THESIS OFFICE DATA

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A HANDBOOK FOR THESES AND DISSERTATIONS, is available on the web at The Graduate School Website (http://gradschool.utah.edu/thesis/handbook/)

CALENDAR

Submission of a manuscript during a semester does not guarantee graduation in that semester. Factors that can result in not graduating include the following:

- Unavailability of the student to participate in the ongoing editing process
- Major formatting errors (see the Handbook)
- Major problems with grammar, spelling, etc.
- Manuscripts that have not been approved by the supervisory committee and department chair

Manuscripts submitted on the deadline but that have any of these problems will not be considered for that semester.

Please take these factors into account when planning defense and graduation dates.

The entire editing process can take 2 or more months to complete, so the earlier a manuscript is submitted, the better the student’s chance of graduating in the desired semester.

However, students wishing to be considered for graduation in a specific semester must meet the dates in this calendar.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Last day department-approved submissions over 200 pages will be accepted to begin the format approval process</th>
<th>Last day department-approved submissions will be accepted to begin the format approval process</th>
<th>Last day format-approved manuscripts will be accepted to begin the thesis release process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 2016</td>
<td>October 21, Friday</td>
<td>October 28, Friday</td>
<td>December 5, Monday</td>
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<tr>
<td>Spring 2017</td>
<td>March 10, Friday</td>
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<td>April 24, Monday</td>
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<tr>
<td>Summer 2017</td>
<td>June 9, Friday</td>
<td>June 16, Friday</td>
<td>July 24, Monday</td>
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</tbody>
</table>

Check here for the status of your submission: https://thesis.gradschool.utah.edu
SUPERVISORY COMMITTEE APPROVAL

of a thesis submitted by

(type your name here)

This thesis has been read by each member of the following supervisory committee and by majority vote has been found to be satisfactory.

Date

Chair: (type the name of your chair here)

Date

(type the name of a committee member here)

Date

(type the name of a committee member here)
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I have read the thesis of type your name here in its final form and have found that (1) its format, citations, and bibliographic style are consistent and acceptable; (2) its illustrative materials including figures, tables, and charts are in place; and (3) the final manuscript is satisfactory to the supervisory committee and is ready for submission to The Graduate School.

Date

(type the name of your chair here)
Chair: Supervisory Committee

Approved for the Major Department

(type the name of your department chair here)
Chair/Dean

Approved for the Graduate Council

David B. Kieda
Dean of The Graduate School
SUPERVISORY COMMITTEE APPROVAL

of a dissertation submitted by

(type your name here)

This dissertation has been read by each member of the following supervisory committee and by majority vote has been found to be satisfactory.

Date [Chair: (type the name of your chair here)]

Date [type the name of a committee member here]

Date [type the name of a committee member here]

Date [type the name of a committee member here]

Date [type the name of a committee member here]
FINAL READING APPROVAL

To the Graduate Council of the University of Utah:

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[Signature]
Date

(type the name of your chair here)
Chair: Supervisory Committee

Approved for the Major Department

[type the name of your department chair here]
Chair/Dean

Approved for the Graduate Council

David B. Kieda
Dean of The Graduate School
The thesis of type your name here has been approved by the following supervisory committee members:

  type the name of your chair here, Chair date approved

  type the name of a committee member here, Member date approved

  type the name of a committee member here, Member date approved

and by type the name of the chair of your department here, Chair/Dean of the Department/College/School of type the name of your department here

and by David B. Kieda, Dean of The Graduate School.
The dissertation of ___________ type your name here ___________
has been approved by the following supervisory committee members:

__________ type the name of your chair here ___________, Chair ___________ date approved ___________

__________ type the name of a committee member here ___________, Member ___________ date approved ___________

__________ type the name of a committee member here ___________, Member ___________ date approved ___________

__________ type the name of a committee member here ___________, Member ___________ date approved ___________

__________ type the name of a committee member here ___________, Member ___________ date approved ___________

and by ___________ type the name of the chair of your department here ___________, Chair/Dean of

the Department/College/School of ___________ type the name of your department here ___________

and by David B. Kieda, Dean of The Graduate School.
The corrections indicated below must be made before your thesis/dissertation can be uploaded for thesis release. The date for you to resubmit this marked copy along with a corrected copy is ____________ for __________________ graduation.

This is a PRELIMINARY examination of the manuscript. It has not been read for format approval because it has not been approved by the supervisory Committee.

This is a FORMAT REVIEW of the manuscript. It has not been read for format approval because it has extensive format corrections; style guide used has not been specified/followed. As a result, the manuscript is not on time for the semester deadline.

- Use, placement, and spacing of MAIN HEADINGS and subheadings:
  - Center within thesis margins
  - Triple space (2 blank lines) following MAIN HEADINGS
  - Triple space (2 blank lines) preceding all freestanding subheadings.
  - TRIPLE SPACES MUST BE ALL THE SAME SIZE
  - Double space (1 blank line) following freestanding subheadings
  - Headings and subheadings longer than 4-1/2" in inverted pyramid form (top line longest, subsequent lines shorter)

- No page numbers on MAIN HEADING pages; remove
- Order of preliminary pages (Statement of Approval is p. ii, Abstract p. iii)
- Placement of page numbers in preliminary pages, text
- Quality of Copy:
  - Light, crooked, blurred, text is too small/large
  - Other
- Color is over-used
- Length of abstract: 350 word maximum
- Table of Contents, List of Tables, List of Figures:
  - What is listed must agree EXACTLY with what is on the page
  - Correct

- Correct sentence construction problems as marked
- Correct major textual inconsistencies as marked
  (Consult your style guide)

Pagination is not examined until the final version is submitted. It is your responsibility to be sure pagination is sequential and accurate.
Suggestions for Working with Word

- **Check page size:** File/Page Setup/Paper Size/US Letter (NOT A4 or US Legal)

- **Check margins:** Layout tab (or Format/Document)/Margins/Top: 1/Bottom: 1/Left: 1.25/ Right 1.25. 2 inch top margin to begin new chapters (use Format /Paragraph/Indents and Spacing/Spacing/Before: 72 pt)

- **Turn off Widow/Orphan control:** Format/Paragraph/Line and Page Breaks/Pagination/no check in box before Widow/Orphan control

- **Check spacing:** Format/Paragraph/Indents and Spacing/Spacing/Made sure there is 0 pt Before and After. Set Line Spacing to Double (when creating a Triple Space, simply press return twice)

- **No gaps in text:** Continue text to bottom margin unless it is the end of a chapter. This applies even if there is a text reference to a figure or table, or if there is a new subsection. (However, if there is a subhead at the bottom of the page without room for at least 2 lines of text, move the subhead to the next page and it is acceptable to leave a gap)

- **No page numbers on MAIN HEADING pages:** Use Page Breaks (Insert/Page Break) or leave as is then create a white text box and use it to cover the page number (you can also delete from PDF using Adobe Acrobat Pro)

- **Preliminary page numbers:** Numbers not on MAIN HEADING pages should be centered at the bottom of the page. Use a Section Break (Insert/Section Break) before the first page of the manuscript or create 2 separate Word documents and combine them later as PDFs in Adobe Acrobat Pro.

- **Tech Support:** Marriott Library – Knowledge Commons (Level 2) 801-581-6273
  And try this website:
  http://guides.lib.umich.edu/content.php?pid=245394&sid=2027134

- **Marriott Library Workshops:**
  - Dissertation Boot Camps: March 14-18, 2016 (Spring Break)
    Also available during Fall Break 2016
  - Formatting Your Thesis or Dissertation in LaTex: March 10, 3-4 pm
    https://eventregistration.tools.lib.utah.edu/events/formatting-your-thesis-or-dissertation-in-latex/
    March 11, 10-11am
  - Thesis & Dissertation Formatting in Word 2016: March 14, 2-3 pm
Incorporation of Previously Published, Accepted, and Submitted Articles as Chapters of a Dissertation

1. The dissertation (final product) looks like any other dissertation. In other words, it has the same component parts and the same format as any other dissertation.

2. Each previously published reprint and accepted or submitted article (or chapter as an article prepared for publication) is treated as a separate chapter.

3. The dissertation must have a general abstract that covers all components. A general introduction and general conclusion are recommended.

4. If a dissertation incorporating previously published articles as chapters is selected, references should be placed at the end of each chapter—not at the end of the manuscript. Each set of references may follow a different style guide, depending on the journal in which the chapter is published or will be published.

5. Reprints are acceptable. However, some departments require that previously published articles be reformatted to match all other chapters.

6. The reprints are accepted as they are except they must be single-sided only, must fit within the thesis margins, and must be numbered consecutively with the rest of the text. All other chapters (whether accepted, submitted, or in preparation) must fit University of Utah guidelines, as specified in the handbook (margins, subheads, figure and table placement, etc.).

7. In the List of Figures and List of Tables, figures and tables from reprints are treated as if they are numbered with respect to the rest of the text. A local, decimal numbering scheme must be used. For example, in the List of Figures, the first figure in Chapter 5, which is a reprint, is listed as 5.1.

8. The requirement that all print be at least 2 mm does not apply to reprints.

9. Copyright issues frequently arise with previously published material. The students need to obtain permission to duplicate copyrighted material (and, possibly, multiple author releases).

10. As for any other thesis or dissertation, students are urged to submit their manuscripts prior to the defense for a preliminary review.

11. A full credit line (stating “Reprinted with permission from” followed by the source) must be placed on the part-title page preceding a reprint or as a footnote on the first page of a chapter that contains a previously published article that has been reformatted to match all other chapters.
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