



## Thesis Errata Sheet Request Georgia Institute of Technology Instructions

Students and supervisors should check thesis content carefully before submission to avoid errors. On occasion, however, significant errors in content are discovered after delivery to the SMARTech Repository. Use the following form to request insertion of an errata sheet in your thesis.

### Request Form

- The attached form must be submitted as the cover sheet for the errata pages.
- The form is a fillable PDF. The author should complete his/her portion of the form and print it using Adobe Acrobat or Reader.

### Errata sheet

- The errata sheet may be up to 15 pages long (including the errata form).
- Each correction should be represented by an entry. Each entry should contain (a) page and line number of the passage to be corrected, (b) text of the passage, and (c) the correct text itself. (Ellipses may be used to shorten quotation of the passage to be corrected.)
- All errata pages should be printed single-sided and with the formatting required for theses in the current *Georgia Institute of Technology Thesis Manual*.
- **Pagination:** Please note that the errata form is numbered **Errata - p. 1**. Subsequent pages should be numbered according to the same scheme: **Errata - p. 2**, **Errata - p. 3**, etc.

### Procedure for submission and approval

1. Author:
  - a. prints one copy of this page
  - b. completes errata form (attached); prints two copies
  - c. creates errata sheet pages noting corrections (see above); prints two copies
  - d. joins errata form with errata sheet pages and submits both copies – along with the copy of this page – to thesis supervisor or department chair
2. Thesis supervisor or department chair:
  - a. signals approval by signing both copies of errata forms
  - b. sends forms and errata sheets to the Graduate Thesis Office (318 Savant MC 0315) on behalf of the VP for Graduate Education and Faculty Affairs
3. Graduate Thesis Office
  - a. signals approval by signing both copies of errata forms
  - b. sends pdf of errata form and the errata pages to Library's Scholarly Communication and Digital Curation office for deposit in SMARTech repository with ETD record.

**Questions?** Contact the Graduate Thesis Office ([thesis@grad.gatech.edu](mailto:thesis@grad.gatech.edu))

## Thesis Errata Sheet

Author \_\_\_\_\_

Primary Dept. \_\_\_\_\_

Degree \_\_\_\_\_ Graduation date \_\_\_\_\_

Thesis title

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Brief description of errata sheet

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Number of pages \_\_\_\_\_ (15 maximum, including this page)

◆ **Author:** I request that the attached errata sheet be added to my thesis. I have attached two copies prepared as prescribed by the current *Specifications for Thesis Preparation*.

Signature of author \_\_\_\_\_ Date \_\_\_\_\_

◆ **Thesis Advisor or Dept. Chair:** I approve the attached errata sheet and recommend its addition to the student's thesis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Thesis supervisor/Dept. Chair

◆ **VP for Graduate Education/Faculty Affairs:** I approve the attached errata sheet and direct the Institute Archives to insert it into all copies of the student's thesis held by the Georgia Tech Libraries, both print and electronic.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_