

**Publishing EDL Dissertation Projects on Digital Commons @ NLU**  
**Educational Leadership Doctoral Program**

Digital Commons @ NLU is National Louis University's (NLU) Institutional Repository. Institutional Repositories (IRs) bring together all of a University's research under one umbrella with the aim to preserve and provide access to that research: (<http://digitalcommons.nlu.edu>).

Institutional Repositories like Digital Commons @ NLU are an excellent vehicle for the preservation and dissemination of working papers, published articles, conference papers, presentations, theses, dissertations and other scholarly creations. All of the work found on Digital Commons @ NLU is drawn from the NLU community, including faculty, teachers, students and alumni.

**Assembling Dissertations for Publishing on Digital Commons @ NLU**

1. After successfully completing the dissertation hearing, and working with the dissertation chair to make any needed revisions, the candidate may publish the three dissertation projects on Digital Commons @ NLU.
2. Assemble each of the project documents *in the following order*:
  - Project Title Page
  - Abstract
  - Preface (reflection on leadership lessons learned)
  - Table of Contents
  - List of Tables (if any)
  - List of Figures & Illustrations (if any)
  - Body of the Text (with sectional headings and subheadings)
  - Reference List
  - Appendices (if any)
3. When the revised documents have been formatted as above, the candidate then sends them to the dissertation chair who reviews each document to insure all revisions have been made and the documents are correctly formatted.
4. If approved, the chair directs the candidate to Digital Commons @ NLU for directions on how to self-publish each of the documents. Instructions are available at: <http://libguides.nlu.edu/dc/dissertations>.
5. Once the dissertation has been published on Digital Commons @ NLU, the NCE Doctoral Office will be notified by the NLU Library that final step has been completed. The NCE Doctoral Office will then notify the Registrar's Office to release the diploma.

### **Waiver Option to Publishing on Digital Commons @ NLU**

There are many advantages to publishing on Digital Commons @ NLU, one of which is the dissertation is searchable through a variety of search engines. *However, candidates have the option to request a waiver for projects they do not wish to allow public, online access.*

Waivers are determined on a case-by-case basis with input from the candidate, the dissertation chair, and the NLU Library. These dissertations *must* still be submitted digitally to Digital Commons @ NLU but with agreed upon access terms and limitations.

To request a waiver or assistance with publishing on Digital Commons @ NLU, contact NLU Library Faculty, Sara Rizzo at [srizzo@nl.edu](mailto:srizzo@nl.edu)

**BINDING:** The University *does not* require a hard bound copy of the dissertation. However, candidates who want a bound copy of the Dissertation for themselves or loved ones, see information on binding and pricing can be found at the official NLU bindery site at <http://ahbindery.com/> .

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