

IU DISSERTATION AND THESIS FORMAT WORKSHOP

Presented by

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&

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Graduate Recorders

IUPUI Graduate Office

The University Graduate School

Indiana University

Spring 2017

CAMPUS AND GRADUATE SCHOOL RESOURCES

IUPUI Home Page

<http://www.iupui.edu/>

Indiana University Graduate School Bulletin

Use the edition of your admit year.

IUPUI Graduate Office

<http://graduate.iupui.edu/>

Progression Checklist

Doctoral student and Master student

<http://graduate.iupui.edu/forms/index.shtml>

Formatting Information

Dissertations and Theses

<http://graduate.iupui.edu/theses-dissertations/index.shtml>

Graduate Student Writing Group

<http://graduate.iupui.edu/about/gradoffprogs/index.shtml>

IUPUI University Writing Center

<http://liberalarts.iupui.edu/uwc/>

University Information Technology Services (UITS)

<http://uits.iu.edu/>

Software/Hardware

Training and Workshops

and MORE

Commencement at IUPUI – Occurs in May

<https://commencement.iupui.edu/>

Degree Date for Indiana University Graduate School Programs

The degree date is the last day of the month, except for May, August and December. May degree date is Mother's Day(USA); August and December degree date is the last day of IUPUI classes. Academic calendar, Office of the Registrar's website, <http://www.registrar.iupui.edu/>

Official Transcripts

<https://transcripts.iu.edu/>

Diplomas

Diplomas are not presented at the May commencement ceremonies. When diplomas are available for distribution, students will receive a notification via the email listed in One.IU.edu with a request to verify the student address. Upon reply the diploma will be mailed or prepared for pick-up. The approximate delivery schedule for diplomas is as follows:

Spring graduates: mid August

Summer graduates: late November

Fall graduates: mid May

HOW LONG DOES IT TAKE, DEFENSE TO GRADUATION

Pass defense

Finish committee revisions

Submit post-defense committee approved document no later than the 10th of the month prior to the anticipated graduation month.

Format review

Finish touching up approved format

Submit electronically to ProQuest or IUPUIScholarWorks by the 5th of the anticipated graduation month.

Electronic submission approved or required resubmission

Deposit complete by the 10th of the anticipated graduation month

Degree awarded last day of the month

Realistically? Post-defense to graduation, 2- 4 months.

FORMAT CHECKLIST

These items help determine the requirement of a follow-up review session.

*A complete list of the IU Thesis/Dissertation Requirements is located:
<http://graduate.iupui.edu/theses-dissertations/formatting/index.shtml>*

Paper size. Letter, 8.5x11".

Margins. Left 1.5", Right 1.0", Top 1.0", Bottom, 1.0".

Page numbers.

Header or Footer. Must be 0.5" from edge of the paper, and centered.

Font/size match Document.

Front material, Roman and lower case.

Document through references, Arabic.

Curriculum Vitae, no number.

Footnotes, single spaced, same font as document, size 10pt.

Long quotes, single spaced, and indent both sides 0.5 inch.

Landscaped pages, layout, margins, and page number correct direction.

Title page, wording and layout matches requirement.

Acceptance page, wording and layout matches requirement.

Acknowledgements. Thank program, committee, entities that provided funding or resources.

Abstract. Unsigned layout. Doctoral students-Required. Master students-committee decision.

Student name matches the title page.

Title matches title page.

Only committee chair is listed, no signature.

Abstract. Signed layout. Required only of Doctoral students.

Student name matches the title page.

Title matches title page.

Entire committee is listed, signatures required.

Table of Contents.

Material starts on the left side 1.5 inch margin.

Titles and page numbers match document.

Curriculum Vitae will not have a page number

List of Tables, List of Figures.

Material starts on the left side 1.5 inch margin.

Titles and page numbers match document.

List of Abbreviations.

Columns line up.

Document.

Headings formatted consistently.

Tables and Figures labeled consistently.

References.

Material starts on the left side 1.5 inch margin.

Entries formatted consistently.

Same font and font size as document.

Curriculum Vitae.

Student name matches the title page.

No personal information.

This degree is earned at Indiana University.

Dates, degree labels, university labels.

Material starts on the left side 1.5 inch margin.

Entries formatted consistently.

Same font and font size as document.

CV chapter is not numbered.

This is the 1.0 inch top margin.

This is the 1.5 inch left margin.

This is the 1.0 inch right margin.

DOCUMENT MARGINS

This is the 1.0 inch bottom margin

Title may start up to two inches from top edge of the paper.

Left margin is 1.5”

Right Margin is 1.0”

No bold on this page.

TITLE CENTERED, ALL IN CAPITAL LETTERS, DOUBLE SPACED:

THE IMPORTANCE OF KEY WORDS IN THE SUCCESSFUL INDEX

(Font size should be no smaller than 12, and no larger than 16)

Author's Name as it appears in One.IU.edu

(Author's name same font and size as document text)

Submitted to the faculty of the University Graduate School
in partial fulfillment of the requirements

for the degree
Master of Arts
in the Department of ,
Indiana University

Month Year

**(Date will be the month and year the document is successfully uploaded to
IUPUIScholarWorks)**

Title may start up to two inches from top edge of the paper.

Left margin is 1.5”

Right Margin is 1.0”

No bold on this page.

TITLE CENTERED, ALL IN CAPITAL LETTERS, DOUBLE SPACED:

THE IMPORTANCE OF KEY WORDS IN THE SUCCESSFUL INDEX

(Font size should be no smaller than 12, and no larger than 16)

Author's Name as it appears in One.IU.edu

(Author's name same font and size as document text)

Submitted to the faculty of the University Graduate School
in partial fulfillment of the requirements

for the degree
Master of Science
in the Department of ,
Indiana University

Month Year

**(Date will be the month and year the document is successfully uploaded to
IUPUIScholarWorks)**

Title may start up to two inches from top edge of the paper.

Left margin is 1.5”

Right Margin is 1.0”

No bold on this page.

TITLE CENTERED, ALL IN CAPITAL LETTERS, DOUBLE SPACED:

TITLE MUST MATCH WORD-FOR-WORD THE DEFENSE ANNOUNCEMENT eDOC

(Font size should be no smaller than 12, and no larger than 16)

Author's Name as it appears in One.IU.edu

(Author's name same font and size as document text)

Submitted to the faculty of the University Graduate School
in partial fulfillment of the requirements
for the degree
Doctor of Philosophy
in the Department of ,
Indiana University

Month Year

(Date will be the month and year the document is successfully uploaded to ProQuest)

Title may start up to two inches from top edge of the paper.

Left margin is 1.5”

Right Margin is 1.0”

No bold on this page.

TITLE CENTERED, ALL IN CAPITAL LETTERS, DOUBLE SPACED:

TITLE MUST MATCH WORD-FOR-WORD THE DEFENSE ANNOUNCEMENT eDOC

(Font size should be no smaller than 12, and no larger than 16)

Author's Name as it appears in One.IU.edu

(Author's name same font and size as document text)

Submitted to the faculty of the University Graduate School
in partial fulfillment of the requirements

for the degree
Doctor of Philosophy
in the School of ,
Indiana University

Month Year

(Date will be the month and year the document is successfully uploaded to ProQuest)

Title may start up to two inches from top edge of the paper.

Left margin is 1.5”

Right Margin is 1.0”

No bold on this page

Accepted by the Graduate Faculty of Indiana University, in partial fulfillment of the requirements for the degree of Master of Arts.

Master’s Thesis Committee

Signature section is right aligned.

(Committee Chair’s signature)
name typed [include degree], Chair

(Second reader’s signature)
name typed [include degree]

(Third reader’s signature)
name typed [include degree]

(Fourth reader’s signature)
name typed [include degree]

The layout of this page is the required format as established by Indiana University.

Title may start up to two inches from top edge of the paper.

Left margin is 1.5”

Right Margin is 1.0”

No bold on this page

Accepted by the Graduate Faculty of Indiana University, in partial fulfillment of the requirements for the degree of Master of Science.

Master’s Thesis Committee

Signature section is right aligned.

(Committee Chair’s signature)
name typed [include degree], Chair

(Second reader’s signature)
name typed [include degree]

(Third reader’s signature)
name typed [include degree]

(Fourth reader’s signature)
name typed [include degree]

The layout of this page is the required format as established by Indiana University.

Title may start up to two inches from top edge of the paper.

Left margin is 1.5”

Right Margin is 1.0”

No bold on this page

Accepted by the Graduate Faculty of Indiana University, in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

Signature section is right aligned.

Doctoral Committee

(Committee Chair's signature)
name typed [include degree], Chair

(Second reader's signature)
name typed [include degree]

(Third reader's signature)
name typed [include degree]

[Defense date, it will appear as]

February 23, 2017

(Fourth reader's signature)
name typed [include degree]

The layout of this page is the required format as established by Indiana University.

[This is a master student abstract]

Name Must start 1.0” from top edge of the paper.

Left margin is 1.5”

Right Margin is 1.0”

No bold on this page

Student’s Name (as it appears on the Title Page)

Thesis Title

(Must be underlined or all CAPS)

The abstract is double-spaced and limited to 350 words. The University Graduate School does not require master students to submit an Abstract. However if submitting an abstract this format must be followed. The abstract will be unsigned indicating the chair of the committee which is embedded in the acceptance page.

Committee Chair’s Name as appears on Acceptance Page

The committee chair name entry will be Right aligned.

[This is a doctoral student signed abstract]

Name Must start 1.0” from top edge of the paper.

Left margin is 1.5”

Right Margin is 1.0”

No bold on this page

Student’s Name (as it appears on the Title Page)

Dissertation Title

(Must be underlined or all CAPS)

This will be the title included on the title page.

The abstract is double-spaced and limited to 350 words. The University Graduate School requires two abstracts—one signed by each member of the research committee and does not require a page number, and one unsigned indicating the chair of the committee which is embedded in the document.

The committee signature block is right aligned.

Committee Chair’s signature
Name as appears on Acceptance Page

Second reader’s signature
Name as appears on Acceptance Page

Third reader’s signature
Name as appears on Acceptance Page

Fourth reader’s signature
Name as appears on Acceptance Page

[This is a doctoral student un-signed abstract]

Name Must start 1.0” from top edge of the paper.

Left margin is 1.5”

Right Margin is 1.0”

No bold on this page

Student’s Name (as it appears on the Title page)

Dissertation Title

(Must be underlined or all CAPS)

This will be the title included on the title page.

The abstract is double-spaced and limited to 350 words. The University Graduate School requires two abstracts—one signed by each member of the research committee and does not require a page number, and one unsigned indicating the chair of the committee which is embedded in the document.

Committee Chair’s Name as appears on Acceptance Page

The committee chair name entry will be Right aligned.

TABLE OF CONTENTS

[a sample format]

List of Tables.....	iv
List of Figures.....	v
List of Abbreviations	vi
Chapter One	
Introduction.....	1
Conversation.....	2
Chapter Two	
Methods.....	10
Method by Hand	15
Method by Computer	27
Conclusion	95
Appendices	
Appendix A	100
Appendix B	101
References.....	110
Curriculum Vitae	

Curriculum vitae does Not have dots or page number.

CURRICULUM VITAE

Curriculum vitae title will be formatted like the chapter titles of your document.
There is no page limit.
The curriculum vitae will not be numbered.

Your Name

Your name will be the same as it appears on the Title Page.
Your name may be centered or flush left.
Your name may be bolded.

Do Not include personal information (e.g. address, phone, email, citizenship)

Education

You may list this degree.
Your degree is an Indiana University degree, earned at Indiana University-Purdue University Indianapolis (or IUPUI)

(Suggested sections. These can be listed in order of preference.)

Honors, Awards, Fellowships

Research and Training Experience

Professional Experience

Conferences Attended (This may include Presentations, Poster Sessions)

Publications (May include those that are submitted or in progress)

This is just a listing of some of the things that appear on a curriculum vitae. If in doubt what to include, consult your advisor.

SETTING THE MARGINS, PAPER SIZE, AND HEADER/FOOTER

Highlight document.

Go to Page Layout.

Choose Page Setup.

Select the Arrow in the lower Right corner of this box.

The front tab is Margins.

Set Top as 1.0; Left as 1.5; Bottom as 1.0; Right as 1.0.

The other items will remain their default.

Gutter 0;

Gutter position Left;

Orientation Portrait;

Pages, Multiple pages Normal;

Preview, Apply to Whole Document.

The center tab is Paper.

Select Letter. The default margins are Width 8.5" and Length 11".

The right tab is Layout. This is to set the Header and Footer positions.

Header will be 0.5"

Footer will be 0.5"

SETTING THE LINE SPACING

Highlight document.

Go to Paragraph.

Go to Spacing.

Entry Before set as 0

Entry After set as 0

Entry Line spacing set as single, 1.5, or double – depending on the document set up.

TABLE OF CONTENTS AND LEADER (DOTS)

This function may also be applied to the list of tables, list of figures, and list of abbreviations.

The dots can be created by using the table of contents template. However, this will import Word's choice of font, size and style, which may not match your document layout. If using Word's template you will modify the setup to choose the correct font and size.

Verify the margins are Left 1.5" and Right 1.0".

Verify the table of contents is Left Aligned, not Justified. If not left aligned, Highlight table of contents. Go to Paragraph. Select Left Aligned.

Turn on Show/Hide. This reveals the extra spaces surrounding your titles and page numbers, as well as other extraneous spaces.

Highlight the table of contents.

At the top of your screen, Tools ribbon, select the Home tab, select the box Paragraph.

Within the Paragraph box, at the bottom is a smaller box labeled Tabs. Select Tabs.

On the Tab screen, select the box labeled Clear All.

Tab stop position: Enter the number 6. This represents six inches from the left margin.

Alignment: Select Right.

Leader: Select 2.....

Select the box labeled Set. Then select the box labeled OK.

You have returned to the table of contents

Remove any dots occurring to the left of the material.

Remove any pre-existing dots within the line of text to the page number.

The material will now be on the left margin.

Move the cursor to the end of the title.

Press the Tab key one time. The dots should stream to the right margin. Place the page number immediately beside the last dot. The dots will adjust automatically for the number and spacing.

Material that was tabbed/offset to indicate sub-headings.

Use the Increase indent function to set-off the sub-headings.

LANDSCAPE ORIENTATION

Un-Link both the header and footer to previous sections (Header & Footer tab)

Place cursor on landscape page and "Insert -> "Page Number" -> select the drop down for page number select "Page Margins" -> choose the location on the page

This will insert the page number in the left margin, just rotate text to the proper direction and adjust size & font.

After the landscape section (the 1st portrait page), make sure unlink to previous section.

The following three pages are examples of the landscape content placement.

Right/bottom aligned and vertically centered

Landscape Content

Left/top aligned and vertically centered

Landscape Content

Horizontally and vertically centered



Landscape Content

COMBINING PDF FILES

Save front matter as a file. RE-confirm margins, line spacing, font, font size, and roman numerals.

Save document as a file. RE-confirm margins, line spacing, font, font size, and Arabic numbers.

Open front matter file. Do not tweak it, just open it. Now, save it. Label it the same name BUT save it as file type PDF.

Open document file. Do not tweak it, just open it. Now, save it. Label it the same name BUT save it as file type PDF.

Open one of those saved PDF files.

One of the options at the top is "Create" with a drop down menu.

Choose "combine files into a single PDF."

The new box will allow selection of multiple files, as well as placement (front matter to occur ahead of document).

Combine files.

Name this file and save as PDF.

IUPUISCHOLARWORKS

Digital Thesis, Dissertation, or Doctoral Paper

Congratulations on nearing the completion of your thesis or dissertation! Your school or department is participating in digital submission of theses and dissertations into IUPUIScholarWorks. NOTE: Your school or department may still require submission of a traditionally bound copy of your thesis.

How does submitting your thesis to IUPUIScholarWorks benefit you?

- You save money because there is at least one less bound copy you need to produce.
- IUPUIScholarWorks is freely accessible to anyone on the web and crawled by Google and other search engines. This means potential employers and other scholars can easily locate your research, possibly increasing citation of your work.
- IUPUIScholarWorks is full-text searchable.
- An IUCAT and OCLC WorldCat record will continue to be created by University Library for your thesis or dissertation, meaning your work will be included in at least two library catalogs.
- You're in good company. Students at universities across the world including: Texas A & M University, Drexel University, MIT, Oregon State University, University of North Carolina at Chapel Hill, and Yale University among others have begun submitting and archiving their thesis electronically.

From the University Library ETD Administrator

PROQUEST / UMI DISSERTATION PUBLISHING

About ProQuest/UMI Dissertation Publishing

“ProQuest/UMI Dissertation Publishing is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with ProQuest/UMI, you ensure your dissertation or thesis gains the widest possible audience.”

From the ProQuest ETD Administrator website



Doctoral students load their format approved document to ProQuest. Once the degree is awarded, the ProQuest submission is approved. The document will automatically load to IUPUIScholarWorks. Documents assigned an embargo will load to IUPUIScholarWorks when the ProQuest embargo expires.

FORMAT REVIEW AND SCHEDULING

Format Reviews are conducted by electronic submission.

Contact:

Debra Barker & Kyle Burson
Graduate Recorders
The University Graduate School
IUPUI Graduate Office

Email: gradrec@iupui.edu

- The format review will be scheduled after a copy of the signed acceptance page and post-defense committee approved document are received.
- Format review will not occur the same day the document is emailed to us.
- Schedule early – most students require two (2) review sessions.
- Students whom need more than 2 reviews will have their document returned to their program and will forfeit their position in the queue for graduation.
- Graduation occurs when checklist requirements are satisfied.

Plan early – there are no provisions for student and/or committee lateness.

Thank you.