Manuscript Review Instructions

Note: the GS32 form and the Manuscript Review Checklist Form that follow this document may be filled out online by placing your cursor at the beginning of the line. You may also simply print the form and fill it out manually.

1. Obtain Committee Chair’s signature on GS32 Form.

2. Obtain signatures on Approval Page from your committee members and advisor(s).

3. Complete the “Student Information” on Manuscript Review Checklist Form.

4. Attach Manuscript Review Form to your manuscript.

5. Deliver your manuscript with GS32 Form and Manuscript Review Checklist Form to Manuscript Review Office (Martin Hall E-208).

6. Provide requested information on Manuscript Sign-In Sheet.

7. Place your manuscript in “In” tray.

8. Manuscripts are reviewed according to the Manuscript Review Checklist Form. You will be contacted via e-mail or telephone within 3-4 business days.

9. Pick up your approved or corrected manuscript from “Out” tray.

10. Make noted changes if applicable and repeat steps 7 and 9.

11. Take applicable paperwork:
   • Duplicating Information Sheet
   • Thesis/Dissertation Binding and Mailing Fee Form
   • Survey of Earned Doctorates and Microfilming Form (doctoral candidates)
   • UMI Publishing Your Dissertation Form (doctoral candidates)

12. Duplicate the copy signed by the Graduate School; must be duplicated on 20lb paper with at least 50% cotton content.

13. Deliver copies, along with the Thesis/Dissertation Binding and Mailing Fee form stamped by the Bursar’s Office, to the Cooper Library Bindery (3rd floor of the library). Doctoral candidates are also required to submit the UMI “Publishing Your Dissertation Form and the Survey of Earned Doctorates” form to the Cooper Library Bindery.

If you are a candidate for graduation:
• Contact Enrolled Services to ensure that your status is complete.
• Contact the Bursar’s Office to ensure that your balance is paid in full.

Cooper Library Bindery, 3rd Floor, Cooper Library: Phyllis Gleaton, 656-2887, pgshrdl@clemson.edu;
Manuscript Review Office (E-208, Martin Hall): Jill Bunch Barnett, 656-5338, jillbb@clemson.edu;
Graduate School Web Site: www.grad.clemson.edu

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