Graduate Education
Thesis & Dissertation Writing Workshop

Fall 2018
Maribeth Price, Dean of Graduate Education

Part II: Finishing your thesis or dissertation
The Office of Graduate Education
C 2201

- Maribeth Price
  - Dean of Graduate Education

- Rachel Howard
  - Admissions, applications, assistantships

- Trudy Severson
  - Student progress, POS processing, degree audits, thesis/dissertation processing
Steps
You’re getting close!

• Define a topic area and establish committee
• Review the literature
• Develop and refine research question
• Develop and refine methods
• Collect and analyze data
• Write up the results

• Get approval of document from advisor
• Get approval from committee
• Defend
• Final edits

Process is not as linear as it appears!
Manuscript preparation
Two style options

• Traditional Thesis/Dissertation

• Compilation of Journal Articles
The required components of an M.S. thesis or Ph.D. dissertation include the following. ALL components MUST be available for committee review prior to the defense.

- Title Page,
- Abstract,
- Acknowledgements,
- Table of Contents,
- List of Tables,
- List of Figures,
- Introduction
- Theory and/or Literature Search
- Methods
- Results
- Conclusions
- Bibliography,
- Appendices,
- Vita.
Journal Articles Style

- Title Page,
- Abstract,
- Acknowledgements,
- Table of Contents,
- List* of Tables,
- List* of Figures,
- Introduction to the full body of work represented by the articles
- One or more journal articles,
- Conclusions including a summary of conclusions from the articles and implications from the work as a whole
- Bibliography for references not in the articles,
- Appendices (include documentation for permission to reproduce published/copyrighted articles),
- Vita.

* - Note that the lists of tables & figures refers to tables and figures in the Introduction and the Conclusions.

Chapter titles and organization are flexible to accommodate differences in disciplines, but these components should be present and recognizable.
Previously published material

• What if I publish a paper before it is included in my thesis/dissertation?
  • Publishers usually assert copyright ownership of papers they publish.
  • Most readily give permission for the paper to be reprinted in a thesis/dissertation, but it takes time.
  • Documentation of permission must be included in the first appendix of your thesis/dissertation

• Applies to accepted or published papers, not submitted ones
Graduate Office

• Updated annually
• Use the current version!
  • Do not copy from old thesis/dissertation
  • Do not use an online source
• LaTeX template available
• Includes templates for title page
# Thesis/Dissertation Format Checklist

**Summary of formatting requirements**

## Thesis/Dissertation Format Checklist

### Global formatting requirements

#### Page layout
- Pages are standard letter size (8.5 by 11 inches) in portrait orientation
- All pages are one-sided
- The body text is double-spaced
- Paragraphs are indented

#### Margins
- 1.5-inch margin on the left, including the title page
- 1-inch margins on the top, bottom, and right
- Landscape and double-size pages have the same margins as portrait pages

#### Fonts
- Body text font is in 12-pt. Times New Roman or similar serif font
- The same body text font is consistently used throughout
- Figure/table captions are distinctive from the body text but at least 10 pt.
- No text is smaller than 10 pt.
- Headings clearly indicate the hierarchy

#### Page numbers
- Numbers appear in the upper right corner, ¼” from the top and right side.
- The title page and copyright page are not numbered
- The front matter (starts with Abstract) is numbered using lower-case Roman numerals (i, ii, iii…)
- The rest (starting with Chapter 1) is continuously numbered with Arabic numerals (1, 2, 3…)

### Figures and tables

#### Table/figure layout
- Centered on portrait pages with caption immediately above (tables) or below (figures)
- One page is four columns or bottom-right and numbered as the portrait page.
The Title Page

• Must be in the exact format shown in the CURRENT year’s thesis writing instructions.
  • Do NOT copy a title page from someone who previously graduated
  • Do NOT copy a title page from an online source
  • Triple-check names, titles, departments

• There is only ONE master title page with original signatures of your committee.
  • Subsequent copies of your thesis will contain a copy of the original signed title page.
PhD title page

Ph.D. Title page:
same format as M.S.

Use of 10 pt. font is ok to fit additional committee members, if needed.

See the writing manual for more examples of committee names
Who owns a thesis/dissertation?

- The ownership rights to theses and dissertations created by students is governed by SD BOR Policy 4:34 and the SD Mines policy IX-2.

- Students with questions regarding intellectual property, patents, and inventions are advised to review these policies and contact the SD Mines Office of Research Affairs with questions.
Copyright

• Students are encouraged to place a copyright notice in every thesis or dissertation.

• The student must, as a condition of a degree award, grant royalty-free permission to the School to reproduce, use, and publicly distribute copies of the thesis or dissertation.
Printing

• All revisions, edits, and proofreading are done electronically.¹

• ONE final copy on archival paper is required from you. The library makes the rest.²

• The ONE copy is printed after ALL revisions and proofreading are done.

• The TITLE PAGE is printed earlier, for your committee to sign to indicate acceptance of the document.

¹ Unless you have a committee member who prefers paper.
² For items larger than 11x17”, like maps, you must provide enough copies.
Paper

• Devereaux Library has very specific archival paper requirements
• The SD Mines bookstore sells the right kind
  • Buy paper from the bookstore early, in case they run out.
• If purchasing paper elsewhere, consult with the Library FIRST for detailed requirements
Copying and Binding

- Contact the Devereaux Library to set up an appointment to discuss costs.
- Budget $200-$300+ depending on:
  - document length
  - number of color pages
  - number of copies
- The Library retains:
  - Original unbound manuscript
  - 1 bound copy
  - 1 cd copy (in PDF format)
- Additional copies may be required for:
  - Department
  - Major Professor
  - Industrial partners or funding agencies
- The Library will sign a form indicating that you have ordered and paid for the necessary copies.
Timelines
Process overview

General steps to completion

• Schedule target defense date with committee
• Major professor approves document
• Committee approves document
• Schedule defense with Grad Office
• Defend
• Revise document as committee requires
• Committee signs title page to approve revisions
• Submit to Grad Office for proofreading
• Make final corrections
• Print on archival paper and submit to Library
The defense process
In detail. Just take it a step at a time.

You will get this document by email; it is also on the Forms site.

Thesis/Dissertation Completion Instructions

The forms listed in this document may be found at:
http://www.sdmt.edu/Academics/Graduate-Education/Grad-Ed-Forms/


2. Review the Schedule and Procedures for Defense and the current year Graduate Education Deadlines well in advance. Be sure to allow about 2-3 weeks to complete the defense process once the thesis/dissertation (TD) is written. Pay particular attention to the last day possible to submit your final document to the Grad Ed Office. Check early on with your committee members about their availability not only for your defense but also for follow-up. This is particularly important during the summer.

3. Contact Deaver Library’s Coordinator of Library Operations for cost estimates for printing and binding (library@sdmt.edu). The appropriate archival paper is available at the Minnibook bindery. If purchasing from elsewhere, contact the library for paper specifications.

4. Submit your TD to your major professor for review. He or she will verify when the TD is ready to go to your committee. At this time, discuss whether the TD will require comments from Research Affair as a restricted TD, so that you can arrange for the approval needed on the Defense Approval and Scheduling form with time to spare.

5. The Graduate Office handles thesis/dissertation (TD) submissions in a DDL course titled Thesis/Dissertation Final Submission. You are enrolled in this course automatically during your final semester and should see it when you log into DDL. Please note that this course is for Grad Ed Office review only and is used to forward the document to your major professor or committee. If you are unfamiliar with DDL, visit or contact the Grad Office and we will be glad to walk you through it.

6. Submit your document to the committee for review. Each committee member will need to sign the Defense Approval and Scheduling form to verify that the document is defensible in order to schedule your defense.

7. At the same time you submit the TD to your committee, log into DDL and submit a PDF document in the “Thesis/Dissertation Format Check Submission” folder. Include a copy of the unmarked title page using the current approved Thesis/Dissertation Title Page template. The page must list all your committee members, Department Head, and Graduate Education Dean. The Grad Ed Office will do a preliminary formatting check and email you and your major professor about any issues with the title page or document.

8. Schedule your defense using the Defense Approval and Scheduling Form, which must be signed by your entire committee. Email an illustration (as a single jpeg or pdf file) to the Grad Ed Office to be used in your defense notice. The Grad Ed Office will email the notice to your fellow graduate students and to the SDM&T campus community.

9. Ask your committee if they have any revisions or notes from their reviews which you can start working on prior to the defense. If so, complete the revisions and provide a new draft to the committee a day or two prior to the defense.

10. Review the Checkout Sheet for Graduate Students and begin completing requirements and obtaining signatures.

11. Defend.

Continued on next page. Post defense steps.

Tips on Committee Scheduling

• Contact your committee during the semester **prior** to your planned date of graduation to check their availability.

• Set a target date weeks ahead of time, even if your documents is not done yet

• Be mindful of holidays and term start/end dates

• Don’t overload your committee with members

• Allow 1-2 extra weeks for obtaining post-defense signatures by surface mail if your committee includes off-campus members

• **Deadlines are minimums!** Allow extra time.
Pre-defense steps

1/3 of students who plan to graduate do not finish in the anticipated semester. Plan in advance, and anticipate potential changes to your timeline.

Table 1. Recommended Timeline for Graduating Students

<table>
<thead>
<tr>
<th>Task (All students; thesis/dissertation students only)</th>
<th>Target date for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete admission to candidacy (PhD students only) Includes defending dissertation research proposal</td>
<td>After completion of most coursework</td>
</tr>
<tr>
<td>Submit application to graduate</td>
<td>Midterm of semester prior to degree completion</td>
</tr>
<tr>
<td>Review Program of Study and submit revised POS if needed; register for final semester courses</td>
<td>Midterm of semester prior to degree completion</td>
</tr>
<tr>
<td>Give thesis/dissertation to major professor for review and permission to give to the committee (allow two weeks)</td>
<td>8-10 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Give thesis/dissertation to committee for review and to Grad Office for pre-format check (allow two weeks)</td>
<td>6-8 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Schedule defense (requires committee signatures; submit signed form at least five business days before defense)</td>
<td>5 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Defend</td>
<td>4 weeks prior to end of finals week</td>
</tr>
</tbody>
</table>
Get approvals

• “Final” draft should be as good as you can make it
  • It MUST be complete. No missing chapters, abstracts, references, etc.
  • Review Grad Office formatting requirements
  • Proofread and edit; get help if you need it

• Major professor must approve it before you send to the committee/Grad Office

• Committee must approve it as defensible before you can formally schedule the defense with the Grad Office
  • Check preferred review format for each member (paper, Word, PDF)
Grad Office pre-format check

• This review is a courtesy to find formatting errors you might have missed
• It is NOT instructions on how to format—those are already provided to you
• Check your own document carefully using the checklist provided BEFORE submitting

The Truffle Challenge
Like making truffles, formatting theses and dissertations require care and attention to detail. Dr. Price will give a chocolate truffle to every student with NO errors on the format check.
Office of Graduate Education – South Dakota School of Mines and Technology

Defense Approval and Scheduling Form

Dear Student: Select a date and time when your committee members can attend and reserve the room for your defense. (Your departmental/program secretary is a great resource for available room information.)

- Your defense must be scheduled during the period of final examinations at the end of the semester (see academic calendar at the front of the current catalog).
- This form must be completed and received in the Office of Graduate Education (C 2201) NO LESS THAN FIVE WORKING DAYS before the scheduled date of the defense.

Print Student Name_________________________ Student ID_________________________

Program __________________________ [ ] MS thesis defense [ ] PhD dissertation defense

Time ___________[ ] am [ ] pm on __________ Day of week Month Day Year

Room __________________________ Building __________________________

Thesis/Dissertation Title (print clearly):

Do any of the following pertain to this thesis/dissertation: (1) it contains information controlled under ITAR or EAR; or (2) it is covered under an existing property rights agreement? If you answered Yes, the Office of Research (OH 102) must be notified below.

A restricted defense is not announced to the campus community or posted in the library until the specified release date.

Restricted Thesis/Dissertation Declaration (to be completed by the Office of Research Affairs)

This [ ] is [ ] is not a restricted thesis/dissertation. Release date if restricted: ___________ Date ___________

Signature of designated official (Print Name) ___________ Date ___________

I request to defend on the date specified above: Student Signature ___________ Date ___________

Committee approvals:
I have reviewed this thesis/dissertation and verified that it appears to be an acceptable manuscript in terms of technical quality and proper expression and usage in American Standard English. (You are encouraged to provide written comments to the student immediately following your review, so that the student may work on revisions prior to the defense.)

Major Professor Signature (Print Name) ___________ Date ___________

Graduate Representative Signature (Print Name) ___________ Date ___________

Committee Member Signature (Print Name) ___________ Date ___________

Committee Member Signature (Print Name) ___________ Date ___________

Committee Member Signature (Print Name) ___________ Date ___________

Committee Member Signature (Print Name) ___________ Date ___________

Committee Member Signature (Print Name) ___________ Date ___________

Committee Member Signature (Print Name) ___________ Date ___________

Restricted section—check with major professor whether it applies to you.

Form is due to the Grad Office at least 5 business days prior to defense.
Defense Approval and Scheduling Form

Dear Student: Select a date/time when your committee members can attend and reserve the room for your defense. (Your department/program secretary is a great resource for available room information.)

- Your defense may not be scheduled during the period of final examinations at the end of the semester (see academic calendar at the front of the current catalog).
- This form must be completed and received in the Office of Graduate Education (C 2201) no less than five working days before the scheduled time of the defense.

Print Student Name: ____________________________  
Student ID: ____________________________

Program: ____________________________  
[ ] MS thesis defense  [ ] PhD dissertation defense

Time: ________ [ ] am [ ] pm on ____________ Day of week  
Month  Day  Year

Room: ____________________________ Building

Thesis/Dissertation Title (print clearly): __________________________________________________________

Do any of the following pertain to this thesis/dissertation: (1) it contains patentable content; (2) it is subject to export control under ITAR or EAR; or (3) it is covered under an existing proprietary or non-disclosure agreement? If you are unsure, please discuss with your major professor before answering.  
[ ] Yes  [ ] No

If you answered Yes, the Office of Research Affairs (OH 102) must complete the Restricted Thesis/Dissertation Declaration below. A restricted defense is not announced to campus community, and the thesis/dissertation documents will be held in the library until the specified release date.

Restricted Thesis/Dissertation Declaration (to be completed by the Office of Research Affairs)

This [ ] is [ ] is not a restricted thesis/dissertation. Release date if restricted: ____________________________

Signature of designated official (Print Name) ____________________________ Date ________
Defense Approval and Scheduling form

Committee must have time to review the document and declare it defensible before you can schedule.

I request to defend on the date specified above: Student Signature __________________________ Date ______

**Committee approvals:**
I have reviewed this thesis/dissertation and verified that it appears to be an acceptable manuscript in terms of technical quality and proper expression and usage in American Standard English. (You are encouraged to provide written comments to the student immediately following your review, so that the student may work on revisions prior to the defense.)

<table>
<thead>
<tr>
<th>Major Professor Signature</th>
<th>(Print Name)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Representative Signature</td>
<td>(Print Name)</td>
<td>Date</td>
</tr>
<tr>
<td>Committee Member Signature</td>
<td>(Print Name)</td>
<td>Date</td>
</tr>
<tr>
<td>Committee Member Signature</td>
<td>(Print Name)</td>
<td>Date</td>
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</tr>
<tr>
<td>Committee Member Signature</td>
<td>(Print Name)</td>
<td>Date</td>
</tr>
</tbody>
</table>

**committee signatures should match program of study**
Restricted thesis/dissertation

- Consult with major professor if you are unsure whether this applies to your thesis/dissertation
- If it does, you will need to schedule an appointment with the Office of Research Affairs to certify that it is restricted
- Allow time—discuss with major professor when giving the document to him/her to review

Do any of the following pertain to this thesis/dissertation: (1) it contains patentable content; (2) it is subject to export control under ITAR or EAR; or (3) it is covered under an existing proprietary or non-disclosure agreement? If you are unsure, please discuss with your major professor before answering. [ ] Yes [ ] No

If you answered Yes, the Office of Research Affairs (OH 102) must complete the Restricted Thesis/Dissertation Declaration below. A restricted defense is not announced the campus community, and the thesis/dissertation documents will be held in the library until the specified release date.

Restricted Thesis/Dissertation Declaration (to be completed by the Office of Research Affairs)

This [ ] is [ ] is not a restricted thesis/dissertation. Release date if restricted: ______________________

Signature of designated official ______________________  (Print Name) ______________________  Date ______________________

(30)
Defend

- The defense is the final exam of your degree
- Typically a 30-60 minute presentation, open to the public,
- Followed by an oral examination by your committee in private
- Additional revisions usually suggested
- A defense report is sent to the Grad Office by your committee, to indicate whether you passed the defense.
**Post-defense steps**

<table>
<thead>
<tr>
<th>Task</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defend</td>
<td>4 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Work on revisions prior to/after defense and obtain title page approval signatures from your committee (allow two-three weeks)</td>
<td>3 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Submit committee-approved copy to Grad Office via D2L for proofreading (allow two weeks)</td>
<td>3 weeks prior to end of finals week</td>
</tr>
<tr>
<td>Make final corrections, print on archival paper, get Dean’s signature (allow one week), submit final copy</td>
<td>1 week prior to end of finals week</td>
</tr>
<tr>
<td><strong>Complete Checkout Sheet for Graduate Students</strong></td>
<td>Last day of finals week</td>
</tr>
<tr>
<td>Remind your advisor to convert research grades to S</td>
<td>Last day of finals week</td>
</tr>
<tr>
<td>Commencement ☺</td>
<td>Saturday after the last day of finals</td>
</tr>
<tr>
<td><strong>All course, project, and program requirements completed and grades assigned</strong></td>
<td>Wednesday after commencement (final deadline for faculty to submit grades)</td>
</tr>
</tbody>
</table>
Thesis/dissertation approval

• Committee signatures on the title page, printed on archival paper, indicates **approval** and **acceptance** of the final copy

• You cannot proceed to the final proofreading without **all** committee signatures.

• The Dean signs AFTER the proofreading and final edits have been made.
Checkout

- Certifies that
- Your project is complete
- Your library copy has been submitted
- You have met your responsibilities for proper disposal of hazardous materials
- You have returned your keys OR signed a volunteer form
Do you understand the difference between **deadlines** and **due dates**?

# Graduate Education Deadlines

Table 2. Official Graduate Office Deadlines for the 2018-2019 Academic Year

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Fall 2018</th>
<th>Spring 2019</th>
<th>Summer 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to Candidacy for PhD</td>
<td></td>
<td>One year before defense date</td>
<td></td>
</tr>
<tr>
<td><strong>Last day to apply for graduation</strong></td>
<td>8/30/2018</td>
<td>1/16/2019</td>
<td>1/16/2019</td>
</tr>
<tr>
<td>Last day to submit thesis/dissertation to committee for review and to Grad Office (via D2L) for preliminary format check</td>
<td>10/30/2018</td>
<td>3/22/2019</td>
<td>6/14/2019</td>
</tr>
<tr>
<td>(The major professor must review it first and give student permission to submit it to the committee and the Grad Office.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to submit defense schedule form</td>
<td>11/13/2018</td>
<td>4/5/2019</td>
<td>6/28/2019</td>
</tr>
<tr>
<td>Last day to hold defense</td>
<td>11/20/2018*</td>
<td>4/12/2019*</td>
<td>7/8/2019*</td>
</tr>
<tr>
<td>Last day to submit electronic thesis/dissertation (including signed title page on archival paper) to D2L for proofreading</td>
<td>11/28/2018</td>
<td>4/18/2019</td>
<td>7/12/2019</td>
</tr>
<tr>
<td>Last day to submit thesis/dissertation, printed on archival paper and with signed title page, to Graduate Office for the Dean’s signature</td>
<td>12/5/2018</td>
<td>4/26/2019</td>
<td>7/19/2019</td>
</tr>
<tr>
<td><strong>Last day to submit Checkout Sheet for Graduate Students</strong></td>
<td>12/12/2018</td>
<td>5/3/2019</td>
<td>7/26/2019</td>
</tr>
<tr>
<td>Last day for all requirements to be completed (course grades, projects, program requirements)</td>
<td>12/19/2018</td>
<td>5/8/2019</td>
<td>7/31/2019</td>
</tr>
</tbody>
</table>

*Failure to meet these deadlines may result in inability to complete the degree requirements in the same semester and a requirement to register for the following semester.*
Avoid the trap

• Typically 1/3 of students who apply to graduate do not finish in the same semester.
  • Writing not finished in time
  • More substantial corrections than anticipated

• **Allow 8-10 weeks from final draft to completion.**
  • Fall: give to major prof by mid-October
  • Spring: give the major prof by spring break

• Committees will NOT permit the defense to go forward unless the document is complete and the work sound
Be smart…and realistic

• If you do not complete the requirements, you must register for at least 2 credits the next semester. This costs you **MONEY**.
  • **Set realistic deadlines** and submit the thesis or dissertation ________ (when?)
  • A first draft is rarely ready for the committee. Plan extra time if your major professor has not already reviewed substantial portions of your work.
  • The committee is **NOT** obligated to perform high-speed reviews because you are pushing the deadlines.
  • The committee should **NEVER** agree to review or hold a defense with a partial document!!

*Hope is not a strategy*
Finishing in the summer

- Not recommended because
  - Faculty are not on contract any may be unwilling
  - Faculty are often busy or traveling
  - Getting reviews and signatures is extra challenging
  - Summer deadlines come quickly!
    - Last day to defend comes in early July
    - Last day to submit final copy is mid-July

- Carefully consider your strategy
  - Has your major professor already reviewed substantial portions of your draft?
  - Get agreement and target date from committee FIRST
  - It may be better to skip summer and complete in fall
  - If you miss summer deadlines, you pay TWICE
Smile, you earned it!

Commencement
Commencement policy
Graduation and commencement are different things

• Graduation
  • Student completes all requirements by the deadline
  • Degree is awarded in the semester of completion
  • Student must remain registered until graduation

• Commencement participation
  • Student walks and is listed in the program
  • May occur in a different semester than graduation
  • May walk in one semester and be listed in another
  • Can only do each (walk/list) ONCE
  • MS summer grads may petition to walk in May or may walk in December
  • PhD students MUST complete all requirements by the deadline to walk and be hooded
Petitioning to walk prior to completion
MS students only

- Approval is not guaranteed
- You must demonstrate that you have every chance of finishing before the next deadline
  - Courses complete
  - Research done
  - Writing nearly done
  - Committee has agreed on tentative defense date
- That your family already has airline tickets is NOT a valid reason.
  - Do not invite them to graduation until you are SURE that you will be done. If you already invited them, make sure you GET DONE.
PhD hooding ceremony

- Hooding is performed by major professor and the Graduate Dean
- Hooding practice at the Civic Center the day before commencement