Streamlining for PhD Student Success

ETD Program - PRINT
- Meet with each School in UNIVERSITY
- Title & Affiliation
- Fulfill & Approve Committee
- Candidate Education Plan
- Preliminary pages in PDF
- Completed Turned Videos

Theses & Dissertations
- College of Pharmacy and Health Sciences
- St. John’s College
- School of Medicine
- College of Professional Studies
- College of Liberal Arts & Sciences

Theses & Dissertations
- Approx. 4000 Masters & PhD students
- Approx. 400 new graduate students
- 7 doctoral degree programs; 27 masters' degree programs

ProQuest Mandate
- ProQuest decided it would not accept student publications
- Effective immediately, starting January 2020
- Only accepted submission to electronic agreement
- Questions or concerns should be directed to
- St. John’s Graduate & Professional School

College of Pharmacy & Health Sciences: Pilot
- Dean of Graduate Education & Research
- 1.8 full-time equivalent faculty
- 2.3 full-time equivalent staff
- 1.2 graduate assistants
- 2020-2021 Faculty and Staff Workforce

Remaining Schools on Board
- SUCL, CPS, TCR, CLAS
- PCY 4-5 month involvement
- Need to get 100 students; 2 library staff & 7 admin. trained via webinar

Final Thoughts
- Names of department & schools
- List of Table
- List of Adjust

Lusiella Fazzino
St. John’s UNiverSity
- A private, 4 year, Catholic college
- Founded in 1870 by the Vincentian fathers, who follow Vincent de Paul as their patron saint
- Six colleges and schools; Six campuses, including Rome and Paris
- The main campus in Queens is an urban campus on 105 acres
eScholarship Repository Librarian
aka ScholComm Librarian

*Develop* St. John's Scholar:

- Implement an ETD program
- Retrospective capture of past ETDs
- Library as Publisher
- Journal hosting
- Faculty Scholarship
Theses & Dissertations

- Approx. 4000 Master's & PhD students
- Approx. 160 works per year
- No centralized graduate office
- 7 doctoral degree programs; 27 master's degrees programs
Theses & Dissertations

- College of Pharmacy and Health Sciences
- St. John's College
- School of Education
- Tobin College of Business
- College of Professional Studies

Handbooks and Instructions were not uniform

5 different title pages
ETD Program - PRINT

- Met with each School re UNIFORMITY
- Took 4 months for consensus
- Graduate Education Policy Committee
- Preliminary pages as Templates
- Consulted Harvard Website
Formatting Your Dissertation
ProQuest Mandate

- ProQuest decided it would not accept student publication agreements on paper starting January 2019
- One semester to transition to electronic agreement submission
- Library led effort due to lack of graduate office
- Blessing in disguise
- Generated interest in the future of ETD, especially in CPHS
College of Pharmacy & Health Sciences Pilot

- Dean of College: Enthusiastic & collaborative
- Manageable number of dissertations - 20
- Trainings for staff; Workshops for students in January 2020
- All in person
- March 13, 2020: Notice of Remote Working
- Within few weeks: plan for moving all schools' T&D online
Remaining Schools on Board

- SoE, CPS, TCB, CLAS
- PQ created new portal
- Had to get 120 students, 2 library staff & 7 admins trained via WebEx
- Updated Campus Guides & Workshops
St. John’s University Libraries
Guidelines for Theses & Dissertations

Format and Style Specifications

Margins
- Margins on the left side of all pages must be at least 1 1/2 inches and a minimum of 1 inch margin on the remaining 3 sides
- For horizontal (landscape) pages, the 1 1/2 inch margin would be at the top of the page so that it would align with the margins on the left side of all other pages
- All charts, tables, photos, graphs, etc., must fit within these specified margins

Pagination
- Preliminary pages should be numbered using lower case Roman numerals (i, ii, iii, iv, etc.) with some exceptions
  - The title page is understood to be Roman number i, but the number does not appear on the page
  - The copyright page and the abstract should not be numbered and do not count towards the numbering of preliminary pages
- The main body of the thesis or dissertation, including appendices and references, should be numbered with Arabic numerals (1, 2, 3, 4, etc.)
  - The vita should not be numbered
- There should be no blank pages in the document

Arrangement of Materials

Your thesis or dissertation should be arranged in the following order:

Title Page
- Title, degree name, department or division name, and school or college name should be in all CAPITAL LETTERS
- Signatures are on file with Dean’s office and not required
- The title page is understood to be Roman number i, but the number does not appear on the page
  Fillable template: campusguides.stjohns.edu/dissertations/stjirequirements

Copyright Page
- The copyright page includes the candidate’s name and the year of graduation
- Graduating year must be the same as provided in the ProQuest ETD Administrator
- The copyright page should not display a page number and is not counted when numbering preliminary pages
  Fillable template: campusguides.stjohns.edu/dissertations/stjirequirements
- Filing for copyright registration is optional and can be done when submitting through ETD Administrator for a fee of $75
Library Formatting Checklist for Students & Administrators

Margins

- Left side margin should be at least 1.5 inches; all other margins should be at least 1 inch.
- For horizontal (landscape) pages, the 1.5 inch margin would be at the top of the page so that it would align with the margins on the left side of all other pages.
- All charts, tables, photos, graphs, etc. must fit within these margins.

Title Page

- Title in all uppercase letters
- Degree name correct and in all caps
- Department or division name correct and in all caps
- School or college name correct and in all caps
- Does not display a page number but IS counted
- Signatures are on file with Dean’s office and not required

Copyright Page

- Has the student’s name and the appropriate graduating year
- Must be centered and in the middle of the page
- Does not display a page number and is NOT counted

Abstract

- Title matches title page and is in all caps
- Student’s name is aligned with the right margin
- Double spaced
- No more than 350 words long (not including name and title)
- Does not display page number(s) and is/are NOT counted

Dedication (optional)

- Heading centered and all caps
- If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)

Acknowledgements (optional)

- Heading centered and all caps
- If present, numbered with lower case Roman numeral(s) (continued from the previous numbered section)
(DISSERTATION/THESIS TITLE IN ALL UPPERCASE LETTERS)

A dissertation/thesis (CHOOSE one) submitted in partial fulfillment of the requirements for the degree of

(DEGREE IN ALL CAPS)

to the faculty of the

(DEPARTMENT OR DIVISION INFO IN ALL CAPS)

of

(SCHOOL / COLLEGE NAME)

at

ST. JOHN'S UNIVERSITY

New York

by

(Student Name)

Date Submitted __________________ Date Approved __________________

_________________________ __________________________

(student’s name) (mentor’s name)

https://bit.ly/3mHq16Y
VIDEOS

1. How to Find Dissertations and Theses' Guide 0:58
   Where to find the materials on the St. John's website for ETD formatting and submission

2. Guidelines and Checklists 2:39
   St. John's Guidelines and Checklists for ETD formatting

3. Templates for St. Johns’ University ETD Preliminary Pages 4:22
   Templates for these pages: Title, Copyright, Abstract and Vita

https://campusguides.stjohns.edu/dissertations/stjrequirements
Deluxe
$1.65/month (billed yearly)

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Final Touches

- Names of Departments and Schools
- List of Tables
- List of Figures
Lusiella Fazzino
fazzinol@stjohns.edu