FORMATTING WORKSHOP

Thesis/Dissertation/Project Guidelines, Tips, and Tricks

UAF

GRADUATE SCHOOL AND INTERDISCIPLINARY STUDIES

University of Alaska Fairbanks

ZOOM ETIQUETTE

Please help us ensure all zoom attendees
have a good experience

1. Mute your microphone unless you are speaking. This will help minimize background noise!
2. Raise your hand if you have a question, you can unmute when you're called on, or type in the chat.
3. If we are experiencing connectivity issues, please turn your camera off. It will help maintain the network for everyone.

University of Alaska Fairbanks

LAND ACKNOWLEDGEMENT

I acknowledge the Alaska Native nations upon whose traditional lands our campuses reside. In Fairbanks, the Troth Yeddha' Campus is located on the traditional lands of the Dena people of the lower Tanana River.

As the late Chief Peter John of Minto reminds us, Athabaskan people have gathered in this place of thinking and working for a long time. We are honored to continue in that tradition.

University of Alaska Fairbanks

STUDENT INTRODUCTIONS

Introduce yourself! We want to get to know you, and learn how we can best help you throughout this process.

MAJOR

Tell us what department you are in, your major, advisor, and research focus!

DOCUMENT

What are you working on? Thesis, dissertation, project? When do you plan to defend and graduate?

LOCATION

Where are you located? In Fairbanks? Studying remotely from somewhere else?

University of Alaska Fairbanks

GRADUATE SCHOOL INTRODUCTIONS

Please reach out to us if you need anything! We are located in the Eielson building, and are always happy to help.

Emeline Jones
Director of the
Graduate
School

Jessica Armstrong
Interim
Assistant Director

Mandi Goddard
Office
Coordinator

Mike Earnest
Student
Success
Coordinator

Zeke Shomler
Student
Assistant

202 Eielson Building   907-474-7464   uaf-grad-school@alaska.edu

Resources to support your writing and formatting

Our website:
www.uaf.edu/gradschool/current-students/ready-to-graduate/thesis-dissertation-formatting.php

- Dissertation/Thesis/Project templates
- One-on-one formatting sessions with the Grad School
- Group formatting sessions
- Writing Center formatting help

Center for Teaching and Learning Graduate Writing support with Victoria Oyewola:

- ctl.uaf.edu/graduate/
- Offers drop in hours every week
- One-on-one thesis/dissertation/project writing support appointments

Virtual writing retreat
Dates: June 25 - 27, 2025
Time: 9 a.m. to 4 p.m.

University of Alaska Fairbanks

SUMMER GRADUATION TIMELINE

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

GRADUATION APPLICATION DEADLINE	PROQUEST SUBMISSION DEADLINE	PROJECT SUBMISSION DEADLINE
July 15th	**August 1st**	**August 1st**
There is no late application deadline	This is for all theses and dissertations	This is for projects only. Submit via JotForm

University of Alaska Fairbanks

FALL GRADUATION TIMELINE

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

GRADUATION APPLICATION DEADLINE
October 15th
There is no late application deadline

PROQUEST SUBMISSION DEADLINE
November 28th
This is for all theses and dissertations

PROJECT SUBMISSION DEADLINE
December 10th
This is for projects only. Submit via JotForm

University of Alaska Fairbanks

SPRING GRADUATION TIMELINE

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

GRADUATION APPLICATION DEADLINE
February 15th
There is no late application deadline

PROQUEST SUBMISSION DEADLINE
April 7th
This is for all theses and dissertations

PROJECT SUBMISSION DEADLINE
April 24th
This is for projects only. Submit via JotForm

University of Alaska Fairbanks

Credit Requirements

- In the semester you defend, you need to be registered for 3 credits
- In the semester you graduate, if you have already defended, you only need to be registered for 1 credit
- If you are not graduating, you 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

FORMATTING OVERVIEW

University of Alaska Fairbanks

GUIDELINES

The handbook can be found on our website, and will also be provided to you today. This outlines all of our rules and regulations for formatting your thesis, dissertation, or project.

We also have templates available on our website. These templates are great guides for formatting. They are already formatted for you, you can use them as a reference, or you can copy and paste your work directly into the document.

All thesis, dissertation, and project formatting guidelines can be found here: https://www.uaf.edu/gradschool/current-students/ready-to-graduate/thesis-dissertation-formatting.php

FRONT MATERIAL

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.

TITLE PAGE

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

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

May 2025

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

Emeline Jones, Director

Graduate School

Title, in all caps

Your name and all previous degrees

Degree you are earning - program name must match the catalog exactly

Month and year you are graduating (will be May, August or December)

Everyone who approves your document

For projects only: only your committee and Department Chair are listed, your Dean and Graduate School Director are not listed

PAGE NUMBERING

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

Then, numbers for the front material 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 remainder of the document.

PAGE NUMBERING: FORMATTING TIPS

The easiest way to get your page numbers correct is to use the Word template from <u>our webpage</u> and replace the text with the relevant text from your thesis.

However, if you don't want to use the template, you can use "sections" in Word:

- Go to the "layout" tab and select "breaks."
- Add a new section after the first two pages (title and blank page), then go to "insert" > "page numbers" > "format" and change the numbering to start on iii.
- Then, create another new section before chapter 1 and format its numbering to start on 1.

FORMATTING BASICS

The following are basic rules that all students should follow when composing their documents.

1. Margins should be 1 inch all around, and page numbers should be centered 1/2 inch from the bottom of the page.

2. Font should be a standard serif font, between 10 and 12 point in size. Style and size should be consistent throughout your document.

3. All text must be black.

4. Figure and table captions can be 6pt or bigger.

5. Line spacing should be consistent 1.5. Figure and table captions can be single or 1.5 spaced.

University of Alaska Fairbanks

MORE BASICS

The following are basic rules that all students should follow when composing their documents.

1. Use "widow/orphan control" in word to avoid isolated text. Also ensure your references do not break the page.
2. Please avoid footnotes and endnotes. If you have a citation that you need to include, incorporate it into your introduction paragraph.
3. Supplemental materials should be included as appendices, and go at the end of your document.

TABLE OF CONTENTS: FORMATTING TIPS

The easiest way to generate a usable Table of Contents (TOC) is to have Word make it for you. To do this, use "styles" under the Home tab:

Change all of your headings to a "Heading" Style. You can use what Word has preset and then change the font and size, or you can create your own custom Heading style in bold font in the same size as the body text.

Then, go to "references" > "table of contents" and insert. Again, you can use a preset template and change the font, size, color, and centering to match the rest of the document, or (again, maybe easier) you can create your own custom template with a standard font.

When you make edits to your thesis, the TOC will likely need to be updated, too. This is easy to do by simply hovering and clicking on "Update Table." Make sure if you're not using a custom template that you change the font to be correct afterward.

LANDSCAPE PAGE NUMBERING

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.
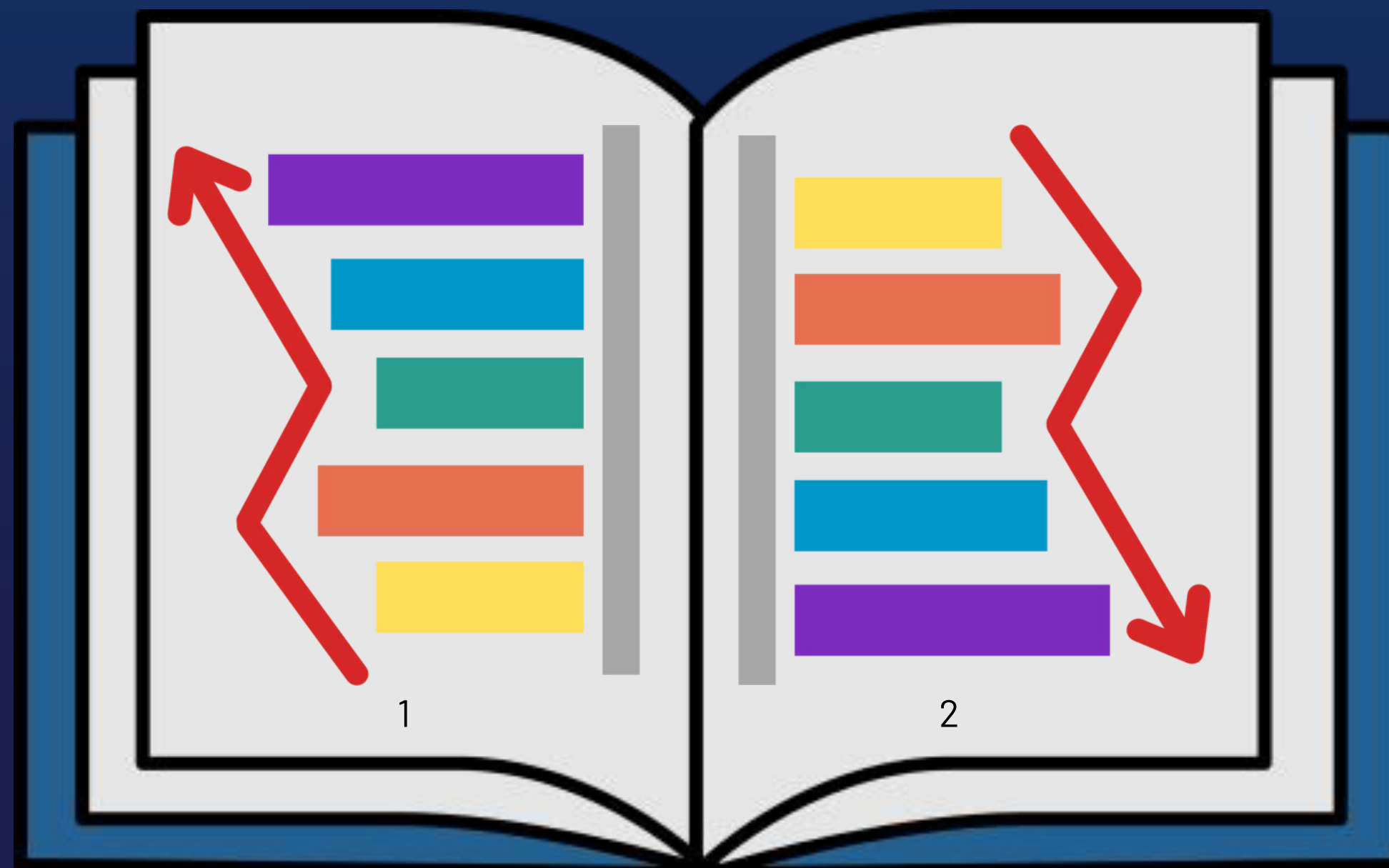
CITATION STYLES

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.

DOCUMENT STYLES

University of Alaska Fairbanks

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. The styles below are standard, but if you are doing something different, please let us know!

PhD DISSERTATION

Monograph Style
(like a book)

OR

Manuscript Style
(compilation of papers)

MASTER'S THESIS

Monograph Style
(like a book)

OR

Manuscript Style
(compilation of papers)

OR

MFA Style
(Script, compilation of poems, etc.)

MASTER'S PROJECT

Monograph Style
(like a book)

OR

Presentation Style (art, design, photographs, code, etc)

University of Alaska Fairbanks

MONOGRAPH STYLE: KEY ELEMENTS

- Numbered Chapters (like a book!)

- Chapter 1 will be your introduction, if you have one, or your first body chapter.

- Figures and tables are embedded and must appear within a page and a half of the first time they are mentioned.

- References are a separate section and should not be numbered as a chapter.

- Appendices will have their own numbering system and will go at the very end of the document.

MANUSCRIPT STYLE: KEY ELEMENTS

- Each paper is a chapter
  - If you have chapters within each paper, they will be listed as subsections.
- Chapter 1 will be your general introduction and overview of all of the papers together, and your last chapter will be general conclusions.
  - If you only have one paper, your whole work will be one chapter, with an introduction at the beginning that contains the citation for the paper.
- References, figures, and tables may be subsections at the end of each chapter or may be embedded. Be consistent if there are multiple chapters.
- Appendices will have their own numbering system and will go at the very end of the document.

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 or references.
- For this style, 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.
- All text must be black, with font size between 10-12 point.

University of Alaska Fairbanks

AUTHORSHIP & COPYRIGHT

AUTHORSHIP

You are the sole author of your Dissertation/Thesis/Project. Even if you have worked with co-authors on individual papers, you are putting them together in this specific manner yourself.

Cite each paper and explain your contribution to the paper in the general introduction. If you are not the first author, you might consider a monograph style where you present the work you contributed to the paper as a chapter.

If you have other papers you contributed to as a graduate student, you may cite them in your introduction, and you may also include them as appendices.

University of Alaska Fairbanks

COPYRIGHT INFO

- You retain ownership of your work, unless you have signed an agreement with a journal/publisher granting them your copyright.
- UAF retains the right to reproduce or display your thesis 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 charge
  - Alternatively, you can instead register your copyright directly at the U.S. Copyright Office (www.copyright.gov/eco/) for a filing fee.
  - Fees will vary based on the type of registration you need.

University of Alaska Fairbanks

OTHER CONSIDERATIONS

Use of copyrighted material

1. Fair use allows reproduction and other uses of copyrighted works – without requiring permission from the copyright owner – under certain conditions. In many cases, you can use copyrighted materials for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research.

2. If you require permission, please obtain "Hard copy" or written permission. This can come in the form of a letter, e-mail, etc. Include permission as an 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.

University of Alaska Fairbanks

SUBMITTING YOUR WORK!

APPROVAL FORMS

All students must complete the following steps:

1. Successfully defend your thesis, dissertation or project, and complete the Report on Defense form in NextGen

2. When your document is ready for approval, begin your approval form in NextGen. Please ensure you have enough time for all signatures to be completed. Deans and Department Chairs typically require 2 weeks each to review your work.

3. Ensure you have all necessary signatures on your approval form before submitting to ProQuest. This includes **all** committee members, Department Chair, and Dean.

4. The form then comes to us for final approval.

5. **Please note that we do not sign your form until all edits are made and your work has been cleared.**

NAMING CONVENTION FOR 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
Odinson_Dissertation_Dec24_FINAL
Fury_Project_Aug24_V4

University of Alaska Fairbanks

PROJECTS

MASTER'S PROJECT SUBMISSION PROCESS

1. Once all signatures have been obtained on your Approval form, you are ready to submit
2. Save your file as a PDF and name it with the proper naming convention
3. You will submit to jotform, via the link below
   form.jotform.com/63565402948160

4. Fill out the form in its entirety
5. Upload your project as a PDF and submit!

SUBMISSION CHECKLIST

When you are ready to submit, please review the checklist on the last page of our handbook. The checklist contains everything we will look for when we review your paper. Below are some but not all) of the key items we review. Overall we are looking for CONSISTENCY!

- Properly formatted title page, followed by a blank page
- Copyright page as the first numbered page
- Consistent 1" margins throughout
- Font consistency
- Table of Contents, List of Figures, and List of Tables are properly formatted with entries matching the correct pages
- Page numbers are all 1/2 inch from the bottom, in the same font and size as your body text
- Minimal unnecessary blank space
- Complete reference section, with corresponding in-text citations

University of Alaska Fairbanks

SUBMISSION PROCESS

1. Once all signatures have been obtained on your Approval form, you are ready to submit
2. Ensure your file is in a PDF format with the proper naming style
3. Go to http://www.etdadmin.com/uaf/
4. Follow the instructions to create an account
5. Once you are logged in, there should be instructions on the landing page
6. There will be a "submit new dissertation/thesis" link at the bottom of the page

The next slide further details the submission steps

University of Alaska Fairbanks

SUBMISSION PROCESS (continued)

There is a checklist on the left hand side of the page; you can complete these steps in any order

1. Select the publishing type you want
   a. Traditional publishing is free
   b. Open Access publishing $95 (not required)
2. You will then have the option to delay publishing
3. Fill out and accept the publishing agreement
4. Fill in your personal information
5. Fill in the information about your thesis
6. Enter your committee chair and members information
7. Upload your PDF
8. Include any copyright documentation necessary
9. Upload any supplementary materials
10. Sign and upload the Graduate School publishing agreement
11. Include any notes for us you may have
12. You may file copyright with proquest (this is optional, and will cost $75)
13. You will have the option to order a hardcopy (cost will vary depending on materials)

WHAT TO EXPECT AFTER YOU SUBMIT

University of Alaska Fairbanks

POST-SUBMISSION STEPS

1. The Graduate School reviews your document for formatting and reference/citation errors.
2. You will receive an e-mail 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 re-submit the corrected thesis.
4. Once all edits are complete you upload your revised thesis/dissertation into ProQuest, or revised project into JotForm.
5. The Graduate School reviews your submission to make sure all the required corrections are made and will email if further edits are required. Please remain accessible and available until your final version is submitted and approved.

(Please note that these steps may repeat a few times before your document is ready for final submission)

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 email notification you that your thesis is 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 (this can take a couple of weeks after the end of the semester).

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!

THANK YOU!
ANY QUESTIONS?

University of Alaska Fairbanks