

Common Formatting Mistakes

The following errors or omissions occur with astonishing regularity:

1. Differences between the online and paper versions:
 - a. The Library Rights Statement appears only in the paper version.
 - b. The online Approval Page will have the typed names of the core committee, plus the Dean of the Graduate School, Nasser H. Zawia. The paper version will have the signatures.
 - c. Blank pages should not appear in the online version. They may appear at the beginning or end of the paper version. They should not be numbered.
2. Pagination and Table of Contents:
 - a. The first page of the Abstract is counted in the Table of Contents as “ii”, but the Abstract pages are not numbered.
 - b. The Table of Contents should be listed in the Table of Contents itself.
 - c. The body of the work begins with page 1.
3. Packaging the paper version:
 - a. The Graduate School requires 2 copies, each in its own manila envelope. In the past, the Graduate School forwarded copies to the students’ departments. We have been unable to silence rumors that this practice is still observed.
 - b. A Short Title Page should be taped securely (4 sides) to the front of the envelope. The Short Title Page should:
 - i. Have a short title, 40 characters or less in length, your name, your advisor’s name, and
 - ii. nothing else.
 - iii. Use large fonts (22 points or more) so it can be read from far away. The information will be used by the book binder. The layout is unimportant.
 - c. There is no need to tape the envelopes shut. The first thing the formatter does is remove the Approval Page, and make sure everything is in order.
 - d. For dissertations, put the Approval Page(s) with the other paperwork, so the formatter doesn’t have to tear open the envelope to find it(them).
4. Please inform the formatter as soon as the committee’s comments have been incorporated. The formatter can’t accept the online document until the comments are incorporated.
5. Please plan on uploading your document to <http://www.etsadmin.com/uri> at least 10 days before the deadline for submission of the hard copies. Also, monitor your email frequently until your document has been accepted.