

ELECTRONIC THESES & DISSERTATIONS (ETDs) CORRECTIONS SHEET

FOR PROPER FORMATTING, REFER TO: http://www.research.uky.edu/gs/CurrentStudents/theses_prep.html

STUDENT NAME:	DATE:
<p style="text-align: center;">BOOKMARKS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Document must be set to open with bookmarks visible <input checked="" type="checkbox"/> Minimize subsection bookmarks under chapter bookmarks (see next page for instructions on how to do this) <input type="checkbox"/> The following should be bookmarked after conversion to PDF format: Title page, Abstract, Acknowledgements, Table of Contents, List of Tables, List of Figures, Chapters, Subsections (minimized under chapter bookmarks), Appendix, Bibliography/References, Vita 	<p style="text-align: center;">PAGE NUMBER FORMAT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do not use page numbers prior to Acknowledgements page, which should be numbered as p. iii <input type="checkbox"/> Page numbers in text do not correspond with TOC or List Pages <input type="checkbox"/> Page numbers missing <input type="checkbox"/> Page numbers should be centered ½ inch from bottom of page
<p style="text-align: center;">PRELIMINARY PAGES</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Format title page the same as EXAMPLE PAGE* (Co-Directors) using same line spacing, special margins, etc. <input type="checkbox"/> Format Abstract page the same as EXAMPLE PAGE* except type name on signature blank <input type="checkbox"/> Format Approval page the same as EXAMPLE PAGE* (Co-Directors) except type names on signature blanks <input type="checkbox"/> 350 word max for dissertation abstract; 200 for thesis <input type="checkbox"/> Include only six (6) key words/phrases at end of abstract <input type="checkbox"/> New page order requirement (Title page, Abstract, Approval page, Dedication, Acknowledgements, Table of Contents; Remove other pages prior to TOC not in this list) <input type="checkbox"/> Title page should read “Master of Science in Mechanical Engineering in the College of Engineering at the University of Kentucky” (substitute your degree title for Master of Science in Mechanical Engineering and substitute your college) 	<p style="text-align: center;">TABLE OF CONTENTS (TOC) AND LIST PAGES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Headings/subheadings from text not listed/indented <input type="checkbox"/> Missing items on TOC: Vita <input type="checkbox"/> Do not use chapter numbers for Appendix/ References <input type="checkbox"/> Headings on TOC should be indented once or twice depending on hierarchy <input type="checkbox"/> All references must be at the end of the document <input type="checkbox"/> Right justify all page numbers on right margin
<p style="text-align: center;">PERMISSIONS AND FORMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Application for Degree via myUK <input type="checkbox"/> Email from DGS for previously published material <input type="checkbox"/> Email from DGS to cprice@uky.edu for approval of time extension for final submission <input type="checkbox"/> Submit ETD Approval Form: http://www.research.uky.edu/gs/forms.html#ETD <p style="text-align: center;">DISSERTATIONS ONLY:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit “Dissertation Agreement” (link at bottom of page) <input type="checkbox"/> Submit Confirmation page: Survey of Earned Doctorates https://sed.norc.org/doctorate/showRegister.do 	<p style="text-align: center;">TABLES/FIGURES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Figure heading should be on same page as figure <input type="checkbox"/> Put page # in portrait position for landscape page as in Technical FAQ**. Rotate landscape page 90° clockwise so page # appears on “left” margin (Adobe: Document menu/Rotate pages, see example on page 3) <input type="checkbox"/> For large figures, place the corresponding heading on a separate page that immediately follows the figure
<p style="text-align: center;">VITA</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Must include Vita <input checked="" type="checkbox"/> Remove UK Doctoral degree from Vita <input checked="" type="checkbox"/> Do not list personal info/address (e.g. email address) <input checked="" type="checkbox"/> Remove job descriptions/course listings <input checked="" type="checkbox"/> Vita should not include date of birth 	<p style="text-align: center;">MISCELLANEOUS</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hyperlinks to web sites do not work <input type="checkbox"/> Headings appear at bottom of previous page <input type="checkbox"/> Check margins (1.5” on left, 1” on all other sides) <input type="checkbox"/> No bold on any of the preliminary pages <input type="checkbox"/> Font size must not exceed 12 pts anywhere in document & must consistently remain the same size (inclusive of Headings and Subheadings)
	<p style="text-align: center;">DEGREE INFORMATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Time limit for degree expires: <input type="checkbox"/> 60-day deadline for final copy expires:

* Dissertations: http://www.research.uky.edu/gs/CurrentStudents/electronic_dissertation_instructions.html

* Theses: http://www.research.uky.edu/gs/CurrentStudents/electronic_thesis_instructions.html

** Technical FAQ (section page numbering, landscape pages, etc):

http://www.research.uky.edu/gs/CurrentStudents/Documents/ETD_Tech_FAQ_2007.pdf

Dissertation Agreement:

http://www.research.uky.edu/gs/CurrentStudents/Documents/Dissertation_Agreement_fillable.pdf

- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- CHAPTER 1
- CHAPTER 2
 - Materials and Methods
- CHAPTER 3
 - β-catenin Positively Regulates AFP E3 and RGSe Pericentral Activity

Drag subsection bookmarks into chapter bookmarks and order them in proper sequence (in full or professional version of Adobe Acrobat).

Click the minus sign so the subsection bookmarks are minimized under each chapter.

- CHAPTER 1
- CHAPTER 2
- CHAPTER 3

Save your document.

Note orientation and location of page number

1.5 inch margin is on this side

39

Table 4.1 Primary Target Audience								
	Universities offering 1		Universities offering 2		Universities offering 3		All Programs	