Minutes of the Graduate Faculty Council Meeting

Tuesday, April 3, 2012

Members (15): Thomas Drummer (Math), Ashutosh Tiwari (Chem), Sam Sweitz (SocSci), Blair Orr (PCMI), Dave Watkins (Civil), Andrew Storer (SFRES), Greg Waite (Geo), Keat Ghee Ong (Biomed), Tom Merz (Bus), Craig Friedrich (MEEM), Kim Fook Lee (Phys), Mi Hye Song (BioSci), Steve Seidel (CompSci), Judith Perlinger (Atmos), Warren Perger (NonDept-CompSci)

Guests (7): Jackie Huntoon (Grad Sch), Heather Suokas (Grad Sch), Debra Charlesworth (Grad Sch), Nancy Byers-Sprague (Grad Sch), Jacque Smith, Felicia Chong (GSG), Erik Nordberg (Libr)

1) Meeting called to order at 4:05 pm.

2) Review and approval of 03/13/12 meeting minutes.

3) Committee Reports: Thesis/Dissertation Guideline Review Committee (Dean Huntoon): The GFC members were emailed a copy of the revised guidelines on 3/21/12 and asked to bring their (and their department’s) questions/comments to the meeting. Please refer to the handouts section of the GFC website to review the changes and guidelines. Questions (Q) / Answers (A) / Comments (C) / Decisions (D):

   • Q: When will the changes take effect? A: New forms will need to be created so the goal is to have everything in place for the 2012 fall semester.
   • C: Dean Huntoon has received positive feedback from some of the graduate students regarding the table layout, flowchart, and page layout picture examples that are now included in the guidelines.
   • C: Dean Huntoon also adds that another change is that in the past it was required that students be registered for a minimum of one credit until they finish their degree, the proposed requirement is that students who complete everything that requires faculty input and review will be eligible to enroll in a special section for the following semester. They will be charged a resubmission fee that is equal to twenty-five percent of the current cost of one credit of tuition. This will allow students to continue to work with graduate school staff to complete the editing without being charged full tuition. This change was made because it has been reported that faculty feel pressured to sign off on a document because a student does not want to pay for an additional semester. This alleviates the time crunch and financial burden.
   • Q: Will the Graduate School check formatting with these new changes? A: Please read section 3 (Formatting Guidelines). Everything that is underlined in that section is required and the requirements will be checked by the Graduate School.
   • Q: Is it necessary to include reports in these guidelines? A: One department recommended that reports be included because in their department a report is just as important as a thesis. Being that departments can set their own rules and regulations, if one department wants to set high standards for reports they can. Departments can always set stronger requirements than the Graduate School, but they cannot have more lenient requirements.
   • D: The consensus is that reports should be removed from the guidelines. A motion was made and passed to remove the reports from the guidelines.
   • C: Dean Huntoon asks if anybody finds typos or has editorial comments to please email her.
   • D: Motion to approve the document passed.

4) Old Business: Dean Huntoon was tasked by the Executive Team to set up a tuition/stipend review committee. Dean Huntoon would like to table the old business below until the committee has had a chance to meet and look at all this.
a. Graduate Application Fee (Dean Huntoon): One comment that has come up on more than one occasion is that rather than add an application fee which might deter students who are qualified from applying, we should implement a priority deadlines. Only students who apply before the deadline will receive consideration for financial aid. Another suggestion that has emerged is to be clear about required and recommended TOEFL and GRE scores (for each subscore category). Each different program can list what is required vs. what is recommended.

b. Enrollment Deposits (Dean Huntoon): Tabled.

c. Preliminary Application Review in the Grad School (Dean Huntoon): Tabled.

d. Late Registration and Course Cancellations (Dean Huntoon): Tabled.

5) New Business:

a. Requirements for Coursework Only Applicants (Dean Huntoon): Two weeks ago Dean Huntoon had a luncheon for the coursework only chairs/deans and graduate program directors to talk about the rules, regulations, and some ideas that have been circulating. The notes will be compiled and brought back to the group next academic year.

b. Retake Course When Receiving Less Than a B? (Dean Huntoon): Graduate students are unable to use a BC/C grade except with permission of the department. The Registrar’s policy is that students can only retake a class in which they get a C or less. The Graduate School and the Registrar’s Office were under the impression that graduate students can retake a BC/C course but we have not been able to find this rule in writing. D. Charlesworth was able to locate the Senate Proposal (4-12) that approved the following text: “Graduate students must earn grades that meet the scholastic standards of the Graduate School in order to apply the credits earned to a graduate degree or graduate certificate. Courses taken as a graduate student with grades that have not met the scholastic standards of the Graduate School may be repeated.” Dean Huntoon will ask the Registrar’s Office to update their website. (Note: Dean Huntoon made the request to the registrar’s office the day after the GFC meeting.)

i. Q: Can a C grade be used with permission from the program?: A: The policy text says, “This requirement can be adjusted at the discretion of a student's graduate program to allow for use of “BC/C” grades in up to six (6) credits from outside the student's primary field of study.”

   • Q: Should the text “from outside the student’s primary field of study” be removed? As plan D grows, some departments feel that C grades should not be allowed within a student’s field of study but a B/C should be allowed. There are enough students who maintain a B or better average but get one B/C. A problem arises when that course is not offered again for another year. A suggestion is to also add that individual departments may have stricter standards.

   • D: At the first meeting of the following year, the proposal to strike the text “from outside the student’s primary field of study” will be considered.

c. Grievance Policy – Info Item (Dean Huntoon): Probation and suspension processes have been automated over the past semester. There is also an appeals process. (Please click this link to read the policy: [http://www.mtu.edu/gradschool/administration/academics/policies-procedures/appeal/](http://www.mtu.edu/gradschool/administration/academics/policies-procedures/appeal/)) A formal grievance policy has also been put into place for students. (Please click this link to read the policy: [http://www.mtu.edu/gradschool/administration/academics/policies-procedures/grievance/](http://www.mtu.edu/gradschool/administration/academics/policies-procedures/grievance/)). Students have begun to file grievances so the committee has had to be convened. T. Drummer has been invited to serve on the committee and has agreed. The committee will be meeting in the near future.

6) Motion to adjourn at 4:55 pm.
April 3, 2012
(Last update: 03/22/12)

Handouts of the Graduate Faculty Council

Michigan Tech
GUIDE TO COMPLETING A GRADUATE DEGREE
AND
PREPARING AND SUBMITTING A
DISSERTATION, THESIS, OR REPORT
AT
MICHIGAN TECHNOLOGICAL UNIVERSITY

By:

The Graduate School

MICHIGAN TECHNOLOGICAL UNIVERSITY

Draft Revision 2012
## Table of Contents

List of Figures ..................................................................................................................... v
List of Tables ..................................................................................................................... vii

1. Overview and summary ............................................................................................... 1
   1.1. Checklist for students completing a graduate degree ........................................ 2

2. Forms related to degree completion ........................................................................... 3
   2.1. Students who wish to participate in commencement ........................................ 3
   2.2. All students completing a graduate degree ......................................................... 3
   2.3. Students completing a dissertation, thesis, or report ........................................... 4

3. Formatting guidelines .................................................................................................. 9
   3.1. Typefaces ........................................................................................................... 9
   3.2. Margins ............................................................................................................. 9
   3.3. Paper size ......................................................................................................... 10
   3.4. Page numbers ................................................................................................ 10
   3.5. Double-sided printing .................................................................................... 10
   3.6. Line spacing .................................................................................................... 11
   3.7. Figures ............................................................................................................ 11
   3.8. Tables ............................................................................................................ 12
   3.9. Including oversize pages or media .................................................................. 12
   3.10. Use of color ................................................................................................ 13

4. Sections and order ....................................................................................................... 15
   4.1. Title page (required) ...................................................................................... 15
   4.2. Approval page (required) ............................................................................... 16
   4.3. Dedication (optional) .................................................................................... 17
   4.4. Table of contents (required) .......................................................................... 17
   4.5. List of figures (optional) ................................................................................ 17
   4.6. List of tables (optional) ................................................................................ 18
   4.7. Preface (required in certain instances) ............................................................ 18
   4.8. Acknowledgements (optional) ...................................................................... 18
   4.9. Definitions (optional) .................................................................................... 18
   4.10. List of abbreviations (optional) .................................................................... 18
   4.11. Abstract (required) ....................................................................................... 18
   4.12. Main body (required) .................................................................................... 19
       4.12.1. Common sections in a traditional document ........................................ 19
       4.12.2. Collection of articles ............................................................................. 20
   4.13. Reference List/Bibliography (required) ......................................................... 21
   4.14. Appendices ................................................................................................... 21

5. Academic integrity and responsible conduct for research ........................................ 23
   5.1. Research misconduct ...................................................................................... 23
5.2. Human and animal subjects and recombinant DNA ........................................... 23
5.3. Using copyrighted materials .................................................................................. 24
   5.3.1. Determining if permission is needed .............................................................. 24
   5.3.2. Obtaining permission to use copyrighted materials ........................................ 24
   5.3.3. Documenting permission to use copyrighted materials .............................. 25
5.4. Originality Certification ....................................................................................... 25

6. Submitting the Document ...................................................................................... 27
   6.1. Electronic Document preparation ..................................................................... 27
   6.2. Submission of draft prior to a defense .............................................................. 28
      6.2.1. Submitting the pre-defense draft document to the Graduate School ........ 28
      6.2.2. Review of the pre-defense draft ................................................................. 28
   6.3. Submission of a revised draft document after the defense ............................... 29
      6.3.1. Review of the revised draft ....................................................................... 30
   6.4. Completion of the Degree ............................................................................... 31
      6.4.1. Publishing agreement ................................................................................ 29
   6.5. Deadlines ......................................................................................................... 31

7. References .............................................................................................................. 33

Appendix A: Sample title and approval pages .............................................................. 35

Appendix B: In-text references and reference lists ...................................................... 41
List of Figures

Figure 2.1. Steps required to complete a degree requiring a dissertation, thesis, or report. ..............................................................................................................7

Figure 3.1. Sample page layout. Gray shading shows printable area of the page. ...............10
List of Tables

Table 2.1. Degree completion requirements and deadlines. Shaded cells apply only to students completing a dissertation, thesis, or report. ........................................6

Table 3.1. Examples of some of the typefaces recommended for use in the main body of dissertations, theses, and reports.................................................................9
1. Overview and summary

This edition of the *Guide to Completing a Graduate Degree and Preparing and Submitting a Dissertation, Thesis or Report at Michigan Technological University* (referred to as the *Guide* throughout the remainder of this document) is revised from the original version. Some important changes are:

- Throughout this document, the names of publications, forms, or other resources are italicized. Requirements are underlined or otherwise emphasized.

- The *Guide* now applies to final reports (as well as theses and dissertations).

- The *Guide* now allows for more flexibility in the formatting of documents. Double-sided printing and single-spacing are encouraged and are modeled in this *Guide*.

- Digital copies of theses and reports will be retained in the library. Paper and digital copies of dissertations will be retained in the library.

- Approval of a student’s final oral examination and approval of the final dissertation, thesis, or report, will now be reported separately.

- Approval pages included in dissertations, theses, and reports will no longer include original signatures.

- Students will have the ability to submit documents to plagiarism-detection software without Graduate School assistance. Originality reports generated by plagiarism-detection software will only be reviewed by the Graduate School when a student requests assistance.

- Deadlines for submission of a dissertation, thesis, or report have been modified and clarified.

- Students who have met all academic requirements for completion of their degree and have met all Graduate School deadlines for degree completion, but have not submitted an acceptable version of their dissertation, thesis, or report prior to the end of the final exam period will be allowed to enroll in a special section of UN5951. There is no tuition associated with UN5951, but students will be charged a resubmission fee equivalent to 25% of the regular tuition for a single credit to pay for the additional processing required. Enrollment in the special section of UN5951 is limited to one semester. Enrollment in the special section
of UN5951 is restricted; only students who have met all academic requirements for completion of their degree and have met all Graduate School deadlines for degree completion are allowed to enroll in these courses.

- All bound copies ordered through the Graduate School will be bound with a black cover with white lettering. Color, oversized pages, and pockets will be allowed.

1.1. Checklist for students completing a graduate degree

- Complete and turn in all required forms (see Section 2).

- If a dissertation, thesis, or report is required, students must produce a professional document that uses appropriate formatting (Section 3) and contains appropriate sections (Section 4). Title pages and approval pages must be prepared in accordance with the University-approved format. Appendix A contains sample of title and approval pages. Appendix B contains suggestions for using in-text references and generating reference lists.

- Dissertations, theses, and reports must be in compliance with University policies related to academic integrity and the responsible conduct of research (Section 5).

- Dissertations, theses, and reports must be reviewed and approved as described in Section 6.
2. Forms related to degree completion

2.1. Students who wish to participate in commencement

Students who are eligible to participate in commencement and wish to do so must submit the Commencement application form which is due ten weeks in advance of the commencement ceremony. Students must also arrange to rent academic garb through the University Bookstore.

2.2. All students completing a graduate degree

All students completing a graduate degree must submit the following two forms to the Graduate School and receive approval of these forms prior to graduation.

- **Degree schedule**: This is the first form to submit to initiate verification that requirements for the degree will be met. Students should submit this form during the academic-year semester or summer session prior to graduation. This form triggers a degree audit to determine whether the coursework and other requirements for the degree will be met. **NOTE: Students who fail to submit this form may not be eligible for graduation because they may not have completed all requirements for the degree.**

- **Degree completion form**: This is the last form to submit. Must be submitted prior to 4 pm on the first day of finals period during the final academic-year semester or summer session of regular enrollment. Submission of this form triggers a process that verifies that all degree requirements have been met and that all fees have been paid. It includes information about accessing the Graduate School exit survey (optional) and Survey of Earned Doctorates (required for PhD students). This form includes the Publishing agreement for students who are completing a dissertation, thesis, or report. The Publishing agreement is used to order bound copies of the dissertation, thesis, or report, calculate fees related to completion of the degree, and select ETD and embargo options. Upon Graduate School approval of the Publishing agreement, a signed copy will be returned to the student for program approval. After program approval, students must arrange for payment of any outstanding fees. **NOTE: Students who fail to submit this form prior to the deadline will be required to enroll in regular coursework or research credits during the subsequent semester or summer session.**

Verification that final degree requirements have been met can be received in two ways:

1. All students will receive final confirmation of their degree on their transcript, available after the end of the semester in which their degree is granted.
2. For students completing a dissertation, thesis, or report well in advance of the end of the semester, the Graduate School can generate a letter verifying that all requirements for the degree have been met.

2.3. Students completing a dissertation, thesis, or report

Students completing a dissertation, thesis, or report must also submit the following forms in order to complete their degree. See also Table 2.1 and Figure 2.1 at the end of this section.

- **Pre-defense form**: Due two weeks before the final oral defense. Recommended submission date is at least three weeks before the start of finals period in the academic-year semester or summer session of intended completion in order to give the student sufficient time to make any corrections to the written document prior to the end of the semester or summer session. Must be accompanied by a draft of the dissertation, thesis, or report. At the time this form is submitted to the Graduate School, students must also distribute electronic or paper copies of the draft document to the members of their committee. **NOTE: Students who fail to submit the draft document will be required to postpone their final oral defense until at least two weeks following the date of submission.**

- **TDR-review**: Generated by the Graduate School after review of a dissertation, thesis, or report. It will contain information about Graduate School requirements that have not been met in the submitted document. It will be returned to students within two weeks of the date that the student submitted their document to the Graduate School for review.

- **Report on final oral examination**: Must be submitted prior to 4 pm on the first day of finals period during the final academic-year semester or summer session of regular enrollment. This form documents successful completion of a student’s final oral examination and approval of the final oral examination by the advisor, committee, and department or school. **NOTE: Students who fail to submit this form prior to the deadline will be required to enroll in regular coursework or research credits during the subsequent semester or summer session.**

- **TDR-approval**: Must be submitted prior to 4 pm on the first day of finals period during the final semester of regular enrollment. This form is to be submitted following approval by the advisor and department or school of the written dissertation, thesis, or report. At the time this form is submitted, copies of the approved revised document must be submitted to the Graduate School. Copies of dissertations and theses must also be submitted to ProQuest/UMI. Students must refer to the **TDR-review** form they received from the Graduate School as they revise their document. **NOTE: Students who fail to submit this form prior to the deadline will be required to enroll in regular coursework or research.**
credits during the subsequent semester or summer session. If the revised version submitted to the Graduate School does not conform to Graduate School requirements additional revisions will be required. The results of review of the revised document will be communicated to the student via the TDR-review form. If the student is unable to submit an acceptable document to the Graduate School prior to the end of the final exam period, they will be allowed to enroll in a special section of UN5951 for the following semester or session in order to complete requirements for their degree. Students may alternatively choose to enroll in regular coursework or research credits. Students concerned about financial aid implications (e.g., loan deferments) or immigration issues should discuss their situation with the Financial Aid or International Programs offices. NOTE: There is no tuition associated with the special section of UN5951, but students will be charged a resubmission fee equal to 25% of the current cost of 1 credit of graduate tuition. Students will graduate in the semester/session in which they complete all degree requirements. Enrollment in the special section of UN5951 is limited to one semester. Enrollment in the special section of UN5951 is restricted; only students who have met all academic requirements for completion of their degree and have met all Graduate School deadlines are allowed to enroll in these courses. Students who fail to complete all requirements for their degree after one semester of enrollment in the special section of UN5951 must register for regular coursework or research credits while completing any remaining degree requirements.
<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
<th>Deadlines for Submission to Graduate School</th>
<th>Penalty for Failure to Meet Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Degree schedule</strong></td>
<td>Triggers degree audit.</td>
<td>Semester prior to completion.</td>
<td>Possibly not meeting requirements for degree.</td>
</tr>
<tr>
<td><strong>Commencement application (Optional)</strong></td>
<td>Requests inclusion in commencement ceremony.</td>
<td>Ten weeks prior to commencement.</td>
<td>Not allowed to participate in ceremony.</td>
</tr>
<tr>
<td><strong>Pre-defense form</strong></td>
<td>Schedules defense, submits written draft document.</td>
<td>Two weeks before final oral defense.</td>
<td>Defense postponed until at least 2 weeks following submission.</td>
</tr>
<tr>
<td><strong>Report on final oral examination</strong></td>
<td>Indicates approval by the advisor, committee, and department or school of student’s final oral defense.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>Must enroll in regular course or research credits during subsequent semester or summer session.</td>
</tr>
<tr>
<td><strong>TDR-approval</strong></td>
<td>Documents academic approval of written document. Submits revised version of document to Graduate School.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>Must enroll in regular course or research credits during subsequent semester or summer session.</td>
</tr>
<tr>
<td><strong>Degree completion form</strong></td>
<td>Triggers final review to ensure that all requirements for the degree have been met.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>Must enroll in regular course or research credits during subsequent semester or summer session.</td>
</tr>
<tr>
<td><strong>Survey of Earned Doctorates (PhD only)</strong></td>
<td>Includes the <strong>Publishing agreement</strong> for students completing a dissertation, thesis, or report. Used to order bound copies of the dissertation, thesis, or report, and calculate fees related to completion of the degree.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>Must enroll in regular course or research credits during subsequent semester or summer session.</td>
</tr>
<tr>
<td><strong>Exit Survey</strong></td>
<td>(Optional) Collects data from Michigan Tech graduate alumni.</td>
<td>Prior to 4 pm first day of finals period in last semester.</td>
<td>No penalty – optional form.</td>
</tr>
<tr>
<td>***</td>
<td>Make additional corrections to written document and resubmit to Graduate School.</td>
<td>Prior to the end of finals period</td>
<td>May enroll for 1 semester in UN5951 if necessary and all prior steps completed by deadlines.</td>
</tr>
<tr>
<td></td>
<td>Pay all fees.</td>
<td></td>
<td>Degree not awarded.</td>
</tr>
</tbody>
</table>
Graduate School
• Verifies that all degree requirements have been met
• Grants degree in semester all requirements are met.

Student pays outstanding fees
Graduate School bills student for binding fees, other fees

Student obtains approval of Degree completion form
• Students on campus do this themselves
• Graduate School will forward for approval for off campus students

Student submits Degree schedule semester prior to completing degree

Student completes
• All coursework and research
• Draft dissertation, thesis, or report
• Pre-defense form
• Final oral defense

Student completes corrections to document required by the advisor, committee, and Graduate School

Student submits the following no later than 4pm of beginning of finals period of semester planned for completion of degree:
• Report on final oral examination form
• TDR-Approval
• Degree completion form (includes Publishing agreement for TDR students)
• Revised draft of document to LMS and ProQuest/UMI (dissertations and theses only)
• Survey of Earned Doctorates (PhD only)
• Exit Survey (optional)

Is written research document approved by Graduate School?
Yes
Obtain approval of Degree completion form
• Students on campus do this themselves
• Graduate School will forward for approval for off campus students

No
Student revises document and resubmits
• Document draft to LMS and ProQuest
• Degree completion form (as needed)

Is it after the end of finals period?
No
Student submits the following no later than 4pm of beginning of finals period of semester planned for completion of degree:
• Report on final oral examination form
• TDR-Approval
• Degree completion form (includes Publishing agreement for TDR students)
• Revised draft of document to LMS and ProQuest/UMI (dissertations and theses only)
• Survey of Earned Doctorates (PhD only)
• Exit Survey (optional)

Yes
Graduate School bills student for binding fees, other fees

Student pays outstanding fees
Graduate School
• Verifies that all degree requirements have been met
• Grants degree in semester all requirements are met.

Student registered for next semester
• UN5951 (one time only) with fee but no tuition, or
• Regular course(s) or research credits

Is it after the end of finals period?
No
Student submits the following no later than 4pm of beginning of finals period of semester planned for completion of degree:
• Report on final oral examination form
• TDR-Approval
• Degree completion form (includes Publishing agreement for TDR students)
• Revised draft of document to LMS and ProQuest/UMI (dissertations and theses only)
• Survey of Earned Doctorates (PhD only)
• Exit Survey (optional)

Yes
Graduate School bills student for binding fees, other fees

Student pays outstanding fees
Graduate School
• Verifies that all degree requirements have been met
• Grants degree in semester all requirements are met.
Figure 2.1. Steps required to complete a degree requiring a dissertation, thesis, or report.
3. Formatting guidelines
The formatting required or recommended for dissertations, theses, and reports ensures acceptance of documents by ProQuest/UMI. Graduate School formatting requirements are underlined in this section.

3.1. Typefaces
The typefaces and sizes listed in Table 3.1 are recommended for the main body of the text of a dissertation, thesis, or report. Other typefaces are acceptable as long as they are legible. Type 1, Open Type, or True Type fonts are required for the text of a document. All fonts must be embedded in the document.

Table 3.1.
Examples of some of the typefaces recommended for use in the main body of dissertations, theses, and reports. Helvetica, Times, or Geneva fonts are also recommended for Macintosh users.

<table>
<thead>
<tr>
<th>Typeface</th>
<th>Minimum Size for Body Text</th>
<th>Web Font</th>
<th>Minimum Size for Headings</th>
<th>Maximum Size for Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arial</td>
<td>10 pt</td>
<td>Yes</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
<tr>
<td>Century</td>
<td>11 pt</td>
<td>No</td>
<td>13 pt</td>
<td>25 pt</td>
</tr>
<tr>
<td>Garamond</td>
<td>12 pt</td>
<td>No</td>
<td>14 pt</td>
<td>26 pt</td>
</tr>
<tr>
<td>Georgia</td>
<td>11 pt</td>
<td>Yes</td>
<td>13 pt</td>
<td>25 pt</td>
</tr>
<tr>
<td>Lucida Bright</td>
<td>10 pt</td>
<td>No</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
<tr>
<td>Microsoft Sans Serif</td>
<td>10 pt</td>
<td>No</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
<tr>
<td>Tahoma</td>
<td>10 pt</td>
<td>No</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
<tr>
<td>Times New Roman</td>
<td>12 pt</td>
<td>Yes</td>
<td>14 pt</td>
<td>26 pt</td>
</tr>
<tr>
<td>Trebuchet MS</td>
<td>10 pt</td>
<td>Yes</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
<tr>
<td>Verdana</td>
<td>10 pt</td>
<td>Yes</td>
<td>12 pt</td>
<td>24 pt</td>
</tr>
</tbody>
</table>

3.2. Margins
The binding edge margin of all pages must be between 1.5 and 1.6 inches. The margins of the remaining sides must be between 1.0 and 1.25 inches. The required margins apply to all components of the document, including page numbers, footnotes, and appendices. See Figure 3.1 for a sample page that includes a page number and footnotes.
3.3. Paper size

The main body of a dissertation, thesis, or report must be formatted to print on 8.5 × 11 inch paper. Oversize maps or tables are allowed (see Section 3.9).

3.4. Page numbers

The title page and approval page are included in the page count; however, a page number is not placed on these pages. This means that the table of contents will normally be numbered page iii (or 3) in a single-sided document. All other non-blank pages are numbered and have numbers placed on them. Blank pages are included in the page count but do not have page numbers printed on them.

Each page in a document must be assigned a unique and sequential number. In a traditional document, page numbers on pages preceding the main body of the document are printed using lower case Roman numerals (e.g., i, ii, iii, etc.). Arabic numerals (e.g., 1, 2, 3, etc.) are used for page numbers in the main body of the document and any subsequent materials (e.g., a reference list or appendix). It is allowable to use Arabic numerals for page numbers throughout the document.

Page numbers may either be placed at the center of the bottom of the page or in the upper corner of the page on the side opposite the binding. Page numbers must fall within the printable area of the page (see Figure 3.1). Page numbers must appear in the same place throughout the document, even if the orientation of pages changes. Some software packages will automatically place page numbers within a header or footer that may or may not account for the size of the margins in an intuitive way. It is important to confirm that all page numbers fall within the document’s printable area.

3.5. Double-sided printing

Double-sided documents are allowable and may cost less to print and bind. Double-sided documents must adhere to the following requirements that relate to margins and page numbering. Also see Section 3.9 regarding the use of oversize pages or media in documents that are prepared for double-side printing.
• Margins: The binding edge margin must be 1.5 to 1.6 inches on all pages. For portrait pages in a double-sided document, the binding edge will be on the left hand side for odd pages, and on the right hand side for even pages. For landscape pages, the binding edge will be on the top for odd pages, and at the bottom for even pages.

• Page numbers: Page numbers placed at the bottom center of the page require no special treatment. If numbers are placed in the upper outside corner, they will appear in the upper right corner on odd pages, and the upper left corner on even pages.

• Blank pages: The title page, approval page, and dedication page (if present) are always printed as one-sided sheets. When a document is prepared for double-sided printing, the back of each of these sheets must be left blank. One way to accomplish this is to insert blank “pages” that will correspond to the reverse side of each of these one-sided sheets. These blank pages do not have numbers printed on them, but they are included in the page count. In a double-sided document, the table of contents is the first page with a number on it; it will be page v (or 5) if no dedication is present, and page vii (or 7) if a dedication is present. Blank “pages” may also be inserted as desired to ensure that major sections (such as the start of a chapter) begin on odd-numbered pages. Blank “pages” are only allowed to occur on even-numbered sides of sheets of paper. Two or more blank “pages” in a row are not allowed.

3.6. Line spacing

Single-spacing, one and one-half line spacing, and double-spacing are allowed. Blank lines may be inserted before and/or after headings in the body of a document. If the first lines of paragraphs are not indented, blank lines should be inserted between each paragraph.

3.7. Figures

Figures should be formatted in a consistent way and the same type(s) and size(s) of fonts should be used in all figures if possible. Sans serif fonts such as Arial or Tahoma are generally preferred for figures. In all cases, any text used in a figure must be legible.

All images must be clear, readable, and reproducible. Images that look good on a computer screen may not be of sufficient resolution to print well. A minimum resolution of 300 ppi is typically recommended for printed materials. Screenshots have a maximum resolution of 72 dpi, and should be used only when absolutely necessary.

Each figure must have a caption that identifies the figure number. Each figures must be assigned a unique, sequential number. In a traditional dissertation, thesis, or report,
figures are numbered using the chapter number followed by a period and the figure number (e.g., Figure 3.1). Figure captions are located below each figure. The first sentence of a caption must be an overview of the figure. Subsequent sentences must include, as necessary, detailed information about the figure. Captions should be descriptive enough that the figure can be understood by someone who has not read the body text. If a figure contains multiple parts, each part is generally identified with a letter that is placed within the figure. The caption for a figure with multiple parts typically contains a description of each part, which begins with the part’s letter (usually italicized), followed by a comma.

3.8. Tables

Tables should be formatted in a consistent way. The size and font used for text in a table will generally be the same as that used in the main body of a document. Bold text may be used to denote headings in a table. A consistent style of borders should be used for all tables in the document if possible.

Each table must have a caption that identifies the table number. Each table must be assigned a unique, sequential number. In a traditional thesis or dissertation, tables are numbered using the chapter number, followed by a period and the table number (e.g., Table 3.1). Table captions are located above each table. The first sentence of a caption must be a general description of the table. Captions should be brief. Discussion of the significance of the data presented in a table should be included in the body of the document.

3.9. Including oversize pages or media

Note that there is an extra charge for documents that require oversize materials or pockets. Current pricing information is available from the Graduate School.

Oversize pages can be incorporated into the document in several ways.

- Pages of up to 11 × 17 inches can be included within the body of the document so that the pages fold out from the binding edge.

  - For single-sided documents with one or more 11 x 17 inch page(s): Two electronic copies of the dissertation, thesis, or report must be submitted to the Graduate School. One copy must contain the oversize page(s) in the appropriate location. The second copy must include one blank 8.5 × 11 inch page inserted at each location where an oversize page will go in the final printed version. If there are multiple oversize pages in the document, one blank page must be inserted at each site. Each blank page must have text on it that refers the bindery to a .pdf file that contains the oversize page. Each oversize page must be
submitted as a separate .pdf file. The bindery will print and bind these pages as directed.

- For double-sided documents with one or more 11 x 17 inch page(s): Two electronic copies of the dissertation, thesis, or report must be submitted to the Graduate School. One copy must contain the oversize page(s) in the appropriate location. The second copy must include two blank 8.5 × 11 inch pages inserted at each location where an oversize page will go in the final printed version. If there are multiple oversize pages in the document, two blank pages must be inserted at each site. Each pair of blank pages must have text on it that refers the bindery to a .pdf file that contains the oversize page. Each oversize page must be submitted as a separate .pdf file. The bindery will print and bind these pages as directed. The oversize pages themselves will be printed on one side only.

- Larger materials can be folded and placed in a pocket constructed by the bindery. These oversize materials can be printed by the student or the bindery. If printed by the student, a number of copies equal to the number of bound copies to be ordered needs to be provided to the Graduate School before the Graduate School will submit the order for bound copies.

- Media, such as CDs, can also be included in a pocket. An appropriate number of copies of the media must be provided to the Graduate School before the Graduate School will submit the order for bound copies.

3.10. Use of color

Color should be used only when necessary. Color is more expensive to print than black and white, it does not reproduce equally well on different printers or computer monitors, and may be difficult for visually impaired readers to interpret.
4. Sections and order

Dissertations, theses, and reports should contain the sections described in this section. Some sections are required (as noted) and some are optional. When optional sections are included they should appear in the order recommended in this section of the Guide.

4.1. Title page (required)

Sample title pages are shown in Appendix A. The typeface, style and size of text should be the same as that used for the body text of the document. A title page must contain the following elements in the following order:

- The title – shown in all capital letters. For example, “MY DISSERTATION”, or “MY THESIS”, or “MY REPORT”, where My Dissertation (or My Thesis, or My Report) is the exact title of the document.

- The author’s full name – shown in a mix of upper and lower case letters. For example, “Jane E. Doe”, where Jane E. Doe is the name of the author.

- Type of document – shown in all capital letters. This will be one of the following: “A DISSERTATION”, “A THESIS”, or “A REPORT”.

- The following statement – written exactly as shown here but without the quotations: “Submitted in partial fulfillment of the requirements for the degree of”.

- Type of degree – shown in all capital letters. For example, “DOCTOR OF PHILOSOPHY”, or “MASTER OF SCIENCE”.

- The name of the degree program – shown using upper and lower case letters. The word “In” should precede the name of the degree program. Note that the name of the degree program will generally not be the same as the name of a department or school. See [http://www.mtu.edu/gradschool/programs/degrees/] for a current list of all degree programs.

- The University name – shown in all capital letters, as shown here but written without the quotation marks: “MICHIGAN TECHNOLOGICAL UNIVERSITY”.

- The year of completion of the final document. Note that this may not be the same year that the dissertation, thesis, or report was defended.

- A copyright notice – printed using a mix of upper and lower case letters and with the format: “©Year Owner’s Name”. For example: “©2012 Jane E. Doe
“Copyright” or “Copr.” may be used instead of “©”. Note that copyrights may be registered, for a fee, when documents are submitted to ProQuest/UMI.

4.2. **Approval page (required)**

Sample approval pages are shown in Appendix A. The style and size of font should be the same as that used for the body text of the document. An undated approval page must be included in the electronic document submitted to the Graduate School prior to the defense.

The following elements must be included on an approval page in the following order:

- For a dissertation, the text: “This dissertation has been approved in partial fulfillment of the requirements for the Degree of DOCTOR OF PHILOSOPHY (note that the name of the degree is written in all capital letters) in Degree Program (where the appropriate name is entered and is written in a mix of upper and lower case letters and is not italicized).” Note that the name of the degree program will generally not be the same as the name of a department or school. See [http://www.mtu.edu/gradschool/programs/degrees/] for a current list of all degree programs.

- For a thesis, the text: “This thesis has been approved in partial fulfillment of the requirements for the Degree of DEGREE TYPE (where the appropriate name of the degree, e.g., Master of Science, is inserted and is written in all capital letters) in Degree Program” (where the appropriate name is entered and is written in a mix of upper and lower case letters and is not italicized). Note that the name of the degree program will generally not be the same as the name of a department or school. See [http://www.mtu.edu/gradschool/programs/degrees/] for a current list of all degree programs.

- For a report, the text: “This report has been approved in partial fulfillment of the requirements for the Degree of DEGREE TYPE (where the appropriate name of the degree, e.g., Master of Science, is inserted and is written in all capital letters) in Degree Program” (where the appropriate name is entered and is written in a mix of upper and lower case letters and is not italicized). Note that the name of the degree program will generally not be the same as the name of a department or school. See [http://www.mtu.edu/gradschool/programs/degrees/] for a current list of all degree programs.

- Name of the student’s administrative home department or school written in upper and lower case letters. Note that the name of the department or school will generally not be the same as the name of a degree program.
• Names of members of the Graduate Faculty who served as advisor (or co-advisors, if applicable) and as committee members and approved the dissertation, thesis, or report.

  o The top line is for the name of the advisor. When there is a single advisor, this line should be preceded by the words: “Dissertation Advisor:” (or “Thesis Advisor:” or “Report Advisor:” as appropriate). If there are two co-advisors, the name of the first co-advisor is given on the first line and the name of the second co-advisor is given on the second line. When there are two co-advisors, the name of each co-advisor should be preceded with the words “Dissertation Co-Advisor:” (or “Thesis Co-Advisor:” or “Report Co-Advisor:”).

  o List each committee member on a separate line. The names should be preceded by the words: “Committee Member:”. All of the Committee Members must be listed.

• The second to the last line is reserved for the title and name of the department chair or school dean of the unit which served as the student’s academic home at the time they completed the degree. The individual’s title (e.g., “Department Chair:”, or “School Dean:”) should precede the name of the individual.

4.3. Dedication (optional)
Dissertations, theses, or reports may be dedicated to an individual, several people, or a group. The word “dedication” is usually not needed on this page. Customarily, the dedication is short, such as, “To my mother.”

4.4. Table of contents (required)
Each chapter or section heading, with the exception of the table of contents, must be listed in the table of contents. Additional subheadings may also be included. The table of contents must be formatted so that each level of heading is clearly distinguished and page numbers are easily found. Page numbers must align flush right and must be preceded by a leader of periods. One way to clearly identify section headings is to increase the indentation of successively lower levels of subheadings. Formatting for a Table of Contents is illustrated in the table of contents for this Guide.

4.5. List of figures (optional)
If a list of figures is included, it should consist of a table that lists the figure number, the first line of the figure caption, and the page number on which the figure occurs. The formatting of the list of figures is similar to that of a table of contents, except that there are no subheadings.
4.6. List of tables (optional)
If a list of tables is included, it should consist of a table that lists the table number, the first line of the table caption, and the page number on which the table occurs. The formatting of the list of tables is similar to that of a list of figures.

4.7. Preface (required in certain instances)
A preface is required in two situations:

- A document includes previously published materials, or
- A document includes materials developed collaboratively.

A single preface at the beginning of the dissertation, thesis, or report is required if published material, such as a journal article, is republished in its entirety as a chapter in the document. For the purposes of this Guide, published materials include those already in print, accepted for publication, in review, or planned for submission in the near future.

A preface is also required if part of the dissertation, thesis, or report was prepared collaboratively. For example, if a chapter of a dissertation was prepared jointly by the author of the dissertation and another student (who worked together on the research project and in the writing of the text of the chapter), the preface must clearly describe the contributions made by each individual.

4.8. Acknowledgements (optional)
This page is used to thank individuals, groups, or organizations for their support.

4.9. Definitions (optional)
If a list of definitions is included, it should be alphabetized. A definition list may include a key to foreign terms and phrases used in the document.

4.10. List of abbreviations (optional)
If a list of abbreviations is included, it should be alphabetized.

4.11. Abstract (required)
An abstract is a concise summary of the document. It is not an introduction. It should clearly identify the topic and major findings of the research. The abstract in the document will be used for the ProQuest/UMI index. Publication with ProQuest/UMI is required for dissertations and theses. ProQuest/UMI does not accept reports at this time. Dissertation abstracts should be less than 350 words and thesis and report abstracts
should be less than 150 words in order to ensure that they are not truncated by automated search engines. Under no circumstances may an abstract be longer than two pages (double-spaced) or one page (single-spaced).

4.12. Main body (required)

If the student’s program has requirements for the content of a dissertation, thesis, or report, those requirements should be used in place of the recommendations in this section.

A traditional document presents the research in the form of a single document (similar to a book). Dissertations, theses, and reports can also be presented as a collection of articles, some of which may have been published previously. Both formats are acceptable.

If material included in a dissertation, thesis, or report has been previously published, that prior publication must be cited in the dissertation, thesis, or report. Reproduction of any section of an article that is larger than allowed for by “fair use” policies requires appropriate copyright permission.

4.12.1. Common sections in a traditional document

4.12.1.1. Introduction

The introduction lays the foundation for the current research and places the work in context within the disciplinary field. It should be an analysis of the existing body of research that has a bearing on the current project. It should both review the literature and provide a critical analysis of it. It should outline some of the limitations of prior research and describe areas that are in need of further exploration. This section provides context for the goals of the current research project.

4.12.1.2. Goals and hypotheses

Following the introduction is usually a section outlining the goals or purpose of the current work and the hypotheses being tested or problems being addressed.

4.12.1.3. Methods

The methods section describes all of the methods used in the study. Methods may include activities such as modeling, conducting simulations, performing field work or experiments, implementing surveys, among many other techniques. If the description of one or more of the methods is lengthy, it is appropriate to include an overview in this section of the document and to include more details in an appendix.
4.12.1.4. Results (data and observations)

The results section presents all of the data obtained using the methods described in the methods section. A common mistake is to include a description of methods within the results section. This should be avoided in nearly all circumstances. If the data are extensive, a summary may be included in the main body of the document with additional information located in an appendix. Appendices may also be used to present data in different formats.

4.12.1.5. Discussion

In the discussion section, results are interpreted and are put in context with the current state of research in the discipline. The discussion section should clearly explain the meaning of the results and their implications, in particular as they relate to the hypothesis(es) tested. It is common to refer to use citations to refer to the primary disciplinary literature in order to compare and contrast the results of the current project with results obtained and reported by other researchers. Sources of discrepancies, limitations, or errors in the current work and their implications should also be presented in the discussion section. New data should not be presented in this section.

4.12.1.6. Future work

This section highlights additional work that could be done at a later date to build upon the current research.

4.12.1.7. Conclusions

Conclusions summarize the main findings of the current research. This section reiterates the main findings and limitations of the research and may highlight some of the areas for future work.

4.12.2. Collection of articles

In this type of document each chapter is typically developed as a stand-alone section. If any chapter contains published material (such as a journal article) or was prepared collaboratively, a preface section should be included in the dissertation, thesis, or report to clarify the status and origin of the material. For the purposes of this Guide, published materials include those already in print, accepted for publication, in review, or planned for submission in the near future.

When the document consists of a collection of articles, an introductory chapter must be included that describes the connection between all other chapters. A dissertation, thesis, or report is not simply a collection of articles; it is the presentation, synthesis, and analysis of an entire research project which was conducted over a period of time. It is most helpful when the introductory chapter states the goals and hypotheses for the overall project and describes how each chapter relates to the overall goal.
Formatting of published items included in a thesis or dissertation must either:

- Conform to the guidelines to authors of the publishing organization, or
- Be consistent with the rest of the thesis or dissertation.

Photocopies or PDF versions of previously published papers will not be accepted.

A footnote must be placed on the first page of a chapter containing published material with the following information:

- “The material contained in this chapter was previously published in OR has been accepted for publication in OR has been submitted to the Title of Source of Publication.”

4.13. Reference List/Bibliography (required)

A reference list or bibliography presents all of the sources cited in the document. It may also include works consulted. The style used in the list of references should be consistent with the style used in a well-respected journal in the student’s discipline. A single reference list for the entire document may be included or separate reference lists may be included at the end of each chapter.

See Appendix B for more suggestions on using in-text references and creating reference lists.

4.14. Appendices

Appendices are used to place lengthy and detailed material that supports the main body of work. Appendices should be formatted in the same way as the body of the dissertation, thesis, or report.
5. Academic integrity and responsible conduct for research

All documents are expected to be completed with the highest level of integrity and must adhere to all University policies and the accepted standards of practice in the relevant disciplinary field.

5.1. Research misconduct

Michigan Tech addresses academic integrity and misconduct in research, scholarly, and creative endeavors (hereafter, “misconduct”) in separate policies and procedures. The integrity of academic assignments is addressed by the Academic Integrity Policy (Senate Proposal 8-06, [http://www.sas.it.mtu.edu/usenate/propose/06/8-06.htm]), while the integrity of research is addressed by the Misconduct in Research, Scholarly, and Creative Endeavors Policy (Senate Proposal 4-08, [http://www.sas.it.mtu.edu/usenate/propose/08/04-08.htm]). A thesis or dissertation is considered research, and allegations of misconduct are handled according to the misconduct procedures: [http://www.admin.mtu.edu/research/vpr/documents/Misconduct_Procedures.pdf].

Misconduct includes, but is not limited to, fabrication, falsification, or plagiarism.

- Fabrication is making up data or results and recording or reporting them.

- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented.

- Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit to the originator. Policies related to plagiarism also cover instances of self-plagiarism.

Misconduct does not include honest errors or differences in opinion.

5.2. Human and animal subjects and recombinant DNA

All research projects that involve human subjects, animal subjects, or recombinant DNA must be reviewed by the Office of Research Integrity and Compliance. Projects that are approved will receive an approval number from the Office of Research Integrity and Compliance that can be referred to in a dissertation, thesis, or report as evidence that approval was sought and granted.
5.3. Using copyrighted materials

Materials obtained from another source may be covered by a copyright. This section provides information pertaining to the use of copyrighted materials.

5.3.1. Determining if permission is needed

All material reused or obtained from another source must be properly cited. This includes previously published material that was originally created by the author of the dissertation, thesis, or report being submitted to Michigan Tech’s Graduate School.

Permission is needed to republish any material, including that created by the author of the dissertation, thesis, or report being submitted to Michigan Tech’s Graduate School, with the following exceptions:

- Material in the public domain. This includes material created by employees of the federal government. This may also include some materials produced in other countries or by other governments.
- Material for which the copyright has expired.
- Material that is covered under the “fair use” clause of copyright law, which allows for the reuse of some materials without permission.
- Text or figures substantially altered from their original source.

A full discussion of copyright law is beyond the scope of this Guide. The Graduate School maintains a web site that contains links to helpful websites and resources to assist students in obtaining permissions: [http://www.gradschool.mtu.edu/td/copyright]. ProQuest maintains a site entitled “Copyright Law & Graduate Research” that provides information about copyrights in general, what items require permission, and how to obtain permission: [http://www.proquest.com/en-US/products/dissertations/copyright/]. Stanford University also maintains a site that describes copyright and fair use in academia in addition to addressing the use of copyrighted materials in the classroom: [http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/].

5.3.2. Obtaining permission to use copyrighted materials

If permission is required to use previously published materials, it must be given in writing by the holder of the copyright (typically a publisher). Obtaining permission to use previously published material can take a great deal of time. Sample permission letters are available from ProQuest: [http://www.proquest.com/en-US/products/dissertations/copyright/].
If permission is not granted, the previously published material must not be used in its published form. In many cases text, figures, or tables can be substantially modified so that they can be used as long as they are properly cited.

5.3.3. Documenting permission to use copyrighted materials

In cases where copyrighted material is used in a dissertation, thesis, or report, it is expected that permission to use the material will be clearly documented. Many publishers explicitly describe the way that their permission to allow re-use of copyrighted material should be documented. Two ways this is typically done include the following.

- Include an acknowledgement of the permission granted by the holder of the copyright in the acknowledgement section of the dissertation, thesis, or report.

- Include a reference to the permission either in the text of the document, as a footnote, or in the caption of a figure or table.

In addition, students must submit documentation to the Graduate School that they have permission to use copyrighted materials. This is required because ProQuest/UMI expects Michigan Tech to ensure that written permission to use copyrighted material has been obtained whenever necessary. Evidence of permission to use copyrighted material can be documented in two ways

- It can be included in an appendix to the dissertation, thesis, or report. This is the preferred method because these materials will always be readily available to the author of the document in case they need access to the written evidence at some point in the future after they have completed their degree.

It can be submitted to the Graduate School as a separate file. The file should be named in some logical way so that it can be easily located by staff members. With either method, label each piece of evidence with the corresponding figure number, table number, or chapter so that the reader can easily match the evidence to the corresponding material in the dissertation, thesis, or report.

5.4. Originality Certification

The Publishing agreement includes an originality statement that students must sign to certify they are submitting an original document.

Plagiarism-detection software (e.g., turnitin.com) can be used to assist in ensuring that a document is free of plagiarism. See [http://gradschool.mtu.edu/td/submission] for links and instructions about accessing the plagiarism-detection software.

Several important facts should be kept in mind when using plagiarism-detection software.
• Plagiarism-detection software compares the text in a dissertation, thesis or report to other sources that are available from the internet or from materials archived by the software provider.

• The software will alert the user to the presence of matching segments of text, even if the matching segment consists of a commonly used phrase that does not constitute plagiarized material.

• The software will not detect paraphrased material that is not cited or is improperly cited.
6. Submitting the Document

Submitting and obtaining approval for a dissertation, thesis, or report will partially satisfy the requirements for completion of a graduate degree at Michigan Tech. There are other requirements as well. This section of this Guide focuses on processes related to submission and revision of dissertations, theses, or reports. Students completing a degree should also refer to Section 2 of this Guide for more information about the steps required for completion of a degree.

6.1. Electronic Document preparation

Dissertations, theses, and reports will be available electronically in the Library. Dissertations and theses will also be electronically available via the ProQuest Dissertations and Theses @ Michigan Technological University database (database access requires Michigan Tech ISO ID and password if off campus). ProQuest does not accept report submissions at this time.

Dissertations, theses, and reports must be submitted to the Graduate School as a single .pdf file with all fonts embedded. Compression, password protection, or digital signatures are not allowed. Supplemental files that do not lend themselves to inclusion in a written document (such as music or video) may also be included but must be linked to text or described within the .pdf document. Supplemental files must conform to ProQuest/UMI specifications as detailed in their publishing agreement. See the “Support/Training” area of their web site: [http://dissertations.umi.com/michigantech] for a complete listing of allowable file types.

The single .pdf file can be bookmarked and hyperlinked to aid navigation. It is recommended that, at a minimum, the table of contents contains hyperlinks to each section, and each item in the table of contents and the table of contents itself are listed as a bookmark. Figures and tables may be linked to the table of contents or to text within the main body of the document. See the Graduate School website for seminars (http://www.mtu.edu/gradschool/administration/academics/resources/seminar/) and blog tutorials (http://blogs.mtu.edu/gradschool/category/theses-and-dissertations/) about using common types of software to prepare a dissertation, thesis, or report.

To avoid possible cross-platform problems and difficulties in future archival processes, the names of all files must follow standard naming conventions. File types must be indicated at the end of a document’s name using a period followed by letters. Document names must consist of English letters and Arabic numbers only; no extra punctuation or diacritical marks or spaces are allowed. For example: “JJSthes.pdf”, not “John Smith Thesis.pdf”; ‘Fig04.jpg”, not “Figure 4.jpg”. File names are limited to 15 characters (not including the file extension) so that URLs do not become overly long.
When including supplemental files, it is recommended that files are named so that a computer will sort them in some logical manner. For example, each file name can begin with a 1- or 2-digit number to ensure they will sort logically: “01Smith.pdf”, “02Music.wav”, “03Movie.mov”, etc.

6.2. Submission of draft prior to a defense

It is in each student’s best interest to prepare a high-quality document prior to their final oral defense. The content of a dissertation, thesis, or report is ultimately the responsibility of the author. It must be a high-quality original document. Students are strongly encouraged to make use of campus resources (including professional development sessions, their advisors, other students, and plagiarism-detection software) as they conduct their research and prepare their written document. Students who make use of plagiarism-detection software to ensure that their document is free of plagiarized material can seek assistance from the Graduate School in interpreting reports.

Students must do the following at least two weeks before the proposed defense date.

- Obtain approval from their advisor prior to scheduling a defense.
- Submit a draft of their dissertation, thesis, or report and a Pre-defense form to the Graduate School.
- Distribute electronic or paper copies of their draft dissertation, thesis, or report to each of their committee members.

6.2.1. Submitting the pre-defense draft document to the Graduate School

Active graduate students will automatically be allowed access to the Graduate School dissertation, thesis, and report submission system through the University’s current learning management system (LMS) (e.g., Blackboard, Canvas, Sakai, Moodle, etc.). Inactive students should contact the Graduate School to gain access to the submission system. The submission system provides a secure area where materials can be uploaded and reviewed by appropriate staff. Advisors do not have access to the submission system. Students can find instructions on accessing the system and uploading documents and supplemental files at: [http://gradschool.mtu.edu/td/submission].

6.2.2. Review of the pre-defense draft

Draft documents will be reviewed to ensure that they adhere to University requirements. Required changes will be noted, and these must be addressed before a final document will be accepted. Comments will be returned using a standard form (TDR-Review) that will be delivered to the student via the LMS. The advisor will be notified via email whenever a TDR-Review form is delivered to the student. Advisors may access the review using the University’s current document imaging software (e.g., ImageNow).
Documents are reviewed in the order they are received by the Graduate School. Every effort is made to review documents in a timely manner; however, students should allow up to two weeks for completion of a review.

6.3. Submission of a revised draft document after the defense

Successful completion of the final oral defense is reported using the Report on final oral examination form. After the final oral defense has been successfully completed students must make all revisions required by the advisor and committee and make all corrections required by the Graduate School.

The revised document must be approved by the advisor and department or school through the TDR-approval form. The TDR-approval form must be submitted to the Graduate School.

6.3.1. Degree Completion form and Publishing agreement

Students begin to complete the final requirements for their degree by submitting the Degree Completion form via the LMS. The Degree Completion form includes a Publishing agreement form for students completing a dissertation, thesis, or report).

The Publishing agreement is used to calculate all fees associated with submission of the dissertation, thesis, or report and to select ETD and embargo options for the document. If University funds are to be used to pay for any portion of a student’s publishing fees, signatures of the graduate program assistant or advisor and each account holder are required on the Publishing agreement form.

The Publishing agreement also verifies that the Library has the right make a limited number of photocopies of the work as necessary for interlibrary loan patrons or to replace a lost copy of the document. The Publishing agreement also collects the information required for submission of the document to ProQuest/UMI. Traditional Publishing is the minimum requirement. Open Access publishing, registration of the copyright, and printed copies from ProQuest/UMI are options that students may select if desired when they submit the form (note that additional fees apply). Fees for printed copies from ProQuest/UMI are paid directly to ProQuest/UMI, while fees for the Open Access publishing and registration of copyright are paid directly to Michigan Tech. The Publishing agreement form includes links to sites that describe these options.

Students must also submit a revised version of the document to ProQuest/UMI and to the Graduate School for final review. Instructions are available online at: [http://gradschool.mtu.edu/td/submission].
6.3.1.1. Embargoes and restricted access

All dissertations, theses, and reports are normally published and available immediately after submission. Students can request that their document be embargoed for a finite period of time on the Publishing agreement form. This prevents it from being made available for a certain period of time. Embargoes are typically requested when students wish to publish their document as a book after graduation or when they have included proprietary material in their document. Students may also request that access to their electronic document be restricted to the Michigan Tech community when they submit the Publishing agreement.

Requests for embargoes must include a justification for the request and must be approved by the advisor or graduate program director. Graduate School staff will review requests for one year or less. The dean of the Graduate School will review requests for longer than one year. Approval for an embargo of more than one year is not automatic and is rarely granted.

Once an embargo or restriction is in place, students may request to have their embargo or restriction extended by submitting a request in writing to the Graduate School at least 2 weeks before the embargo or restriction expires.

All embargo requests will incur a 25% surcharge on the binding costs. Binding of an embargoed document does not occur until the embargo has expired.

6.3.1.2. Completion fees

Fees associated with completion of the dissertation, thesis, or report are calculated when the Publishing agreement form is submitted. These fees must be paid before the degree can be completed.

Students must log into banweb.mtu.edu, select “Other Payments” and “Graduate School Completion Fees” to pay fees. Once this step is complete, electronic copies of the document will be released to the Library (unless an embargo has been requested and approved). Final documents will also be released to ProQuest/UMI [http://dissertations.umi.com/michigantech/].

6.3.2. Review of the revised draft

Revised documents will be reviewed to ensure that they adhere to all University requirements. As for the pre-defense draft, required modifications will be noted and will be communicated to the student via the LMS using the TDR-review form. All required modifications must be addressed before the final document will be accepted by the Graduate School. When all required changes have been made, the final document will be accepted by the Graduate School.
6.4. Completion of the Degree

Once students receive approval of their Publishing agreement from the Graduate School, the Graduate School will bill the student for any fees associated with completion of the degree. Students must pay all outstanding fees. Once the fees are paid, the Graduate School will verify that all degree requirements have been met and will grant the degree in the semester in which all requirements were completed and all fees paid.

Students who are no longer in the Houghton area should notify the Graduate School (via the Degree Completion form) to indicate they are off campus and need assistance in completing final paperwork. The student must make their own arrangements for paying any fees due on Banweb.

6.5. Deadlines

In order to complete all requirements for a degree within a given semester, students should plan on defending a minimum of at least one week before the start of the final exam period for that semester. This allows time for the student to make required revisions and submit a revised document to the Graduate School prior to 4 pm on the first day of finals period. Figure 2.1 graphically portrays the actions that students submitting a dissertation, thesis, or report must complete by the indicated deadlines. If deadlines are not met, students will be required to register for regular coursework or research credits in the subsequent academic-year semester or summer session (as shown in Figure 2.1).

It is important to note that students who have completed all steps up to and including submission of a revised document will be eligible to enroll in special Graduate School completion courses (UN5951) for up to one semester in order to allow them to complete the document submission process and all final paperwork. See Section 2 of the Guide for more information.
7. References


Appendix A: Sample title and approval pages

See Section 4.1 for a description of the title page and Section 4.2 for a description of the approval page. Examples are shown on the pages that follow.

The samples included for a thesis can be modified for use with a report by substituting the word “REPORT” for the word “THESIS”.
INCREASING COMPUTATIONAL EFFICIENCY THROUGH NANOSCALE COMPONENT MODIFICATIONS

By

Jane E. Smith

A DISSERTATION
Submitted in partial fulfillment of the requirements for the degree of
DOCTOR OF PHILOSOPHY
In Computer Engineering

MICHIGAN TECHNOLOGICAL UNIVERSITY

2012

© 2012 Jane E. Smith
This dissertation has been approved in partial fulfillment of the requirements for the Degree of DOCTOR OF PHILOSOPHY in Computer Engineering.

Department of Electrical and Computer Engineering

Dissertation Advisor: Type the name of the advisor here. If there are co-advisors, replace the word “Advisor” with “Co-advisor”.

Dissertation Co-Advisor: If there are co-advisors, type the name of the second co-advisor here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Department Chair/School Dean: Type the name of the Department Chair or School Dean here.
IMPROVING PERFORMANCE OF DIESEL ENGINES UNDER LOW TEMPERATURE CONDITIONS

By

Mary A. Doe

A THESIS
Submitted in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE

In Mechanical Engineering

MICHIGAN TECHNOLOGICAL UNIVERSITY

2012

© 2012 Mary A. Doe
This thesis has been approved in partial fulfillment of the requirements for the Degree of
MASTER OF SCIENCE in Mechanical Engineering.

Department of Mechanical Engineering – Engineering Mechanics

Thesis Advisor: Type the name of the advisor here. If there are co-advisors, replace the word “Advisor” with “Co-advisor”.

Thesis Co-Advisor: If there are co-advisors, type the name of the second co-advisor here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Committee Member: Type the name of a Committee Member here.

Department Chair/School Dean: Type the name of the Department Chair or School Dean here.
Appendix B: In-text references and reference lists

Students may choose to follow the formatting guidelines of a journal that is important in their field or follow the formatting guidelines that are provided here.

In either case, students are encouraged to utilize software such as EndNote or Reference Manager to aid in formatting their bibliographies and citations. The use of software will greatly decrease the amount of time required to prepare this portion of the document. A site license is available for EndNote for Michigan Tech faculty, staff, and students. Links to download the software and EndNote styles and filters appropriate for a Michigan Tech thesis or dissertation are available at:

http://www.gradschool.mtu.edu/td/endnote

References within the text must be provided for ideas or facts that have been paraphrased from another source, material that has been republished or modified from another source, figures or tables, and data from another source. This includes material that is copyrighted and material in the public domain.

The general format for a few common reference types is described in this appendix. Students should consult The CSE Manual for more information. The Graduate School maintains style files that can be used to format citations and reference lists at

http://www.gradschool.mtu.edu/td/endnote

Formatting references within the text

References within the text (or in-text references) typically adhere to one of the following formats:

- **Citation-sequence** – in which in-text references are numbered based on the order in which they appear in the text and are referred to by number in the text. The citation-sequence and citation-name styles may look identical in the text but differ in the way citations are listed in the reference list and numbered in the main body of the text. The in-text references may be either numbers enclosed in parenthesis or super-scripted numbers. Non-adjacent numbers must be separated by a parenthesis with no spaces. Adjacent numbers must be separated by a dash. Place citations before any punctuation marks. Some examples follow.

  - The theorem was first proven by Smith (1). The proof was subsequently evaluated by several researchers (2-8). It was recently reaffirmed through the
use of an alternative approach (9). Many of the researchers who have studied Smith’s proof agree that it was highly innovative (3,5-6,9).

- The theorem was first proven by Smith\textsuperscript{1}. The proof was subsequently evaluated by several researchers\textsuperscript{2-8}. It was recently reaffirmed through the use of an alternative approach\textsuperscript{9}. Many of the researchers who have studied Smith’s proof agree that it was highly innovative\textsuperscript{3,5-6,9}.

- **Citation-name** – in which in-text references are numbered based on the order in which they appear in the text and are referred to by number in the text. The citation-sequence and citation-name styles may look identical in the text but differ in the way citations are listed in the reference list and numbered in the main body of the text (see above).

- **Name-year** – in which in-text references must include the surname of the author and the year of publication. There are numerous variations to this simple rule. The most common variations are described below.

  - **Single author paper**
    The in-text reference (Smith 2006) refers to a paper solely authored by Smith in 2006.

  - **Same author, multiple papers in one year**
    Add a lowercase letter to the year to distinguish which paper is being referenced. For example, the in-text references (Smith 2007a) and (Smith 2007b) refer to two different papers written solely by Smith in 2007. The letter is also included in the reference list.

  - **Different authors with the same surname publish papers in the same year**
    Include the initials of first and middle names. For example, the in-text references (Smith J 2008) and (Smith K 2008) refer to two different papers written by two different authors with the same surname in 2008.

  - **Paper with two co-authors**
    Use both surnames in the in-text reference and separate the surnames with “and.” For example: (Smith and Jones 2007).

  - **Paper with three or more co-authors**
    Refer only to the first author which is then followed by “et al.” For example, the in-text citation (Smith et al. 2007) refers to a paper written by Smith with more than one co-author in 2007. Note that “et” is not an abbreviation, so it
does not have a period after it. Because “al.” is an abbreviation, a period is required.

- **Multiple papers within the same citation**
  Sort all references chronologically, and then separate each citation with a semicolon. For example, the in-text citation (Smith et al. 2007; Smith J 2008; Smith K 2009) refers to three papers within one citation. If multiple papers are from the same year, sort those references by last name.

### Formatting a reference list

There are three ways to organize a reference list, based on the type of in-text references chosen.

- **Citation-sequence** – the reference list is organized in order of appearance or a citation in the main body of the document. The first in-text reference is “1,” the second is “2” and so on.

- **Citation-name** – the reference list is alphabetized, and each reference in numbered in alphabetical order.

- **Name-year** – the reference list is alphabetized.

For **citation-name and name-year reference lists**, there are additional rules for alphabetizing the reference list. The most common rules follow.

- For content authored by individuals, alphabetize the reference list:
  - By the surname of the first author. Papers authored by a single author precede those written by the same first author with additional co-authors.
  - For multiple authors with the same surname, alphabetize by the initials of the first author to group the same authors together. If there are multiple papers by the same first author, the list is further alphabetized as follows:
    - If these items are single author publications, use the title of the reference to alphabetize further for the citation-name system. Use the year of publication to further order the references in the name-year system beginning with the earliest and ending with the most recent. If there is
more than one publication in the same year, alphabetize the items by the title.

- If these items are co-authored, use the second author surname to alphabetize the list. If there is more than one item with the same second author, continue to alphabetize with the remaining authors’ surnames. For multiple items with the same co-authors, use the title of the reference to alphabetize further for the citation-name system. Use the year of publication to further order the references in the name-year system beginning with the earliest and ending with the most recent. If there is more than one publication in the same year, alphabetize the items by the title.

- Ignore all instances of “a,” “an,” and “the” that may be present at the beginning of a title or organization name when alphabetizing either authors or titles. Organizations can be the author of publications, e.g., the American Society for Testing Materials, which authors a series of testing standards for materials.

- If an organization is the author of a publication, use its full name rather than its acronym to alphabetize the item in the reference list.

- If an acronym is used in the title of an article, use the acronym to alphabetize items.
GRADUATE SCHOOL | Graduate Faculty Council—Draft Agenda

April 3, 2012
NOTE: (all handouts connected to a single pdf file)

1. Review minutes of 03/13/12

2. Committee Reports:
   a. Thesis/Dissertation Guideline Review Committee (Dean Huntoon)

3. Old Business
   a. Graduate Application Fee (Dean Huntoon)
   b. Enrollment Deposits (Dean Huntoon)
   c. Preliminary Application Review in the Grad School (Dean Huntoon)
   d. Late registration and course cancellations - problem? (Dean Huntoon)

4. New Business
   a. Requirements for Coursework Only Applicants (Dean Huntoon)
   b. Retake Course When Receiving Less Than a B?
      i. Can a C grade be used with permission from the program?
   c. Grievance Policy - Info Item (Dean Huntoon)