

THESIS OFFICE INFO SEMINAR

Spring 2009

Overview

- Introduction
- Thesis Office Services & Required Forms
- Submittal & Review Processes
- Commonly Encountered Problems
- Copyright Issues
- Publication Options
- Concluding Remarks & Questions

Thesis Office

The screenshot shows the Thesis Office website. At the top, there are navigation tabs for 'Home', 'About Us', 'Services', 'Forms', 'FAQ', and 'Contact Us'. Below the tabs is a large image of a building. The main content area includes a 'Thesis Office' section with a description of the office's role in helping students through the process of preparing and submitting their theses. It also features a 'May 2009 Graduates' section with a list of names and departments. A sidebar on the right contains a 'Thesis Office' section with a list of services and a 'Contact Us' section with a phone number and email address.

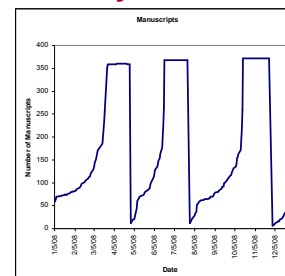
Role of the Thesis Office

- Help students graduate
- Provide support from pre-submittal through publication stages of the thesis/dissertation
- Advise and assist in matters of style and format, allowing as much flexibility as possible
- Review manuscripts for uniformity, consistency, and legibility
- Content remains the responsibility of the committee chair and members

Yearly Statistics

- 1,050 graduate and 50 undergraduate manuscripts
- 550 pre-submittal conferences
- 12 specialized presentations for departments and student organizations

Yearly Statistics



Thesis Office Team

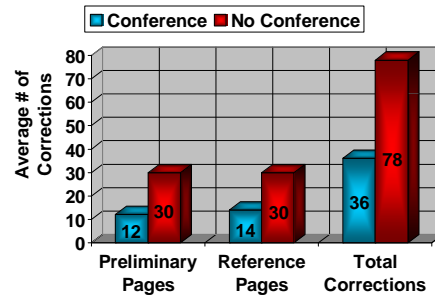
- Director
- 2 Administrative Coordinators
- Editorial Assistant
- Office Associate
- 3 Part-time in-house reviewers
- 4 Part-time distance reviewers
- 2 Graduate Assistants; 1 Student Worker

Thesis Office Services and Required Forms

Thesis Office Services

- Pre-Submittal Conferences
 - Focus is to help students **before** they submit so that there are fewer corrections
 - Reduces the number of corrections and rounds of corrections
- Once you have scheduled your defense date, call the Thesis Office to schedule an appointment
- Pre-Submittal Conferences are not required, but they are **strongly recommended**

Number of Corrections



Required Forms

- Approval Form
- Copyright and Availability
- ProQuest Form
- Survey of Earned Doctorates (SED)
- AAUDE Survey

Approval Form

- Thesis office cannot start the review without this form
- Form must be turned in, and manuscript uploaded, by 5:00 PM on deadline day
- All signatures must be original and on the same document
- All committee members and chairs must sign for themselves

Submittal and Review Processes

Resources and What You Can Expect Upon Submitting Your Manuscript

- Resources
- Submittal Process
- Review Process
- Clearance Process
- Communication

Resources

- *Thesis Manual*
- Thesis Office handouts
- Style manuals
- Model journal
- Thesis Office templates
- Writing Center

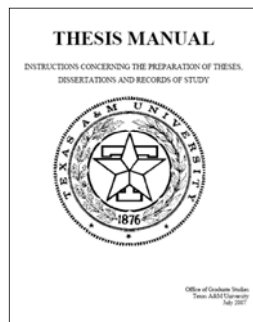
Thesis Office Website

- *Thesis Manual*
- Handouts
- Submittal System
- Forms
- Reprint Permissions
- Templates
- Software Downloads



<http://thesis.tamu.edu>

Thesis Manual



Handouts

- Approval Form Factsheet
- Approval Form Guidelines
- Binding Information for Personal Copies
- Checklist for Manuscript Preparation
- Combining Several Papers into a Thesis or Dissertation
- Creating PDF Files
- Customary Ways to Cite Material in the Text
- Early Considerations for Preparing Your Thesis or Dissertation
- Example of First Text Page
- Example of Second Page of Manuscript
- Language Figures/Tables: Positioning Page Numbers
- List of Editors
- List of Typists
- Manuscripts in Spanish
- Minimum Size Reductions for Tables and Figures
- Notes and Endnotes
- Overused Librarians' Material
- Page Numbers in Microsoft Word
- Permission to Use Copyrighted Material
- Petroleum Engineering Majors Using SPE Journals
- Reference Preparation and Proofing
- State Abbreviations
- Subheading Tips
- Table of Contents Formatting Tips
- Thesis Manual (July 2007 Version)

<http://thesis.tamu.edu/handouts>

Submission Process

- Defend
- Make any changes to your thesis requested by your committee
- Obtain signatures on the Approval of Written Thesis Form
- Convert the final thesis to a PDF file
- Upload the file to the Thesis Office ETD submittal system
- Bring the signed Approval Form to the Thesis Office
- Provide sample article from journal model

Submission Process



<http://thesis.tamu.edu/submittal>

ETD Submittal System



Review Process

- 1st review may take 3 days-3 weeks depending on submittal date
- Email notification to log in to submittal site to retrieve corrections
- Make changes to original document, convert to pdf and upload corrected file
- Each manuscript reviewed twice at each point in review process
- Average 2.5 rounds of review

Sample List of Corrections

Final Thesis:
Long Thesis
Number of Corrections: 1
Department: OGS

ABSTRACT
1. P. ii, Capitalize *Exam* in the title

ACKNOWLEDGMENTS
1. P. iv, line 4 Change to: Thank members of my committee.
2. Line 6, Add a comma after parents.
3. Line 7, Add a comma after *Extracurricular*.

TABLE OF CONTENTS
1. P. ii and p. iii Subheading 4.1 - Capitalize *Using* (a verb)
2. P. ii and p. iii Subheading 5.2.1 - Right out out.

TEXT
1. Page 5 and 6 - Remove the underlining. Italics may be used, if you feel it is necessary.
2. For consociatory *Capitol Hill* after page 11-2 lines up and p. 19 line 1

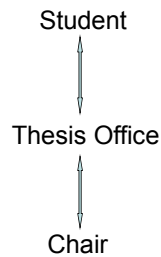
LIST OF FIGURES
1. P. ii and p. 39, Fig. 9 Lowercase as corrected here. Tracking performance of the *Polynomial* *Exam* *Model* with greater power of 9. Add a period and p. 39 at the end of the title. Suggest you move one or more words to line 2 by the 9.
2. P. ii and line 1 - Latin correction for figures 10-11. Lowercase and add a period at the end of each title.

REFERENCES
1. *Goldman and Sin 1945* - Add Location then page range. As long as you are consistent, as a C&C to emphasize the book title.
2. *Goldman and Sin 1946* - Add Location - Also 1946 and 4
3. *Heaton 2005* - Add location and publisher. Follow format of journal for the entry
4. *Heaton and Outenberg* - Change to *Pro*. To match your journal's style
Complete the name of the conference. Add year 1995 and location, if possible before the page range.

Clearance Process

- Complete all Thesis Office requested corrections
- Apply for graduation
- Register for semester
- Report successful completion of final exam to OGS
- Submit all Thesis Office required forms, including copyright permissions ☺

Communication



Commonly Encountered Problems

Commonly Encountered Problems

- Editors Used
- Templates available
- Formatting in MS Word/Latex
- Other IT Resources

Which Editor Should I Use? 🤖

Using MS Word

- Using the MS Word template posted on our website
- Creating sections (for page numbering)
- Formatting page numbers differently in the different sections
- Inserting a landscape page with portrait page number orientation

Which Editor Should I Use?

Using LaTeX

- Are there any templates I can use?
- Using the EE template
 - Style file used
 - Page Size
 - Problems with citations
 - Call the EE department

Other Problems

- PDF Conversion
 - Download the free converters from our website
 - Use the OALs and CIS Help Desk
- Adding Images to Your Dissertation
 - Upload images of smaller sizes
 - Use the popular image formats (JPEG, GIF, PNG)

Copyright Issues

Questions about Copyright

- Who owns the copyright?
- What are TAMU'S rights?
- What if I am using already published material?
- What if I plan to publish after my thesis is done?

Who Owns the Copyright?

- The student owns the copyright to the material that is your unique thesis.

What are TAMU's Rights?

- TAMU has the non-exclusive right to make the thesis accessible in all forms of media.

What If I Am Using My Previously Published Material?

When a journal accepts an article the student/lead author typically assigns copyright to the journal as publisher, and you may no longer possess the right to use this material without permission.

If You Have Retained the Right to Use the Material in Your Thesis

Bring to the Thesis Office—

- a written statement of permission for the specific article, *or*
- your publisher's agreement including your retained rights, *or*
- the general policy of rights retained by authors (often found on publishers' websites).

If You Have Assigned Copyright to the Journal Publisher

Contact the journal publisher to obtain the necessary permission and bring it to the Thesis Office.

What If I Am Using Someone Else's Published Material?

- If you are using others' material in the thesis, "fair use" determines whether permission is needed.
- US Code section 107 list of the purposes for which the reproduction of a particular work may be considered "fair," such as criticism, comment, news reporting, teaching, scholarship, and research. It also sets out four factors to be considered in determining whether a particular use is fair:
 - the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
 - the nature of the copyrighted work;
 - amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
 - the effect of the use upon the potential market for or value of the copyrighted work.

What If I Plan to Publish After My Thesis Is Finished?

If you are planning to use thesis material in a future publication:

- Consider this when choosing an option for making the thesis available after graduation (immediately or in one year).
- Investigate whether the journal of choice publishes material already made available to the public.
- See the *Copyright and Availability Form* and instructions on our website before choosing an option.

Publication Options

Publication Options

- TAMU Copyright and Availability Form
- ProQuest/UMI Publishing Agreement

Sample Signed Copyright and Availability Form

TEXAS A&M UNIVERSITY - Thesis Office - COPYRIGHT AND AVAILABILITY FORM

Author Name: Robert E. Johnson
 Degree Title: Ph.D. Master's Second Third Doctorate Other
 Year: 2012

TAMU COPYRIGHT AGREEMENT

I hereby certify that I am the author of the work described in the above information and that I have the right to make the work available in the manner described in this form. I understand that the work described in this form is being made available to the public through the University of Texas at Austin's digital repository, and I agree to the terms of this agreement.

AVAILABILITY OPTION (select one)

Release the work immediately for worldwide access on the Internet.
 Release the work for worldwide access on the Internet after 12 months from the date of graduation.
 Release the work for worldwide access on the Internet after 24 months from the date of graduation.
 Release the work for worldwide access on the Internet after 36 months from the date of graduation.
 Release the work for worldwide access on the Internet after 48 months from the date of graduation.
 Release the work for worldwide access on the Internet after 60 months from the date of graduation.

Chair/Co-Chair's Signature

I have reviewed the availability option and agree to the terms of this form. I understand that the work described in this form is being made available to the public through the University of Texas at Austin's digital repository, and I agree to the terms of this agreement.

Chair/Co-Chair's Name: Charles R. Johnson
 Title: Chair

STATEMENT OF AVAILABILITY & COPYRIGHT AGREEMENT

I, the author, agree to the terms of this form and agree to the terms of the University of Texas at Austin's digital repository. I understand that the work described in this form is being made available to the public through the University of Texas at Austin's digital repository, and I agree to the terms of this agreement.

Author's Signature: Robert E. Johnson

TEXAS A&M UNIVERSITY - Thesis Office - COPYRIGHT AND AVAILABILITY FORM

Which Availability Option to Choose?

Select **OPTION #1 (Release Immediately)**

...if you do NOT plan to apply for a Patent or,
...if you plan to submit an article to a journal that does not restrict access prior to publication.

Note: No hold is required and your manuscript is released for worldwide access on the Internet.

Which Availability Option to Choose?

Select **OPTION #2 (PATENT HOLD)**

...if your manuscript needs to be held for Patent or Proprietary Purposes. Manuscript is held until your Chair confirms the patent has been granted (may take 2-3 years).

Note: Once hold is removed, your manuscript is released to the Internet.

What Is a Patent?

A **patent** is a type of intellectual property right that is granted to an inventor by the United States Patent Office. More specifically, it grants the right to exclude others from "making, using, offering for sale or selling" the invention in the U.S. or "importing" it into the country for a set period of time. A patent, then, creates a protected period during which the inventor has an opportunity to profit from his or her invention and recoup the costs of research and development.

Which Availability Option to Choose?

Select **OPTION #3 (JOURNAL HOLD)**

... if you plan to submit an article in a journal or book that restricts access prior to publication. Manuscript is held for One Year, then automatically released to the Internet.

Note: A Journal Hold may be extended an additional year, provided you contact the Thesis Office BEFORE the one-year hold has expired.

Sample ProQuest Publishing Agreement



Select Type of Publishing

SELECT TYPE OF PUBLISHING

Traditional Publishing

- I want to make my work widely available for purchase and I want to be eligible to receive royalties on the sale of my work.
- I understand that I must maintain a current mailing address with ProQuest/UMI in order to be eligible to receive royalties.
- I understand that the ProQuest/UMI fee for Traditional Publishing is \$65*, and that my graduate institution may require me to pay additional fees in association with my submission to ProQuest/UMI.

Open Access Publishing

- I want the broadest possible dissemination of my work, and I want to provide free global access to the electronic copy of my work via the internet.
- I understand that I will not be eligible to receive royalties.
- I understand that the ProQuest/UMI fee for Open Access Publishing is \$160*, and that my graduate institution may require me to pay additional fees in association with my submission to ProQuest/UMI.

Select Publishing Restrictions

SELECT PUBLISHING RESTRICTIONS

- No restrictions
- I want my work to be available as soon as it is published.
 - I want people to be able to buy a copy of my work via commercial retailers (if I chose Traditional Publishing above).
 - I want major search engines to discover my work.
- Restrictions required
- I do not want my work to be available immediately.
Delay access to my work for the following length of time:
- 6 month embargo
 - 1 year embargo
 - 2 year embargo
- Embargos start from the date we receive your manuscript at ProQuest/UMI. Only your citation and abstract will appear in the ProQuest Dissertations and Theses database (PGDT) for as long as an embargo is in effect.
- No third party search engine access—I do not want search engines to discover my work.

Select if you want to put your dissertation on Journal Hold

Select length of time for ProQuest embargo/journal hold

Note: Thesis Office journal hold is for 1 year

Questions?

Thesis Office

Sterling Evans Library, Room 612
979-845-2225
Fax: 979-862-3124
<http://thesis.tamu.edu>
Email: thesis@tamu.edu
Hours 8-12 1-5, Monday-Friday