

CRP/Dissertation Printing, Binding, and Final Library Submission

Two bound copies of the CRP or dissertation are to be submitted to the library. The final draft must be printed in laser or near laser (inkjet) print. Do not use colored ink (black & white only, including Figures and Tables). A standard font (type face) must be used (Times New Roman or Courier are excellent choices). The font size must be 11 or 12 pitch. Photocopy onto 20 weight paper (this is the standard weight), with **one-sided printing.** **A copy with the original signature page will be the Library's Reference copy.**

The library bound copies' colors are:

- black (Counseling and Clinical Psychology)
- navy blue (Education)
- maroon (Business)

They must be sewn cloth bound with stamped-in gold lettering on spine and cover. The spine should have the following information: Title, last name of student, year, and volume number (if more than one volume). The front cover should have the complete title, and underneath, your name as it appears on the title page.

Binding: The AU/SFBA Library recommends the following bindery:

Herring & Robinson Bookbinders
100 No. Hill Dr., #5
Brisbane, CA 94005
415-468-0440

As of 8/09, **H&R Bookbinders charges \$26.00 per bound copy.** (You may use any bindery, but just make sure they have experience in binding academic dissertations.)

Forms:

- A *Final Approval Form* must be completed and submitted to the Registrar, attesting to the readiness of the CRP to be submitted to the library.
- A *Dissertation or CRP Submission Form* must be completed and submitted to the Registrar, listing all of the terms the student was registered for the Dissertation or CRP course, and signed by the CRP/Dissertation **Committee Chair**, the **Program Chair** and the **Library Director**. This form may be submitted with a bindery receipt, if time is short, and the bindery is backed up.
- *AU/SFBA Library Clearance Form - Dissertation/CRP Submission Checklist*
In order to have the Final CRP Submission Form signed by the Library Director, you must confirm the following: no outstanding library materials or fees

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Printing and Binding - (From the 2009-2010 CRP Manual)

Once you have completed your oral defense, your committee has signed the signature page of your final CRP and has given you the approval to have your CRP bound, decide how many copies you want to have bound. At the very minimum, you will need:

- 2 bound copies for the library, **one with the original signature page**, which will be the reference copy.
- **2 bound copies for your Committee (one for your Chair and one for your Reader)**
 - Business program – required
 - Clinical Psychology - required
 - Counseling Psychology – optional (at Chair’s discretion)
 - Education program - required

Additional bound copies you may want:

- 1 copy for yourself
- Copies for your family, friends, etc.

Your finished CRP copies must be printed on a minimum of 20 weight paper (this is the standard copy paper weight), with **one-sided printing**. You also have the option to use a finer paper quality with water marks, etc.

Specific to Herring & Robinson Bookbinders (H&R), you will need to take or send as many copies of the CRP to the bindery as you wish to have bound, as they don’t have duplication services available. Other binderies may provide photocopy services but these will most likely be more expensive than having the copies made yourself. **If you have a short timeframe, H&R can fax a bindery receipt to the Library.**

The original signature page must be bound into one of the two finished copies that you are required to submit to the library, along with your library submission forms (see the *Forms* section).

Copyright Clearance Form

Please sign the Copyright Clearance form on the back of the CRP/Dissertation Submission form, so that Argosy can digitize your work in the future, for the use of all Argosy students and faculty.

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Although it is not a school requirement, it is strongly recommended that you send a CD of your CRP/Dissertation to UMI, Dissertation **Publishing**, Ann Arbor, Michigan, along with the relevant filled-out multi-paged form(s) available at www.umi.com . (800) 521-0600. This costs \$25.00 to submit a blank signature page, as UMI doesn't want signatures. UMI can also **copyright** your dissertation or CRP. This process is \$65.00.

Re publishing dissertations with Proquest/Digital Dissertations

The site that you would go to for the agreement form is <http://www.il.proquest.com>

user name: dissertations
password: publish

Scroll down and you will see the form

Fill out form and send with CD and money order

***If sending a CD, the cost for publishing is only \$25.00**

If sending paper, the fee is \$65.00

The copyright fee is \$55.00.

We will also need a copy of your final/official transcript sent to us.

Do not send copies of signature pages with signatures – there's concern about forgery.

Thank you

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