

Checklist for OHSU Library Thesis/Dissertation Binding /ETD Submission

- Make sure that you and your advisor are aware of graduation requirements and dates.
- Read OHSU Library's Thesis Processing FAQ at <http://www.ohsu.edu/library//thesis.shtml>.
- Make sure that the date of your thesis (year and month) is printed on your title page.
- Check your printed copies to make sure that you have all your pages and that there are no printing errors.
- Check that you have all of your thesis committee members' signatures, and that at least one of the copies you submit has the original signature page.
- Make an appointment with Summer Steele (steeles@ohsu.edu; 503-494-2399) to bring in your thesis copies and forms. The appointment will take ten to fifteen minutes.
- Email ethesis@ohsu.edu with an electronic copy of your thesis. You may submit in Word or .pdf format. Multiple files are fine. You may also bring a thumb drive or disc to the appointment. Please include a blank signature page for posting your thesis online.
- Check your printed copies to make sure that you have all your pages and that there are no printing errors.
- Review and sign the Permission for Electronic Publication form. If you are delaying electronic publication, have your advisor review and sign. Bring the signed form with you to the appointment. *We cannot bind your thesis copies without this form.*
- Complete the Bindery Submission form. Bring with you to the appointment. *We cannot bind your thesis copies without this form.*
- Bring at least three printed copies of your thesis: one for the library; one for your Department; one for your advisor. You may want to have additional copies bound for your personal use.
- Each copy costs \$30.00 to bind. The Library accepts cash, personal checks, VISA or Mastercard and departmental aliases and FAIDS. If you are paying with an alias and FAID, please check with your departmental manager for the correct account information.
- The library will ship your thesis/dissertation to you if you are leaving the area after graduation. Shipping costs (including insurance) are \$8.00 per copy.