Graduate Education
Thesis & Dissertation Writing Workshop

Fall 2021
Maribeth Price, Dean of Graduate Education

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

- Maribeth Price
  - Dean of Graduate Education
- Rachel Howard
  - Admissions, applications, assistantships
- Stephen Detlefs
  - Student progress, POS processing, degree audits, thesis/dissertation processing
Steps

• 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

You’re getting close!

Process is not as linear as it appears!
Manuscript preparation

• Two style options
  • Traditional Thesis/Dissertation
  • Compilation of Journal Articles
Thesis/Dissertation styles

Traditional style

- 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 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 of all references,
- Appendices (include documentation for permission to reproduce published articles),
- Vita.

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

Use one or the other. No hybrid styles are allowed!
Previously published material

• What if I published 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

- Updated annually
- Use the current version!
  - Do not copy from old thesis/dissertation
  - Do not use an online source
- LaTeX template available
- Separate title page template
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)
- Tables and figures appear bottom-right but numbered as for portrait pages
The Title Page

- Separate document
- Use the template on the Forms web site
  - One for MS
  - One for PhD (room for more signatures)
- Update font, if needed, to match your thesis
- Add more signature lines if needed but must be one page!
- Triple-check spelling, formatting, etc.
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 South Dakota Mines to reproduce, use, and publicly distribute copies of the thesis or dissertation.
Submission and reproduction

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

• You submit a final PDF copy to ProQuest.

• The Library obtains its electronic copy from your ProQuest submission.

• The Library determines printing and binding costs for its archival copies and sends you an invoice for payment.

¹ Unless you have a committee member who prefers paper.

² For items larger than 11x17”, like maps, you must provide enough copies.
What is ProQuest?

- ProQuest is a document archival and research service
- Makes your work widely available to scholars
- Required for all thesis/dissertations
- Does not cost you anything
  - Unless you opt for additional services
    - Copyright registration
    - Open Access
    - Ordering copies for yourself or others
- Detailed submission instructions are provided during the final steps of the D2L checklist
Archival copies

- Payment is usually your responsibility
  - Budget $200-$300+ depending on
    - document length, number of color pages, and number of copies
  - Sometimes grants may pay the cost
  - Contact the Devereaux Library to obtain a cost estimate

- The Library retains:
  - One unbound manuscript
  - 1 bound copy
  - 1 cd copy (in PDF format)

- Additional bound copies may be required by:
  - Department
  - Major Professor
  - Industrial partners or funding agencies
Keeping reproduction costs down

• To reduce the library charges:
  • Avoid color except when absolutely necessary
  • Consider providing long tables or computer code as electronic files instead of appendices

• Ordering personal copies (optional)
  • Can be ordered from Library or ProQuest
    • Library is usually cheaper if document is less than 200 pages and contains few color pages.
    • Library can include large items like maps in the binding
    • ProQuest is usually cheaper if document is more than 200 pages or contains many color pages
    • ProQuest has size and hard/soft cover options
Timelines and Steps
Process overview

• 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
• Dean reviews the abstract and does a proofreading check
• You make final corrections
• You upload the final digital file(s) and pay for printing/binding
## Fall 2021 Timeline

<table>
<thead>
<tr>
<th>Task</th>
<th>Due date/deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Give draft to your major professor for review and approval</td>
<td>October 19</td>
</tr>
<tr>
<td>Give draft to your committee for review and approval to defend, and</td>
<td>November 2</td>
</tr>
<tr>
<td>to the Grad Office for the format check</td>
<td></td>
</tr>
<tr>
<td>Turn in your Defense Scheduling and Approval form with your</td>
<td>November 16</td>
</tr>
<tr>
<td>committee’s signatures</td>
<td></td>
</tr>
<tr>
<td>Defend</td>
<td>November 23</td>
</tr>
<tr>
<td>Complete requested revisions from committee and submit to Grad</td>
<td>December 6</td>
</tr>
<tr>
<td>Office for the Final Review</td>
<td></td>
</tr>
<tr>
<td>Upload documents to ProQuest, pay for reproduction, and submit</td>
<td>December 10</td>
</tr>
<tr>
<td>Checkout Sheet</td>
<td></td>
</tr>
</tbody>
</table>
Tips on Committee Scheduling

• Contact your committee early in your final semester to check their availability.

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

• Be mindful of holidays and term start/end dates.

• Don’t overload your committee with members.

• Deadlines are minimums! Try to allow extra time.
Getting approvals

• Allow two weeks for reviewers to do their work
• Your 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)
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 revisions than anticipated
- Allow 8-10 weeks from final draft to completion
  - Fall: give to major prof by mid-October
  - Spring: give to major prof by spring break
- Committees should 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 pay for at least 2 credits the next semester.
- **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*
Grad Office format check

- This review is a courtesy to find formatting errors you might have missed.
- It ensures the title page is ready and free of errors.
- It is NOT instructions on how to format—those are already provided to you.
- Check your own document carefully using the format checklist BEFORE submitting.
# Scheduling the Defense

- **Schedule room and time**
  - If using Zoom, ask your advisor to set up a session and email the link to Grad Office

- **Declare whether thesis is restricted**

- **Get committee approval**

Form is due to the Grad Office at least 5 business days prior to defense!
Declaring a restricted thesis

- A thesis is a public document unless declared otherwise.
- Allow extra time if you need to meet with Research Affairs and get their approval for the restriction.

Do any of the following pertain to this thesis/dissertation: (1) it contains patentable content; (2) it is subject to export control under ITAF 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 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
Journal embargo

• You may delay release of the document for up to 12 months for the purpose of journal publication
• Does not require a restricted thesis declaration
• DOES require your advisor’s approval on the Library Order Form
• Specify the delay when submitting to ProQuest
• Don’t use this option unless you really are planning to publish the paper(s).
Committee approvals

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

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)
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Committee Member Signature
(Print Name)
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Committee Member Signature
(Print Name)
Date

Committee Member Signature
(Print Name)
Date

Committee Member Signature
(Print Name)
Date

Committee member signatures should match program of study

C U R I O U S   S M A R T   T E N A C I O U S
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
• A defense report is sent to the Grad Office by your committee.
How your defense is evaluated

**Part I.** The undersigned have conducted the defense examination for the above-named candidate for the degree specified and have judged that the candidate [ ] has [ ] has not demonstrated competence in the discipline.

Checking “has not” requires that the candidate must repeat the oral examination in addition to any revisions indicated in Part II.

**Part II.** In addition, the undersigned have reviewed the thesis or dissertation and determined that (select one)

[ ] The work is accepted with minor corrections and requires no further committee review.  [ ] The work is accepted with revisions that require review by the committee.

*If this option is checked, the committee can immediately sign the title page to indicate acceptance of the document, with the understanding that the student will complete any minor style and grammatical corrections indicated by the committee before the document is submitted to the Graduate Office for final checkout.*

[ ] The work requires substantial revisions and all or part of the defense must be repeated.

Substantial revisions fundamentally alter the organization, structure, data, methods, interpretation, or conclusions of the work, or involve extensive revisions expected to take more than 3 weeks of full-time effort. They include adding new chapters or long sections, collecting additional data, reanalyzing data, reinterpreting results, or rewriting more than ~20% of the work. The committee has the latitude to determine the length and format of the re-defense appropriate to the type and scope of the revisions, from a simple committee meeting to a full re-defense. Regardless of format, however, the re-defense must be scheduled with the Graduate Office.

If a re-examination and/or a re-defense is required, what is the anticipated date? ____________________________
Post-defense steps

• Complete revisions set by your committee and make sure they approve of the final document
  • Grad Office will obtain title page signatures from your committee with DocuSign
• Upload the document for a final review by the dean
• Make any last corrections and submit the PDF to ProQuest
• Submit Library Order Form and pay for copies
• Complete Graduate Student Checkout Sheet

Be sure to return keys and schedule a lab walkthrough before you leave campus.
Final review by the Grad Office

- Abstract review
  - Full review for style, readability, grammar, etc.

- Proofreading check
  - 2-3 randomly selected pages will be proofread
  - Document will be returned for corrections if more than 4-6 errors are found in the check
  - Correct the entire document and resubmit
  - If the check is failed a second time (different random pages), you will need your advisor’s consent to complete checkout
Thesis/dissertation approval

- Committee signatures on the title page indicate approval and acceptance of the final copy.
- The Grad Office will collect the signatures in DocuSign and email you when you are cleared to upload your document for the final review.
- The Dean signs when the final review is passed.
  - The Grad Office will send you the completed title page to include with your upload to the Library.
Checkout

- Certifies that
- Your project is complete
- You have met your responsibilities to ensure proper disposal of hazardous materials
- You have returned your keys OR signed a volunteer form

Section A: To be completed by the student's major professor/Advisor

1. Degree research/project completion: Please check one:
   - [ ] Student is a non-thesis student and has no project to complete
   - [ ] Student is a non-thesis student and has completed the final project requirements
   - [ ] Student completed a thesis/dissertation; OK to change NF grades to S

2. Student is remaining enrolled to complete another degree: [ ] Yes  [ ] No
   If No, please check all that apply:
   - [ ] Student has been issued keys (Section B must be completed)
   - [ ] Student has been using laboratory facilities (Section C must be completed)
   - Neither of the above applies

List labs:

Signature of Major Professor ___________________________ Print name ___________________________ Date _____________

Section B: To be completed by the Facilities and Risk Management Office or Human Resources

[ ] The Facilities and Risk Management Office (Facilities Building) certifies that this student has returned any building and room keys issued to him/her.

OR

[ ] Human Resources certifies that this student has submitted a Volunteer Work Agreement for continued access to campus buildings, rooms, or labs. [Link to Vol Agreement]

Signature of certifying official ___________________________ Print name ___________________________ Date _____________

Section C: To be completed by the Campus Environmental Health and Safety Manager

Student: To get this section completed, you will need to arrange an appointment for a lab walk-through by emailing Margaret.Smalbyrock@udsmt.edu. The sooner you make this appointment, the better.

The Campus Environmental Health and Safety Manager certifies that this student has cleaned his/her laboratory space and properly disposed of all chemicals or hazardous waste.

Signature of certifying official ___________________________ Print name ___________________________ Date _____________

Reminders for the Student
- I have completed the Placement/Post Graduation survey: [Link]
- PhD students only: I have completed the Survey of Earned Doctorates for the National Science Foundation. [Link]
D2L will lead you through the entire process using a Checklist.

Document and form submissions will be collected in D2L dropboxes.

You should see this course appear in D2L by the 3rd week of the semester—contact Grad Ed if you don’t.
These steps describe what you need to do to schedule and hold your defense.

☐ Submit your document to the committee
Due at 4:30 PM on Tuesday, November 2, 2021

Your committee must review your document to determine if it is complete and defensible (appears to be a sound technical and well-written document). Your major professor will let you know when you are approved to submit it to your committee. Follow their instructions as to how they would like to receive it. Allow two weeks for the committee to complete its review.

☐ Submit your document for a format check by the Graduate Office
Due at 4:30 PM on Tuesday, November 2, 2021

Submit your document as a Word (preferred) or PDF document to the Grad Office for a format check. You should have already used the Thesis/Dissertation Format Check. Make sure the document is correctly formatted, but we will ensure that you didn’t miss anything.

Open the Format Check Submission Dropbox and review the instructions carefully.

☐ Prepare and upload your title page
Due at 4:30 PM on Tuesday, November 2, 2021
Submitting items to the Grad Office

- Submissions are made in Dropbox folders
- Each folder has detailed instructions
- Some folders are not visible until you have completed previous steps
- Each submission is graded with a rubric so you can see where you are
- D2L is NOT used to submit to your major professor or committee--you must do that on your own
• You can use the Grades page in D2L to keep track of how you are doing.
• When you reach 60/60, you are done!
### Do you understand the difference between **deadlines** and **due dates**?

**Graduate Education Deadlines**

**for thesis MS and PhD students**

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<table>
<thead>
<tr>
<th>Steps (with recommended completion dates) and Deadlines (must be completed on time)</th>
<th>Fall 2021</th>
<th>Spring 2022</th>
<th>Summer 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn your Admission to Candidacy for PhD</td>
<td>One year before defense date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply for graduation</td>
<td>9/2/2021</td>
<td>1/19/2022</td>
<td>1/20/2022</td>
</tr>
<tr>
<td>Submit thesis/dissertation to committee for review and to Grad Office (via D2L) for preliminary format check (The major professor must review it first and give student permission to submit it to the committee and the Grad Office.)</td>
<td>11/2/2021</td>
<td>3/23/2022</td>
<td>6/17/2022</td>
</tr>
<tr>
<td><strong>Last day to submit defense scheduling form</strong></td>
<td><strong>11/16/2021</strong></td>
<td><strong>4/7/2022</strong></td>
<td><strong>7/1/2022</strong></td>
</tr>
<tr>
<td><strong>Last day to hold defense</strong></td>
<td><strong>11/23/2021</strong></td>
<td><strong>4/14/2022</strong></td>
<td><strong>7/8/2022</strong></td>
</tr>
<tr>
<td>Submit electronic thesis/dissertation to D2L for Dean’s final review and signature</td>
<td>12/6/2021</td>
<td>4/28/2022</td>
<td>7/21/2022</td>
</tr>
<tr>
<td>Submit digital thesis/dissertation to ProQuest for final processing and payment for printing/binding</td>
<td>12/10/2021</td>
<td>5/4/2022</td>
<td>7/25/2022</td>
</tr>
<tr>
<td><strong>Last day to submit Checkout Sheet for Graduate Students</strong></td>
<td><strong>12/15/2021</strong></td>
<td><strong>5/6/2022</strong></td>
<td><strong>7/29/2022</strong></td>
</tr>
</tbody>
</table>
Graduation eligibility

• Defenses may not be held between the defense deadline and the end of finals week.

• If you miss the defense deadline, you will NOT be eligible to graduate that semester. No exceptions.

• All revisions and final checkout should be completed by the last day of finals, or you may be required to register for another semester.
Finishing in the summer

- Not recommended because
  - Faculty are not on contract and 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
- A petition is required to defend in summer
  - Helps you avoid unnecessary expense
  - Helps ensure your success
  - Submit by April 7, the spring defense scheduling deadline
Graduation and Commencement

Smile, you earned it!
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
  - MS summer grads may petition to walk in May or may walk in December
  - PhD students MUST defend successfully by the deadline to walk and be hooded
To participate in commencement

• You must pass the defense before the defense deadline to participate in commencement
  • Substantial revisions category may not participate

• Summer MS graduates may walk in spring IF they have an approved summer defense petition
  • PhD candidates do not have this option

Your family and friends should not purchase airline tickets to attend graduation until you are SURE that you will be done. If they already bought tickets, 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
Questions?

Graduate Education

Workshop slides and videos are here

Writing manual and forms are here