THESIS DEPOSIT CHECKLIST

DEPOSIT STEPS

1. SCHEDULE YOUR ONLINE APPOINTMENT
2. COMPLETE ELECTRONIC THESIS ACCEPTANCE FORMS
3. SUBMIT ELECTRIC THESIS DEPOSIT [ETD]
4. CHECK YOUR EMAIL
5. BE AVAILABLE FOR COMMUNICATION DURING YOUR ONLINE APPOINTMENT
   (If we have questions we will simply email you)
6. PAY THE DEPOSIT FEE

Please refer to the detailed checklist on the following pages for more information.
Using your Plan of Study link in your myPurdue account you can initiate Form 9 (Thesis/Dissertation Acceptance Form).

For instructions on how to initiate the Form, go to:
www.purdue.edu/gradschool/research/thesis/required-forms.html

*Your major professor will conduct an iThenticate plagiarism detection review with before signing off on your ETAF.
3 SUBMIT ELECTRONIC THESIS DEPOSIT [ETD]

Go to: www.etdadmin.com/cgi-bin/home
and click on Create or continue with submission at the bottom. Provide all requested information. Carefully read all options, as some of ProQuest’s optional services have fees attached.

Check your thesis carefully to avoid formatting errors.

MOST DEPOSITORS MUST SUBMIT THEIR ETD AT LEAST 24 HOURS BEFORE THEIR APPOINTMENT TIME

SPECIAL CASES:
MONDAY APPOINTMENTS: Submit the Friday before your appointment at the latest.
DEADLINE PERIOD* APPOINTMENTS: Submit AT LEAST 48 hours before your appointment.
MONDAY APPOINTMENTS DURING DEADLINE PERIOD*: Submit the Thursday before your appointment time at the latest.

*Deadline periods are: 1. The week leading up to the Exam/Degree Only deadline and 2. The TWO weeks leading up to the 698/699 Registrant deadline.

ARE YOU INCLUDING PREVIOUSLY COPYRIGHTED MATERIAL IN YOUR THESIS?
Upload your copyright permissions to ProQuest as Copyright Permissions.

☐ COMPLETED ▼
4 CHECK YOUR EMAIL

We will respond to your submission as soon as possible. We will either approve your thesis as is, or we will request changes.

If we request changes, please make them as soon as possible and resubmit your thesis using the link in our email. Then, keep checking your email; we'll contact you again.

☐ COMPLETED ►

5 BE AVAILABLE FOR COMMUNICATION DURING YOUR ONLINE APPOINTMENT

WHAT DOES THE THESIS OFFICE NEED BEFORE YOUR APPOINTMENT TIME?
We will need your accepted ETD and the following:

- Master’s Candidates
  - All signatures on ETAF with the exception of the Processor
  - Certificate of Completion: Graduate School Exit Survey

- Doctoral Candidates
  - All signatures on ETAF with the exception of the Processor
  - Certificate of Completion: Graduate School Exit Survey
  - Certificate of Completion: Survey of Earned Doctorates

WHAT TO EXPECT:
The final deposit appointment is a brief period where the thesis office staff will review all thesis materials including ETAF. If we need to contact you, we will do so using your @purdue email address. Please be available during your appointment time in case we have any questions for you. If we do not have any questions, we will simply email you and your department contact your deposit receipt.

WHO SHOULD PROVIDE HARD COPIES OF THEIR THESIS?
Only candidates requesting confidentiality whose departments require hard copies will deposit a paper version of their thesis with the Thesis | Dissertation Office. The candidate will still need to upload an electronic copy to ProQuest ETD.

For all other candidates, the electronic thesis submission is sufficient and no hard copies are required by the Graduate School.

☐ COMPLETED ►

6 PAY THE DEPOSIT FEE

Master’s Thesis Fee $90.00
Ph.D. Dissertation Fee $125.00

West Lafayette Campus
- West Lafayette candidates will pay the deposit fee through their myPurdue accounts. The thesis deposit fee should appear in a candidate’s student account approximately 2-3 days after their thesis deposit appointment.

Regional Campuses
- Calumet and Fort Wayne candidates will pay their fees to their local bursar’s office as part of the clearance process by their regional campus format advisors.
- IUPUI candidates will receive a paper bill following their successful deposit.

☐ THESIS DEPOSIT PROCESS COMPLETED ■
□ PAPER SIZE
   Use LETTER (8 ½" by 11") paper size for your thesis when converting to PDF (legal or ledger can be accepted for large tables). When saving as an Adobe PDF file, your MS Word document should automatically convert using the correct paper size.

□ FONT TYPE AND FONT SIZE
   Use just one font size and Times New Roman font 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
   TOP: 1"

□ 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.

□ CAPITALIZATION
   • ALL CAPS: Use ALL CAPS for major headings and chapter headings, for major and chapter headings in your Table of Contents, and for your thesis title on the title page
   • Common Title Case: Use Common Title Case for subheadings and for your thesis title on the Abstract page.
   • lower case: Use lower case Roman numerals (i, v, x, l, c) for the page numbers on your preliminary pages.

□ TABLE AND FIGURE CAPTIONS
   Table captions go above tables. Figure captions go below figures. The font size for captions may be smaller than your normal font size, but should be no smaller than 10pt.

□ AVOID “WIDOWS AND ORPHANS”
   Include at least 2 lines of a paragraph at the top and bottom of chapter pages. Turn on Orphan and Widow Control in your word processor to help control orphan and widow lines.
For detailed instruction regarding Purdue thesis formatting, deposit procedures, and overall expectations, please review our checklists, training pages, formatting samples, and instructional videos available on this page:

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

Careful attention to the resources provided on our site, and meticulous review of your thesis during the writing, formatting, and submission processes, will help ensure you avoid common discrepancies as well as make your deposit quick and easy. However, if you need further clarification on our procedures and policies, please feel free to contact us at thesishelp@purdue.edu.