# ZOOM ETIQUETTE

Please keep these guidelines in mind if you are attending on Zoom.

1. Please raise your hand if you have a question, you can unmute when you're called on, or type in the chat.

2. If we are experiencing connectivity issues, please turn your camera off. It will help maintain the network for everyone.

3. Please mute your microphone unless you are speaking. This will help minimize background noise!

# LAND ACKNOWLEDGEMENT

I acknowledge the Alaska Native nations upon whose traditional lands our campuses reside. In Fairbanks, the Troth Yeddha' Campus is located on the traditional lands of the Dena people of the lower Tanana River.

As the late Chief Peter John of Minto reminds us, Athabaskan people have gathered in this place of thinking and working for a long time. We are honored to continue in that tradition.

# STUDENT INTRODUCTIONS

Introduce yourself! We want to get to know you, and learn how we can best help you throughout this process.

## MAJOR

Tell us what department you are in, your major, advisor, and research focus!

## DOCUMENT

What are you working on? Thesis, dissertation, project? When do you plan to defend and graduate?

## LOCATION

Where are you located? In Fairbanks? Studying remotely from somewhere else?

# GRADUATE SCHOOL INTRODUCTIONS

Please reach out to us if you need anything! We are located in the Eielson building, and are always happy to help.
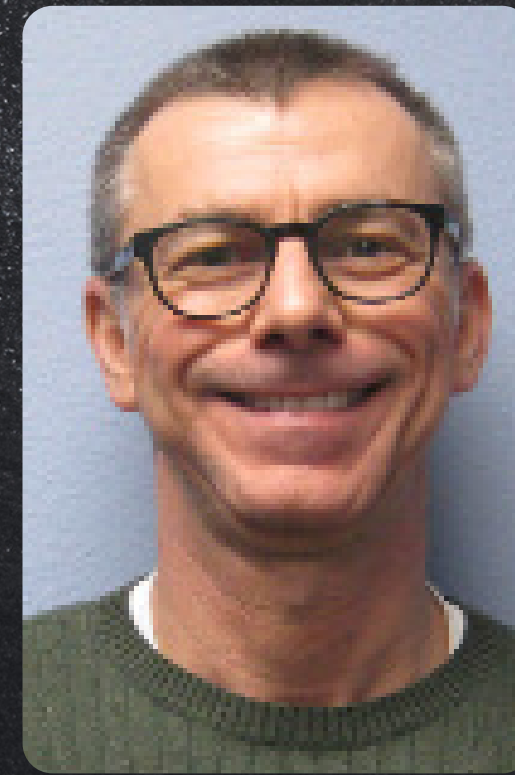
**Rich Collins**
Director

**Emeline Jones**
Assistant Director

**Maddie Chetty**
Program Coordinator

**Mandi Goddard**
Office Coordinator

**Mike Earnest**
Student Success
Coordinator

**Zeke Shomler**
Student Assistant

202 Eielson Building          907-474-7464          uaf-grad-school@alaska.edu

# FALL GRADUATION TIMELINE

If you plan to graduate this Fall, please remember these important dates!

**GRADUATION APPLICATION DEADLINE**

October 15th

There is no late application deadline, so you must apply by this date!

**PROQUEST SUBMISSION DEADLINE**

December 2nd

This is for all theses and dissertations.

**PROJECT SUBMISSION DEADLINE**

December 15th

This is for projects only, and will be through JotForm

# SPRING GRADUATION TIMELINE

If you plan to graduate this Spring, please remember these important dates!

## GRADUATION APPLICATION DEADLINE

**February 1st**

There is no late application deadline, so you must apply by this date!

## PROQUEST SUBMISSION DEADLINE

**April 7th**

This is for all theses and dissertations.

## PROJECT SUBMISSION DEADLINE

**April 24th**

This is for projects only, and will be through JotForm

# SUMMER GRADUATION TIMELINE

If you plan to graduate this Summer, please remember these important dates!

## GRADUATION APPLICATION DEADLINE

### July 15th

There is no late application deadline, so you must apply by this date!

## PROQUEST SUBMISSION DEADLINE

### August 1st

This is for all theses and dissertations.

## PROJECT SUBMISSION DEADLINE

### August 10th

This is for projects only, and will be through JotForm

# CREDIT REQUIREMENTS

- In the semester you defend, you will need to be registered for 3 credits
- In the semester you graduate, if you have already defended, you will only need to be registered for 1 credit
- If you are not graduating, you will need to be registered for 6 credits per academic year to remain in good standing
- For international students, you must be registered for 9 credits per semester, 6 of which must be in-person
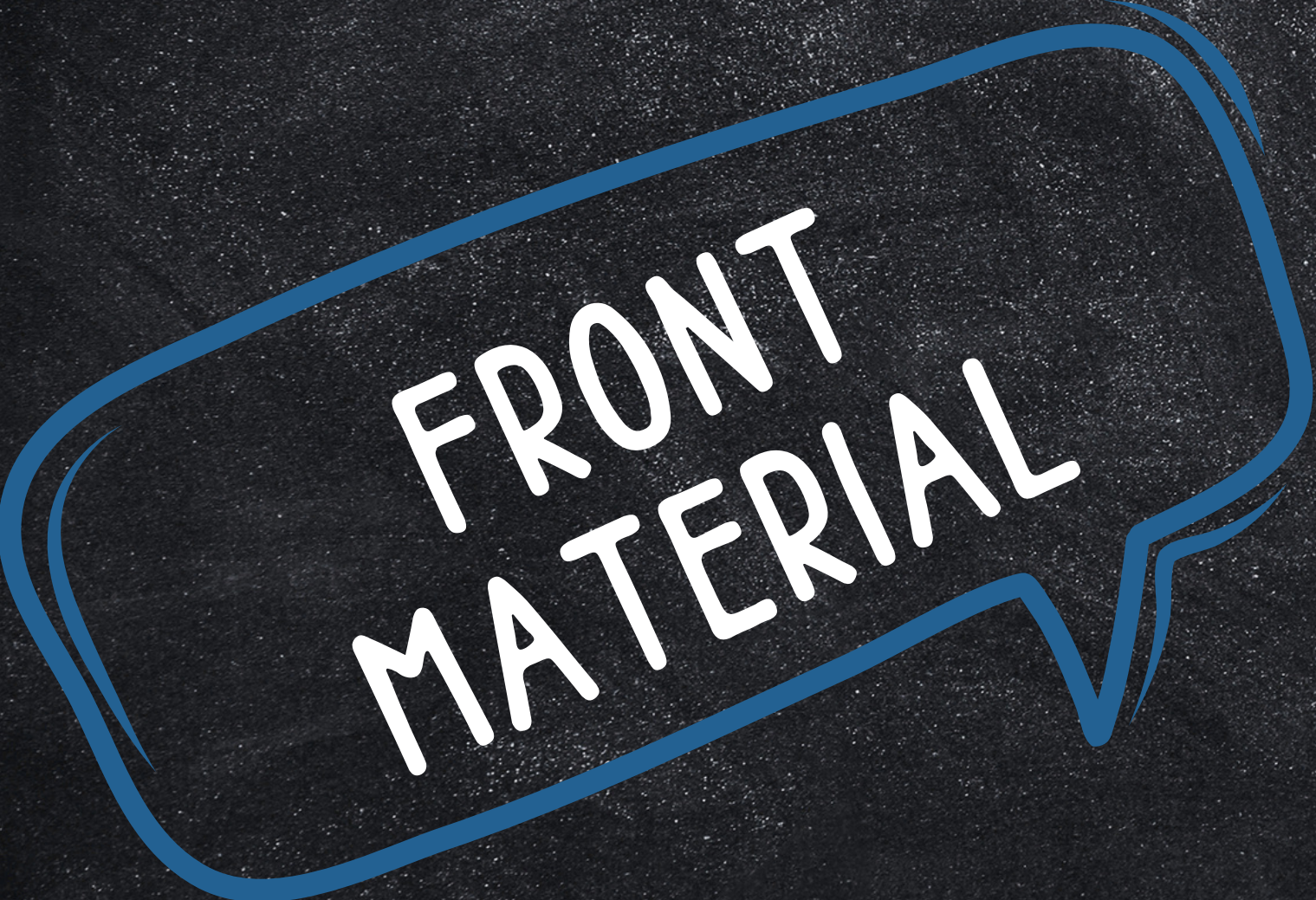
FORMATTING OVERVIEW

# GUIDELINES

The handbook can be found on our website, and will also be provided to you today. This outlines all of our rules and regulations for formatting your thesis, dissertation, or project.

We also have templates available on our website. These templates are great guides for formatting. They are already formatted for you, you can use them as a reference, or you can copy and paste your work directly into the document.

All thesis, dissertation, and project formatting guidelines can be found here:

https://www.uaf.edu/gradschool/current-students/ready-to-graduate/thesis-dissertation-formatting.php

# FRONT MATERIAL

This is standard for all paper styles. Your front material should include the following, in this order:

- **Title Page**
- **Blank Page**
- **Copyright Page**
- Dedication
- **Abstract**
- Plain Word Summary
- Acknowledgements
- **Table of Contents**
- **List of Figures (if applicable)**
- **List of Tables (if applicable)**

*The materials in yellow are required.

Your title page should look like this, for all documents and all styles.

INVENTING THE SUIT AND SAVING THE WORLD: ONE HUMAN'S STORY OF
UNPARALLELED GENIUS, INTERMINABLE COURAGE, AND GENERAL
AWESOMENESS

by

Anthony Stark

B.S. University of Pirates, 2017

M.S. College of Technology, 2019

A Dissertation submitted in Partial Fulfillment of the Requirements

for the Degree of

Doctor of Philosophy

in

Engineering

University of Alaska Fairbanks

August 2023

APPROVED:

Bruce Banner, Committee Chair

Thor Odinson, Committee Member

Natasha Romonoff, Committee Member

Jane Van Dyne, Committee Member

Clinton F. Barton, Chair

Department of Mechanical Engineering

Jean Gray, Dean

College of Business and Security

Management

Richard Collins, Director

Graduate School

← Title, in all caps

← Name and previous degrees

← Semester and year you are graduating

← Everyone who approves your document

TITLE PAGE

# PAGE NUMBERING

Your first two pages (the title page, and the blank page after it) should not include page numbers.

Then, numbers for the front material start with iii (lowercase roman numerals) on the copyright page after that.

iv, v, vi, etc follow for the rest of the front material (abstract, table of contents, etc).

The start of arabic numerals (1, 2, 3, etc) should be the first page of your introduction or first thesis chapter.

Arabic numerals continue throughout all appendices.

# PAGE NUMBERING: FORMATTING TIPS

The easiest way to get your page numbers correct is to use the Word template from our webpage and replace the text with the relevant text from your thesis.

However, if you don't want to use the template, you can use "sections" in Word:

- Go to the "layout" tab and select "breaks."
- Add a new section after the first two pages (title and blank page), then go to "insert" > "page numbers" > "format" and change the numbering to start on iii.
- Then, create another new section before chapter 1 and format its numbering to start on 1.

# FORMATTING BASICS

The following are basic rules that all students should follow when composing their documents.

1. Margins should be 1 inch all around, and page numbers should be centered 1/2 inch from the bottom of the page.

2. Font should be a standard serif font, between 10 and 12 point in size. Style and size should be consistent throughout your document. Figure and table captions can be 6pt or bigger.

3. Line spacing should be consistent 1.5. Figure and table captions and references can be single or 1.5 spaced.

## MORE BASICS

The following are basic rules that all students should follow when composing their documents.

1. Use "widow/orphan control" in word to avoid isolated text. Also ensure your references do not break the page.

2. Please avoid footnotes and endnotes. If you have a citation that you need to include, incorporate it into your introduction paragraph.

3. Supplemental materials should be included as appendices, and go at the end of your document.

# TABLE OF CONTENTS: FORMATTING TIPS

The easiest way to generate a usable Table of Contents (TOC) is to have Word make it for you. To do this, use "styles" under the Home tab:

Change all of your headings to a "Heading" Style. You can use what Word has preset and then change the font and size, or (maybe easier) you can create your own custom Heading style in bold size 12 font.

Then, go to "references" > "table of contents" and insert. Again, you can use a preset template and change the font, size, color, and centering to match the rest of the document, or (again, maybe easier) you can create your own custom template with a standard size 12 font.

When you make edits to your thesis, the TOC will likely need to be updated, too. This is easy to do by simply hovering and clicking on "Update Table." Make sure if you're not using a custom template that you change the font to be correct afterward.
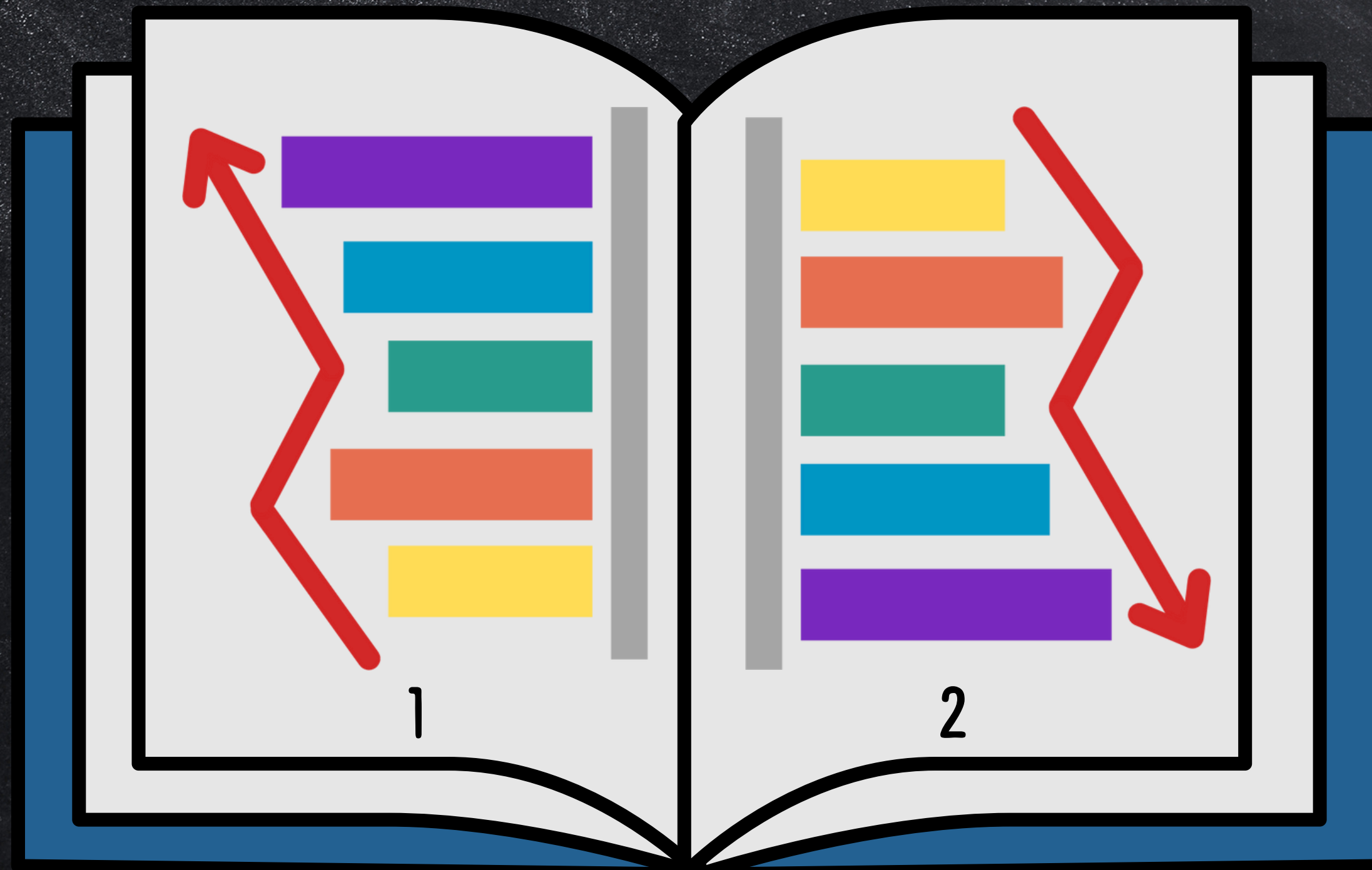
# CITATION STYLES

You may use the style that is preferred by your department and committee for your discipline. We will only be looking for consistency throughout your references section(s). Below are the styles that we see most often.

APA is generally used in the social and behavioral sciences.

IEEE is generally used by Engineering, Computer Science, and Information Technology

MLA is generally used in the humanities.

Chicago/Turabian style is generally used by Business, History, and The Fine Arts.

# DOCUMENT STYLES

It is important to know what style of work you are submitting. This will help us best address your questions, and it will help you follow the correct formatting guidelines and templates. The styles below are standard, but if you are doing something different, please let us know!

## DISSERTATION

{ Monograph Style
(like a book)

Manuscript Style
(compilation of papers) }

## THESIS

{ Monograph Style
(like a book)

Manuscript Style
(compilation of papers)

MFA Style
(Script, compilation of poems, etc.) }

## PROJECT

{ Monograph Style
(like a book)

Presentation Style
(art, design, photographs, code, etc) }

# KEY ELEMENTS

- Numbered Chapters (like a book!)
  - Chapter one will be your introduction, if you have one, or your first body chapter.
- Figures and tables are embedded, and should appear within a page and a half of the first time they are mentioned.
- References are a separate section, and will not be numbered as a chapter.
- Appendices will have their own numbering system and will go at the very end.

MONOGRAPH STYLE

# KEY ELEMENTS

MANUSCRIPT STYLE

- Each paper is a chapter
    - If you have chapters within each paper, they will be listed as subsections.
- Chapter 1 will be your general introduction and overview of all of the papers together, and your last chapter will be general conclusions.
    - If you only have one paper, your whole work will be one chapter, with an introduction at the beginning that contains the citation for the paper.
- References, figures, and tables will be subsections at the end of each chapter.
    - Figures and tables will not be embedded in the text.
- Appendices will still go at the end, and have their own numbering system.

# MFA STYLE

# KEY ELEMENTS

- Numbered chapters are not required.
- Typically, you will have an introduction or artist's statement at the beginning, and then your work, and then any relevant appendices.
- For these types of documents, there is a lot of creative wiggle room, so work with your committee on overall style.
- We will not change the style of your document, but we will still check for overall formatting consistency.

AUTHORSHIP & COPYRIGHT

# AUTHORSHIP

You are the sole author of your Dissertation/Thesis/Project. Even if you have worked with co-authors on individual papers, you are putting them together in this specific manner yourself.

Cite each paper and explain your contribution to the paper in the general introduction. If you are not the first author, you might consider a monograph style where you present the work you contributed to the paper as a chapter.

If you have other papers you contributed to as a graduate student, you may cite them in your introduction, and you may also include them as appendices

# COPYRIGHT INFO

- You retain ownership of your work, unless you have signed an agreement with a journal/publisher granting them your copyright.
- UAF retains the right to reproduce or display your thesis for educational purposes.
- You must complete the copyright page in the ETD process, but you do not have to request ProQuest to register your copyright.
  - If you would like ProQuest to register your copyright, there will be an additional $75
  - Alternatively, you can instead register your copyright directly at the U.S. Copyright Office (www.copyright.gov/eco/) for a filing fee*

*Fees will vary based on the type of registration you need

# OTHER CONSIDERATIONS
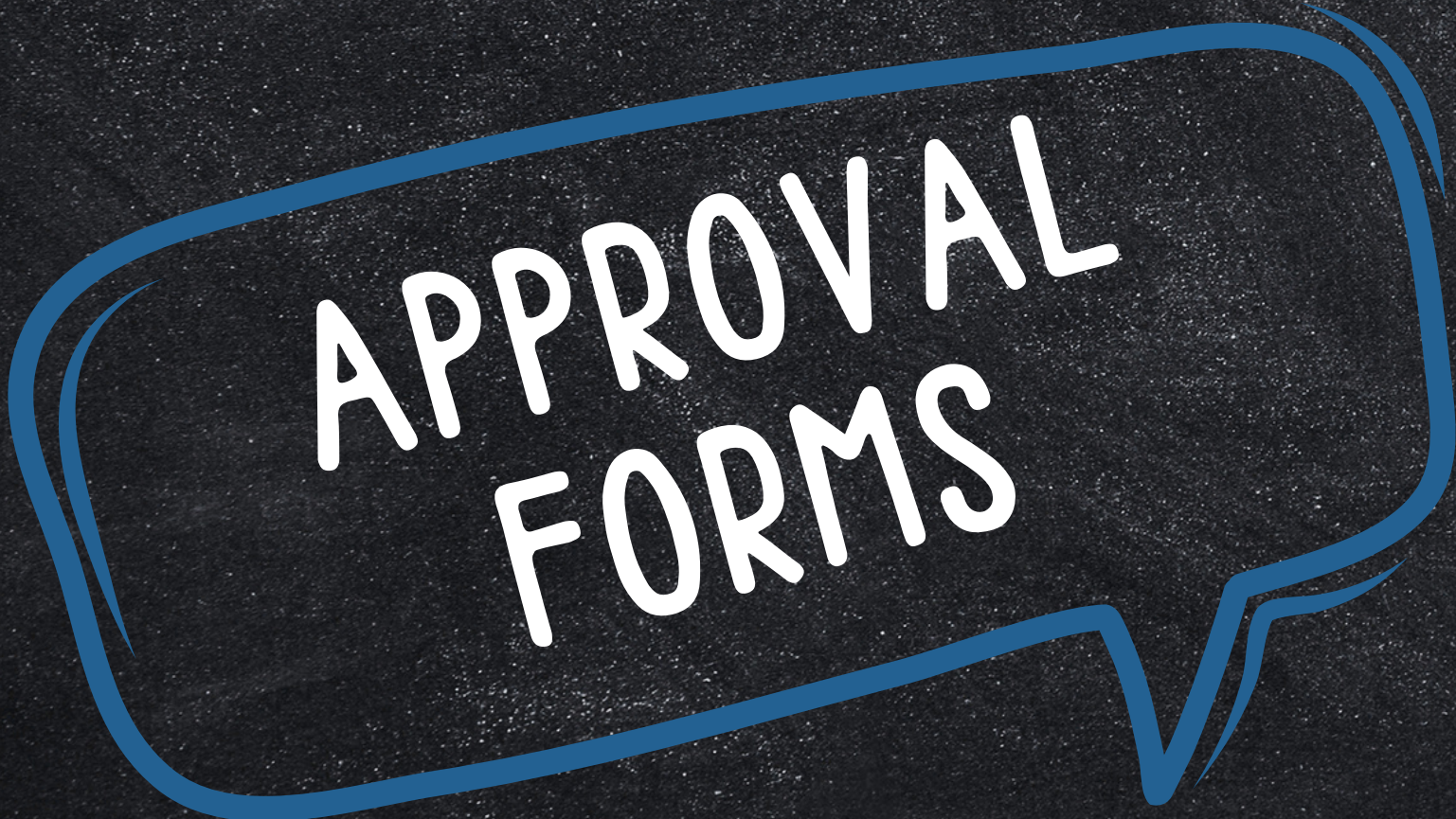
## Use of copyrighted material

1. Fair use allows reproduction and other uses of copyrighted works – without requiring permission from the copyright owner – under certain conditions. In many cases, you can use copyrighted materials for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research.

2. If you require permission, please obtain "Hard copy" or written permission. This can come in the form of a letter, e-mail, etc. Include permission as an Appendix.

## Research approvals

IRB/IACUC/Biosafety, etc. Approvals are included in the dissertation/thesis/project. We recommend that you mention the approval number in the introductory chapter and include a copy of the approval letter as an Appendix.

SUBMITTING YOUR WORK!

# APPROVAL FORMS

All students must complete the following steps:

1. Successfully defend your thesis, dissertation or project, and complete the Report on Defense form in NextGen

2. When your document is ready for approval, begin your approval form in NextGen. Please ensure you have enough time for all signatures to be completed. Deans and Department Chairs typically require 2 weeks each to review your work.

3. Ensure you have all of the necessary signatures on your approval form before submitting to ProQuest. This is all committee members, Department Chair, and Dean. The form then comes to us for final approval.*

*Please note that we will not sign your form until your work has been cleared

# NAMING YOUR DOCUMENT

Please use the standard naming convention outlined below, to avoid confusion, as we work through different versions of your document.

LastName_TypeofWork_Date_VersionNumber

For Example:
Stark_Thesis_May25_V1
Collins_Dissertation_Dec24_FINAL
Fury_Project_Aug24_V4

FOR PROJECTS

# SUBMISSION PROCESS

1. Once all signatures have been obtained on your Approval form, you are ready to submit!
2. Ensure your file is in a PDF format with the proper naming style
3. You will submit to jotform, via the link below
https://form.jotform.com/63565402948160
4. Fill out the form in its entirety
5. Upload your project as a PDF and submit!

FOR THESES & DISSERTATIONS

# SUBMISSION CHECKLIST

When you are ready to submit, please review the checklist on the last page of our handbook. The checklist contains everything we will be looking for when we review your paper. Below are some but not all) of the key items, for reference. Overall we are looking for CONSISTENCY!

- Properly formatted title page, followed by a blank page
- Copyright page as the first numbered page
- Consistent 1" margins throughout
- Font consistency
- Table of Contents, List of Figures, and List of Tables are properly formatted with entries matching the correct pages
- Page numbers are all 1/2 inch from the bottom, in the same font and size as your body text
- Minimal unnecessary blank space
- Complete reference section, with corresponding in-text citations

# SUBMISSION PROCESS

1. Once all signatures have been obtained on your Approval form, you are ready to submit!
2. Ensure your file is in a PDF format with the proper naming style
3. Go to http://www.etdadmin.com/uaf/
4. Follow the instructions to create an account
5. Once you are logged in, there should be instructions on the landing page
   a. There will be a "submit new dissertation/thesis" link at the bottom of the page

The next slide will walk you through these steps

# COMPLETE STEPS TO SUBMIT

There is a checklist on the left hand side of the page; you can complete these steps in any order

1. Select the publishing type you want
    a. Traditional publishing is free
    b. Open Access publishing $95
2. You will then have the option to delay publishing
3. Fill out and accept the publishing agreement
4. Fill in your personal information
5. Fill in the information about your thesis
6. Enter your committee chair and members information
7. Upload your PDF
8. Include any copyright documentation necessary
9. Upload any supplementary materials
10. Sign and upload the Graduate School publishing agreement
11. Include any notes for us you may have
12. You may file copyright with proquest
    a. This is optional, and will cost $75
13. You will have the option to order a hardcopy
    a. Cost will vary depending on materials

AFTER YOU SUBMIT

# POST-SUBMISSION STEPS

1. The Graduate School reviews your document for formatting and reference/citation errors.
2. You will receive an e-mail message with a link to an updated PDF with notes.
3. You have one week (5 business days) from receipt of the email to make the necessary changes and to submit the corrected thesis. (the previous steps may repeat a few times before moving on to final submission)
4. You upload your final thesis/dissertation into ProQuest, or final project into JotForm.
5. The Graduate School checks to make sure all the required corrections are made. Please remain accessible and available.

# POST-SUBMISSION STEPS, CONT.

6. The Graduate School Director signs the Thesis/Dissertation Approval form – your document is now officially approved!

7. The Graduate School approves your work in ProQuest or JotForm.

8. You receive an email notifying you that your thesis has been approved and UAF Degree Services is notified that the dissertation/thesis/project requirement as been met.

9. Thesis (699) or Project (698) grades are changed from deferred (DF) to pass (P) on your transcript.

10. Degree Services will complete a final degree audit to confirm that all requirements for your degree have been met and post your degree to your transcript. You should receive your diploma in the mail in about a month!