

ETDR review checklist catches 99% of errors before K-REx submission

ETDR consultant can also review. Use request form k-state.edu/grad/etdr/request, attach file with paperclip icon.

Latest changes 2017-2018

- 1. **Title must be in "Sentence case"** capitalizing the first word and proper nouns and names. k-state.edu/grad/etdr/create/sentencecase.html
- 2. **Author name** must be Capitalize Each Word
- 3. **Abstracts have no word limit** as of spring 2018
- 4. **Copyright** author and year is on one line

Title page

- Thesis** must have 1 title page and 1 abstract. Title page must have A THESIS or A REPORT.
- Dissertation** must have 2 title pages, 2 abstracts. 1st title page: AN ABSTRACT OF A DISSERTATION 2nd title page: A DISSERTATION and must include name of major professor or co-major professors
- Previous degrees must be chronological order.** *Required:* Abbreviation of degree, institution, year *Examples:*
B.S., Any State University, 2015
M.A., Another State University, 2017
- Degree being earned** must be ALL CAPS and match degrees at k-state.edu/grad/academics
- Names of departments, colleges, or programs** must match K-State official academic names at k-state.edu/directories/academic.html
- KANSAS STATE UNIVERSITY** must be ALL CAPS.
- Graduation year** (no month or day)
- "Approved by" section** must be right-justified and with a blank line below "Approved by".

Sample title page from 2017

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

Horizontal format for Co-Major Professors

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, and right cell to right-justified.

Copyright page *(optional, but strongly recommended by Graduate School)*

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

© Abigail J. Adams 2018.

- Required order:** Copyright symbol, author, year, and an end-period.
- Author full name and year** should match name/year shown on Title page(s).

Vertical format for Co-Major Professors

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”

List of Figures.....v	v
List of Tables.....vi	vi
Acknowledgements.....vii	vii
Dedication.....viii	viii
Chapter 1.....1	1

Document format

- Chapters, appendices, etc.** must start on a new page.
- All pages must be in required order** (see pages 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)* **Add bookmarks in your PDF** for functionality, similar to the Navigation Pane in Word. Save as type: **PDF > Options > Create bookmarks using > Headings > OK**
- Dissertations must embed fonts** in the PDF for ProQuest. Macs embed fonts automatically (hooray!). Windows embeds fonts with 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.
 - To fix awkward page breaks in Word: *Ctrl-Enter*

Submit ETDR in PDF to K-REx (krex.k-state.edu)

- Must be in PDF format** (.pdf file extension)
- Filename format must be** FirstnameLastnameYear.pdf with author’s first name, complete last name, NO SPACES, and YYYY format for the year.
Example: AbigailAdams2018.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 number at bottom is Roman format (i, ii, iii). Can be centered or right-justified.
- Chapter 1:** Page number at bottom is Arabic format (1, 2, 3).

FAQs

Are there limits on pages or file size? No.

What if I don’t have figures? Delete the List of Figures page.

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

What’s a Preface? Optional introductory statement of purpose, scope, or information.

Want an Introduction before Chapter 1? Start the introduction on Page 1.

Appendices for what? Supplemental data!

- Surveys and forms
- [Copyright permissions](#)
- Data sets
- Computer code
- Large tables, etc.

<u>Dissertation first title page</u> for ProQuest
<u>Dissertation first abstract</u> for ProQuest
Title page thesis/dissertation
Copyright
Abstract thesis/dissertation
Table of Contents
iv
List of Figures
v
List of Tables
vi
Acknowledgements <i>(optional)</i>
vii
Dedication <i>(optional)</i>
viii
Preface <i>(optional)</i>
ix
Chapter 1
1