IUPUI Graduate Office
The University Graduate School

IU Dissertation and Thesis Format Workshop
SECTION 1

Why use the Template
## The Big Picture (in Numbers)

<table>
<thead>
<tr>
<th>Total for Academic Year 2017-2018*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who Completed Format Review</td>
<td>104</td>
</tr>
<tr>
<td>Students who Completed Precheck Reviews</td>
<td>59</td>
</tr>
<tr>
<td>Total Precheck Reviews Completed by Recorders</td>
<td>77</td>
</tr>
<tr>
<td>Total Precheck Errors Found by Recorders</td>
<td>343</td>
</tr>
<tr>
<td>Total Format Reviews Completed by Recorders</td>
<td>222</td>
</tr>
<tr>
<td>Total Format Review Errors Found by Recorders</td>
<td>3086</td>
</tr>
<tr>
<td>Total Errors Found by Recorders (Pre &amp; Format)</td>
<td>3429</td>
</tr>
<tr>
<td>Total Number of Recorders Completing Reviews</td>
<td>2</td>
</tr>
</tbody>
</table>

* Those not using the template
How Many Reviews Does it Take?

Total Format Reviews for Students

If students need more than 2 reviews it is sent back to their program for assistance

28%

20%

6%

1%

1%

25%

47%
How Many Errors Do We Find?

Total Format Review Errors Per Student

- Average = 30
- Median = 24
- Low = 3
- High = 112
Where Are Students Struggling?

- **Document** (96%)
  - Widows/orphans (text and headings)
  - Not referencing a table or figure within the text
  - Using different formatting for headings & subheadings
  - Titles of chapters or headings not matching TOC

- **Table of Contents** (92%)
  - Words invading number column
  - Inconsistent formatting (spacing, indexes)
  - CV issues

- **Curriculum Vitae** (80%)
  - Not using name as it is on One.IU
  - Spacing and formatting different than document
  - Naming mentees (violates FERPA)
  - Having a page number
  - Naming Degree incorrectly

- **Title Page** (71%)
  - Title not two inches from top
  - Not using name as it is on One.IU
  - Wording and line breaks of the clause
  - Having a page number

- **Abstract** (68%)
  - Title issues (placement, not matching title page)
  - Placement of chair’s name

- **Dates** (65%)
  - Not using date you will upload to ProQuest/ScholarWorks
<table>
<thead>
<tr>
<th>Page/Area</th>
<th>%</th>
<th>Common Errors</th>
</tr>
</thead>
</table>
| Document       | 96%  | • Widows/orphans (*text and headings*)  
• Not referencing a table or figure within the text  
• Using different formatting for headings & subheadings  
• Titles of chapters or headings not matching TOC |
| Table of Contents | 92%  | • Words invading number column  
• *Inconsistent formatting (spacing, indexes)*  
• *CV issues* |
| Curriculum Vitae | 80%  | • Not using name as it is on One.IU  
• Spacing and formatting different than document  
• Naming mentees (violates FERPA)  
• *Having a page number*  
• *Naming Degree incorrectly* |
| Title Page     | 71%  | • *Title spacing and placement*  
• Not using name as it is on One.IU  
• *Wording and line breaks of the clause*  
• *Having a page number* |
| Abstract       | 68%  | • *Title issues (placement, not matching title page)*  
• *Placement of chair’s name* |
| Dates          | 65%  | • Not using date you will upload to ProQuest/ScholarWorks |
## What the Template Addresses

<table>
<thead>
<tr>
<th>Page/Area</th>
<th>Addressed</th>
<th>Not Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page numbers</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Margins</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Landscape pages</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Title Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Title spacing and placement</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Wording and line breaks of clause</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Using your name as it appears on One.IU</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Using date you will upload to ProQuest/ScholarWorks</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Acceptance Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Wording and line breaks of clause</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Spacing and structure</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Abstract Page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Placement of Title</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Placement of Chair’s name</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Table of Contents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Words invading number column</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>• Inconsistent formatting (spacing, indents)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Incorrect order</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• CV error (TOC)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Widows/orphans (text)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Widows/orphans (headings)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Not referencing tables or figures within the text</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Titles of chapters and headings not matching TOC</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Using your name as it appears on One.IU</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Spacing and formatting consistent with document</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>• Avoiding identifying info (mentee’s names, license #, address, phone #)</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 2

How to use the Template
Getting the Template

1. Go to website (link below)
2. Click on IUPUI Graduate Office formatting template
3. Open and save the template to your computer

https://graduate.iupui.edu/theses-dissertations/formatting.html
Using the Template

1. Using dropdown boxes
2. Deleting unnecessary pages and items
3. Adding to Table of Contents (and List of Tables & List of Figures)
   - Subheading levels
   - Page numbers
4. Starting to write in the template
Helpful Tips

1. Start writing in the template as soon you start your process (Qualifying Exam, Proposal Defense)
2. See requirements within the template
3. Complete the formatting requirements first so you can concentrate on producing scholarly work
4. Follow instructions and timelines
5. Try to do at least some work on this every day
6. Proofread and double check your work (including formatting)
7. Do not be afraid to reach out with questions
8. Become familiar with the IUPUI Graduate Office website and resources
SECTION 3

Degree Progression
PhD Degree Progression Checklist

Qualifying Exam
- Complete All Coursework for Program and for Minor
- Download Format Template
- Pass Qualifying Exam
- Initiate Nomination to Candidacy eDoc

Proposal Defense
- Pass Proposal Defense
- Obtain IRB Approval for Study if needed
- Initiate Nomination of Research Committee eDoc

Formatting
- Familiarize self with Formatting Requirements and Guidelines
- Initiate Defense Announcement eDoc
- Submit Acceptance Page and Abstract to gradrec@iupui.edu For a Pre-Check 2 weeks prior to Defense Date
- Submit Dissertation Defense

Graduation Prep
- Submit Signed Defense Pages to gradrec@iupui.edu By 10th of month prior to the Graduation Month
- Complete Format Review with PhD Recorder By 1st of the Graduation Month
- Upload Dissertation to ProQuest By 5th of the Graduation Month
- Receive ProQuest Approval By 10th of the Graduation Month
Thank You!

Contact Info:
gradrec@iupui.edu