

ETD Format Review

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Agenda

- ▶ Preparing for graduation
- ▶ Key terms
- ▶ Format review process
- ▶ Monograph vs. multi-paper
- ▶ Formatting your ETD
- ▶ Website resources
- ▶ Q & A

Preparing for Graduation

- ▶ Start formatting as early as possible
- ▶ Review [graduation dates and deadlines](#)
- ▶ Review [thesis and dissertation information](#)
- ▶ [Apply for graduation](#)
- ▶ Check in with your program about defense scheduling and forms
- ▶ Schedule/hold your thesis/dissertation defense
- ▶ Make revisions, obtain final approval on your thesis/dissertation
- ▶ Check formatting before and after converting to PDF
- ▶ [Submit the ETD](#)/complete format review
- ▶ Check in with your Graduate School processor as needed
- ▶ Graduation is processed after the end of the term

Key Terms

- ▶ ETD: Electronic Thesis or Dissertation
- ▶ ProQuest ETD Administrator: the database to which you submit your ETD
- ▶ PDF: Portable Document Format; a type of file format from Adobe
- ▶ Format Review: Review of the formatting of the ETD, including but not limited to margins, font size, spacing of text, appropriate titles for pages/chapters, accuracy of information in Table of Contents, etc.

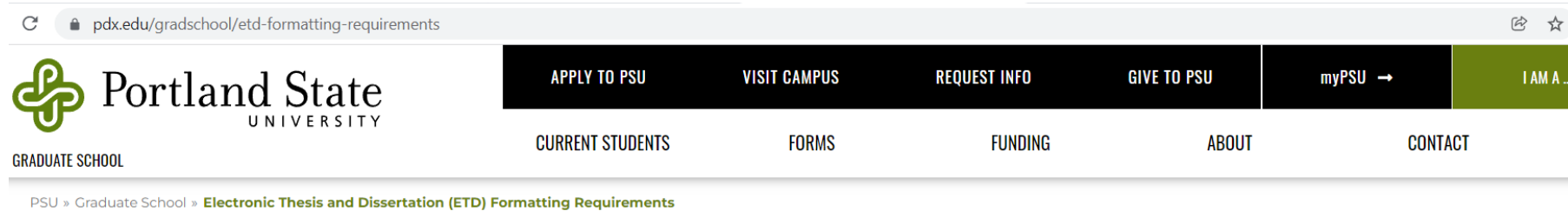
Format Review Process

- ▶ Submit ETD in ProQuest
- ▶ Format Editor reviews ETD and emails you via ProQuest
- ▶ Use an email you check regularly
- ▶ You make revisions then submit revised ETD in ProQuest
- ▶ Format Editor will email you directly once all revisions are complete and ETD is approved for formatting

Monograph vs. Multi-paper

- ▶ The monograph format focuses on a single subject and has a single author
- ▶ The multi-paper format is a compilation of papers (typically three), often in a journal article style format, and may have multiple authors.
 - ▶ The multi-paper format is more commonly used in dissertations than theses. In the multi-paper format the papers do not have to be closely related to each other, but there must be both an introductory and concluding chapter that link the papers together with a common theme.
- ▶ See the [formatting requirements](#) for differences in formatting requirements.

Formatting Your ETD



The screenshot shows a web browser window with the URL pdx.edu/gradschool/etd-formatting-requirements. The page header includes the Portland State University logo and the text "Portland State UNIVERSITY" and "GRADUATE SCHOOL". A navigation menu contains the following items: "APPLY TO PSU", "VISIT CAMPUS", "REQUEST INFO", "GIVE TO PSU", "myPSU →", and "I AM A ...". Below this menu, a secondary row of links includes "CURRENT STUDENTS", "FORMS", "FUNDING", "ABOUT", and "CONTACT". A breadcrumb trail at the bottom of the header reads "PSU » Graduate School » **Electronic Thesis and Dissertation (ETD) Formatting Requirements**".

ELECTRONIC THESIS AND DISSERTATION (ETD) FORMATTING REQUIREMENTS

ETDs must be approved for content by the student's committee before submission to the Graduate School (GS). The final post-defense copy submitted electronically to GS must be the version that has been approved by your appointed thesis/dissertation committee. Submitting an alternate version of your ETD to GS may be a violation of the PSU Student Code of Conduct and may result in sanctions up to and including revocation of the degree.

Margins

- ▶ Minimum margins:
 - Bottom 1-inch
 - Top 1-inch
 - Right 1-inch
 - Left 1.5-inches
- ▶ Everything in the document must meet the margin requirements.
- ▶ Margins must be maintained on every page in the document.

Order of ETD

ORDER OF THE ETD

- Title page (this page does not carry a page number).
- Copyright Notice page (this page does not carry a page number). This page is required if you have registered your copyright; otherwise it is optional but recommended.
- Prefatory pages. The following pages are numbered with lower-case Roman numerals (i, ii, iii, iv, etc.). A page number must be printed on every page. Each of these sections must begin on the top of a new page.
 - Abstract (required)
 - Dedication (optional)
 - Acknowledgments (optional)
 - Table of Contents (required)
 - List of Tables (required if tables included in the ETD)
 - List of Figures (required if figures included in the ETD)
 - Glossary or List of Abbreviations/Symbols (optional)
 - Preface (optional)
- All of the sections above (that are included in your ETD) must be listed in the Table of Contents (however, do not list the Table of Contents in the Table of Contents).
- Text of the ETD. Beginning with the first page of Chapter 1, all pages are numbered with Arabic numerals (1, 2, 3, etc.); this pagination continues to the end of the document. A page number must be printed on every page.
 - Body of the ETD, divided into chapters, major sections, or papers
 - Endnotes, if used in your ETD
 - Terminal references (this will be omitted in the multi-paper format)
 - Appendices, divided into A, B, C, etc., divisions

GS formatting guidelines require that you have no page number on the Title page, Roman numeral pagination in the prefatory pages, and Arabic numeral pagination for the remaining text. For all three of these sections to exist in one Word document, you need to use section breaks. Information about the use of section breaks in MS Word is available on the [MS Office website](#).

Title Page

Your Title Page must be formatted to the exact specifications of our example pages. Details are in the formatting requirements and example Title Pages are linked below.

[Thesis Title Page example](#)
[Thesis Title Page template](#)

[Dissertation Title Page example](#)
[Dissertation Title Page template](#)

Comparative Scores of Hearing-Impaired and Normally Hearing Children

Given the Caroline Picture Vocabulary Test

by

Rosa Marie Wilcox

A thesis submitted in partial fulfillment of the
requirements for the degree of

Master of Science
in
Speech and Hearing Sciences

Thesis Committee:
DeLys Ostlund, Chair
Richard H. Beyler
Joel Bluestone

Portland State University
2020

Copyright Page

- ▶ If you choose to have ProQuest file copyright for you then you must include a copyright page in the ETD.
- ▶ Even if you don't file a copyright, you can include this page.
- ▶ No page number.

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Abstract

- ▶ The Word "Abstract" appears centered at the top of the page, then the text of your Abstract begins.
- ▶ This page is always numbered page i.
- ▶ Must match Abstract included in ETD details in the ProQuest ETD Administrator.

Dedication and Acknowledgments

- ▶ Both are optional.
- ▶ Dedication can be single spaced or double spaced.
- ▶ Acknowledgements must be double spaced.

Table of Contents

- ▶ Required for all ETDs.
- ▶ List the Abstract, Dedication, Acknowledgements, List of Tables, List of Figures, every Chapter, every References, and every Appendix.
- ▶ Each item should match what it represents exactly.
- ▶ Include page number in each listing.

Tables and Figures

- ▶ If there are tables in your ETD, you must include a List of Tables.
- ▶ If there are figures in your ETD, you must include a List of Figures.
- ▶ Entries in each List must match the items they correspond with exactly.
- ▶ Include corresponding page number.

Chapters

- ▶ First page of first chapter is page 1.
- ▶ Each chapter starts at top of its own page.
- ▶ Chapter headings still need to be 12 pt. size font.

Chapter Heading Page & Author Contribution Statement

Required if any of the chapters, major sections, or papers included in the document have been both previously published AND co-authored.

- Effective Fall 2022
- Must include a chapter heading page formatted like the template shown here, with:
 - Full citation
 - Names of all co-authors
 - Author contribution statement
 - If author contribution statement in published article, must use the published version

[Chapter Heading Page information](#)

[Chapter Heading Page template](#)

Chapter Number

Chapter Title

Insert here: Full citation information using format of chosen style guide (include journal name, publication year, volume {where applicable}, and page numbers {first to last}).

Insert here: Names of all co-authors in the order in which they appeared in the final journal article

Insert here: Author contribution statement (double spaced)

Insert here: Document DOI (if available)

Insert here: Hyperlink to the publication in PDXScholar (if available)

References

- ▶ Still needs to be 12 pt. size font.
- ▶ Can be single spaced or double spaced.
- ▶ Start each References section at top of its own page.

Appendices

- ▶ Information contained in an appendix should be nonessential to the thesis or dissertation; i.e., the document should be able to stand alone without the Appendix material.
- ▶ Appendices must be divided into A, B, C, etc. sections. If you have only one Appendix, you can label it simply "Appendix" instead of "Appendix A".
- ▶ Appendices must have titles (like chapter titles). The titles of the appendices in the Table of Contents and in the body of the ETD must match.
- ▶ Start each Appendix at the top of its own page.

Website Resources

- ▶ Additional info about:
 - ▶ [Supplemental files](#)
 - ▶ [Publishing options](#)
 - ▶ Copyright & Fair Use
 - ▶ [ProQuest's Copyright information](#)
 - ▶ [PSU Library Copyright & Fair Use](#)
 - ▶ [Creative Commons licenses](#)
 - ▶ [FAQs](#)
- ▶ Contact us:
 - ▶ etdinfo@pdx.edu

Question & Answer Session

- ▶ Please keep your microphone muted unless called on to ask your question
- ▶ To ask a question:
 - ▶ Type your question in the chat
 - ▶ Raise your “hand” using the participation tool in Zoom
 - ▶ Keep your “hand” raised and you will be called on when it’s time to ask your question
- ▶ Exit survey
- ▶ Thank you for joining us today!