This slide show is available on the Thesis/Dissertation Office’s Guidance page:

http://www.purdue.edu/gradschool/research/thesis/guidance.html
West Lafayette
Thesis/Dissertation Office

Thesis/Dissertation Manager
  Mark D. Jaeger
  markj@purdue.edu

Thesis/Dissertation Assistant
  Ashlee Messersmith
  amiley@purdue.edu

Thesis/Dissertation Receptionist
  Nancy Florence
  nflorenc@purdue.edu

CONTACT: gradhelp@purdue.edu or (765) 494-3231
IUPUI
School of Engineering and Technology

Director of Graduate Programs and Admissions
Valerie Lim Diemer (ME, BME & TECH students only)
wvlim@iupui.edu

Phone: (317) 278-4961
Fax: (317) 274-4567
Assistant to the Chair
Sherrie Tucker (ECEN students only)
stucker@iupui.edu

Phone: (317) 278-9726
Purdue Graduate Admissions Coordinator
and Programs Recorder
Summer Layton
sllayton@iupui.edu

Phone: (317) 274-1577
Executive Director of Research
and Graduate Education, Dean's Office
Mary Harden
mhardt@iupui.edu

Phone: (317) 278-0214
Refer to page 2 in your packet

REQUIRED SURVEYS
Graduate School Exit Questionnaire

• IUPUI students are not required to take the Graduate School Exit Questionnaire—it is for West Lafayette students only
IUPUI Ph.D. candidates are required to take the Survey of Earned Doctorates: [sed/norc.org/survey](sed/norc.org/survey)

Print the Certificate of Completion as soon as you finish—you won’t be able to log in again.
REQUIRED FORMS

Refer to page 3 in your packet
Master's Thesis Forms

1. GS Form 9
2. GS Form 32
3. GS Form 30 (formerly ETD Form 9)
Ph.D. Dissertation Forms

1. GS Form 9
2. GS Form 32
3. GS Form 30 (formerly ETD Form 9)
4. Certificate of Completion for Survey of Earned Doctorates
Form Guidelines

• All forms can be obtained on the Required Forms page of the Thesis/Dissertation Office site:
  http://www.purdue.edu/gradschool/research/thesis/required-forms.html

• Don’t download your forms from anywhere else (no Google searches!)

• Don’t print double sided
GS FORM 9

- Signed by all members of your committee & your department head
- Format Approved By line:
  - IUPUI Master’s students & Clinical Psychology Ph.D.: in most cases your IUPUI contact will sign as Thesis Format Advisor
  - IUPUI Ph.D. students (except Clinical Psychology): your major professor will sign as Chair in the Format Approved by field
Fill out your personal information

Then, print the form—your original signature is required on some of the following pages

Don’t attach this form to electronic copies of your thesis/dissertation
• Review the non-exclusive publication agreement with Purdue e-Pubs

• If you want your work to be available open-access through Purdue’s institutional repository, sign page 2

• If you do not want your work to be available open-access through Purdue’s institutional repository, do not sign page 2
• If you do not want a publication delay:
  1. check the No publication delay box
  2. sign & date page 3

• If you want a publication delay:
  1. check the Publication delay box & write the length of delay (must match the information you provide ProQuest)
  2. Sign & date page 3
  3. Have your major professor sign & date page 3
You must certify the Research Integrity and Copyright Disclaimer by signing the top portion of page 4

Your major professor must certify that an iThenticate review has taken place by signing the bottom portion of page 4

* http://www.purdue.edu/policies/ethics/iia2.html
• Using your signed GS Form 9 as a guide, type the names of your committee members and department head on the appropriate lines

• Then print it, scan it & attach it to the front of your thesis as a cover page

• NO other forms should be attached to your electronic thesis
Find these on the Thesis/Dissertation Office’s Required Forms page

- **GS Form 15: Request for Confidentiality**
  (required if a student wishes to participate in Purdue’s confidentiality program)

- **GS Form 36: Thesis Title Abbreviation**
  (required for thesis/dissertation titles over 200 characters)
<table>
<thead>
<tr>
<th><strong>How do I request this program?</strong></th>
<th>Submit GS Form 15</th>
<th><strong>On page 3 of GS Form 32 &amp; when submitting to ProQuest</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who administers this program?</strong></td>
<td>Purdue University Graduate School</td>
<td>ProQuest</td>
</tr>
</tbody>
</table>
| **Whose signature do I need?** | • Major professor  
• Head of Departmental Graduate Program  
• Sponsored Programs Contact (if requesting Confidentiality for more than 1 year)  
• Major professor | |
| **What are typical periods of confidentiality or delay?** | • 1 year  
• 2 years | • 6 months  
• 1 year  
• 2 years  
• Indefinite |
| **What material will be available?** | None | Abstract & Citations will be online through ProQuest |
| **When is this program typically used?** | • Pending patents  
• Pending publications  
• Proprietary rights  
• Export control | • Pending patents  
• Pending publications  
• Proprietary rights |
| **Do you need a paper copy of my thesis/dissertation?** | Only if your department requires a departmental library copy | No |
Confidentiality and Delay of Publication

• Confidentiality and Delay of Publication may be used individually or together depending on author needs

• If you opt to request both Confidentiality and Delay of Publication, the Confidentiality period will be enacted first, when it ends, the Delay of Publication period will begin
If you are considering requesting Confidentiality or a Delay of Publication, please discuss it with your major professor.

If your major professor has questions about the differences between these programs, please ask him/her to contact the Thesis/Dissertation Office.
Forms 15 and 32

• If you request Confidentiality, you must complete GS Form 15 with your major professor and obtain your department head’s signature.

• If you request a Delay of Publication, your major professor must sign page 3 of GS Form 32 and the delay period on that form must match the delay period you give to ProQuest.
At least one iThenticate review is required for all theses/dissertations deposited at Purdue.

Your major professor will need to perform the review.

S/he can obtain an iThenticate account from Dr. Peter Dunn, Purdue’s Research Integrity Officer, by sending an email to pedunn@purdue.edu.
Major Professor Certification

• Your major professor must certify that an iThenticate review has taken place by signing the last page of GS Form 32

• You and your major professor can find out more about iThenticate on the Executive Vice President for Research and Partnerships’ Avoiding Plagiarism page:

  https://www.purdue.edu/research/research-compliance/integrity/avoiding-plagiarism.php
Proxy Signatures

• Make every effort to obtain signatures from all your committee members
• If you cannot obtain a signature, we do permit your major professor or department head to sign as a committee member’s proxy
• A permission letter from that committee member must be submitted with the form
• We can allow this for up to 2 committee members
• See packet for more details & a sample permission letter/email
Refer to page 10 in your packet

DEPOSIT APPOINTMENTS
THESIS/DISSERTATION DEPOSIT DEADLINES
DEPOSIT DEADLINES
FOR IUPUI PH.D. CANDIDATES

Excluding Clinical Psychology Ph.D. Candidates

FALL 2015
October 16 at 5 pm (ET):
Last day for Exam Only and Degree Only registrants to deposit a dissertation
December 11 at 5 pm (ET):
Last day for General Candidacy registrants to deposit a dissertation

SPRING 2016
4 March at 5 pm (ET):
Last day for Exam Only and Degree Only registrants to deposit a dissertation
29 April at 5 pm (ET):
Last day for General Candidacy registrants to deposit a dissertation

Your West Lafayette department may have earlier deadlines than this.
You are required to meet all departmental deadlines.
DEPOSIT DEADLINES
FOR IUPUI SCHOOL OF SCIENCE
MASTER’S CANDIDATES AND
PH.D. CANDIDATES IN CLINICAL PSYCHOLOGY

FALL 2015

October 16:
Last day for Exam Only and Degree Only registrants to upload format-approved thesis document to Purdue via ProQuest. To schedule a thesis review appointment, contact Summer Layton at sllayton@iupui.edu.

November 23:
Last day for General Candidacy registrants to have a mandatory format review of a thesis (post-defense) by the IUPUI Graduate Office. To schedule a thesis review appointment, contact Summer Layton at sllayton@iupui.edu.

December 11:
Last day for General Candidacy registrants to upload format-approved thesis document to Purdue via ProQuest
DEPOSIT DEADLINES
FOR IUPUI SCHOOL OF ENGINEERING AND TECHNOLOGY MASTER’S CANDIDATES

FALL 2015

October 9:
Exam Only and Degree Only registrants must submit their thesis to ProQuest at least 12 hours prior to October 9. Send an e-mail to Valerie Lim Diemer at wvlim@iupui.edu at least 15 business days (3 weeks) in advance of deposit date to schedule final thesis format checks.

December 9:
General Candidacy registrants must submit their thesis to ProQuest at least 12 hours prior to December 9. Send an e-mail to Valerie Lim Diemer at wvlim@iupui.edu at least 15 business days (3 weeks) in advance of deposit date to schedule final thesis format checks.
DEPOSIT DEADLINES
FOR IUPUI DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING CANDIDATES

SPRING 2015

October 12:
Exam Only and Degree Only registrants must submit their thesis to ProQuest at least 12 hours prior to March 2. Send an e-mail to Sherrie Tucker at stucker@iupui.edu at least 15 business days (3 weeks) in advance of deposit date to schedule final thesis format checks.

December 10:
General Candidacy registrants must submit their thesis to ProQuest at least 12 hours prior to April 29. Send an e-mail to Sherrie Tucker at stucker@iupui.edu at least 15 business days (3 weeks) in advance of deposit date to schedule final thesis format checks.
General Candidacy Deadline

Exam Only/Degree Only Deadline
FORMAT REVIEWS FOR MASTER’S CANDIDATES & PH.D. CANDIDATES IN CLINICAL PSYCHOLOGY
All IUPUI Master’s candidates and Ph.D. candidates in Clinical Psychology:

- Please work closely with your IUPUI contact
- Candidates must receive clearance from IUPUI contact before submitting their ETD to ProQuest
- Your IUPUI contact will notify West Lafayette when a student is approved
- West Lafayette will **not** review IUPUI theses unless we receive notification of IUPUI clearance
Three Attempts at Review

- Candidates working with Summer Layton, Valerie Lim Diemer, and Sherrie Tucker (ECEN students only)

  You will be given 3 attempts at review—if you are unable to get approved after 3 attempts you will be sent back to your advisor/department and may not graduate
Graduation Deadlines for the School of Engineering and Technology

• Engineering Master’s students should go to the School of Engineering and Technology’s Graduation Information page for requirements and deadlines:

  engr.iupui.edu/sites/graduateprograms/current-students/graduation-information.php
LONG DISTANCE DEPOSIT APPOINTMENTS FOR PH.D. CANDIDATES
Long Distance Deposit Appointments

- If you are a Ph.D. candidate at IUPUI you need to make a long distance deposit appointment with the West Lafayette Thesis/Dissertation Office (Ashlee Messersmith)

- This does not apply to Clinical Psychology Ph.D. candidates—you’ll work directly with Summer Layton at IUPUI
Scheduling Your Appointment

To schedule your long distance deposit appointment, go to the Appointment Booking/Cancellation page of the Thesis/Dissertation Office site:

Appointment Guidelines

• All of your required forms must be in the Thesis/Dissertation Office before your appointment time or the appointment will be cancelled.

• Factor in mailing time when choosing your appointment date.
155 S. Grant Street
B-80 Young Hall – Thesis Office
West Lafayette, IN 47907-2114

If you want scans/copies of your forms for your records, please make them before you mail your forms to the Thesis/Dissertation Office.
Carefully review the Deposit Checklist, found on the Thesis/Dissertation Office’s Deposit Process page:

Departmental Format Review

• The engineering departments at West Lafayette will perform formatting checks on dissertations from IUPUI Engineering Ph.D. candidates
• If you are an Engineering Ph.D. candidate, please go to the Thesis/Dissertation Office’s Thesis Format Advisor Contact list:

http://www.purdue.edu/gradschool/research/thesis/contact.html
DEPOSIT FEE
Thesis/Dissertation Deposit Fee

$90 for Master's candidates
$125 for Ph.D. candidates

• The West Lafayette Bursar's Office will mail you a paper bill approximately 2 months after your deposit appointment
• Please follow the payment instructions on the bill
Refer to page 11 in your packet

ELECTRONIC THESIS DEPOSIT
Using Copyrighted Material

• If you wish to include previously copyrighted information, the copyright-holder must give you tangible permission (email, letter, or contract)

• You will need authorization to use your own material if you signed over your copyright to a journal—review all contracts carefully

• Failure to attach permission(s) could result in unauthorized material being expunged by ProQuest or they may decline to publish the entire thesis
Copyright Permissions

• Upload permission letter/emails as supplemental PDF files when you submit your thesis.
• Links to sample permission letters and emails can be found on the Guidance page of the Thesis/Dissertation Office site:

http://www.purdue.edu/gradschool/research/thesis/guidance.html

Additional information on copyright law can be found on Purdue’s Copyright Office page:

lib.purdue.edu/uco/
Submitting Your Document

To submit your electronic thesis/dissertation, go to ProQuest’s ETD Administrator site:

etdadmin.com/cgi-bin/home
Creating Your ProQuest Account

• Be careful when creating your ProQuest account—some of their extra services require payment
• If you pay for something you don't actually want, you will need our assistance to request a refunds—this process takes several weeks
• Video instructions for creation of ETD account and submission are in the Guidance section of our site
Format Review
by Thesis/Dissertation Office

• A thorough review of your format is part of the deposit process

• Even if your thesis has been approved by your IUPUI contact or your Departmental Thesis Format Advisor, the West Lafayette Thesis/Dissertation Office has final approval review/approval authority
Approval Emails

• If your document meets all Purdue formatting guidelines, your thesis format will be approved

• You will receive an email (sent to the email address used when creating your ProQuest account) telling you your format is approved
• If your document does not meet all Purdue formatting guidelines, you will get an email (to the email address you use when creating your ProQuest account) telling you what corrections you need to make
• Please make all corrections as quickly as possible and resubmit through your existing account
• Please do not continually resubmit-this slows down your approval
Additional Reviews

• The Thesis/Dissertation Office staff will review your document again

• The process continues until your format is approved

• You will then receive an email (to the email address you use when creating your ProQuest account) telling you your format is approved
Publication

• Your document will appear online through ProQuest approximately 5-6 months after graduation (appearance of your e-Pubs link will take a bit longer)

• Please carefully read your ETD approval email—it answers the most FAQ
Post-Deposit Edits

• To make a change to a thesis/dissertation you’ve deposited:
  – request a copy of GS Form 37 from the Thesis/Dissertation Office
  – have it signed and approved by your major professor, your department head, and a dean of the Graduate School
  – pay the $200 Late Graduation Fee*

*Fee can potentially be appealed using GS Form 38: purdue.edu/GradSchool/faculty/forms.cfm
• Check with your IUPUI thesis format advisor for ScholarWorks submission deadlines
• Once you’ve been granted permission by your IUPUI contact, you will upload your thesis/dissertation to ScholarWorks
• Your IUPUI contact will confirm that the thesis/dissertation uploaded to ScholarWorks is approved
ScholarWorks Reviews

• If the uploaded document is not approved, your IUPUI contact will reject the upload and you’ll receive and email explaining how to resubmit.

• This process continues until the upload is approved.

• ScholarWorks will make your thesis/dissertation available after graduation.
Go to the IUPUI ScholarWorks site for more information:

scholarworks.iupui.edu/
Refer to page 12 in your packet

PDF CONVERSION
Adobe Acrobat Pro

• ProQuest recommends the use of Adobe Acrobat Pro
• A free 30-day trial version is available from Adobe:

If you prefer not to use Adobe Acrobat, a list of alternate PDF conversion software packages is available on our site
Conversion Guidelines

• Use Letter setting (for paper sized 8 ½ inches by 11 inches)—do not use A-4 setting (for paper sized 8.3 inches x 11.7 inches)
• Check all pages after you convert
• Pay special attention to images and tables
• Embed your fonts before converting if you are using MS Word (refer to the MS Word Template Guide for embedding instructions)
Refer to page 13 in your packet

FORMATTING: MICROSOFT WORD
The Thesis/Dissertation Office strongly recommends that you use *puthesis*, the LaTeX template for Purdue theses and dissertation. But if you don’t know how to use LaTeX and don’t have time to learn, we also provide MS Word templates on the Thesis/Dissertation Office’s Templates & Guidance page:

http://www.purdue.edu/gradschool/research/thesis/templates.html
Template Guidelines

• Even if you use our MS Word templates correctly, you will still have to make manual adjustments
• Budget in time for formatting
• If you are not familiar with MS Word’s advanced features you will need time to learn how they work
We offer a Template Guide which provides:

- Instructions for using MS Word
- Formatting guidance
- Troubleshooting for common errors

If you cannot find a solution to your issue in the Template Guide, go to Microsoft’s extensive help pages:

[office.microsoft.com/en-us/support](office.microsoft.com/en-us/support)
If you have an issue and cannot resolve it using the Template Guide and Microsoft’s help pages, send an email to gradhelp@purdue.edu with WORD TEMPLATE in the subject line.
Refer to page 14 in your packet

**FORMATTING: LATEX**
puthesis LaTeX Template

- You'll find puthesis (the LaTeX documentclass) and lots of help here:
  
  engineering.purdue.edu/~mark/puthesis/

- LaTeX is free and is available for a wide range of computers and operating systems

- Most LaTeX theses are approved first or second time

- LaTeX is now mandatory for ENG & TECH!
LaTeX isn’t totally error proof:

- Some blank pages may have to be removed (e.g., after abstract or between appendices)
- Watch for consistency with dates, degrees, names, etc.
- The mini-headers on each page of your Table of Contents & List of Tables/Figures may not automatically appear on all pages as required
- Be sure the default paper size is Letter Setting (8 ½ inches by 11 inches)
LaTeX Help

If you have an issue and cannot resolve it using the extensive FAQ section on the puthesis main page, send an email to Dr. Brian King at briking@iupui.edu.
GENERAL FORMATTING GUIDELINES
• Paper copies are not required
• If you want a hard copy for personal or departmental use, check with your IUPUI contacts about local printing vendors
• You may also obtain hard copies through ProQuest (please allow 6-8 months for their arrival due to Purdue and ProQuest processing times)
The Thesis/Dissertation Office doesn’t require a specific font, but some departments have style guidelines that will dictate font choice--check with your department.

Standard academic fonts (including Times New Roman, Calibri and Computer Modern) are recommended.

University format requirements emphasize consistency.

Font size variation in tables, figures, captions, symbols or when using mathematical/scientific terms is generally acceptable.
• Spacing will be determined by style guidelines (including APA, Chicago, MLA, and the Council of Biology Editors)
• Double spacing and 1.5 line spacing are considered standard
• Long quotations, headings, and captions may be single spaced
• Multi-lined headings, subdivision headings, figure captions, table captions, footnotes, and end notes are normally single spaced
MARGINS

• Left: **1.5 inches**
• Right: **1 inch**
• Bottom: **1.25 inches**
• Top on major/chapter heading pages: **2 inches**
• Top on regular pages: **1 inch**
• Special cases:
  – All tables and figures, including their captions, must conform to margin requirements
  – If facing pages are necessary, the right and left margins are reversed
ParagrapHS

- Avoid having a single line of a paragraph appear at either the bottom or top of a page—always have at least 2 lines together.
- Turn on your “Widow Control” function in Word or LaTeX.
- Avoid headings with no text underneath at the bottoms of pages.
- Avoid running headers (as used in APA style).
• All pages are numbered except for cover pages
• Preliminary pages use lowercase Roman numerals
  – Title page is technically page number i, but the number is hidden
• Starting with Chapter 1, switch to Arabic numerals
  – The first page of Chapter 1 is page number 1
• Page numbers go in the upper right corner of the page: ½ inch below top edge and 1 inch from right edge
• Page numbers must be in the same font and font size as your text
A list of the required order of thesis/dissertation pages can be found on the Thesis/Dissertation Office’s Guidance page:

http://www.purdue.edu/gradschool/research/thesis/guidance.html
SPECIFIC FORMATTING GUIDELINES
GS FORM 30
FORMERLY CALLED ETD FORM 9

REQUIRED

- Using your signed GS Form 9 as a guide, type the names of your committee members and department head on the appropriate lines.
- Then print it, scan it & attach it to the front of your thesis as a cover page.
- It goes before your Title page.
- NO other forms should be attached to your electronic thesis.

PURDUE UNIVERSITY
GRADUATE SCHOOL
Thesis/Dissertation Acceptance

This is to certify that the thesis/dissertation prepared

By: Sahrina Spellman

Entitled
Increasing Magical Potential in Household Objects and Small Motor Vehicles

For the degree of Doctor of Philosophy

Is approved by the final examining committee:

Samantha Stevens

Neville Longbottom

Willow Rosen

To the best of my knowledge and as understood by the student in the Thesis/Dissertation Agreement, Publication Delay, and Certification Disclaimer (Graduate School Form 32), this thesis/dissertation adheres to the provisions of Purdue University’s “Policy of Integrity in Research” and the use of copyright material.

Approved by Major Professor(s): Samantha Stevens

Approved by: Morgan LaFay

Head of the Departmental Graduate Program

6/12/2013
AN INVESTIGATION OF XY AND YZ
IN THE PLAINS STATES FROM 1900-1950

A Dissertation
Submitted to the Faculty
of
Purdue University
by
Julia A. Marquez

In Partial Fulfillment of the
Requirements for the Degree
of
Doctor of Philosophy

December 2014
Purdue University
West Lafayette, Indiana
DEDICATION

OPTIONAL

- Center on the page
- Non-English text is allowed
- No heading is used
- Page number ii
- Not listed in Table of Contents

For my parents
I would like to thank my major professor, Faith Meredith, for her guidance and encouragement throughout the research and writing process. I am grateful to Emiko Ogawa, David Levine, and K. A. Diankov for serving on my dissertation committee.

My family and friends kept me motivated and happy during this long process.

Your support means so much to me. Thank you
**TABLE OF CONTENTS**

**REQUIRED**

- Page numbers must be in a straight line along right margin
- Ensure there are no gaps in your leader dots: `...............

- Include Page mini-headers over the page number column on all pages of TOC -- these may not automatically populate
- Do not list your Table of Contents *in* your Table of Contents!

<table>
<thead>
<tr>
<th>Chapter</th>
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<td>VITA</td>
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**LIST OF TABLES**

**OPTIONAL**

- Page numbers must be in a straight line along right margin.
- Ensure there are no gaps in your leader dots:

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- Include Table mini-headers over the table name column and Page mini-headers over the page number column on all pages of TOC --these may not automatically populate.

<table>
<thead>
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<tr>
<td>3.1 Region 1</td>
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<td>Appendix Table</td>
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<td>A.1 Sub-Regions Part ITable 3.3 Region 3</td>
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<td>A.2 Sub-Regions Part II Table 3.3 Region 3</td>
<td>10</td>
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</tbody>
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OPTIONAL

• Page numbers must be in a straight line along right margin

• Ensure there are no gaps in your leader dots:

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• Include Figure mini-headers over the figure name column and Page mini-headers over the page number column on all pages of TOC --these may not automatically populate

<table>
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<td>3.1 Region 1</td>
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</tr>
<tr>
<td>3.3 Region 3</td>
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</tbody>
</table>
## List of Symbols

<table>
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<tr>
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<tr>
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<tr>
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</tr>
<tr>
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<tr>
<td>±</td>
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</tr>
<tr>
<td>i</td>
<td>Etiam sodales nibh ac purus pulvinar, vitae posuere enim laoreet</td>
</tr>
<tr>
<td>Ø</td>
<td>Aenean hendrerit mauris vitae elit dapibus egestas</td>
</tr>
</tbody>
</table>
ABSTRACT

REQUIRED

• Name/title/degree/date must match GS Form 30 & title page
• Don’t use “all caps” on your title or put it in quotation marks
• Titles/departments of major professor(s) not required
• Some departments do require additional professor information
• Don’t include images, tables, figures or equations in this section
OPTIONAL

- Placement options:
  1. After Abstract (use Roman numeral pagination)
  2. After Vita (use Arabic numeral pagination & a cover page)
- Scans of original publications may be used if they and legible—page numbers and left margin must match the rest of the document
- Want to use articles as chapters? Check with the Thesis/Dissertation Office first
CHAPTERS

REQUIRED

• Must be consistently organized
• First chapter always starts with page number 1
• Watch your numbering: 1 might accidentally appear on two pages
• Check for blank lines at the tops of pages
• Text starts 3 single-space lines below chapter/major heading
• Use all caps on chapter/major headings

CHAPTER 1. INTRODUCTION

1.1 Introduction

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Mauris iaculis sed nibh vitae accumsan. Proin nisl lectus, porttitor non convallis sit amet, commodo vel mi. Mauris in efficitur est.

Vivamus vitae nibh in tellus molestie eleifend ut vel mauris. Donec viverra tortor egestas augue auctor viverra. Etiam porttitor est nisi, vel dapibus mi blandit eu. Nullam vel est vitae nibh fermentum rutrum non id tellus. Sed vehicula nulla massa, id ultrices urna pellentesque at.

Cras ullamcorper fermentum erat quis vestibulum. Suspendisse aliquet diam at secelerisque ultricies. Sed a malesuada arcu, at hendrerit lectus.

1.1.1 Notes

Table 3.2 Region 2: Vivamus pharetra, massa eget porta aliquet, augue nibh commodo tortor, sit amet

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<tr>
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Fusce non sapien in ligula ultrices dapibus. In condimentum a libero vel mattis.

Ut nec quam justo. Nullam tempor augue nec efficitur cursus.

Figure 3.2 Region 2: Vivamus pharetra, massa eget porta aliquet, augue nibh commodo tortor, sit amet condimentum turpis tortor non lectus

Morbi in lectus non dolor posuere semper. Vivamus risus velit, sodales sit amet mattis vel, tristique vel urna. Praesent justo justo, semper et posuere mollis, maximus
• If you turned your landscape page up like a portrait page, the page number should be in the same place as a portrait page number
• Instructions for landscape page creation can be found in the MS Word Template Guide
• You can use multiple pages for very large tables/figures or use oversize or facing pages
• For facing pages: captions go in same direction as figures/tables they describe
REFERENCES

REQUIRED

• If included as part of a chapter:
  – Treat as first-order subdivision
  – Formatting guidance
  – Troubleshooting for common errors

• If included as a section:
  – Treat as a major division/chapter-style heading
  – Preceded by cover page (which isn't numbered nor counted)
  – Make sure cover page and heading match


• Use a style accepted by your department and use it consistently
• Avoid inconsistent spacing in and between entries
• On page 2 and all subsequent pages use a 1" top margin
• Don't let a reference entry be split between two pages—if one of your entries appears on two pages: push down the entire entry so it appears all together on the second page
APPENDIX OR APPENDICES

OPTIONAL

- Preceded by a cover page
- For Appendix (single):
  - treat it as a major division heading
  - 2" top margin
  - heading in all caps
- For Appendices (multiple):
  - treat it as a subdivision heading
  - 1" top margin
  - do not use all caps
- Left margin must always be 1.5” (but you can adjust top, right and bottom margins if necessary)

---

### Appendix Table A.1 Sub-Regions Part I

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### Appendix Table A.2 Sub-Regions Part II

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• If included after chapters:
  – treat section as a subdivision heading
  – 1" top margin
  – do not use all caps

• If included as a section:
  – treat section as a major division heading
  – 2" top margin
  – heading in all caps


FOOTNOTES

OPTIONAL

• Footnotes may be single spaced and 10 point font

• You may adjust the bottom margin if it keeps a footnote all together on one page

• Please avoid footnotes that continue on multiple pages

CHAPTER 3. SURVEY RESULTS

3.1 Sample Size


VITA

REQUIRED FOR PH.D.

OPTIONAL FOR MASTER’S

• Preceded by cover page
• Major division page:
  – 2" top margin
  – all caps title
• Style of Vita determined by department
• There are 2 style options for the Vita:
  1. Narrative
  2. C.V.
• Heading will always be VITA, regardless of your vita style

VITA

Julia Marquez received her B.A from Purdue University in 2001. She spent two years as a park ranger in South Dakota, before returning to Purdue to pursue graduate study.


Upon receiving her Ph.D from Purdue University in December 2014, she will join Vestibulum University as a post-doctoral research fellow.
VITA CONTINUED

• Do not include photographs or creative formatting
• Font, font size & line spacing should match the main body of your document
• DON'T INCLUDE PRIVATE DATA (such as home address or cell number)

VITA

Julia Marquez

EDUCATION

• Doctor of Philosophy, May 2015
  Purdue University
  Lorem ipsum dolor sit amet
• Master of Science, May 2011
  Purdue University
  Consectetur adipiscing elit

TEACHING EXPERIENCE

• In felis risus, elementum sed erat id, accumsan dignissim erat.
• Vestibulum vulputate lobortis quam, a vulputate massa mollis id.

PROFESSIONAL CERTIFICATIONS

• In felis risus, elementum sed erat id, accumsan dignissim erat.
• Vestibulum vulputate lobortis quam, a vulputate massa mollis id.
• Nullam ipsum felis, ullamcorper a urna sed, blandit elementum lacus.
COVER PAGES

REQUIRED

• Not numbered or counted (they get skipped over like they aren't there)
• Don't include in Table of Contents
• Same margins, font, and font size you use in the rest of the document
• Center the heading on the page vertically as well as horizontally
• Use before these sections when they appear in After Pages*:
  – References
  – Appendix
  – Appendices
  – Vita
  – Publication(s)

• If you have trouble with skipping page numbers in Word, you can insert them using Adobe Acrobat Pro once you're in PDF form

*If you put References, Appendix, or Appendices after each chapter, you do not need a cover page
• Before you submit, go through your document using our Formatting Checklist

• You’ll find it on the Thesis/Dissertation Office’s Templates page:

- Paper size
  Use LETTER (8 1/2” by 11”) paper size for your thesis when converting to PDF (legal or ledger can be accepted for large tables). Before you convert to PDF, be sure Adobe Acrobat is not defaulted to a metric sized paper setting (such as A4).

- Font type and font size
  Use just one font size and one font type for your entire thesis. This will include your page number, Table of Contents, headings, and figure and table captions. You may use a smaller font size for footnotes, and within tables, if you wish.

- Margins
  The margin requirements for a Purdue thesis:
  LEFT: 1.5"
  RIGHT: 1"
  BOTTOM: 1.25"
  TOP: 1” (on a regular page)
  TOP: 2” (on a major heading/chapter heading page)

- Consistency
  Use applied styles in your thesis consistently. Be consistent in the amount of space you use between paragraphs, listed entries, and headings throughout the document. Be consistent in your use of underline, bold, italics, numeric styles, naming of headings, and indentation.
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SURVEY
(765) 494-3231
gradhelp@purdue.edu
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Then, click Request your appointment

Select Long Distance Deposit
Then, click Book Appointment.

Provide all requested information.

Do not use nicknames.

In the Department field, include IUPUI before your department name.
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Click on an available time slot
Then, click Confirm Appointment

Click save
Now, check that you’ve received a confirmation email. It contains important instructions.

If you don’t receive it after 15 minutes, let us know.

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