

Thesis/Dissertation Formatting Workshop

Spring, 2020

Galanti Lounge, URI Library

Al Gerheim, PhD (grad_formatting@etal.uri.edu)

Julia Lovett, Digital Initiatives Librarian (jalovett@uri.edu)

Ashton Foley-Schramm Coordinator, Graduate Writing Center

(gradwritingcenter@etal.uri.edu)

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View this presentation online!

https://web.uri.edu/graduate-school/files/formatting_workshop.pdf



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Three Ways for Readers to Access

Print copies: Library viewing

Digital copies, 2 places:

ProQuest Dissertations & Theses

DigitalCommons@URI

The **author** still holds the copyright

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University of Rhode Island Libraries

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Author Corner

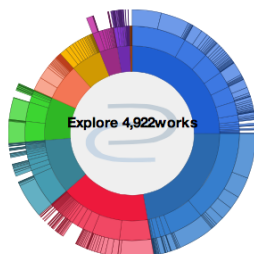
- Author FAQ
- Submit Research



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All time

Recent Additions
20 most recent additions

Paper of the Day

Design, testing, and analysis of a novel fatigue testing apparatus
Michael Falco

4,588 papers to date 383,556 full-text downloads to date 180,080 downloads in the past year

digitalcommons.uri.edu

- **Institutional Repository, or “IR”:**
An online space for collecting, preserving, and disseminating the intellectual output of an institution



On Possible Limit Functions on a Fatou Component in Non-Autonomous Iteration

[Christopher Staniszewski](#), *University of Rhode Island*

Follow

Date of Award

2018

Degree Type

Dissertation

Degree Name

Doctor of Philosophy in Mathematics

Department

Mathematics

First Advisor

Mark Comerford

Abstract

The Schlicht class of functions, commonly denoted as S , is the class of univalent functions defined on the unit disk such that $f(0) = 0$ and $f'(0) = 1$. This is a well-studied class for which many results are known. We prove that there exists a bounded sequence of polynomials, and a Fatou component for this sequence, such that for all $f \in S$, there exists a subsequence of iterates of compositions of our polynomial sequence for which f is a limit function.

Recommended Citation

Staniszewski, Christopher, "On Possible Limit Functions on a Fatou Component in Non-Autonomous Iteration" (2018). *Open Access Dissertations*. Paper 724.
https://digitalcommons.uri.edu/oa_diss/724

 Download

Available for download on

Monday, April 20, 2020

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Why Open ETDs?

- Unique research reaches a broader audience
- More readership and citations for authors
- Showcases the student research of URI
- A note about Fair Use:
 - Theses and dissertations are now much more widely read, so be careful about use of in-copyright material
 - Guide to fair use:

<https://uri.libguides.com/fairuse>



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

[Clear](#)

Reason for delaying release to IR:*

Select

Save & Continue



Discovery

Visitors

Last 30 Days

Search Queries

35

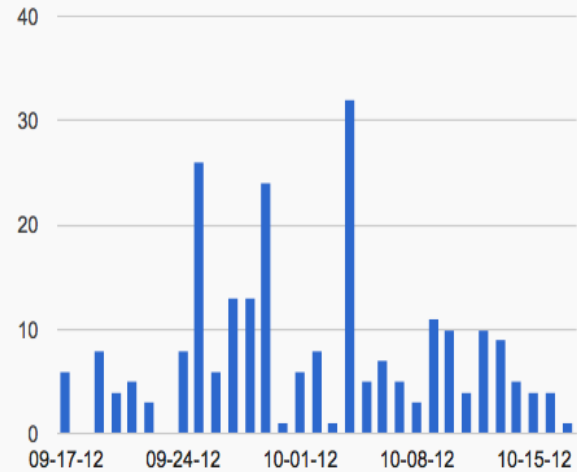
SEARCH QUERIES	DOWNLOADS	AVG RANK
ebsco	8	
refworks	3	
vision for library technical services	2	
"future of technical services	2	20
library of congress	2	

[prev](#) [next](#)

09/17/2012-10/17/2012

Last 30 Days

Downloads

242

09/17/2012-10/17/2012

Last 30 Days

Sharing research data

- Multiple ways to share research data alongside the ETD
- Caveats
 - Talk to advisor and clear with IRB
- Library can advise students who want to explore this option

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Contact information

Julia Lovett

Digital Initiatives Librarian

jalovett@uri.edu

Harrison Dekker

Data Services Librarian

hdekker@uri.edu

digitalcommons.uri.edu THINK BIG  WE DO™



GRADUATE
Writing
CENTER

THE
UNIVERSITY
OF RHODE ISLAND
GRADUATE
WRITING CENTER

Roosevelt Hall, Room 003



@URIGradWC



How can the GWC help with your dissertation/thesis?



One-on-one Appointments

- Clarity, coherence, consistency, flow, tone, audience, diction

Writing Groups

- Quiet, consistent time to work

Programs/Events

- Abstract & Title Workshops

Abstract & Title Workshop

- Limited to 12 participants (RSVP requested)
- Must have completed abstract and working title

Tuesday,
Feb. 25, 2020,
1-3pm

Monday,
Mar. 16, 2020,
10am-12pm

Contact the GWC

Schedule an appointment online

- mywco.com/URIGradWC

Email us with questions

- gradwritingcenter@etal.uri.edu

Visit our website

- web.uri.edu/graduate-writing-center

Follow us

- @URIGradWC

Spring 2020 Hours

Monday

8am-6pm

Tuesday

10am-7pm

Wednesday

10am-5pm

Thursday

10am-7pm

Friday

8am-5pm

Graduate School Requirements:

- Program of Study
- Written & Oral Comps
- Thesis/Dissertation Proposal
- Defense Set-up

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Formatting Requirements:

- *Motivation*
- *Procedure*
- *Manuscript Format*
- *Standard Format*
- *Formatting*
 - *Order of Elements*
 - *Description of Significant Elements*
 - *Physical Specifications*

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- *Documents required by Grad School*
- *Online Resources*
- *Questions during online submission.*
- *Common Mistakes*
- *Examples (good and bad)*
- *Template*

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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.

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- Once approved, copy is sent to the department and original goes in student file.

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Written & Oral Comps

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

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

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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.
- **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**.

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Thesis/Dissertation Proposal

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

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- **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.

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

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Defense Set-up

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

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

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- Submit to graduate school at least 20 calendar days prior to the selected date of defense.

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Defense Set-up (continued)

- Graduate School has five days to process

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Defense Set-up (cont'd)

- Graduate School has five days to process
- Email is sent to student when ready.

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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.

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Formatting Requirements: Motivation

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

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Formatting Requirements: Motivation

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- 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.

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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.

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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.

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Formatting Requirements: Motivation

- Your thesis will represent you for the rest of your life. It will also represent URI.
- Possible corrective action:
 - Authors should hire a proofreader, at least for the preliminary pages.
 - Contact the Graduate Writing Center for help: <https://web.uri.edu/graduate-writing-center/>

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- Let the formatter know if/when the final version is online.

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Formatting Procedure

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

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- You will remove the Approval Page from the printed online copy and substitute one signed Approval Page and one signed Library Rights Statement. Both must be signed originals.

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- Additional signed Approval Pages may be included.

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Sequencing of Revisions

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



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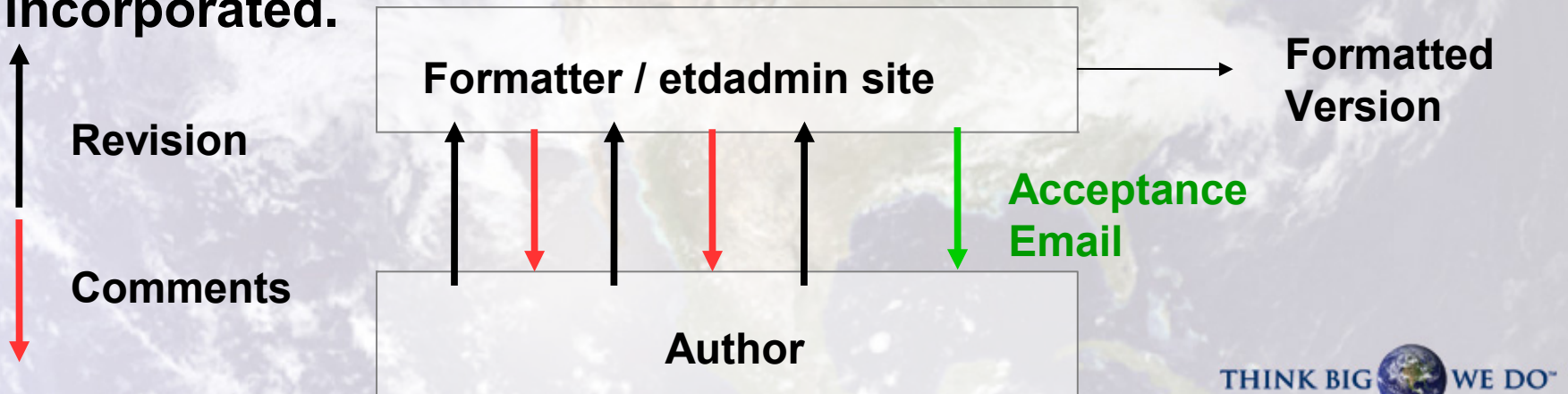
Online account left in “Minor Revisions Required”, or reset to that state.

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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 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.

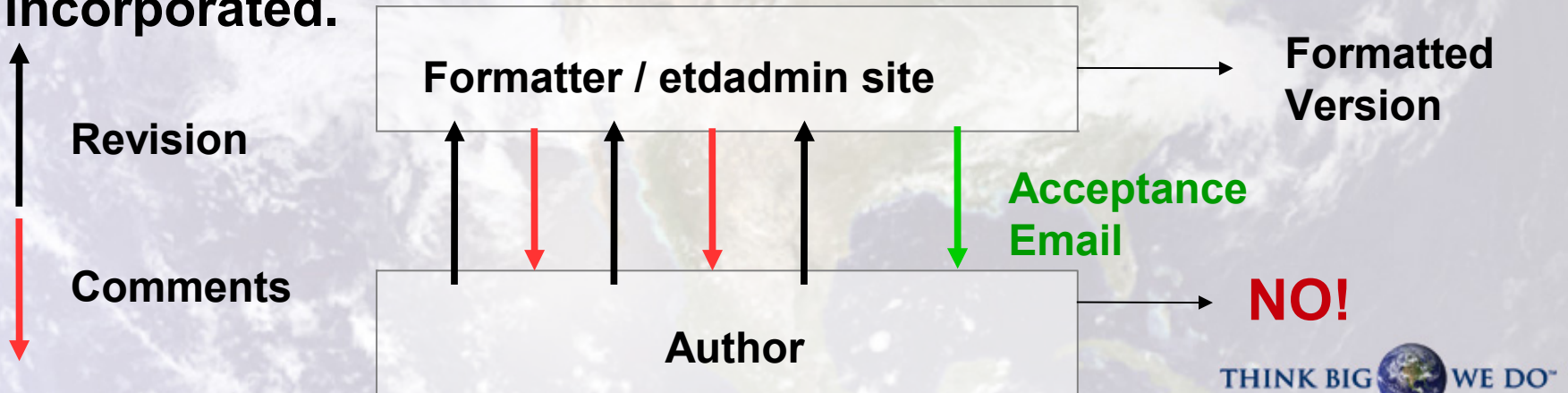


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Manuscript vs. Standard Format

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



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Manuscript Format (continued)

- The Preface should indicate that Manuscript Format is in use.

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Manuscript Format (continued)

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- Each manuscript should be preceded by a page indicating the manuscript's publication status.

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- Each manuscript may have its own abstract, according to the journal's requirements.

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- The “main” abstract should summarize the entire body of work, but should not replace the abstracts of the individual manuscripts.

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- 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.

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Standard Format

- One font throughout
- Appendices are discouraged (there are exceptions)
- A Bibliography is required.

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Formatting

- *Order of elements*
 - *Preliminary Pages*
 - *Main Text*
- *Description of Elements*
- *Physical Specifications*
- *Common Mistakes*

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- 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

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- Main Text

- Text

- List of References (optional)

- Appendices (optional)

- Bibliography (not required for Manuscript Format)

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- 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.

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- Description of elements (continued)
 - Acknowledgements: You are required to mention your Major Professor.

THINK BIG  WE DO™

- 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.

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- Description of elements (continued)
 - Acknowledgements: **You are required to mention your Major Professor.**
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 - A web page citation should include the complete URL **and the date the page was accessed.**

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 - 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”.

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- 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.

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- 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.

THINK BIG  WE DO™

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 - **Major Sections** (chapter, appendices) begin on new page

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 - **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).

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- 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, $\frac{1}{2}$ " from the bottom.
 - Main Text, either at least $\frac{1}{2}$ " from the top and at least 1" from the right edge, or centered at least $\frac{1}{2}$ " from the bottom. Must be consistent throughout, even when landscape pages are used.
 - No dashes around the page numbers.

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- 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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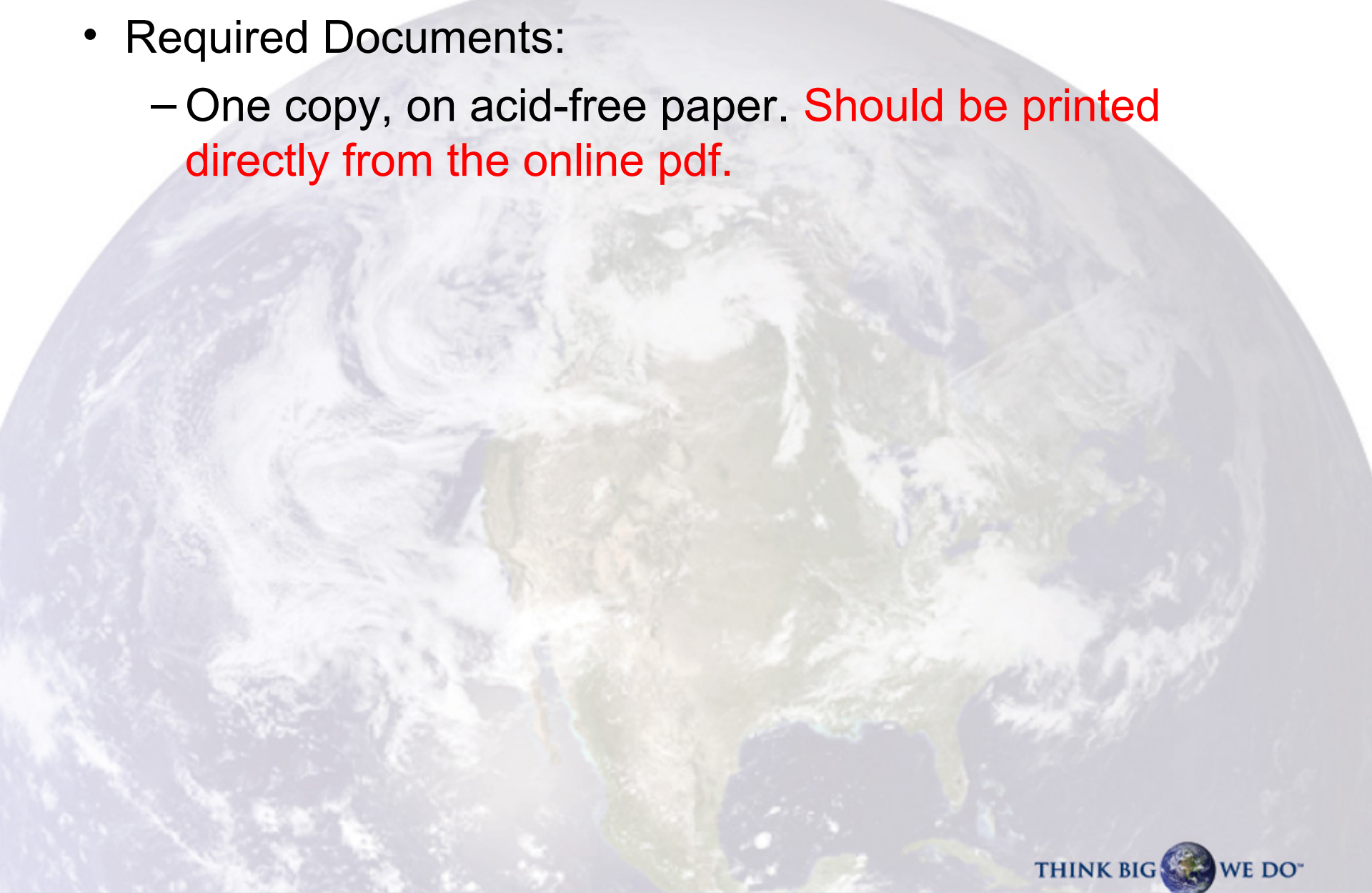
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- Required Documents:
 - One copy, on acid-free paper. **Should be printed directly from the online pdf.**



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 - The copy will contain:
 - Library Rights Statement after the Title Page
 - Approval Page with all signatures except the Dean's

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 - 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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• Additional Documents for Dissertations

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

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

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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 Submission

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

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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?

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Online Submission

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

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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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Ask your Major Professor for advice!

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Common Mistakes

- Doing things “out of order”.



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Common Mistakes

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

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Common Mistakes

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

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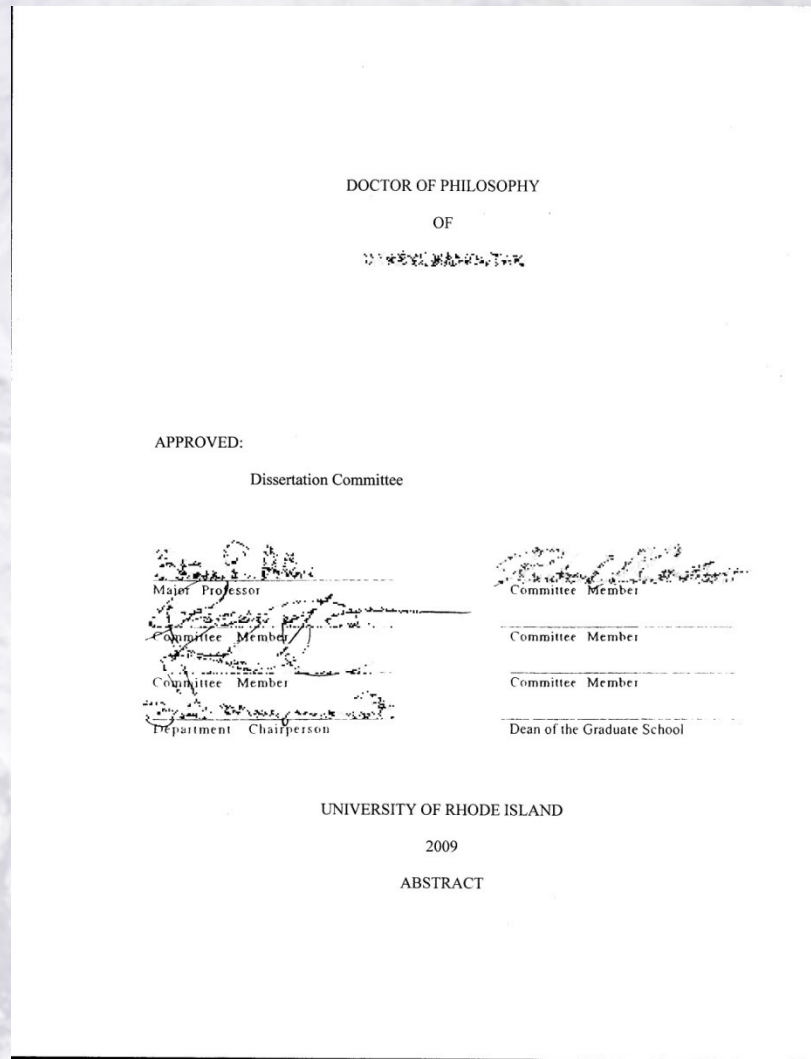
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Deadly Mistakes

- **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

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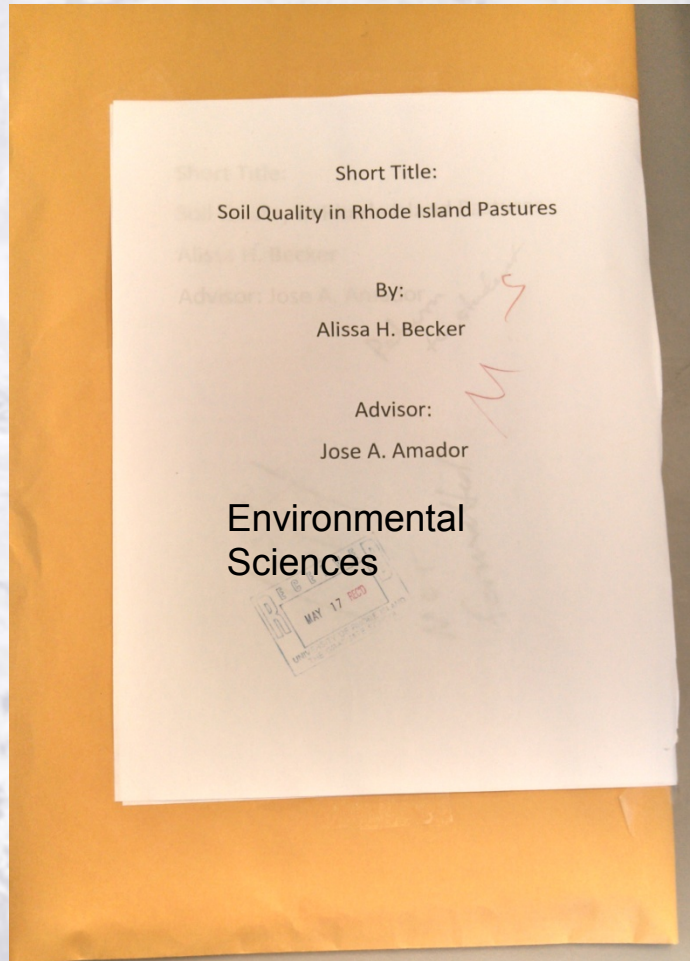
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Proper Packaging



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Proper Landscape Pagination:

Table 1: Effect of vitamin E on immune response of ruminants

Species	Supplementation	Effect	Response	Reference
Sheep	272 IU/ month	Increase	waning rate	Kott et al. 1983
Sheep	330 IU/ day	Increase	lamb survival	Kott et al. 1998
Cows	2700 IU/ 3 weeks	Increase	IgM, IgG1, IgG2	Hidiroglou et al. 1992
Sheep	330 IU/day	No Effect	IgM, IgG1, IgG2	Hatfield et al. 2002
Sheep	400 IU/day	No Effect	IgM, IgG1, IgG2	Daniels et al. 2000
Cows	283, 570, 1140 IU/day	Increase	anti-ovalbumin IgG	Rivera et al. 2002
Calves	1400, 2800 IU/week	No Effect	Lymphocyte proliferation	Reddy et al. 1986
		No Effect	IgG1, IgG2	
		Increase	IgM	
Calves	2800 IU/week	Increase	Blastogenesis	Reddy et al. 1987
	125, 250, 500 IU/day	No Effect	anti-BHV IgG	
		Increase	IgG	
Calves	125 IU/week	Increase	IgG1, IgG2, IgM	Cipriano et al. 1982
Sheep	1000 IU/day	Increase	anti- Brucella ovis Igs	Alzal et al. 1984
Lambs	300 IU	No effect	anti-Parainfluenza 3 IgG	Reffert et al. 1988
Cows	20 IU/kg diet	Increase	peripartum disease	LeBlanc et al. 2002
Cows	3000 IU	Increase	macrophage IL-1	Politis et al. 1995
Cows	3000 IU/day	Increase	macrophage MHC	
		Increase	neutrophil superoxide	

Manuscript Introduction Page Example

Chapter 1

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

by

M.S. Ravi Sharma¹; Matt O Regan²; Christopher D.P. Baxter³; Kathryn Moran, P.E.⁴;
Hans Vaziri⁵; Raja Narayanasamy⁶

is submitted to Journal of Petroleum Science and Engineering

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REQUIREMENTS FOR THE DEGREE OF
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IN
MECHANICAL ENGINEERING AND APPLIED MECHANICS

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