DEPOSIT GUIDELINES FOR SUBMISSION

All Students, except MFAs, must submit their thesis or dissertation electronically (ETD).

These pages contain instructions for both ETD and hard-copy submission

First Deposit ETD

Thesis and dissertations are submitted through UMI/ProQuest. Students submitting electronically must register with ProQuest prior to submission. Screen shots of the registration process and questions asked can be seen here. Answer all of the questions and submit your thesis. All components of your thesis, including your preliminary pages, must be in one PDF for submission. If you need assistance combining your preliminary pages with the rest of your thesis or, in the unlikely event that your ETD exceeds 1GB, please contact us at (319)335-2144 for assistance.

The first deposit of an ETD submission is to be made no later than 5:00 p.m. (central time) on the established deadline date for a particular graduation. You will receive a time-and-date stamped submission confirmation from IMU/ProQuest after your first thesis deposit. If you do not receive this e-mail, please call us at (319)335-2144 to make sure we have received your submission. The e-mail notification by ProQuest of thesis submission must carry a ProQuest time stamp of 5:00 p.m. (Central time) or earlier.

What to submit to 205 Gilmore Hall before first deposit deadline

- No hard-copy pages are required at first deposit

What to submit to UMI/ProQuest before first deposit deadline

- ETD in complete and final form

It is strongly advised that the thesis be submitted at least 10 working days prior to the actual first-deposit deadline for a given graduation. This will give the Graduate College time to review the thesis to determine if it is complete, and to notify the student if there are missing materials that will need to be submitted before the deadline.

In cases where a session or more transpires between the first deposit and completion of the degree, a student need not meet the first-deposit deadline again. However, the student must make final deposit by the deadline for the session in which the degree will be conferred.

The first deposit is to be complete and in final format. If there are any missing pages (preliminaries, text, appendices, references), tables and figures (including graphs, maps, etc.), and required non-print materials (hard-copy deposits) or supplementary material (electronic deposits) the thesis is considered incomplete and the student will not be allowed to graduate that session unless a completed version is resubmitted by the deadline for that session.
Final Deposit ETD

For final deposit, all corrections required by the Graduate College as a result of the first-deposit review and by the student’s committee as a result of the defense are to have been made. Additionally, all required hard-copy paperwork must be submitted. Both must be received at or before 5:00 p.m. (central time) on the date of the final-deposit deadline. The thesis is rechecked at final deposit for the required corrections. It is the responsibility of the author to have made the requested revisions.

The final deposit is to be complete and in final format. If there are any missing pages (preliminaries, text, appendices, references), tables and figures (including graphs, maps, etc.), and required non-print materials (hard-copy deposits) or supplementary material (electronic deposits) the thesis is considered incomplete and the student will not be allowed to graduate that session unless a completed version is resubmitted by the deadline for that session.

What to submit to 205 Gilmore Hall before the final deposit deadline
- Signed Certificate of Approval (Final deposit submissions are NOT considered complete and will NOT be reviewed until we have this document)

What to submit to UMI/ProQuest
- ETD in complete and final form

In addition, all doctoral candidates must complete the Survey of Earned Doctorates by the time of final deposit.

The final deposit may be submitted no later than the end of the semester (summers excluded) following the session in which the final examination is passed (See Graduate College Manual of Rules and Regulations, Section XII.M.).

Failure to submit the first and final deposits of the thesis by the deadline dates established by the Graduate College will result in the postponement of graduation to a future session.
DEPOSIT GUIDELINES FOR M.F.A. HARD-COPY SUBMISSIONS

First Deposit M.F.A. Hard-Copy

The first deposit of a thesis is to be made no later than 5:00 p.m. (central time) on the established deadline date for a particular graduation.

What to submit to 205 Gilmore Hall

- One, unbound, single-sided copy of the student’s thesis, complete and in final form

The first deposit is to be complete and in final format. If there are any missing pages (preliminaries, text, appendices, references), tables and figures (including graphs, maps, etc.), and required non-print materials (hard-copy deposits), the thesis is considered incomplete and the student will not be allowed to graduate that session unless a completed version is resubmitted by the deadline for that session.

Final Deposit M.F.A. Hard-Copy

What to submit to 205 Gilmore Hall

- Two, identical, unbound, single sided, hard copies of the thesis
- Two copies of the Signed Certificate of Approval (must be clean and legible)

For final deposit, all hard-copy paperwork must also be submitted on or before 5:00 p.m. (central time) on the date of the final-deposit deadline. At this time, all corrections required by the Graduate College as a result of the first-deposit review, and by the committee as a result of the defense, are to have been made using the same type font and format of the thesis as a whole. The thesis is rechecked at final deposit for required corrections. It is the responsibility of the author to have made the requested revisions.

Failure to submit the first and final deposits of the thesis by the deadline dates established by the Graduate College will result in the postponement of graduation to a future session.

NOTE: M.F.A. candidates MAY NOT switch thesis formats from hard-copy to electronic, or from electronic to hard-copy after the first-deposit submission.
Additional M.F.A. Hard-Copy Submission Information

All hard-copy thesis deposits are to be unbound, with single-column type on one side of the page only.

**Paper**

- 8 ½ x 11 inch
- White
- Archival (acid-free)
- 20-24 pound weight
- The author must obtain prior approval from the Graduate College for the use of non-standard-size paper.

**Print Quality**

- The final thesis deposit is to be reproduced on a laser-quality printer.
- The two copies required at final deposit must be identical (two original copies or two photocopies).
- All pages of a final deposit are to be clean, evenly dark, and with no visible evidence of correction.
- Final copies must meet high standards of permanence, legibility, uniformity and reproducibility.

**Multivolume Theses**

- Any thesis measuring more than two inches at the binding edge must be organized into two or more volumes.
- A copy of the title page of the thesis is inserted as the first page of each volume.
- The title page is not numbered but is counted as the first page (page i) of the first volume; it is neither counted nor numbered in subsequent volumes.
- The word VOLUME and the appropriate number, an uppercase roman numeral, is added to the title page for each volume, and centered below the thesis title.
- Each volume should begin with a major division or subheading caption.
- All preliminaries for the thesis appear in VOLUME I. (Volume entries in the Table of Contents should be centered, in all capital letters; above the listing of its contents (no page number is attached).)
- Numbering of pages of text, reference and appendix material is continuous throughout all volumes.