THESIS & DISSERTATION OFFICE

HELPING YOU ADVANCE TO A HIGHER DEGREE

The Thesis and Dissertation Office provides assistance to ensure masters and PhD candidates successfully deposit quality theses and dissertations.

WHAT WE OFFER

COMPLIANCE
We ensure compliance with current Purdue formatting guidelines and thesis and dissertation deposit policies.

RESOURCES
We provide wide-ranging online formatting resources. We are experts in using Microsoft Word for thesis writing and are experienced in providing LaTeX help.

CONSULTATIONS
We offer tailored consultations on University formatting and deposit expectations. We also consult with students who wish to include non-traditional media and large datasets within their thesis or dissertation.

PUBLISHING
We publish theses, dissertations, and non-thesis capstone and directed projects to the Hammer Research Repository (HammerRR) – a Purdue Graduate School specific repository!

Visit the Thesis and Dissertation Office’s website for more information regarding templates, consultations, copyright information, and Graduate School policies concerning theses and dissertations!
By depositing a thesis with the Purdue University Graduate School, you certify that all copyrighted material incorporated into the thesis complies with United States copyright law and that you have received written permission from the copyright owners for the use of their work, which is beyond the scope of the law. You also agree to indemnify and save harmless Purdue University from any and all claims that may be asserted or that may arise from any copyright violation.

Copyright registration can be filed [here](#).
**THESIS INFORMATION & FORMATTING**

**THESIS STRUCTURES**

**TRADITIONAL**
A traditional thesis is a document that provides a complete and systematic account of your research.

**ARTICLE-BASED**
The Graduate School grants student permission to use their previously published works in their thesis or dissertation using an article-based thesis structure. If you plan to include previously published works into your thesis, you should gain approval at the departmental level.

Theses authored using this structure will need to include acknowledgement of prior publication within the respective chapter. Although each journal may have specific statement requirements, the acknowledgement should be single spaced and appear immediately below the chapter title. Consult your publisher regarding required information that should appear in this acknowledgement.

**CREATIVE WORK**
The Graduate School is prepared to accept theses in creative formats subject to departmental and committee approval. Students wishing to submit a creative work as their thesis requirement should consult with their committee chair and contact the Thesis & Dissertation Office with their proposal.
All chapters must be consistently formatted, even if inserting previously published articles as chapters within the thesis.

- If there are co-authors to the articles you are reusing, be sure to include them in all acknowledgements.

- **STOP!** Did you sign away the copyright to the article? **YOU NEED TO OBTAIN PERMISSION TO REUSE THIS WORK – GET THIS PERMISSION IN WRITING!**

- **GO!** If you retain the copyright to your work proceed with the following guide:
  - If you have not yet, or if you have submitted a paper to a journal or conference and do not know if it will be accepted, take these actions:
    - Embargo your thesis file by making the appropriate on the Form 9 (Electronic Thesis Acceptance Form).
    - Cite your thesis in the publication if your thesis has been published before the publication.
    - Make the publisher aware that the work has been published in your thesis.
  - If you have submitted a paper to an academic journal and it has been accepted, but has yet to be published, acknowledge the pending publication using similar language to:
    - A version of this chapter is pending publication in [journal/ with publisher name].
  - If you are reusing an entire article as a chapter in your thesis, acknowledge the reuse using similar language to:
    - A version of this chapter was previously published by [journal or publisher name] [citation][DOI].
  - If you are reusing portions of an article within a chapter in your thesis, acknowledge the reuse using similar language to:
    - A portion of this chapter was previously published by [journal or publisher name] [citation][DOI].
  - Some publishers require specific language as an acknowledgement. Be sure to contact the publisher to inquire about specific language.
  - If your publisher does not allow reuse of the article within your thesis, you may still incorporate the material by paraphrasing, quoting, and citing the material appropriately.
The Graduate School highly recommends enhancing your thesis document by embedding videos of simulations, 3D models, protein structures, among other digital media types. We also recommend that you include as many related datasets as possible. By including these different medias, you are helping to create a more holistic thesis submission! The Thesis & Dissertation Office can provide assistance with enhancing your document!

**EMBEDDING DIGITAL MEDIA**

**EMBEDDING DATA FILES**
The Graduate School requires use of the thesis templates available on the Thesis & Dissertation Office’s templates webpage. Please read through the template guide within the template \textit{BEFORE} beginning on your format journey.

**NOTABLE MENTIONS**

- Do not copy out of template; instead, paste your content into the template.
- Avoid using Wikipedia as a reference.
- When possible, single-space tables and do not insert tables as images.
- Consistency across all chapters is the key!
FORMAT CONSULTATIONS

West Lafayette, Northwest, and Fort Wayne:
Schedule a FORMAT CONSULTATION before you submit your thesis to committee for final review prior to defense! We will help make sure you’re on the right format path – which will please your committee and will lead to a very easy deposit and approval! Format consultations cease 2 weeks prior to 99100 defense deadline.

IUPUI
• School of Science: scigrad@iupui.edu
• Mechanical and Energy Engineering – Jerry Mooney: jmooney@iupui.edu
• Electrical and Computer Engineering – Sherrie Tucker: stucker@iupui.edu
• Biomedical Engineering – Sherry Clemens: clemenss@iu.edu
• Final Format and Deposit Approval – Anita Sale: pugrad@iupui.edu
Microsoft Word

• Read template guide (CHAPTER 1) BEFORE you begin your formatting journey.

• Become familiar with the pre-loaded heading styles. The format of these will vary by template.

• Major Heading style applies to all non-chapter major headings such as LIST OF FIGURES, ABSTRACT, REFERENCES, etc.

• Although major headings and chapter titles appear in ALL CAPS, be sure that they also appear the same in the Navigation pane. How text is displayed in the Nav pane is how it will appear in the table of contents.

Turn on Show/Hide tool
This will allow you to track all spaces and page breaks.

Display Navigation pane
Text that appears in this navigation pane will appear in the Table of Contents.
Use the drop down boxes on the title page. Each template varies in offered degrees and departments. When downloading from the templates page, you will be asked what campus and department you are in. When you download the recommended template and if you do not see your department, do not hesitate contact us!
Fill out your committee member information on the "statement of committee approval" page. In the "approved by" section, you'll need to add the name of the person who appears as the "Thesis Form Head" on your Electronic Thesis Acceptance Form (Form 9).

This page is mandatory.
CAPTIONS

Need help inserting captions? Look no further! You have a couple of options when it comes to captions. You can use either a dual-number approach (chapter #.figure/table #) or the simple 1 number approach.

- You can also caption appendix figures/tables, or supplemental figures/tables for inclusion into the LIST OF TABLES or LIST OF FIGURES sections.
- Equations and schemes may also be captioned!
- If you insert videos, you should caption those as well!
- Table captions should appear above the tables, all others below. Equations and Schemes can appear to the right of the page.

After inserting captions using this method, your captions will appear in the respective tables in the front matter.

Appendix Figures/Tables can be labeled as Table A., Table B., etc. or Figure A., Figure B., etc.
UPDATING TABLES

The tables provided in the front matter can be easily updated. Simply right click on the table and “Update field” > “Update entire table”. The captions that you’ve provided will appear in these tables. If you’d like to shorten the caption to one sentence, you may, however, it is not a requirement.

If you need to update page numbers only do to some shifting around of content within the thesis, you can do that by right clicking on the table “Update field” > “Update page numbers only”.

If you’ve added new figure or table labels for supplemental or appendix items, view the screen recording for guidance!

If you receive an error or your captions do not appear in the respected tables, visit the previous slide for instruction on how to properly bookmark captions.
Follow the instructions in the template (or watch the video here) to learn how to easily insert landscape page numbers!

Be sure to unlink the first landscape page and the first portrait page after landscape pages. Double check that portrait pages around the landscape pages do not have an extra page number in the left margin after you’ve added the page number to the landscape pages.

Center figures and tables vertically on landscape pages.
LaTeX

We highly recommend the use of Overleaf to format your thesis using the LaTeX thesis template.

Common mistakes found in LaTeX formatted theses include:

• Chapter titles in the table of contents must appear in ALL CAPS.
• Table captions must appear above tables, figure captions must appear below figures.
• Tables and figures, to the best of your ability, should fit within left and right margins.
• References, appendix, vita, and publication titles, if used, should be included in the table of contents.

Sign up using your @purdue.edu email address for extra storage space and tailored tech support! Overleaf.com
THEESIS INFORMATION & FORMATTING

PRINTING HARD COPIES

The Graduate School only accepts digital copies of theses and dissertations. As such, your thesis must be formatted using the templates that we have provided. The margins have been set specifically in these templates to meet the Graduate School’s format requirement.

If you wish to have a hard copy of your thesis or dissertation printed, you’ll likely need to reformat the left margin for binding after you’ve deposited the thesis.

The Graduate School highly recommends ordering hard copies through Phdbookbinding.com. Phdbookbinding.com recommends a 1.25” left margin.

You may also choose to have a copy printed through a local print shop. Be sure to follow any print shop margin recommendations for binding.

The Boiler Copy Maker (BCM) in the Purdue Memorial Union offers thesis and dissertation print and binding and require a 1.5” left margin. We recommend using the BCM if a departmental or advisor copy is requested.
Form 8 is the form that is required to be submitted to hold the final defense and can be found in the Graduate School Database – where your plan of study can be found. PhD students already filled out a Form 8 for the prelim, and will need to fill out a second Form 8 for the final defense. You will not be able to submit Form 9 (Electronic Thesis Acceptance Form) without Form 8-Final being fully approved by the department and Graduate School.

Some Graduate Coordinators will submit Form 8 for the student, but do not rely on them to initiate it. This form must be submitted at least 2 weeks before your scheduled final defense date.

The Form 7 (masters) and Form 11 (PhD) is a form to record the result of the final examination. This form must be submitted by your committee chair – you will not have access to initiate or view this form. This form must be signed by all committee members by the day of the defense deadline, whether you’ve passed or failed.

This form, also known as the Electronic Thesis Acceptance Form, begins the deposit process. Students must initiate this form and it is recommended that you do so on the day you pass your final exam. This form is available through the Graduate School Database and will not become available until your Form 8-Final has been fully approved. Initiating this form on the day you’ve passed your exam allows your committee to register a decision on the form once they’ve approved the content of the thesis. You will be significantly delayed in depositing or may even miss the deposit deadline if you initiate this form within 4 days of the deposit deadline. Signatures by all committee members and department head must be obtained before you can move forward in the deposit process. Form 9 must be approved by the processor by 5pm on the day of the deposit deadline for you to be considered to have met the deposit deadline.
DEPOSIT DEADLINES

Please refer to the Graduate School's Deadline Calendar concerning thesis deposit deadlines. If you fail to meet any deadlines set by the Graduate School, processing of your graduation may be delayed and your degree may be deferred to the next semester.

You must deposit your thesis at least 24 hours in advance of the deposit deadlines to allow adequate time for the thesis office staff to review your document for any formatting errors.

Please note that the version that you are depositing must be the final draft – edits will not be accepted after our office approves the thesis.

**Fall 2020**
Exam/Degree Only – 10/16/2020
General Candidate 99100 – 12/11/2020

**Spring 2021**
Exam/Degree Only – 3/12/2021
General Candidate 99100 – 4/30/2021
STEP 1: COMPLETE FORM 9 [ELECTRONIC THESIS ACCEPTANCE FORM] & REQUIRED SURVEYS

FORM 9:
- Form 9 begins the deposit process.
- You should initiate Form 9 after your final defense. It will be available through the Graduate School Database (plan of study portal).
- You will not be able to make any edits to a submitted Form 9. If your selections need editing, contact us.
- After you submit Form 9, your committee will receive notification of their requirement to sign the form.
- After all committee members have signed, a departmental representative (usually the department head or chair of the graduate program) will receive notification of their requirement to sign.
- After the departmental representative has signed Form 9, you will receive instructions regarding the next step in the deposit process.
- The processor will sign the form only after the survey(s) and step 2 of the deposit process is completed.

REQUIRED SURVEY(S):
- All surveys will become available to complete on the candidate’s plan of study portal during the semester in which they register as a candidate for graduation.
- Masters candidates must complete the Graduate School Exit Questionnaire before depositing the thesis (West Lafayette candidates only). IUPUI, Fort Wayne, and Northwest candidates are not required to complete this survey.
- Doctoral candidates must complete the Survey of Earned Doctorates before depositing the dissertation. West Lafayette candidates must also complete the Graduate School Exit Questionnaire before depositing.
What content is on the Form 9?

- The Purdue Thesis/Dissertation Agreement
  - The author grants Purdue University the non-exclusive right to copy, distribute, make theses available through Open Access outlets, and preserve the work.
- Embargo and Confidentiality Agreements
- Research Integrity and Copyright Disclaimer
  - Observation of provisions of Purdue University Policy III.A.2, November 18, 2011, Policy on Research Misconduct
  - All copyrighted material incorporated into the thesis complies with US Copyright Law and that permissions have been obtained by owners for use of their work in the thesis, which may be beyond the scope of the law. The author agrees to indemnify and save harmless Purdue University from any and all claims that may be asserted of that may arise from any copyright violation.
- ADA Accessible Document Statement
  - According to Regional Government Services, "An accessible document is a document created to be as easily readable by a sighted reader as a low vision or non-sighted reader."¹
  - In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C § 794(d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information comparable to the access available to others.²
- iThenticate certification date (committee chair view)
  - Only the date that the review was completed needs recorded. Similarity scores are not recorded by the Graduate School.


EMBARGO VS CONFIDENTIALITY

EMBARGO

- Reasons to request an Embargo
  - Pending publications
  - Pending patents
  - Proprietary rights
    - Information that may be protected under law (concepts, designs, techniques, etc.)

- You can request an Embargo by marking the appropriate response on your ETAF & when submitting to Hammer.
  - You can choose 6 months, 1 year, 2 years. Only MFA candidates and students with approved exceptions may choose indefinite as an embargo option.

- Hammer will not publish the thesis file during this specified period of time; however, the submission profile including the title, abstract, committee and funding information, keywords, and subject categories will be available.
To qualify for this program, the thesis must contain:

- Export controlled information
- ITAR restricted information
- Government contract
- Commercially sponsored information

You must be under a contractual agreement with a **Sponsoring Organization** OR under a **Technology Control Plan** to utilize this program. You will need to provide both the name of the Sponsoring Organization and the Contract Number. This information will be verified by Sponsored Program Services.

- Your thesis will not be released for publication to HammerRR until the period you have requested has expired.
- Confidentiality periods expire May 31st, August 31st, and December 31st.
ACCESSIBLE PDF

• According to Regional Government Services, "An accessible document is a document created to be as easily readable by a sighted reader as a low vision or non-sighted reader."¹
• In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C § 794(d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information comparable to the access available to others.²

THE GRADUATE SCHOOL REQUIRES THAT STUDENTS, TO THE BEST OF THEIR ABILITY, CREATE ACCESSIBLE PDF DOCUMENTS.

Tips on creating accessible PDFs can be found using the videos provided in this link: https://mediaspace.itap.purdue.edu/esearch/search?keyword=accessible%20pdf
STEP 2: SUBMIT THESIS TO HAMMER RESEARCH REPOSITORY

- Once your ETAF has been approved through the ‘Thesis Form Head’, you will receive an email containing a notification that you may proceed with the deposit process. At this point, you will be able to log-in to your Plan of Study portal and find the link to submit your thesis to the Graduate School.

- Include any datasets, videos, code, etc. as a supplemental file to your thesis. This ensures a holistic thesis submission – a ‘portfolio’ thesis.

- After you’ve created a profile and have uploaded your ETD, a staff member of the Thesis & Dissertation Office will review your submission for any formatting errors and will contact you regarding necessary changes. This process will continue until you have met a satisfactory formatting condition. Emails containing revision requests will be sent to your @purdue.edu email.

- Once your thesis has been accepted, you will receive an email containing your thesis deposit receipt - this email indicates that your thesis has been accepted and your ETAF has been processed by the Graduate School.
STEP 3: PAY THE DEPOSIT FEE

- Master’s Thesis Fee $90.00
- Ph.D. Dissertation Fee $125.00

West Lafayette candidates will pay the deposit fee through their myPurdue accounts. The thesis fee will appear in a candidate’s student account within 5-7 business days of receiving the deposit receipt.

IUPUI candidates will pay the deposit fee through Purdue University’s Accounts Receivable department. A bill will be emailed to you within a week of receiving your deposit receipt.

Fort Wayne and Northwest candidates will pay the deposit fee through their local bursar accounts. The fee will appear in a candidate’s student account after they deposit.
THANK YOU FOR REVIEWING THIS PRESENTATION AND FEEL FREE TO REACH OUT WITH QUESTIONS!

THESISHELP@PURDUE.EDU