ELECTRONIC THESES & DISSERTATIONS (ETDS) CORRECTIONS SHEET

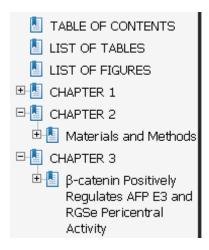
FOR PROPER FORMATTING, REFER TO: http://www.research.uky.edu/gs/CurrentStudents/theses prep.html

STUDENT NAME:	DATE:
BOOKMARKS	PAGE NUMBER FORMAT
☐ Document must be set to open with bookmarks visible	☐ Do not use page numbers prior to Acknowledgements
✓ Minimize subsection bookmarks under chapter bookmarks	page, which should be numbered as p. iii
(see next page for instructions on how to do this)	☐ Page numbers in text do not correspond with TOC or
☐ The following should be bookmarked after conversion to	List Pages
PDF format: Title page, Abstract, Acknowledgements, Table	☐ Page numbers missing
of Contents, List of Tables, List of Figures, Chapters,	☐ Page numbers should be centered ½ inch from bottom
Subsections (minimized under chapter bookmarks),	of page
Appendix, Bibliography/References, Vita	
PRELIMINARY PAGES	TABLE OF CONTENTS (TOC) AND LIST PAGES
✓ Format title page the same as EXAMPLE PAGE* (Co-	☐ Headings/subheadings from text not listed/indented
Directors) using same line spacing, special margins, etc.	☐ Missing items on TOC: Vita
☐ Format Abstract page the same as EXAMPLE PAGE*	☐ Do not use chapter numbers for Appendix/ References
except type name on signature blank	☐ Headings on TOC should be indented once or twice
☐ Format Approval page the same as EXAMPLE PAGE*	depending on hierarchy
(Co-Directors) except type names on signature blanks	☐ All references must be at the end of the document
□ 350 word max for dissertation abstract; 200 for thesis	☐ Right justify all page numbers on right margin
Include only six (6) key words/phrases at end of abstract	TABLES/FIGURES
New page order requirement (Title page, Abstract,	☐ Figure heading should be on same page as figure
Approval page, Dedication, Acknowledgements, Table of	☐ Put page # in portrait position for landscape page as in
Contents; Remove other pages prior to TOC not in this list	Technical FAQ**. Rotate landscape page 90° clockwise
☐ Title page should read "Master of Science in Mechanical	so page # appears on "left" margin (Adobe: Document
Engineering in the College of Engineering at the University	menu/Rotate pages, see example on page 3)
of Kentucky" (substitute your degree title for Master of	☐ For large figures, place the corresponding heading on a
Science in Mechanical Engineering and substitute your	separate page that immediately follows the figure
college)	
PERMISSIONS AND FORMS	MISCELLANEOUS
☐ Submit Application for Degree via myUK	☑ Hyperlinks to web sites do not work
☐ Email from DGS for previously published material	☐ Headings appear at bottom of previous page
☐ Email from DGS to <u>cprice@uky.edu</u> for approval of time	☐ Check margins (1.5" on left, 1" on all other sides)
extension for final submission	□ No bold on any of the preliminary pages
☐ Submit ETD Approval Form:	☐ Font size must not exceed 12 pts anywhere in
http://www.research.uky.edu/gs/forms.html#ETD DISSERTATIONS ONLY:	document & must consistently remain the same size
□ Submit "Dissertation Agreement" (link at bottom of page)	(inclusive of Headings and Subheadings)
☐ Submit Confirmation page: Survey of Earned Doctorates	
https://sed.norc.org/doctorate/showRegister.do	
VITA	DEGREE INFORMATION
✓ Must include Vita	☐ Time limit for degree expires:
✓ Remove UK Doctoral degree from Vita	□ 60-day deadline for final copy expires:
✓ Do not list personal info/address (e.g. email address)	by day deadine for final copy expires.
✓ Remove job descriptions/course listings	
✓ Vita should not include date of birth	

- * 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

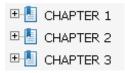
Dissertation Agreement:

http://www.research.uky.edu/gs/CurrentStudents/Documents/Dissertation Agreement fillable.pdf



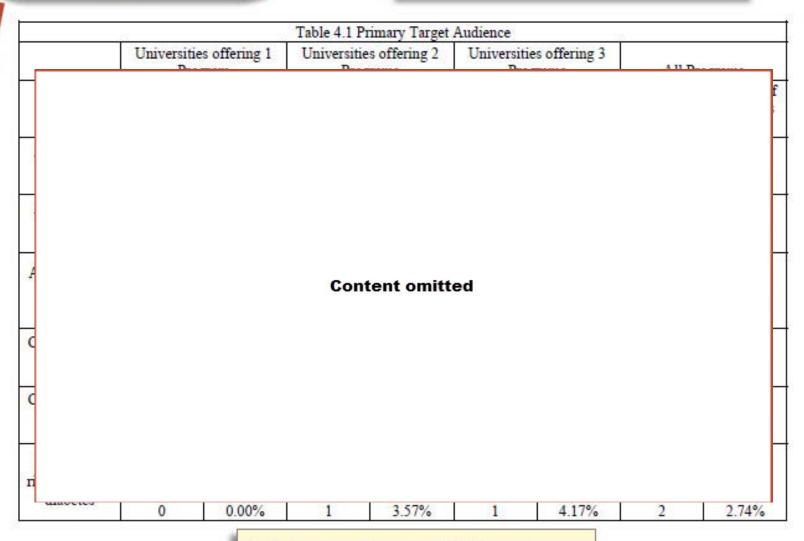
Drag subsection bookmarks into chapter bookmarks and order them in proper sequence (in full or professional version of Adobe Acrobat).

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



Save your document.

1.5 inch margin is on this side



After conversion to pdf, this page was rotated 90 degrees clockwise.