UCI Thesis and Dissertation Manual

Manuscript Preparation and Procedures for
Electronic (ETD) Submission
Master's Theses and Ph.D. Dissertations

2017-2018

Prepared by:

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Acknowledgments

We are indebted to similar manuals at UCLA, UCSB, and UCSD for ideas on presentation and content.

The information in this publication will be made available in alternate formats for people with disabilities, upon request. Requests should be directed to University Archives, telephone (949) 824-3947 or e-mail to archives@uci.edu.

Table of Contents

1. Basic Information for the Candidate

1.1. Introduction to Using the Manual

Since Winter Quarter 2009, both Masters and Ph.D. students have the option of submitting their thesis or dissertation electronically via the UMI ETD system http://www.etdadmin.com/uci or via the paper submission process. We strongly encourage submission electronically via the ETD system, but we will continue to accept paper submissions.

Congratulations! You are approaching the last step toward attainment of your graduate degree.

Your Master's thesis or Ph.D. dissertation, as the permanent scholarly statement of your research, should be error-free and appropriately prepared. You are responsible for submitting a manuscript that fits the format described in this manual and is free of spelling and format errors. The University Archives staff will review your manuscript via the ETD system and will not accept it unless it has been appropriately prepared. **Once your manuscript has been accepted by the University Archives, no changes to the text or substitution of pages may be made.**

The requirements described in this manual apply only to the formatting of your manuscript, not to its scholarly content. UCI's Graduate Division, the Graduate Council of the Irvine Division of the Academic Senate, and the University Archives have established these criteria and regulations in order to provide all Master's and Ph.D. degree candidates with a uniform presentation format.

It is important that you work with your thesis/dissertation committee and/or your department to develop your manuscript. Be aware that your particular school or discipline's criteria for preparation and submission of manuscripts may vary from this manual. School of the Arts students, for example, are not required to submit their theses to the University Archives, but may do so if they wish to have a copy of their manuscript bound and housed in the UCI Libraries or if they wish to have their manuscript published electronically by UMI. If an art student does choose to submit to the Archives, their manuscript must conform to the requirements in this manual.

You and your committee are responsible for ensuring the accuracy of everything in your manuscript. All formatting requirements specified in this manual must be adhered to. Refer to sections 7.5 and 7.6 of the manual for answers to frequently asked questions about thesis/dissertation preparation and submission and an overview of common mistakes to avoid. For all other matters of organization, presentation, and documentation, your manuscript should meet the standards for published journal articles or monographs in your field.

1.2. Your Responsibilities as a Candidate

1.2.1. Maintain Your Current Enrollment at UCI

To maintain your status as a graduate-degree candidate, you must continue your full-time enrollment as a UCI student until your thesis/dissertation has been approved by your   faculty committee and accepted by the University Archives. If your student status lapses, so does your candidate status. To maintain your full-time enrollment, you must pay either the quarterly Registration Fee and enroll in a minimum of 12 units or, in certain cases (see section 1.2.3.), pay a Filing Fee.

1.2.2. Meet Filing Deadlines

Deadlines for each option above are published here:http://www.grad.uci.edu/academics/filing%20deadlines/index.html and in UCI's   quarterly Schedule of Classes. These official deadlines are final, and they usually occur at the end of the tenth week of classes.

The faculty review and/or the defense of your thesis/dissertation must be completed prior to the filing deadline. If you miss the deadline, the formal conferral of your degree will be delayed until (at minimum) the following quarter. The University Archives is not able to approve extensions.

1.2.3. Pay the Filing Fee

You may pay a Filing Fee instead of the regular quarterly Registration Fee or Summer Session Fee if, prior to the beginning of the term in which you expect to receive your degree, you have met all degree requirements, as well as all other eligibility requirements   for the filing fee which are listed on the form

The Filing Fee is half the amount of the Registration Fee. To pay the Filing Fee, you must have the chair of your thesis/dissertation committee sign a "Filing Fee Petition" form, which is available from your department or the Graduate Division. The form must also be signed by your Department Chair or Graduate Advisor. Students in the Schools of Biological Sciences, Engineering, Humanities, Social Ecology, Social Sciences and ICS   also need their Associate Dean's signature on the petition form. International students must have approval from the International Center before submitting their form.

Once your petition has all the required signatures, take it to the Cashier's Office (228 Aldrich Hall) and pay the Filing Fee by the deadline, and then submit the signed petition to the Graduate Division (120 Aldrich Hall).

If your Filing Fee petition is not approved, you must continue to enroll and pay the full Registration Fee until you have completed all your degree requirements.

1.2.4. Follow the Requirements in this Manual

The requirements in this manual pertain to manuscript formatting, manuscript submission, and copyright matters. They take precedence over any style manuals used by your   academic discipline or adopted by your committee. Since requirements change over time, it is important to note that the requirements in this manual supersede all prior editions.

Students are responsible for adherence to all requirements specified in this manual. Do not rely principally on the format of another student's thesis/dissertation when preparing your own manuscript. We maintain a Word template that conforms to all formatting requirements. We do

not maintain an official LaTeX template. However, this template is accurate as of December 2013: https://github.com/lotten/uci-thesis- latex. If you are using a LaTeX template, please check to see that it conforms to the Word template that we maintain. The Ph.D. dissertation Word template is available here**:**
http://etd.lib.uci.edu/sites/all/docs/special/dissertation%20template.docx

The Masters thesis Word template is available here:
http://etd.lib.uci.edu/sites/all/docs/special/thesis%20template.docx

The Graduate Division and the University Archives conduct quarterly workshops on the preparation and filing of theses and dissertations. You are strongly urged to attend; dates and times of future sessions are available here:
http://etd.lib.uci.edu/how-we-can-help

1.3. The Role of the University Archives

Graduate students have the option of submitting their thesis/dissertation electronically or in paper format. Students must select one method of submission, either electronically or paper. We strongly encourage students to submit electronically via the ETD system.

1.3.1 Electronic Thesis or Dissertation (ETD) submissions:
Electronic submissions of ETDs are done here: http://www.etdadmin.com/uci
Information about the electronic submission process is available in this manual, on the Graduate Division website (http://www.grad.uci.edu/academics/degree-completion/electronic- submission.html) and on the ETD site. Upon submitting your manuscript electronically, University Archives will automatically send you a verification email stating your submission has been received. That will be followed shortly by an email informing you that your submission is under review, and who will be reviewing it. Theses or dissertations that do not follow the formatting requirements in the manual will not be accepted and the student will be told what needs to be changed and will be referred to certain section(s) of the manual for formatting requirements.

The Archives staff reviews your manuscript to ensure that:

- The margins, pagination, and other formatting requirements have been followed.
- All required preliminary pages are present.
- All requirements specified by ProQuest for ETD submission have been met.

For ETD submissions, all required and optional forms (http://etd.lib.uci.edu/electronic/td5e#5.2) need to be submitted to the Graduate Division, 120 Aldrich Hall before the submission deadline to insure that you will obtain your degree. Graduate Division staff will verify that:

- All committee members have signed the appropriate form.
- Your graduate degree paperwork is complete.
- You have submitted your manuscript electronically.

Please note that if you choose to submit electronically, there is no need to visit the University Archives during the submission process unless you would like to make an appointment for an in- person critique of the manuscript prior to submission. You can ask any questions regarding the process or any formatting questions by contacting University Archives through the Electronic Thesis/Dissertation

[Consultation Request Form](http://etd.lib.uci.edu/etd-consultation-request-form): (http://etd.lib.uci.edu/etd-consultation-request-form). We can also provide critiques on your formatting of the manuscript through this form.

1.3.2 Your Manuscript After Submission

All approved thesis/dissertation manuscripts completed by UCI students automatically become available for public access and circulation as part of the UC Irvine Libraries collection. Theses and dissertation submitted electronically will be available via Antpac, with a link to the fulltext in eScholarship. You have an option to delay access through an embargo request process. See more information about the embargo process in Section 5.4 Publishing Your Work Elsewhere and Embargoes here: http://special.lib.uci.edu/dissertations/electronic/td5e.html#5.4

Dissertations are published by UMI Dissertation Services (a division of ProQuest Information and Learning Company) or another designated firm approved by UCI that makes dissertations available worldwide through an online index.

The time needed for cataloging and various other processes for electronic publishing varies; allow a minimum of five months for the entire process from submission of your manuscript to the University Archives to the time your manuscript is available for viewing.

2. Preparing Your Manuscript

2.1. Introduction

Please keep in mind that your thesis/dissertation is part of your individual permanent academic record. It is also part of the permanent record of scholarship and research undertaken by all graduate student graduates of UCI, and it will be permanently accessible to the worldwide community of scholars.

2.1.1 Paper and Electronic (ETD) Submissions:

Your manuscript must be neat, clean, legible, and error-free when it is submitted to your committee, as well as to the University Archives, whether in paper or electronically (ETD).

The manuscript that the University Archives approves is considered final; any errors you may discover after the University Archives accepts it cannot be corrected.
Use the spell-checker on your word-processing program, but manually proofread your text as well.

In creating each page of your manuscript, avoid (1) hyphenating words at the end of a line, (2) putting the first line of a paragraph as the last line of type on a page, and (3) putting the last line of a paragraph as the first line of type on a page. Also, keep intact all parts of formulas or items in a list, moving them intact to the next page, if necessary, even if such a move results in extra white space at the bottom of the preceding page.

2.1.2 Electronic (ETD) Submissions

Electronic submissions must follow the basic formatting requirement specified on the UMI submission web site here: http://www.etdadmin.com/uci , and in this manual.

2.2. Manuscript Sections

2.2.1. Preliminary Pages Section

Manuscripts normally are composed of three sequential sections: preliminary pages, text, and references. Consult with your committee about the internal arrangement within the text and reference sections.

For margin and pagination requirements, refer to sections 2.6 and 2.8. The preliminary pages require very specific wording, spacing, and layout. Model your pages after the sample pages in section 6.1. and use the exact wording given there. There is a Word templates available for the Ph.D. dissertation here: http://etd.lib.uci.edu/sites/all/docs/special/dissertation%20template.docx And a Word template for the Masters thesis here: http://etd.lib.uci.edu/sites/all/docs/special/thesis%20template.docx You can also see samples of all of the preliminary pages in Section 7.1 of this Manual here: http://special.lib.uci.edu/dissertations/electronic/td7e.html

Only those pages listed below may be included as part of the preliminary pages section, and they must be placed in the order indicated; no other pages are permitted. All are required except the dedication page and the lists of symbols, etc. (the latter is required if applicable).

A **Signature Page** is <u>not</u> a valid part of your manuscript and is not included in the ETD submission. If the template you are using includes a Signature Page you do not have a current accurate template. Committee signatures are now included on the "Ph.D. Form II/Signature Page" or the "Master's Thesis / Signature Page" that you print and submit to Graduate Division (Aldrich Hall 120). See Section 5.2 or 5.3 for more about your Submission Checklist.

Title Page

- Author's name as it appears on official University records. Check with the Graduate Division if you are unsure.
- The degree earned; use the wording given in Section 7.2., Graduate Degrees Awarded by UCI.
- The full name of each committee member.
- The words used in the title of your manuscript are the access points for researchers who may use keyword-searching techniques to identify works in various subject areas. Use word substitutes, not symbols or formulas, to ensure effective retrieval from on-line indexes. Use concise titles containing words descriptive of the work; emphasis should be on nouns, with easily identifiable key words.

Copyright Page

- If you have previously published parts of your manuscript, you must list the copyright holders; see Section 3.2.
- If a copyright statement is not being included, insert a blank page as a substitute. The University Archives strongly recommends that you include a copyright statement; see section 4, Copyrighting your Manuscript.

Dedication Page (Optional)

Table of Contents

- All sections of the manuscript are listed in the table of contents except the title page, the copyright page, the dedication page, and the table of contents. The sections to be included in the table of contents are: lists of symbols, figures, tables, and illustrations,

acknowledgments, curriculum vitae, abstract, introduction, each chapter, bibliography, and each appendix.

- Novels and collections of poems are not exempt from the requirement to include a table of contents.

List of Symbols, List of Tables, List of Figures, and List of Illustrations

- Include a separate page/s for each type of list.

- Include symbols, tables, figures, and illustrations in the text section only (do not include those in your appendix/appendices).

Acknowledgments Page

- You must acknowledge grants and other funding assistance.
- If you have used copyrighted material of your own or others, you must include a statement to inform the reader that permission has been granted and state the source of the permission.
- You may also acknowledge the contributions of professors and friends.

Curriculum Vitae (Ph.D.s only)

- Includes, at minimum, a listing of the author's degrees and educational achievements with dates and the school where the degree was earned.
- Include the degree currently being attained with the date of completion (remove any words such as "present" or "current").

Abstract

- Text is double-spaced.
- Includes the title, your name, the degree name, the university name and year, and your committee chair's name; all of the above must be consistent with your title page.
- **Contains no more than 250 words for Master's theses or 350 for Ph.D. dissertations**.
- Use indent or flush left at the beginning of paragraphs, depending on the style manual you are following. Include a short statement of the problem you studied; a brief exposition of the methods and procedures employed in gathering the data; and a summary of your findings. No graphs, charts, or tables may be included.

2.2.2. Text Section

- Introduction or preface.
- Main body, usually consisting of well-defined subdivisions, i.e., chapters, parts, or their equivalents.
- Conclusion (may be separate or a part of the main body).

2.2.3. References Section

Bibliography

- Format the references or bibliography in the style most commonly used in your academic discipline (including the placement of references at the end of each chapter if necessary).

Appendices

- List each appendix separately in the table of contents.
- Tables, figures, charts, or photos placed at the end of the manuscript form an appendix and should not be listed in a list of figures, list of tables, or list of illustrations in your preliminary pages.

2.3. Length

UCI places no limit on the length of your thesis/dissertation.

2.4. Page Size

For manuscripts submitted electronically, the final version of your thesis/dissertation must be on an 8.5" x 11" page.

2.4.1. Oversized materials

Oversized material (e.g., extensive computer program instructions or computer listings, form letters, questionnaires, charts, or any other reprinted materials) should be photo- reduced to fit onto 8.5" x 11" pages. Reduced copies of graphs, charts, and similar material can be accepted if they are (1) clearly legible and 10-point or larger font; and (2) the required allowances for margins and page number location requirements are maintained.
You may want to consider using multimedia for some such material. (See section 2.11., Electronic and Audiovisual Appendices).

2.5. Selecting a Typeface

Be consistent in the use of typeface(s) throughout your manuscript. All text material must be in the same typeface/font; all headings and figure/table titles/captions must be in a consistent typeface.

Any symbols, equations, figures, drawings, diacritical marks, or lines that cannot be typed, and therefore are drawn, must be added in permanent black ink.

2.5.1. Font Size

It is extremely important that you choose a type size that is legible.

All fonts used, including those for sub-and superscripts, must be 10-point or larger.
Recommended sizes are 14-point for chapter headings, 12-point for the main body of text and figure/table titles, and 10-point for footnotes, sub- and super-scripts, and text in figures and tables.

2.5.2. Font Selection

Use a clear, standard font that is highly legible and will reproduce clearly. Ornate or decorative fonts such as script, calligraphy, gothic, italics, or specialized art fonts are not acceptable.

If permitted by your committee, you may (1) use italic type for headings, foreign words, book titles, or occasional emphasis, OR (2) you may use bold-faced or underscored type where appropriate such as in the text of headings and table titles/figure captions.

Remember to maintain consistency throughout your manuscript when you use any of these styles.

2.6. Margins

All manuscript text, *excluding manuscript page numbers*, must fit within these specified margin requirements:

- 1" (minimum) from the top, left, right, and bottom edges of the page

Tables, figures, graphs, photographs, and appendices are also included in these margin requirements. Materials may be reduced or enlarged, if necessary, to fit within the required margins.

2.7. Spacing and Layout

Your manuscript must be double-spaced, with the exception of footnotes, bibliographic entries, long quotations, data in lists and tables, and figure/table captions, all of which should be single- spaced.

2.7.1. Preliminary Pages

The title page, copyright page, dedication page (if used), lists of figures, tables, symbols, or illustrations, acknowledgments page, curriculum vitae (Ph.D.s only) and abstract page have specific spacing and layout requirements. Model your pages after the sample pages in section 7.1. The manuscript you submit should not have a Signature page. This is no longer a valid part of your manuscript. If the template you are using includes a Signature page you do not have a current accurate template. There are templates available for Word and LaTeX. The Special Collections and Archives Department maintains the official thesis and dissertation Word templates. The LaTeX template is for dissertations only. It is not official and it is not maintained by Special Collections and Archives. However, it is accurate as of September 2013.

2.7.2. Headings

Establish and follow a consistent pattern for layout of all headings. For example: center all major headings; place secondary headings at least two lines below major headings.

2.7.3. Long Quotations

The format recommended for layout of long quotations is to double space before and after any long quotations used in your main text and to indent all lines in the quoted material at least five spaces from BOTH the left and right margins.

2.8. Pagination

Every manuscript page except the title page and the copyright page must be numbered.

2.8.1. Preliminary Pages

Number the preliminary pages at the bottom center of the page, in lower-case Roman numerals. The title page is counted in determining the total number of pages in this section but is NOT numbered. The

copyright page is not counted or numbered; thus, numbering begins with Roman numeral "ii" on the dedication page (if used) or on the table of contents (if there is no dedication page). The subsequent pages are then numbered consecutively through the end of the abstract.

2.8.2. Text Section

Use Arabic numerals for all pages of the text section. Depending upon the structure of your manuscript, its preface, introduction, or Chapter 1 will be Arabic page 1. Number the subsequent pages consecutively to the end of your manuscript including any appendices and the bibliography. Dashes, periods, underlining, and letter suffixes (e.g.,10a, 10b) are not permitted before, after, or under your page numbers.

You may choose one of two pagination styles for the text and reference sections of the manuscript.

A. Number all the pages at the bottom center of each page.
B. Number the first page of each section at the bottom center and all remaining pages of that section in the upper right corner. (The sections are the introduction, each chapter, the bibliography, and each appendix. Endnotes are considered part of their chapter, and not a separate section.)

Check each page before submitting your manuscript to the University Archives to ensure that there are no missing or misnumbered pages.

2.9. Figures and Illustrations

2.9.1. Captions and Numbering

Place table numbers and titles **above** each table, and figure numbers and legends **below** each figure; if you choose a different pattern, be consistent throughout the manuscript. If space is not available within the margins of your figures/tables page for your caption or title, place it on the page preceding the illustrative material. Include both pages in your consecutive pagination and list the page containing the caption in the list of figures or list of tables (see section 2.2.1., Preliminary Pages Section).

Number all figures and tables sequentially, either by chapter or throughout the entire manuscript. You may use letter suffixes to identify figures or tables (e.g., Table 3a or Figure 12d), but such use should reflect some relational quality among the figures/tables so numbered. Do not add a suffix simply because you add a figure/table at the last moment if its data bears little or no relationship to the figure/table that precedes it.

2.9.2. Photographs and Other Illustrations

Photographs and other illustrations included in your manuscript can be either in black and white or in color. Those images must fit within the standard page size of 8 ½" x 11" and must fit within the 1" margins as stated in Section 2.6.

2.9.3. Handwritten Marks

Use only black, permanent, non-smearing ink for handwritten symbols or formulas, drawings, diacritical marks, etc. Black ink images reproduce the best. Blue inks vary widely in their reproducibility, from intense to nonexistent.

2.10. Footnotes and Endnotes

"Footnotes" appear at the bottom of a page. "Endnotes" appear at the end of each chapter/part or   all together after the last chapter/part in the text section. Your committee should be your guide regarding your choice of footnotes or endnotes. If these notes are few in number, and there is only one on any page, you may use an asterisk, instead of a numeral, to designate it. However, if your notes are more numerous, you must number them sequentially throughout your manuscript. You may not mix asterisks with numerals.

2.11. Electronic and Audiovisual Appendices

Electronic or audiovisual data may be included as Supplemental Files in an ETD submission. Your committee should agree that the information contained in the supplemental files is of such a character that a medium other than text is necessary. For ETD submissions, information on attaching supplementary files is available in section 6.1.

2.12. Style Manuals

In most instances, your academic department or discipline should be your guide regarding the style guide most applicable to your thesis/dissertation. You should select the style manual that is most commonly used in your field of study, and you should follow it consistently.

If your department has not designated a style manual, those listed below may be helpful. They   are the standards for various broad disciplines and are available in the UCI Libraries and the UCI Bookstore.

- *Publication Manual of the American Psychological Association* (APA Style Manual). Sixth edition. Washington, D.C.: American Psychological Association, 2010.
- CBE Style Manual Committee. *Council of Biology Editors Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences*. Fourth edition. 1978.
- *The Chicago Manual of Style*. (Formerly: A Manual of Style). Fifteenth edition. Chicago: University of Chicago Press, 2003.
- *Handbook for Authors of Papers in American Chemical Society Publications*. Washington, D.C.: American Chemical Society, 1978.
- Gibaldi, Joseph. *The MLA Style Manual*. Third edition. New York: The Modern Language Association of America, 2008.
- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses and Dissertations*. Sixth edition. Revised by John Grossman and Alice Bennett. Chicago: University of Chicago Press, 1996.
- Li, Xia, and Nancy B. Crane. *Electronic Style: A Guide to Citing Electronic Information*. Connecticut: Meckler Publishing, 1993.

To access electronic versions of these and other style manuals and guides, the UCI Libraries maintain a libguide "Quick Reference Guide for Writing" that provides access to Citation Styles & Writing Guides.

There are templates available for Word and LaTeX. The Special Collections and Archives Department maintains the official thesis and dissertation Word templates. The LaTeX template is   for dissertations only. It is not official and it is not maintained by Special Collections and Archives. However, it is accurate as of September 2013.

On more general matters of style, *The Elements of Style*, by William Strunk, Jr., and E. B. White (fourth edition, 1999), is an excellent guide. *The Careful Writer*, by Theodore M. Bernstein, also is a

good source for common word-selection decisions. For spelling and many usage questions, use a dictionary (e.g., ***Webster's New Collegiate Dictionary***). In addition, your discipline may have its own dictionary (e.g., ***the McGraw-Hill Dictionary of Science and Engineering***).

Many common manuscript problems involve punctuation. Strunk and White's ***The Elements of Style*** and ***The Chicago Manual of Style*** (15th edition) are excellent sources for correct usage. Two basic guidelines are:

- When using double or single quotation marks, place commas or periods inside the ending quotation mark. Place colons and semicolons outside the ending quotation mark.
- The term "et al." requires a period after "al." The terms "e.g." and "i.e." include two periods and are followed by a comma, unless they appear at the end of a sentence.

3. Using Copyrighted Material

3.1. Fair Use of Quoted Material by Other Authors

It is your responsibility to obtain permission to include (or quote) copyrighted material, unless you are the owner of the copyright or unless the material meets the "fair use" standard described in the next paragraph.

Use of copyrighted work in your dissertation without securing permission and without paying royalties is permissible when the circumstances amount to what the law calls "fair use." In order to claim "fair use" of copyrighted material, the following factors must be weighed: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work (17 U.S.C. §107).

For example, you must write to the copyright owner to request permission to use the material if you quote continuously or extensively from a particular author, especially in such fields as fiction, drama, criticism, or poetry, or if you reproduce maps, charts, statistical tables, or other illustrative materials. For additional information on copyright and fair use see the U.C. Copyright Education Web Site here: http://copyright.universityofcalifornia.edu/welcome.html or the Copyright Advisory Office at Columbia University Libraries here: http://copyright.columbia.edu/copyright/

3.1.1. How to Acknowledge Use of Material by Other Authors Permission

Letter from Copyright Holder

You must supply a permission letter from the copyright holder (usually the publisher) of any published material used in your manuscript (excluding material covered by "fair use"). The letter, which must state that the copyright owner is aware that "UMI may supply single copies on demand," must be submitted as a "supplementary file" along with your manuscript when you submit via the ETD system.

Acknowledgments Page

Include a statement on the acknowledgments page informing the reader that permission to use copyrighted material in your manuscript has been granted and stating the source of the permission.

Including Material Not Yet Published

If material is approved for submission which is authored by someone other than yourself (including co-authors), and the material has not yet been formally published, you must submit a permission letter from the author(s).

3.2. Incorporating Your Own Previously Published Work (Copyright held by another)

With the approval of your thesis/dissertation committee and your academic department, your previously published work may be used to fulfill all or part of your degree requirement.

3.2.1. Some Conditions Apply

Such publications must represent research or scholarship comparable in scope and contribution to that portion of your thesis/dissertation which it is intended to replace.

In addition, to a large extent such material must be the product of your graduate study at UCI. You must provide an introduction showing the historical development, methods used, and results of your work, if such information is not part of the published material itself. This is particularly important in those instances where the material submitted is composed of several discrete publications.

If your committee approves the use of your published material for your thesis/dissertation, you must submit a memorandum to that effect to the Dean of the Graduate Division signed by your department chair.

3.2.2. How to Acknowledge Previous Copyrights of Your Own Work

Permission Letter from Copyright Holder

You must supply a permission letter (or website statement) from the copyright holder (usually the publisher) of any published material used in your manuscript (excluding material covered by "fair use"). The letter, which must state that the copyright owner is aware that "UMI may supply single copies on demand," must be submitted with your ETD submission as supplemental file(s).

Acknowledgments Page

If you are the only author of the published work, include a statement informing the reader that permission to use copyrighted material in your manuscript has been granted and identifying the publication in which the material originally appeared.

Acknowledging Co-Authors

If the published material has a co-author, and if this co-author is listed by reason of having directed and supervised research which serves as the basis of the thesis/dissertation, list only your name as the author in the preliminary pages. The acknowledgments page should state:

"The text of this thesis/dissertation is a reprint of the material as it appears in (name of publication). The co-author listed in this publication directed and supervised research which forms the basis for the thesis/dissertation."

If published material is approved for submission where there is one or more co-authors other than your research director, be sure to include these names in your acknowledgements page citation.

Copyright Page

Your copyright page must contain a copyright notice, consisting of the following three elements, for each previously published work:

1. The symbol © (the letter in a circle), or the word "Copyright"
2. The year of publication (i.e., the year in which the material was first published)
3. The name of the copyright owner

Example:

Chapter 3 © 2003 Springer-Verlag
Portion of Chapter 4 © 2009 Springer-Verlag Chapter 5 ©
2008 John Wiley & Sons, Inc.
All other materials © 2015 John Doe

The last copyright notice in the above example indicates that the author of the manuscript holds the copyright for all materials not previously published.

Including Material Not Yet Published

If material is approved for submission which is authored by someone other than yourself (including co-authors), and the material has not yet been formally published, you must submit a permission letter from the author(s), as a supplementary file.

3.3. Obtaining a Publisher's Permission when Including Material Committed to Future Publication

If you intend to include any material that has been formally committed to future publication (whether the material is authored by you or someone else), you must submit with your manuscript a letter from that publisher giving you permission to include the material. The letter must indicate the year of publication and the name of the author or publisher who will hold the copyright.

Include this information on the copyright page. In addition, include a statement acknowledging permission received on your acknowledgments page.

3.4. Additional resources on how to find Copyright and Fair Use resources

Copyright and fair use are of special concern in higher education and research. The UCI Libraries provide resources for both creators and users of copyrighted materials. The [Copyright and Fair Use Resources](http://www.lib.uci.edu/how/find-information-about-copyright.html) <http://www.lib.uci.edu/how/find-information-about-copyright.html>   page can help you find answers to common questions about copyright and fair use; it is not intended to serve as legal advice.

4. Copyrighting Your Manuscript

4.1. How to Secure Copyright

As the author of your thesis or dissertation, only you are legally entitled to authorize publication or reproduction of your intellectual property, although you may assign your rights to others.

Copyright is secured automatically when a work is created, which is when it is fixed in a tangible form for the first time. Under present U.S. copyright law, the term of the copyright is the author's life plus 70 years.

4.2. Copyright Page

The use of copyright notice is the prerogative of the copyright owner and does not require advance permission from, or registration with, the U.S. Copyright Office. The use of such notice is highly recommended, because it informs the public that the work is protected by copyright, identifies the copyright owner, and shows the year of first publication.

The notice must contain the following three elements:

1. The symbol © (the letter in a circle), or the word "Copyright"
2. The year of publication (i.e., the year in which you are filing your manuscript)
3. The name of the copyright owner (i.e., your name as it appears on the title page)

Example: © 2015 John Doe

4.3. Copyright Registration

You may choose to copyright your manuscript by including the copyright notice but not formally registering your copyright. However, to fully protect your rights in a copyright dispute and to be eligible for damages caused by infringement, you must register your copyright. You can register your copyright at any time within its term.

If you are submitting a Ph.D. dissertation, you may have the copyright registered for you by UMI Dissertation Services (a division of ProQuest Information and Learning Company). UMI will register your copyright and submit your manuscript to the Library of Congress. If you are submitting your thesis or dissertation electronically, you can request that UMI register your copyright through the UMI ETD system. If you request this, you will pay for that service by credit card in the UMI ETD system.

To register your copyright yourself, refer to section 7.3., Important Contacts.

5. Submitting Your Manuscript

5.1. Introduction

Proofread every page of your manuscript carefully before submitting it to ensure there are no missing or misnumbered pages.

Throughout your manuscript, and on any forms you submit, ensure that you have used your full legal name as it appears on official University records. Use the exact name of your degree as it is listed in section 7.2., Graduate Degrees Awarded by UCI.

All forms required to submit a master's thesis electronically are online and available in section

5.2 of the manual.

All forms required to submit a doctoral dissertation are online and available in section 5.3 of the manual.

All forms required to submit a doctoral dissertation electronically through the ETD system are online and available in section 5.4 of the manual.

5.2. Master's Thesis Submission Checklist (Electronic Filing):

Follow the link below.
<http://www.grad.uci.edu/forms/current-student/Masters_Thesis_Checklist.doc>

5.3 Ph.D. Dissertation Submission Checklist (Electronic Filing):

Follow the link below.
<http://www.grad.uci.edu/forms/current-student/Phd_Dissertation_Checklist.doc>

5.4 Publishing Your Work Elsewhere and Embargoes

If you plan to publish your work elsewhere, when you submit your manuscript via the ETD system you can request that ProQuest withhold your manuscript for a period of 6 months, 1-6 years and by exception, an option to request more than 6 years. This is requesting an embargo, and it means that your manuscript will be neither cataloged for the UC Irvine Libraries collection nor published by UMI ProQuest in their databases until after the embargo period concludes.
Current UC Irvine policy requires immediate release of doctoral dissertations and master's theses.

You may request an embargo of up to 6 years on the Ph.D. Form II/Signature page (or Master's Thesis Signature page) with no memo required. If you would like to request an embargo of more than 6 years, you must attach a memo but it does not need a signature from your advisor or department.

Options for the period of time an embargo may be granted are: 6 months, 1-6 years and by exception, an option to request more than 6 years. If you are submitting your dissertation electronically, the ETD system provides you with the options of requesting an embargo of 6 months, 1-6 years and by exception, an option to request more than 6 years.

6. Electronic Doctoral Dissertation and Master's Thesis Submission Procedures

UCI allows Doctoral students and Master students to submit their dissertation or thesis electronically via the UMI ETD system. All required and optional paper forms need to be submitted to the Graduate Division, 120 Aldrich Hall by the submission deadline.

Electronic submissions of a doctoral dissertation or master's thesis must follow all formatting requirements set forth in the manual. It is the responsibility of the student to ensure that the doctoral dissertation or master's thesis appears as originally intended when it is accessed or printed. An original Ph.D. Form II/Signature page or Master's thesis/Signature page, with committee signatures and other signatures (as appropriate) must be submitted to the Graduate Division with all other final degree paperwork: http://etd.lib.uci.edu/electronic/td5e#5.2
The manuscript submitted electronically (ETD) should not include a signature page.

The doctoral dissertation or master's thesis must be submitted as a single electronic Portable Document Format (PDF) file. If the original doctoral dissertation or master's thesis is a Microsoft Word or RTF file, you will be able to convert the doctoral dissertation or master's thesis to a PDF at the UCI Dissertation Submission Site: http://www.etdadmin.com/uci . If the doctoral dissertation or master's thesis is not in Microsoft Word, RTF or PDF - e.g. LaTeX or WordPerfect - it must be converted to PDF before the student uses the Submission Site. Certain types of fonts and graphics work better with PDF, and special attention should be paid to creating equations for PDF conversion. Optional supplemental files (images, video, audio) that are an integral part of the doctoral dissertation or master's thesis but not part of the full text may also be submitted electronically, upon approval of your committee.

6.1 Submitting Electronically the Doctoral Dissertation or Master's Thesis

Electronic doctoral dissertations and master's theses must be submitted via the UCI ETD Submission Site: <http://www.etdadmin.com/uci> .

When the doctoral dissertation or master's thesis is ready to be submitted, students click on "Submit Your Dissertation/Thesis" in the left sidebar. This link opens the log-in page for students to click on the "New user" link to create a free account. If an account has already been created, students enter the appropriate email address and password into the text boxes provided and click "Log-In." If you are submitting a revision, use the revise dissertation link in the email from sent to you from the reviewer; **do not create a new account**.

Once the log-in is successful, students follow the instructions and links. In addition to properly formatting your doctoral dissertation or master's thesis, you will need to choose one of four publishing options. Please see the options site here: http://www.il.proquest.com/dissertationagree/dissertation_publishing_agreement.pdf for details on the four options and discuss them with your committee chair. Current UC Irvine policy requires immediate release of doctoral dissertations and master's theses. If you wish to delay publication with an embargo, you must complete the embargo section of the Ph.D. Form II/Signature page or the Master's Thesis Signature page: http://www.grad.uci.edu/forms/current-student/PhD_Form_II.doc http://www.grad.uci.edu/forms/current-student/Masters_Thesis_Signature.doc Options for the period of time an embargo may be granted are: 6 months, 1-6 years and by exception, and option to request more than 6 years. For this option, you must attach a brief memo of explanation addressed to the Graduate Dean. The student's acceptance of the Submission Agreement and ProQuest Release is required in order to submit the electronic doctoral dissertation or master's thesis. These agreements contain standard language that is also part of the paper contract that one would sign while filing a paper doctoral dissertation or master's thesis. Students click on "Accept" to agree to these terms.

Next, students complete the required text boxes with student name and contact information and click "Continue."

The next page requires information about the doctoral dissertation or master's thesis and student's degree. Students paste or type the doctoral dissertation or master's thesis abstract into the appropriate text box. There is a limit of 250 words for the Master's thesis abstract and a limit of 350 words for the Ph.D. dissertation abstract.

Finally, students indicate whether ProQuest is authorized to register the student's claim to copyright with the U.S. Copyright Office for an optional $55 fee. Once students click on "Submit," the next page may take a few minutes to load.

The next page is an optional order form for printed, bound copies of the doctoral dissertation or master's thesis. To place an order, students complete the relevant fields and click on "Place order." Otherwise, students may click on "Continue without ordering copies."

The final page gives students the opportunity to verify the accuracy of the submission. If the submission is satisfactory, students click on "Log out."

An email confirmation of a successfully submitted electronic doctoral dissertation
or master's thesis will be sent to students. A printed copy of this email needs to be submitted to the Graduate Division, along with all other forms http://etd.lib.uci.edu/electronic/td5e#5.2. The electronic doctoral dissertation or master's thesis will be sent to the University Archives for final approval. Upon review of the electronic doctoral dissertation or master's thesis, the University Archives will send an email to students identifying any problems or questions prior to the final approval.
Students will need to submit required corresponding forms, to the Graduate Division, Aldrich Hall 120, once they have submitted their thesis or dissertations electronically.

For technical questions, students may contact
http://www.etdadmin.com/cgi-bin/main/faq?siteId=0. For questions about doctoral dissertation or master's thesis required forms, students may contact the Graduate Division at 949-824-4611.

6.2 UCI Open Access Service

It is the policy of the University of California, Irvine that dissertations and theses be published and made available for public access. [In June 2000, Graduate Council voted unanimously to reaffirm the requirement that dissertations be published and made available for public use.] Electronic copies of all UCI theses and dissertations submitted to the ETD system will be routed to the UCI Libraries shortly after the formatting of your manuscript has been accepted by University Archives. The Libraries will preserve and make accessible to the public all theses and dissertations submitted electronically, in accordance with the Libraries policies and best practices. Such access includes online public access through the University of California's open access repository eScholarship. Providing such access increases the availability and dissemination of your work at no charge to you, a benefit UMI/ProQuest will provide only for a fee. If you request an embargo (see Section 6.1 above) and that request is approved, the Libraries will honor the embargo and provide access to the dissertation and or thesis only when the embargo period concludes. With that embargo, the ETD is not cataloged for the UCI Libraries collection nor published by UMI/ProQuest in their databases nor made available in eScholarship until after the embargo period concludes. All students who submit an ETD must complete and sign the "Open Access" agreement form, which is part of the Ph.D. Form II/Signature Page and Master's Thesis signature page.

Students may still submit their thesis or dissertation in paper rather than as an ETD. Paper theses and dissertations will not be made available in eScholarship. Masters theses submitted in paper are bound and made available for circulation, but they are not available online. This is a good option for MFA students who do not want their theses distributed on the web. Paper dissertations are still sent to ProQuest, where they are scanned for inclusion in the ProQuest Digital Dissertations Database. Distribution is limited and available exclusively through UMI/ProQuest. In order to gain access to a UCI ETD online, a researcher must be affiliated with an institution that subscribes to a full-text option in ProQuest. The full-text options are very expensive, and few universities subscribe. Most institutions subscribe to the abstract and

index product. The UC system subscribes to the abstract and index product, but we pay extra to include UC full text dissertations from 1997 to the present; access is restricted to authorized UC users.

7. Appendices

Ph.D dissertation template
(http://etd.lib.uci.edu/sites/all/docs/special/dissertation%20template.docx)

Master's thesis template
(h t t p : / / e t d . l i b . u c i . e d u / s i t e s / a l l / d o c s / s p e c i a l / t h e s i s % 2 0 t e m p l a t e .
d o c x)

*If you experience problems downloading the templates, let us know through the Electronic Thesis/Dissertation Consultation Request Form . We will forward the templates as an email attachment.

7.1. Sample Preliminary Pages
The formatting of your preliminary pages should resemble that of the following samples found at:
http://etd.lib.uci.edu/electronic/td7e

7.2. Graduate Degrees Awarded by UCI

Follow the link below for a list of the graduate degrees awarded by UCI during the current academic year. You must use this wording everywhere that your degree name appears in your manuscript.

Web site: http://www.grad.uci.edu/academics/degree-programs/index.html

7.3. Important Contacts

Manuscript submission
Special Collections and Archives Reading Room Langson
Library 525
Hours: http://special.lib.uci.edu
Request an appointment: Electronic Thesis/Dissertation Consultation Request Form
Request feedback on your formatting: Electronic Thesis/Dissertation Consultation Request Form
Ask a question: Electronic Thesis/Dissertation Consultation Request Form

Academic requirements, submission deadlines, and certification of attainment of degree
 Graduate Division 120
Aldrich Hall
Telephone: (949) 824-4611 http://www.grad.uci.edu
E-mail: grad@uci.edu

Diplomas
Registrar's office
215 Aldrich Hall (hours: 8 a.m. - 5 p.m., Monday - Friday) Telephone:
(949) 824-6124
Web site: http://www.reg.uci.edu/

Computer word processing information
UCI Computer Store UCI
Student Center
Telephone: (949) 824-4266 Web site:
http://book.uci.edu/

UCI Office of Information Technology E2130
Engineering Gateway Building Telephone: (949)
824-6116
Web site: http://oit.uci.edu/

Copyright and publication information and forms
Copyright Office Library of
Congress
Washington, D.C. 20559-6000
Telephone: (202) 707-3000
Web site: http://www.copyright.gov

ProQuest Information and Learning Company (formerly Bell & Howell) Dissertation
Services
789 E. Eisenhower Pkwy
P.O. Box 1346
Ann Arbor, MI 48106-1346
Telephone: (800) 521-0600
Web site: http://www.proquest.com

7.4. Graduate Student Deadlines

Available at: http://www.grad.uci.edu/academics/filing%20deadlines/index.html

*Dates are subject to change.

7.5. FAQs for Electronic Filing and Open Access Options

How do I get the final confirmation email?

1. How do I get the "final confirmation email"?
Please follow the electronic submission steps outlined here in Section 6 of the manual.
We will review your thesis/dissertation for formatting and if revisions are needed, we will reply   within
2 business days. If the manuscript clears all formatting requirements, you will receive a   final
confirmation email from the University Archives.

2. Can I get the "final confirmation email" through a pre-submission critique?
No. The pre-submission critique will only provide feedback on your formatting. Please follow   the
electronic submission steps outlined here in Section 6 of the manual.

3. Is a pre-submission critique required?
A pre-submission critique is available to all students who would like to have their formatting reviewed
prior to meeting with their committee members. It is not a required step in the filing process.

If you have already met with your committee members, please bypass the "pre-submission critique" and follow the [electronic submission steps](#) outlined here in [Section 6 of the manual](#).

How long does it take to get the final confirmation email?

4. When can I expect a response once I've electronically submitted my thesis or dissertation in ProQuest?
You will receive an automatic confirmation of receipt of your manuscript as soon as you submit it. We will review your thesis/dissertation for formatting and if revisions are needed, we will reply within 2 business days. If the manuscript clears all formatting requirements, you will receive a final confirmation email from the University Archives.

5. I received a notice stating I need to make minor revisions. What do I do next?
Once you make the revisions in your manuscript, please resubmit in ProQuest. We will reply with additional feedback within 2 business days. If the manuscript clears all formatting requirements, you will receive a final confirmation email from the University Archives.

ACCESS TO UNIVERSITY ARCHIVES

6. Where is University Archives located and how can I reach you?
Room 525 of UCI's Langson Library. Take the north elevators (near the Check-Out Desk) to the 5th floor and enter the door to the Special Collections and Archives Reading Room. You can reach us by using the [Electronic Thesis/Dissertation Consultation Request Form](#).

7. When are you open?
During the academic quarter we are open 11:00a.m.-5:00 p.m. Monday-Friday. During summer and intersessions we are open 1:00-5:00 p.m. Monday-Friday. We are closed on all University holidays. More information on hours and our location is available here: http://etd.lib.uci.edu/

8. Do I need an appointment?
Yes. Please request an appointment using the [Electronic Thesis/Dissertation Consultation Request Form](#). You may also submit a draft of your thesis or dissertation and we can remotely review your formatting of the manuscript. You can also ask any questions regarding the process or any formatting questions.

FORMATTING REQUIREMENTS

9. What are the formatting requirements for my thesis/dissertation? Is an online template available?

Follow the instructions in the *UCI Thesis and Dissertation Manual*, located at http://etd.lib.uci.edu/electronic/tdmanuale. Please note that the *Manual* will answer most, if not all, the questions you may have about formatting your thesis/dissertation. There are templates available for Word and LaTeX. The Special Collections and Archives Department maintains the official thesis and dissertation Word templates. The LaTeX template is for dissertations only. It is not official and it is not maintained by Special Collections and Archives. However, it is accurate as of September 2013.Links to thesis and dissertation Word and LaTeX templates are available at the top of this webpage: http://etd.lib.uci.edu/dissertations/electronic/td7e.html

10. Can I use a manual from another UC?
No, you must use UCI's manual.

11. Can I use an old version of UCI's manual?

No, you must use the current *Manual*. Policies and procedures change over time.

12. How do I determine the correct name of my degree?
> The degrees awarded by UCI are listed in the latest *UCI General Catalogue*, as well as in the *Manual*. Use the exact wording specified for your degree. Note that the name of your degree may not match the name of your department. More information about graduate degrees is here: http://www.grad.uci.edu/academics/degree-programs/index.html

13. What are the margin requirements?
> 1 inch (at least) for the left, right, top, and bottom margins. You *must* adhere to these margin requirements, which are established to allow binding and/or microfilming of your T/D without loss of information. Be sure to measure each section with a ruler; don't rely on the margins setting of your word processing software without verifying the results on a printout.

14. What is the correct spacing of the preliminary pages? How many blank lines should I use between sections?
> Consult the samples at the end of the *Manual*. Although there is no strict spacing requirement for most of these pages, the end result should generally look like the samples. Note that the margin requirements also pertain to the preliminary pages.

15. Where can I get help creating a PDF version of my manuscript?
> The ETD submission site provides help for converting your manuscript to PDF: http://www.etdadmin.com/uci.

DEADLINES

16. What are the submission deadlines for upcoming academic quarters?

> Available at http://www.grad.uci.edu/academics/filing%20deadlines/index.html.

17. Is it possible to obtain an extension to the submission deadline?
> The University Archives is not able to approve extensions.

18. What is the final day to turn in my thesis/dissertation without paying fees for the following quarter?
> The "drop-dead" deadline changes from quarter to quarter; sometimes it is only a few days after the initial submission deadline, other times it is as much as several weeks later. In general, the "drop-dead" deadline falls on the day before the official start of the following quarter. Note that for any manuscript submitted after the initial submission deadline, the degree is awarded for the *following* academic quarter. It therefore is not necessary to obtain an extension in order to submit by this date.

CRITIQUE/SUBMISSION PROCEDURES

19. Is a critique of my thesis/dissertation required prior to bringing the full manuscript in for submission?
> No, but it is strongly advisable, or you may find yourself in the position of having to go back and revise portions of your thesis/dissertation when you come in to submit the final manuscript.

20. Do I need to bring a complete copy of my thesis/dissertation if I come in for a critique? No, but you should at least bring the preliminary pages and a chapter or two, plus any figures or tables about which you may have questions. These samples may be on any type of paper.

21. How long does a critique or a submission take?
Usually no more than 10 minutes, depending on your questions and how carefully you have followed the *Manual*.

22. Do I have to pay any fees when I submit my thesis/dissertation?
No fees are *required* for Ph.D. submissions, but if you are including a form authorizing ProQuest Information and Learning Company to apply for registration of your copyright, you must include the fee specified on that form (currently $55.00) in the form of a money order or certified check payable to PQIL. If you are ordering copies of your manuscript through UMI, you must include a money order, certified check, or credit card information. If you submit electronically you can pay these fees online using your credit card.

Master's students must bring their Master's Thesis/Signature page to the Cashier's Office (228 Aldrich Hall) to pay the $55 Master's Thesis Submission Fee. The cashier will stamp the form to indicate receipt of payment. Your final degree paperwork will not be accepted unless the Master's Thesis/Signature page has the Cashier's payment stamp.

23. Where do I obtain the necessary forms to accompany my thesis/dissertation?
The forms for a master's thesis are online in section 5.2 of the manual. The forms for a doctor dissertation are online in section 5.3 of the manual.

24. Is it possible for me to delay publication of my thesis or dissertation through UMI/ProQuest and eScholarship?
Yes, occasionally there are circumstances under which you may want to withhold your thesis or dissertation from publication in the UMI/ProQuest system and eScholarship. If you wish to delay publication with an embargo, you must complete the embargo section of the Ph.D. Form II/Signature page or the Master's Thesis signature pag

http://www.grad.uci.edu/forms/current-student/PhD_Form_II.doc
http://www.grad.uci.edu/forms/current-student/Masters_Thesis_Signature.doc
 If you are requesting an embargo for more than 6 years, you must attach a brief memo of explanation addressed to the Graduate Dean for approval.

Options for the period of time an embargo may be granted are: 6 months, 1-6 years and by exception only, more than 6 years. Currently, there is not an option to renew an embargo. It is important that you and your committee realize that you must actively make a selection regarding whether to request an embargo or not. There are no defaults either way, this is an option you must select.

25. What are the benefits to me of having my thesis or dissertation available in eScholarshop Open Access?
With eScholarship, UCI's ETDs would be accessible to scholars around the world, online, for free.
• There is no additional cost to students to make their dissertations available online in eScholarship. They will not need to pay the optional $95 open access fee to ProQuest.
• ETDs would be accessible in eScholarship in less than a week after students submit them.
• If students provided supplementary material with their dissertations (e.g., data sets, photographs, video, or other attachments), this material would be available with the ETDs in

eScholarship. eScholarship supports supplementary material in a wide variety of formats, including images, data sets, presentations, executable files, downloadable audio/video, and streaming media.

• eScholarship is optimized for Google searches. Therefore, students will gain increased exposure and citation rates to their ETDs (50-250%).

    o. Greater visibility will help recent graduates build their reputations and find employment.

    o. Greater visibility makes it harder for others to steal students' work without proper credit.

• Open access to UCI's ETDs in eScholarship may enhance UCI's reputation as a center for advanced research and scholarship.

    o. With greater citation rates, UCI's scholarship will have a broader impact.

    o. Open access to the ETDs allows UCI to demonstrate the quality of its research more easily.

    o. Access to ETDs may enhance efforts to recruit students and faculty.

26. If I do not want my dissertation or thesis available in eScholarship, what are my options?

Students who do not want their dissertation or thesis available in eScholarship may submit their thesis or dissertation in paper rather than as an ETD. Masters theses submitted in paper are bound and made available for circulation, but are not available online. This is a good option for MFA students who do not want their theses distributed on the web.

Paper dissertations are still sent to ProQuest, where they are scanned for inclusion in the ProQuest Digital Dissertations Database.

27. Which publishing option do I select in ProQuest?

The release options available on the ProQuest agreement are separate from the University's ETD release options. To avoid the additional optional fee associated with ProQuest's "Open Access Publishing" option (currently $95), selection of the free "Traditional Publishing" option on the ProQuest publishing agreement is recommended.

28. How can I purchase bound copies of my thesis/dissertation for my department or myself?

For Ph.D. dissertations, you may order copies from ProQuest at a reduced rate available only at the time of initial submission. You can purchase copies in the ETD submission system by credit card.

Alternatively, you can locate binders by looking in the local yellow pages or online, e.g. Yahoo business directory.

7.6 Points to Double Check- Avoid these Common Mistakes!

Below are some problem areas where errors often occur--double check your manuscript to make sure that you do not fall into these common traps. Remember the following points:

• Your manuscript should not include a Signature page. There are old LaTeX templates shared in various units on campus that include a Signature page. If your template has one, you do not have a current accurate template. There are templates available for Word and LaTeX. The Special Collections and Archives Department maintains the official thesis and dissertation Word templates. The LaTeX template is for dissertations only. It is not official and it is not maintained by Special Collections and Archives. However, it is accurate as of September 2013.

- Your name, degree name, manuscript title, and year must be the same throughout the thesis/dissertation--especially, check to make sure that the information on your title page matches the abstract.
- The copyright page should not have a page number.
- The Table of Contents begins with the List of Figures or Acknowledgments and does NOT include the Table of Contents itself.
- The Curriculum Vitae must include the degree for which you are a currently a candidate.
- For dissertations, your committee members must sign the Ph.D. Form II/Signature Page. For Master's Theses, your committee must sign the Master's Thesis/Signature Page.
- Personal checks are not acceptable as payment for dissertation copies or copyright registration.
- Make sure your margins are correct! 1" (minimum) on the left, right, top, and bottom. Do not depend on your software's margin estimates--check your margins with a ruler.

Before submitting the final version of your thesis/dissertation via the ETD system, we strongly recommend that you bring a copy of your manuscript for us to review. A pre-submission critique takes only a few minutes and can save you valuable time and money.