

# Thesis Manuscript Submission Process (Module 4)

## Thesis Manuscript Pre-submission Information:

APA Format is REQUIRED for the Thesis Manuscript. The link to the Written Thesis Document Requirements and the Written Thesis Manuscript Modification Example is available in Blackboard under the Assignment Instructions on the left navigational menu. It is important to remember the following:

- You're encouraged to use the Microsoft 365 APA Template available on the Kettering intranet under "Tools and Apps".
- Please refer to the "Written Thesis Document Requirements" for a list of required chapters/sections of your Thesis Manuscript. The content required in these chapters/sections can be referenced in the APA Manual 6<sup>th</sup> Edition with exception to Kettering's modifications.
- The thesis title in your manuscript matches the title in your Thesis Abstract Form, if not contact [thesis@kettering.edu](mailto:thesis@kettering.edu).
- Your manuscript includes an ABSTRACT positioned after the Title Page, see "Written Thesis Document Requirements" for reference information.
- The APA margin requirements of your Thesis Manuscript are 1" top, right and bottom. **Kettering requires a 1 ½" left margin which is a modification to the APA rule.**
- You use a 12 pt. Times New Roman font in your Thesis Manuscript and all text lines are double spaced.
- The running head and page numbering in your Thesis Manuscript is positioned correctly as stated in the "Written Thesis Document Requirements".
- Your Figures and Tables align with the APA Format and the positioning and labeling of them are consistent throughout the Thesis Manuscript.
- The Thesis Manuscript should be uploaded to Blackboard once it is **edited and complete**. This is NOT a preliminary thesis. Treat this as a submission of a final paper for a course. The review rubric and assessment requirements for the manuscript can be found in Blackboard under "Thesis Reference Materials". Utilize all needed resources to prepare and submit a **complete manuscript** including but not limited to APA manuals and/or LibGuide, the defined rubric, writing assistance from sources such as the Kettering Writing Center, online tutoring Thinking Storm (accessible through Blackboard), and/or willing faculty.

## Instructions for Submission of Thesis Manuscript for Review:

- Submit the Thesis Abstract/Project Completion Approval Form in KqUest which will trigger an e-mail to your Employer Thesis Advisor (Co-op Thesis) or Faculty Thesis Advisor (Research or Entrepreneurship Thesis) to review and potentially approve.
- Upon approval of the Thesis Abstract/Project Completion Approval Form, you will be notified by the Thesis Office via e-mail that you have access to submit your "Thesis Manuscript for Review".
- If this is your first assignment submission in Blackboard, on the left navigational menu select "Academic Integrity", then read the statement and click on the radio button in

order to have access to the submission link under "Thesis Manuscript for Review (Module 4)."

- You will upload the Thesis Manuscript in Blackboard under "Thesis Manuscript for Review" as a PDF (no other formats accepted). The preferred process for PDF generation is to save the manuscript directly in Word to a PDF format. DO NOT print and then scan the manuscript.
- Upon submission of your "Thesis Manuscript for Review", your Faculty Thesis Advisor will have up to four weeks to assess the manuscript.
- Once your Faculty Thesis Advisor has assessed your manuscript, the manuscript will be available in Blackboard with your Faculty Thesis Advisor's comments necessary in the next version for submission of your Thesis Manuscript. **NOTE:** If your Faculty Thesis Advisor's assessment of your Thesis Manuscript includes highlighted text, please click on the text for the comment to appear.
- **IMPORTANT:** After assessment, your Faculty Thesis Advisor will determine a status of either "R" for **Resubmit** or "SF" for **Submit Final** and return the Thesis Determination/Grade Form to the ASC – Thesis Office. **NOTE:** The ASC – Thesis Office will notify the student of the "R" or "SF" status once the Thesis Determination/Grade Form is received in the ASC – Thesis Office.
  - An "R" for **Resubmit** indicates that you will need to submit another version of the "Thesis Manuscript for Review" for your Faculty Thesis Advisor to reassess. You have unlimited attempts to submit versions of your "Thesis Manuscript for Review". **NOTE:** If you're alerted or see the status to RESUBMIT your "Thesis Manuscript for Review", it may take up to three business days for the RESUBMIT link to be available. If you do not see the link within three business days, please send an e-mail to [thesis@kettering.edu](mailto:thesis@kettering.edu).
  - An "SF" to **Submit Final** indicates that your Faculty Thesis Advisor has completed his/her assessment of your thesis manuscript and you will be eligible to submit your Final Thesis Manuscript to Blackboard once the Thesis Determination/Grade Form is received in the ASC – Thesis Office. **NOTE:** You will be notified by the ASC – Thesis Office via e-mail that a link is available in Blackboard to submit your Final Thesis Manuscript in Blackboard.

### Instructions for Submission of Final Thesis Manuscript:

- Once your Faculty Thesis Advisor indicates an assessment of "SF for **Submit Final** and **returns the Thesis Determination/Grade Form to the ASC – Thesis Office**, you will be notified to submit your Final Thesis Manuscript in Blackboard for archiving purposes. The Final Thesis Manuscript is to be saved as a PDF and labeled as follows: Last Name, First Name, Last Four Digits of Student Id (example: Doe\_Jane\_1234). **NOTE:** If you're alerted or see the status of "SF" to SUBMIT FINAL, it may take up to three business days for the "Final Thesis Manuscript" link to be available. If you do not see the link within three business days, please send an e-mail to [thesis@kettering.edu](mailto:thesis@kettering.edu).
- Additionally you will be required to submit the Student Evaluation under "Assignments" in Blackboard.
- Students with a non-confidential thesis are welcome to receive a bound copy of their thesis manuscript. The student must submit one color printed copy of the manuscript to the ASC - Thesis Office as well as two copies of the Binding Form located in KqUest. There is no cost to the student for the binding of the thesis copy. If the student submits

an extra copy of the non-confidential thesis for the Employer Thesis Advisor to have, as well, the University will pay for the binding charge.