Submission 101 and Formatting 101-103

General Information

1. Check your status on your Degree Progress Checklist at any time.
2. Find Michigan Tech services and apps on Ellucian Experience.
3. Online seminar archive
4. Policies & Procedures: Theses and Dissertations
   a. Links to formatting, using copyrighted materials, and submitting
   b. Blog answers common "how-to" questions with screen shots
5. More questions? Email gradschool@mtu.edu for more help!

Planning and Preparation

1. Formatting guide and templates available online.
2. Check your document for plagiarism using DraftCoach or Turnitin (available on Graduate Candidates course on Canvas). Use for your thesis or any document.
3. Recommended: Use EndNote or bibliographic management software to generate your references.
4. Recommended: Defend six weeks before you want to complete your degree.

Submission 101

Two weeks before your final oral examination (defense)

1. Schedule a time, day, and room for your defense. Any day and time that is acceptable to your committee is acceptable to the Graduate School. Allow enough time to complete corrections requested by your committee so that you can submit your document by the deadline to complete this semester.
2. Notify the Graduate School of your scheduled time at least two weeks in advance. See your Degree Progress Checklist. See our tutorial for step-by-step instructions.
3. Submit your dissertation, thesis, or report electronically to the Graduate School via the Graduate Candidates course on Canvas . See our Canvas tutorial for more information.
4. Distribute dissertation, thesis, or report to committee in the format of their choice. Email is not recommended due to security concerns; sharing via Google Drive is recommended by IT.
5. Ask questions about your review from the Graduate School.

After your final oral examination

1. Work on corrections from your committee, advisor, and Graduate School.
2. After **all** technical and formatting corrections are complete, submit the required items:
   a. Submit your dissertation, thesis, or report to Digital Commons (select "Submit Research" at the bottom of the left column) The Graduate School will send your submission to your advisor for approval.
   b. (Dissertations and theses only) Submit the same dissertation or thesis to ProQuest
3. Wait for your review; resubmit a corrected version if necessary.
4. After the document is accepted pay Graduate School fees (if applicable)

Formatting 101 – Using the Guide and Word Template

1. Word and LaTeX templates available for dissertations, theses, and reports.
    a. Templates and formatting help for dissertations and theses: Templates and formatting help for reportsUsing the Word template
    a. Read the instructions on the template
    b. Use Styles for easy formatting
    c. Don't remove any section breaks

Formatting 102 – Checking and fixing your document

1. Use Adobe Acrobat DC or Pro for the best results.
2. Embed all fonts by setting your PDF preferences to "High Quality Print" or "Press Quality"
3. Use the Grid and Rulers to check your margins prior to submission
4. Use Editing tools to make quick fixes
5. Use Redaction tools to obscure signatures in PDF files

Formatting 103 – Copyright for your dissertation, thesis, and report

1. You can use any copyrighted material in your document as long as one or more of the following is true:
    a. have permission to use it
    b. you have retained the right to reuse it
    c. the material is in the public domain
    d. you have modified the original material enough to consider it a new copyrighted work
    e. your use is fair use
    f. the copyright has expired.
2. Cite all materials published elsewhere
3. Determine if you need permission
4. Obtain permission as needed
5. Document your permissions
6. See section 5.3 of the Guide or our website for more copyright information