Formatting and Submitting your Dissertation/Thesis Virtual Workshop

Office of Graduate Education
Fall 2020
# Office of Graduate Education

**Location:** FA 3.104, FA 3.102, FA 2.2 Suite (Founders Annex)
**Office Hours:** Mon-Fri 8-5pm

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Important Links

- Website: https://graduate.utdallas.edu
- Preparation of Dissertation and Thesis:
  https://graduate.utdallas.edu//current_students/dissertation_and_thesis/
- Forms:
  https://graduate.utdallas.edu//current_students/forms/
- Deadlines:
  https://graduate.utdallas.edu//current_students/deadlines/
- Graduating Students:
  https://graduate.utdallas.edu//current_students/graduating/
Recent Changes

• **Remote Defenses (PhDs)**
  
  Once you have decided on the time and day of your defense, please work with your program/department to setup a Video Conference. This link must be included on the Request for Final Oral Exam form.

• **Deadline Structure (PhDs and MS)**
  
  Priority Deadlines vs Regular Deadlines, and In Absentia has been discontinued

• **Chair of the Examining Committee (PhDs):** It is your responsibility to work with this person and members of your Supervising Committee to agree upon a time and date for your final oral examination

• **Copyright (PhDs & MS)**
  
  • Addition of **UTD Copyright Tutorial**
  
  • Changes to administrative file requirements
Doctoral Dissertation Checklist

- Beginning of Final Semester
- Scheduling Final Oral Examination
- Final Oral Examination
- Before the Final Format Check
- Final Format Check and Dissertation Approval
Master’s Thesis Checklist

- Beginning of Final Semester
- Scheduling your Defense
- The Defense
- Before the Final Format Check
- Final Format Check and Thesis Approval
Priority Deadlines

• Priority Deadlines replace the previous In Absentia option – this is similar because you do not register for courses and pay the $100 fee, but is different because this new deadline structure allows more time to complete requirements into the Fall semester than In Absentia could.

• Designed to expand deadlines within the semester, allowing for longer deadline periods for both Priority and Regular Deadlines.

• If you do not/cannot make Priority Deadlines, register and follow regular deadlines to graduate in the same semester.

• Brief black out dates between semesters when no defenses can be held. This is to adjust all defenses to be held within semesters.
Deadlines

PhD and Master’s Deadlines

• https://graduate.utdallas.edu/current_students/deadlines/
Formatting of Dissertation/Thesis

- Guides
  - For the guidelines, download and read the “Dissertation and Thesis Submission Guide” and “Formatting Guide” from our website.
  - For a visual guide of the layout for the preliminary pages, please see the “Sample Pages” PDF on our website (also included in your packet).
  - Use the most recent templates (updated February 2018) available on the Office of Graduate Education website.

- Templates
  - Microsoft Word
  - LaTeX (technical, best for formulas and algorithms)
    - For technical help with the LaTeX template please contact Dr. Kevin Hamlen
      hamlen@utdallas.edu

- Citation Management
  - Citation management services allow you to import citations from online article indexes and databases, organize and manage these references within folders, automatically format them within papers and create instant bibliographies in a variety of styles.
  - https://libguides.utdallas.edu/citation-resources-guide/home
Copyright Issues

Requesting Permission to Use Your Own Previously Published Material in Your Dissertation/Thesis

- If your dissertation/thesis includes previously published material, you must acknowledge the material in accordance with the requirements specified by the copyright owner.
- If appropriate, obtain and include a written permission statement from the owner(s) of each third-party copyrighted material within the dissertation/thesis.
- Whether you need formal permissions or not, you must follow instructions from the publisher on how to correctly acknowledge the copyrighted material within the dissertation/thesis.
- Request permission through the Copyright Clearance Center at www.copyright.com
Online Resources to Download

- Dissertation and Thesis Formatting Guide
- Dissertation and Thesis Submission Guide
- Checklist for Final Submission of a Doctoral Dissertation
- Checklist for Final Submission of a Master’s Thesis
- Sample Pages
- Windows Thesis/Dissertation Template
- LaTeX Template
Questions?

Don't worry, Wonder Woman, when I was working on my dissertation, the Office of Graduate Studies helped me!
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Private Group – Ask to join!