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Do I need to complete the Graduate School Exit Questionnaire?

No, the GSEQ is not currently required for regional campus candidates.

Do I need to complete the Survey of Earned Doctorates?

If you are a Ph.D. candidate on the IUPUI campus you must complete the Survey of Earned Doctorates to deposit your dissertation.

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1. Go to: sed.norc.org/survey
2. Create an account with NORC
3. Check your email account for your URL, PIN, and password
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One of my committee members is out of town and can’t sign my GS Form 9. What should I do?

The Graduate School asks you to make every effort to obtain original signatures on your forms. This includes sending forms through the mail or using overnight shipping services.

If obtaining the signatures is not possible, your major professor or department head can sign on behalf of an absentia committee member, if you can provide written permission from that professor with the Form 9.

We’ll need the professor who cannot sign to send an email to the person who will sign for them. In the email to the professor who cannot sign should say something to the effect of:

I grant <name of major professor or department head> permission to sign as my proxy on the GS Form 9 for <name of student>.

This should be followed by their full name, department, and contact information.

We’ll need a print out of the permission email to be paper clipped to your GS Form 9 when you submit your forms to our office for your deposit appointment.

The Graduate School cannot accept multiple copies of the same form (e.g., some signatures appear on one copy of the form and some signatures on another copy). We cannot accept faxed or scanned signatures, or forms in which just one or two individuals have signed proxy for everyone.

Committee members often depart for vacation or leave on short notice, so please make arrangements to obtain these signatures before individuals leave campus. Failure to do so could affect your deposit and graduation plans.

Master’s Thesis Forms:
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2. GS Form 30
3. GS Form 32

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2. GS Form 30
3. GS Form 32
4. Certificate of Completion for Survey of Earned Doctorates

SPECIAL FORMS

Use these forms only if they apply to your thesis/dissertation:

GS Form 15: Request for Confidentiality
GS Form 36: Graduate School Thesis Title Abbreviation Form (for titles over 200 characters in length)
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GRADUATE SCHOOL
Thesis/Dissertation Acceptance

This is to certify that the thesis/dissertation
By: Judith Angela Jelson

Entitled
Lorem Ipsum Dolore Sit Amet Consectetur Adipiscing Edit

For the degree of Doctor of Philosophy

Is approved by the final examining committee:
1. Stella Spacely
2. MR. COGSWELL
3. Apologetic Blue
4. Harry Orourke

Format Approved by:
Chair, Final Examining Committee

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Major Professor

Approved by: Harry Orourke
Head of the Departmental Graduate Program

Date: [mm/dd/yyyy]
GS FORM 30

INSTRUCTIONS:
This form needs to be attached to the beginning of your thesis or dissertation.
Do not submit a hard copy of this form.

SAMPLE

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Is approved by the final examining committee:

Stella Spaceley

M.R. Cogswell

Apollo Blue

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Approved by: Henry Orbit 8/1/2015

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Author: Judith Angela Jetson
PUID: 00123-45678
Degree: Doctor of Philosophy
Department: Aeronautics and Astronautics AAEN
Campus: West Lafayette
Major Professor: Stella Spacely

Thesis/Dissertation Title:
Lorem Ipsum Dolor sit Amet Consectetur Adipiscing Elit: Nunc Hendrerit: Augue Fuscebar Volutpat Blundt Proin
Ornare

The following items apply to all authors and must be fully completed/signed:
- Section I. Master's Thesis/Ph.D. Dissertation Agreement
- Section II. Delay of Publication
- Section III. Research Integrity & Copyright Disclaimer

Page 1 of 4

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** Major professor's signature is only required when a delay is requested
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Date (mm/dd/yyyy)

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Schedule, Reschedule, or Cancel your appointment here:


- Please schedule your Final Deposit appointment as far in advance as possible.
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  - Deadline Period* Appointments
    If your appointment is during a deadline period you must submit your ETD at least 48 hours before your appointment. We strongly recommend that you submit 3-4 days before your appointment.
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• Do not embed your file text.

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1. In the top Ribbon, click File
2. Select Save As
3. Name your file
4. Save as type: PDF

If you use Adobe Acrobat Pro, visit:

tv.adobe.com/product/acrobat/

for tutorials on editing text and images in a PDF file and manipulating, inserting, and extracting pages in Acrobat.
Can I change the template?

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What if I use LibreOffice?

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Templates with Guide Boxes*

- Calibri
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*The guide boxes provide reminders, but must be deleted before submission.

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LaTeX is a typesetting program, with features designed for the production of technical and scientific documents. It is especially good at typesetting mathematics. Free versions of LaTeX are available for Purdue staff and students using Windows, Mac, Linux, Unix, and a number of other operating systems.

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- Online collaboration, rich text editing or full online LaTeX editing. Two writing modes are available – full LaTeX editor or a Rich Text editor – easily switch between either mode.
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WHAT IS OVERLEAF?
ORDER OF PAGES

COVER PAGE
No page number/not included in page count
GS Form 30 – Required

PRELIMINARY PAGES
For pagination use Roman numerals
Title Page – Required
Dedication Page – Optional
Acknowledgements – Optional
Preface – Optional
Table of Contents – Required
List of Tables – Optional
List of Figures – Optional
Abstract – Required
Publications – Optional

BODY OF DOCUMENT
For pagination use Arabic numerals
Numbering starts over at 1
Introduction – optional
Chapter 1, Chapter 2, etc. – Required
Conclusion – Optional

AFTER PAGES
For pagination use Arabic Numerals
Cover Page for List of References – no page number
List of References – Optional
Cover Page for Appendix/Appendices – no page number
Appendix/Appendices – Optional
Cover Page for Vita – no page number
Vita – Required for Ph.D./Optional for Master’s
Cover Page for Publication(s) – no page number
Publications - Optional
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Paper copies are not required by the Thesis & Dissertation Office, except when candidates have a confidential thesis.

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FONT
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Check with your department for style guidelines. Standard academic fonts, such as Helvetica, Times New Roman, Arial, Garamond, or Computer Modern are recommended.

University format requirements emphasize consistency. You should use the same font and font size throughout your document as much as possible. Font size variation in tables, figures, captions, symbols, or when using mathematical/scientific terms is generally acceptable.

SPACING
Spacing will be determined by style guidelines (APA, Chicago, MLA, Council of Biology Editors, etc.). 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.

Consult with your department’s Thesis Format Advisor in case of questions.

MARGINS

| Left: 1.5” | Top: 1” |
| Right: 1” | Bottom: 1.25” |

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.

When in doubt, keep text together and turn on your “Widow Control” function in Word or LaTeX. Avoid headings with no text underneath at the bottoms of pages.

Avoid running headers or footers, as used in APA style.

PAGINATION
All pages are numbered except for cover pages. Preliminary pages are numbered in lowercase Roman numerals (ii, iii, iv…) beginning with Roman numeral ii on the second page (page # is hidden on the Title Page).

Starting with Chapter 1, you’ll switch to Arabic numerals (1, 2, 3…) beginning with Arabic numeral 1 on the first page of the main body of the document.

Do not carry over your Roman pagination into your main text.

Pagination should be placed in the upper right corner, ½” below the top edge of the page.

The last digit of the page number should be even with the right margin. Page numbers must be in the same font and font size as your text.

The word “page” never accompanies the number.
Contents
Not listed in the Table of
Roman Numbers.

2.
Main body of text (1.5 or
Text spacing same as in
line of text.
3 single-spaced blank lines
Use 2" top margin.
Center heading.

ACKNOWLEDGMENTS
Table of Figures

Page numbers must be in a straight line along the right margin. Ensure there are no gaps in page numbers. Include Table mini-headings.

Appendix Table

Page

LIST OF TABLES
If your Glossary is more reader’s convenience.
beginning for the reader, these sections at the most candidates place.

OPTIONAL

Glossary
Nomenclature or
List of Abbreviations
List of Symbols

References section.
between the Notes move it to the after pages than 2 pages, you may

LIST OF SYMBOLO'S
## Table 1: Sample Data

<table>
<thead>
<tr>
<th>Zone</th>
<th>A1</th>
<th>B1</th>
<th>C1</th>
<th>D1</th>
<th>E1</th>
<th>F1</th>
<th>G1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 1</td>
<td>436</td>
<td>123</td>
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<td>Zone 5</td>
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<td>436</td>
<td>123</td>
<td>436</td>
<td>123</td>
<td>436</td>
</tr>
</tbody>
</table>

For facing pages: captions go in the same direction as figures/tables they describe.

For very large tables/figures or use oversize of facing pages you can use multiple pages.

Guide: in the MS Word template page creation can be found.

Instructions for landscape page number same place as portrait number should be in the portrait page, the page number turned your landscape page up like a

**OPTIONAL**

**LANDSCAPE PAGES**
NAME: JAMES H. SMITH

Make sure cover page
is
combed.

Page number

Proceed by cover
heading.

division/chapter-style

Treat as a major

If included as a section:

common errors.

Troubleshooting

Formalizing guidance.

supervision.

Treat as first-order

chapter.

If included as part of a

REFERENCE
REFERENCE

second page
appears all together in the
down the entire entry so it
appears on two pages: push
– if one of your entries
be split between two pages
Don't let a reference entry
Top margin
subsequent pages use 4
On page 2 and all
in and between entries.
Avoid inconsistent spacing,
Consistently,
your department and use it
Use a style accepted by
VITA

VITA, regardless of your

Heading will always be

C.V.

Narrative

For the VITA:

There are 2 style options

department

Style of VITA determined by

ALT C.V.'s title

2" Top margin

Major division page:

Proceed by cover page:

OPTIONAL FOR MASTERS.

REQUIRED FOR PH.D.
VITA

BACKGROUND

Education

Julie Draper

Professional Certifications

Teaching Experience

Counselor at Purdue University

September 1998 to May 2011

Ph.D., Purdue University

Doctoral Dissertation: May 2015

NAME

Julie Draper

CONTACT INFORMATION

Phone: 765-494-3231

Address: 155 S. Grant Street, West Lafayette, IN 47907-2114

www.purdue.edu/gradschool/research/thesis/index.html
CHECKLIST: THESIS FORMATTING
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Use LETTER (8 1/2” x 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.

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The margin requirements for a Purdue thesis:
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BOTTOM 1.25”
TOP: 1” (on a regular page)
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