

Thesis and Dissertation Workshop

THE UNIVERSITY OF
ALABAMA[®]

Graduate School



Agenda

- **Formatting**
- **ProQuest**
- **Timelines**
- **Embargos**
- **Forms**
- **Resources for Students**
- **Q&A**



General Formatting

- **Style Guide**
- **Graduate School Style & Format**
- **Specimen ETD**
- **Word doc template**
- **Article-Style Dissertations**



Style Guide

- **Must choose an acceptable quality style guide to follow**
- **“Acceptable” – defined in Graduate School ETD web pages (Style Guide Matters) at <http://services.graduate.ua.edu/etd/manual/prep.html#style>**
- **Use only one style guide throughout**
- **Apply consistently throughout document**
- **Recommended – APA, MLA, Turabian, Chicago**
- **Style guides from leading journals in your field**



Graduate School Style & Format

- See new Graduate School Style & Format guide document (coming soon!!!)
- Graduate School overrides where conflict with your chosen style guide



General Formatting

- Specimen ETD (http://services.graduate.ua.edu/etd/td_sample.pdf)
- Word doc template (**coming soon**)
- Headings and sub-headings
(<http://services.graduate.ua.edu/etd/Levels%20of%20Heading,%20Leaders,%20and%20Automated%20Contents.pdf>)
- References Lists
(<http://services.graduate.ua.edu/etd/REFERENCES%20List%20-%20Double-Space%20and%20single-Space.docx>)
- Tables and Figures – Follow your style guide

Article Style Dissertations

- Recognize difference between Article Style and journal style guide (http://services.graduate.ua.edu/etd/article_style.html)
- Dissertations only
- Refer to detailed policy for article style dissertations (coming soon)

Reviewer Guide

- New for this fall
- Checklist used by reviewers
- Follow this and make sure your document complies with the key areas that will be reviewed
- Graduate School ETD web pages - <http://services.graduate.ua.edu/etd/>



Most Common Errors

- ✓ Dew knot trussed yore spell chequer!
- ✓ Let's eat grandma – The Importance of Grammar
 - **Let's eat, grandma!**
 - **Let's eat grandma!**
- ✓ Spacing
- ✓ Errors in order of pages or page numbers do not match
- ✓ All pages must be numbered except the blank or copyright page and title page
- ✓ Titles in contents and headers must match right down to the punctuation

Most Common Errors

- ✓ **Top margins**
- ✓ **Title on the Title page should be at least 3 lines and form inverted pyramid**
- ✓ **All text must be in black - ensure that URLs are not automatically changing to blue.**
- ✓ **Orphaned lines or words- you must have at least two lines of print on each page, under each heading and paragraph.**
- ✓ **The word Acknowledgement can be spelled either as Acknowledgments OR Acknowledgements but they must match between the Contents page and the actual page**

Questions?





When Should I Embargo My Thesis or Dissertation?

- The author wants to patent something described in the work.
- The author wants to publish the work in whole or in part *in the future* and is concerned that making the work public will interfere with this.
- The author has *previously* published the work in whole or in part, and the publisher is restricting public release of the work in some way.
- The dissertation includes data covered by a nondisclosure agreement for a specified period of time, including personal information, company secrets, or intellectual property.

Source - <https://georgiasouthern.libguides.com/c.php?g=834055&p=6939131>



Why Should I NOT Embargo My Thesis or Dissertation?

- The more accessible your dissertation is, the more likely it is to be cited.
- Making your dissertation accessible allows it to be scrutinized by others in the field, promoting collegiality.
- You don't want to be plagiarized.
- Having dissertations available helps teach future scholars about the process of scholarship.
- You do not intend to pursue a tenure-track position.

Source - <https://blogs.libraries.indiana.edu/scholcomm/2015/03/03/workshop-recap-should-i-embargo-my-dissertation/>



ProQuest Embargo Options

The current embargo and restriction options offered by ProQuest are:

- 6 month, 1-year, and 2-year embargoes
- No search engine access
- No sales via third party
- Embargoes start from the date we receive your manuscript at ProQuest. Note that there can be a delay of up to a semester at your institution before the work is forwarded to us.

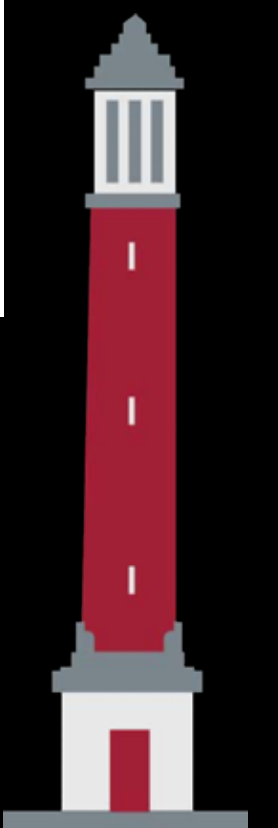
Additionally, please note that internet search engines are likely to find your dissertation or thesis through other access points, especially through the library or institutional repository at your graduate institution. If you truly need exclusion from search engines, you will need to petition for restriction at your graduate institution in addition to restricting such access through ProQuest/UMI.

Source - https://support.proquest.com/s/article/Embargo-and-Restriction-Options?language=en_US/



Embargoes & Restrictions

Consideration	Recommended Action			
	Choose Traditional Publishing	Place an embargo of 6 months, 1 year, or 2 years	Restrict from Google/search engines and harvesters	See your institution's technology transfer or research officer. Consult with your advisor and graduate dean.
Likely submission to a peer-reviewed journal	✓	✓		
Interested/potential interest by an academic or commercial press	✓	✓		
Ethical need to prevent disclosure	✓	✓	✓	
Patentable rights in the work/other commercial potential	✓	✓	✓	✓



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 - One look, part of the most comprehensive collection of dissertations and theses in the world: ProQuest Dissertations & Theses Global
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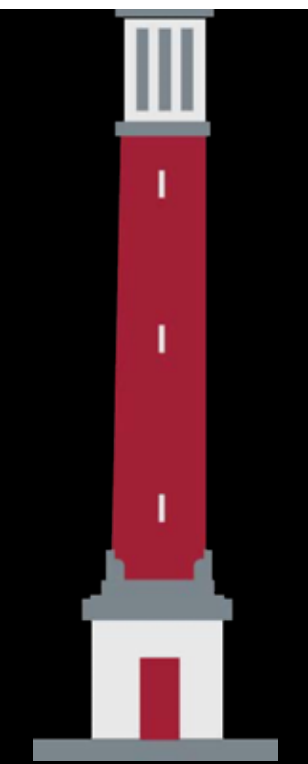
Here's how:

1. Submit
2. Review
3. Review & Approve
4. Upload
5. Done

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<https://www.etsadmin.com/main/home?siteId=176>



Timeline

**Initial
Submission**

Editing

**Manuscript
Approved**



- **Initial Submission to 1st review- 14-21 business days**
- **2nd submission to 2nd review- 7-14 business days**

We request that you make requested revisions and resubmit within 5-7 days of review

***The closer to the deadline that you submit, the longer the initial review will take and the longer time frame it will be between reviews ***

Required forms

Graduate Student DocuSign forms reside in myBama and are initiated by the department (faculty/staff) - not the student.

Thesis/Dissertation forms should be submitted in this order:

1. Final Defense Form
2. Committee Acceptance Form (CAF)*

***Your submission to ETD/ProQuest will ONLY be reviewed IF the Committee Acceptance Form (CAF) has been received, verifying that your submission has been approved by your committee.**

ALSO – The CAF will ONLY be accepted IF the committee has been previously approved.

Master's Students

- Master's Exam Form
- Master's Capstone Project Form
- Thesis Final Defense Form
- Committee Acceptance Form for Electronic Thesis (See Instructions Below)

Educational Specialist Students

- EdS Admission to Candidacy Form
- EdS Comprehensive Exam Form

Doctoral Students

- PhD Plan of Study
- DMA Plan of Study
- College of Education - EdD Plan of Study
- College of Education - PhD Plan of Study
- Phd and EdD Doctoral Admission to Candidacy Form
- DNP Admission to Candidacy Form
- DSW Admission to Candidacy/Plan of Study Form
- Doctoral Qualifying Exam Form
- Doctoral Final Defense Form
- Committee Acceptance Form for Electronic Dissertation (See Instructions Below)

These forms can be found for faculty under Academics, Admissions and Scholarships on MyBama and must be initiated by the department.

Academics, Admissions and Scholarships

- ASAS - Alabama's Scholarship Awarding System
- Faculty Photo Listing
- ORS Administrative Application
- UA Room Scheduling System
- Scholarship Application Administration
- University Registrar Administrative Applications
- Graduate Administrative Services
- Graduate Student Forms - DocuSign
- Graduate Application Reader

UA Writing Center

University Libraries

Questions?





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