

Online Thesis Submission

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Be sure that you have reviewed all the thesis guidelines for formatting and style and your thesis meets all of these. You must also have the signed cover sheet with all the original signatures of your thesis advisor and committee. These signatures must be in BLUE or BLACK ink only. Once you have all of this, you will need to convert your thesis and signature page into one pdf file. The naming protocol for this file should include your last and first name (for example: Smith_John). Please check the pdf file to be sure that all the formatting converted correctly.

If you would like me to do a “preview” of your thesis to be sure it meets all the guidelines prior to submission, I am willing to do so but you must submit it to me as soon as possible and I will need at least 3-4 business days to review and respond to you.

When you are ready to submit, go to the website above and click the link “Submit my dissertation/thesis” located inside the “Ready to begin” box in the middle of the page. You will be prompted to enter some contact data and a username and password. Once you do this, an email will be sent to you to confirm your account. Check your email and click on the “confirm your account” link and then proceed with the upload process. Be sure that any email address you enter is a valid one in case we or the company needs to contact you for any reason. Your ACPHS email should be valid for up to 6 months from your graduation date, but you may also use a gmail or other account if you prefer.

You will need to purchase at least 3 copies of the bound thesis for ACPHS; one for the archives in the library, one for your advisor and one for the program. On the order page, you will see that this is already filled out for you and those copies are at a special discounted rate. They are all 8 ½ x 11, hard-copy editions. I would strongly encourage you to also purchase a copy for yourself and any others you feel deserve a copy and you will fill in this section yourself. The rate for these is on a sliding scale based on the number of copies you order and the type of binding. I would strongly suggest you continue with the same binding format (8 12/ x 11, hardcover), particularly if you will giving this as a gift of appreciation to someone, but that is your choice. All will be black with gold lettering.

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If you have any questions, please do not hesitate to contact our office.