

A University of California Davis
Dissertation/Thesis LaTeX Class File

By

FIRST MIDDLE LAST
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DISSERTATION

Submitted in partial satisfaction of the requirements for the degree of

DOCTOR OF PHILOSOPHY

in

Official Name of Major

in the

OFFICE OF GRADUATE STUDIES

of the

UNIVERSITY OF CALIFORNIA

DAVIS

Approved:

Chair Committee Chair Name

Committee Member Name

Committee Member Name

Committee in Charge

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*To someone very important ...
a nice dedication.*

CONTENTS

List of Figures	v
List of Tables	vi
Abstract	vii
Acknowledgments	viii
1 Information on Preparation of a Dissertation or Thesis	1
1.1 Specifications	2
1.1.1 Style and Format	2
1.1.2 Title/Signature Page	2
1.1.3 Margins	3
1.1.4 Spacing	3
1.1.5 Pagination	3
1.1.6 Typeface	4
1.1.7 Paper	4
2 The Second Chapter	5
2.1 Overall Appearance	5
2.1.1 Tables, Graphs and Captions	5
2.1.2 Photographs, Illustrations and Maps	5
2.1.3 Oversized Material	6
2.1.4 Using Published Material	6
2.1.5 Copyrighted Material Use	6
2.1.6 Dates of Filing	6
2.1.7 Title Page	7
2.1.8 Dissertation Abstracts	7
2.1.9 Diploma	7
2.1.10 Copyright and Publication	8
2.1.11 Filing Fee	9

3	Examples of Formatting and Commands	10
3.1	TOC Section Title	10
3.1.1	A Very Long Subsection Title to Test the TOC Wrapping Ability	10
3.2	Some Examples of Figures and Tables	11

LIST OF FIGURES

3.1 First sample figure 12

3.2 Second sample figure 12

LIST OF TABLES

3.1 Example table 11

3.2 Another example table 12

ABSTRACT

**A University of California Davis
Dissertation/Thesis LaTeX Class File**

The abstract submitted as part of your dissertation, in the introductory pages, does not have a word limit. It should follow the same format as the rest of your dissertation (1 inch margins, double-spaced, consecutive page numbering, etc.).

ACKNOWLEDGMENTS

Acknowledgements to those who helped you get to this point. They should be listed by chapter when appropriate.

Chapter 1

Information on Preparation of a Dissertation or Thesis

The text for this example dissertation is taken from the Graduate Studies web site¹. Please read through it carefully to make sure that your dissertation/thesis meets the university requirements.

For information and assistance in the preparation of your thesis or dissertation, please contact the Student Affairs Coordinator responsible for your program. You must make an appointment with the Student Affairs Coordinator in order to file your thesis or dissertation.

You are responsible for observing the filing dates and for preparing the thesis in the proper format. As part of the electronic filing process you will complete the PQIL Masters Thesis Agreement (Master's students) or the UMI Doctoral Dissertation Agreement (Ph.D. students) on which you indicate your willingness to have the University supply copies of your thesis to interested persons immediately, or the dissertation submitted to ProQuest.

You must have committee approval (title page signed off by committee) before submitting your thesis/dissertation electronically.

Filing your dissertation or thesis is the last step in the process leading to the awarding of your degree. The final copy of your thesis or dissertation, which is ultimately deposited in the University Library, becomes a permanent and official record.

¹Please see <http://gradstudies.ucdavis.edu/students/filing.html> for the latest information.

1.1 Specifications

Consult the calendar for the dates to file your thesis or dissertation at Graduate Studies. The dates are also in the General Catalog. You are responsible for observing the filing dates and for preparing the thesis or dissertation in the proper form.

Your thesis/dissertation must be submitted via the ETD website as a single PDF file. No file compression, password protection, or digital signature are allowed.

1.1.1 Style and Format

You should be guided on matters of style by the chair and members of your thesis committee. Graduate Studies is not concerned with the form of the bibliography, appendix, footnotes, etc. as long as they are done in some acceptable, consistent and recognized manner approved by your committee.

There are many valuable references available to assist students in preparing and writing research papers and theses [?, ?, ?]. Listed below are references that have been suggested by students and faculty².

- MLA Handbook for Writers of Research Papers, Theses and Dissertations, by Joseph Gibaldi and Walter S. Achtert: The Modern Language Association of America, 4th ed., 1980.
- The Elements of Style, by William Strunk, Jr., E.B. White and Roger Angell: Longman, 4th ed., 2000.
- The Lively Art of Writing, by Lucile V. Payne, Mentor Books, reissue ed., 1983.
- The Chicago Manual of Style, University of Chicago Press, 15th ed., 2003.

1.1.2 Title/Signature Page

You will need to produce two different title/signature pages:

- A title/signature page which will include a signature line above each committee member's typed name. The signature page is to be signed by all members of your committee.

²Be sure to search the internet for additional writing resources.

tee when they have approved the thesis or dissertation. All committee members must sign the same page and only original signatures will be accepted.

- A title page with the typed names of your thesis/dissertation committee without signatures. This will be the first page of the electronic thesis/dissertation PDF file which you will submit via the ETD website. This second format is required to prevent the publication of the signatures of your committee members.

Make an appointment with your Student Affairs Officer in Graduate Studies to submit the signature page and required forms. To find your assigned Student Affairs Officer in Graduate Studies, go to the Graduate Programs page and click on your program, then click on “People.” You will find their name and contact information there.

1.1.3 Margins

Every page of the dissertation or thesis must have a one inch margin on all sides (top, bottom, left and right). However, the page number may appear outside of these margins.

Please Note: These minimum specifications also apply to all figures, charts, graphs, illustrations and appendices.

1.1.4 Spacing

Double spacing should be used in typing the thesis, except in those places where conventional usage calls for single spacing – for example, footnotes, indented quotations, tables, and the bibliography.

1.1.5 Pagination

The preliminary pages, including the title page are numbered with small Roman Numerals which are centered at the bottom of the page. Begin numbering the preliminaries in lower case Roman Numerals with the title page which is always “i”.

The text and all other pages of the thesis or dissertation, including charts, figures, caption pages, maps, and appendices are all numbered consecutively starting with Arabic “1”. These page numbers should also be centered at the bottom of the page. (In most cases, this

will start with the Introduction or Chapter 1.) Do not start renumbering pages at any point in the body of your thesis or dissertation.

With the exception of the copyright page (which should not be numbered or counted in the numbering sequence), every page must be numbered consecutively and there must be no blank pages.

1.1.6 Typeface

Consistency is essential. The same font size and style must be used throughout. Use a font size between 10 and 13 points.

Any font style is acceptable, however you must make sure all your fonts are embedded fonts. See the instructions for embedded fonts on the ETD website.

1.1.7 Paper

Your thesis/dissertation must be submitted electronically; therefore, the Office of Graduate Studies does not require you to provide a printed copy of your manuscript. However, members of your committee and/or your graduate program may require that you provide them with a paper copy. Consult with your graduate program and thesis/dissertation committee regarding printed copy requirements.

Chapter 2

The Second Chapter

2.1 Overall Appearance

You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.

2.1.1 Tables, Graphs and Captions

Charts and tables may be placed horizontally or vertically, but in either case must fit within the required margins. It may be necessary to use a reducing copier in order to achieve this. If necessary, wide tables, charts, and figures can be placed sideways. Figures may be embedded in the text or take up a full page. Each figure or table must be numbered consecutively (do not renumber each chapter unless you include chapter numbers, e.g., Fig. 1.1, Fig. 2.1, etc.) and should have a caption.

NOTE: If your figures or charts are placed horizontally on the page (i.e. in landscape orientation), your page number must still appear in the same place as all other page numbers (centered at the bottom of the page in portrait orientation). Pagination must be consistent throughout the document.

2.1.2 Photographs, Illustrations and Maps

Plates, figures, illustrations, maps and photographic reproductions must be clear and distinct. Pagination must be consistent.

2.1.3 Oversized Material

Consult the ETD website guidelines for uploading supplemental files with your manuscript. ■

2.1.4 Using Published Material

If approved by the thesis or dissertation committee, reports of research undertaken during graduate study at UC Davis which have been published may be accepted in printed form as all or part of the master's thesis or doctoral dissertation. If you are not the sole or first author of the published material submitted, the use of co-authored materials must be approved by the department or graduate group concerned. The pages of the published material must meet the same formatting guidelines. Each chapter may have an abstract of its own. There must be a general abstract covering the entire dissertation.

2.1.5 Copyrighted Material Use

Since the submission of your thesis or dissertation to the University Library and/or its being made available by PQIL may constitute a form of publication, you may have to obtain permission to use (or quote) copyrighted material, such as that in most journal articles or books. It is the author (i.e. you) who is responsible in the matter of copyrighted materials. The agreement, which you submit to PQIL, specifically absolves them of any such responsibility.

If you quote extensively from a particular author, especially in fields such as fiction, drama, criticism, or poetry, or if copyrighted maps, charts, statistical tables, or similar materials have been reproduced, you must write the copyright owner(s), describe the use which you are making of the materials, and request permission to use it in the dissertation or thesis.

For your protection, a statement listing such materials should be included in the acknowledgements of the dissertation or thesis. The statement should inform the reader (1) that permission has been granted for their use, and (2) the source of the permission.

2.1.6 Dates of Filing

Check the calendar for deadlines for filing the master's thesis or the doctoral dissertation with the committees in charge and with Graduate Studies. Deadlines are also announced

each year in the Class Schedule and Registration Guide and the General Catalog. The deadline for filing with your committee is a recommended deadline to allow time for making revisions. The deadline for filing with Graduate Studies is firm.

It is important to bring all documents, forms and supplies with you when you file your thesis or dissertation. Please review the checklist for master's or doctoral students prior to your appointment.

2.1.7 Title Page

Graduate Studies does not supply the title page. You must prepare your title page in accordance with the sample. The title page is to be signed by all members of your committee when they have approved the thesis or dissertation. Only the original title page will be accepted with the thesis or dissertation.

2.1.8 Dissertation Abstracts

Master's theses and doctoral dissertations are required to include an abstract. If your abstract appears in the introductory pages of your thesis/dissertation manuscript, it must follow the same format as the rest of your thesis/dissertation (1 inch margin on all sides, double-spaced, consecutive page numbering, etc.).

A separate abstract is submitted to ProQuest Information and Learning (PQIL) during the electronic submission process and must be formatted following the guidelines on the ETD website. It is important to write an abstract that gives a clear description of the content and major divisions of the thesis/dissertation, since PQIL will publish the abstract exactly as submitted.

Students completing their requirements under doctoral Plan A should provide copies of the abstract for use by the dissertation committee during the examination.

2.1.9 Diploma

When you file your thesis or dissertation, you will receive a Letter of Certification that states you have completed all the requirements for your degree and which will provide the official conferral date of your degree. This certificate may be given to your employer for proof of degree until the Registrar's Office issues an official transcript or diploma. You must complete

a form to request your transcript or diploma. Official transcripts normally are available two months after the official degree conferral date, diplomas normally are available four months after this date.

2.1.10 Copyright and Publication

The copyright law of the United States is quite complex. The information contained in this section is only a general guide – more detailed information must be obtained from other sources.

Whether or not you copyright your thesis or dissertation, you retain the right to publish all or any part of it by any means at any time, except for reproduction from a negative microfilm as described in the agreement with PQIL. Should you decide to copyright your thesis or dissertation, you must include a separate unnumbered copyright page after the title page. By adding this copyright notice, which should be included in all copies you distribute, you have copyrighted your thesis or dissertation. At this point you have several options:

You may have the copyright registered for you by PQIL. Along with the UMI Doctoral Dissertation Agreement, you will need to submit a fee to cover the copyright cost.

You may register the copyright yourself by submitting to the Registrar of Copyrights the appropriate application form, a filing fee and one or two copies of the work. In order to have full protection against infringement, this should be done as soon as possible. Information and forms can be obtained from the Registrar of Copyrights, Library of Congress, Washington D.C. 20559.

You may choose to copyright your thesis or dissertation by adding the copyright notice, submitting a copy to the Registrar of Copyrights, but not registering it. (Federal copyright law requires that copies of all works published with notices of copyright be deposited with the Library of Congress, even if the copyright is not registered). However, to protect your rights in a copyright dispute and in order to be compensated for damages caused by infringement, your copyright must be registered.

2.1.11 Filing Fee

The Filing Fee was established expressly to assist those students who have completed all requirements for degrees except filing theses or dissertations and/or taking final examinations (master's comprehensive exams or doctoral final examinations) and are no longer using University facilities. The Filing Fee is a reduced fee paid in lieu of registration fees. It is assessed only once and must be paid to the Cashier's Office prior to submission of the form to Graduate Studies. Filing Fee status restrictions (more restrictions are noted on the application instruction sheet):

- You may not be using University facilities;
- You cannot be using faculty time other than the time involved in the final reading of the thesis or dissertation or in holding final examinations;
- You are not eligible to hold any academic appointment title for more than 1 quarter;
- You cannot hold a fellowship or receive financial aid.

If you are eligible to use the Filing Fee procedure, you should complete a Filing Fee application, obtain the signature of the Graduate Adviser and your Committee chair, and return the application to Graduate Studies before you stop registering. The Filing Fee must be paid prior to submitting the application to Graduate Studies.

Original (initial) filing fee deadlines adhere to registration deadlines. For example, if you were approved for one quarter of filing fee, you would be eligible to submit your dissertation or thesis up to the last day of late registration for the following quarter. If you do not submit by that date your filing fee status will expire and you would need to secure an extension from your program and from Graduate Studies. Filing fee extensions end the date noted on the petition. Make sure your filing fee is current before you submit your dissertation or thesis.

Chapter 3

Examples of Formatting and Commands

The following chapter shows various formatting and sectioning commands. It also includes examples of how to insert figures and tables into the document. These examples are by no means comprehensive, they are just a sample of what can be done with the power of \LaTeX .

Filing your dissertation or thesis is the last step in the process leading to the awarding of your degree. The final copy of your thesis or dissertation, which is ultimately deposited in the University Library, becomes a permanent and official record.

3.1 First Section Title – A Particularly Long Section Title with a Special Title for the TOC

A short version of the section title can be included in square brackets just before the full title. This applies to subsections as well.

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3.1.1 Subsection Title

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3.1.1.1 Subsubsection Title

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Filing your dissertation or thesis is the last step in the process leading to the awarding of your degree. The final copy of your thesis or dissertation, which is ultimately deposited in the University Library, becomes a permanent and official record.

Paragraph Title I have no idea who would use sectioning down to the paragraph level in a dissertation, but it is available for those who think it is necessary.

3.2 Some Examples of Figures and Tables

A table such as that shown in Table 3.1 can be included easily. The hard part will be creating the table. Filing your dissertation or thesis is the last step in the process leading to the awarding of your degree. The final copy of your thesis or dissertation, which is ultimately deposited in the University Library, becomes a permanent and official record.

One	Two
Three	Four

Table 3.1. An example of a table. Notice the caption is centered except when it runs longer than a single line on the page.

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One	Two
Three	Four

Table 3.2. Another example of a table.



Figure 3.1. A sample figure.

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Figure 3.2. A reduced version of the sample figure.

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