- Office documents, Google docs, A/V content, and specialized metadata related to accessibility.

# Acknowledging the Work of Others

## Prior or Planned Publications with Multiple Authors or Collaborators

The major substance of the thesis/dissertation must be the original work of the student submitting it.

Students are responsible for recognizing collaborators and co-authors in prior or planned publications on the Acknowledgements page of the thesis/dissertation. A student who incorporates co-authored material in the thesis/dissertation should clearly indicate the student's contribution to the material. Any material included

in the thesis/dissertation that has been produced by or in collaboration with others should be cited as such.

Students should direct questions regarding proper citation to the [OU Writing Center](#).

# Procedures for Research and IP Holds

If the student/advisor signs or the University signs on behalf of the student/ advisor a contract or similar type of legally binding document with a company, educational institution or individual person involved in the research to withhold the publishing of the thesis/dissertation for a specified amount of time, a Research Hold may be placed on the thesis/dissertation. A determination of research hold shall be made by the [Office of Research Services](#) based upon review of the research agreement.

If the student/advisor composes a thesis/dissertation which contains new inventions/discoveries, it may become property of the University of Oklahoma in accordance with the University's Intellectual Property Policy. Since the copyright law only protects the written portion of the document, formal patent applications may need to be filed to protect the intellectual property. Therefore, an Intellectual Property Hold may be placed on theses or dissertations which contain intellectual property, i.e., patentable information.

The student should contact the [Office of Technology Commercialization \(OTC\)](#). OTC will need a copy of the thesis/dissertation or the title pages.

On the [Report of Reading Copy Submission and Request for Authority to Defend form](#), the student/advisor should indicate whether the thesis/dissertation contains information that is protected from dissemination by applicable law or by contract or contains intellectual property that may potentially be patentable. If that is the case, the student should immediately inform their graduate degree management specialist (GDMS) within the Graduate College that an embargo may be necessary and work with their GDMS and graduate liaison to formally request the embargo.

If a closed or partially closed defense may be necessary, the student and advisor must immediately seek the recommendation of the [Office of Technology Commercialization](#). The Graduate College will require input from OTC before authorizing the defense.

# Copyright Policy

## Copyright

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The initial owner of the copyright is the person who created the work. If you wrote or created it, you own it. Submitting your document to the [ProQuest repository](#) does not transfer your copyright ownership.

It is possible that an outside entity, such as an employer or funder, can consider your creation as a “work made for hire.” For more detailed information about this topic, read the U.S. [Copyright Office](#) Circular 30.

You may choose to register your copyright with the U.S. Copyright Office; this is not required for your original work to be protected (see also Copyright Legislation, p. 10). Registering your copyright does provide evidence of your claim of copyright. Visit the Copyright Office for more information on registering your copyright.

## Copyright Legislation

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Under the present U.S. copyright law, copyright protection begins when the copyrightable material is created – that is, when the author has fixed the work in a tangible medium of expression. In other words, when a thesis or dissertation is reduced to tangible form, it automatically becomes protected by copyright, and the copyright in the work immediately becomes the property of the author. No publication, registration, or other action is required to secure copyright protection.

When a thesis or dissertation is published or otherwise made available to the public, a copyright notice should be prominently displayed on the material. The copyright notice consists of the international copyright symbol “©” (or the word “Copyright,” the abbreviation “Copr.,” a small letter “c” or any combination of these), plus the creator’s name and the year in which the material was created. For example: © Copyright by John Jones 1992. The copyright notice should be displayed on the third page of the thesis or dissertation, following the cover sheet and signature page (see sample copyright page in Part II).

Finally, at the author’s option, the copyright may be registered with the U.S. Copyright Office. Whether an author chooses to do this will depend on the author’s own circumstances. The law provides several inducements or advantages to encourage copyright owners to make registration, including:

- Registration establishes a public record of a copyright claim.
- Registration is necessary before an infringement suit may be filed in court.
- If made before or within five years of publication, registration provides prima facie evidence in court of the validity of the copyright and of the facts stated in the registration certificate.
- If registered within three months after publication or prior to an infringement of the work, an author may be able to collect statutory damages and attorneys’ fees in court actions. Otherwise, relief to a copyright owner may be limited to actual damages and profits.

**Copyright Legislation (cont.)**

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In general, if the author chooses to register the work, he/she must submit to the Copyright Office a properly completed application form, any fees that are applicable, and two copies of the best edition of the work.

This information is provided as a general guide for theses/dissertations and may not be applicable for other media. If you have any questions, you should consult with the University Legal Counsel, the [Office of Research Services](#), or the Graduate College.

# Graduation Information

Provided all degree requirements have been met by the appropriate date indicated on the [academic calendar](#), you will graduate in the semester in which your final thesis/dissertation is submitted.

## Diplomas and Letters of Completion

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Degrees are posted to the transcript record approximately six weeks after the close of each semester. [The Office of Academic Records](#) mails diplomas to students approximately 120 days after the close of each semester.

If you owe fees or tuition, you will be cleared for graduation, but you will not receive your diploma until all such fees/tuition payments have been resolved through [Bursar Services](#). In addition, your degree will not be posted to your transcript if you have any outstanding financial obligations.

If you need proof of graduation prior to the delivery of the diploma or posting of the degree, you may request a letter of completion. Submit a [Request for Letter of Completion](#) to the Graduate College at your convenience. The letter of completion is an official University of Oklahoma document, bearing the University seal and can be used as proof of graduation for purposes of potential employment, updating current personnel records, etc. The Office of Academic Records will mail the letter(s) to the address you specify as soon as possible after all degree requirements—including resolution of all tuition/fee payments—have been satisfied.

- Your *Request for Letter of Completion* cannot be processed until your final grades have posted to your transcript and all other outstanding degree requirements have been fulfilled and reported to the OU Graduate College (e.g. exam results, transcripts for transfer credit, etc.).
- If your degree has not been posted to your OU transcript **and** your request is approved, it will be forwarded to the Office of Records for processing. If there are any problems with your request, you will be notified by your [Graduate Degree Management Specialist](#).

# Helpful Information

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More information on a variety of topics can be found in the [Graduate College Bulletin](#) located on the Graduate College website. Helpful topics may include:

- section 1.4 [Intellectual Property Policy](#)
- section 1.5 [Embargoes](#)
- section 7.6 [Commencement](#)

- section 7.2.4 [Institutional Review Board \(IRB\)](#)
- section 7.2.4 [Institutional Animal Care and Use Committee \(IACUC\)](#)

\* If you are conducting any research on human or animal subjects, you MUST contact the IRB and/or the [IACUC Office](#) for proper procedures and permissions.

Additional information concerning ORCID ID is available on the University Libraries website (<https://libraries.ou.edu/content/orcid>).

\* [Open Researcher and Contributor ID \(ORCID\)](#) is a non-profit, non-proprietary community-based system that provides a unique digital identifier to distinguish you from every other researcher. This registry of unique identifiers is maintained and allows for a transparent method of linking research activities and outputs to those identifiers. One of the goals is to help prevent author confusion. ORCID also provides the framework to help maintain an author's record and to help simplify reporting and analysis.