

**Congratulations! You're almost finished with your thesis.**

# What happens *after* you write your thesis?

**1** Present the final draft to your committee members (sometimes this is an oral defense) and have them sign the signature page.

**2** After it is signed, bring to the Graduate Division and Research (CH 3320) the original copy of the thesis, unbound, with an extra copy of the signature and title pages.

The staff will check for correct signatures, current enrollment in thesis, and other administrative details. This should only take the staff a few minutes.

**3** Now wait until the thesis reviewer calls you to say it's ready for pick up! If the thesis does not need corrections, you may make an appointment with Thesis Processing to have it microfilmed and bound. That number is 594-7551. You are responsible for these costs. Thesis Processing will let the Graduate Division know that you have paid these fees. If all your program courses are complete and if you have applied for graduation, you can now say that the degree requirements have been met.

If you pick up the thesis and attached to it is a list of corrections that need to be made, have the corrections made and return the thesis to the thesis reviewer. If you make an appointment (594-4165), the reviewer may be able to review the manuscript while you wait. If approved, you can then take it to Thesis Processing.

*Thesis processing is provided by Montezuma Publishing at Aztec Shops.*

**Note:** Students must turn in the corrected copy to the thesis reviewer within 30 days of the initial review. Delaying corrections beyond the 30-day deadline is not advisable

**MONTEZUMA**  
PUBLISHING

## MASTER'S THESIS PROCESSING

(see reverse for details)

**Phone:** 594-4165 - Approval  
594-7551 - Production

**Location:** Behind the SDSU Bookstore  
lower level (See map on reverse)

**Hours:** Monday through Friday,  
8:30 a.m. to 4:00 p.m.

# Thesis Processing at Montezuma Publishing

## 594-7551

### Microfilm

Microfilm (required)

1. 15¢ per page for filming *and*
2. \$5.00 per 60 pages for microfiche jacketing

This includes the microfilm original and duplicate copy.  
An additional microfilm copy is \$5.00 for two jackets

### Bound Edition

Binding \$33.00 per single copy.

Additional copies: \$28.00 per binding.

The Library copy is required to be bound in red.

(Dissertations are \$2.00 more per copy.)

### Copying

The charge for this service is 12¢ per page due to the required use of cotton bond paper. A copy may be supplied to Thesis Processing provided it is on acid free 20lb paper (label, box or watermark required.)

\* Optional copying on regular 20lb paper for personal copies is 8¢ per page.

\* Color copies are \$1.50 per page.

### Processing Fee

The \$30.00 fee covers all processing costs and delivery of University requirements.

### Shipping Fee

Personal copies and/or originals may be shipped UPS.

The fee is contingent upon the number of books.

To send the original and one bound edition is \$6.00, each additional book is \$1.00.

### Maps

Map pricing for microfilming is determined by the size and number of maps. These costs vary and will be figured at the time of your appointment. A map pocket for the Library-bound copy is \$10.00.

### Photographs

Mounted photographs must be laminated for the Library copy. These are \$2.00 per lamination and include stubbing. Do not use double-sided tape to mount photographs if you are planning to laminate them.

### Personal Copies

When ordering your personal copies, you have three choices of binding. An assortment of colors is available for each binding option:

1. The same binding as the Library edition for \$28.00 each.
2. Soft cover vinyl for \$6.00 (includes customized title page for die-cut cover.)

#### Example:

130 pages 1 personal copy hardbound:

Microfilm including jacket .....	\$34.50
Library bind .....	\$33.00
Personal bind .....	\$28.00
Copy (130x2x12) .....	\$31.20
Processing .....	\$30.00

---

Subtotal .....	\$156.70
----------------	----------

Tax @ 7.75% .....	\$ 12.14
-------------------	----------

---

Total .....	\$168.84
-------------	----------

### Timeline

The completion time for Thesis Processing including microfilming, binding, etc. is approximately 60 days. Students submitting theses closer to deadlines may experience a longer waiting period.

### Tax Deductions

The hardbound and microfiche copies that you supply to the Library are classified as gifts. As such, they are tax deductible. Only these copies are deductible.

