



# Getting Ready to Graduate

Thesis and Dissertation Workshop

[http://graduatestudies.uoregon.edu/  
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- ▶ Remember you, the student, are responsible for making sure that the electronic thesis/dissertation (ETD) is in an acceptable style and format.
  - ▶ Students are responsible for the correct arrangement of materials, correct grammar and punctuation, proper footnote or endnote and references style, and the accuracy of quotations, tables, and other illustrative materials.
- ▶ The Division of Graduate Studies does not edit for content or grammar. Proofreading is the responsibility of the student and their committee.
- ▶ After converting your final copy to a PDF file, look at every page carefully to avoid formatting mistakes.



- ▶ Take the time to read the materials and steps several times well in advance—preparation is key!
  
- ▶ Review the information on our webpage in full
  - ▶ <https://graduatestudies.uoregon.edu/academics/thesis-dissertation>
  - ▶ Term deadlines (apply to graduate, doctoral oral defense, submission)
  - ▶ Steps and links to applications and forms



- ▶ Apply for advanced degree by the deadline posted on the website (<https://graduatestudies.uoregon.edu/academics/thesis-dissertation>)
  - ▶ No fee to apply
  - ▶ Can be withdrawn if necessary before week 9
  
- ▶ Oral Defense for Doctoral Students
  - ▶ Be sure to start the process in [GradWeb](#) at least 4-5 weeks before your defense date to ensure the Division of Graduate Studies receives the application by the 2 week deadline.
  - ▶ Once you submit the application in GradWeb your committee members will receive an email to confirm and then your department will forward to the Division of Graduate Studies after necessary department approvals are received.



- ▶ **Previously published and/or co-authored material (typically used in the sciences)**
  - ▶ At least one term before your intended graduation, request permission from your committee and the Division of Graduate Studies to include your own previously published material or material that was published with co-authors, or unpublished co-authored material using the [Thesis/Dissertation Content and Style Request Form](#) on the Division of Graduate Studies website
  - ▶ You should be prepared to explain to your committee and the Graduate School the nature of the material, your contribution to it, and why you should be allowed to submit it as part of your ETD.
  - ▶ You must acknowledge such material in specific ways - see Chapter X of the [Style Manual](#).
  - ▶ Remember that the thesis/dissertation must be a coherent and unified body of work, not just an anthology of separate studies.



## ▶ Use of a journal style

- ▶ If you wish to format your ETD in the style of a specific journal(s) so that chapters may be submitted for publication with minimal changes
- ▶ At least one term before your ETD completion, obtain approval from the Graduate School and your Chair to use journal format style in your ETD using the [Thesis/Dissertation Content and Style Request Form](#)
- ▶ Your dissertation/thesis must include:
  - ▶ A general introduction (Chapter I) that includes an overview of how the articles (chapters) fit together into an original, integrated, and coherent body of work.
  - ▶ A “bridge” (the last paragraph of each chapter) that explains the relationship between the experiments/arguments in that chapter and those of the chapter to follow (the heading “Bridge” can be used but is not required)
  - ▶ See Chapter XI of the [Style Manual](#) for additional requirements



# Guidelines for Thesis and Dissertation



- ▶ Prefatory pages—these pages must be specifically formatted to meet standards in addition to margins, page numbers, etc.
  - ▶ Title page
  - ▶ Approval page
  - ▶ Copyright page (include Creative Commons license information if you select in ProQuest)
  - ▶ Abstract (limit of 350 words for dissertations and 150 words for theses)
  - ▶ Curriculum Vitae (optional)
  - ▶ Acknowledgments (optional)
  - ▶ Dedication (optional)
  - ▶ Table of Contents (formatting flexible, but should be professional and consistent)
  - ▶ Lists of Figures, Tables, Schemes, Graphs, Maps, etc. (should follow formatting for Table of Contents in terms of spacing and alignment)



# Basic Formatting Requirements

- ▶ 1 inch minimum margins, 10pt minimum font (no script)
- ▶ Document should be ordered as follows:
  - ▶ Prefatory Pages
  - ▶ Body of Dissertation (Chapters labeled I, II, III, etc)
  - ▶ Appendices (if multiple - labeled A, B, C, etc)
  - ▶ References Cited (it is also acceptable to place this at the end of each chapter)
- ▶ Pages numbered continuously beginning with 2 on the approval page
- ▶ Prefatory page templates should be followed exactly unless flexibility is noted (Table of Contents can vary provided it is professional and consistent)
- ▶ Chapters begin at the top of a new page
- ▶ Chapter and other level 1 headings should be in ALL CAPS
- ▶ Large white spaces (1/4 page or greater) are not permitted unless at a chapter break
- ▶ Figures and captions should be formatted to fit a single page wherever is possible. See the style manual for specific guidance related to larger figures and tables.



- ▶ The Division of Graduate Studies is unable to troubleshoot LaTeX formatting questions
  - ▶ Basic resources available at <https://graduatestudies.uoregon.edu/academics/thesis-dissertation/resources-latex-users>
  - ▶ Set aside time early for formatting



- ▶ Review submission procedures so that you have already made necessary decisions in advance (i.e. copyright, publishing options, ordering copies)
  - ▶ Submission procedures  
<https://graduatestudies.uoregon.edu/academics/thesis-dissertation/etd-submission>
- ▶ If after reviewing the Style Manual you have questions email [lesleyyp@uoregon.edu](mailto:lesleyyp@uoregon.edu)



## ▶ After you submit your ETD

- ▶ **Keep checking your email!**
- ▶ Only those corrections specifically requested by the Editor will be accepted. When you upload the ETD, the Division of Graduate Studies accepts it as a finished document. We will review for required formatting corrections only. Any additional changes will not be accepted without prior consent.
- ▶ Keep your your final Word document and consider uploading it as and Administrative Document to the ProQuest site. If revisions are needed, you will need to revise the Word document and then convert the revised document to a PDF.
- ▶ Once the UO Thesis Editor has reviewed the formatting of your ETD, you will receive an email within 3 weeks of submission if corrections are required.
  - ▶ You will have up to 7 days to make the changes and upload the revised PDF.
  - ▶ You will not be certified to graduate until your ETD has been approved by the Division of Graduate Studies.
- ▶ You will always receive a confirmation email of final approval—it will include “congratulations!”