

Dissertation and Thesis Formatting and Submission Workshop



UC RIVERSIDE Graduate Division

Graduate Academic Affairs

Dissertation and Thesis Formatting and Submission Workshop

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UC RIVERSIDE Graduate Division

Graduate Academic Affairs

- The purpose of this workshop is to provide information about formatting the document and the steps involved in submission and graduation.

➤ Graduate Academic Affairs, Graduate Division

- Amanda.Wong@ucr.edu (A-H)
- Trina.Elerts@ucr.edu (I-P)
- Jessica.Renteria@ucr.edu (Q-Z)
- University Office Building, 951-827-3315
- GAA is open M-F 8am-Noon, 1pm-5pm
- <https://graduate.ucr.edu/>



➤ General Resources

➤ Grad Success - <https://graduate.ucr.edu/gradsuccess>

Graduate Writing Center

- By-request Programming
- Graduate Writer's Room
- Workshops

➤ Counseling & Psychological Services - <https://counseling.ucr.edu/> *

Grad Wellness Circles (with GSA)

Every Third Thursday 6:30-8pm

Meeting ID: 922 7738 8205

Passcode: 816554

**visit Graduate Student Resources page on the CAPS web site for more resources*

➤ Graduate Student Association (GSA) - <https://gsa.ucr.edu/>

Travel Grants GSHIP information

Basic Needs information Departmental Resources

Diversity and Inclusion

➤ Document Style

➤ **FIRST RULE: Format must confirm to the Graduate Division requirements**

Download the Format Guide - [Dissertation and Thesis Format Guide](#)

➤ **Style is at the discretion of your committee**

You may choose to use MLA or APA or another style manual as a guide but be careful. These guides do not always match the Graduate Division requirements.

➤ **Journal format or Scientific format**

Each chapter is a separate paper

Must have a general introduction and conclusion

Be consistent! Must use the same style for each chapter (including the abstract, bibliography and footnotes/endnotes)

➤ Format – Preliminary Pages

1. Title Page (page i, not printed)
2. Copyright Page (page ii, not printed)
3. Signature Approval Page (page iii, not printed)
4. Acknowledgements (optional)
5. Dedication (optional)
6. Abstract (required for PhD only)
7. Table of Contents (required)
8. List of Figures, Tables, Abbreviations, Symbols, etc. (required, if necessary)
9. Preface or Forward (optional)

TITLE PAGE

UNIVERSITY OF CALIFORNIA
RIVERSIDE

A Study of the Mental State of Doctoral Candidates
Upon Filing Their Dissertations

A Dissertation submitted in partial satisfaction
of the requirements for the degree of

Doctor of Philosophy

in

Major

by

FirstName MiddleName LastName

December/March/June/September 20XX

Dissertation Committee:

Prof. First Person, Chairperson

Prof. Second Person

Prof. Third Person

COPYRIGHT PAGE

Copyright by
FirstName MiddleName LastName
20XX

SIGNATURE APPROVAL PAGE

The Dissertation of FirstName MiddleName LastName is approved:

Committee Chairperson

University of California, Riverside

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ABSTRACT

ABSTRACT OF THE DISSERTATION

A Study of the Mental State of Doctoral Candidates
Upon Filing Their Dissertations

by

FirstName MiddleName LastName

Doctor of Philosophy, Graduate Program in Major
University of California, Riverside, December/March/June/September 20XX
Prof. First Person, Chairperson

The abstract is placed here. It will be double-spaced, left justified (not centered) and limited to 350 words or 2,450 characters. Be sure to follow the heading outline above carefully and replace your name and your major along with the month and year of the last day of your graduation quarter in the spaces designated for that information.

If you have included an acknowledgement and a dedication in your dissertation or thesis, this page will be numbered in sequence as those pages are placed prior to the abstract. In this sample, the author has a one-page abstract and a one-page dedication.

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9. Preface or Forward (optional)

Format – Document Body

- **Pagination - 3 separate sections**
 - no numbers
 - lowercase Roman numerals
 - regular numbers
- **Margins**
 - 1.5 inches top and left
 - 1 inch bottom and right
- **Widows and Orphans***
 - remove these *examples on following slides
- **Tables, Figures ,and Captions**
- **Double Spacing**
 - General rule, with some exceptions
- **Type Size**
 - 10, 11 or 12 point font
- **Font Style**
 - Any legible style is fine
- **Use of Color is Acceptable**

Widow Line

one line at the top of the page

Betwixe yow and me, and that ful soone.¹²⁶

Both knowledge and power are abstract and intangible, yet the steed becomes the physical manifestation of both. These passages in the narrative imply that knowledge and power, like precious fashion accessories or heirlooms, can be passed down; and as a form of authority, it is reserved only for a select few away from the prying eyes of courtiers.¹²⁷ While the audience knows to “trille the pyn” behind the steed’s ears, the steed’s other secrets, its ability to be summoned after it vanishes, for instance, are understood only by the knight and the king. The brass steed is Cambyuskan’s new fashion accessory, and it demonstrates that a kingly body’s assimilation of an object, to become a posthuman hybrid, requires both an inner-outer, public-private metamorphosis.

Ann Rosalind Jones and Peter Stallybrass suggest that clothes and fashion accessories demonstrate the power to construct a uniquely hybrid individual.¹²⁸ In the span of medieval and early modern culture, dressing and undressing, constructing and unraveling, consistently remind us that clothes were significant in defining malleable bodily forms: “Textiles, armor, jewels, far from being supplements to a preconceived self, were the material forms out of which a hybrid subject was fashioned.”¹²⁹ Bodies are defined by auxiliary prosthetic devices where “the gendered body is absorbed into the

¹²⁶ Chaucer, *The Squire’s Tale*, lines 328-33.

¹²⁷ Craig Berry, “Flying Sources: Classical Authority in Chaucer’s Squire’s Tale,” *ELH* 68.2 (Summer 2001): 295.

¹²⁸ Ann Rosalind Jones and Peter Stallybrass, *Renaissance Clothing and the Materials of Memory* (Cambridge: Cambridge UP, 2000), 2.

¹²⁹ Jones and Stallybrass, *Renaissance Clothing*, 59.

Avoid a Widow

by placing two lines of text
at the top of the page

culture or specific societies, kinship, gender, healing, and the natural and physical sciences in nuanced ways.

The African-rooted Dance Corpus considers the idea that dance in the African context, often, is connected to song, story/history, and rhythm/vibration, also known as drum and dance traditions. Over time, these elements have shifted but they remain intact to a great degree. Many of the dances considered as ritual dance or ceremonial dance have a basic step. That basic step and the ways people put their own energy into the dance is the entirety of the dance. In some cases, these dances either are elaborated upon and make it to the stage or show up again, possibly through the workings of epigenetics, in popular dances. Dance veteran, LaTanya Tigner, formally tracks this phenomenon in her examination of “dance-lines” from Africa to, and between, the diaspora. The internal aspect of the dance gives it its Africanity marker (Thompson 1985; Gottschild 2005).

The corpus also references the *body-self-being* and the experiences of that lived body. Thus, I am privileging an *African-rooted dancing body* that has lived within multiple dance forms over an extended period and, in some cases, 'houses' or embodies more than one cultural dance style. Most often, different cultural groups [as well as people who are not near each other or share lived experiences] remind each other of their shared understandings; this happens with dance. In a year-long conference entitled *Back to the Root 2020 – 2021*, participants analyzed this phenomenon in the Black and African global community through Zoom.

Orphan Heading

SiO_2 is important for 2D materials to obtain a good optical contrast under an optical microscope [2]. We use a degenerately doped substrate because it allows an application of a backgate without an excessive voltage drop.

The first step of the fabrication starts with patterning small markers in the shape of crosses on SiO_2 where our 2D flakes will be transferred. The cross markers are set at an x-direction spacing of 300 μm and a y-direction spacing of 250 μm as shown in Figure 3.1. These reference crosses then allow for our selected 2D VDW flakes can be identified later on in optical microscope as well as scanning electron microscope without much effort in a relatively large wafer chip. The backside of the wafer where bare silicon is exposed was coated with 100 nm thick Au using E-beam evaporation to make an ohmic contact that serves as global back-gate.

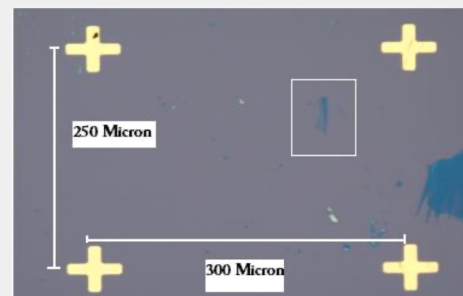


Figure 3.1: Optical image of a wafer before 1st EBL run showing 300 by 250 micron working area and the reference cross markers. The enclosed rectangular area shows a region with transferred graphene.

3.1.2 Transfer of 2D VDW Flakes to Substrate

teality. How did a sovereign body surface in the lives of private dance communities in the United States? And finally, how can dance be seen as an expression of ontological healing? My theoretical framework for these questions is derived from the fields of Critical Dance Studies and Anthropology.

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Avoid an Orphan Heading

by adding extra space at the bottom of the page

Methodology History

I developed a methodology for researching dances from the African diaspora as a young artist in the artist collective entitled Project Reconnect aka Reconnect, in Oakland,

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Do not Split Tables or Figures across pages

Table 3 The NearestNeighborSelection Algorithm.

Algorithm: NearestNeighborSelection($\mathbf{DP}_{i,m}^{(AB)}$, m , $maxFreq$)	
Input: Distance profile $\mathbf{DP}_{i,m}^{(AB)}$, subsequence length m , and maximum frequency of behaviors $maxFreq$.	
Output: The top $maxFreq$ nearest neighbors $\mathbf{KNN}^{(AB)}$	
1	$\mathbf{KNN}^{(AB)} \leftarrow []$
2	$\mathbf{EXCLUDED_INDICES} \leftarrow \text{zeros}(\mathbf{DP}_{i,m}^{(AB)} , 1)$ //annotation vector
3	$\mathbf{SORTED_INDICES}_{\mathbf{DP}_{i,m}^{(AB)}} \leftarrow \text{argsort}(\mathbf{DP}_{i,m}^{(AB)})$
4	For j in $\mathbf{SORTED_INDICES}_{\mathbf{DP}_{i,m}^{(AB)}} : //j$ is an index in $\mathbf{T}^{(B)}$

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5	If $\mathbf{EXCLUDED_INDICES}_j = 0$:
6	$\mathbf{KNN}^{(AB)} \leftarrow [\mathbf{KNN}^{(AB)}, \mathbf{DP}_{(i,m),j}^{(AB)}]$ // j is an index in $\mathbf{T}^{(B)}$, $\mathbf{DP}_{(i,m),j}^{(AB)}$ is a distance
7	$\mathbf{EXCLUDED_INDICES}_{j-m/2,m} \leftarrow \text{ones}(m, 1)$ //exclusion length m centered on j
8	return $\mathbf{KNN}^{(AB)}$

2.1.4.4 Case Study of the Relative Frequency Contrast Profile

➤ Do not separate the caption from the figure

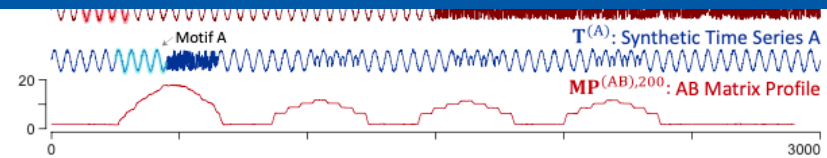


Fig 30 *top*) Time series $\mathbf{T}^{(B)}$ is synthetically created to contain equal lengths of sine wave and noise. *center*) Time series $\mathbf{T}^{(A)}$, first introduced in Fig 29, contains three signal types. *bottom*)

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$\mathbf{MP}^{(AB),200}$ reveals behaviors common to both $\mathbf{T}^{(A)}$ and $\mathbf{T}^{(B)}$ as low values and behaviors unique to $\mathbf{T}^{(A)}$ as higher values.

Figure and
Caption
embedded
correctly in the
text

5.2 Mock Building Setup

Channeling effects in a two parallel building setup were studied (see Figure 18 for schematic). Mock buildings were cut from clear acrylic stock. Clarity of 92% for the buildings was matched in the tank when salt was added. Similar clarity for the water and buildings allowed for undisturbed laser penetration at smaller laser intensities.

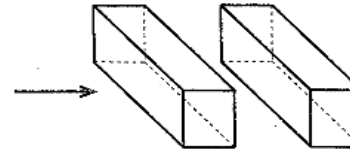


Figure 18. Schematic of two buildings and the approaching flow.

5.3 Measurement Methodology

Using a laser for accuracy, marks were drawn on the bottom of the tank in the test section at angles of 0, 1, 3, 5, 7, and 9 degrees. T-shaped spacers made out of 1/18" stainless steel were built to configure the spacing of the buildings to 0.5, 1, and 1.5 times the building heights. This allows for 18 configurations of spacing and approach angles that were used at various flow speeds, ranging from 0.1 cm/s to 1 m/s.

For the qualification of different flow regimes, the mean flow pattern together with the distribution of turbulent kinetic energy (TKE) calculated as

$$TKE = \frac{1}{2}(\overline{u^2} + \overline{v^2}), \quad (4)$$

➤ Figure and
Caption on
page without
text

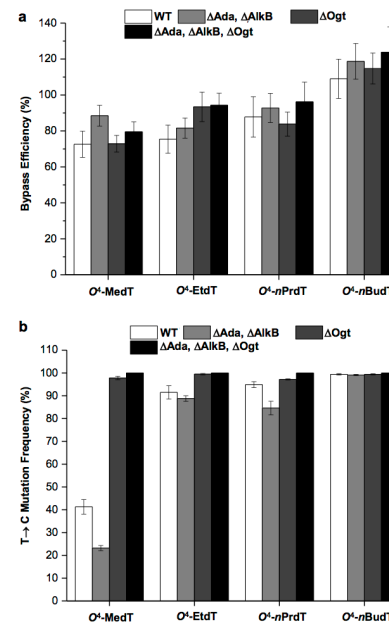


Figure 4.3 The bypass efficiencies (a) and mutation frequencies (b) of the O^6 -alkylguanine-DNA alkyltransferase lesions in SOS-induced *E. coli* cells that are proficient in O^6 -alkylguanine-DNA alkyltransferases or deficient in Ogt (Δ Ogt), both Ada and Ogt (Δ Ada, Δ Ogt), or Ada, AlkB and Ogt (Δ Ada, Δ AlkB, Δ Ogt). The data represent the means and standard deviations of results from three independent replication experiments.

➤ Figure and Caption on Separate Pages



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Figure 1.1

GRADUATION OVERVIEW

The quarter in which you graduate you must be either a registered student or on filing fee status. To file during the summer months free of charge, you must have been enrolled or on filing fee status during every quarter of the previous academic year. If you were not, (i.e., were on leave or withdrawn for one or more quarters) you must be enrolled in and pay for two units of directed research (course number 299) in the 10-week Summer Session. You may use filing fee during the Summer, if necessary, and if you have not used it previously.

Master's candidates must file an application for candidacy no later than the first day of the quarter in which they plan to graduate. This application is found in the R'Grad link in the authorized applications menu in R'Web.

Dates for filing the thesis or dissertation with the Graduate Division are announced each quarter on the Graduate Division website – <https://graduate.ucr.edu/graduation-procedures>. It is your responsibility to know these dates. The deadline for filing with the Graduate Division is always 12:00pm (Noon) on the last business day of the quarter. This deadline is strictly observed. We recommend that you complete a format review of the manuscript with the Graduate Academic Affairs Office at least two weeks prior to filing. This will alert you to any problems in the formatting, which may need correction prior to filing.

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Margins remain portrait style

Landscape Style Table and Caption

Page number must be portrait style

Table 5.1 A summary of crystallographic data for MCOF-4.

Name	Composition	Space group	a (Å)	b (Å)	c (Å)	α (°)	β (°)	γ (°)	V (Å ³)	ρ (g/cm ³)
MCOF-1	Zn ₆ S ₄ (H ₂ O) ₄ ²⁺	C2/c	23.600(2)	10.600(2)	20.140(2)	90	101.20(1)	90	4.76	4.88
MCOF-3	Zr ₄ (SO ₄) ₄ ⁴⁺	Zr ₄ O	16.659(2)	16.225(2)	23.623(4)	90	97.470(1)	90	4.87	4.57
MCOF-3	Zr ₄ (SO ₄) ₄ ⁴⁺	Zr ₄ O	16.113(3)	15.290(3)	18.331(5)	90	93.247(2)	90	4.57	6.57
MCOF-4	Zn ₆ (OH) ₄ L ²⁺	Zn ₆ O	13.170(8)	17.555(12)	15.527(2)	90	116.68(1)	90	6.57	5.51
MCOF-5	Zn ₆ (SO ₄) ₄ ⁴⁺	Zn ₆ O	8.851(3)	10.730(4)	20.172(4)	90	96.171(3)	90	5.51	3.54
MCOF-6	C ₁₆ S ₄ (SO ₄) ₄ (H ₂ O) ₄ ²⁺	P2 ₁	21.22(6)	11.805(3)	13.945(2)	90	94.128(1)	90	3.54	3.54
MCOF-7	Zr ₄ (SO ₄) ₄ ⁴⁺	P1	21.1564	26.4578	20.4235	78.836	70.777	76.656	3.49	3.49
MCOF-8	Zr ₄ (SO ₄) ₄ ⁴⁺	P1	13.2142	21.4184	15.6981	90	91.239	90	6.29	6.29
MCOF-9	C ₁₆ H ₈ (SO ₄) ₄ L ²⁺	P1	24.7708(4)	29.0580(5)	20.0928(6)	81.300(1)	76.624(1)	89.480(1)	11.23	11.23
MCOF-10	C ₁₆ H ₈ (SO ₄) ₄ L ²⁺	P1	16.1653(8)	21.8057(8)	24.8023(9)	86.100(3)	92.433(3)	121.24(2)	7.91	7.91
MCOF-11	Zr ₄ (SO ₄) ₄ (H ₂ O) ₄ ²⁺	Pnma	19.702(3)	22.424(3)	9.7374(5)	90	90	90	7.91	7.91

L¹⁺ = 1,2-dih-(4-pyridyl)ethylene; L²⁺ = 1,3,5-Tris(4-pyridyl)-trans-ethylene; benzene; L³⁺ = 2,4,6-tri-(4-pyridyl)-1,3,5-triazine;
 L⁴⁺ = 1,3-bis[2-(4-pyridyl)ethenyl]benzene; L⁵⁺ = 4,4'-bipyridine; L⁶⁺ = 1,4-bis[2-(4-pyridyl)ethenyl]benzene;
 L⁷⁺ = tetrakis(4-pyridyl)oxymethylmethane.

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➤ Resources for Formatting

Filing Resources page: <https://graduate.ucr.edu/filing-resources>

➤ **Portrait style page numbers and margins on a landscape page**

➤ **Pagination**

Using section breaks or

Combining pdf files using Adobe Pro, Preview (for Mac) or free online tools

YouTube videos and other links available on the Filing Resources page

➤ **Templates (Word)**

Word templates are available on the Filing Resources page

➤ **LaTeX Users**

Template is available on the Filing Resources page



➤ Requirements for Filing

Advanced to Candidacy

**Procedures are Different
for Master's and PhD**



Master's advancement



PhD advancement

Approved Committee

**See Your Advancement Letter
for specific information**

Enrolled or on Filing Fee

**Must be an active student to
finalize your graduation**

➤ Filing Fee Status – what is it?

- Must be your final quarter
- Must have a completed draft and plan to take no more than 12 hours of faculty time
- Filing Fee status occurs in lieu of registration
- Filing Fee is NOT required
- Must petition Graduate Division for approval
- No enrollment in courses (consider student loan/financial aid repayment/Int'l student)
- Cost is half of the student services fee.
- It may be possible to purchase the health insurance - <https://studenthealth.ucr.edu/graduates>
- Student retains library privileges
- Cannot work as a TA/GSR or receive fellowship
- Can only use Filing Fee once

➤ Filing in the Summer

➤ **Summer completion does not require enrollment or payment of fees UNLESS:**

There are one or more quarters of non-enrolled status during the previous academic year (i.e., Leave of Absence, Ready to Enroll status or Inactive Student status).
Filing fee status counts as one quarter of enrollment.

➤ **If there have been one or more quarters of non-enrolled status, then:**

Use filing fee status (if it has not already been used)

OR

Enroll in 2 units of 297 (directed research) or 299 (research for the dissertation/thesis) in the 10-week summer session

➤ **Summer Session Tuition Rates**

May be calculated by using the cost estimator tool on the Summer Sessions website

<https://summer.ucr.edu/cost-aid#estimator>

➤ Filing Procedures

UPLOAD TO: <http://www.etsadmin.com/ucr>



➤ **Step 1: Format Review**

Upload document as a pdf at the website listed above.

Complete the entire process at the ETD Admin website.

Be sure to click SUBMIT at the end of the process. This DOES NOT submit the document to the publisher, it only sends an email to GAA so that we can review the document.

Frequently Asked Questions about submission: <https://graduate.ucr.edu/proquest-etd-faqs>.

Order copies of your manuscript from ProQuest (optional).

You will not be able to add or change your orders after this initial submission.

GAA will respond to your format review upload via ProQuest (by email).

The email will explain the steps for graduation and list the format changes that must be made.

You can wait to upload again when you have the final document prepared with format and content changes.

➤ **Filing Procedures**

➤ **Step 2: Final Defense and Signature Approval Page**

Step 2a: Surveys for PhD students only

Must be received by GAA via R'Grad by Noon on the deadline day.

Filing Resources page <https://graduate.ucr.edu/filing-resources>

PhD students complete two surveys found here

➤ **Step 3: Upload the final version of the manuscript**

Follow the instructions given in the format review email to upload to your original ProQuest account.

Upload must be completed by Noon on the deadline day.

Be sure to leave yourself enough time prior to the Noon deadline in case you experience unexpected challenges.

Final Defense Form and Signature Approval Page

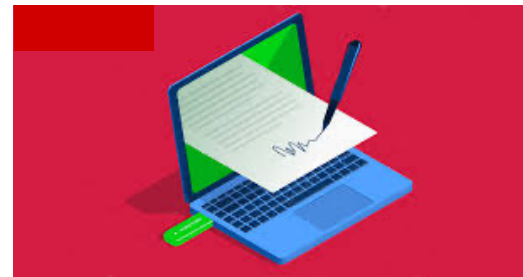
<https://graduate.ucr.edu/petitions-and-forms>



Final Defense Form

Form is submitted electronically via R'Grad
Signifies that you completed the final defense

The electronic form is the official version
No hard copy signatures are required



Signature Approval Page

Form is submitted electronically via R'Grad
Signifies that your committee has approved
your final manuscript

The electronic form is the official version
No hard copy signatures are required.

➤ Final Defense

- **Required for most programs – available via R'Grad**

 - Final Defense PhD
 - Final Defense Master's

- **Check your Degree Audit to see if the defense is required**

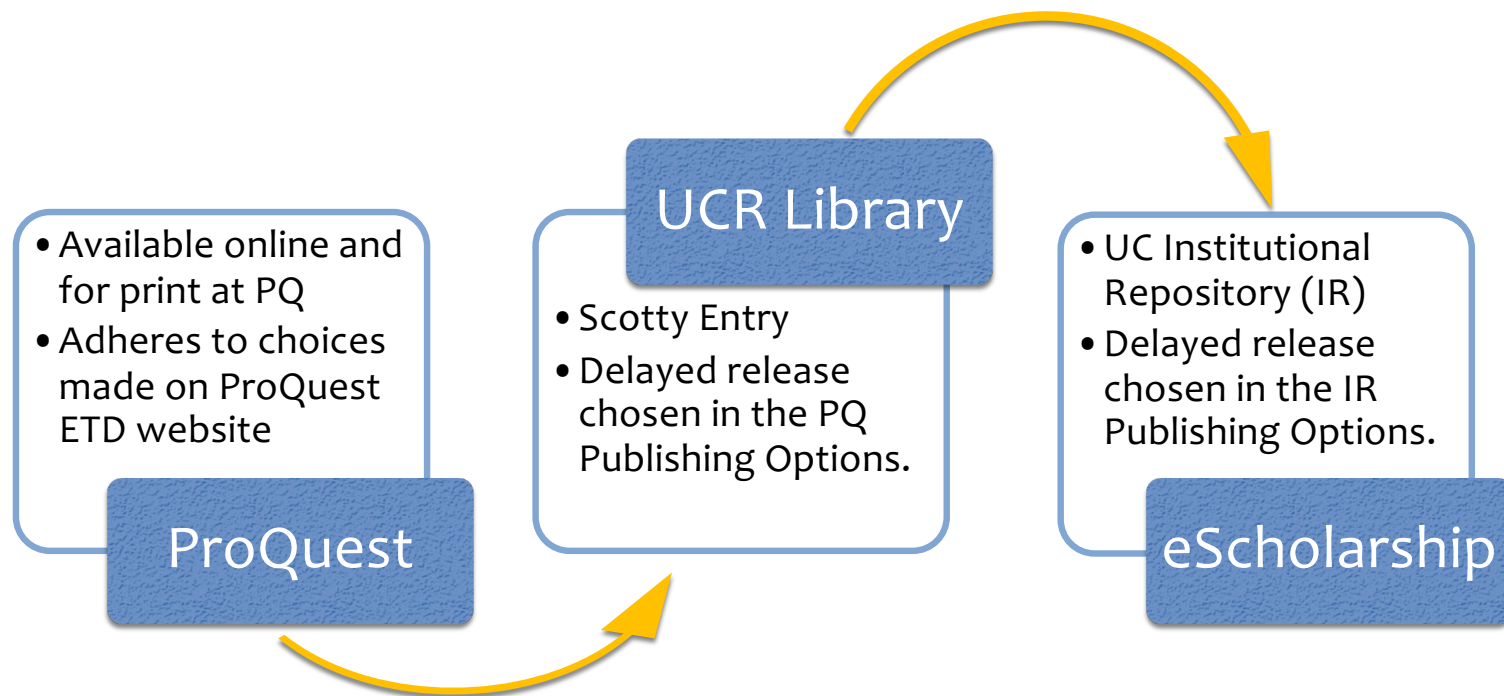
- **Must be completed by the final filing deadline**

- **Signature Approval Page and the Final Defense are TWO SEPARATE requirements**

 - Final Defense Form signifies that you completed a final defense

 - Signature Approval Page indicates that all committee members approve the final manuscript

➤ Where does my document appear?



➤ **Publication considerations**

- Embargo Options
- Creative Commons
- Outside agency grants with protected data or outcomes
- Experiments are ongoing
- Later publication of results in a journal or as a book
- Safety considerations with interviewees or other names
- Later publication of results in a journal or as a book

**Discuss this with your advisor
and be prepared to make informed decisions!**

➤ Graduation Deadline Dates

For a list of upcoming deadline dates visit:

➤ <https://graduate.ucr.edu/graduation-procedures>

“In Between” deadline

- Between the end of one quarter and the beginning of the next quarter. Timeframe is variable depending on the quarter. Filing during this time allows you to graduate without enrolling or paying fees for the next quarter, but the conferral date of the degree will be that next quarter.

EXAMPLE

- Fall 2023 ends 12/15/2023 – deadline for Fall 2023 is Noon on 12/15/2023.
- Winter 2024 begins on 01/03/2024.
- Students who complete all requirements between 12/16/2023 and 01/02/2024 will not have to enroll or pay fees for Winter 2024 if they were enrolled or on filing fee in Fall 2023.
- The conferral date of the degree will be Winter 2024.



Graduation!

Transcript

The degree will be posted on your transcript by the Registrar's Office 4-6 weeks after the conferral date. Transcripts must be ordered; they will not be sent automatically.

Diploma

Diplomas are mailed to the permanent address 8-10 weeks after the conferral date. Keep your permanent address up to date using your R'Web portal.

R'Web and R'Mail

You will continue to have access to these resources indefinitely.

Questions about Transcripts and Diplomas

reghelpdesk@ucr.edu

<https://registrar.ucr.edu/graduation-guide/diplomas>



THANK YOU FOR ATTENDING!



Graduate Academic Affairs
GAA@ucr.edu



Amanda
Jessica
Trina

