WHAT YOU NEED TO KNOW ABOUT THESIS AND DISSERTATION SERVICES

July 2015

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

1. Help students graduate
2. Maintain quality of degrees offered by Texas A&M University
Role of Thesis/Dissertation Services

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

Provide support from pre-submittal through publication stages of the thesis/dissertation
CONTENT is the domain of the advisory chair and committee
Pre-submittal Steps

- *Thesis Manual* and template
- Final exam
- Pre-submittal conference
- Turnitin.com
- Final content changes
- Thesis preparation checklist
THESIS MANUAL

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

Office of Graduate and Professional Studies
Thesis Office
(979)845-2225

http://thesis.tamu.edu
## Template Overview

<table>
<thead>
<tr>
<th>Template</th>
<th>Version</th>
<th>Word Processing</th>
<th>ETDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Template</td>
<td>Comes in only one version; designed for PCs but usually functional in the Mac operating system.</td>
<td>May be the right choice for students with limited word processing experience, especially in the Microsoft Office suite.</td>
<td>May be appropriate for ETDs that have few text sections, headings, figures, tables, and equations.</td>
</tr>
<tr>
<td>Recommended Template</td>
<td>Comes in two versions, one designed for PCs and one designed for Mac use.</td>
<td>May be the right choice for students familiar with word processing software and/or proficient in the Microsoft Office suite.</td>
<td>Might save time when working with ETDs that have numerous sections, headings, figures, tables, and equations.</td>
</tr>
<tr>
<td>LaTeX template</td>
<td>May be recommended or required by some departments or programs.</td>
<td>May be the best choice for students experienced in using LaTeX.</td>
<td>Might provide needed capabilities for highly technical ETDs, including those with numerous equations.</td>
</tr>
</tbody>
</table>
Why use a template?

No Template

Template

Title Page

Abstract

Dedication
Final Exam

- Complete before deadline
- Report submitted to OGAPS
Pre-Submittal Conference?

- Helps students before submitting
- Reduces number rounds of corrections
- Available dates on event calendar
- Online Pre-Submittal Conference option
- Webinar
- Not required, but strongly recommended
Pre-submittal Checklist

Thesis Pre-Submittal Checklist

This checklist emphasizes many of the formatting concerns relevant to thesis preparation. It highlights the important material contained in the Thesis Manual, however, this is not a substitute. Please click each maroon heading to see specifics about the topic, then click “Yes” once you’ve verified the topic in your document or “Does not apply”. When your document complies to the Thesis Office guidelines, save the file. When you are ready to submit your approved Electronic Thesis or Dissertation, ETD to the Thesis Office, upload this completed checklist along with your ETD to Vireo.

### General Concerns
- [ ] Uniform Font and Size
- [ ] Uniform Text Style
- [ ] Margins
- [ ] Spelling and Grammar
- [ ] Page Numbers
- [ ] Page Size

### Preliminary Pages
- [ ] Title Page
- [ ] Abstract
- [ ] Table of Contents
- [ ] List of Figures/Tables

Click on each maroon box and read the description. Once you have confirmed your ETD meets the requirement, select “Yes” or “Does not apply”.

Are you using the most updated template? If not, click here to download the most current template.

Name: 

You will not be able to see the text as you’re typing. Once you click off the text box, the type will be visible.
Thesis/Dissertation Timeline

- Last day to file degree plan: May 22
- Submittal system opens: July 29
- First day to apply for graduation: August 19
- Early clearance deadline: September 4
- Last day to apply for graduation: October 2
- Last day to submit request for final exam: October 2
- Last day to take final exam: October 16
Thesis/Dissertation Timeline

- Last day to submit ETD and Approval form: October 23
- Last day to submit final corrections: December 2
- Degree audit: December 17
- Commencement: December 18
- Final clearance date for Fall 2015 degree candidates: January 15, 2016
What to submit?

Submission Deadline

- Thesis/Dissertation
- Approval Form
What to submit?

Clearance

• Copyright and Availability
• Survey of Earned Doctorates (SED)
• AAUDE Survey
• Copyright Permissions
What is the Written Thesis/Dissertation Approval Form?

- Required by deadline, 5:00 PM
- Prefer all original signatures on the same form
- All members and chairs must sign for themselves.
Where to submit the thesis/dissertation?

Vireo ETD Submission System

https://etd.tamu.edu
How do I submit the thesis/dissertation?

Upload Your Files

In this step you will upload your thesis or dissertation to the server. Optionally, you may upload additional supplementary files that will be available along with your document after publication.

Upload Primary Document

Your primary manuscript will be automatically renamed to a standardized format upon submission.

* Manuscript in PDF: [Browse...]
  [Upload]

Upload Additional Files

Supplemental Files: You may upload supplemental files such as audio, video or data sets that you want to appear in the repository along with your thesis or dissertation. These files must be listed in the appendix of your thesis or dissertation.

Thesis Preparation Checklist and Other Administrative Files: Please provide us with your completed Thesis Preparation Checklist (see link to the right). You may also include additional administrative files such as the signed Copyright & Availability Form, copyright permissions, etc.

Additional Documents: [choose type...]
  [Browse...]
  [Upload]

Your thesis or dissertation can only be one file, and the only allowable file format is PDF. Please contact your school for help or information related to creating a PDF file.

SIZE QUOTA: no individual file may exceed 512 MB, and the total of all files must not exceed 4 GB.

There is no limit on the number or formats of supplementary files you may upload.

Link to: Thesis Preparation Checklist
How to confirm submission?

Compass - SHAQPNO

1. ID: T0001
   Paper Number: 001

2. Paper Type: □ □ Dissertation
   Application Date: 04-JUN-2013
   Acceptance Date: 25-JUN-2013

   Title Line 1: Relationships among Non-Academic Employee Perceptions
   Title Line 2: of Manager Leadership Behaviors, Meaningful Work, and
   Title Line 3: Selected Performance Drivers

   Qualifying Paper Comment
   9457
## How to confirm submission?

### Compass - SHANCRS

<table>
<thead>
<tr>
<th>Paper</th>
<th>Committee</th>
<th>Event</th>
<th>Level</th>
<th>Complete By</th>
<th>CAPP Non-Course Requirement</th>
<th>Status</th>
<th>Status Date</th>
<th>Satisfi</th>
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<td>P2PR</td>
<td>AP</td>
<td>19-APR-2012</td>
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<td>P2RS</td>
<td>EM</td>
<td>15-JUN-2006</td>
<td>Y</td>
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<td></td>
<td>P3AC</td>
<td>C</td>
<td>22-APR-2013</td>
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<td>P4FE</td>
<td>P</td>
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<td></td>
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<td></td>
<td>P5TH</td>
<td>CL</td>
<td>25-JUN-2013</td>
<td>Y</td>
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</tbody>
</table>

### Requirement: MTH=Master’s, PTH=Doctoral

### Status: SB=Submitted; CL=Cleared
How to confirm submission

Degree Evaluation Options

Information for

Please select the desired display.

General Requirements - a brief view of completed coursework
**Detail Requirements - recommended view, shows requirements completed, in progress and remaining
Additional Requirements - displays non-course requirements and rejected courses

- General Requirements
- Detail Requirements
- Additional Information

Submit
### How to confirm submission

**Program : MUP [AR] Thesis option**

<table>
<thead>
<tr>
<th>Met</th>
<th>Description</th>
<th>Year Limit</th>
<th>Status</th>
<th>Status Date</th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Master's Degree Plan</td>
<td></td>
<td>Approved</td>
<td>Jul 24, 2013</td>
</tr>
<tr>
<td>Yes</td>
<td>Master's Research Proposal</td>
<td></td>
<td>Approved</td>
<td>Oct 08, 2013</td>
</tr>
<tr>
<td>Yes</td>
<td>Master's Residence Req</td>
<td></td>
<td>Completed</td>
<td>Oct 09, 2013</td>
</tr>
<tr>
<td>Yes</td>
<td>Final Examination/Defense</td>
<td>1</td>
<td>Passed</td>
<td>Oct 10, 2013</td>
</tr>
</tbody>
</table>
How to monitor the status of submission

### VIREO

#### Uploaded Files
- **Manuscript in PDF:** HAMMONS-DISSERTATION-2013.pdf (3 MB)
- **Additional Documents:** No additional documents uploaded
- **Feedback Document:** Hammons Dissertation Review.pdf (205 KB)

#### Application Activity

<table>
<thead>
<tr>
<th>Name</th>
<th>Action Description</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Motquin</td>
<td>Assignee changed to 'Amy Motquin'</td>
<td>17/06/2013 04:17:07 PM</td>
</tr>
<tr>
<td>Amy Motquin</td>
<td>Submission status changed to 'Under Review'</td>
<td>17/06/2013 04:16:14 PM</td>
</tr>
<tr>
<td>Amy Motquin</td>
<td>Custom action Verify Passing/Exemption of Oral Exam set</td>
<td>17/06/2013 03:58:33 PM</td>
</tr>
<tr>
<td>Amy Motquin</td>
<td>Custom action Apply for Graduation set</td>
<td>17/06/2013 03:58:11 PM</td>
</tr>
<tr>
<td>Laura Hammons</td>
<td>Submission status changed to 'Corrections Received'</td>
<td>14/06/2013 12:40:43 PM</td>
</tr>
<tr>
<td>Laura</td>
<td>PRIMARY file 'HAMMONS-DISSERTATION-2013.pdf' uploaded</td>
<td>14/06/2013</td>
</tr>
</tbody>
</table>

#### Leave a message

<table>
<thead>
<tr>
<th>Message:</th>
<th></th>
</tr>
</thead>
</table>
How long will it take to clear?

Total Number of Submittals

Review 1,250 graduate manuscripts per year
How long will it take to clear?

• 1\textsuperscript{st} review: 3 days-3 weeks
• Once review is completed, student and chair will receive an email.
• Upload corrected file
• Corrections are usually reviewed within 10 business days
• Students have an average of 2 rounds of corrections
• Plan on 4-6 weeks from submission to clearance
How long will it take to clear?

56 students, on average, clear early
Range: 29-82 students

63% clear by clearance deadline

97% clear by degree audit

99% clear by final clearance
What kinds of changes need to be made?

**Page Size.** The page size of your document is currently A4 (8.26 x 11.69). It needs to be Letter (8.5 x 11). See Thesis Office handout "Changing Document Page Size" for instructions on how to correct.

**PDF Creation.** PDF should be searchable. See Thesis Office handout "Creating PDF Files."


- Page numbers must appear at the bottom center of each page.

**Margins.** Standard margin settings are 1.4" left, 1.15" right and 1.25" top and bottom. Minimum margin settings are 1.25" left, 1" right, top and bottom. Current margins do not meet these requirements and need to be adjusted. See Thesis Manual page 14.

- Margins must be consistent across the entire document.
- Figures and tables must all fit within the established margins.
What kinds of changes need to be made?

Please take the following actions:

- Review the checklist below for all changes which need to be made in order for your manuscript to be approved. **Checked items require your attention.**
- Feedback may be broad and generalized, pointing to patterns of problems within the document. While the Thesis Office may point out a specific example to you, it will be your responsibility to review and correct the entirety of the document to address all instances of any indicated problems.
- Make the necessary changes to your document, re-convert to PDF, and replace the ETD file in the Electronic Submittal System, Vireo.

**General Corrections**

- **Margins.** Standard margin settings are 1.4' left, 1.15' right and 1.25' top and bottom.
  Minimum margin settings are 1.25' left, 1' right, top and bottom. Current margins do not meet these requirements and need to be adjusted. See Thesis Manual page 14.
  The margins on pages 1-9 are not the same as rest of document. All pages must have the same set margins throughout the document. All material, including figures and tables must fit within set margins. Check all pages in the text.

**Preliminary Pages**
What kinds of changes need to be made?

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
- Heading inconsistency
- Reference inconsistency
Clearance Process

• Complete all requested corrections
• Apply for graduation
• Register for semester
• Pass final exam
• Submit all required forms, including copyright permissions
Thesis/Dissertation Services

979-845-3631
112 Jack K. Williams Administration Building

http://ogaps.tamu.edu
http://www.facebook.com/tamu.thesis
Email: thesis@tamu.edu
Questions?