UAF GRAD SCHOOL

FORMATTING WORKSHOP

Thesis/Dissertation/Project

Guidelines, Tips, and Tricks

OVERVIEW

1. GETTING STARTED

- Working documents
- Committee Feedback

2. FORMATTING

- Formatting Handbook
- Templates
- Anatomy of the doc

3. SUBMISSION

- B4 you submit
- To submit
- After Submission

4. GRADUATION

- Requirements
- Deadlines
- Timeline

GETTING STARTED

DOCUMENT JARGON

Here's a little clarification on some of the document jargon you will see on various forms, website, etc.

PROPOSAL

Depending on your department, you may have a thesis or dissertation proposal. This can be a presentation, a written proposal, or both. This is meant to present and get approval for what you propose to work on for your thesis, dissertation, or project.

THESIS

The final original research document that students complete for a degree, particularly at the master's or senior undergraduate level. It is a substantial document that requires committee approval, departmental approval, and ultimately grad school approval.

PROJECT

A substantial original research project that students complete for a degree, which is an option only available to students who chose the master's with coursework only path. Projects vary heavily by department so close committee guidance is required.

DISSERTATION

The final original research document that students complete for a degree, particularly at the PhD level. It is a substantial document that requires committee approval, departmental approval, and ultimately grad school approval.

MAIN VS WORKING DOCS

MAIN

VS

WORKING

- Only you make changes to this doc

- This doc never gets sent out to committee

- Update this doc with committee comments/feedback, then copy to a make new working document version

- This document is sent out to committee for feedback

- Use this document to update your Main doc

- New versions of this are created using your main doc

NAMING YOUR DOCUMENT

Please use the standard naming convention outlined below, to avoid confusion, as we work through different versions of your document.

LastName_TypeofDoc_Date_VersionNumber

For Example:
Stark_Main_May25_V1
Collins_Draft_Dec24_FINAL
Fury_Working_Aug24_V4

BEST PRACTICES 4 COMMITTEE FEEDBACK

Overall, how you share your documents with and process feedback from your advisors and committee is up to you, but here are some useful tips:

Send your first/roughest drafts to your advisor/co-advisor only
   a. Limits the back & forth
   b. Ensures more meaningful feedback from committee bc they won't need to focus on grammar and structural issues in your doc

Identify how you want feedback from advisors/committee
   a. Track changes in word or google docs
   b. Comments, highlights, etc. in pdf format

BEST PRACTICES 4 COMMITTEE FEEDBACK

Overall, how you share your documents with and process feedback from your advisors and committee is up to you, but here are some useful tips:

Find a strategy that works for you once you start getting feedback & comments:
- a. Throughly read and address each piece of feedback one-by-one
- b. Categorize feedback :
    - i. Minor/Grammar
    - ii. Needs Clarification
    - iii. Major/Substantive
    - iv. Conflicting
- c. Keeping a log of feedback/changes (particularly for major or conflicting feedback)

BEST PRACTICES 4 COMMITTEE FEEDBACK

Overall, how you share your documents with and process feedback from your advisors and committee is up to you, but here are some useful tips:

Acknowledge Conflicting Feedback
- If two members give contradictory advice, raise the issue with your advisor for guidance.
- Respond to all parties with conflicting feedback in an email that includes the specific area where conflict was identified, your thoughts, and ask them how they think it should be resolved.

Try not to take feedback personally
a. Feedback is aimed at improving your work, not judging you even if it feels like it. People have very different approaches so try your best to be accepting of those differences

BEST PRACTICES 4 COMMITTEE FEEDBACK

Overall, how you share your documents with and process feedback from your advisors and committee is up to you, but here are some useful tips:

Know When to Push Back (Respectfully)
   a. If you believe a suggestion undermines your work, you can defend your choice—but always back it with evidence or rationale, not emotion.
   b. Make sure your emails and interactions surrounding dissagreements are professional and well-documented for all involved.

DOCUMENT STYLES

It is important to know what style of work you are submitting. This will help us best address your questions, and it will help you follow the correct formatting guidelines and templates.

MONOGRAPH   VS   MANUSCRIPT

MONOGRAPH

- Chapters are book style (build off of each other)

- Figures & Tables are embedded (within 1.5 pages mentioned)

- References are altogether and come at end of doc

MANUSCRIPT

- Each chapter (not including general intro & conclusion) is a stand alone chapter

- Figures & Tables can be embedded or found at the end of each chapter they are mentioned

- References are found numbered for the chapter they are in

MFA STYLE

KEY ELEMENTS

- Numbered chapters are not required.
- Typically, you will have an introduction or artist's statement at the beginning, and then your work, and then any relevant appendices.
- For these types of documents, there is a lot of creative wiggle room, so work with your committee on overall style.
- We will not change the style of your document, but we will still check for overall formatting consistency.

HANDBOOK & TEMPLATES

Thesis/Dissertation/Project Formatting
Graduate School Formatting Handbook

Formatting Handbook PDF

These guidelines for the formatting and submission of your thesis/dissertation/project are in place to ensure consistency and professionalism in the work that represents the University of Alaska Fairbanks. These guidelines are not formatting suggestions, but requirements, and must be followed accordingly.

Dissertation/Thesis/Project Templates

Use these templates to directly write your dissertation/thesis/project. *Please note, Word templates must be downloaded/opened in Microsoft Word in order to maintain formatting.

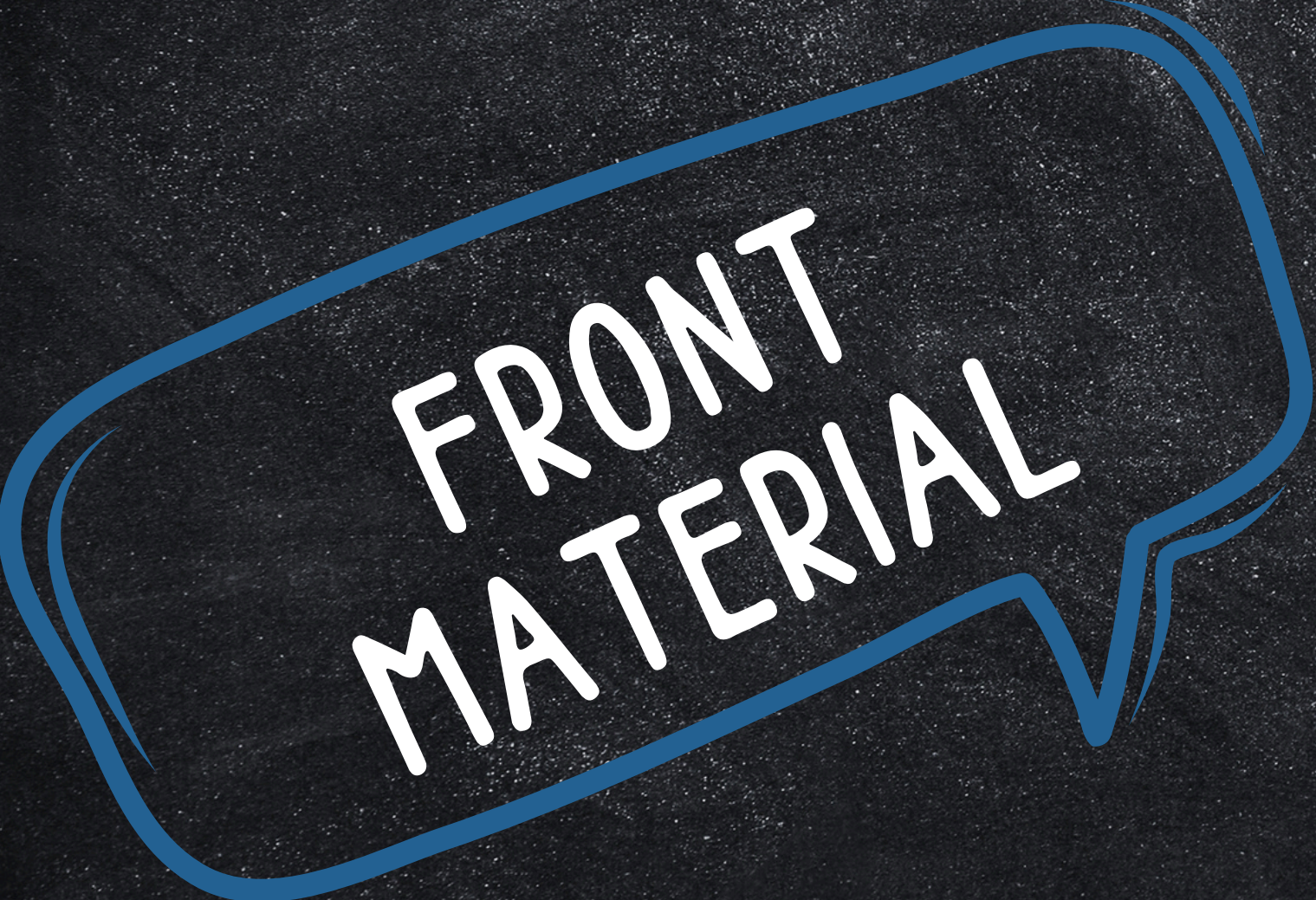| Monograph Template	Manuscript Template	MFA Template	LaTex Manuscript Template (ZIP)
Every chapter builds on the last	Every chapter stands alone	Numbered chapters are not required. For these types of documents, there is a lot of creative wiggle room, so work with your committee on overall style within the formatting provided in this template	Please only use LaTex if you are familiar and comfortable with it. For LaTex issues, edits, etc., please contact Carl at ctape@alaska.edu

FRONT MATERIAL

This is standard for all paper styles. Your front material should include the following, in this order:

- Title Page
- Blank Page
- Copyright Page
- Dedication
- Abstract
- Plain Word Summary
- Acknowledgements
- Table of Contents
- List of Figures (if applicable)
- List of Tables (if applicable)

*The materials in yellow are required.

Your title page should look like this, for all documents and all styles.

TITLE PAGE

INVENTING THE SUIT AND SAVING THE WORLD: ONE HUMAN'S STORY OF
UNPARALLELED GENIUS, INTERMINABLE COURAGE, AND GENERAL
AWESOMENESS

by

Anthony Stark

B.S. University of Pirates, 2017

M.S. College of Technology, 2019

A Dissertation submitted in Partial Fulfillment of the Requirements

for the Degree of

Doctor of Philosophy

in

Engineering

University of Alaska Fairbanks

August 2023

APPROVED:

Bruce Banner, Committee Chair

Thor Odinson, Committee Member

Natasha Romonoff, Committee Member

Jane Van Dyne, Committee Member

Clinton F. Barton, Chair

Department of Mechanical Engineering

Jean Gray, Dean

College of Business and Security

Management

Richard Collins, Director

Graduate School

Title, in all caps

Name and previous degrees

Semester and year you are graduating

Everyone who approves your document

BLANK PAGE

COPYRIGHT INFO

- You retain ownership of your work

- UAF retains the right to reproduce or display your document for educational purposes.

- You must complete the copyright page in the ETD process, but you do not have to request ProQuest to register your copyright.

  - If you would like ProQuest to register your copyright, there will be an additional $75

  - Alternatively, you can instead register your copyright directly at the U.S. Copyright Office (www.copyright.gov/eco/) for a filing fee*

***Fees vary based on the type of registration you need

PAGE NUMBERING

Your first two pages (the title page, and the blank page) should not include page numbers.

Then, page numbers start with iii (lowercase roman numerals) on the copyright page.

iv, v, vi, etc follow for the rest of the front material (abstract, table of contents, etc).

The start of arabic numerals (1, 2, 3, etc) should be the first page of your introduction or first thesis chapter.

Arabic numerals continue throughout the document

TABLE OF CONTENTS: FORMATTING TIPS

The easiest way to generate a usable Table of Contents (TOC) is to use one of the templates provided on our website.

Make sure all of your TOC text has the correct "style" in your document. If something isn't showing up in your TOC, it's probably because the style is not correct or you haven't updated your TOC.

Any time you edit your paper you will want to update the TOC to make sure changes are added/ correct or adverse changes weren't made Do this by simply hovering over the TOC and clicking on "Update Field" and "Update entire table."

This is the same for "List of Figures" and "List of Tables".

MAIN DOCUMENT

The main document includes:

- Chapter 1 Intro / General Intro
- Chapter 2 Methods / 1st paper
- Chapter 3 Results / 2st paper
- Chapter 4 Discussion / 3rd Paper
- Chapter 5 Conclusion / General Conclusion
- References (1 section for monograph, multiple within chapters for manuscript)
- Appendices

INTRODUCTION

- General Intro vs Intro
- Can be:
  - Technical Intro
  - Synthesis of background info for all chapters
  - See handbook for more suggestions
- Authorship /Published Papers
  - You are the sole author
  - Cite your papers here or in appendix
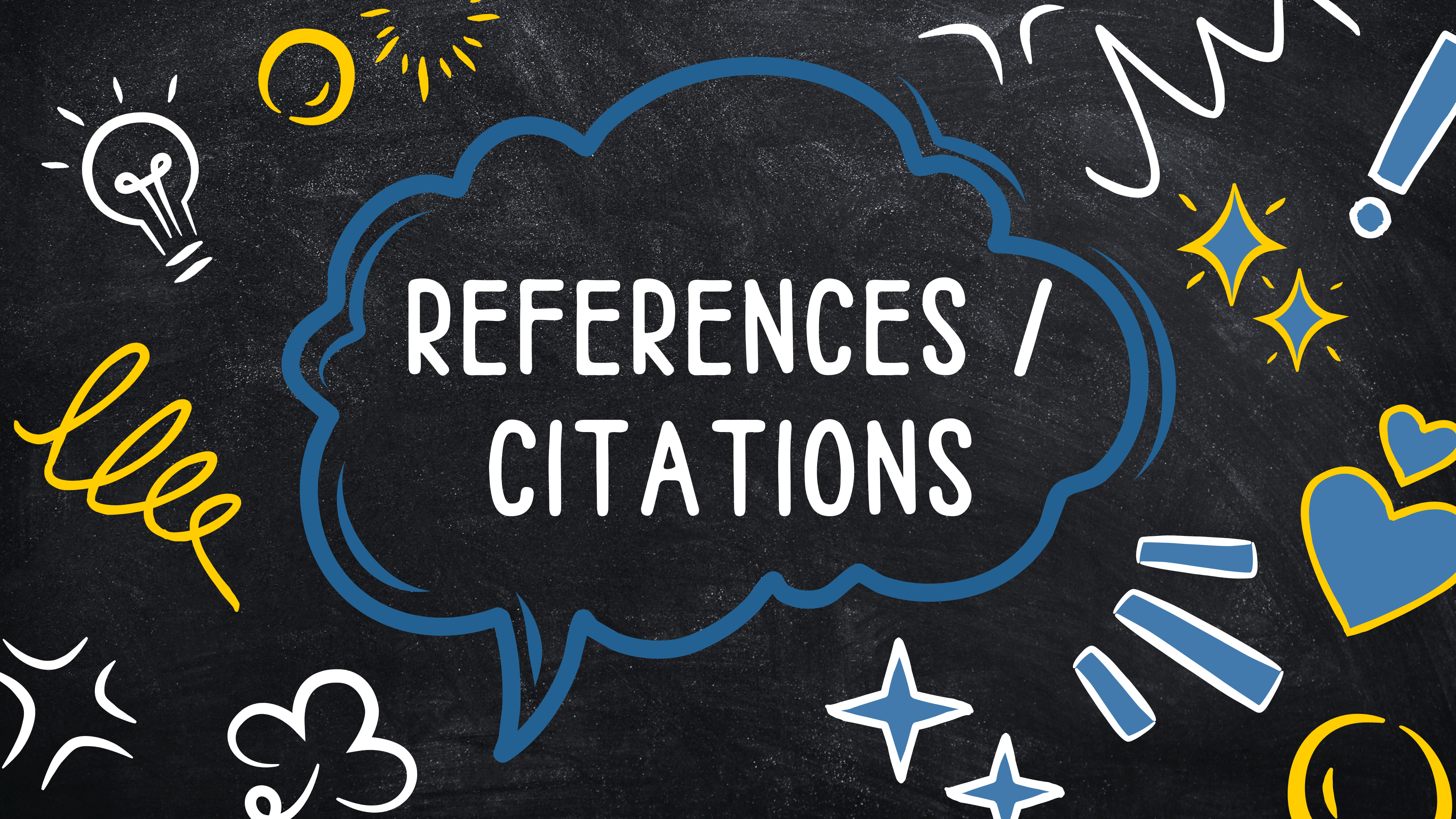
FIGURES & TABLES

- If embedded, figures & tables must show up within 1.5 pages of being mentioned in-text.
- Figures & tables will be labeled based on chapter + the order (manuscript) or just the order in which they are mentioned (monograph).
- There is no specific rule on figure & table resolution/quality except that - is must be readable/understandable - when in doubt print
- Make sure that captions are always with the figure or table on the same page
- Figure captions always found below the figure
- Table captions always found above the table
- If figures & tables are too large to fit within the margins either make sure to re-size it if possible, or rotate it 90 degrees..

LARGE & IN CHARGE?

If you have a large figure or table, consider turning it sideways. This can help maximize space on the page and enhance legibility for readers. Ensure that your page numbers are still vertical, as shown below.
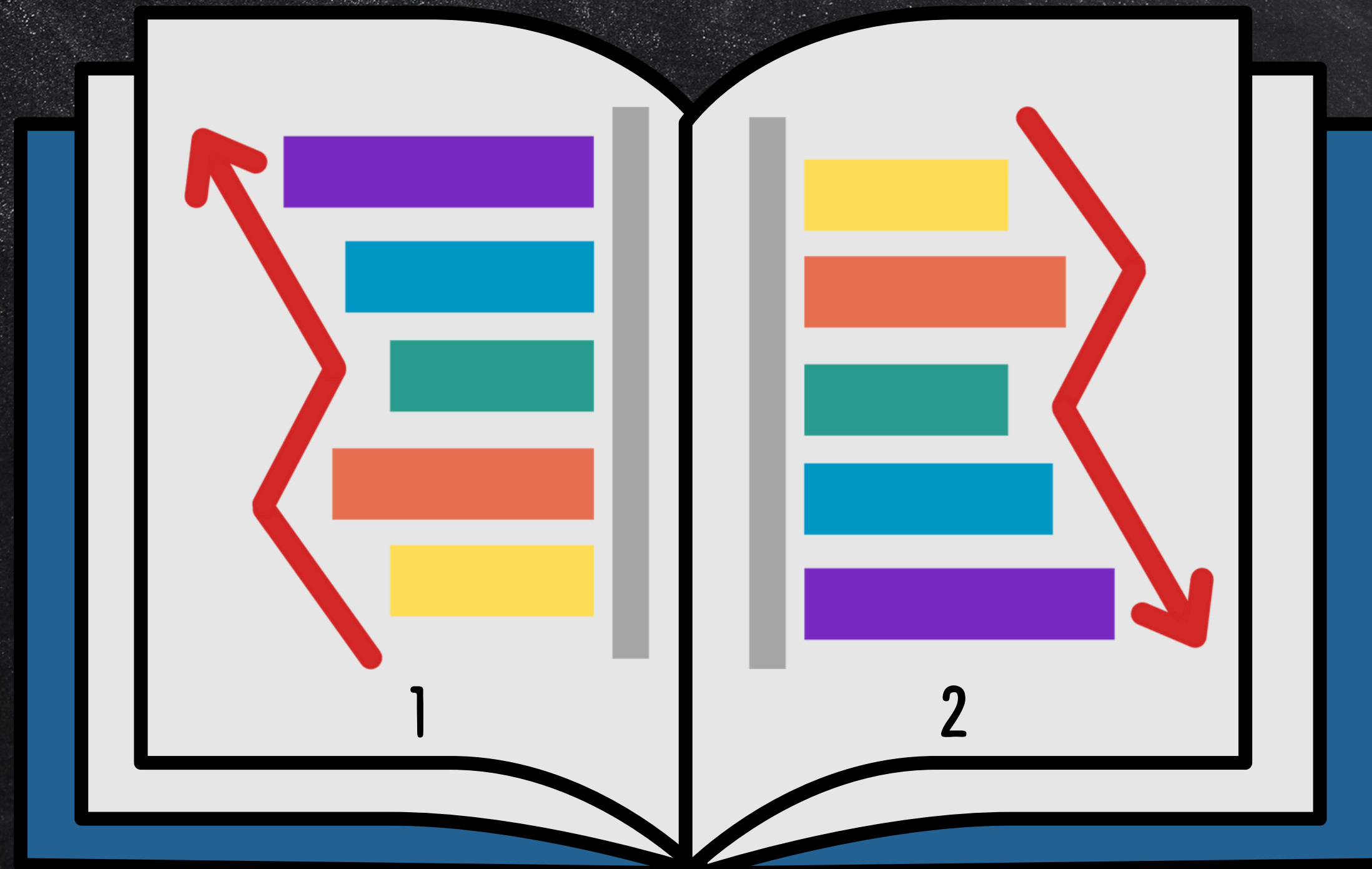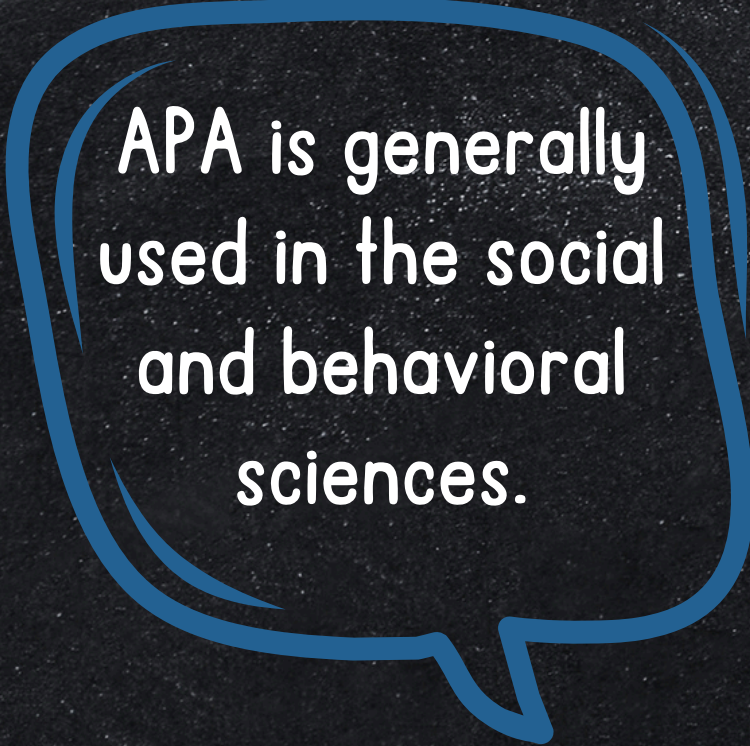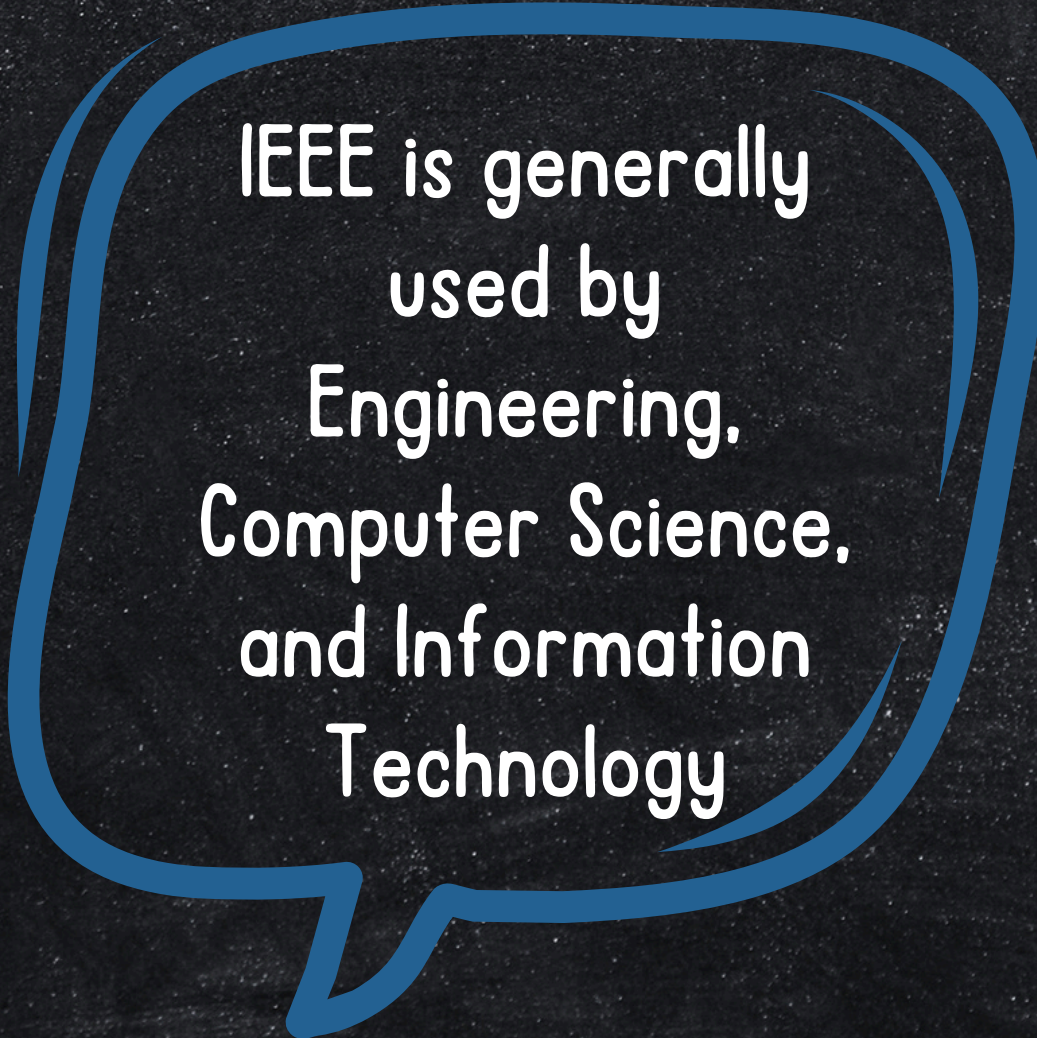
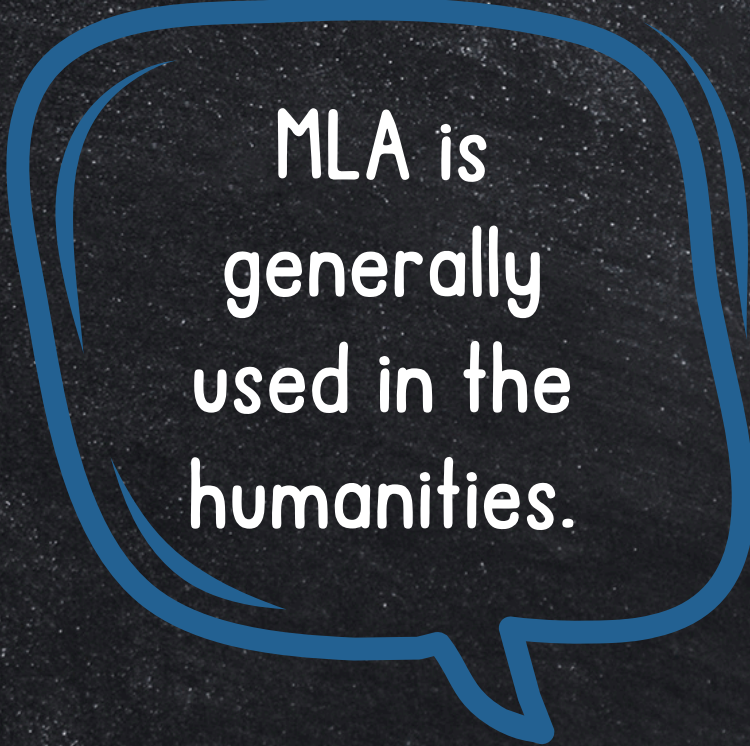REFERENCES /
CITATIONS

CITATION STYLES

You may use the style that is preferred by your department and committee for your discipline. We will only be looking for consistency throughout your references section(s). Below are the styles that we see most often.

APA is generally used in the social and behavioral sciences.

IEEE is generally used by Engineering, Computer Science, and Information Technology

MLA is generally used in the humanities.

Chicago/Turabian style is generally used by Business, History, and The Fine Arts.

IN-TEXT VS REFERENCE SECTION

- Make sure your in-text citations are in the same format as your citations in the reference section
- Check that the order of citations in your references section matches the format you have choosen (numbers, alphabetical, sequential, etc.)
- All citations in your references section have to have a corresponding in-text citation and vice versa
- Make sure that you update in-text citations when you update citations in your references
- Don't let any one citation in your reference section span across a page break
- Make sure links in citations are live, but not blue or underlined (should look like surrounding text)
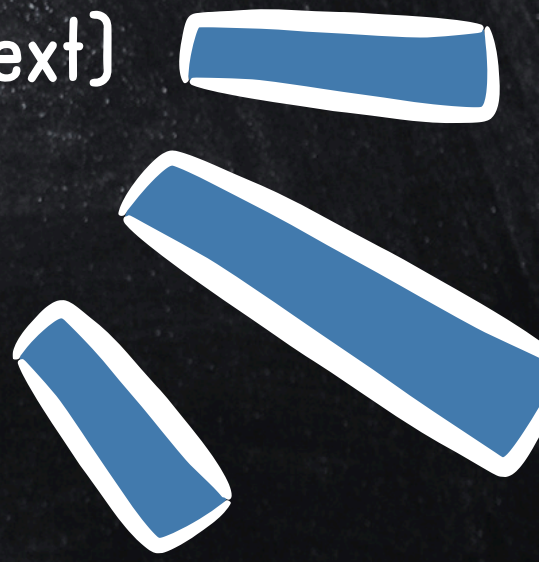
REFERENCE MANAGER

We highly recommend that you use a reference manager. It will make your life 1 trillion times easier.

COMMON REFERENCE MANAGERS:
- End Note
- Mendeley
- Zotero

For reference manager help contact:

Elizabeth Dawson - Science Librarian - cedawson3@alaska.edu

Alexis Walker - Grad School Program Coordinator - amwalker8@alaska.edu

APPENDICES

APPENDICES

- Appendices are the last section of a chapter (manuscript style) or the entire document (monograph)
- Labeled starting with A, B, C ....
- They include:
  - Relevant supplemental material
    - Copyrighted material
    - Reports
    - Forms
    - Protocols
    - Surveys
    - Figures & Tables
    - etc.

OTHER CONSIDERATIONS

Use of copyrighted material
- Fair use permits limited use of copyrighted material without permission, under certain conditions such as for criticism, commentary, news reporting, teaching, scholarship, or research.
- If permission is required, obtain it in writing (e.g., a letter or email) and include it in the Appendix.

Research approvals
IRB/IACUC/Biosafety, etc. approvals are included in the dissertation/thesis/project. We recommend that you mention the approval number in the introductory chapter and include a copy of the approval letter as an Appendix.

RESOURCES

CHECKLIST!

Checklist for students:

Please check the following to help make sure you are meeting all formatting requirements:

☐ Title page has the correct information, properly centered and formatted

☐ Blank page has been included after title page

☐ Copyright page is included as page "iii"

☐ All front material is present and properly formatted according to the guidelines

☐ Font, font size, and spacing are consistent throughout

☐ Page numbers are all ½ inch from the bottom, centered, in the same font and size as your body text, including on pages with landscape-oriented tables or figures

☐ Table of Contents, List of Figures, and List of Tables entries all correctly correspond to page numbers and figure/table numbers

☐ Text within figures is large enough to be readable – if text is too small, these can be flipped to landscape orientation to increase readability (page numbers remain in the same location).

☐ All Works Cited entries have corresponding citations within the body text

☐ Headers are not separated via page breaks

☐ Works Cited entries do not split across page breaks

☐ There is no substantial unnecessary white space

☐ Embedded figures and tables appear within 1.5 pages after they are first mentioned

☐ Margins are all 1"

FORMATTING HELP

Resources for Formatting & Writing

Workshops	Writing Center	Graduate Writing	Grad School
Please join us for our formatting workshop sessions offered every semester. During these sessions, we will review how to get started, how to format, submission and graduation processes and timelines. Click here to RSVP.	The Writing Center assistants are trained in formatting and are available to help you! These tutors are also trained in various other areas and may be able to help you with the content of your work, and can help with structure and grammar. To make an appointment click here.	Our Graduate Writing Support Specialist Dr. Victoria Oyewola can help with all stages of the writing process. For her drop-in hours and/or to make an appointment click here.	One-on-one formatting sessions are primarily intended for those who are planning on graduating in the current semester. As such, your dissertation/thesis/project should be in near final draft form. To schedule a session, please click here. Once your appointment has been confirmed you will receive Google Calendar invite.

WRITING HELP

Drop-in Writing Support

Upper Campus Writing Group ⌄

Lower Campus Writing Group ⌄

Remote Student Writing Group ⌄

1:1 with Victoria ⌄

Appointment-Based Writing Support

1:1 Appointment w/ Victoria

Call 474-5314 or click here to book an appointment online or in-person. When booking an appointment, select "Dissertation Writing" or Thesis Writing" to see a filtered view of Victoria's availability

Writing Seminar w/ pizza

On October 17th, all graduate students are invited to a seminar on understanding and overcoming challenges related to article summaries and achieving sentence-level clarity in academic writing with free pizza!

3-Day Writing Retreat

The 3-day writing retreat will take place Nov. 5th-7th from 9am-4pm. The retreat will feature dedicated writing sessions:, focused writing time with structured support, expert talks, interactive workshops, a collaborative community, and Breakfast & lunch daily!

WRITING WORKSHOPS

UPCOMING

- Every Friday from 9am – 12pm – Student Success Center (SSC)

- Friday Oct. 17th from 11am – 12pm – Writing seminar with pizza (SSC)

- Nov. 3rd – 5th from 9am – 4pm – 3-day Writing Retreat

SUBMITTING YOUR WORK!

NAMING YOUR DOCUMENT

Please use the standard naming convention outlined below, to avoid confusion, as we work through different versions of your document.

LastName_TypeofWork_Date_VersionNumber

For Example:
Stark_Thesis_May25_V1
Collins_Dissertation_Dec24_FINAL
Fury_Project_Aug24_V4

SUBMISSIONS STEPS

All students must complete the following steps:

1. Before you submit your thesis/dissertation/project, you must successfully defend

2. After defense submit a <u>Report of Defense Form.</u> Found in forms section of grad school website.

3. When your thesis/document/project is ready for your, committee, department head, and dean to read and sign-off on you will submit an <u>Approval of Dissertation/Thesis/Project Form</u> (Next Gen)

SUBMISSIONS STEPS

All students must complete the following steps:

4. Once everyone from your department has signed your Approval form you will submit your document

5. For projects; you will upload a PDF version of your document via jotform.

6. For theses & dissertations you submit a pdf version of your document to Proquest - http://www.etdadmin.com/uaf/. Note that there is a way to delay publishing, so make sure to check that if you want that option.

AFTER YOU SUBMIT

POST-SUBMISSION STEPS

1. The Graduate School reviews your document for formatting and reference/citation errors.
2. You will receive an email message with a link to an updated PDF with notes.
3. You have one week (5 business days) from receipt of the email to make the necessary changes and to submit the corrected thesis. (the previous steps may repeat a few times before moving on to final submission)
4. You upload your final thesis/dissertation into ProQuest, or final project into JotForm.
5. The Graduate School checks to make sure all the required corrections are made. Please remain accessible and available.

POST-SUBMISSION STEPS, CONT.

6. The Graduate School Director signs the Thesis/Dissertation Approval form – your document is now officially approved!

7. The Graduate School approves your work in ProQuest or JotForm.

8. You receive an email notifying you that your thesis has been approved and UAF Degree Services is notified that the dissertation/thesis/project requirement as been met.

9. Thesis (699) or Project (698) grades are changed from deferred (DF) to pass (P) on your transcript.

10. Degree Services will complete a final degree audit to confirm that all requirements for your degree have been met and post your degree to your transcript. You should receive your diploma in the mail in about a month!

- In the semester you defend, you will need to be registered for 3 credits
- In the semester you graduate, if you have already defended, you will only need to be registered for 1 credit
- If you are not graduating, you will need to be registered for 6 credits per academic year to remain in good standing
- For international students, you must be registered for 9 credits per semester, 6 of which must be in-person

FALL GRADUATION DEADLINES

If you plan to graduate this Fall, please remember these important dates!

GRADUATION APPLICATION DEADLINE

October 15th

There is no late application deadline, so you must apply by this date!

PROQUEST SUBMISSION DEADLINE

November 28th

This is for all theses and dissertations.

PROJECT SUBMISSION DEADLINE

December 10th

This is for projects only, and will be through JotForm

FALL GRADUATION TIMELINE

Ideal Timeline

- Apply for Graduation
- Successfully Defend & Report of Defense
- Submit Thesis/Dissertation/Project to Dept.
- Signed Approval of Thesis/Dissertation/Project
- Submit Thesis/Dissertation/Project to Graduate School (jotform/proquest)

| Today | Oct. 15th | Oct. 24th. | Nov 3rd. | Nov 10th. | Nov 28th. |

SPRING GRADUATION DEADLINES

If you plan to graduate this Spring, please remember these important dates!

GRADUATION APPLICATION DEADLINE

February 15th

There is no late application deadline, so you must apply by this date!

PROQUEST SUBMISSION DEADLINE

April 7th

This is for all theses and dissertations.

PROJECT SUBMISSION DEADLINE

April 24th

This is for projects only, and will be through JotForm

SUMMER GRADUATION DEADLINES

If you plan to graduate this Summer, please remember these important dates!

{ GRADUATION APPLICATION DEADLINE

July 15th

There is no late application deadline, so you must apply by this date! }

{ PROQUEST SUBMISSION DEADLINE

August 1st

This is for all theses and dissertations. }

{ PROJECT SUBMISSION DEADLINE

August 1st

This is for projects only, and will be through JotForm }