

# MEMT Doctoral Dissertation Format & Submission

## **REVIEW TO PREPARE FOR DISSERTATION WORK:**

### **MEMT STUDENT FILE:**

Students must check their file and update their MEMT Checklist and Program Plan. All items must be completed and appropriately filed as per the checklist before a student may schedule their doctoral final oral exam. Students should review the MEMT Doctoral Dissertation Timeline document found on the MEMT website in [Documents & Forms](#), to assist in this process.

## **GENERAL REQUIREMENTS FOR DISSERTATION:**

**Print out and read all applicable documentation from the [Graduate Studies Electronic Thesis/Dissertation website](#) concerning formatting and submission of the dissertation as well as **this document** when beginning to enroll for doctoral dissertation coursework.**

### **WRITING STYLE:**

Writing style must follow APA or Turabian style depending on the type of dissertation. If information in the Graduate Studies Dissertation Instructions conflicts with the APA or Turabian style, the Graduate Studies Instructions must be followed and will override the APA or Turabian regulations. In all other areas, the APA or Turabian guidelines must be followed.

### **PAPER REQUIREMENT (for printed and bound Dissertation):**

8 1/2 x 11 inch – White - Acid-free - Weight of 20#, 24#, or 28# bond are the norm (not restricted) with - Rag content of 25% with watermark (hold paper to light to see). The paper must have no discernible background pattern.

If you do not supply the paper to the bindery you may use what they have available as long as it is 8 1/2 x 11 inch, white, acid free, watermarked, and has with no discernible background pattern.

Unacceptable paper: Recycled - Erasable bond - Patterned

### **COPYRIGHT:**

Copyright is not required but is highly encouraged. If at a later date a student wants to substantiate a copyright claim, registration of copyright is a prerequisite to legal action.

### **EMBARGO:**

Read over the information on embargo on the Graduate Studies website. Typically, MEMT students do not elect to embargo their document. Talk it over with your committee chair regarding instituting an Embargo on your document if you still have questions.

### **TITLE & ACCEPTANCE PAGES:**

Original signatures (on appropriate paper) are required on the title pages and acceptance pages. Take the prepared title pages (only) to the defense/exam so that the committee can sign them all at that time if possible.

The student will obtain original signatures from the committee chair on the acceptance pages once the document has been approved for electronic submission.

Retain the signed original title pages and acceptance pages for safe keeping personally until all is in order to submit the required pages to the SOM Student Services Office, the MEMT Student Services Office, and arrange for the hard binding of the MEMT and personal Dissertation copies.

The total number of original title, acceptance, and abstract pages needed to cover SOM, MEMT, and personal requirements.

SOM Graduate Student Services, Jane Gnojek  
1 original signed title page, acceptance page, and abstract

MEMT Student Services, Lois Elmer  
2 original signed title pages, acceptance pages, and abstracts

Personally hard bound copies  
1+ original signed title pages, acceptance pages, and abstracts (*includes the MEMT Department copy plus any other copies wanted by student for personal use*)

**TITLE PAGE (only):**

The following is the appropriately worded paragraph for the MEMT dissertation that will be used in place of the paragraph shown on the Graduate Studies title page example. **If your emphasis is not Music Therapy simply remove “(Music Therapy)” from the last line of the paragraph below.**

**Submitted to the graduate degree program in Music Education and Music Therapy  
and the Graduate Faculty of the University of Kansas  
in partial fulfillment of the requirements for the degree of  
Doctor of Philosophy in Music Education (Music Therapy)**

**ELECTRONIC SUBMISSION:**

Read carefully and print out all applicable documentation concerning electronic submission of the dissertation on the [Graduate Studies website](#). Complete all corrections as directed by the dissertation committee. Upon final approval by the chair of your committee, obtain chair’s signature on the original acceptance pages, prepare your document and submit your dissertation electronically.

- 1) After submission, the student will receive a system generated email confirming that the document has been submitted and cleared of all necessary checks and will soon be delivered to ProQuest/UMI for publishing.
- 2) Upon receipt of this confirmation, the student should create and submit 1 CD clearly labeled with student name and examination date containing the final SOM approved document in PDF format exactly as submitted online.

**Doctoral Surveys (DCS and SED):**

These are online surveys. To complete the Doctoral Completion Survey (DCS) and the Survey of Earned Doctorates (SED) go to the [Graduate Studies webpage](#) for students who are preparing to graduate.

Begin with the DCS. **If you exit the survey prior to clicking the " Submit" button at the end, your responses will not be saved.**

Then, you will be taken to an external site to complete the **Survey of Earned Doctorates (SED)**. **You must print the doctoral completion survey receipt after completing the SED. This receipt must be submitted** with other materials to the SOM Student Services Office (Jane Gnojek, 450 Mur)

**SCHOOL & DEPARTMENT SUBMISSION:**

Submission must occur no later than the published last day to meet all degree requirements for graduation. This date is listed on the SOM Graduate Calendar located at the bottom of [Documents and Forms](#).

**SOM Student Services required paperwork (submit to 450 MUR):**

*Title Page/ Acceptance Page:*

1 original signed title page and acceptance page on white, unlined paper.

**Abstract:**

1 abstract on white, unlined paper.

**Electronic Thesis and Dissertation Release form:**

1 copy of the ETD Release form found on the [Graduate Studies](#) website.

**Electronic Submission of Dissertation:**

Submit Dissertation electronically through UMI to fulfill the publishing requirement. Begin the online submission process through [UMI/ETD](#).

**Doctoral Completion Survey Receipt (SED):**

Submit the receipt to SOM Student Services (Jane Gnojek, 450 Mur) to be eligible for graduation.

Questions regarding acceptability of font, print, etc. must be pre-approved by SOM Student Services in advance.

**MEMT Student Services required paperwork (submit to 448 MUR):**

**Title Page - Acceptance Page:**

2 original signed title pages and acceptance pages on white, unlined paper (MEMT Student File, MEMT Abstract Notebook)

**Abstract:**

2 abstracts on white, unlined paper (MEMT Student File, MEMT Abstract Notebook)

**CD:**

1 CD clearly labeled with the student name and examination date containing the final SOM approved document in PDF format.

**HARDBOUND DISSERTATION COPY:**

The hardbound dissertation must be submitted as soon as possible after the electronic submission confirmation email has been received. Department receipt of the hardbound MEMT dissertation copy does not have to meet the “last day to meet all degree requirements date”.

- 1) Students may use any bindery. Please try to include the **dissertation title, author’s name, and year on the spine and front cover of the bound MEMT dissertation copy.** This bound copy must meet the same formatting specifications as the copy submitted electronically through ETD in addition to the criteria shown in this document.
- 2) Students must submit the required bound dissertation copy (to fulfill partial degree requirements of Music Education and Music Therapy) to the MEMT Office. This copy must be a clean, clear copy with original signed acceptance and title pages on the special acid free white paper. Submission is done as quickly as possible upon acceptance of the electronic version by SOM Graduate Student Services.
- 3) As a courtesy, ask your major professor if he or she would like a hardbound copy of your dissertation.

**REPEATED INFORMATION: (due to past student errors)**

- 1) **Print out and read all applicable documentation from the [Graduate Studies Electronic Thesis/Dissertation](#) as well as this document**, concerning formatting and submission of the dissertation when beginning to enroll for doctoral dissertation coursework.
- 2) **Apply for Graduation** at the beginning of your final semester. This process is done through the Student Center in Enroll and Pay. Information concerning this process is found in the [Graduate Studies Dissertation Formatting Guidelines](#) for Doctoral Degree Candidates.

- 3) All **fonts used must be embedded** in the PDF document prior to submission to ProQuest/UMI.
- 4) UMI payment will be made online during the dissertation submission process to ProQuest/UMI.
- 5) The title page is not numbered.
- 6) The second page (acceptance page) of the document is the first numbered page (ii).
- 7) Placement of page numbers on numbered pages is 0.75” from the top or bottom edge of the paper.
- 8) Pay close attention to the difference in wording on the title page versus the acceptance page (Date Defended versus Date approved)

**NOTE TO CHAIR OF COMMITTEE:**

Please submit a change of grade as quickly as possible upon signing the acceptance pages. The committee chair may assign a grade online for the current term once the grade rosters are available for use and a past term immediately. Anytime online submission of a grade is not available, a paper change of grade may be done.

**AFTER COMPLETION:**

**KU Scholar Works:**

This is a free service that provides a digital repository for scholarly work created by faculty, staff, and students of KU. Additional information can be found at <http://www.graduate.ku.edu/etd/submitting>.

**Transcripts:**

Students should order two official transcripts to be sent to them once their PHD conferral shows. This allows the student to open one copy to be sure it is accurate and complete and retain a sealed transcript (official) to be available if needed at a later date. Information and the forms for enrollment certification, degree verification, diploma distribution, and diploma replacement are available through the [Registrar's web site](#).

**Degrees:**

Degrees are awarded three times a year, May, August and December, to graduate students who have met all the requirements as of the date specified by [Graduate Studies Policy Library](#).

**Commencement:**

The SOM has only one commencement/convocation ceremony, which is in May of each year. A student scheduled to go through commencement should receive an e-mail or letter from the School of Music regarding the process about mid spring term. General [University Commencement](#) information is usually available early in the spring term.

**Address/Phone/Email:**

The student should check that the most current information is shown in Enroll and Pay prior to leaving. If the student worked on campus be sure that Payroll also has the most current information. The two systems do not “talk” with each other.