Thesis/Dissertation FAQ

1. Questions about binding (Is my thesis too big? Are my margins too small?) should be taken directly to Ellen Williams in Binding.

2. Questions about formatting of a thesis (besides the binding issues listed above) should go to the Graduate School.

3. Questions about “I left this page out of my thesis, is it too late to put it in?” can usually be accommodated. The cataloger in charge can find both copies of the T/D and replace the page/electronic file.

4. What subject headings to suggest on the Library Transmittal Form?

   Just provide several keywords that would help for library cataloging and database searching.

5. How long it takes to see University of Arkansas (UA) theses/dissertations (T/D) online?

   Special Format Cataloging Unit sends UA T/Ds to ProQuest by FedEx right after the dead day of each semester when all the T/Ds of the semester were turned in. Then it took about six months for ProQuest to scan the and make them available online.

   In 2010, Graduate School started using ProQuest’s Electronic submission (ETD) system, and more and more students are submitting their T/Ds online, these T/Ds would be available online within one month after the Special Format Cataloging Unit approves and delivers them via ETD system.

6. Can patrons request an “In Process” T/D?

   Yes. They can. A T/D may not be cataloged and made available online until around 4 or 5 months after the end of the semester in which it was turned in. So, students can come to the Cataloging Dept. to read these “In-Process” T/Ds, and make copies of certain pages if necessary.
7. How many UA T/Ds are included in ProQuest Dissertations and Theses Database (PQDT)?

PQDT is the world's most comprehensive collection of dissertations and theses. It includes:

- The full text of all UA dissertations from 1989 to the present. For older UA dissertations (earlier than 1989), only abstracts and citations are available. The earliest UA dissertation (with abstract, no full-text) in ProQuest is a 1913 dissertation.

- The full text of all UA theses from August 2006 to the present.

- In addition, Special Collections have sent some older Arkansas related dissertations (earlier than 1989) and theses (earlier than Aug. 2006) to ProQuest for digitization, so the full-text of these titles are also available in the Database.

- Some dissertations and theses (T/Ds) have embargo period requested by authors, so the full-text of these T/Ds is not available online during the period. There are notes on these cataloging records reminding patrons of the fact.

- See also the information about PQDT on the Libraries’ website at http://libinfo.uark.edu/eresources/help.asp?TitleCode=PQDD

8. Item status of T/Ds:

b = In Process. (The copy is on the shelves outside the cataloger’s office. Each semester’s manuscripts are arranged alphabetically by author’s last name)

e = Bindery Prep. (It is in the Binding. Ask Ellen Williams if you need this copy.)

f = Bindery. (This copy has been sent off to Binding company and is unavailable.)

u = UMI-In Process. (The copy has been sent off to ProQuest for digitization and is unavailable)

j = On Internet. (The Internet copy is available online)

o = Noncirculating. (The copy has been cataloged and is available either in Special Collections Storage off campus (Location: Lisas) or Special Collections Dept. (Location: SPCOT or SPCOD)
Workflow for Processing Theses and Dissertations

Receiving

Graduate School delivers two copies of manuscripts with submission forms, etc. to Cataloging

Cataloging

Collates & reviews; returns to Grad. School if problems are found; Enters brief bib. record and two items. *If patent is pending, both copies go into locked cabinet until Tech. Licensing Officer releases them.

Cataloging compares and corrects the T/D title lists that Grad. School sends over for each semester.

Shipping

Cataloging sends Copy 1 to ProQuest by FedEx right after the dead day of each semester. It takes about three or four months for ProQuest to publish them online.

If a student submitted his T/D online via ProQuest’s Electronic submission system, it would be available online within three weeks.

<table>
<thead>
<tr>
<th>Copy 1 (Internet copy, on regular paper, CD/DVD, or submitted online)</th>
<th>Copy 2 (Archival Copy, on cotton paper)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cat.</strong> creates Inter item, with status code b, and location Inter</td>
<td><strong>Cat.</strong> creates Lisas item, with status code b, and location Lisas. Puts on shelf. Then catalogs</td>
</tr>
<tr>
<td><strong>Cat.</strong> wraps in 1 manila folder, puts on shelf</td>
<td>After URL added to bib record, <strong>Cat.</strong> changes item status to e, delivers to Binding</td>
</tr>
<tr>
<td><strong>Cat.</strong> sends to ProQuest once every semester. Changes item status to u before shipment</td>
<td><strong>Binding</strong> sends to Bindery; when returned, changes item status to b, barcodes, and sends to <strong>Cat.</strong></td>
</tr>
<tr>
<td>When Published online, <strong>Cat.</strong> Changes item status to j, add URL</td>
<td><strong>Cat.</strong> assigns T/D numbers, changes item status to o, and sends to the Head of Tech. Service. <strong>Cat.</strong> Changes Item Location to SPCOT/SPCOD for Arkansas related T/Ds, and sends to Special Collection Dept.</td>
</tr>
</tbody>
</table>