THESIS AND DISSERTATION SERVICES
INFORMATION SEMINAR

Spring 2015
Welcome and Overview

Laura Hammons
Director, Graduate Records Processing and Thesis and Dissertation Services
Seminar Agenda

• Welcome and Overview
• Office of Graduate and Professional Studies Deadlines and Forms
• Thesis and Dissertation Services Processes: Preparation through Clearance
• University Writing Center Services
• Copyright Essentials
• Citation Management Software
• Research Compliance
• Conclusion
Office of Graduate and Professional Studies

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Roberta Caton
Editorial Assistant, Thesis and Dissertation Services
Thesis and Dissertation Services Required Forms

- Approval Form
- Copyright and Availability
- Survey of Earned Doctorates (SED)
- AAUDE Survey
Approval Form

- Thesis and Dissertation Services cannot start the review without this form.
- Form must be turned in, along with the document by 5:00 PM on deadline day.
- We would like for all signatures to be original and on the same form.
- All committee members and chairs must sign for themselves.
Alternative Solutions

• If a committee member is willing but unable to sign by the deadline, the student may obtain an Absentee Committee Member Form from Thesis and Dissertation Services.
• Depending on your situation, there may be alternate ways to obtain signatures.
• If you are having any trouble getting the signatures on your form, please contact Thesis and Dissertation Services well in advance of your deadline so we can work with you to find a solution.
Sample Copyright and Availability Form
Copyright Agreement

TAMU COPYRIGHT AGREEMENT

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis, dissertation, or record of study (hereafter referred to as ETD), allowing distribution as specified below.

I certify that the version I submitted is the same as that approved by my advisory committee.

I hereby grant to Texas A&M University or its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis, dissertation, or record of study in whole or in part in all forms of media, now or hereafter known. FERPA. To the extent this thesis, dissertation, or record of study is an educational record as defined in the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), I consent to disclosure of it to anyone who requests a copy.

I retain all other ownership rights to the copyright of the thesis, dissertation or record of study. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or record of study.

ACKNOWLEDGMENT OF CONTENT STATEMENT

I hereby acknowledge that it is my responsibility to ensure the data and information presented in the ETD are correct and accurate, complying with copyright, Institutional Review Board and other applicable laws/requirements. Any errors therein are acknowledged as my own. I further admit that any optional/personal information exposed in the ETD was included willingly and knowingly. I understand once my ETD has been released to the University Libraries and/or ProQuest, I will not have access to it for corrections of any nature.
Availability

AVAILABILITY OPTIONS* (check one)

☐ Immediate Release) Release the ETD immediately for worldwide access on the Internet.

☐ Full Record Hold (Restrict all access to the ETD for two years for purposes of patent consideration, compliance with research contractual terms, etc., and then release the ETD for worldwide access on the Internet. Please explain below.)

☐ Document Only Hold (Restrict access to the ETD document for two years for purposes of publication, etc., then release the ETD for worldwide access on the Internet. ETD metadata will be available during the embargo period). Please explain below.

Explain the specific reason for selecting a hold, provide the status of any actions already taken to prepare for worldwide release, and include the anticipated plan/timeline for future actions (e.g., filing of patent disclosure form, etc.). Attach additional pages if needed.

*See reverse side for additional explanation of each hold type, as well as information regarding requests for extensions. Research/data which precludes releasing the ETD for open access, after a limited embargo period, should not be included in the ETD.

CHAIR/CO-CHAIR’S SIGNATURE

I have discussed the availability choices with my student, and I approve of the choice the student has made.

Chair or Co-Chair’s Signature: ___________________________ Date_____________________

STUDENT AVAILABILITY & COPYRIGHT AGREEMENT

I have read and fully agree to the TAMU copyright agreement regarding my ETD. I agree to the ETD availability option I selected above and understand the ETD will be released immediately following the expiration of the embargo period unless a written request for extension has been submitted and approved. I understand that the availability option is my choice and that there are publishing consequences to my selection.

Student’s Signature: ___________________________ Date_____________________

GRADUATE AND PROFESSIONAL STUDIES
Sample AAUDE
For Doctoral Students Only

AAUDE Graduate Education Exit Survey

Demographics

Name of Doctoral Institution

City or Branch

Type of Research Doctoral Degree
Please select an option

Date Degree Granted
-- / -- / --

You can get the values for the following questions from the following website: http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55

Please name the department (or interdisciplinary committee, center, institute, etc.) of the university that supervised your doctoral studies.

Primary field of study (CIP Name)
Use url above to find this information

Field number from list (CIP Code)
Use the url above to find this information

Gender
Please select an option
Welcome to the electronic registration for the Survey of Earned Doctorates. To complete the questionnaire via the web, please submit the information below. The URL, PIN and password information will be e-mailed to you shortly.

All fields are required.

First Name: 
Last Name: 
Institution State: 
Institution Name: 
School/College: 
Graduation Month: 
Graduation Year: 
E-mail: 
E-mail Confirmation:

If you already registered using this email address, or you forgot your PIN and password, the same information will be sent to you.

Submit  Cancel

E-mail NORC: sed-registration@norc.uchicago.edu  
Call NORC: 1-800-248-8649
Thesis and Dissertation Services Processes: Preparation through Clearance

Christine Brown
Assistant Editor, Thesis and Dissertation Services
Role of the Thesis and Dissertation Services

#1 Help students graduate

#2 Maintain quality of degrees offered by Texas A&M University
Role of Thesis and Dissertation Services

Review manuscripts for uniformity, consistency, and legibility
Role of Thesis and Dissertation Services

Provide support from pre-submittal through publication stages of the thesis/dissertation
CONTENT is the domain of the advisory chair and committee (not Thesis and Dissertation Services)
Thesis and Dissertation Resources

Video Tutorials

Electronic Submission

Workshops

Templates

Electronic Submission

Templates

THESIS MANUAL

Instructions Concerning the Preparation of Electronic Theses, Dissertations, and Reports of Study (ETD)
OGAPS Website

- Policies
- Prepare Your Document
- Submit your Document
- Other Resources
• Contains information about:
  • Academic Integrity
  • Copyright of ETD
  • Post-Submittal Changes
  • Publication and Embargo
  • Spanish Language Manuscripts
  • Time Limits
  • Use of Pre-Published Material
Thesis and Dissertation Services – Prepare

- Contains everything you’ll need to prepare your document:
  - Thesis Manual
  - Templates
  - Video Tutorials
  - Instructional and Technical Handouts
  - Pre-Submittal Requirements
July 2013

THESIS MANUAL

Instructions Concerning the Preparation of Electronic Theses, Dissertations, and Records of Study (ETDs)

Office of Graduate and Professional Studies
Thesis Office

http://thesis.tamu.edu

(979)845-2225
There are multiple templates available. Choose a template based on your skill level and software choice:

- Basic Word Template (for all Operating Systems)
- Recommended Word Template (for Mac and PC)
- Each type of Word Template includes instructions to walk you through use.
- Information about LaTeX template
Pre-Submittal Conference

- Focus is to help students *before* they submit so that there are fewer corrections.
- Reduces the number of corrections and rounds of corrections.
- Once you have scheduled your defense date, visit the Prepare section of our website to see available dates and to register.
- If you are unable to attend in person we also have an Online Pre-Submittal Conference.
- Pre-Submittal Conferences are not required, but they are *strongly recommended*. 
Thesis Office Website – Submit

- Contains information about:
  - Electronic Submittal
  - Turnitin.com
  - ETD Submittal
  - ETD Finalization and Clearance

SUBMIT YOUR DOCUMENT

Once a student confirms that his or her electronic thesis, dissertation, or record of study (ETD) complies with University standards and that all pre-submittal requirements have been met, the electronic file can be submitted to Thesis and Dissertation Services for review and approval. Thesis and Dissertation Services staff members review submitted files for compliance with University standards and assist students in the final steps toward completion and clearance.

Meeting deadlines only maintains a student’s eligibility to graduate; it does not ensure graduation. Students should make sure they submit a high-quality ETD that meets or exceeds acceptable standards so that it will receive approval from Thesis and Dissertation Services and represent Texas A&M University in a professional manner.

ETDs must clear Thesis and Dissertation Services no later than 1 year from final examination date.

Electronic Submittal

ETDs must be submitted to Thesis and Dissertation Services for compliance review and approval in time to meet appropriate deadlines for graduation in a given semester. The following sections provide information regarding ETD submittal:

- Thesis and Dissertation Policies
- Academic Integrity Checks Using Turnitin.com
- ETD Submittal
- ETD Finalization and Clearance
Other Resources

Links to resources on:

- Pre-Submittal Conferences
- University Writing Center
- Copyright
- Digital Archive

Workshops and Tutorials
Click here to view upcoming workshops and available tutorials.

Pre-Submittal
Click here to view information about Pre-Submittal conferences. Online Pre-Submittal Conference information can be found here.

University Writing Center
Click here to view the University Writing Center guides and learn about helpful services offered.

Copyright Resources
Click here to view the University Libraries’ guides and other helpful tips about copyright.

Digital Archive
Click here to view archived theses, dissertations, or records of study (2002-present).
POWER Writing Services

Promoting Outstanding Writing for Excellence in Research

power.tamu.edu

POWER Services support graduate students and faculty at Texas A&M University who:

• Wish to improve their writing ability
• Wish to learn how to write more productively, or
• Struggle with their current writing skills
POWER Writing Services

- Open to all graduate students (Master’s and Doctoral) free of charge
- POWER Hour
- Writing Studios
- Visit the website to sign up or for more information
Submittal and Review
Submittal

Have you:

- Written your thesis using the manual and template?
- Taken your final exam?
- Participated in a pre-submittal conference?
- Submitted to Turnitin.com?
- Made all final content changes?
- Turned in your approval form?
- Converted the final thesis to a PDF file?
Submittal
Review Process

• 1\textsuperscript{st} review may take 4 days – 4 weeks depending on submittal date.
• Once your review is completed, you will receive an email.
• Make changes to original document, convert to PDF and upload corrected file.
• Students have an average of 2 rounds of corrections.
We are looking for patterns of problems as well as consistency.

Common corrections include:

- Page numbering
- Page size
- Margins
- Organizational style
- Word agreement between the TOC, LOF and LOT and the text
- Subheading style inconsistency
- Major heading inconsistency
- Reference style inconsistency
Clearance Process

- Complete all Thesis and Dissertation Services requested corrections
- Apply for graduation
- Register for semester
- Report successful completion of final exam to OGAPS
- Submit all Thesis and Dissertation Services required forms, including copyright permissions
Thesis Preparation Steps and Review Process
Review 1,250 graduate manuscripts per year
To Do List

- Use the Thesis and Dissertation Services template
- Manage my references in RefWorks or Endnotes
- Check academic integrity with Turnitin.com
- Attend a pre-submittal conference
- Go to a Thesis and Dissertation Services workshop

Review the online pre-submittal conference

Check out the Thesis Manual
Overview of University Writing Center Services for Graduate Students

Candace Schaefer
Associate Director
cschaefer@tamu.edu
writingcenter@tamu.edu
Copyright Essentials

Gail Clement
Scholarly Communication Librarian
and Associate Professor
Managing Your Research: The Ins and Outs of Citation Management Software

Stephen Bales
Humanities and Social Sciences Librarian
Thesis and Dissertation Services
112 Jack K Williams Administration Building
979-845-3631
Fax: 979-862-1692
http://ogaps.tamu.edu
http://www.facebook.com/tamu.thesis
Email: thesis@tamu.edu
Hours 8-5, Monday-Friday
Questions?