

AUM ARCHIVES AND LIBRARY

REQUIREMENTS FOR THESES AND DISSERTATIONS

The AUM Library accepts deposits of all theses and dissertations completed by the students of Auburn University-Montgomery. The Library is in no way responsible for the content and/or style of these works. Content and style are the responsibilities of the student and the director or committee supervising the thesis or dissertation.

Upon the acceptance of a thesis or dissertation by the appropriate committee, the student will be responsible for submitting a digital copy to the Library. The digital copy can be submitted via a flashdrive, CD, or email (archives@aum.edu). The student has the option to submit a print copy to be bound which meets the following requirements:

1. All copies of the thesis or dissertation must be presented on standard 8 and 1/2 by 11 inch paper of medium 100% cotton content.
2. All copies of the thesis or dissertation will follow page formats suitable for binding as a monograph.

Top margin: one inch

Bottom margin: one inch

Left margin: 1 1/2 inches

Right margin one inch

3. Each copy of the thesis/dissertation shall have a signature page signed by the committee members, the director of the thesis/dissertation, the department head (if applicable), and the Associate Provost of Academic Affairs.
4. A digital copy of the thesis will be submitted to the Library. The digital copy will be added to the institutional digital repository in the Library and will be made available online. The student has the option of having additional copies bound for them; however, the cost of binding all copies of the thesis will be the responsibility of the student.

Personnel in the Library Administration Office will accept the binding fee and thesis copies from the student.

5. Upon payment of the fees, the student shall receive a receipt stating that the fees have been paid and the thesis/dissertation copies have been accepted.
6. No thesis or dissertation will be accepted until the appropriate fees have been paid.
7. The student upon depositing copies in the Library will be required to sign a form waiving copyright for the Library to loan the thesis/dissertation through interlibrary loan, and to reproduce copies of the work lost or damaged copies. Copies will also be permitted following fair use standards of the copyright law. A digital copy may also be created for preservation purposes.
8. Copies of the thesis/dissertation must be signed and placed on deposit in the Archives/Library one (1) week before the end of the semester in which the student graduates.
9. The Library shall inform the student's department when copies of the thesis/dissertation have been deposited. The copies must be on deposit in order for the student to have completed graduation requirements.