

**WHEATON GRADUATE SCHOOL
PSYCHOLOGY DEPARTMENT
TECHNICAL READER TRACKING SHEET AND INFORMATION**

Instructions:

1. Save this form to your computer
2. Type in your contact information below and sign the Reading Guidelines page.
3. Attach this Word Document to the email you send with your document.

Student Contact Information:

Name:

Student ID#:

E-Mail:

Phone: (home):

(work):

Style Manual and Edition:

Style Manual Deviations:

FOR OFFICE USE ONLY

Date In	Date Out	# Hours

Psychology Department Technical Reading Guidelines

All steps of the Technical Reading process remain the student's responsibility even if the student leaves the Wheaton area. There is a necessary deadline for the submission of the final, signed manuscript in order to permit all processes to take place preceding graduation. Authors must allow 8-12 weeks from the first manuscript submission to technical reader until the manuscript can be approved for delivery to Buswell Library. The process may be shorter. When your manuscript is received for technical reading you will notified as to your place in line for technical review.

Graduate manuscripts are submitted to the Graduate School Dean's office for technical reading after the first and second academic readers have indicated their approval of the paper by signing the **Certification Page**. The Certification Page must be submitted with the manuscript for technical reading.

The **Psychology Department Tracking Sheet**, found at <http://www.wheaton.edu/Academics/Graduate-School/Academic-Services>, must also be completed and submitted with the manuscript for use by the technical reader.

The **Technical Reader** will review the manuscript for grammatical, format, and style quality, note corrections and return the manuscript to the Graduate School Dean's office. *The paper should be as error-free as possible before submission to the technical reader.*

The Graduate School Dean's office assumes **financial responsibility** for the technical reading process up to and including fifteen (15) hours for all M.A. manuscripts, and twenty (20) hours for all Doctoral manuscripts. Hours required over and above this amount of time will be charged to the student at the rate of \$17.50 per hour. A hold will be placed on the student account until the over-charge has been paid. Presenting a manuscript which has been carefully checked for the above mentioned technical qualities will make it possible for the student's work to be processed within the hours allowed.

Submission of manuscripts to the Technical Reader is done by sending a copy to technical.reader@wheaton.edu. The paper must be presented in Microsoft Word 2007 or later editions. The Technical Reader reviews the manuscript and notes corrections using the "track changes" and "comments" functions of Microsoft Word. A PDF copy of the manuscript with corrections and comments will be returned to the author via the Graduate School Dean's office. Using the PDF copy, the student will incorporate changes and comments into their word version of the manuscript. This process is repeated until the manuscript is approved by the Technical Reader.

When the manuscript is technically correct it will be returned to the student with a **Buswell Library Graduate School Document Form**. The manuscript is now ready to be submitted to Buswell Library. The student is responsible to present the final form of the original manuscript, abstract, and Graduate School document Form, plus personal copies the student wishes to have bound, to the Buswell Library Secretary (phone contact 630-752-5964). Written notification will be sent from the Library to both the Registrar's and Graduate School Dean's offices indicating that obligations have been met. The Registrar will note the records to this effect for the purposes of graduation eligibility and transcript release. **The Registrar must receive notification from Buswell Library by the Friday of finals week for the author to be considered for May or December graduation.**

Entering a course grade for the manuscript is the responsibility of the academic first reader. It should be done after final approval of the completed final draft. If not done, the Registrar's office will request same from the department. Those grades received before Library requirements are met will be held by the Registrar until all final steps as outlined have been completed.

I have read the above information and understand my responsibilities for the Technical Reading stage of my manuscript.

Signature:

Date: