Thesis/Dissertation Format

Information Session

Office of Graduate Studies

Georgia Institute of Technology
Welcome To Graduate Studies

Office Location:
631 Cherry Street
318 Savant Building (Graduate Studies Office)
Atlanta, GA 30332-0215
Phone: (404) 894-3092

Office Hours for Format Checking:
Call to Check Office Voice Mail

Email:
Thesis Office Coordinator thesis@grad.gatech.edu

#38 on the campus map
Office is on the Third Floor
Steps Toward Graduation: Master’s Thesis Students

Before your final submission:

- Turn in your Petition for Degree, Online Application for Graduation, and your Approved Program of Study to the Registrar’s Office.

- Complete required Responsible Conduct of Research (RCR) training for Master’s Thesis students. For further information, consult: www.rcr.gatech.edu. NOTE: If RCR training is not completed, then the Request for Approval of Master’s Thesis Topic Form will not be processed. It will be returned to the department.

- Turn in your Request for Approval of Master’s Thesis Topic Form to the Graduate Office as soon as it is completed and the RCR requirement has been met (at least a semester prior to graduating).

- Include a 1-page bio for any external committee members.
Students registered for 7000 thesis hours will be notified of this requirement. The Policy can be satisfied by selecting at least one of the following options:

- Successfully complete an online CITI RCR course ([http://rcr.gatech.edu/online-training](http://rcr.gatech.edu/online-training))
  - OR
- Successfully complete a course approved to satisfy the in-person RCR training requirement for doctoral students ([http://rcr.gatech.edu/rcr-courses](http://rcr.gatech.edu/rcr-courses))
  - OR
- Receive at least 4 contact hours of RCR education during a course that is a required part of the curriculum for that specific master’s program.

Master’s students who plan to transition to a doctoral program should refer to: [http://rcr.gatech.edu/doctoral-policy](http://rcr.gatech.edu/doctoral-policy).

For more information: [www.rcr.gatech.edu](http://www.rcr.gatech.edu)

*NOTE* The Request for MS Topic Approval Form will not be processed without completion of the RCR requirement.
Steps Toward Graduation: Master’s Thesis Students

Once the preliminaries are completed:

• Please have your format checked during an initial format check with the Graduate Thesis Office. It is not mandatory but strongly recommended.

• Obtain Final Documents from Georgia Tech Graduate Office Website (http://www.grad.gatech.edu/theses-dissertations-forms) prior to submitting the thesis.
  – A. Certificate of Master’s Thesis Approval
  – B. Waiver of Enrollment Form (if applicable)
  – D. Request for Withholding of Thesis/Dissertation form (if applicable)

• Go to Electronic Thesis and Dissertation website (http://thesis.gatech.edu).

• Enter basic information about yourself and your dissertation on a form and upload your dissertation in PDF format. You will need to enter your expected date of graduation. Entering a defense date is optional.

• The Graduate Office checks your electronic document and lets you know what corrections you must make via email. Once corrections are made, submit the corrected file immediately (and fight the procrastination bug).

• If the Graduate Office has all of the pre-presentation and master’s presentation-related documents that you must turn in, they will approve your thesis and notify the Registrar’s office that you are eligible to GRADUATE!

• Certificate of Thesis Approval Page must be signed by all committee members on the SAME page. We will not accept separate pages or faxed/electronic signatures. If any changes have been made to your title, please let us know.

• Waiver of Enrollment (optional) signed by major advisor, school chair/graduate coordinator.
Responsible Conduct of Research (RCR) Academic Policy for Doctoral Students

• The Policy applies to all doctoral students who have an admit date of Fall 2011 or later. It includes students who enrolled in a master’s program in Fall 2011 or later but who have since transitioned to a doctoral program.

• As part of their degree requirements, doctoral students admitted Fall 2011 or later must complete:
  (A) an online CITI RCR course AND (B) an approved, for-credit RCR course

• Doctoral students who are not covered by this Policy should refer to the applicability criteria listed in the Georgia Tech RCR Compliance Policy to determine if their source of funding requires RCR training: http://www.osp.gatech.edu/forms/GT_RCR.pdf.

For more information: www.rcr.gatech.edu

• *NOTE*: Online Portion of RCR must be completed within the first 90 days of beginning the first full semester of the doctoral program or else a hold will be placed on course registration; In-Person Training is strongly encouraged to be completed within the first year.
Steps Toward Graduation: PhD Students

Before your Final Submission:

• Register for appropriate number of thesis hours
  A. Minimum of one hour if in the last semester (ONE TIME ONLY)
  B. OR Submit Waiver of Enrollment with Completed Thesis by the End of Registration Period.

• Complete the Online Application for Graduation and RCR Requirements

• Request for Admission to PhD Candidacy Form
  A. PhD Minor Letter
  B. Announcement of PhD Defense Presentation sent to Announcements@grad.gatech.edu
  C. 1 Page Bio/Vita for any external Committee members.

• Obtain Final Documents from the Georgia Tech Graduate Office Website (www.gradadmiss.gatech.edu/thesis) prior to submitting the Dissertation including:
  A. Certificate of Thesis Approval Form
  B. Survey or Earned Doctorates: Completed online and print “certificate of completion”
  C. SmarTech Repository Agreement Form
  D. 2 copies of abstract and cover pages

• Schedule and Pass the Oral Presentation (Oral Defense). Dissertation Defense Announcement should be sent to the graduate office at least 14 working days prior to the defense for approval of committee. If Committee is not approved, the certificate of approval cannot be signed.
Steps Toward Graduation: PhD Students

Once the preliminaries are completed:

Go to Electronic Thesis and Dissertation website [http://thesis.gatech.edu](http://thesis.gatech.edu)

- The Graduate Office checks your electronic document and lets you know what corrections you must make via email. Once corrections are made, submit the corrected file immediately (and fight the procrastination bug).

- If the Graduate Office has all of the pre-dissertation and dissertation-related documents that you must turn in, they will approve your thesis and notify the Registrar’s office that you are eligible to GRADUATE!

- Certificate of Thesis Approval Page must be signed by all committee members on the SAME page. We will not accept separate pages or faxed/electronic signatures. If any changes have been made to your title, please let us know.

- Abstract (2 copies for GT) should have thesis title, # of pages, student’s name and “directed by (advisor’s name)” on regular paper. Number of pages are from Chapter 1, Page 1 to the end of the document.

- Copy of Dissertation Title Page (2 for GIT-on regular paper)

- Enrollment Waiver Form (if applicable)
Enrollment in the Last Semester

- REMEMBER to reactivate your degree petition if necessary
- ALL graduate students must be enrolled in the minimum number of hours (3hrs) the last semester in which they intend on graduating.

There are exceptions to this rule:

- **Enrolling for 1 hour of thesis**- A student is allowed to enroll for 1 hr of thesis ONLY in the last semester.
  - Allowed 1 time per degree
  - Reduced hours may affect assistantships and International Student status (check with O.I.E.)
  - Can stay in University Housing (but all applicable fees apply)

- **Enrollment Waiver Form**- For students who completed all requirements in the previous semester and do not need to enroll the next semester. Student must have been enrolled in the previous semester.
  - Students must complete Enrollment Waiver form and all requirements by the Enrollment Waiver Deadline (last day of registration for that semester)
  - Failure to meet that requirement will result in a student having to enroll in the minimum amount of hours.
  - Enrollment Waiver means that you are NO LONGER enrolled. Therefore, you are no longer a student. This can affect visa status, student loan repayment, etc.

- Students may use the 1 hour enrollment in a previous semester and the enrollment waiver the following semester in order to graduate.
The ETD Process

- ETD (Electronic Thesis and Dissertation) format allows for those who search for your particular thesis (or dissertation for PhD) and read, print, and access it via the web and our SmarTech Repository.

- If you want to withhold (embargo) publication for a year, we will need your advisor to complete a withholding form as well as select “one year embargo” on the ETD system.

- The size limit for ETD files is 512 MB.
The ETD Process

- The ETD (Electronic Thesis and Dissertations) Website is maintained by the Library (http://thesis.gatech.edu)

- You no longer have the option to submit a paper copy of your thesis as the final draft. ALL THESES AND DISSERTATIONS MUST BE SUBMITTED ELECTRONICALLY.

- It is preferred that a sample of your thesis/dissertation is printed for in-office format checks. The initial format deadline is 10 days before the final submission date.

- The Thesis Approval Page will still be the second page in the dissertation, but it will not have signatures. You must list the committee members who approved your dissertation, but you will remove the signature lines and be certain you type the “Date Approved”. See the format in the Thesis Manual.

- Format regulations as stated in the thesis manual (including margins) still must be adhered to although no paper copy is required.

- Supplemental electronic documents can be included along with your thesis/dissertation (including data, images, videos, sounds, slideshows, spreadsheets, etc). Supplemental files may be up to 512 MB each, and combined supplemental files may not total more than 2GB.
Formatting your Thesis/Dissertation

- To insure that your thesis is properly formatted, it is strongly suggested that you submit your thesis to the Graduate Thesis Office for an initial format check. A printed sample copy of major portions (not the entire document) is preferred for format checks. If you will be out of town, e-mailing a PDF for review is also acceptable. Email to thesis@grad.gatech.edu

- Initial Format Check deadlines are listed on our website and are intended to allow students to make corrections to their theses/dissertations within a sufficient amount of time. The deadline is 10 days before the final submission date. Any time after that date is reserved for students who are submitting final paperwork and other documents.

- The format of your thesis/dissertation must adhere to the standards set forth in the Georgia Tech Graduate Thesis Manual
Copyright and Fair Use

- Section 107 of the Copyright Act governs fair use of copyrighted works. Section 107 states:
  - The fair use of a copyrighted work...for the purposes such as criticism, comment, news reporting, teaching...scholarship, or research is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered...include:
    1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
    2. the nature of the copyrighted work;
    3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
    4. the effect of the use upon the potential market for or value of the copyrighted work.

- For help in interpreting the four factors, contact the Scholarly Communications Librarian at etd@library.gatech.edu or the Georgia Tech Office of Legal Affairs.
Fair Use in writing your ETD

• Never hurts to get permission, but don’t feel limited by it. Fair use gives you the right to re-use the content of others when keeping in mind these 4 factors:
  – Purpose of re-use
  – Nature of original work
  – Amount of original re-used
  – Effect of re-use on original’s market value

• Handy checklist courtesy of Va.Tech: http://etd.vt.edu/fairuse/analyzer/

• For questions on whether a use is “fair use” contact the Scholarly Communication Librarian, or Georgia Tech Legal Affairs.
It’s in SmarTech

• Does that mean anyone in the world can access it? Yes!

• Does that mean anyone can plagiarize it? No!

• Does that mean anyone can copy sections and distribute to their class or re-use in a journal article? Only if they contact you first…unless…
My ETD, My Copyright

• YOU own the copyright over your thesis the moment you create it.

• YOU have all the rights of dissemination or transfer.

• Georgia Tech only gets the license to post a copy online in SMARTech.

• Georgia Tech holds no other permissions!
How do I get Copyright?

• You automatically have copyright for life plus 70 years after your death.

• You don’t have to register (but you get more legal protection if you do).

• *If you wish to register, do so at the Library of Congress website for $35.*
Creative Commons

- You can grant re-use permissions in advance:

<table>
<thead>
<tr>
<th>EXAMPLE LICENSES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CC-BY (attribution, all re-use allowed)</td>
<td>CC-BY-NC-ND (attribution and non-commercial reuse, no building on the work)</td>
</tr>
<tr>
<td>CC-BY-NC (attribution, all re-use except for commercial purposes allowed)</td>
<td>CC-0 (public domain, all use permitted)</td>
</tr>
</tbody>
</table>

www.creativecommons.org
Creative Commons Licensing

- All Creative Commons licenses have many important features in common. Every license helps creators — we call them licensors if they use our tools — retain copyright while allowing others to copy, distribute, and make some uses of their work — at least non-commercially.

- Every Creative Commons license also ensures licensors get the credit for their work they deserve. Every Creative Commons license works around the world and lasts as long as applicable copyright lasts (because they are built on copyright). These common features serve as the baseline, on top of which licensors can choose to grant additional permissions when deciding how they want their work to be used.

- More information can be found at: https://creativecommons.org/licenses
Redactions and Errata

- All changes made to a thesis, after the thesis has been submitted to the Georgia Institute of Technology Library by the Graduate Thesis Office, must have prior approval from both the student’s advisor and the Vice Provost of Graduate Education and Faculty Affairs.

- When the purpose is to correct significant errors in content, the student should create an errata sheet using the form and instructions and obtain approval from both thesis supervisor or program chair and the Vice Provost of Graduate Education and Faculty Affairs.

- If the purpose of change is to excise classified, proprietary, or confidential information, the student should fill out the redaction sheet application and have the request approved by the thesis supervisor or program chair and the Vice Provost of Graduate Education and Faculty Affairs. Students and supervisors should vet thesis content carefully before submission to avoid both scenarios whenever possible.

- Both forms can be found at: http://www.grad.gatech.edu/theses-dissertations-forms
Formatting your Thesis/Dissertation


- Approval Page Format
- Margins and Spacing Table and Figure Captions
- Figure and Table Placement
- Disappearing Figures (when converted to PDF)
- Font Size
- Sublevel Headings
- Inconsistent Reference Style
- Use of unapproved copyrighted material.
- General Inconsistencies within Thesis/Dissertation
Performance Feedback in Formal Learning Situations: Cognitive and Situational Influences

Approved by:

Dr. Donald B. Drake, Advisor
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Dr. Minerva Topolino
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Georgia Institute of Technology

Dr. K. G. Barnes
Ergonomic Design Institute
Georgia Institute of Technology

Date Approved: November 11, 2003

Figure A.3 Example of Thesis Approval Page (Single Column Format)

Performance Feedback in Formal Learning Situations: Cognitive and Situational Influences

Approved by:

Dr. Jolie Goodfellow, Advisor
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Date Approved: November 11, 2003

Figure A.4 Example of Thesis Approval Page (2 Column Format)
Performance Feedback in Formal Learning Situations: Cognitive and Situational Influences

A Dissertation
Presented to
The Academic Faculty
by
Joni B. Goode

In Partial Fulfillment of the Requirements for the Degree
Doctor of Philosophy in the School of Psychology

Georgia Institute of Technology
December 2002

Copyright 2002 by Joni B. Goode

Figure A.2 Example of Dissertation Title Page With Copyright
Sections and Subsection Examples

- Chapters are customarily divided into subsections with subheadings that have slightly-differing font styles and are designated first, second, and third-level. The first-level subdivision should have greater attention value than the lower levels. Centered headings have more attention value than headings beginning at the left margin, and italic, underlining, or bold-face type has more attention value than plain text. Attention value is also enhanced by leaving some blank space above and below.

- The following is an example of a hierarchy of subheadings:

1.1 Freedom and Constraint in Early Modernist Residential Plans
  1.1.1 Early Modernist Design Freedoms
  1.1.1.1 Early Modernists Design Constraints
  1.1.1.1.1 How Early Modernists Overcame Design Constraints
Writing Resources at Georgia Tech

CETL Resources

-The Center for the Enhancement of Teaching and Learning (CETL) at Georgia Tech provides a variety of writing courses. Classes are for approximately 10-15 students only and are on a first-come, first-serve basis.

-CETL is pleased to offer **CETL 8721**- Academic Writing for Graduate Students and **CETL 8722** Academic Writing for International Graduate Students (1 credit)

-CETL **8721** is intended only for native or fluent speakers and writers of English and will cover techniques for proposal, thesis, and dissertation preparation. Enrollment is limited only to 15 students. Both Masters and PhD students who are working on proposals, theses, or dissertations are invited to enroll.

-CETL graduate courses may be taken either for audit or pass/fail, and these hours may not be counted toward any degree requirements. No student may take more than two CETL courses in any one semester, and all of these courses require the permission of CETL; in addition, some departments also require permission from a department representative. A non-credit option remains for those students whose home units will not permit the credit version of any of the courses. For more information go to the CETL website:

[http://www.cetl.gatech.edu/courses/gradcourses.htm](http://www.cetl.gatech.edu/courses/gradcourses.htm)
Thesis Deadlines

For Current MS Thesis and PhD Deadlines Go to Our Website:

http://www.grad.gatech.edu/theses-dissertations-deadlines
Any Questions?

Contact the Graduate Thesis Office

(404)-894-3092

thesis@grad.gatech.edu