UCI University Archives

Thesis & Dissertation Workshop



LAST UPDATED 10/2018

Agenda

- Role of the University Archives
- Thesis and Dissertation Manual
- Formatting details
 - Sample pages
 - Degree titles
 - Copyright permissions
 - Templates
- Filing procedures
 - Electronic v. paper submissions
 - Embargos
- Requesting formatting feedback

Special Collections & Archives

- Accepts final manuscript submissions
- Provides a "Congratulations" letter to submit to Grad
 Division
- Our role is to make sure the University has an accurate, professional-looking record that will last indefinitely

https://www.grad.uci.edu/academics/filing-deadlines.php

Filing Deadlines

The following are the 2018-19 academic year deadlines for advancement-to-candidacy and final degree paperwork for both master's and doctoral students.

FINAL DEGREE PAPERWORK

Summer 2018 September 12, 2018

Fall 2018 December 7, 2018

Winter 2019 March 15, 2019

Spring 2019 June 7, 2019

Summer 2019 September 11, 2019

* NO EXCEPTIONS ALLOWED

UCI Thesis and Dissertation Manual

- Contains UCI's required formatting guidelines
- •Available Online:

Electronic-

http://etd.lib.uci.edu/electronic/tdmanuale

Paper-

https://etd.lib.uci.edu/paper/td2

Please Note:

Students are responsible for adherence to all requirements specified in the manual.

The burden of properly formatting the manuscript is entirely the responsibility of the student.

Manuscripts submitted to ProQuest are <u>final</u>.

General Appearance of Your Manuscript upon Submission

- Neat, clean, legible, and error-free.
- •Print must be consistently clear and dense with dark black characters.
- Font should be at least 10-point, including sub- and superscripts
- Electronic v. Paper submissions
- Templates are available: http://etd.lib.uci.edu/electronic/td7e

Preliminary Pages: Sequence

- Title Page
- Copyright Page
- Dedication Page (optional)
- Table of Contents
- Separate pages for list of symbols, tables, figures, illustrations, abbreviations, etc.
- Acknowledgments Page
- Curriculum Vitae (Ph.D.s only)
- Abstract of the Thesis/Dissertation

Preliminary Pages: Pagination

Every manuscript page MUST be numbered

EXCEPT the Title Page and Copyright Page

- Pages after the copyright page through the end of the abstract are numbered in roman numerals starting with ii. There is no page with roman numeral i.
- •The first numbered page of your manuscript will be the Dedication on page ii, or the Table of Contents if you choose not to have a Dedication page.

6.1.1 and 7.1.1 Sample Title Page (Master's Thesis)

6.1.2 and 7.1.2 Sample Title Page (Ph.D. Dissertation)

UNIVERSITY OF CALIFORNIA, IRVINE

Belief Revision and Machine Discovery

THESIS

submitted in partial satisfaction of the requirements for the degree of

MASTER OF ARTS

in Social Ecology

by

Peter Myrmey Anteater

Thesis Committee: Professor Godfrey-Sykes Irvine, Chair Associate Professor M. Chaphaga Tridactyla Assistant Professor Marmaduke Orange UNIVERSITY OF CALIFORNIA, IRVINE

Belief Revision and Machine Discovery

DISSERTATION

submitted in partial satisfaction of the requirements for the degree of

DOCTOR OF PHILOSOPHY

in Social Ecology

by

Peter Myrmey Anteater

Dissertation Committee: Professor Godfrey-Sykes Irvine, Chair Associate Professor M. Chaphaga Tridactyla Assistant Professor Marmaduke Orange

Degree Title

Make sure the title of your degree (e.g. Social Ecology) is consistent throughout the manuscript.

- Title Page
- Curriculum Vitae (Ph.D.s only)
- Abstract Page
- Profile on ETD website

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ACADEMICS

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Filing Deadlines

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DEGREE PROGRAMS

Below is a list of all current UCIrvine graduate degree programs organized by academic school. Select an individual degree program to see further contact information, program websites and application deadlines/notes.

expand all

INTERDISCIPLINARY PROGRAMS

INTERDISCIPLINARY GATEWAY PROGRAMS

CLAIRE TREVOR SCHOOL OF THE ARTS

SCHOOL OF BIOLOGICAL SCIENCES

PAUL MERAGE SCHOOL OF BUSINESS

DEPARTMENT OF EDUCATION

HENRY SAMUELI SCHOOL OF ENGINEERING

COLLEGE OF HEALTH SCIENCES

SCHOOL OF HUMANITIES

DONALD BREN SCHOOL OF INFORMATION AND COMPUTER SCIENCES

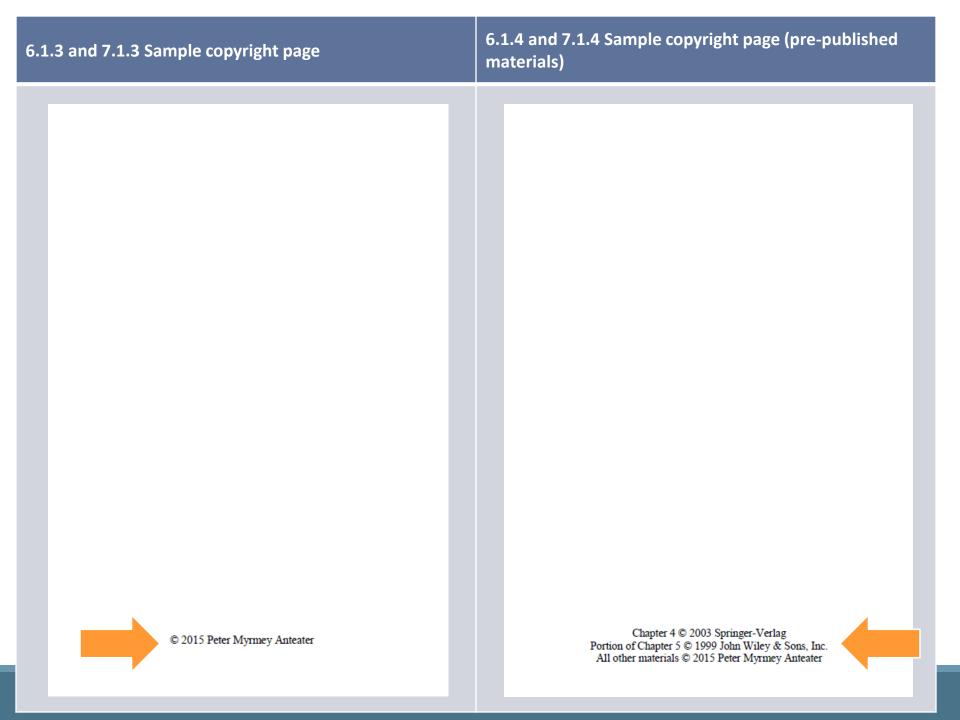
SCHOOL OF MEDICINE

SCHOOL OF PHYSICAL SCIENCES

SCHOOL OF SOCIAL ECOLOGY

SCHOOL OF SOCIAL SCIENCES

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



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- You include previously published articles in their entirety as part of your thesis or dissertation.

Many publishers offer "blanket" permission statements on their websites that provide copyright permission to authors of published articles. Take a screen shot of this statement and upload it along with your manuscript.

6.1.5 and **7.1.5** Sample Dedication Page (Optional)



To

my parents and friends

in recognition of their worth

an apology

A feeling bears on itself the scars of its birth; it recollects as a subjective emotion its struggle for existence; it retains the impress of what might have been, but is not.

Alfred North Whitehead Process and Reality

and hope

If the fool would persist in his folly he would become wise.

William Blake "Proverbs of Hell"



6.1.6 and 7.1.6 Sample Table of Contents (Master's Thesis)

6.1.7 and 7.1.7 Sample copyright page (Ph.D. Dissertation)

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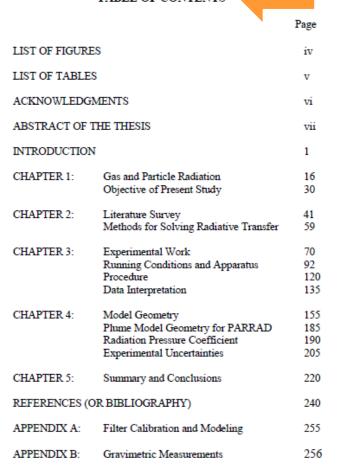


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6.1.12 Sample Acknowledgments Page

ACKNOWLEDGMENTS



I would like to express the deepest appreciation to my committee chair, Professor Godfrey-Sykes Irvine, who has the attitude and the substance of a genius: he continually and convincingly conveyed a spirit of adventure in regard to research and scholarship, and an excitement in regard to teaching. Without his guidance and persistent help this dissertation would not have been possible.

I would like to thank my committee members, Professor M. Chaphaga Tridactyla and Professor Marmaduke Orange, whose work demonstrated to me that concern for global affairs supported by an "engagement" in comparative literature and modern technology should always transcend academia and provide a quest for our times.

In addition, a thank you to Professor V. Milicic of Western University, who introduced me to Linguistics, and whose enthusiasm for the "underlying structures" had lasting effect.

I thank the University of Chicago Press for permission to include copyrighted photographs as part of my thesis/dissertation. I also thank Springer Verlag for permission to include Chapter Five of my dissertation, which was originally published in Linguistics Journal. Financial support was provided by the University of California, Irvine, NSF Grant DEB-8227052 and a MacArthur predoctoral fellowship in International Peace and Security granted by the Social Science Research Council.

(Ph.D. dissertations only)



1989	B.A. in Comparative Culture, University of California, Irvine
1989-90	Peace Corps, Ethiopia
1990-92	Research Assistant, Program in Social Relations, University of California, Irvine
1992-93	Research Assistant, Program in Global Peace and Conflict Studies, University of California, Irvine
1994	M.A. in Social Ecology
1994-95	Teaching Assistant, Graduate School of Management, University of California, Irvine
1995	M.B.A., University of California, Irvine
2015	Ph.D. in Information and Computer Science, University of California, Irvine Dissertation: "Belief Revision, and Machine Discovery" Professor Godfrey-Sykes Irvine, Chair

FIELD OF STUDY

Human Factors in the Global Marketplace Professor M. Caphaga Tridactyla

PUBLICATIONS

"The Effects of Task Uncertainty upon Link Multiplicity for High and Low Performing Project Groups." in: Marmaduke Orange, ed. The Global Task Force. Chicago: U of Chicago P, 1989.

6.1.12 and 7.1.2 Sample Abstract (Master's Thesis)

6.1.13 and 7.1.13 Sample Abstract (Ph.D. Dissertation)

ABSTRACT OF THE THESIS

Belief Revision and Machine Discovery

By

Peter Myrmey Anteater

Master of Arts in Social Ecology

University of California, Irvine, 2015

Professor Godfrey-Sykes Irvine, Chair

[The text of the abstract begins here. The text must be double-spaced. 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.]

ABSTRACT OF THE DISSERTATION

Belief Revision and Machine Discovery

By

Peter Myrmey Anteater

Doctor of Philosophy in Social Ecology

University of California, Irvine, 2015

Professor Godfrey-Sykes Irvine, Chair

[The text of the abstract begins here. The text must be double-spaced. 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.]

Sample Pages

• 7.1. Sample Preliminary Pages

The formatting of your preliminary pages should resemble that of the following samples. Please note that these sample pages are not to scale (i.e. the page size is less than 8.5"x11" and the margins are less than 1" on the top, left, right, and bottom).

- 7.1.1. Sample Title Page (Master's Thesis)
- 7.1.2. Sample Title Page (Ph.D. Dissertation)
- 7.1.3. Sample Copyright Page
- 7.1.4. Sample Copyright Page (Pre-published materials)
- 7.1.5. Sample Dedication Page (Optional)
- 7.1.6. Sample Table of Contents (Master's Thesis)
- 7.1.7. Sample Table of Contents (Ph.D. Dissertation)
- 7.1.8. Sample List of Figures
- 7.1.9. Sample List of Tables
- 7.1.10. Sample Acknowledgments Page
- 7.1.11. Sample Curriculum Vitae (Ph.D.s only)
- 7.1.12. Sample Abstract of the Thesis
- 7.1.13. Sample Abstract of the Dissertation

Sample pages available:

http://etd.lib.uci.edu/electronic/td7e

Text & References: Sequence

- Introduction or preface
- Main body
- Conclusion
- Bibliography/References
- Appendices

Text & References: Pagination

- •The text and reference sections must be numbered with Arabic numbers (1, 2, 3...)
- •First page after the abstract is always page "1" regardless of whether it is the first page of the Introduction, Section 1 or Chapter 1
- •Subsequent pages are numbered consecutively through the end of the manuscript (through all references and/or appendices)

Margins

All margins must be at least 1 inch. Left and right margins must be of equal sizes. The page numbers at the bottom may fall inside the margin.

Formatting assistance

- •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 in Section 6 of the manual.
- http://etd.lib.uci.edu/etd-consultation-request-form

ETD Filing Procedures

- Section 6 of the Manual ETD Filing Procedures.
- Do not include a signature page in ETD manuscript.
- •All forms and surveys submitted to Grad Division, 120 Aldrich Hall.
- UCI Dissertation Submission Site: http://www.etdadmin.com/uci

Submit only the final version of your dissertation online. Once your dissertation is accepted, changes are not permitted.

Electronic v. Paper submissions

Electronic Submissions:

 Upload PDF copy to ProQuest

Paper Submissions:

- No White Out or type-over tape.
- •100% cotton bond paper, 20 to 24 pound, 8 ½ x 11 inch.
- No visible corrections, crossed-out words or letters, strikeovers, or additions inside or outside of the margins.
- Printed on one side only
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- 6 months
- 1-6 years
- By exception, more than 6 years
 - Attach a brief memo of explanation addressed to the Graduate Dean

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•FAQ

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Points to double check – Avoid these common mistakes

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Take the elevator just past the Check Out Desk on the second floor, go to the 5th floor, and room 525

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Sample pages and templates:

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