Thesis/Dissertation Formatting Workshop

URI Graduate School,
Spring, 2017
Galanti Lounge, URI Library
Al Gerheim, PhD (grad_formatting@etal.uri.edu)
Julia Lovett, Digital Initiatives Librarian (jalovett@uri.edu)
View this presentation online!

The hard way:
http://www.uri.edu/gsadminis/formatting_workshop/formatting_workshop_spring_2016.ppt

The easy way:
http://web.uri.edu/graduate-school/ (The Grad School website)
Thesis/Dissertation on left side
Access to Your Thesis/Dissertation

Julia Lovett
Digital Initiatives Librarian, University of Rhode Island
Three Ways for Readers to Access

Print copies: Library borrowing

Digital copies
ProQuest Dissertations & Theses
DigitalCommons@URI

The author still holds the copyright
The impact of polymer blends and solid dispersion technologies on drug release rates

by Adeyinka A., M.S., University of Rhode Island, 2012, 82 pages; AAT 1508278

Abstract (Summary)
The objective of this research was to investigate the impact of polymer blends and solid dispersion formulation technologies on drug forms and release rates. An hydrophobic carrier, poly(methyl methacrylate PMMA), an hydrophilic carrier Eudragit EPO, together with an hydrophobic drug indomethacin (INDO), were used to produce various dispersion formulations through hot melt mixing (HMM) and solvent evaporation methods. Characterization of the various solid dispersion formulations was performed using standard analytical methods such as differential scanning calorimetry (DSC), polarized light microscopy (PLM), environmental scanning electron microscopy (ESEM), powder X-ray diffraction (PXRD), and Fourier transform infrared spectroscopy (FTIR). The results obtained from the various characterizations suggest that the drug was molecularly dispersed in the polymer matrices. In-vitro dissolution studies were carried out in simple model gastric fluid (pH 1.2) and also in phosphate buffer dissolution medium (pH 7.2). Approximately, 19.79 % of the INDO contained in the HMM formulation comprising PMMA 70 EPO 10 INDO 20 by weight percent was released in approximately 30 minutes while about 54% of the solvent evaporation formulation (PMMA 70 EPO 10 INDO 20) was released after 22 hours. Dissolution results demonstrated that a combination of hydrophobic and hydrophilic polymers will effectively sustain the drug release for a prolonged period of time depending on the formulation composition and the solid dispersion technology employed to produce it.
Institutional Repository, or “IR”: An online space for collecting, preserving, and disseminating the intellectual output of an institution.
Limits to Private Aquaculture on Cape Cod

Kevin Robert Cute, University of Rhode Island

Date of Award
1996

Degree Type
Thesis

Degree Name
Master of Arts in Marine Affairs

Abstract
This study examined the potential of social conflict related to private and public rights, to constrain aquaculture on Cape Cod. While the ability of social conflict to constrain aquaculture has been demonstrated in a few cases, its current potential to constrain aquaculture on Cape Cod had not been established prior to this study. This study was based on information gathered from town records and public hearings related to proposed aquaculture ventures. In addition, town officials were interviewed to obtain additional information related to cases. The finding of this study is that private riparian proprietors, and interests in shell-fishing tend to constrain aquaculture on Cape Cod today. This study utilized the qualitative case study method described by Merriam (1988).

Recommended Citation
http://digitalcommons.uri.edu/ma_etds/376
Your Options for Public Access

Institutional Repository (IR) Publishing Options

I want my work immediately available in my school's IR *

- Yes
- No - I have patents pending, or another reason why I need to delay access to the full text of my work.

Save & Continue

Important: Discuss this with your advisor!
Delayed Release, Embargo Option

Institutional Repository (IR) Publishing Options

I want my work immediately available in my school’s IR *
- Yes
- No - I have patents pending, or another reason why I need to delay access to the full text of my work.

How long would you like to delay the release to your school’s institutional repository (IR)? *
- 6 months
- 1 year
- 2 years

Note to administrator (optional): 200 characters

Reason for delaying release to IR: *

Select

Save & Continue
Search Queries

<table>
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</tbody>
</table>

Downloads

09/17/2012-10/17/2012

Last 30 Days
Contact information

Julia Lovett
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401-874-5079
(Erin Mullin, erin_mullen@uri.edu)
digitalcommons.uri.edu
Graduate School Requirements:

- Program of Study
- Written & Oral Comps
- Thesis/Dissertation Proposal
- Defense Set-up
Formatting Requirements:
- Motivation
- Procedure
- Manuscript Format
- Standard Format
- Formatting
  - Order of Elements
  - Description of Significant Elements
  - Physical Specifications
• Documents required by Grad School
• Online Resources
• Questions during online submission.
• Common Mistakes
• Examples (good and bad)
• Template
Grad School Requirements: Program of Study

• Must be approved by Major Professor for non-thesis Master’s and core committee for Doctoral and Master's thesis students.
Grad School Requirements: Program of Study

• Must be approved by Major Professor for non-thesis Master’s and core committee for Doctoral and Master's thesis students.

• Submit by end of 3rd semester or after the completion of 15 credits if part-time
Grad School Requirements: Program of Study

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- Final approval by the Dean of the Graduate School is required.
Grad School Requirements:
Program of Study

• Must be approved by Major Professor for non-thesis Master’s and core committee for Doctoral and Master's thesis students.
• Submit by end of 3rd semester or after the completion of 15 credits if part-time
• Final approval by the Dean of the Graduate School is required.
• Once approved, copy is sent to the department and original goes in student file.
Written & Oral Comps

- PhD Written Comps – Submit using Request to Schedule Written Comprehensives signed by core committee 10 days prior to date of exam.
Written & Oral Comps

• **PhD Written Comps** – Submit using Request to Schedule Written Comprehensives signed by core committee 10 days prior to date of exam.

• **PhD Oral Comps** – Schedule within 4 weeks of written on the bottom of written results form.
• **PhD Written Comps** – Submit using Request to Schedule Written Comprehensives signed by core committee **10** days prior to date of exam.

• **PhD Oral Comps** – Schedule within **4** weeks of written on the bottom of written results form.

• **Master’s Comps** – results are provided to the Graduate School by the Major Professor using the Master's comprehensive Exam results form indicating date passed. These results **must** be submitted to the Graduate School by the Graduate School **deadline for graduation**.
• Approval Sheet must be signed by the core committee, student, department chair, research integrity office, and IRB/IACUC (if required).
Thesis/Dissertation Proposal

• Approval Sheet must be signed by the core committee, student, department chair, research integrity office, and IRB/IACUC (if required).

• **Three** hard copies along w/original approval sheet must be submitted by the Graduate School Deadline for graduation (**prior** to semester defending). We do **not** accept electronic copies of the proposal itself but we do accept the approval sheet electronically.
Approval Sheet must be signed by the core committee, student, department chair, research integrity office, and IRB/IACUC (if required).

Three hard copies along w/original approval sheet must be submitted by the Graduate School Deadline for graduation (prior to semester defending). We do not accept electronic copies of the proposal itself but we do accept the approval sheet electronically.

Once approved by Dean of Graduate School, student is e-mailed with approval date and a copy is sent to the Department.
Defense Set-up

• Request to Schedule the Oral Defense form – must be complete with all signatures, date, time and place of defense.
Defense Set-up

- Request to Schedule the Oral Defense form – must be complete with all signatures, date, time and place of defense.
- Need yellow binding receipt obtained from Enrollment Services.
Defense Set-up

- Request to Schedule the Oral Defense form – must be complete with all signatures, date, time and place of defense.
  - Need yellow binding receipt obtained from Enrollment Services.
  - Need copy of thesis/dissertation for each committee member in a separate manila envelope with the “full” title page taped to front of each. Each member can elect to get an electronic copy but a hard copy is required for the Chair. The Graduate School does not accept electronic defense copies but it does accept the form electronically.
Defense Set-up

• Request to Schedule the Oral Defense form – must be complete with all signatures, date, time and place of defense.
  • Need yellow binding receipt obtained from Enrollment Services.
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  • Submit to graduate school at least 20 calendar days prior to the selected date of defense.
Defense Set-up (continued)

- Graduate School has five days to process
Defense Set-up (cont’d)

• Graduate School has five days to process
• Email is sent to student when ready.
Defense Set-up (cont’d)

- Graduate School has five days to process
- Email is sent to student when ready.
- Defendable copies must be picked up and distributed to committee no later than 15 days prior to defending.
Your thesis will represent you for the rest of your life. It will also represent URI.
Formatting Requirements: Motivation

• Your thesis will represent you for the rest of your life. It will also represent URI.
• Formatting the thesis is an important element in the presentation of research. This is an important “collateral skill”.
Formatting Requirements: Motivation

• Your thesis will represent you for the rest of your life. It will also represent URI.
• Formatting the thesis is an important element in the presentation of research. This is an important “collateral skill”.
• We want you to think of us as a resource for advice and help formatting your thesis.
Formatting Requirements: Motivation

• Your thesis will represent you for the rest of your life. It will also represent URI.

• Fall, 2015 theses and dissertations:
  – 1/5 had grammar errors in the Acknowledgments section.
  – 1/20 had unexplained acronyms in their title.
  – 1 had a misspelled title.
Formatting Requirements: Motivation

• Your thesis will represent you for the rest of your life. It will also represent URI.

• Correct grammar and spelling is primarily the responsibility of the author, assisted by the major professor and committee.

• These errors will haunt you for the rest of your life.

• In this frequency, they reflect poorly on the university as a whole.
The Graduate School

Formatting Requirements: Motivation

• Your thesis will represent you for the rest of your life. It will also represent URI.
• Possible corrective action:
  – During formatting, I can spell-check the title and abstract.
  – Authors should hire a proofreader, at least for the preliminary pages.
  – We are open to suggestions!
Formatting Procedure

• Defense and formatting are two different “tracks”. You may submit your work for formatting before or after defense. (“Before” is recommended.)
Formatting Procedure

• Defense and formatting are two different “tracks”. You may submit your work for formatting before or after defense. (“Before” is recommended.)

• Formatting begins when you upload pdf document to www.etdadmin.com/uri, where the format will be reviewed. Be sure to complete the submission!
Formatting Procedure

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• Do not submit a scanned pdf document.
• Defense and formatting are two different “tracks”. You may submit your work for formatting before or after defense. (“Before” is recommended.)

• Formatting begins when you upload pdf document to www.etdadmin.com/uri, where the format will be reviewed. Be sure to complete the submission!

• Do not submit a scanned pdf document.

• Incorporate formatter’s comments.
Formatting Procedure

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• Formatting begins when you upload pdf document to www.etdadmin.com/uri, where the format will be reviewed. Be sure to complete the submission!
• Do not submit a scanned pdf document.
• Incorporate formatter’s comments.
• Let the formatter know if/when the final version is online.
Formatting Procedure

• You will receive a checklist when the final version of your document is accepted.
Formatting Procedure

• You will receive a checklist when the final version of your document is accepted.
• Print 2 copies directly from the online version for final submissions to the Grad School.
Formatting Procedure

• You will receive a checklist when the final version of your document is accepted.
• Print 2 copies directly from the online version for final submissions to the Grad School.
• You will remove the Approval Page from the printed online copies and substitute one signed Approval Page and one signed Library Rights Statement. Both must be signed originals.
• You will receive a checklist when the final version of your document is accepted.
• Print 2 copies directly from the online version for final submissions to the Grad School.
• You will remove the Approval Page from the printed online copies and substitute one signed Approval Page and one signed Library Rights Statement. Both must be signed originals.
• Additional signed Approval Pages may be included.
Sequencing of Revisions

Committee comments and formatting comments may be incorporated in either order.

Defense → Formatting → Final

Formatting → Defense → Format Check → Final
Sequencing of Revisions

Committee comments and formatting comments may be incorporated in either order.

Online account left in "Minor Revisions Required", or reset to that state.
Formatting is usually an iterative process. It is finished when the manuscript is “Accepted” online.

However, nothing will be finalized at the etdadmin web site until the paper copies are received by the Graduate School. At that time, the manuscript will be “Delivered to ProQuest”.

If more comments have to be incorporated after the manuscript is accepted, the status can be walked-back to “Minor Revisions Required” so the comments can be incorporated.
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However, nothing will be finalized at the etdadmin web site until the paper copies are received by the Graduate School. At that time, the manuscript will be “Delivered to ProQuest”.

If more comments have to be incorporated after the manuscript is accepted, the status can be walked-back to “Minor Revisions Required” so the comments can be incorporated.
Manuscript vs. Standard Format

- A dissertation in Manuscript Format contains one or more themes which, when taken together, constitute a body of work which fulfills the thesis requirement.
Manuscript Format (continued)

– The Preface should indicate that Manuscript Format is in use.
Manuscript Format (continued)

– The Preface should indicate that Manuscript Format is in use.
– Each manuscript should be preceded by a page indicating the manuscript’s publication status.
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– Each manuscript should be preceded by a page indicating the manuscript’s publication status.
– Each manuscript may have its own abstract, according to the journal’s requirements.
– The “main” abstract should summarize the entire body of work, but should not replace the abstracts of the individual manuscripts.
– The Preface should indicate that Manuscript Format is in use.
– Each manuscript should be preceded by a page indicating the manuscript’s publication status.
– Each manuscript may have its own abstract, according to the journal’s requirements.
– The “main” abstract should summarize the entire body of work, but should not replace the abstracts of the individual manuscripts.
– The Graduate School does not require a Bibliography for dissertations in Manuscript Format.
Standard Format

• One font throughout
• Appendices are discouraged (there are exceptions)
• A Bibliography is required.
• **Order of elements**
  – Preliminary Pages
  – Main Text
• **Description of Elements**
• **Physical Specifications**
• **Common Mistakes**
• Preliminary Material:
  – Title Page *
  – Library Rights Statement (only in paper version)*
  – Approval Page (online version: typed names, paper version: signatures, with typed names underneath)*
  – Abstract
  – Acknowledgments (Required!)
  – Dedication (optional)
  – Preface (optional in Standard Format)
  – Table of Contents
  – List of Figures
  – List of Tables
* Templates available on our website
• Main Text

– Text
– List of References (optional)
– Appendices (optional)
– Bibliography (not required for Manuscript Format)
• Description of elements
  – One Approval Page, on acid-free paper, with signatures of the official committee, plus the Dean of the Graduate School is required. (The Dean signs last.) Should be signed by major professor and core committee members only. The number of signature lines should equal the number of signatures.
  – The Abstract describes the problem, the methods used to solve it, and a summary of the findings.
• Description of elements (continued)
  – **Acknowledgements**: You are required to mention your Major Professor.
• Description of elements (continued)
  – **Acknowledgements**: You are required to mention your Major Professor.
  – A **Bibliography** is required by the Graduate School only for Standard Format. It should list all material contributing to the thesis, whether explicitly cited or not.
• Description of elements (continued)
  – **Acknowledgements**: You are required to mention your Major Professor.
  – A **Bibliography** is required by the Graduate School only for Standard Format. It should list all material contributing to the thesis, whether explicitly cited or not.
  – A **web page citation** should include the complete URL and the date the page was accessed.
• Description of elements (continued)
  – **Acknowledgements**: You are required to mention your Major Professor.
  – A **Bibliography** is required by the Graduate School only for Standard Format. It should list all material contributing to the thesis, whether explicitly cited or not.
  – A **web page citation** should include the complete URL and the date the page was accessed.
  – See special instructions on-line for illustrations and captions, especially fold-outs and landscape pages. Electronic submissions may use “additional files”.
• Physical Specifications (Standard Format):
  – **Font:** at least 10 point. We recommend 12 point. One font to be used throughout, except for math/scientific notation, figures, graphs, and charts.
• Physical Specifications (Standard Format):
  – **Font**: at least 10 point. We recommend 12 point. One font to be used throughout, except for math/scientific notation, figures, graphs, and charts.
  – **Double Spaced**, except for figure text, captions, long quotations and footnotes. References and bibliography entries may be single-spaced within the entry, but double-spaced between entries.
• Physical Specifications (Standard Format):
  – **Font:** at least 10 point. We recommend 12 point. One font to be used throughout, except for math/scientific notation, figures, graphs, and charts.
  – **Double Spaced**, except for figure text, captions, long quotations and footnotes. References and bibliography entries may be single-spaced within the entry, but double-spaced between entries.
  – **Major Sections** (chapter, appendices) begin on new page
• Physical Specifications (Standard Format):
  – **Font:** at least 10 point. We recommend 12 point. One font to be used throughout, except for math/scientific notation, figures, graphs, and charts.
  – **Double Spaced,** except for figure text, captions, long quotations and footnotes. References and bibliography entries may be single-spaced within the entry, but double-spaced between entries.
  – **Major Sections** (chapter, appendices) begin on new page
  – **Margins** 1” on right, top and bottom. At least 1.5” on left (1.7” is recommended).
• Physical specifications (Standard Format continued):
  – **Page Numbering:**
    • Preliminary pages (lower case Roman):
      – Counted but not numbered: Title Page, Abstract (page ii in the Table of Contents)
      – First numbered page will be the Acknowledgments Page.
    • Main Text (Arabic):
      – Continuous from first page of text to last page of Bibliography.
• Physical specifications (Standard Format, continued):
  
  – **Page numbers**

  • Preliminary pages centered, ½” from the bottom.

  • Main Text, either at least ½” from the top and at least 1” from the right edge, or centered at least ½” from the bottom. **Must be consistent throughout, even when landscape pages are used.**

  • No dashes around the page numbers.
• Physical Specifications (Manuscript Format)
  – Font, headings, and spacing should follow the format required by the journal to which they may be submitted, or to which they have already been submitted.
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  – Font, headings, and spacing should follow the format required by the journal to which they may be submitted, or to which they have already been submitted.
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  – Page numbering to follow Standard Format
• Required Documents:
  – Two copies, on acid-free paper. Should be printed directly from the online pdf.
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  – Two copies, on acid-free paper. Should be printed directly from the online pdf.
  – One copy will contain:
    • Library Rights Statement after the Title Page
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    • Approval Page with all signatures except the Dean’s
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  – Two copies, on acid-free paper. Should be printed directly from the online pdf.
  – One copy will contain:
    • Library Rights Statement after the Title Page
    • Approval Page with all signatures except the Dean’s
    • In a plain manila envelope with a Short Title Page attached securely. (Short Title: 40 character strict maximum, including spaces and punctuation.)
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  – A second copy will be in a plain manila envelope with a Binding Form attached.
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  – A second copy will be in a plain manila envelope with a Binding Form attached.
  – Extra Approval Pages may be included.
• Additional Documents for Dissertations

• Completed Survey of Earned Doctorate confirmation*
• Commencement Survey (online).

* The Survey of Earned Doctorates must now be completed online at https://sed-ncses.org/GradDateRouter.aspx. We ask that you print a confirmation and submit it with your hard copies.
ONLINE RESOURCES

• URI Graduate School:
  – http://web.uri.edu/graduate-school/thesis-dissertation/
    • Checklist and Instruction
    • Defense Instruction
    • Format Guidelines
    • (MS Word) Thesis Template
  – http://web.uri.edu/graduate-school/formatting/
    • Library Rights Statement
    • Sample Title Pages
    • Sample Approval Pages
ONLINE RESOURCES

• URI ELE Department:
    • (LaTeX – IEEE format)

• ProQuest:
  Electronic submission:
  http://www.etdadmin.com/uri

• Survey of Earned Doctorates:
  https://sed-ncses.org
Online Submission

You will be asked three questions during the online submission process.
Online Submission

You will be asked three questions during the online submission process.

What is your name?
What is your Quest?
What is your favorite colour?
Online Submission

You will be asked three questions during the online submission process.

• Register Copyright?
  – You own the copyright. You may want ProQuest to register it to establish precedence of the work.
Online Submission

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• Embargo work / URI Institutional Repository?
  • If your work is proprietary, you may want to embargo it until patent (or other) protection can be secured.
  • Some publications will not accept work which is available online. You may want to embargo it until it is published.
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  • Some publications will not accept work which is available online. You may want to embargo it until it is published.

• Traditional or Open Access (via ProQuest)?
  • Traditional Publication via ProQuest is free.
  • The URI Institutional Repository offers Open Access for free.
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  • Some publications will not accept work which is available online. You may want to embargo it until it is published.

• Traditional or Open Access (via ProQuest)?
  • Traditional Publication via ProQuest is free.
  • The URI Institutional Repository offers Open Access for free.

Ask your Major Professor for advice!
Common Mistakes

• Doing things “out of order”.
**Common Mistakes**

- Doing things “out of order”.
- Pagination, especially preliminary pages.
Common Mistakes

• Doing things “out of order”.
• Pagination, especially preliminary pages.
• Difference between online and paper versions.
Common Mistakes

• Doing things “out of order”.
• Pagination, especially preliminary pages.
• Difference between online and paper versions.
• Margins, especially with tables and figures.
Common Mistakes

• Doing things “out of order”.
• Pagination, especially preliminary pages.
• Difference between online and paper versions.
• Margins, especially with tables and figures.
• Length of full title (100 characters maximum) and short title (40 characters maximum).
Common Mistakes

• Doing things “out of order”.
• Pagination, especially preliminary pages.
• Difference between online and paper versions.
• Margins, especially with tables and figures.
• Length of full title (100 characters maximum) and short title (40 characters maximum).
• Placement of page numbers on landscape pages.
Common Mistakes

- Doing things “out of order”.
- Pagination, especially preliminary pages.
- Difference between online and paper versions.
- Margins, especially with tables and figures.
- Length of full title (100 characters maximum) and short title (40 characters maximum).
- Placement of page numbers on landscape pages.
- **NEW!** Typed names under the signatures on the paper Approval Page.
Deadly Mistakes

• Approval Pages (Showstopper!):
  • Core Committee Members only!
  • Use templates!
  • Keep track of them!
  • No white-out or corrections
  • No page numbers or additional text
  • Correct year
Don’t let this happen to you!

DOCTOR OF PHILOSOPHY
OF

APPROVED,
Dissertation Committee

UNIVERSITY OF RHODE ISLAND
2009
ABSTRACT
Proper Packaging

Short Title:
Soil Quality in Rhode Island Pastures

By:
Alissa H. Becker

Advisor:
Jose A. Amador
Proper Landscape Pagination:
Chapter 1

“Empirical Relationship between Strength and Geophysical Properties for Weakly Cemented Formations”

by

M.S. Ravi Sharma\(^1\); Matt O Regan\(^2\); Christopher D.P. Baxter\(^3\); Kathryn Moran, P.E.\(^4\); Hans Vaziri\(^5\); Raja Narayanasamy\(^6\)

is submitted to Journal of Petroleum Science and Engineering

---

\(^1\) PhD Candidate, Department of Ocean Engineering, The University of Rhode Island, Narragansett, RI 02882. Email: mrsavisharma@yahoo.com

\(^2\) Post Doctoral Fellow, Graduate School of Oceanography, The University of Rhode Island, Narragansett, RI 02882. Email: oregan@gso.uri.edu

\(^3\) Associate Professor, Department of Ocean/Civil and Environmental Engineering, The University of Rhode Island, Narragansett, RI 02882. Email: baxter@oc.e.uri.edu

\(^4\) Professor, Department of Ocean Engineering and Graduate School of Oceanography, The University of Rhode Island, Narragansett, RI 02882. Email: kate.moran@uri.edu

\(^5\) Sand Management Senior Advisor, BP America Inc., 501 Westlake Park Boulevard, Room 12.116, Houston, TX 77079. Email: Hans.Vaziri@bp.com

\(^6\) BP Exploration Operating Company Limited, Chertsey Road, Sunbury-on-Thames, Middlesex, TW16 7LN, UK. Email: Raja.Narayanasamy@uk.bp.com
FULL TITLE HERE IN ALL CAPS IN A FORMAT THAT RESEMBLES THIS LAYOUT HERE SO IT LOOKS LIKE THIS
BY
YOUR NAME HERE IN ALL CAPS

A DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN MECHANICAL ENGINEERING AND APPLIED MECHANICS

UNIVERSITY OF RHODE ISLAND
YEAR
Thesis Template (paper version)

Library Rights Statement

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