


Completing a Thesis or Dissertation

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Topics Include:

- Getting Started
- Electronic Theses and Dissertations (ETD)
- Common Problems


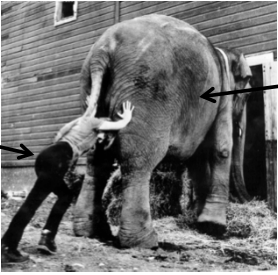
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Getting Started: General Tips

- Begin early and plan ahead
- Hire a proofreader/style expert?
 - Generally a good idea
 - Departments often have names of proofreaders in your discipline

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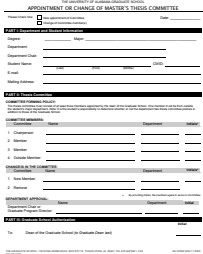
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Getting Started: Thesis/Dissertation Committee

- Committee must be set up as soon as possible
 - Thesis: minimum 3 members
 - Dissertation: minimum 5 members
- Dean of Graduate School must approve the committee before the defense.
- All committees (thesis or dissertation) must include 1 member outside of the department
- <http://graduate.ua.edu/students/forms/>

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Electronic Theses and Dissertations: The Manuscript


- Title: avoid redundancies. Longer is not better
- Abstract: less than 350 words
- Table of Contents: matches the body of the manuscript
- Format: varies widely by discipline
- References: matches body of manuscript



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Electronic Theses and Dissertations: The Manuscript

- Sample pages are located on the Graduate School's ETD website
 - <http://services.graduate.ua.edu/etd/templates.html>
 - Microsoft Word template as well
- Students using LaTeX typically use the Microsoft Word template on the Graduate School's ETD website to create preliminary pages, then will use LaTeX document preparation system beginning with page 1 of the document




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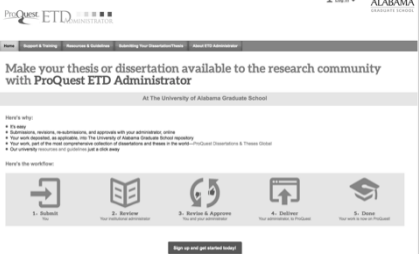
Electronic Theses and Dissertations (ETD)

Suggestion: review the Graduate School's ETD site and then the ProQuest site

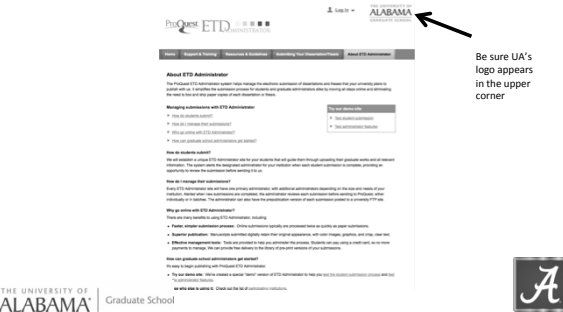
- ProQuest link may be found on the Graduate School's ETD site
Guidelines for submission, PDF, ordering bound copies, copyright, publishing
- UA ETD submission demo
www.etdadmin.com and ProQuest's own site "About ETD Administrator" for practice




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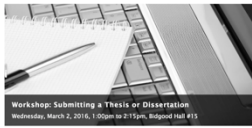


Be sure UA's logo appears in the upper corner




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Electronic Theses and Dissertations (ETD)



Workshop: Submitting a Thesis or Dissertation
Wednesday, March 2, 2016, 1:00pm to 2:15pm, Bagwood Hall #11

- ETD Submission Workshops are held each semester
- The Graduate School sends out notifications and posts the information on the website



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ETD Submission Process Overview

Submission Steps

1. Set up your login information
2. Practice
3. Decide on your publishing option
4. "About my dissertation/thesis": metadata fields

NOTE: Submission is not complete until you include

1. Committee Acceptance Form (sent the Graduate School)
2. NORC Survey of Earned Doctorates (submitted online)



ETD: Getting Ready to Submit

You will need the following:

1. Full text in PDF format
2. Abstract
3. Optional supplementary files
4. Advisor and other committee members' names
5. Subject category: 1-3 terms that best describe your thesis/dissertation



Review and Acceptance

1. ProQuest reviews and verifies completeness
2. Graduate School reviews the submitted document
3. Graduate School emails the student
 1. Problems
 2. Corrections
4. Final approval and publish



Common Problems:

See "Student Guide to Preparing Electronic Theses and Dissertations"

- Committee Acceptance Form is photocopied and does not have original signatures
- Confusing "Article style" with "Journal format"
 - "Article style" is used for dissertations only, contains multiple studies, used only in some departments
 - "Journal format" is used for theses and dissertations; it is simply in the style of an accepted journal in your field; contains one study



Common Problems

- Be wary of relying too heavily on spell checkers
"Dew knot trussed yore speller two fined awl yore mistakes."
- Grammar checks
"Marketing are bad for brand big and small. You Know What I am Saying? It is no wondering that advertisings are bad for company in America, Chicago and Germany."

"Let's eat, Grandma!" or "Let's eat Grandma!"
- Most spell/grammar checkers identify 2 or fewer problems



Common Problems

- Preliminary pages: all required pages are present and in correct order
- Page Numbering:
 - all bottom-center of all pages
 - Roman numerals for preliminaries
 - Arabic numerals for main document
 - Note special sequences
- Embargo inconsistencies
- Line spacing for long titles/references
- Acknowledgements? Acknowledgments?



We Are Here To Help

- <http://graduate.ua.edu/thesis>

- Contact us:
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- The Graduate School
102 Rose Administration Building
348-5921

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