

# Thesis/Dissertation Formatting Workshop Formatting and Final Submission Procedure

Al Gerheim, PhD ([gerheim@uri.edu](mailto:gerheim@uri.edu))

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# Formatting Sequence

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

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- Formatting begins when you upload pdf document to [www.etdadmin.com/uri](http://www.etdadmin.com/uri), where the format will be reviewed. **Be sure to complete the submission!**

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- Incorporate formatter’s comments.

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- Incorporate formatter’s comments.
- Let the formatter know if/when the final version is online.

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# Sequencing of Revisions

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



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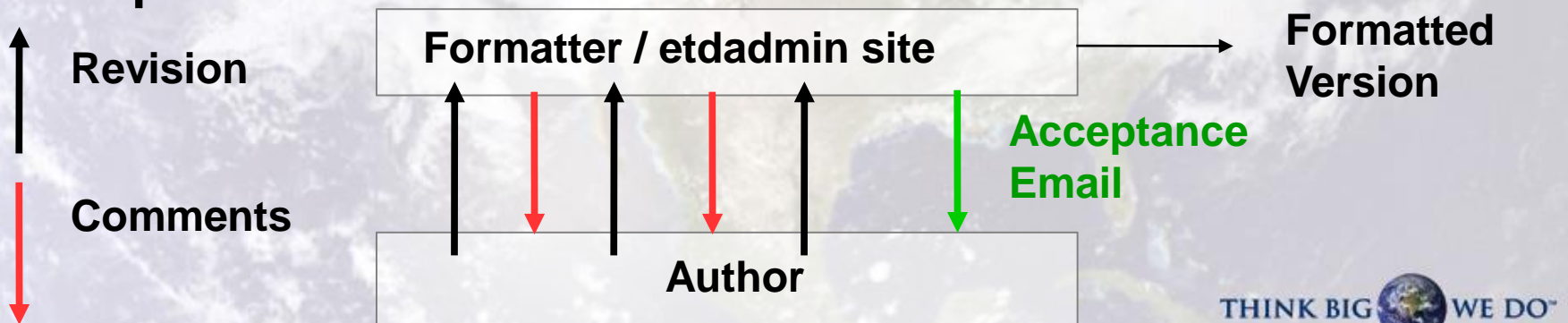
**Online account left in “Minor Revisions Required” or reset to that state.**

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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 final submission email is received by the Graduate School. At that time, the manuscript will be “**Delivered to ProQuest**”.

If more comments need 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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# Online Submission

Can you make changes after the work has been “Delivered to ProQuest”?

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- We decided to delay delivery until long after the semester had ended. This allowed time for everyone to make last-minute changes.

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- If changes have to be made long after delivery, there is a process.

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- If changes must be made after publication, there is a process.
  - The student will have to pay a small fee to ProQuest

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- We decided to delay delivery until long after the semester had ended. This allowed time for everyone to make last-minute changes.
- If changes must be made after publication, there is a process.
  - The student will have to pay a small fee to ProQuest
  - Permission is required from the Graduate School. Decisions will be made on a case-by-case basis.

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# Online Submission

Formatting  
(Iterative)

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# Online Submission

Formatting  
(Iterative)

Accept

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# Online Submission

Formatting  
(Iterative)

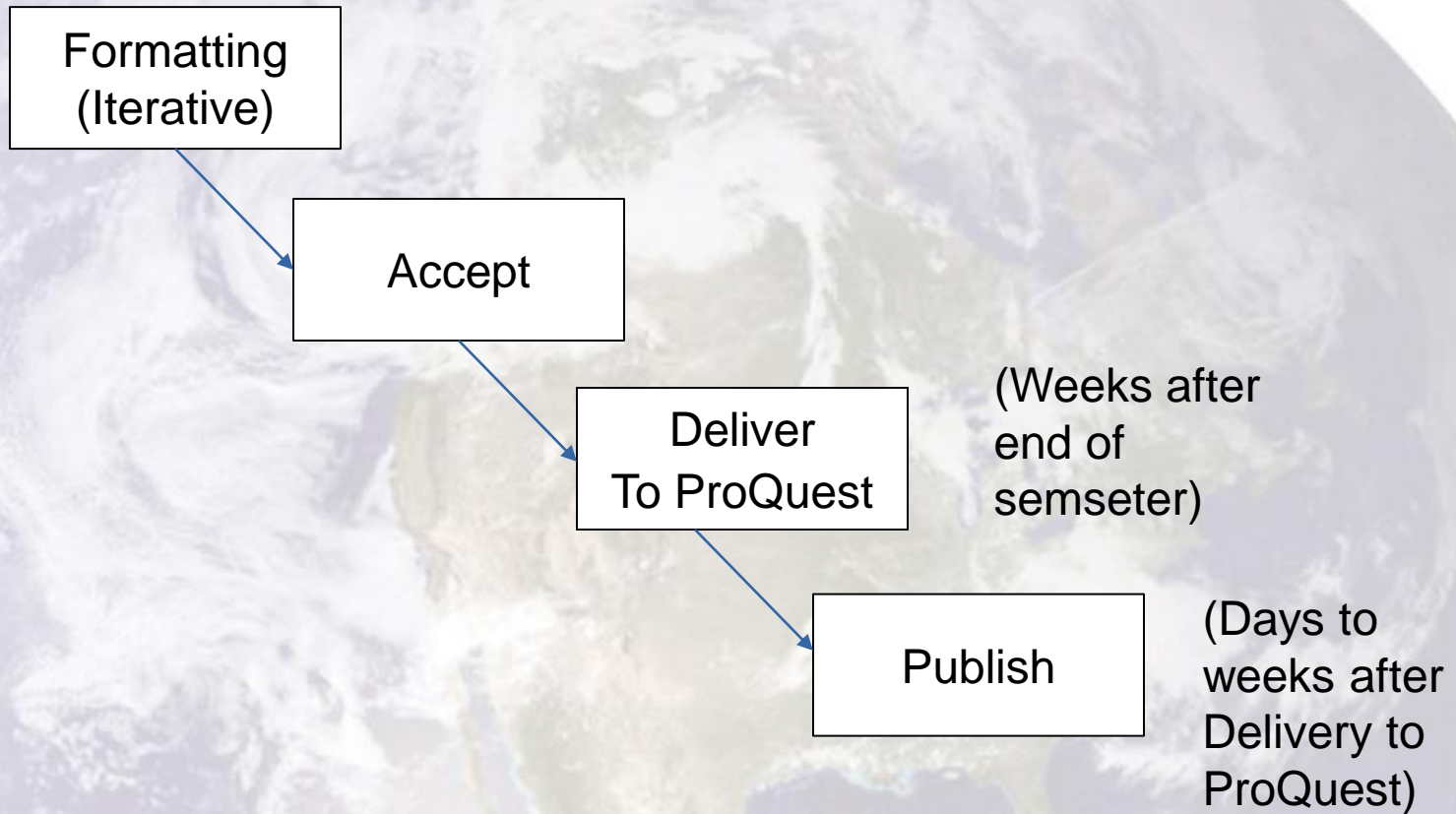
Accept

Deliver  
To ProQuest

(Weeks after  
end of  
semester)

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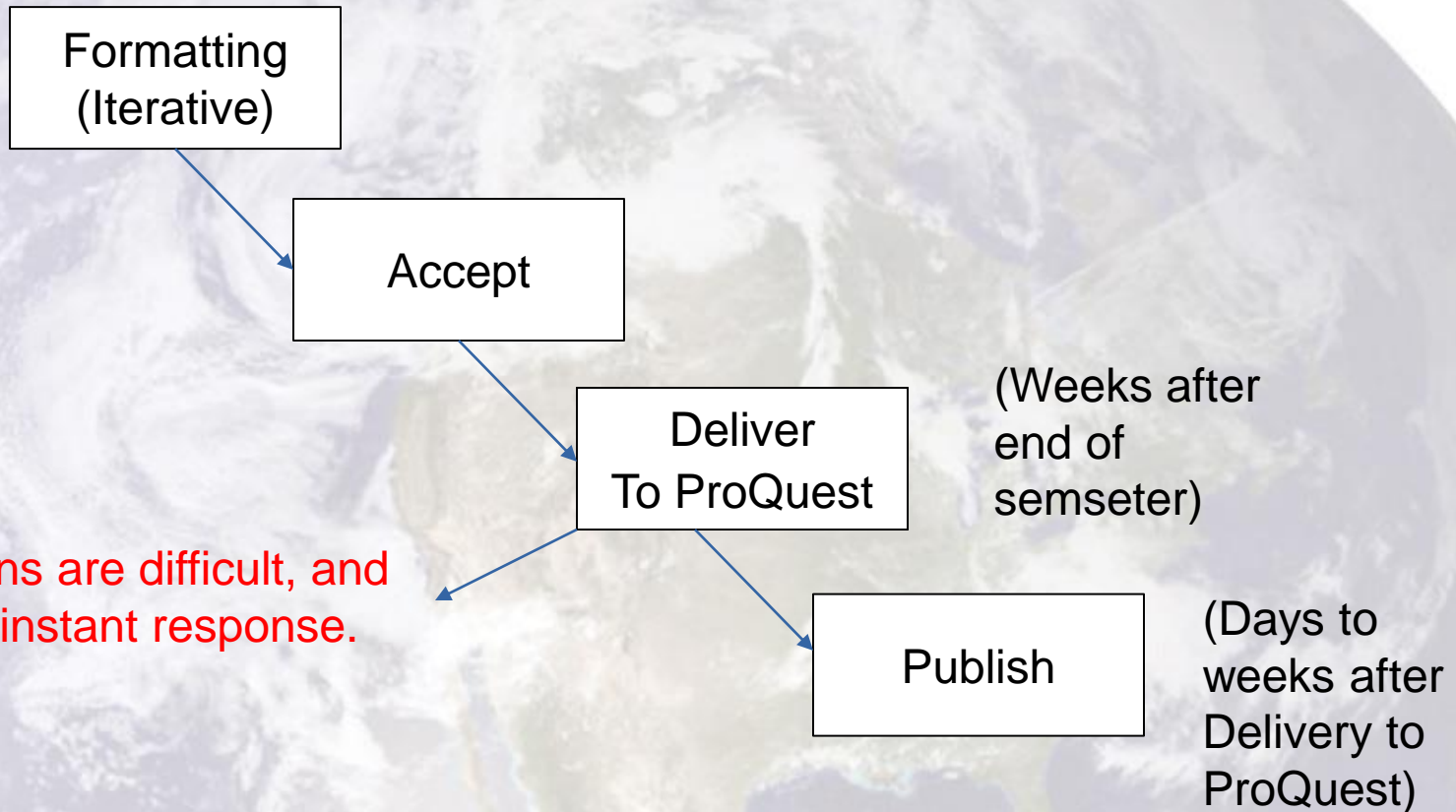
# Online Submission



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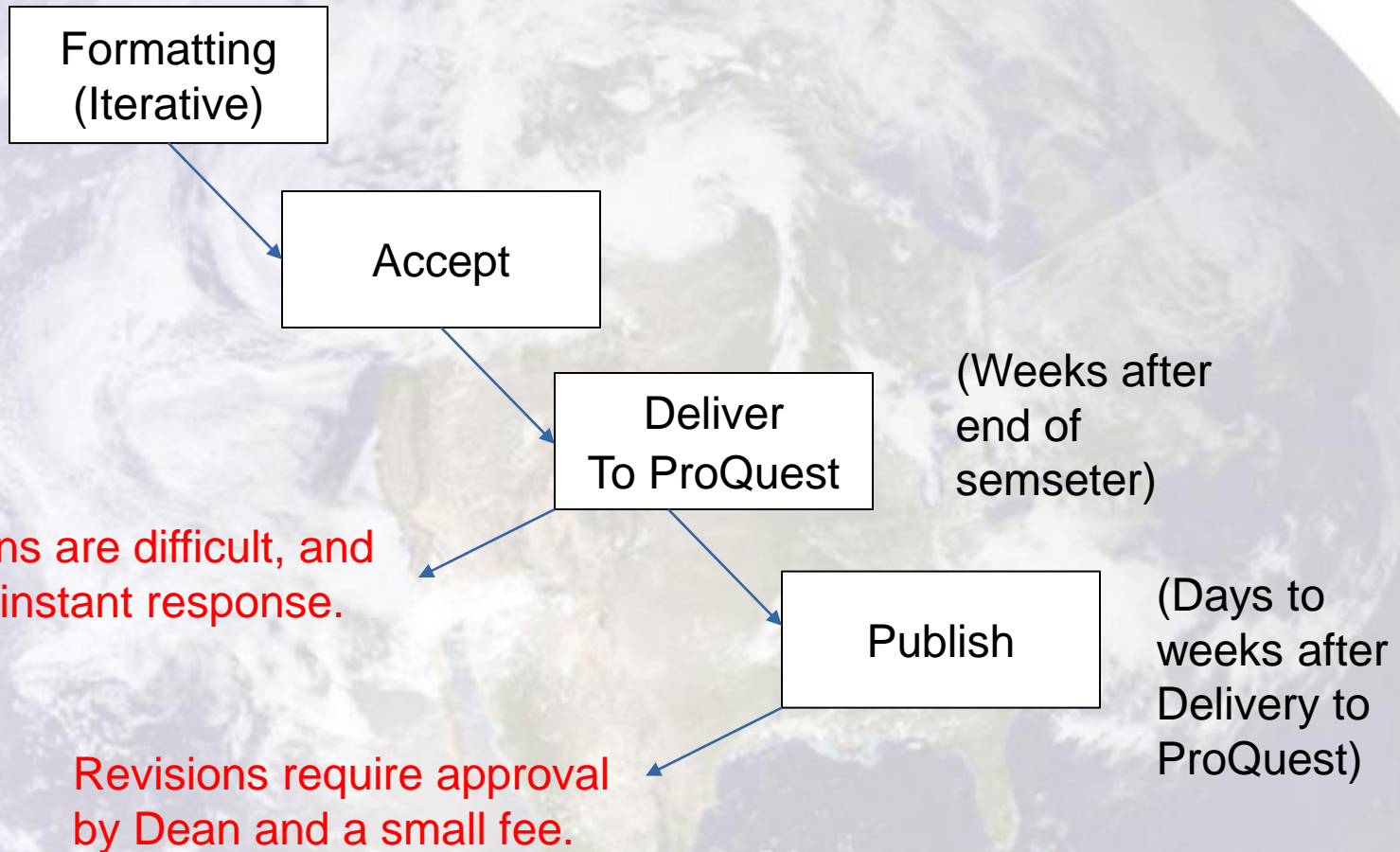


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# Online Submission

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

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*What is your name?*

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*What is your name?*

*What is your Quest?*

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



*What is your name?*

*What is your Quest?*

*What is your favourite colour?*

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- Register Copyright?
  - You own the copyright. You may want ProQuest to register it to establish precedence of the work. **Usually not important.**

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  - If your work is proprietary, you may want to embargo it until patent (or other) protection can be secured.

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- 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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**Ask your Major Professor for advice!**

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# Final Submission

- You will receive a checklist when the final version of your document is accepted.

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# Final Submission

- You will receive a checklist when the final version of your document is accepted.
- The checklist will direct you to digitally signable Approval Pages and a digitally signable Library Rights Statement.

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# Final Submission

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- The checklist will direct you to digitally signable Approval Pages and a digitally signable Library Rights Statement.
- Get them signed by the appropriate people, including the Dean(s).

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# Final Submission

Send a final submission email to me ([gerheim@uri.edu](mailto:gerheim@uri.edu)). Give your student ID, and a short title. This is the formal statement that your online work is finished.

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The dreaded short title must be 40 characters or less, including spaces and punctuation. It will appear in the Commencement Program.

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... and I need it to enter the milestone in eCampus.

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# Final Submission

## Additional Document for Dissertations

Completed Survey of Earned Doctorate confirmation\*

\* The Survey of Earned Doctorates must now be completed online at <https://sed-ncses.org/GradDateRouter.aspx>. We will be informed by email when you complete it.

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# 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

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# ONLINE RESOURCES

- **URI ELE Department:**

- <http://www.ele.uri.edu/info/thesis/guide/>
  - (LaTeX– IEEE format)

- **ProQuest:**

Electronic submission:

<http://www.etdadmin.com/uri>

- **Survey of Earned Doctorates:**

<https://sed-nces.org>

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# ONLINE RESOURCES

The person responsible for slides 22-24 has been sacked.

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