

ETDR review checklist (before K-REx submission)

(You can also use an ETDR Request Form to ask for a preliminary review: k-state.edu/grad/etdr/request)

Required changes for 2017 and on

- 1. Title has “Sentence case” format:** Capitalize the first word and proper nouns. For details: k-state.edu/grad/etdr/create/sentencecase.html
- 2. Author name:** Capitalize Each Word
- 3. Abstract maximum limit:** 500 words
- 4. Copyright** statement is on one line (see below)

Title page

- Thesis** has 1 title page and 1 abstract.
Title page shows A THESIS or A REPORT.
- Dissertation** has 2 title pages and 2 abstracts.
1st title page: AN ABSTRACT OF A DISSERTATION
2nd title page: A DISSERTATION
2nd title page lists major professor(s).
- Previous degrees are in chronological order.**
Format: Degree abbreviation, institution, year
Examples:
B.S., Iowa State University, 2012
M.A., Colorado State University, 2015
- Degree being earned** is in ALL CAPS and matches K-State’s degrees: k-state.edu/grad/academics
- Departments, colleges, or academic programs** must match K-State’s official academic names: k-state.edu/directories/academic.html
- KANSAS STATE UNIVERSITY** is in ALL CAPS.
- Graduation year only** (NOT month or day).
- “Approved by” section:** Right-justified and blank line after “Approved by”.

Sample title page

Social-psychological perceptions of the Powercat logo at K-State

by

Will E. Wildcat

B.S., Kansas State University, 2010

A THESIS

submitted in partial fulfillment of the requirements for the degree

MASTER OF SCIENCE

Department of Psychological Sciences
College of Arts and Sciences

KANSAS STATE UNIVERSITY
Manhattan, Kansas

2017

Approved by:
Major Professor
Dr. Who Knows

Co-major professors: Optional horizontal format

Approved by:	Approved by:
Co-Major Professor John Wheaton	Co-Major Professor Sunny Fields

Tip: Insert a 2-cell horizontal table 6.5 inches wide. Turn borders off. Set View Gridlines on (so you can see the table but it will not print). Set left cell to left-justified. Set right cell to right-justified.

Copyright page *(optional, but the Graduate School strongly recommends)*

Serves as a reminder that your work is copyrighted. Required if you plan to register copyright through U.S. Copyright Office or during ProQuest dissertation submission.

Copyright

© Will E. Wildcat 2017.

- 2017 format:** Copyright symbol, author name, year, and a period at the end.
- Author name and year** should match name/year shown on Title page(s).

Co-major professors: Vertical format

Approved by:

Co-Major Professor
Sunny Fields

Approved by:

Co-Major Professor
John Wheaton

Table of Contents

- Starts with List of Figures.** If chapters have no figures (or tables), delete the List of Figures (or List of Tables).
- Does NOT include** Copyright, Abstract, or Table of Contents
- Pages before Chapter 1** show Roman numerals
- Chapter 1** starts on Page “1”

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Document format

- Chapters, appendices, etc.** each start on a new page.
- All pages in required order** (see **Page order** at right).
- Consistency** is required on headings, captions, margins, line spacing, paragraph alignment, etc.
- Bibliography, references, or citations:**
 - Can be at end of each chapter, after final chapter, or both.
 - A blank line must follow each citation.
- Page margins are 1 inch.** Left margin may be increased to 1.5 inches for binding larger documents.
Exception: Tables and images may extend into the left and right margins as long as each margin is a half-inch minimum.

PDF conversion

- Word process: **File > Save as > Save as type: PDF > Save**
- (Optional) To add bookmarks in your PDF for functionality (like the Navigation Pane in Word): **Save as type: PDF > Options > Create bookmarks using > Headings > OK**
- Dissertations only:** Embed fonts in the PDF for ProQuest. Macs embed fonts automatically. On Windows computers, use this process in Word 2016:
 1. **File > Save as > More options > Set “Save as type” to PDF**
 2. **Options > Checkmark ISO....(PDF/A) > OK > Save**
- Check the PDF for conversion problems:**
 - Verify every image is correct.
 - Remove any blank pages.
 - Fix awkward page breaks (in Word: use *Ctrl-Enter*).

Submitting PDF to K-REX (krex.k-state.edu)

- Document must be in PDF format.**
- Required filename:** FirstnameLastnameYYYY.pdf with complete first name, complete last name, NO spaces, and YYYY format for the year.
Example: WilliamWildcat2017.pdf

Page order and numbering

- Dissertations** have an extra title page and abstract page.
- Page numbering** begins counting on the first page but does NOT display.
- Table of Contents:** Page numbering displays at bottom as Roman numerals (i, ii, iii), centered or right-justified.
- Chapter 1:** Page numbering displays as Arabic numerals (1, 2, 3).

FAQs

Are there limits on pages or file size? No.

What if I don't use figures? Delete the List of Figures page.

Where should other “List” pages be put? After the List of Figures and List of Tables, if those are being used.

What's a Preface? An optional statement of purpose, scope, or introductory info.

What if I want an Introduction before Chapter 1? Start the introduction on Page 1.

What are appendices for? Supplemental data such as:

- Surveys
- Forms
- Copyright permissions
- Data sets
- Computer code
- etc.

Dissertations only First title page (for ProQuest)
Dissertations only First abstract (for ProQuest)
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Abstract for thesis or dissertation
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