

GEORGIA INSTITUTE OF TECHNOLOGY

GRADUATE THESIS/DISSERTATION GUIDELINES & PROCEDURES

Graduate Thesis Office
June 2006

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CHAPTER 1

INTRODUCTION

This handbook sets forth the thesis and dissertation guidelines established by the Graduate Thesis Office. Individual departments or disciplines may have additional requirements, may specify requirements in greater detail, or may occasionally contradict these guidelines. In most cases, the Graduate Thesis Office will allow differences dictated by disciplinary style manuals or formatting conventions commonly used in published work within a field. Such exceptions are made at the discretion of the Graduate Thesis Office. For formatting questions not specifically addressed in this manual, the Graduate Thesis Office refers to the following source:

Turabian, Kate L. (1996) *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press.

Please note that the student, **not** the advisor or department, is responsible for knowing and conforming to the current guidelines and to any special departmental or disciplinary requirements that may apply. Difficulty of use or lack of knowledge of software tools will not be considered reasons to exempt an author from compliance with these guidelines.

The rules in this Graduate Thesis/Dissertation Manual take precedence over previous publications issued by the Graduate Thesis Office.

Questions regarding the format of the thesis/dissertation not adequately answered in this handbook should be directed to

Georgia Institute of Technology

Graduate Studies-Thesis Office

631 Cherry Street

Savant Building, Suite 317

Atlanta, GA 30332-0215

Mail Code: 0215

404-894-3092

Email: thesis@grad.gatech.edu

PART I: THINGS YOU HAVE TO DO TO GRADUATE

CHAPTER 2

PROCESS AND PAPERWORK

The Semester Before Intended Graduation

- Complete the degree petition and pay the diploma fee (currently \$25.00) at the - Bursar's Office. The degree petition should be submitted to the Degree Certification Office located in the Registrar's Office, Administration Building (Tech Tower). Reactivate degree petition (if necessary).
- Register for an appropriate number of thesis hours (minimum of one hour if last semester, one time only) or submit waiver of enrollment with completed thesis by the end of the registration period, if applicable. More information below.
- Be sure the Graduate Thesis Office has the Request for Approval of Master's Thesis Topic or Request for Admission to Ph.D. Candidacy form, Ph.D. Minor Letter, and announcement of Ph.D. defense presentation.
- Obtain packet of documents from the Graduate Thesis Office prior to submitting the thesis/dissertation. See Part II for a list of forms and other documents that must be turned in with the thesis.
- Schedule and pass the oral presentation (oral defense). Remember, Georgia Tech Institute policy says you must be enrolled in the term in which you graduate, which is usually the semester in which you defend.

The Registrar's Degree Audit

The Registrar's Office will perform the following steps upon receipt of your degree petition:

- Check that all Institute Requirements such as GPA, academic standing, and degree completion time have been met.
- Check for any other reasons (such as holds) for which you may not be allowed to graduate.
- Check for Admission to Candidacy (**doctoral students**).
- Check that all courses on the Approved Program of Study have been satisfactorily completed (**master's students**).
- Check that they (the Registrar's Office) have received your thesis/dissertation documentation from the Graduate Thesis Office for graduation clearance.

- Post Degree Candidate status information on the web at <http://oscar.gatech.edu>.
- *Note: You may continue to see “lacks thesis” on OSCAR for several weeks after your thesis or dissertation is accepted by the Graduate Thesis Office as both the Graduate Thesis Office and the Registrar must do some processing of your records. Acceptance by the Graduate Thesis Office, documented either by an approval e-mail for your ETD or a copy of your signed Certificate of Thesis Approval, is your assurance that everything is all right.*

Rules for Enrollment During Last Semester

Georgia Tech Institute policy requires that graduate students must be enrolled during the semester in which they graduate and also that the minimum credit hour load for graduate students is three credit hours except as described below (*Policy on Hour Loads for Graduate Students*).

Waiver of Enrollment

The requirement that a graduate student be enrolled during the semester of graduation may be waived if the student is no longer using Institute or faculty time during the semester of graduation **AND**:

1. the student was duly registered the previous term (usually the term in which the successful final defense took place);

and

2. the final and complete electronic thesis is submitted, all thesis-related forms are received by the Graduate Thesis Office, and all other graduation- related requirements are satisfied before the end of the registration period the semester of graduation.

The intent is that a student who has been properly registered during the period of thesis completion and who has completed all work at Georgia Tech and therefore has nothing to register for should not be required to enroll another term just to graduate. The Enrollment Waiver is available from the “Forms” menu at the Georgia Tech Graduate Thesis Office web site (<http://www.grad.gatech.edu/thesis/forms.html>) .

The Waiver of Enrollment (“Enrollment Waiver”) form signed by the student and his or her department should be turned into the Graduate Thesis Office at the same time as the Certificate of Thesis Approval form.

The waiver of enrollment **does not** waive the requirement that the student files or reactivate a degree petition by the deadline for the term in which the degree is to be awarded. There are no exceptions to the enrollment waiver deadline for thesis students. Students must meet the deadline or register as required.

One Hour Rule

A student who does not meet the enrollment waiver requirements may enroll for just one hour in the term of graduation. This exception to the normal minimum of three hours for graduate students may be used only **once per degree**. No special form or permission is needed provided that you are a degree candidate.

Students who have enrolled for one hour only more than one time per degree are not eligible to take advantage of the waiver of enrollment. They must enroll for the normal minimum of three hours in the semester of graduation.

Students should address any questions or concerns regarding enrollment during the last semester to the Graduate Thesis Office before the end of registration; no additions or changes in registration are allowed after the close of Registration.

Please note that these exceptions do **not** alter the credit hour load a student must take in order to meet financial aid or fellowship or assistantship eligibility, etc. Students on F-1 visas should speak with the Office of International Education before carrying a reduced course load or not enrolling.

Sources for Commencement Deadlines and Other Graduation Information

Graduate Thesis Office: 404/894-3092

<http://www.grad.gatech.edu/thesis>

Degree Petitions/Degree Certification: 404/894-4153

<http://www.registrar.gatech.edu> or <http://oscar.gatech.edu>

Commencement (pre-recorded information): 404/385-2588

<http://www.gatech.edu/commencement>

Approval of Thesis Topic and Reading Committee

The thesis reading committee is normally formed and a topic chosen before thesis research begins. The form used for approval of the master's thesis topic and committee is the *Request for Approval of Master's Thesis Topic form*. The analogous form for doctoral theses is the *Request for Admission to Ph.D. Candidacy form*. These forms are available as writeable PDF documents and can be found at <http://www.grad.gatech.edu/thesis/forms.html> or from the Graduate Thesis Office. They should be submitted during the semester before a student graduates.

Revision of Thesis Topic and Reading Committee

If there is a substantial change in the title or topic description, a revised thesis topic form must be submitted with the new title and/or description. The student, advisor, and school chair (or graduate coordinator) must sign the form. It is not necessary to submit a revised

form for additions, deletions, or substitution of minor words, such as articles that do not alter the meaning. If in doubt, submit a revised form.

If there is a change in a committee member, a revised thesis topic form must be submitted indicating the change. The student should give details of the revision (who was added, deleted, or replaced) in the space in the middle of the form. If the new member is not a Georgia Tech faculty member or a member of the joint faculty of one of our inter-institutional doctoral degree programs, a brief resume must be attached to the form for approval. The new committee member, student, advisor and school chair (or graduate coordinator) must sign the revised form.

Note: It is not necessary for the major department to complete Part II again when you revise Part I of the Admission to Candidacy form.

Checking Thesis Format

It is strongly recommended that you submit a copy of your thesis to the Georgia Tech Graduate Thesis Office for format review as early as possible, and no later than one week before the final thesis deadline. It is more helpful to do this format check in person if possible. Hours for thesis checking vary and will generally be posted outside Room 317 Savant as well as on the Thesis Office voice mail at 404 894-3092.

For doctoral students, there are several forms that must be turned in at the time of your final electronic thesis submission. The entire packet of forms is located conveniently outside Room 317 of the Savant Building in the wall rack, and may be picked up at any time. Most of the forms are also available electronically at <http://www.grad.gatech.edu/thesis/forms.html>. One or two forms are not available electronically.

For master's students, all forms can be obtained from <http://www.grad.gatech.edu/thesis/forms.html>. Master's students submitting a thesis electronically need only fill out and turn in a signed Certificate of Master's Thesis Approval.

Note: All theses are required to be submitted electronically to <http://etd.gatech.edu>. (*Refer to Chapter 3 "How It Works"*)

A word of caution: **DO NOT use another thesis as a model for your work without also checking the current thesis manual.** Do not assume that because another thesis was accepted with the same format, yours will be. A number of situations could arise: requirements or interpretations may have changed; an inexperienced checker may have let faulty formatting slip by, etc. When in doubt, check with the Graduate Thesis Office. Theses/dissertations, which differ significantly from the requirements outlined in these guidelines, **will not be accepted** and your final graduation clearance may be delayed.

Ph.D. Oral Defense

The oral defense committee consists of a minimum of five members whom the core must be the thesis reading committee approved on the Request for Admission to Candidacy

form. At least one member must be from outside the major school or college. The student's major department should advise the Graduate Thesis Office of the date, time and location of the presentation at least 10 working days in advance. The oral defense committee members should be listed on this announcement. The oral defense should be scheduled no later than two weeks prior to the thesis deadline so that you will have sufficient time for revisions and copying. Upon successful completion of the defense, the reading committee and the school chair or graduate coordinator must sign the Certificate of Thesis Approval form. Members of the oral defense committee who are not members of the thesis reading committee may sign the Certificate of Thesis Approval but are not required to.

Deadline for Receipt of Thesis and Other Materials

In order for a student to participate in commencement, the Graduate Thesis Office must receive the thesis or dissertation as a final electronic version and **all documents** listed in Appendix B, *Documents To Be Turned In At The Same Time with Thesis/Dissertation*, **no later** than 3:00 p.m. on the date indicated on the deadline calendar. (Refer to <http://www.grad.gatech.edu/thesis/thesisdeadlines.html>) *The deadlines are set as late as possible to allow the necessary time for processing by the Graduate Thesis Office, the Registrar's Office and other offices involved in graduation and commencement. No extensions are possible.*

CHAPTER 3

ELECTRONIC THESES AND DISSERTATIONS (ETD'S)

Electronic submission of theses and dissertations has been mandatory since Spring 2004. All degree candidates must submit their final work electronically. Although the dissertation or thesis itself must be submitted electronically, most supporting documents must still be submitted in paper form. See the checklist of *DOCUMENTS TO BE TURNED IN AT THE SAME TIME AS ELECTRONIC THESIS/DISSERTATION* at the following site:

<http://www.grad.gatech.edu/thesis/forms.html>

What Are The Advantages?

- You save time and money on purchasing expensive paper, and on printing and reprinting corrections.
- There are fewer signatures to get (committee members must sign only the Certificate of Thesis Approval).
- Your work becomes public as soon as you graduate (unless you specify otherwise).
- You can refer prospective employers to your ETD as a convenient sample of your work.

What Are The Disadvantages?

- Some journals may consider an ETD to be previously published work. We encourage you to carefully read any publishing agreements you sign and to try, whenever possible, to obtain an agreement that allows you to include your research in a freely available ETD. You can elect to withhold publication of your ETD for one year with the approval of your advisor, which may satisfy a publisher. In addition, journal articles and books are typically written quite differently than theses or dissertations.
- Some “tricks” used to make formats come out right in printed documents may not work in electronic documents.
- For most Georgia Tech students, there are no other disadvantages.

How It Works

You go to the Electronic Thesis and Dissertations web site (<http://etd.gatech.edu>). You enter basic information about yourself and your thesis on a form and upload your thesis or dissertation in PDF format. The Graduate Thesis Office checks your electronic document and lets you know about any corrections you must make via email. You must make the corrections and submit the corrected file. If the Graduate Thesis Office has all

of the pre-thesis and thesis-related documents you must turn in, they will approve your thesis and notify the Registrar's office that you are eligible to graduate.

File Formats

It is the responsibility of the author to reformat the document into a PDF file, check the reformatted document for accuracy, and submit the PDF document to the Georgia Tech ETD website for publication. No compression should be used. No changes can be made to the electronic thesis once it is approved.

The Georgia Tech Library has software to create PDF files and technical support staff if you need assistance with it.

All fonts used should be embedded in the document. Internal links to multi-media files are acceptable. If multi-media elements are used in the document, file formats should be identified in the dissertation/thesis abstract. Acceptable file formats include the following:

IMAGES	VIDEO	AUDIO
GIF (.gif)	Apple Quick Time (.mov)	AIF (.aif)
JPEG (.jpeg)	Microsoft Audio Video Interleaved (.avi)	CD-DA
PDF (.pdf) use Type 1 PostScript fonts	MPEG (.mpg)	CD-ROM/XA
TIFF (.tif)		MIDI (.midi)
		MPEG-2
		SND (.snd)
		WAV (.wav)

File Naming Conventions

The name of your thesis or dissertation should adhere to the following naming convention:

lastname_firstname_middleinitial_term_degree.pdf

All letters should be lowercase. This naming convention was instituted to aid access to your work. Macintosh users especially, make sure your file has the .pdf file extension at the end.

The format of the term should be YYYYMM where the graduation months are 12 for Fall, 05 for Spring, and 08 for Summer. "Degree" should be "phd" or "mast".

Examples:

smith_mary_p_200312_phd.pdf
garcialopez_jaime_e_200405_mast.pdf

To add multimedia files, you must follow the same naming convention that you use for your thesis/dissertation but, additionally, you must use a word or words that describes the object featured in the file as well as the appropriate suffix.

Examples:

smith_mary_p_200312_phd_heartvalve.tif
garcialopez_jaime_e_200405_mast_autocad2.3.tif

smith_mary_p_200312_phd_heartvalve_open.mov
garcialopez_jaime_e_200405_mast_autocad3.2.mov

What Changes (And What Doesn't) With Electronic Submission

- You no longer have to submit any paper copies of your thesis to the Graduate Thesis Office. We recommend you bring a paper copy by for a format check. Paper copies for your advisor and department are your responsibility.
- The Thesis Approval Page will still be the second page in the thesis, but it will not have signatures and there should not be any lines for signatures. You must list the committee members who approved your thesis or dissertation with their affiliations, and be certain you type in the "Date Approved". That should be the date the last committee member approved the final draft of your thesis.
- Everyone must still submit a paper copy of the Certificate of Thesis Approval to the Graduate Thesis Office. That form must have original signatures of all committee members, all on the one form, as well as the Chair or Graduate Coordinator of your department.
- Doctoral students must still hand in the packet of forms and must still pay the UMI fee at the Bursar's Office. This money goes to UMI, where your dissertation will be archived both electronically and in microfilm.
- You must submit three copies of your abstract and three copy of the dissertation title page along with your supporting documents.
- You must still have all documents submitted and approved by the Graduate Thesis Office by the thesis deadline.

See *Checklist for Documents to Turn in with Electronic Submissions* in Appendix B of this document or via the web at <http://www.grad.gatech.edu/thesis/forms.html>.

CHAPTER 4

THE UMI DISSERTATION PUBLISHING SERVICES AND FEES

All doctoral degree candidates must pay the ProQuest/UMI Dissertation Publishing fee. As an official archive as well as publisher of Dissertation Abstracts, UMI maintains both digitized and microfilm copies of each dissertation. The entire fee goes to ProQuest/UMI for their services.

Note that for ETD's, there is no bound copy to give the major department. If the student would like to have paper copies of their thesis/dissertation bound, it is the student's responsibility to ensure that this happens. The Graduate Thesis Office has limited information on bindery services, but would be happy to answer any questions about this via phone, email, or in person visit.

Fees

The ProQuest/UMI Dissertation Publishing fee and the optional Copyright Registration fee must be paid at the Bursar's Office prior to submitting the thesis. Check the appropriate box or boxes on the bottom of the UMI/Library Information form to indicate which fees you are paying. The Bursar's Office will stamp the form paid and give the student a receipt. Students authorizing UMI/ProQuest to apply to register their copyright for them should bring a copy of the receipt showing that they paid the Copyright fee in addition to the UMI-Microfilm fee to the Graduate Thesis Office along with the Library/UMI form.

Currently, the ProQuest/UMI Dissertation Publishing fee is \$55. The optional Copyright Registration fee is \$45 through summer 2006 semester. The optional Copyright Registration fee will increase to \$65 effective for fall 2006 semester. Those fees are determined by ProQuest and are subject to change.

Doctoral Dissertation Agreement Form

The Doctoral Dissertation Agreement form is found in the **booklet *Publishing Your Dissertation***. The front side of the form and the Publishing Agreement on the reverse side must be completed and signed by all doctoral candidates. Your Social security number is required by UMI in the event that copies of your dissertation are sold and they must pay you royalties. The optional Authorization to Apply for Registration of Copyright Claim on the reverse side must be filled out and signed by any candidate requesting that service. The copyright fee must be paid at the same time as the required microfilming fee.

Extra Bound Copies of the Dissertation

To purchase bound copies of the dissertations from UMI, use the order form in the *Publishing Your Dissertation* booklet. Your dissertation will not be released to UMI until after you graduate. With local and UMI processing, it is normal for three to six months

to pass before a dissertation is available from UMI. Students can also print their own copies and give them to a private binding company. Look under Binding or Bindery in the yellow pages of your local telephone directory.

CHAPTER 5

COPYRIGHTING THESES/DISSERTATIONS

As author of your thesis or dissertation, you own the copyright to your work. In most cases, that is sufficient. You or your advisor may, however, wish to register your copyright with the U.S. Library of Congress.

Students and their advisors should give careful consideration to the desirability of registering the copyright. General information regarding copyrights can be obtained from the U. S. Library of Congress Office at <http://lcweb.loc.gov/copyright>.

Doctoral students may have ProQuest (UMI Dissertation Publishing) register a U. S. copyright claim on their behalf. To do so, they must sign the copyright application on the back of the Doctoral Dissertation Agreement form and pay the appropriate fee. Master's students should contact the U. S. Library of Congress Office (see URL above).

Copyright information should be placed at the bottom of the title page using the following format:

Copyright © John Roger Stephens 2000

Use of Copyrighted Material

The student is required to obtain written permission from the author or publishers to quote extensively from copyrighted material. Such permission is usually granted on condition that acknowledgment is made. If payment is required, this is the author's responsibility. Permission for the use of all such materials must be obtained before the thesis/dissertation is submitted to the Graduate Thesis Office. *You must have prior permission from the publisher to reprint large sections of published work even if you are the author. More information about the use of copyrighted material in your thesis or dissertation can be found:*

http://www.library.gatech.edu/course_reserves/copyright.html

CHAPTER 6

COMMON MISTAKES TO AVOID WHEN TURNING IN YOUR THESIS

The Georgia Tech Graduate Thesis Office processes a large number of theses/dissertations each semester. Documents are reviewed mainly for visual consistency and correct format. Final acceptance of a thesis will be delayed when required documents are missing or incomplete. You can find a checklist of *Documents To Be Turned in At the Same Time as Thesis/Dissertation* in Appendix B of this manual or at www.grad.gatech.edu/thesis/forms.html

Below are some of the most common mistakes in submitting a thesis/dissertation:

Missed Deadline

Because of the large number of theses to be processed within a short time, all deadlines are firm.

Missing UMI Doctoral Dissertation Agreement Form (Ph.D. Students Only)

Must be completed and submitted with dissertation. The agreement form often goes unnoticed; it is found in the booklet *Publishing Your Dissertation* available from the Georgia Tech Graduate Office. Both sides must be completed and required fees paid at the Bursar's Office before turning it in. See Chapter 2 in this manual for more information.

Missing Signatures on Certificate of Thesis Approval Form

Before you submit the final draft of your thesis or dissertation, you must submit the original Certificate of Thesis Approval form with signatures to the Graduate Thesis Office. Please check very carefully and ensure that all appropriate signatures have been secured. This includes not only the signatures from your committee members but also the signature of the School Chair or Graduate Coordinator. If this signature is missing, your work will not be accepted.

Abstract Problems (Ph.D. Students Only)

An abstract is required by ProQuest/UMI for all doctoral dissertations, whether paper or electronic. The abstract is not a part of the dissertation itself and is formatted differently from the thesis. It must conform to the content and layout described in Part II, Chapter 12. (The Abstract can be printed on any type of 8 1/2 x 11" white paper.)

Please also see Chapter 13 "Common Formatting Mistakes to Avoid", in Part II.

CHAPTER 7

FREQUENTLY ASKED QUESTIONS

Petitions, Reactivations, Graduation Clearance & Diploma

Q: How do I petition to graduate?

Complete and submit a Petition for Degree form to the Registrar's Degree Certification Office in Room 104 of the Administration Building (Tech Tower). **Master's degree candidates MUST attach a completed Program of Study** to the Petition for Degree. Degree Petition and Program of Study forms are available from the Registrar's Office.

You **must** pay your diploma fee (currently \$25.00) at the Bursar's Office and obtain major school approval signatures on the petition **before** turning in the petition. Please read the instructions on the Petition for Degree form and follow them carefully.

Q: When should I submit my Petition for Degree?

Deadlines are posted in the OSCAR and on the OSCAR Web at <http://oscar.gatech.edu>. They can also be found at www.grad.gatech.edu/thesis/thesisdeadlines.html.

Q: What if I do not graduate the first time I petition?

You must **reactivate** your degree petition by submitting another Petition for Degree form. Reactivated degree petitions **must** be submitted by the end of Late Registration for the term during which you wish to graduate. You must also pay the diploma fee (currently \$25.00) again at the Bursar's Office and obtain major school approval signatures on the petition before turning it in to the Degree Certification Office.

It is not necessary for master degree candidates to attach a new Program of Study to the reactivated Petition for Degree unless something on the Program has changed other than the expected graduation date.

Q: I turned in my thesis/dissertation last week, but the web still says, "lacks thesis." Is something wrong?

Depending on the time of the semester, you may continue to see "lacks thesis" on OSCAR for up to several weeks after your thesis or dissertation is accepted by the Graduate Thesis Office as both the Graduate Thesis Office and the Registrar must do some processing of your records. Acceptance by the Graduate Thesis Office, documented either by approval e-mail for your ETD or a copy of your signed Certificate of Thesis Approval, is your assurance that everything is all right.

Similarly, it may take from a few days to several weeks after your Admission to Candidacy is approved before you can see on the web that the “lacks admission to candidacy” deficiency has been removed.

Q: If I do not attend graduation, how do I receive my diploma?

All diplomas will be mailed approximately one month after graduation regardless whether or not a student attends graduation.

Purchasing Specialized Paper

Q: Where can I purchase the special paper to print my thesis/dissertation?

Because all theses and dissertations are submitted electronically, this is no longer an issue. However, if you wish to print copies for yourself or your advisor you can purchase 20% cotton paper in the business papers section of most office and stationary supply stores.

Doctoral Hoods

Q: Do I have to pay for my doctoral hood?

If you are attending commencement, the doctoral hood will be presented to you as a gift from the Institute when you are hooded at Commencement. If you are unable to attend Commencement, you can purchase a hood directly from the Georgia Tech Barnes & Noble, 48 – 5th Street, Atlanta, GA 30303. Contact Melissa Bartlett of Barnes & Noble at (404) 894-2514.

Commencement

Q: When and how will I know I have completed all the requirements for my degree and that I am cleared to graduate?

It is your responsibility to check your e-mail and the Student Access System web site at <http://oscar.gatech.edu> and to report any discrepancies to the Degree Certification (Registrar's Office) by 12:00 Noon on the Tuesday prior graduation.

Binding

Q: When I submit my thesis, will my advisor or department get a paper copy?

No. Because all theses and dissertations are now submitted electronically. If your advisor or department would like a paper copy, *it will be your responsibility to make paper copies for your advisor and department.* Binding information follows.

Q: Where can I get personal copies of my thesis/ dissertation bound?

At any commercial bindery (see yellow pages of local telephone directory).

PART II: DOCUMENT AND FORMAT GUIDELINES

CHAPTER 8

DOCUMENT APPEARANCE

It is now a requirement for all theses and dissertation students to **submit their work electronically.** Because of this, *the only time that paper copies of theses and dissertations will be accepted is for an initial format check.*

For thesis format checking, standard printer paper is acceptable.

The overall appearance of the thesis should be professional and consistent. Text should not wrap around tables or figures. Tables and figures in the body of the thesis should be large enough to read clearly. Text should be all black with the exception of Figures, Tables, and Appendices. There should be enough space between text and figures/tables to make it easy to tell where the text ends and restarts. Any figures, illustrations, diagrams, tables, etc. must be of high image quality.

Fonts

It is preferred that only one font be used throughout the document. A proportional font such as Arial or Times New Roman will take less room than a fixed font such as Courier.

The Georgia Tech Graduate Thesis Office recommends that you choose from the following fonts (all except Courier are proportional):

Arial	11
Courier	11 or 12
Century Gothic	11 or 12
Geneva	11
Helvetica	11 or 12
Times/Times New Roman	12

Common symbols, such as scientific fonts, may be used in the body of the thesis, but not in the title of the work. Thesis or dissertation titles containing formulas, symbols, superscripts, Greek letters, or other non-alphabetical symbols should use word substitutes for those symbols; e.g. **“Gamma Ferric Oxide Dispersion...”**, **“...Alpha- and Beta-Globulin...”**, **“...The Neodymium-Barium-Copper Oxide System....”**.

Margins

- Right Margin Always 1”
- Bottom Margin Always 1”
- Left Margin Always 1.5” (because copies still may be printed and bound)

Master’s Only: If you are sure that your thesis will not be bound, then a 1” left margin is permissible.

- Major Headings (Title Page, Chapter, etc.) – see below:

Option 1 **1-inch top** margin for **all pages** including **major headings**
(standard APA Format)

Option 2 Major headings begin **2-inches** from the top of the page.

Whichever you choose, you **must** be consistent.

Spacing

The text of the thesis or dissertation should generally be double-spaced. Line spacing of 1.5 may be used for some fonts, however, so long as the distance between two lines measured from bottoms of vowels in each line, is at least 5/16". So, for example, Helvetica may be done in 1.5 line spacing whereas Arial 11 must be double-spaced.

When in doubt, double space.

Footnotes, references (double-space between entries), quotations, and table and figure captions and legends are single-spaced. Leave at least two blank lines before and after tables and figures except at the very top or bottom of pages.

Page Numbers

- Page numbers should be centered at the bottom of the page within the 1-inch margin but no less than 1/2" from the bottom of the page.
- The pages before Chapter I are numbered consecutively using small Roman numerals. Although the title page and approval page count as pages i and ii, respectively, numbers should not appear on these pages.
- The first page to bear a Roman numeral is the Acknowledgment, which will be numbered page iii *unless* there is a Dedication or Epigraph preceding it. Numbering with Roman numerals continues through the Summary, which is the last page with a Roman numeral.
- Arabic numbers begin at the first page of Chapter I. The numbering begins at 1 and continues to the end of the document, including Appendices, References, and the Vita, when present.
- **All pages beginning with page 1 are counted, including blank pages and section divider pages. The sole exception is the title pages for multiple volumes.**

Footnotes

There is a wide diversity of practice in the footnoting among publications. The Georgia Tech Graduate Thesis Office has no overall requirement beyond consistency. All footnotes must be single-spaced and conform to margin and font requirements.

CHAPTER 9

ARRANGEMENT OF CONTENTS

Introduction

Every thesis/dissertation is composed of three content divisions:

Preliminary Pages
Text Pages
End Pages and Reference List

Each content division has several sections, which are to be arranged in the order described below and conform to examples that are given at the end of the guidelines.

Volumes

A thesis or dissertation must be divided into volumes when it will be thicker than 2 1/2 inches when printed and bound. Division into volumes is necessitated only by physical constraints of binding. This is true for doctoral dissertations even if they are electronic (ETD's) because UMI might have to print and bind copies. It is suggested but optional for electronic Master's theses. More information is given in the section on "Multiple Volumes", Chapter 11.

Some theses are composed of two or more bodies of research that are only loosely connected or are a collection of journal-style chapters. In these cases, the thesis/dissertation may be divided into two or more parts.

Order of Pages

Preliminary Pages

- ◇ Title Page
- ◇ Approval Page
- ◇ Epigraph (Optional)
- ◇ Dedication (Optional)
- ◇ Preface (Optional)
- ◇ Acknowledgement
- ◇ Table of Contents
- ◇ List of Tables
- ◇ List of Figures
- ◇ List of Symbols or Abbreviations [Nomenclature]
- ◇ Summary

The Body of the Work: The Text Pages

- ◇ Parts
- ◇ Chapters
- ◇ Sections and Subsections

End Pages

- ◇ Appendix or Appendices (Optional)
- ◇ References
- ◇ Index
- ◇ Vita (Optional – Ph.D. Only)

Preliminary Pages

In the sections that follow, “at the top of the page” will mean just above the 2-inch margin if you use the traditional format or just below the 1-inch margin if you use the new format (cover page of each new Chapter ONLY). Whichever you use, you must be consistent.

Title Page

Thesis or dissertation titles containing formulas, symbols, superscripts, Greek letters, or other non-alphabetical symbols should use word substitutes for those symbols; **e.g. “Gamma Ferric Oxide Dispersion...”, “...Alpha- and Beta-Globulin...”, “...The Neodymium-Barium-Copper Oxide System...”**

Center, single-space and type each of the following on a new line; leave enough space between each groups of sentences below so that text covers the page vertically. See Appendix A for examples.

Count, but do not print the page number. Type

the TITLE IN UPPERCASE AND BOLD LETTERS
[ten single spaced blank lines]
A Dissertation (or Thesis)
Presented to
The Academic Faculty
[three single spaced blank lines]
By
[three single spaced blank lines]
Student's Name
[four single spaced blank lines]
In Partial Fulfillment
Of the Requirements for the Degree
Doctor of Philosophy in [Major] or
Master of Science in [Major]
[six single spaced blank lines]Georgia Institute of Technology
[one single spaced blank line]
[Month, Year of graduation]

If copyrighting (optional), the copyright information is placed at the bottom of the title page using the following format

Copyright © student's name and year

For information on copyrighting, see Part I, Chapter 5 of this manual or visit <http://www.grad.gatech.edu> and click on the “Copyrighting Information” link.

Approval Page

Because all theses/dissertations are submitted electronically, you no longer have to obtain signatures on the Thesis Approval Page. As stated previously in this thesis manual, the Thesis Approval Page will still be the second page in the thesis, but it will not have signatures. You must list the committee members who approved your thesis or dissertation and their respective affiliations (departments, universities, organizations, etc.). If you have fewer than 4 committee members, use the 1 column style. If you have 4 or more committee members, use the 2 columns style. (see Appendix A for samples) Be certain you type in the “Date Approved”. That should be the last date the last committee member approved the final version of your thesis.

NOTE: Only the thesis Reading Committee members (those who signed the Master’s Thesis Topic Approval form or Admission to Candidacy form) **must** sign the Certificate of Thesis Approval form. Any additional members on the Oral Defense committee may also sign the Certificate if you wish.

In addition, please adhere to the following guidelines:

- Count page, but do not print the page number.
- Type the title centered at the top of the page (should be at same line placement as title on the cover page).
- Space down several times (ten single lines or 5 double spaced lines).
- Type on the first line of each entry, the full name of the committee member approved your thesis, school affiliation (e.g. School of Chemistry), on the third line the institution or organization in italics (e.g. *Georgia Institute of Technology*). If there are more than four members, use two columns.
- Leave one or two blank lines. Type “Date Approved” and the date the thesis was approved. If using the two column format, the date approved should be under the right-hand column.

Epigraph (optional)

An epigraph is a brief quotation placed at the beginning of a written work that suggests its theme. It is not necessary to identify the Epigraph by labeling it Epigraph.

- Count but do not number page.
- If used, text should be brief and centered on page.
- Do not use quote marks or italics in the quote

- Give only the name of the author and the reference title; the full reference should go in the main References section or Bibliography.
- The Epigraph does not appear in the Table of Contents.

Dedication (optional)

- Count but do not number page (Optional: see below)
- If used, text should be brief and centered on page.
- The Dedication does not appear in the Table of Contents. However, if it is numbered, Dedication must appear on the table of contents.

Acknowledgments (type “ACKNOWLEDGEMENTS” centered at the top of the page)

- Count and number page(s).
- NOTE: All major headings should start at the same position at the top of each page. (e.g., Title, ACKNOWLEDGEMENTS, TABLE OF CONTENTS, LIST OF TABLES, LIST OF FIGURES, ... REFERENCES etc.)
- Leave three blank lines. Begin typing the text. The text must be double-spaced.
- Most theses and dissertations include a brief statement of appreciation for, or recognition of, any special assistance.
- Printed page numbering begins at this page with lower case roman numerals.
- The Acknowledgements is the first section to appear in the Table of Contents.

Table of Contents (type “TABLE OF CONTENTS” centered at the top of the page)

- Count and number page(s).
- Leave three blank lines. Type listings and page numbers.
- Page numbers should line up flush right. For example, the “9” in page “79” line up with the “9” in page “129”.
- The titles of the chapters or sections, and at least the primary and secondary subdivisions should be listed. They must be worded exactly as they appear in the body of the thesis/dissertation.
- Leave one blank line between all main title entries (e.g. Dedication, Acknowledgement, List of Tables, and Chapter Headings). For subsections, it is

allowable to use either zero or one blank line between entries so long as the work is easily readable (as determined by the Graduate Thesis Office).

- Any wrap-around text should be single-spaced.
- All materials that follow the Table of Contents must be listed in the Table of Contents, including lists of tables and figures, appendices, and references Do not list the Table of Contents and its corresponding page number on the Table of Contents.

List of Tables (type “LIST OF TABLES” centered at the top of the page)

- Count and number page(s).
- Leave three blank lines and type the listings.
- Page numbers should line up flush right. For example, the “9” in page “79” should line up with the “9” in page “129”.
- The List of Tables uses the captions as they appear above the tables in the text.

List of Figures (type “LIST OF FIGURES” centered at the top of the page)

- Count and number page(s).
- Leave three blank lines and type the listings.
- Page numbers should line up flush right. For example, the “9” in page “79” line up with the “9” in page “129”.
- The List of Figures uses the captions as they appear below the figures in the text. If captions are very long., they may be truncated in the List of Figures.
- Figures with multimedia files should include the file information in the List of Figures.

List of Symbols or Abbreviations (type “LIST OF SYMBOLS, LIST OF ABBREVIATIONS”, or “NOMENCLATURE” centered at the top of the page)

- Count and number page(s).
- Other names of lists acceptable to the department or college may be allowed.

Summary (type “SUMMARY” centered at the top of the page)

- Count and number page(s), Roman Numerals end with this section.

- Give a concise overview of the whole thesis/dissertation.
- is double-spaced
- The Summary may contain the same content as the doctoral Abstract but the latter is formatted differently. The Abstract is an external document with information required by UMI. The Summary is part of your thesis/dissertation.

The Body of the Work: The Text Pages

The body is the substance of the thesis/dissertation. All pages within the body count and are numbered consecutively with Arabic numerals.

Parts

When a thesis is divided into parts, the thesis will begin with an introductory chapter that will set up the questions to be explored in the various chapters or parts of the work, as well as any interconnections that may exist.

Each part should be preceded by a part title page. Part-title pages display only the word “part” followed by the part number, and any part title. Since the introduction is to the entire paper, whether it is titled “CHAPTER 1” or not, it precedes the “Part 1” divider. Therefore, the first part-title page will follow the introduction and the first chapter after the first part-title page will be “CHAPTER 2”. Part-title pages count and bear printed page numbers.

Chapters

All theses should be divided into chapters. Each chapter will start on a new page. Chapters do not have title pages. After typing the chapter heading, leave three blank single spaced lines (or equivalent) before starting the text.

Sections and Subsections

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

The reader may have noticed that the formatting in this manual skips the first-level (1.1) subheading given above. Because the manual utilizes only two levels of subheadings, it works fine in this case.

The Introduction

The introduction contains the author's open remarks about the thesis subject. This section may be entitled "INTRODUCTION" or "CHAPTER 1", according to the format being followed and/or the length of the section. Whether or not it is called Chapter 1, it is equivalent to the first chapter.

- Begin numbering with Arabic numerals, starting with page 1.
- Type "INTRODUCTION" or "CHAPTER 1"
- Leave three blank single spaced lines (or equivalent) and begin typing text.

End Pages

Appendix or Appendices

Not all students will need to include this division. Appendices are usually added to contain data and quotations too lengthy for inclusion in the text. They should not be listed as chapters in the thesis.

- Continue numbering all pages consecutively.
- The appendices may be divided into APPENDIX A, APPENDIX B, etc. depending on the type and amount of material used.
- Each appendix may have its own cover sheet.
 - For each cover sheet type APPENDIX A, APPENDIX B, etc., centered at the top of the page.
 - Leave one blank line and type the title of the material.
- Appendices must meet paper and margin guidelines.
- Each appendix and its title should be listed separately in the Table of Contents.
- Tables and figures in the appendices must be numbered, captioned, and listed in the List of Tables or List of Figures.
- All materials used in the appendices must be distinct, legible, of professional quality, and conform to margin guidelines.

References

Any thesis/dissertation that makes use of other works, either in direct quotation or by reference, must contain a reference listing of these sources.

- Type the heading REFERENCES centered at the top of the page.
- You may use LITERATURE CITED or BIBLIOGRAPHY instead of REFERENCES if that is the convention in your discipline. Whichever you use, use the same terminology in the Table of Contents.
- Leave three blank lines. Type the list of sources single-spaced within, and double-spaced between entries.
- All hyperlinks (that will appear in blue automatically with Microsoft Word) must be changed to appear black with no underline. When web sites are used as references, the URL, author if known, title if there is one, and the date the URL was accessed by the thesis author should be listed in the References.

Vita (Ph.D. Only)

Doctoral students may provide a brief (preferably one page) vita including the place of birth, written in the third person. **This vita is similar to the author biography found on book jackets.**

CHAPTER 10

TABLES AND FIGURES

Definitions

- The word **“Table”** designates tabulated numerical data used in the body and appendices of the thesis/dissertation.
- The word **“Figure”** designates all other nonverbal material used in the body and appendices such as photographs, drawings, diagrams, etc.

Captions

- Every table and figure must bear a caption and number.
- Captions are the descriptive titles of tables and figures and are generally one line. If a caption needs to be more than one line, it should be single spaced.
- Captions as they appear on the tables and figures must be the same as their listing in the List of Tables or Figures. Long captions may be abbreviated in the list if the identification is not impaired.
- The number of a table and its caption are placed above the top line of the table (“table at top”).
- The number of a figure and its caption is placed below the last line or bottom edge of the figure (“figure at foot”).

Placement

- Tables and figures are inserted as near as possible to the text they illustrate.
- Tables and figures that are one-half page or less in length may appear on the same page with text. If larger than half-page, they may be centered on their own page.
- Two or more smaller tables or figures may be placed on a single page. Sufficient space should be left between them to make them visually distinct, generally a minimum of three blank lines.
- Figures and tables should not be place side-by-side.
- Three blank lines should be left before and after each figure or table except if at the very top or bottom of a page, in which case the margin can substitute for the three blank lines.
- **Landscape (“on end”) tables and figures:** Tables and figures may be in landscape (“on end”) orientation. The same margins and page number position must be

maintained, however, as for normal text pages. Furthermore, the captions and legends for rotated tables and figures must have the same orientation as the table or figure. Thus for a landscape (on end) table, the table should be placed so that the top of the table is nearest the 1.5” (binding side) margin (or the left 11” side). The caption will be above the table, closest to the left/binding edge so that the caption can be read as the table or figure is examined.

Numbering

- Tables and figures within the body of the thesis each have a separate series of consecutive numbers.
- The series may run consecutively throughout the work, including the appendices, or
- The series may restart at each chapter (e.g. Figure 1.2, Figure 2.2) in which case, the figures or tables in the appendices will be numbered A.1, A.2, B.1, etc.
- If any table continues to subsequent pages, the caption is not repeated but the top line should read:

Table 16 (continued).
- If a figure continues to subsequent pages, the full caption should be placed at the foot of the first page of the figure and each subsequent page should carry an abbreviated caption at its foot (i.e. “Figure XX continued”)

Citations of Tables and Figures

- When making reference to a table/figure in the body of the text, the full word and number should be used, thus:

Figure 10 or Table 1.4.

Preparation

- All tables and figures, including the caption, must meet the same margin, font and format requirements as the text.
- Tables and figures must be of professional quality.
- If photographs are used, they must be high resolution.
- Diagrams, drawings, figures, etc. must be sufficiently clear, sharp and large to be easily readable.
- Computer-generated tables and figures must be fully legible.
- Color images may be used.

Multimedia Files in Figures and Tables

- Authors may include multimedia files in any of the formats given in Chapter 3. External multimedia files must be linked by a hyperlink to the body of the ETD and

must be listed in the List of Figures, e.g. Multimedia files are most commonly associated with figures. The author may use a still figure that becomes animated when selected, or may have a mere place holder. In either case, the figure should bear a figure number, a figure title, the name of the multimedia file, and the size of the file. This same information should appear in the List of Figures, e.g.

Figure 6.3.1: Flow visualization of the subatomic model with a flow split. (student_ann e_200412_mast_fig631_flowsplit.mov, 82K)

If there is no still version of the figure, the author will center just the figure title and caption on the page.

CHAPTER 11

MULTI-VOLUME THESES OR DISSERTATIONS

Any thesis or dissertation that is thicker than 2.50" must be divided into multiple volumes. Students should take into consideration that cotton rag paper, usually used for theses, is thicker than standard copy paper.

- Each volume should be separated at the end of a major division. The Volume I, II, etc., title page (not counted or numbered) is placed at the beginning of each volume and is identical except for the words Volume I, Volume II, which should be printed just below the title.
- All preliminary pages will remain in Volume I.
- In numbering the text and reference pages, numbering is continuous from Volume I through all subsequent volumes.

EXAMPLE:

A GUIDE TO THE PREPARATION OF
MASTER'S THESIS AND DOCTORAL DISSERTATIONS

VOLUME I

By

Dale Elliott

Although thesis and dissertations are submitted electronically, separation into Volumes should be used for thesis that would be more than 2.5" thick if printed and bound.

CHAPTER 12

UMI SERVICES AND THE ABSTRACT

(Doctoral Students only)

The Abstract is not a part of the dissertation itself, but is required for UMI Dissertation Publishing. UMI requires one and the Graduate Office asks you to submit two additional copies for our use.

The Abstract is turned in as a document separate from the dissertation and can be printed on regular copy or laser paper. It can be single spaced or double spaced but must have at least one inch margins all around. Your abstract should provide a concise descriptive account of your work. It may contain the same text as that of the Summary in the preliminary pages of the dissertation, but the format should be as described. Note that you do not use the title “Abstract” on the Abstract.

Format of the Abstract:

Title of Your Dissertation Centered and Divided Onto
Two Lines If Necessary Due to Its Length

[blank line]

Author S. Name

[blank line]

nn Pages

[blank line]

Directed by Dr. You R. Advisor

[one or more blank lines]

Here begins the text of your abstract, up to 350 words. After 350 words (not counting the headings), UMI editors may simply truncate your abstract, so it is in your interest to do any editing that may be necessary..... End of example.

The number of pages given in the header of the Abstract should be the same as last numbered Arabic numeral in your dissertation, usually the page number of your vita or the last page of your references. You do not count the preliminary pages.

Note: You must submit paper copies of your Abstract and Title page even if you submit your thesis electronically. Both items are required by UMI.

An example of a dissertation abstract can be found in Appendix A.

CHAPTER 13

COMMON FORMATTING MISTAKES TO AVOID

The Georgia Tech Graduate Thesis Office processes a large number of theses and dissertations each semester. Documents are reviewed mainly for consistency, appearance, and adherence to the formatting requirements given in this manual. A single document usually takes about 10 minutes to check, depending on the length and number of errors encountered. Students are encouraged to have the Graduate Thesis Office look over the format by the Initial Format Check deadline to allow the student plenty of time to correct any formatting errors and also to obtain any missing documents or signatures before final submission. No initial thesis checking will be done after the initial format deadline has passed. Initial Format Check deadlines are listed on the Graduate Studies-Thesis and Deadline website.

Below are some of the most common format mistakes:

Incorrect Margins and Orientation

Margin specifications must be met throughout the entire thesis/dissertation, including the preliminary pages, the text, and the reference material as well as all tables and figures. Tables and figures in a rotated orientation must still be placed on portrait-oriented pages.

Fonts and Spacing Problems

The text must be double-spaced except as described in Chapter 8. The Table of Contents, Lists of Figures and Tables, and References should all be double-spaced between entries and only single-spaced within entries.

Incorrect Page Number Placement

Page numbers must be in the same location and orientation on all numbered pages, including figures and tables. Be sure there are no missing pages.

The cover page, the thesis approval page, the dedication, and volume cover pages do not bear printed page numbers; however, count them in the number of pages.

Flawed Image Quality

Any figures, tables, or illustrations used in the body of the text must be of high image quality. It is the student's responsibility to sharpen and/or clean up images imported from external programs.

Abstract Problems (Ph.D. Students Only)

An abstract must accompany all doctoral dissertations, and must begin with the thesis title, author, number of pages (do not count roman numeral pages), and advisor's name. The Abstract is required for all doctoral students, including those who you see submit ETD's. See Chapter 12: THE DOCTORAL ABSTRACT for more information. Please also see Chapter 6, "Common Mistakes to Avoid When Turning in Your Thesis", Part I.

APPENDIX A: SAMPLE PAGES

Performance Feedback in Informal Learning Situations:
Non-Verbal Influences

A Thesis
Presented to
The Academic Faculty

by

I. Juana Graduate

In Partial Fulfillment
of the Requirements for the Degree
Master of Science in the
School of Psychology

Georgia Institute of Technology
December 2004

Figure A.1 Example of Thesis Title Page Without Copyright

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

Performance Feedback in Formal Learning Situations:
Cognitive and Situational Influences

Approved by:

Dr. Donald B. Drake, Advisor
School of Psychology
Georgia Institute of Technology

Dr. Minerva Topolino
College of Computing
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
School of Chemical and Biomolecular
Engineering
Georgia Institute of Technology

Dr. Yu-Mei Goh
School of Chemical and Biomolecular
Engineering
Georgia Institute of Technology

Dr. Brook Banks
School of Chemical and Biomolecular
Engineering
Georgia Institute of Technology

Dr. Rhett Ghetty
School of Public Policy
Georgia Institute of Technology

Dr. Chakra Khan
Advance Research Institute
Shepard Spinal Center

Date Approved: November 11, 2003

=====

Figure A.4 Example of Thesis Approval Page (2 Column Format)

TABLE OF CONTENTS	
ACKNOWLEDGEMENTS	iv
LIST OF TABLES	vii
LIST OF FIGURES	ix
LIST OF SYMBOLS AND ABBREVIATIONS	x
SUMMARY	xi
CHAPTER 1: INTRODUCTION	1
CHAPTER 2: LITERATURE REVIEW	7
CHAPTER 3: METHODOLOGY	32
3.1 Experimental Design.....	32
3.2 Procedures.....	40
CHAPTER 4: RESULTS	63
4.1 Experimental Evaluations	63
4.1.1 Apparatus Design.....	64
4.1.2 Usability Evaluations	70
CHAPTER 5: CONCLUSIONS	83
CHAPTER 6: RECOMMENDATIONS.....	118
APPENDIX A: RAW DATA	130
REFERENCES	155
VITA	160

Figure A.5 Example of Table of Contents

TABLE OF CONTENTS	
ACKNOWLEDGEMENTS	iv
LIST OF TABLES	vii
LIST OF FIGURES	ix
GLOSSARY (SYMBOLS OR ABBREVIATIONS)	x
SUMMARY	xi
CHAPTER 1: INTRODUCTION	1
CHAPTER 2: LITERATURE REVIEW	7
CHAPTER 3: METHODOLOGY	32
3.1 Experimental Design.....	32
3.2 Procedures.....	40
CHAPTER 4: RESULTS.....	63
4.1 Experimental Evaluations	64
4.1.1 Apparatus Design.....	66
4.1.2 Usability Evaluations	70
4.2. Survey Data.....	73
CHAPTER 5: CONCLUSIONS	83
CHAPTER 6: RECOMMENDATIONS.....	118
APPENDIX A: RAW DATA	130
REFERENCES	155
VITA	160

Figure A.6 Example of Table of Contents-Compact Spacing

LIST OF TABLES		
Table 1	Description Statistics and Intercorrelations	4
Table 2	Attributional Subgroup Intercorrelations	7
Table 3	Regressions of Different Dimensions of Performance Feedback	10
Table 4	Attributional Subgroup Regressions of Performance Feedback Giving Behaviors on Performance Feedback Antecedents	32
Table 5	Subgroup Analysis Regarding the Use of Negative Feedback	43

Figure A.7 Example of List of Tables

LIST OF FIGURES

Figure 1	Typical Organizational Structure Between Nonprofit Housing Owners, Property Management Company, and Owners.....	12
Figure 2	Basic Conceptual Model of Residential Satisfaction	19
Figure 3	Residential Satisfaction Questionnaire Model.....	24
Figure 4	Relationships of Research Variables Used for Residential Satisfaction Decision Support System.....	89
Figure 5	Architecture of Multilayered Feedforward Neural Network (MFNN)	100

Figure A.8 Example of List of Figures

SUMMARY

A model of performance feedback giving in training situations was proposed. Affective, cognitive, and situational factors were suggested to be influences on feedback giving behavior. Data were collected during a longitudinal study of performance feedback in a military helicopter-training program. Results indicated that feedback-giving behavior was influenced by affective, cognitive, and situational factors. Of these affective, cognitive, and situational factors, feedback giving behavior was best predicted by factors to which trainers were predisposed (i.e., communication styles and trainer experience). Furthermore, trainee performance following feedback was related to feedback giving behavior. Negative feedback giving behavior was the best predictor of subsequent trainee performance after controlling for effects of earlier trainee performance level. These findings suggest that trainers may have predispositions for providing certain types of feedback that could impact learning progress. Findings concerning positive, negative, and specific feedback giving behaviors and implications for future research are discussed.

Figure A.9 Example of Summary

CHAPTER 1

INTRODUCTION

A model of performance feedback giving in training situations was proposed. Affective, cognitive, and situational factors were suggested to be influences on feedback giving behavior. Data were collected during a longitudinal study of performance feedback in a military helicopter-training program. Results indicated that feedback-giving behavior was influenced by affective, cognitive, and situational factors. Of these affective, cognitive, and situational factors, feedback giving behavior was best predicted by factors to which trainers were predisposed (i.e., communication styles and trainer experience). Furthermore, trainee performance following feedback was related to feedback giving behavior. Negative feedback giving behavior was the best predictor of subsequent trainee performance after controlling for effects of earlier trainee performance level. These findings suggest that trainers may have predispositions for providing certain types of feedback that could impact learning progress. Findings concerning positive, negative, and specific feedback giving behaviors and implications for future research are discussed.

Figure A.10 Example of Chapter Beginning

REFERENCES

- Al-Senan, S. and Wright, P. (1987). Prediction of Head-On Accident Sites. TRR 112. TRB, National Research Council, Washington, D.C.
- American Association of State Highway and Transportation Officials. (2001). A Policy on Geometric Design of Highways and Streets. Washington, D.C.
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Figure A.11 Example of References

Performance Feedback Giving in Formal Learning Situations:
The Effects of Affective, Cognitive, and Situational Influences

Susan M. Adams

97 Pages

Directed by Dr. Donald B. Fedor

A model of performance feedback giving in training situations was proposed. Affective, cognitive, and situational factors were suggested to be influences on feedback giving behavior. Data were collected during a longitudinal study of performance feedback in a military helicopter-training program. Results indicated that feedback-giving behavior was influenced by affective, cognitive, and situational factors. Of these affective, cognitive, and situational factors, feedback giving behavior was best predicted by factors to which trainers were predisposed (i.e., communication styles and trainer experience). Furthermore, trainee performance following feedback was related to feedback giving behavior. Negative feedback giving behavior was the best predictor of subsequent trainee performance after controlling for effects of earlier trainee performance level. These findings suggest that trainers may have predispositions for providing certain types of feedback that could impact learning progress. Findings concerning positive, negative, and specific feedback giving behaviors and implications for future research are discussed.

Figure A.12 Example of Abstract

APPENDIX B: FORMS AND POLICIES

DOCUMENTS TO BE TURNED IN AT THE SAME TIME AS
ELECTRONIC THESIS/DISSERTATION

In addition to the submission of an acceptably formatted electronic thesis or dissertation (ETD), the following documents must be received by the Georgia Tech Graduate Thesis Office on or before the published deadlines in order for you to graduate in a given semester. Deadlines may be found at www.grad.gatech.edu/thesis.

In lieu of the signed thesis approval pages required for paper theses, the ETD thesis approval page must list the names of the approving committee members and give the date on which the thesis or dissertation was approved.

=====

DOCTORAL STUDENTS

- _____ Certificate of Thesis Approval form (filled out and signed by Committee and Department)
- _____ Library and UMI Information form with appropriate fees paid (microfilm and optional copyright). Fees are subject to change.
- _____ Doctoral Dissertation Agreement form (completed and signed, including signed authorization to register claim to copyright, if desired). To the form you must attach:
 - _____ Abstract [3 copies, with thesis title, number of pages, student's name, "directed by (adviser's name)", and 350 (maximum) word description, on plain paper]
 - _____ Copy of Thesis Title Page (3 copies), plain paper
 - _____ Survey of Earned Doctorate form, completed
 - _____ Letter from Advisor requesting withholding of Dissertation for One Year
[If that option was chosen on the ETD Data Form]
 - _____ [optional] Waiver of Enrollment form, signed by department

MASTER STUDENTS

- _____ Certificate of Thesis Approval form (must be filled out and signed by committee)
- _____ Letter from Advisor requesting withholding of Dissertation for One Year
[If that option was chosen on the ETD Data Form]
- _____ [optional] Waiver of Enrollment form, signed by department

If you have any questions regarding deadlines or any of the documents listed above, contact the Graduate Thesis Office at 404-894-3092 or via e-mail at thesis@grad.gatech.edu.



Georgia Institute of Technology

SAMPLE: ENROLLMENT WAIVER FORM

Policy and Procedure No. 2

March 20, 1986

Revised July 27, 1999

Date _____

TO: Dean
Office of Graduate Studies

I request permission to have waived the requirement that students be registered during the semester in which they graduate.

I have completed all requirements for the MS (with thesis _____, without thesis _____) Ph.D. _____ degree, and will not require any of the Institute's facilities or faculty time during the _____ Semester of _____, the semester in which I propose to graduate. I registered in the semester (including summer, if applicable) prior to the semester for which I am requesting a waiver.

I understand that I may apply for this waiver only once. If a thesis is required for my degree and I do not submit my final approved thesis to the Graduate Office before the end of the registration period for the above specified semester, I will register for at least 3 hours. If I do not graduate during the specified semester, I will apply for readmission (if required) and register for at least 3 hours during the semester in which I graduate.

Signature

Print name

GTID

School/College

Thesis students MUST submit their final approved thesis with this form. (Any oral presentation MUST be completed before the submission).

IMPORTANT: Students must petition to graduate as usual. This form *does not* waive the requirement that the student must file a degree petition by the deadline for the semester the degree is to be awarded.

CERTIFIED AND RECOMMENDED FOR APPROVAL:

Major Advisor

School Chair

Dean, Graduate Studies

Date

Office of Graduate Studies
631 Cherry Street, Suite 317
Atlanta, Georgia 30332-0215 USA
Phone: 404-894-3092 Fax: 404-385-2817

Policy on Advisement
Policy & Procedure No. 7

APPROVED BY
ACADEMIC SENATE
DECEMBER 2, 1986
AMENDED 2004

GEORGIA INSTITUTE OF TECHNOLOGY
Office of Graduate Studies and Research

**POLICY ON THE ADVISEMENT OF GRADUATE STUDENT
RESEARCH AND THE APPOINTMENT OF THESIS ADVISORY
COMMITTEES**

Doctoral Theses

There are two committees which function to advise, approve and conduct the final doctoral oral examination of the thesis and the student's knowledge of the field in which it lies.

The first committee is called the Thesis Advisory Committee or the Thesis Reading Committee and consists of at least three persons, one of whom is the Thesis Advisor. This committee approves the research topic, provides advice and guidance during the research and is charged with approving the thesis when the research is completed and presented as the doctoral thesis. When the Thesis Advisory Committee considers the thesis to be satisfactory, a recommendation is made to the Dean of the Graduate Division for the appointment of the second committee, which is called the Final Doctoral Examination Committee, and it consists of at least five individuals.

The Thesis Advisory Committee consists of at least three members satisfying the following: (1) the thesis advisor shall be a member of the Academic Faculty (with approval of the school or college Graduate Committee, an adjunct* faculty member appointed for the specific purpose of advising graduate students may serve as the thesis advisor); (2) the majority of committee members shall be members of the Academic Faculty. The Committee is approved by the Graduate Committee in the School of College, recommended by the School Director through the College Dean, and appointed by the Dean of the Graduate Division.

The Final Doctoral Examination Committee, which consists of at least five persons, always contains the Thesis Advisory Committee members and others as appropriate, who are recommended by the school or college to the Dean of the Graduate Division for approval. At least one member of the Final Doctoral Examination Committee must be from the academic faculty of a School (or College) which is distinct from the unit in which the student is enrolled.

It is recognized that some Schools and Colleges may wish to appoint a Thesis Advisory Committee which consists of five or more persons and to recommend this committee to serve as the Final Doctoral Examination Committee. Where the constraints outlined above are met for both committees, this is permissible.

Master's Thesis

For Master's Thesis advisement, the Thesis Advisory Committee consists of at least three members, the majority of whom must be members of the Academic Faculty. The thesis advisor who serves as the Chairman of the Thesis Advisory Committee must be a member of the Academic Faculty (with approval of the school or college Graduate Committee, an adjunct* faculty member appointed by the specific purpose of advising graduate students may serve as the thesis advisor.) The committee is recommended by the School Director through the College Dean and appointed by the Dean of the Graduate Division.

* - "adjunct" does not indicate formal appointment, but rather appointment as indicated in this policy statement.

Note On Joint Degrees And Departments

For joint (inter-institutional) departments or degree programs, committees should have at least one faculty member from each institution, and a majority should be joint program faculty. Joint program faculty will have undergone a nomination and appointment process in the joint program in order to qualify for the right to advise students in the joint program.

POLICY ON PUBLICATION OF THESES

A policy of the Georgia Institute of Technology is that Doctoral and Master's Theses are openly published. Extraordinary delays are not to be allowed to protect proprietary interests of sponsors.

It is anticipated that all Ph.D. theses and a significant fraction of master's theses be published in the open, refereed literature.

In all cases, doctoral research should meet the "Guidelines for Ph.D. Dissertation Research", and in no situation should these be compromised to allow for concealing important research results because of security classification or a sponsor's proprietary interest.

Under unusual circumstances, with the approval of the Dean of Graduate Division, unbound copies of the thesis may be held by the Dean in the Graduate Office for a period of time not to exceed one year before transmitting them to the Library for binding and shelving.

Guidelines for Ph.D. Dissertation Research

1. The research should provide a useful educational experience for the student emphasizing creativity, independent action and learning, research methodology, and scholarly approach.
2. The research must be relevant to the field in which the student is pursuing a degree.
3. The contributions to knowledge must be original and as such, should represent a substantial addition to the fundamental knowledge of the field or a new and better interpretation of facts already known. The research must demonstrate creativity. Dissertations based on

well known principles, techniques, and models applied to situations only somewhat different from previous applications are not acceptable.

4. The dissertation should contain clear statements about (a) the relevance and importance of the problem and (b) the significance, originality, and generality of the research results. The relationship of the research to the literature of the field should be described.
5. The research should possess the major characteristics of the scientific method, namely objectivity and reproducibility. Assumptions should be clearly stated in both experimental and theoretical research.
6. The dissertation should reflect a level of competence indicative of significant achievement beyond the master's level. Thus, the research is expected to draw directly upon advanced learning in the student's major field and demonstrate mastery of that knowledge.
7. The dissertation must demonstrate understanding of the theory and methodology related to its main thrust. Further the dissertation should reflect knowledge of the application area.
8. The research should result in at least one paper publishable in a suitable refereed journal of engineering, science, management or architecture, as appropriate.
9. The dissertation should demonstrate a high degree of proficiency in written communication of research results. It should conform to the Institute's requirements as outlined in the Office of Graduate Studies and Research "Manual for the Preparation of Graduate Dissertations and Thesis".
10. The scope of the research should be such that it requires at least the time and effort equivalent to one year of full time graduate study.