

Preparation and Submission Manual for Doctoral Dissertations and Master's Theses "Bluebook"

Graduate Council Office of Graduate Studies 2009

Dear Member of the UCSD Graduate Student Community:

All of us at the Office of Graduate Studies are delighted that you are approaching the completion of your graduate work. The doctoral dissertation or master's thesis that you are working on will preserve for posterity your creativity and your contributions to original scholarship. As such, it is a document that should be carefully prepared to make it as accessible as possible to future scholars and researchers who seek to consult it. As well as being a volume of which you can be proud, your dissertation or thesis will be preserved in digital form and made available to scholars worldwide, including by on-line access, microfilm and inter-library loan programs.

For all of these reasons, the University has adopted uniform requirements that enhance legibility to guide the preparation, submission and dissemination of doctoral dissertations and master's theses at UCSD. This manual outlines these requirements and I urge you to familiarize yourself with them thoroughly before starting to prepare your dissertation or thesis in final form. It will save you time in the long run, because your dissertation or thesis cannot be accepted by my office unless and until you follow the guidelines detailed herein.

It is our mission to make this process as painless for you as we can (we know that just writing the document is hard enough!) by providing all the information that you will need to comply with formatting requirements. If you find any part of these instructions unclear or confusing, or if you have any other questions whatsoever, my staff stands ready to assist. Please do not hesitate to contact our office at (858) 534-9012, where my staff will be more than happy to address any questions or problems you may have.

We congratulate you on reaching this milestone of graduate study where the products of your hard work and dedication will enter the permanent scholarly record. My staff and I wish you great success in this important final stage of completing your degree.

With warm regards,

Kim E. Barrett
Dean of Graduate Studies

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I.

Academic Senate Policy and Student Responsibility for Doctoral Dissertations and Master's Theses

Doctoral dissertations and master's theses submitted to UCSD must meet the requirements set by Graduate Council of the University of California, San Diego for the degree candidate to be eligible for a graduate degree. A doctoral dissertation must be the result of original research conducted in the candidate's specialization and must be approved in its entirety by the student's doctoral committee. A master's thesis must be a significant research work that must be approved in its entirety by the master's committee.

Students and their committee members are responsible for everything contained in the manuscript. The complete doctoral dissertation or master's thesis must be submitted to the members of the student's supervising committee for their review and final approval. This includes all preliminary pages or front matter (e.g., the preface, dedication, acknowledgements), the main body of text (including any charts or other inserted matter), and the back matter (e.g., the notes, bibliography, appendices). It is the responsibility of all committee members to read the entire content of the doctoral dissertation or master's thesis before approving. Nothing can be added once the committee has given final approval as indicated by their signatures on the signature page. Only after the committee members have reviewed and approved the final copy of the doctoral dissertation or master's thesis in its entirety may it be submitted.

The submission of the doctoral dissertation or master's thesis is the last step leading to the award of the degree. The finished manuscript is a scholarly work that is the product of extensive research and related preparation. The two final copies of the doctoral dissertation or master's thesis or the electronic copy of the dissertation or thesis, preserved by the UCSD Libraries, becomes the official and permanent record, available to other researchers and faculty.

For these reasons, the Graduate Council has established criteria for uniformity in physical format which have been compiled in this manual. **These are the minimal requirements to which all doctoral dissertations and master's theses must conform in order to be accepted.** To ensure that all of these requirements are met, and to become thoroughly familiar with these instructions students should read this manual in full. Questions may be directed to the Academic Affairs Advisers of the Office of Graduate Studies (OGS) at (858) 534-9012. Preliminary and final meetings with OGS Academic Affairs Advisers are mandatory.

Students are expected to submit a draft of the doctoral dissertation or master's thesis to each member of the doctoral or thesis committee at least one month before the scheduled defense. Students are strongly encouraged to schedule their preliminary appointment with the OGS Academic Affairs Advisers during this time. The student's defense is conducted by the committee members. After the committee members' approval, the doctoral dissertation or master's thesis must be prepared in finished form

for reproduction as outlined in this manual. Following a successful examination, students submit the approved doctoral dissertation or master's thesis to OGS for certification. Then the work is submitted to the University Archivist in the Mandeville Special Collections Library in Geisel Library, who accepts it on behalf of the Graduate Council. Acceptance of the doctoral dissertation or master's thesis by the University Archivist, whether in paper or electronic format, and filing the Final Report with OGS are the final steps in the completion of all requirements by the student.

II.

Specifications of the Doctoral Dissertation and Master's Thesis

The specifications in the following pages were adopted in consultation with Geisel Library and based on the publication standards of ProQuest. These standards assure uniformity in doctoral dissertations and master's theses to be archived in the Mandeville Special Collections Library in Geisel Library, as well as to ensure the widest possible dissemination of student-authored knowledge.

Legibility and Appearance

The original doctoral dissertation or master's thesis must be produced using a typeface or font that is highly legible, dark enough to reproduce clearly, and large enough to be readily readable on microfilm. The doctoral dissertation or master's thesis must be free of streaks, smudges, or any extraneous marks. White-out and correction tape are not acceptable. Interlineations and hand corrections are not acceptable.

Paper

If filing the doctoral dissertation or master's thesis on paper it must be on material that will not decompose on the shelf and must be prepared such that it can be readily reproduced and will microfilm well. Students must provide to OGS two copies of the complete doctoral dissertation or master's thesis on white, letter-sized paper (8.5" x 11"), 100% cotton, 20- or 24-pound bond. See Chapter V for information on handling oversize materials such as maps and music scores.

Students will need additional copies of the title page and abstract to be delivered to OGS. Ph.D./D.M.A./Ed.D. students filing a paper copy need three copies of the title page and four copies of the abstract. Ph.D./D.M.A./Ed.D. students filing electronically do not need any copies of the title page, but will need three copies of the abstract (For more information on filing electronically refer to Chapter VI). Joint Ph.D./Ed.D. students filing a paper copy need four copies of the title page and four copies of the abstract. Joint Ph.D./Ed.D. students filing electronically need one copy of the title page and four copies of the abstract. M.A./M.S./M.F.A. students filing a paper copy need two copies of the title page and three copies of the abstract. M.A./M.S. students filing electronically do not need any copies of the title page, but will need three copies of the abstract. These copies do not need to be on 100% cotton bond paper.

Minimum Margins

Large margins are necessary because of the binding process for paper copies. Students may set larger margins but must be sure that the final text lies well within these guidelines.

- TOP LINE OF TYPE = 1" from top of paper
- BOTTOM LINE OF TYPE = 1.25" from bottom of paper

- LEFT = 1.5" (this margin is wider for binding requirements and microfilming)
- RIGHT = 1"

Except for page numbers, nothing must intrude into the margins. Remember, these are minimum requirements. It is recommended that students increase these slightly when formatting the word processing program, e.g. 1.6" left, 1.1" right. This allows for print magnification at time of photocopying as well as any printer feed problems.

These minimum specifications also apply to all figures, charts, graphs, illustrations and appendices. When oversize materials are used, the same margin measurements must be maintained. For facing caption pages, reverse the right and left margins, leaving 1.5" on the right and 1" on the left.

Font and Font Sizes

A font size of at least 10 must be used for the text; students may choose one of the following fonts sizes: 10pt, 11pt or 12pt. Standard fonts are Arial, Century Gothic, Helvetica, or Times New Roman. A font size of at least 10 must be used for footnotes and captions.

Italics may be used in the text and the preliminary pages for emphasis, usually a single word or phrase. If students are formatting their doctoral dissertation or master's thesis in the Modern Language Association (MLA) format, headers in italics are allowed.

Colored text is not permitted. All text, including web-site links, must be in black.

Page Numbers

The first page number of every chapter is centered at the bottom of the page, 0.5" from the bottom edge. Subsequent pages are numbered at the upper-right corner, 0.5" from the top and lined up with the right margin. Facing caption pages are numbered at the upper-left corner, 0.5" from the top and lined up with the left margin.

- BOTTOM/CENTER PAGE NUMBERS = 0.5" from bottom of paper
- TOP/RIGHT PAGE NUMBERS = 0.5" from top and lined up with the 1" right margin (if the right margin has been increased to 1.1" set the page numbers at 1.1" as well)

Pagination

Except where noted below, each page of the entire doctoral dissertation or master's thesis must be numbered consecutively; pages should be numbered according to the following standards:

- Neither the title page nor the blank or copyright page is to be numbered; however, the two pages are counted when numbering the preliminary pages that follow.
- The signature page is always numbered as page "iii".
- The preliminary pages following the title and blank or copyright pages must be numbered consecutively beginning with lower case roman numeral "iii" on the signature page. All preliminary pages

are to be numbered using lower case roman numerals (following the title and blank or copyright pages, begin with iii, iv, v, vi, etc.). This includes the signature page, dedication, epigraph, table of contents, list of abbreviations, list of symbols, list of illustrations, list of figures, list of schemes, list of tables, list of photographs, prefaces, acknowledgements, vita (required for doctoral dissertations), and the abstract. The page numbers must be placed at the bottom of the page and centered 0.5” from the bottom.

- The main body of the text and any back matter must be numbered consecutively with Arabic numerals beginning with “1” (1, 2, 3, etc.), including text, illustrative materials, notes, appendices and bibliography. The first page of each main section (chapters, appendix, and references at end of entire work) is numbered at the bottom of the page and centered; all other pages are numbered in the top right corner.

Correct pagination (no missing pages, blank pages, or duplicate numbers or pages) is required for the doctoral dissertation or master’s thesis to be acceptable.

One-sided Printing Required

The doctoral dissertation or master’s thesis must be printed on only one side of the page; two-sided printing is not allowed. **The draft for the preliminary appointment must be one-sided as well.** Nothing should be on the back of the pages.

Double Spacing of Text Required

All textual materials in the main body of text should be double-spaced. The first line of each paragraph must be indented one 0.5” tab. Long quotations, footnotes, text that appears within figures or tables or maps, bibliographies and captions may be single-spaced. Survey instruments and other materials used by students to conduct research that are reproduced in an appendix may be single-spaced. The vita may also be single-spaced.

Doctoral Dissertation and Master’s Thesis Written in a Foreign Language

The doctoral dissertation or master’s thesis must be written in English, with the exception that students specializing in German, French, or Spanish literature may write the doctoral dissertation or master’s thesis in the respective language.

Students in other disciplines must seek permission to write their doctoral dissertation or master’s thesis in a language other than English. To do so, immediately after advancement to candidacy, students must submit to the Dean of Graduate Studies a letter approved by the committee chair, all committee members, and their graduate program chair. All committee members must have a reading knowledge of the language presented in the doctoral dissertation or master’s thesis.

There must be legitimate reasons for substituting English with a foreign language such as subject matter, special primary audience, publication arrangements, academic position in a foreign country, historical or literary value, or principal language(s) used in

the documents to be analyzed and interpreted. Inability to write in English is not a valid reason.

Abstracts for Foreign Language Doctoral Dissertations and Master's Theses

If the doctoral dissertation or master's thesis is approved to be written in a foreign language, students must submit two abstracts. One must be approximately 1000 words and in English. The other (350 word limit for a doctoral dissertation and 250 words for a master's thesis) must be written in the language of the doctoral dissertation or master's thesis.

Freestanding Chapters

In some circumstances, the nature of the doctoral dissertation or master's thesis may naturally lead to its division into chapters that can be self-contained or freestanding and that may constitute material essentially ready for submission for publication. Such a division is an acceptable alternative to the customary format but is subject to the following restrictions:

- The doctoral dissertation or master's thesis will contain a general abstract and may contain a general introduction to the subject of research.
- Each chapter may have an abstract, introduction, and subsequent subsections in the style usually followed in the particular discipline.
- All chapters must utilize the same editorial style for footnotes, references, and identifications of figures, equations, and other material, as well as for the location of footnotes, references and figures.
- The figures, tables and appendices must carry chapter identification or be consecutively numbered.

III.

Organization of Doctoral Dissertations and Master's Theses

Preliminary Pages

Except for the title page and blank or copyright page, all preliminary pages are numbered with lower case roman numerals at the center bottom of the page. Pages are numbered in sequence, and page numbers are centered and placed 0.5" from the bottom of the edge of the page. Sample preliminary pages appear in this manual. Students must follow the general layout used in the sample preliminary pages, but substitute their own name, title, committee members, etc.

Title Page

- The name of the institution conferring the degree – UNIVERSITY OF CALIFORNIA, SAN DIEGO – should appear at the top of the title page.
- The title should be specific, unambiguous, and descriptive of the research, with easily identifiable key words that will ensure electronic retrieval.
- Scientific titles must use words, not symbols, formulas, superscripts or Greek letters in the title.
- Doctoral students should refer to their document as a dissertation. Master's students should refer to their document as a thesis.
- "in" should be all lowercase and on a line alone.
- The degree title listed should be the degree title that UCSD will actually confer; if unsure, contact your Graduate Coordinator.
- "by" should be all lowercase and on a line alone.
- Students should list their name as it appears on file with UCSD's Office of the Registrar and follow this format throughout the doctoral dissertation or master's thesis.
- All committee members must be listed, chair first, using the generic title Professor. If professor is not appropriate for all committee members, list all names without any titles. Alphabetize all members listed after chair. Indent all committee members 0.5" from "Committee in Charge". (NOTE: This section is the only section of the title page that is not centered.)
- Degree year: Students must use only the year of the quarter of degree conferral.
- The title page is not numbered, although it is counted as page "i" in the sequential numbering of the preliminary pages. The title and blank or copyright pages are the only manuscript pages without page numbers.

Top Margin 1.0"

UNIVERSITY OF CALIFORNIA, SAN DIEGO

This is the Title of My Dissertation

A dissertation submitted in partial satisfaction of the
requirements for the degree Doctor of Philosophy/Doctor of Musical Arts/
Doctor of Education

in

My Degree Title

by

My Full Legal Name

Committee in charge:

Professor Eta Theta, Chair
Professor Gamma Delta, Co-Chair (*if applicable*)
Professor Lamda Kappa
Professor Iota Mu
Professor Epsilon Zeta

2008

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Right
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Bottom Margin 1.25"

Top Margin 1.0"

UNIVERSITY OF CALIFORNIA, SAN DIEGO

SAN DIEGO STATE UNIVERSITY

CALIFORNIA STATE UNIVERSITY, SAN MARCOS *(if applicable)*

This is the Title of My Dissertation in a Joint Doctoral Program

A dissertation submitted in partial satisfaction of the
requirements for the degree Doctor of Philosophy/ Doctor of Education

in

My Degree Title

by

My Full Legal Name

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Committee in charge:

University of California, San Diego

Professor Alpha Epsilon, Co-Chair *(if applicable)*
Professor Gamma Delta

San Diego State University

Professor Iota Kappa, Chair
Professor Epsilon Zeta

California State University, San Marcos *(if applicable)*

Professor Lamda Mu
Professor Beta Zeta

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2008

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Top Margin 1.0"

UNIVERSITY OF CALIFORNIA, SAN DIEGO

This is the Title of My Thesis

A Thesis submitted in partial satisfaction of the requirements
for the degree Master of Arts/Master of Science/Master of Fine Arts

in

My Degree Title

by

My Full Legal Name

Committee in charge:

Professor Eta Theta, Chair
Professor Gamma Delta
Professor Epsilon Zeta

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2008

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Copyright Notice (optional)

Students who are planning to register their copyright can include a separate page for the statement of copyright. The use of a copyright notice is no longer required under U.S. law, but is considered important and beneficial because it informs the public that the work is protected by copyright, identifies the copyright owner, and shows the year of first publication. Students should use the same form of their name as it appears on the title page. All information on the copyright notice should be centered and at the bottom of the page. For more information on copyrights see Chapter IV or visit www.copyright.gov.

Students who do not wish to include a copyright notice within their doctoral dissertation or master's thesis must include a second page, regardless. In this instance, the second page will be blank. This page does not have a page number.

Top Margin 1.0"

SAMPLE

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1.5"

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Margin
1"

Copyright (or ©)

Your Full Legal Name, 2008

All rights reserved.

Bottom Margin 1.25"

Signature Page

Students must submit one signature page with original committee members' signatures in permanent black or blue ink. Black ink is preferred for greater permanence. (No other color ink is acceptable.) The signatures must correspond to the names of committee members listed on the title page. The committee chair signs on the bottom line.

This page is always numbered page iii. Page numbers from here forward in the preliminary pages of the document will vary for individual students, depending on which of the optional pages described below students choose to include. The numbers must be internally consistent for the document.

There is no header on the signature page. The text above the signatures is either left justified or justified. The text below the signatures is centered. All information should be centered on the page vertically.

Top Margin 1.0"

The Dissertation of Your Full Legal Name is approved, and it is acceptable in quality and form for publication on microfilm and electronically:

Co-Chair (if applicable)

Chair

University of California, San Diego

2008

Page Numbers for first page of each section & Preliminary Pages 0.5"

iii

Bottom Margin 1.25"

Left Margin
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Margin
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Top Margin 1.0"

The Dissertation of Your Full Legal Name is approved, and it is acceptable in quality and form for publication on microfilm and electronically:

Co-Chair (if applicable)

Chair

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University of California, San Diego

San Diego State University

California State University, San Marcos *(if applicable)*

2008

Right
Margin
1"

Top Margin 1.0"

The Thesis of Your Full Legal Name is approved and it is acceptable in quality and form for publication on microfilm and electronically:

Left Margin 1.5"

Chair

University of California, San Diego

2008

Right Margin 1"

Page Numbers for first page of each section & Preliminary Pages 0.5"

iii

Bottom Margin 1.25"

Optional Preliminary Pages

All preliminary pages must have consistent headers (text, size, capitalization, placement, etc.). Note, the header on the title page and the abstract must match each other and may only be in the format used on the sample pages.

Dedication

This section may be used to dedicate the doctoral dissertation or master's thesis to someone or to acknowledge particular persons. Within the usual margin restrictions, any format is acceptable for this page.

Epigraph

An epigraph is a quotation that is pertinent but not integral to the text. Within the usual margin restrictions, any format is acceptable for this page.

DEDICATION

In recognition of reading this manual before beginning to format the doctoral dissertation or master's thesis; for following the instructions written herein; for consulting with OGS Academic Affairs Advisers; and for not relying on other completed manuscripts, this manual is dedicated to all graduate students about to complete the doctoral dissertation or master's thesis.

In recognition that this is my one chance to use whichever justification, spacing, writing style, text size, and/or text font that I want to while still keeping my headings and margins consistent.

SAMPLE

Top Margin 1.0"

EPIGRAPH

True ease in writing comes from art, not chance,
As those move easiest who have learn'd to dance.
'T is not enough no harshness gives offence,—
The sound must seem an echo to the sense.

Alexander Pope

NOTE: Three different formatting styles are shown as the various ways the epigraph can be formatted – when formatting the epigraph, students should be consistent with one style

You write with ease to show your breeding,
But easy writing's curst hard reading.

Richard Brinsley Sheridan

Writing, at its best, is a lonely life. Organizations for writers palliate the writer's loneliness, but I doubt if they improve his writing. He grows in public stature as he sheds his loneliness and often his work deteriorates. For he does his work alone and if he is a good enough writer he must face eternity, or the lack of it, each day.

Ernest Hemingway

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Margin 1"

Page Numbers for first page of each
section & Preliminary Pages 0.5"

v

Bottom Margin 1.25"

Table of Contents

All doctoral dissertations or master's theses are required to use a table of contents. If plates or illustrations such as figures, tables, graphs, slides, maps, diagrams, charts, photos, etc., are scattered throughout the doctoral dissertation or master's thesis, make a separate "List of Figures", "List of Illustrations", "List of Tables", etc. to follow the table of contents. Include page numbers. Use proper capitalization and include header and sectional titles exactly as they appear within the doctoral dissertation or master's thesis. (for example, if "Chapter" is used in the text, it must appear in the Table of Contents.)

For **Music** students filing audio recordings, the last entry on the Table of Contents will be:

Recordings on file at Mandeville Special Collections Library (you may choose to list the names of the recording(s) rather than just using the word "Recordings" if you prefer)

For Master of Fine Arts students in **Theatre** filing visual recordings, the last entry on the Table of Contents will be:

The exact title of my thesis on file at Mandeville Special Collections Library

For Master of Fine Arts students in **Visual Arts** filing a catalogue, the last entry on the Table of Contents will be:

The exact title of my thesis on file at Mandeville Special Collections Library

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LIST OF FIGURES (or TABLES, SCHEMES, etc.)

Figure 1.1: insert caption here.....	14
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Note:
if caption is longer than four lines it must be abbreviated on the list
The word Figure (or Table or Scheme, etc.) must be before each caption on the list and before each caption in the text.

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Page Numbers for first page of each section & Preliminary Pages 0.5"

Bottom Margin 1.25"

Acknowledgements

The acknowledgements, along with any other preliminary sections or parts of the doctoral dissertation or master's thesis, must be reviewed and approved by the committee members.

See the section on "Using Published Material" if any portion of the doctoral dissertation or master's thesis was **co-authored, published, has been submitted for publication, or is being prepared for publication**. A paragraph acknowledging all co-authors and publishers is required in the acknowledgements page and as the last paragraph of text at the end of each respective chapter.

The Acknowledgements page is not required if students are not including any portion of text that has been co-authored, published, or is being prepared for publication.

The paragraphs on this page should be double spaced, with the first line of each paragraph indented ½".

ACKNOWLEDGEMENTS

I would like to acknowledge Professor Eta Theta for his support as the chair of my committee. Through multiple drafts and many long nights, his guidance has proved to be invaluable.

I would also like to acknowledge the "Smith Clan" of lab 28, without whom my research would have no doubt taken five times as long. It is their support that helped me in an immeasurable way.

Chapter 2, in full, is a reprint of the material as it appears in Numerical Grid Generational in Computational Fluid Mechanics 2002. Smith, Laura; Smith, Jane D., Pineridge Press, 2002. The dissertation author was the primary investigator and author of this paper.

Chapter 3, in part, has been submitted for publication of the material as it may appear in Education Mechanics, 2007, Smith, Laura; Smith, Jane D., Trailor Press, 2007. The dissertation author was the primary investigator and author of this paper.

Chapter 5, in part is currently being prepared for submission for publication of the material. Smith, Laura; Smith, Jane D. The dissertation author was the primary investigator and author of this material.

Vita, Publications, and Fields of Study

A biographical notice, or vita, is required only of doctoral students. Master's students may include a vita. The following information can be included:

- NOTE: OGS does not recommend including a date of birth.
- Colleges attended and degrees earned. (NOTE: when using the full degree title use "Master" not "Masters".)
- Professional appointments are optional and may include military assignments.
- Publications are optional and may include the title of an unpublished master's thesis.
- Fields of study and names of faculty who supervised research. Group fields into related teaching or research headings where possible. (Optional)

VITA

- 1996 Bachelor of Arts, University of California, Berkeley
- 1996-2000 U.S. Marines
- 2000-2002 Teaching Assistant, Department of Mechanical Engineering
University of California, San Diego
- 2003 Master of Science, University of California, San Diego
- 2002-2006 Research Assistant, University of California, San Diego
- 2007 Doctor of Philosophy, University of California, San Diego

PUBLICATIONS

"Distribution of Control Points in a System for Analysis of Stress Distribution" IRE Transactions of the I.R.E. Professional Group on Automatic Control, vol. AC-7, pp 272-289, September 2005

FIELDS OF STUDY

Major Field: Engineering (Specialization or Focused Studies)

Studies in Applied Mathematics
Professors Alpha Beta and Gamma Delta

Studies in Mechanics
Professors Epsilon Zeta and Eta Theta

Studies in Electromagnetism
Professors Iota Kappa and Lamda Mu

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Abstract

It is important to write an abstract which gives a clear impression of the content and major divisions of the doctoral dissertation or master's thesis. Use whole sentences, not elliptic phrases. Abstracts of doctoral dissertations must not exceed 350 words, master's theses abstracts must not exceed 250 words. The abstract must include the title of the doctoral dissertation or master's thesis and the student's name in full. The top margin should be 2.5".

A font size of at least 10 must be used for the text. Standard fonts are Arial, Century Gothic, Helvetica, or Times New Roman. A font size of at least 10 must be used for footnotes and captions.

The text must be double spaced. Italics may be used in the text and the preliminary pages for emphasis, usually a single word or phrase, and may not be used for headings or sub-headings unless the doctoral dissertation or master's thesis is formatted using the MLA style. Block style for paragraphs is not allowed. All paragraphs must be indented by one 0.5" tab.

Formatting of text in the abstract must be consistent with the formatting of text within the entire doctoral dissertation or master's thesis.

Top Margin 1.0"

ABSTRACT OF THE DISSERTATION

Place Full Title of
Doctoral Dissertation Here

by

Your Full Legal Name

Doctor of Philosophy/Doctor of Musical Arts/Doctor of Education in Degree Title

University of California, San Diego, 2008

Professor Eta Theta, Chair
Professor Alpha Beta, Co-Chair

The Abstract begins here. The abstract is limited to 350 words for a doctoral dissertation. It should consist of a short statement of the problem, a brief explanation of the methods and procedures employed in generating the data, and a condensed summary of the findings of the study. The abstract may continue onto a second page if necessary. The text of the abstract must be double spaced.

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section & Preliminary Pages 0.5"*

viii

Bottom Margin 1.25"

Top Margin 1.0"

ABSTRACT OF THE DISSERTATION

Place Full Title of
Dissertation for the Joint Doctoral Program Here

by

Your Full Legal Name

Doctor of Philosophy/Doctor of Education in Degree Title

University of California, San Diego, 2008
San Diego State University, 2008
California State University, San Marcos, 2008 (*if applicable*)

Professor Eta Theta, Chair
Professor Alpha Beta, Co-Chair

The Abstract begins here. The abstract is limited to 350 words for a doctoral dissertation. It should consist of a short statement of the problem, a brief explanation of the methods and procedures employed in generating the data, and a condensed summary of the findings of the study. The abstract may continue onto a second page if necessary. The text of the abstract must be double spaced.

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*Page Numbers for first page of each
section & Preliminary Pages 0.5"*

viii

Bottom Margin 1.25"

Top Margin 1.0''

ABSTRACT OF THE THESIS

Place Full Title of
Thesis Here

by

Your Full Legal Name

Master of Arts/Master of Science/Master of Fine Arts in Degree Title

University of California, San Diego, 2008

Professor Eta Theta, Chair

The Abstract begins here. The abstract is limited to 250 words for a master's thesis. It should consist of a short statement of the problem, a brief explanation of the methods and procedures employed in generating the data, and a condensed summary of the findings of the study. Abstracts in excess of the maximum will not be accepted. The abstract may continue onto a second page if necessary. The text of the abstract must be double spaced.

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section & Preliminary Pages 0.5''*

viii

Bottom Margin 1.25''

The Main Body of the Manuscript (Text)

For general information, consult a standard style guide; The University of Chicago Manual of Style is recommended as an authoritative source. Students who have discipline-specific questions should consult style sheets from journals in the field of inquiry, as well as their committee members.

Except where specified otherwise in these requirements, the organization, presentation, and documentation of doctoral dissertations or master's theses should meet the standards for publishing journal articles or monographs in the field of inquiry.

If not submitting in electronic format, the paper used must be 100% cotton, 20- or 24- pound bond. The minimum margins are 1.0" on top, 1.25" on bottom, 1.5" on the left, and 1.0" on the right.

The first page of the main body of text must be numbered as an Arabic "1." Each first page of a main section (chapter, appendix, references) must be numbered on the bottom center of the page. (for reference sections that are at the end of each chapter, the page number remains in the top right corner) The subsequent pages of each section should be numbered in the top right corner.

A font size of at least 10 must be used for the text. Standard fonts are Arial, Century Gothic, Helvetica, or Times New Roman. A font size of at least 10 must be used for footnotes and captions.

The text must be double spaced. Italics may be used in the text and the preliminary pages for emphasis, usually a single word or phrase, and may not be used for headings or sub-headings, unless using MLA style. Block style for paragraphs is not allowed. All paragraphs must be indented by one 0.5" tab.

Please be advised that OGS does not support or approve any templates other than this manual. Please use it as your only source of reference for formatting.

The purpose of this page is to illustrate an ordinary page of text in a doctoral dissertation or master's thesis. All pages of the doctoral dissertation or master's thesis must be kept within the margins of 1.5" on the left, 1" on the right, 1" on the top, and 1.25" on the bottom. All text must be double spaced, except as indicated below.

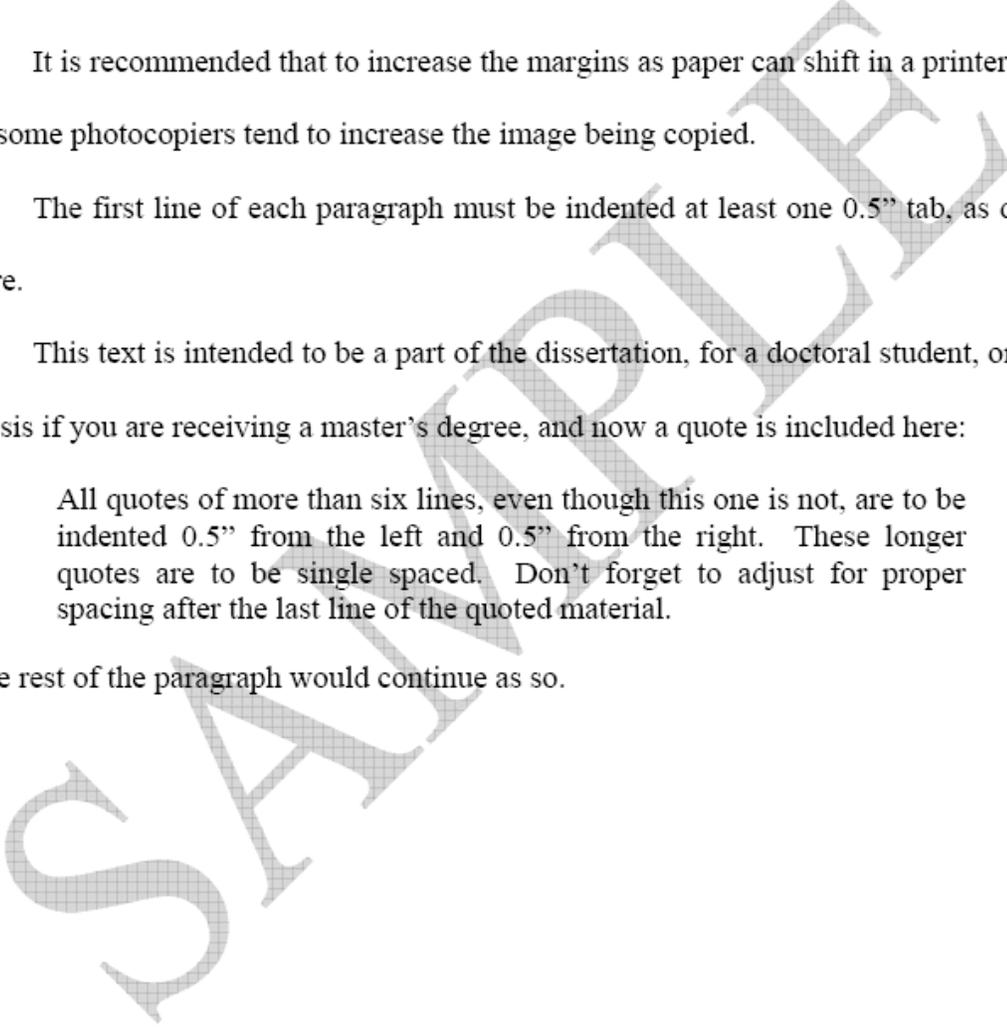
It is recommended that to increase the margins as paper can shift in a printer and as some photocopiers tend to increase the image being copied.

The first line of each paragraph must be indented at least one 0.5" tab, as done here.

This text is intended to be a part of the dissertation, for a doctoral student, or the thesis if you are receiving a master's degree, and now a quote is included here:

All quotes of more than six lines, even though this one is not, are to be indented 0.5" from the left and 0.5" from the right. These longer quotes are to be single spaced. Don't forget to adjust for proper spacing after the last line of the quoted material.

The rest of the paragraph would continue as so.



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Page Numbers for first page of each section (Chapter, Appendix, References, etc) & Preliminary Pages 0.5"

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Captions and Caption Pages

Each figure or table must be numbered and have a caption. Captions are to be placed above tables and graphs and below figures, schemes, and illustrations. Captions may be single or double-spaced; choose one format or the other and be consistent throughout the doctoral dissertation or master's thesis and throughout captions for all figures, tables, etc. If any captions are more than four lines, then all captions must be single-spaced. Use consistent spacing.

A facing caption page may be necessary with full-page figures. Such a caption page must be the mirror image of a normal page: the wider margin is on the right, and the number is in the upper-left corner. In this instance, the caption is always on a page by itself, not on the back of a preceding page. The caption will be on the page preceding the figure/table/etc. (i.e.: caption is on page 30 and figure/table/etc. is on page 31). Consult OGS regarding a facing caption page which extends onto another page.

For figures/tables/etc. that extend beyond one page, the caption must state continued (i.e.: Figure 1: Cell Development, Continued). For tables, the table headers must be on all continuing pages.

All captions, with the appropriate page numbers, are listed in the list of figures, list of tables, etc.; lengthy captions must be abbreviated to the first phrase or to fewer than four lines on the lists, however, they may be longer in the actual caption in the text. With the exception of facing caption pages and tables that are more than one page long, the table, figure, etc., and the corresponding caption must be on one page. Each figure, table, etc. must carry chapter identification or be consecutively numbered.

Note: Exact reprints from a journal article do not need to be reformatted.

Abbreviations

A list of uncommon or discipline specific abbreviations should be included in the preliminary pages.

Symbols

A list of uncommon or discipline specific symbols should be included in the preliminary pages.

Illustrations

A list of illustrations should be included in the preliminary pages. Illustrations within the main body of the manuscript and/or appendix(es) must be accompanied by a caption. Captions for illustrations are placed below the illustration.

Figures

A list of figures should be included in the preliminary pages. Figures within the main body of the manuscript and/or appendix(es) must be accompanied by a caption. Captions for figures are placed below the figure.

Schemes

A list of schemes should be included in the preliminary pages. Schemes within the main body of the manuscript and/or appendix(es) must be accompanied by a caption. Captions for schemes are placed below the scheme.

Tables

A list of tables should be included in the preliminary pages. Tables within the main body of the manuscript and/or appendix(es) must be accompanied by a caption. Captions for tables are placed above the table.

Graphs

A list of graphs should be included in the preliminary pages. Graphs within the main body of the manuscript and/or appendix(appendices) must be accompanied by a caption. Captions for graphs are placed above the graph.

Table 1: University of California, San Diego
Gender Distribution for the Campus Population, October 2005
(<http://assp.ucsd.edu/analytical/Campus%20Population.shtml>)

(This is an example of a facing caption page, the next page is the example of the table/figure/etc. that corresponds to the caption. It is also an example of table/figure that is rotated 90 degrees to fit the page.)

SAMPLE

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Population Segment	Women		Men		Total	
	N	%	N	%	N	%
Students	12,987	51%	12,686	49%	25,673	100%
Employees	9,943	56%	7,671	44%	17,614	100%
Total	22,930	53%	20,357	47%	43,287	100%

Notes:

1. The counts shown below will differ from the official quarterly Registrar's registration report because 1) data for residents in the Schools of Medicine and Pharmacy and Pharmaceutical Sciences are excluded, and 2) registered, non-matriculated, visiting students are included.
2. Student workers are excluded from employees; however emeritus faculty and others on recall status are included.

Campus Planning, Analytical Studies and Space Planning

31 January 2006

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Figure 1: Comic entitled “Ph.D. Zen” by Jorge Cham, 2005. Copyright has been obtained. "Piled Higher and Deeper" by Jorge Cham
www.phdcomics.com

Table 2: Electronic Dissertation Submission Rates at UCSD, Fall 2005 and Winter 2006. (First two quarters that the program was available to all Ph.D. candidates not in a Joint Doctoral Program with SDSU)

	Ph.D.s awarded (Including Joint degrees)	Electronic submission of Dissertation	Paper Submission of Dissertation	Percentage of Electronic Submission
Fall 2005	84	37	47	44.05%
Winter 2006	64	42	22	65.63%

(NOTE: both captions shown are single spaced and centered; the format used for all captions must be consistent throughout the entire doctoral dissertation or master’s thesis.)

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Quoted Material

If a quotation exceeds six lines, it should be single-spaced and set off from the text with an indentation of an additional 0.5” on **both the right and left**, measured from the right and left margins. No quotation marks are to be used in this case. Treat interview responses in the same manner.

Reference Matter

Reference matter follows at the end of every chapter or only at the end of the entire text of the doctoral dissertation or master’s thesis. This may include:

- Appendices
- Addenda (such as questionnaires or computer data)
- Chronology
- Endnotes
- Glossary
- Bibliography/ References/Works Cited

This order should be followed in formatting either an entire doctoral dissertation or master’s thesis, or individual free-standing chapters.

Appendices

Appendices typically contain supporting material such as data sheets, questionnaire samples, illustrations, maps, charts, etc. Appendices may be single-spaced. Students may need to photocopy some items at less than 100% in order to fit them within the margins.

Notes

Footnotes, endnotes, citations, and bibliographic references will vary by discipline. Footnotes may be embedded in the text, placed at the bottom of each page, or collected at the ends of chapters or at the end of the entire work, preceding the bibliography. Students should consult the committee for the format they (or the discipline) prefer(s) and use it consistently throughout the doctoral dissertation or master’s thesis.

Bibliography/References/Works Cited

A bibliography lists works that students consulted or to which the reader may be referred, while works cited or reference list cites works in the doctoral dissertation or master’s thesis. The format of the references and/or bibliography should follow that of the student’s discipline and should be consistent throughout the doctoral dissertation or master’s thesis. Do not depersonalize non-primary authors by referring to them in the bibliography as et al. Some disciplines put bibliographic notes at the end of each chapter; others collect extensive bibliographies at the end of the work. Bibliographies, references, and works cited are to be single-spaced with a double space between entries, and should be the last entry in each chapter or in the dissertation/thesis.

IV. Copyright and Publication

Publishing the Doctoral Dissertation or Master's Thesis

It is required that the doctoral dissertation or master's thesis be made accessible to the public. This requirement is met by submitting two copies to the Mandeville Special Collections Library in Geisel Library, one of which is put on the shelves for public use, or by electronic submission (OGS will submit electronic copies on behalf of the student to the Mandeville Special Collections Library in Geisel Library). Doctoral dissertations and master's theses are also required to be submitted to ProQuest and are made available to interested persons through ProQuest (OGS will submit electronic copies on behalf of the student to ProQuest). Graduate Council policy requires that all doctoral dissertations and master's theses be submitted in full to ProQuest.

Copyright

United States copyright law is quite complex and this section provides a brief overview; for more detailed information consult other sources, including the ProQuest website: <http://www.umi.com/hp/Support/DExplorer/copyright/> or the Library of Congress' Copyright Office website at www.copyright.gov. Copyright protection exists from the moment the doctoral dissertation or master's thesis is created. Whether or not notice of copyright is affixed to the doctoral dissertation or master's thesis, students retain the right to publish all or any part of it by any means at anytime, except for reproduction from a negative microfilm as described in the agreement form with ProQuest.

The copyright notice consists of the following three elements: the symbol, or the word "Copyright"; the year of first publication of the work; and the name of the copyright owner of the work. The notice shall be affixed to the copies in such manner and location as to give reasonable notice of the claim of copyright (17 U.S.C. §401).

In order to affix the notice of copyright correctly on the doctoral dissertation or master's thesis, place the following notice on the page immediately following the title page at the center of the page just above the bottom margin:

Copyright (or ©)
Your Full Legal Name, Calendar Year
All rights reserved

By adding the copyright notice, students have notified the reader that the doctoral dissertation or master's thesis is copyrighted.

Once students have affixed the notice of copyright on the doctoral dissertation, students have several options:

Have the copyright registered and the doctoral dissertation deposited in the Library of Congress by ProQuest for a fee. To do so, sign the ProQuest copyright registration form at http://www.il.proquest.com/dissertationagree/dissertation_publishing_agreement.pdf

- and attach a U.S. Postal Money Order for the fee amount; or,

- Register the copyright and deposit the doctoral dissertation in the Library of Congress by paying the registration fee and sending two copies of the doctoral dissertation to the Library of Congress; or,
- Do nothing more than affixing the copyright notice on the doctoral dissertation or master's thesis. This guarantees all legal rights; however, registration of the claim may enhance students' position in a copyright dispute.

Copyright Permission

It is the student's responsibility to obtain the proper documentation necessary for copyright permissions. The shelving of the doctoral dissertation or master's thesis in Geisel Library and submission to ProQuest constitutes a form of publication. Students must obtain permission to include (or quote) copyrighted material such as that in most journal articles or books unless students are the owner of the copyright or unless the material meets the "fair use" described in the next paragraph. The agreement form that students sign with ProQuest specifically absolves ProQuest of any such responsibility.

Use of copyrighted work in the doctoral dissertation or master's thesis without securing permission and without paying royalties is permissible when the circumstances amount to what the law calls "fair use," that is, when the following factors are weighed: the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; the nature of the copyrighted work; the 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 (17 U.S.C. §107). Instances of quotations that exceed fair use require permission of the copyright owner. Students must contact the copyright owner, describe the use students are making of the material, and request permission to use it in the doctoral dissertation or master's thesis.

A statement listing such materials should be included in the acknowledgements of the doctoral dissertation or master's thesis and at the end of each applicable chapter. The statement shall (1) inform the reader that permission has been granted, and (2) state the source of the permission.

V.

Special Handling for Oversize, Illustrative, Special Materials and Using Published Material

When considering the use of oversize, illustrative, and special materials, students should first seek guidance from their committee members or graduate programs. Oversize, illustrative, and special materials described in the following paragraphs must meet UCSD margin and pagination requirements. When using oversized materials, there are two options: shrink the object to fit within the minimum margins, or submit as an oversized material following the requirements below.

At this time, students intending to submit oversize, illustrative, and/or special materials must submit the entire doctoral dissertation or master's thesis in paper format.

Handling Oversize Materials

Oversized material should be produced on 100% cotton bond paper. Since oversize paper is not readily available in 100% cotton bond, students preparing oversize pages for maps, charts, appendices, music compositions, etc. should choose alternative acid free paper. Students should ask committee members' advice on choosing the paper best suited for the type of reproduction method to be used.

Material that has been reduced on photocopying machines or on a high quality scanner to fit within required margins for an 8.5" x 11" page must be legible. In addition, at the OGS preliminary meeting consult with the OGS Academic Affairs Advisers regarding the inclusion of oversize material.

Color in Maps and Illustrations

Both black-and-white and color illustrations are acceptable. ProQuest recommends that color not be used as the key to a graph or map. Further, labels or symbols rather than colors should identify lines on a graph. Shaded areas - such as countries on a map - will have better contrast if fill patterns are used instead of color. Doctoral students should take into account that dissertations will be microfilmed in black-and-white by ProQuest. If, however the doctoral dissertation or master's thesis is submitted electronically with color illustrations, it will also be available in its original format as a PDF.

If students choose to use color reproductions, cotton bond or acid free paper, it should be used with proper pagination and in accordance with the other formatting requirements. If students are planning to submit two copies containing color images, they are encouraged to photocopy the color images to see how they look when reproduced in black-and-white.

Illustrations

Illustrations may be located throughout the doctoral dissertation or master's thesis in the text or as an appendix, located prior to references and/or bibliography. If necessary, wide tables, charts, and figures can be placed sideways, with the upper portion

of the illustrations towards the left binding edge. Figures may be embedded in the text or be on a separate page. Figures and tables may be located either throughout the doctoral dissertation or master's thesis or in an appendix. A List of Illustrations, with a brief descriptive title, must be included in the preliminary pages. If illustrations are oversized, see the previous section, "Handling Oversized Material."

Special Handling for Photographs or Slides

Photographs may be included in the body of the doctoral dissertation or master's thesis but must fit within the specified margins. Pagination must be observed. Black-and-white or color photocopying is accepted. Otherwise, single-weight matte-finish, acid free fiber-based photographic paper is required. Photographs may not be mounted on cotton paper. Glossy photographs are not acceptable.

Slides must be submitted in clear, polypropylene storage pages. Slides must be numbered and labeled (typed) with the name of the student. A List of Slides page must be included on the table of contents page. The list of slides should contain the slide number, title of slide, date and other descriptive information. The statement "Slides on File at Mandeville Special Collections Library" should be the last entry on the Table of Contents. NOTE: M.F.A. students who are submitting a collection of photographs or slides as their thesis will not have a List of Photographs or a List of Slides in their Table of Contents.

Using Reproductions of Illustrations and Other Special Materials

Reproductions of illustrations and other special materials must be legible and conform to margin and page numbering requirements. When previously published material, whether it is an article or an illustration, including material authored or co-authored by the student, is included in the doctoral dissertation or master's thesis, it is essential that students secure permission to reproduce copyrighted material when it exceeds the fair use standard. Permission must also be secured to reproduce copyrighted material that is unpublished and of which the student is not the sole author. Even though a doctoral dissertation or master's thesis is primarily nonprofit and educational, there is generally no fair use if an entire work (e.g., illustration, photograph, map, musical score) is reproduced.

In some instances, the number of items and copyright owners makes securing reprint permissions unfeasible. In these cases, OGS recommends one of two solutions:

- The student creates a page with the complete caption title and information for each example of previously copyrighted material - as if the material was reproduced on the page - but omits the copyrighted material. The information provided should be specific enough (e.g., bibliographic reference, complete Web site URL) that the reader could locate the copyrighted material. This page must conform to all other requirements in this manual (e.g., margins, pagination), and could be included in a List of Figures (or other relevant list) in the preliminary pages.
- In lieu of incorporating reproductions of copyrighted items into the doctoral dissertation or master's thesis, the student provides a list

of these items as a special section in the references or as an appendix. The information provided should be specific enough that the reader could locate the copyrighted material.

The student should secure the agreement of the committee members before employing either of the above solutions. Depending on the role of the previously copyrighted material in the doctoral dissertation or master's thesis, the committee members may require that the student obtain reprint permission and incorporate the material into the doctoral dissertation or master's thesis. See the sample permission letters.

Audio and Video Material

Acceptable audio formats are AIF (.aif), or WAV (.wav) files in 44.1K/16bit mono or interleaved stereo on CD-R (MAC & PC compatibility) or DVD (ISO 9660).

For Music Department students (MA/Ph.D/DMA): Submit 96K/24B BWF (broadcast wave format) .wav mono (L/R or Surround) files for each piece and 44.1K/16B WAV .wav interleaved stereo files that match the 96K files on CD-R (MAC & PC compatibility) or DVD (ISO 9660). If available, submit the performance program in .pdf format. For guidance on file naming conventions, contact the Music Department.

Students who file electronically are required to submit two copies of their audio files on disk to the Mandeville Special Collections Library even if they upload audio files on the submission site.

VHS tape is the preferred format for video submission. The University Archivist will also accept Apple Quick Time (.mov), Microsoft Audio Video Interleaved (.avi), or MPEG (.mpg) on CD-R (MAC & PC compatibility) or DVD (ISO 9660).

Tapes, CD-Rs or DVDs must be labeled (typed) with the name of the student, title(s) of the work(s) and corresponding filenames for electronic files and should be the last entry on the Table of Contents.

Special Requirements for Creative Works

Each student preparing a creative project, such as a musical composition, film, or videotape, as part of the requirements for a doctoral dissertation or master's thesis should consult with the graduate coordinators in the Departments of Music, Theatre or Visual Arts to obtain specific instructions. The audio or visual materials and written documents of the doctoral dissertation or master's thesis must meet graduate program requirements as well as the format instructions of this manual. Doctoral dissertations or master's theses that include creative works must be submitted entirely in paper format.

All creative doctoral dissertations or master's theses must contain the following preliminary pages:

- title page
- copyright or blank page
- signature page
- table of contents
- abstract

Other preliminary pages may be included at the student or committee members' discretion. Use the samples as a guide to how these pages should look in finished form.

The table of contents must indicate exactly what the submitted project includes: e.g., catalog, slides, and/or video. If applicable, each main section/chapter must be listed in the Table of Contents below the preliminary pages listings. If the dissertation/thesis doesn't have separate sections simply include the statement "My dissertation/thesis title on file at Mandeville Special Collections Library". Also when applicable, the statement "Slides (or Tapes or Catalog) on file at Mandeville Special Collections Library" should be the last entry on the Table of Contents.

All project materials must be submitted in two separate but identical sets and be appropriately labeled.

Using Published Material

The following summary is provided for quick reference purposes only; if students are using material which has been submitted for publication or has been published, students must read the full text that follows.

Advance permission must be obtained from the Dean of Graduate Studies for any chapter or portion of a chapter in the doctoral dissertation or master's thesis to which one or more of the following applies:

- Students have **co-authors** (regardless of whether or not students are submitting it for publication);
- The chapter or portion thereof is **being prepared for publication**;
- The chapter or portion thereof **has been submitted for publication**;
- The chapter or portion thereof **has been published**.

If approved by the committee members, reports of research undertaken during graduate study at UCSD that have been published or submitted for publication in appropriate media may be accepted in their printed form in full or in part as the doctoral dissertation or master's thesis. The student and the committee chair must request permission from the Dean of Graduate Studies to use reprints, previously published material, material submitted for publication, or material being prepared for publication. Requests must be written and include an explanation of what articles are to be used, the date of publication, and other relevant bibliographic information, see sample provided. This request must be made **PRIOR** to preparing the doctoral dissertation or master's thesis draft. There are two sample letters included in this section, choose the sample paragraphs from the sample letters that apply to the publication status of your dissertation/thesis and have your letters drafted accordingly.

If this material has co-authors other than the committee chair, the student must submit letters from all co-authors to the Dean of Graduate Studies, giving their approval for the co-authored material to be used. This must be done even if copyright has been retained. Students need to determine if the publisher's permission is also required. Students collect their **signed** permission letters and cover letter from their committee chair in a paper format and submit to OGS prior to or at their preliminary appointment.

Reprints of published articles must adhere to the prescribed margin and formatting specifications. A reprint is using an exact reprint or replication of an article as it appears in a journal. This may necessitate reduction of the material. When using reprints in full, page numbers of the reprint are to be removed and replaced with numbers

corresponding to the position of the reprint within the doctoral dissertation or master's thesis. The name and date of the journal from which the reprint is taken must appear on the first page of the reprint but is optional on subsequent pages. A chapter that consists of an exact reprint may include a separate abstract that precedes the reprint.

Acknowledgement of the use of this material is to be included in **both** the "Acknowledgements" section and at the end of the appropriate chapter, in paragraph form. A sample statement is included in the sample acknowledgement page. Be sure to include the full bibliographic citation information in the acknowledgement paragraphs.

It is the student's responsibility to ensure that the use of published material is in compliance with the copyright laws of the United States. When the student is the copyright owner, he or she must supply a copyright page giving the following information for each publication:

- Copyright by (name of author-copyright owner);
- Copyright registration number (obtain this from the copyright certificate);
- Year copyright was obtained.

When the copyright owner is someone other than the student, it is necessary to obtain permission to reproduce material in the doctoral dissertation or master's thesis, and for doctoral dissertations on microfilm. No doctoral dissertation or master's thesis containing material that has been copyrighted will be accepted without appropriate authorization.

For more detailed copyright information as it refers to doctoral dissertations or master's theses, students may want to access a website maintained by ProQuest: <http://www.umi.com/hp/Support/DExplorer/copyright/>.

UNIVERSITY OF CALIFORNIA, SAN DIEGO



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 LA JOLLA, CALIFORNIA 92093-0003

Kim Barrett, Dean
 Graduate Studies
 402 University Center, 0003
 UC San Diego
 La Jolla, CA 92093-0003

MM/DD/YYYY

Dear Dean Barrett:

We request permission for Laura Smith to use the following publication in her doctoral dissertation. Ms. Smith was the principle researcher/author on this paper.

Smith, Laura; Smith, Jane D.; White, Sigmund. "The Effect of Stress Distribution on Photoelasticity", Name of Journal, vol. 4, 2002.

~OR~

We request permission for Laura Smith to use material that has been submitted for publication. Ms. Smith was the principle researcher/author on this paper.

Smith, Laura; Smith, Jane D.; White, Sigmund. "The Effect of Stress Distribution on Photoelasticity".

~OR~

We request permission for Laura Smith to use material currently being prepared for submission for publication. Ms. Smith was the principle researcher/author on this paper.

Smith, Laura; Smith, Jane D.; White, Sigmund. "The Effect of Stress Distribution on Photoelasticity".



Professor Eta Theta

Chair of Committee

Student's Signature

Student's Name

MM/DD/YYYY

Laura Smith has my permission to include the following paper, of which I was a co-author, in her doctoral dissertation.

Smith, Laura; Smith, Jane D.; White, Sigmund. "The Effect of Stress Distribution on Photoelasticity", Name of Journal, vol.4, 2002.

~OR~

Laura Smith has my permission to include the following paper which was submitted for publication, of which I was a co-author, in her doctoral dissertation.

Smith, Laura; Smith, Jane D.; White, Sigmund. "The Effect of Stress Distribution on Photoelasticity".

~OR~

Laura Smith has my permission to include material, currently being prepared for submission for publication, of which I was a co-author, in her doctoral dissertation.

Smith, Laura; Smith, Jane D.; White, Sigmund. "The Effect of Stress Distribution on Photoelasticity".

Jane D. Smith

Jane D. Smith

SAMPLE

The text of the chapter continues here. The last paragraph of text should be the chapter acknowledgement if necessary. This paragraph should be exactly the same as the corresponding chapter paragraph in the Acknowledgements section in the preliminary pages.

Chapter 2, in full, is a reprint of the material as it appears in Numerical Grid Generational in Computational Fluid Mechanics 2002. Smith, Laura; Smith, Jane D., Pineridge Press, 2002. The dissertation author was the primary investigator and author of this paper.

VI.

Electronic Doctoral Dissertation and Master of Arts and Science Thesis Filing

UCSD allows Doctoral students and Master of Arts and Science students to file an electronic copy of their dissertation or thesis. For students in a joint doctoral program, at least one copy (or two copies for students in the Joint Ed.D. program with SDSU and CSUSM) of the doctoral dissertation must be submitted in paper format. Master's students are required to pay the \$55 thesis submission fee prior to their final appointment with OGS. (The dissertation submission fee is included in the \$90 doctoral advancement fee)

Electronic Doctoral Dissertation and Master's Thesis Submission Procedure

The electronic version of the doctoral dissertation or master's thesis must follow all formatting requirements set forth in this manual. It is the responsibility of the student to ensure that the doctoral dissertation or master's thesis appears as originally intended when it is accessed or printed. An original signature page must be submitted to OGS at the final appointment.

The doctoral dissertation or master's thesis must be submitted as a single electronic Portable Document Format (PDF) file. If the original doctoral dissertation or master's thesis is a Microsoft Word or RTF file, you will be able to convert the doctoral dissertation or master's thesis to a PDF at the UCSD Dissertation Submission Site at <http://www.etsadmin.com>. If the doctoral dissertation or master's thesis is not in Microsoft Word, RTF or PDF - e.g. LaTeX or WordPerfect - it must be converted to PDF before the student uses the Submission Site. Certain types of fonts and graphics work better with PDF, and special attention should be paid to creating equations for PDF conversion. Issues related to PDF files are discussed in the <http://www.etsadmin.com/cgi-bin/school?siteId=66> section of the submission website.

The best product for creating PDF files is Adobe Acrobat, which includes Acrobat Distiller for writing PDF files. Acrobat can also be purchased at most software retailers or at Adobe's web site: <http://www.adobe.com/products/acrobat/readstep2.html>.

Optional supplemental files (images, video, audio) that are an integral part of the doctoral dissertation or master's thesis but not part of the full text may also be submitted electronically. The University Archivist will accept the following: *Images*: TIFF (.tif); *Video*: Apple Quick Time (.mov), Microsoft Audio Video Interleaved (.avi), MPEG (.mpg); *Audio*: AIF (.aif), WAV (.wav).

Submitting Electronically the Doctoral Dissertation or Master's Thesis

Electronic doctoral dissertations and master's theses must be submitted via the UCSD Dissertation Submission Site, **prior** to the final appointment with an OGS Academic Affairs Adviser.

When the doctoral dissertation or master's thesis is ready to be submitted, students click on "Submit Your Dissertation/Thesis" in the left sidebar. This link opens the log-in page for students to click on the "New user" link to create a free account. If an account has already been created, students enter the appropriate email address and password into the text boxes provided and click "Log-In." If you are submitting a revision, use the revise dissertation link; **do not create a new account**.

Once the log-in is successful, students follow the instructions and links. In addition to properly formatting your doctoral dissertation or master's thesis, you will need to choose one of four publishing options. Please see http://www.il.proquest.com/dissertationagree/dissertation_publishing_agreement.pdf for details on the four options and discuss them with your committee chair. Current UC San Diego policy requires immediate release of doctoral dissertations and master's theses. If your committee chair wishes to delay publication with an embargo, s/he must submit a letter of request to the Dean of Graduate Studies specifying the reason for and the length of the delay. The letter must also be endorsed by the chair of your department. The student's acceptance of the Submission Agreement and ProQuest Release is required in order to submit the electronic doctoral dissertation or master's thesis. These agreements contain standard language that is also part of the paper contract that one would sign while filing a paper doctoral dissertation or master's thesis. Students click on "Accept" to agree to these terms.

Next, students complete the required text boxes with student name and contact information and click "Continue."

The next page requires information about the doctoral dissertation or master's thesis and student's degree. Students paste or type the doctoral dissertation or master's thesis abstract (Note: doctoral abstracts are limited to 350 words, master's abstracts are limited to 250 words) into the appropriate text box. Requests to the doctoral dissertation and master's thesis administrators (OGS Academic Affairs Advisers) may be placed in the appropriate text box. Finally, students indicate whether ProQuest is authorized to register the student's claim to copyright with the U.S. Copyright Office for a \$65 fee. Once students click on "Submit," the next page may take a few minutes to load.

The next page is an order form for printed, bound copies of the doctoral dissertation or master's thesis. To place an order, students complete the relevant fields and click on "Place order." Otherwise, students may click on "Continue without ordering copies."

The final page gives students the opportunity to verify the accuracy of the submission. If the submission is satisfactory, students click on "Log out."

An email confirmation of a successfully submitted electronic doctoral dissertation or master's thesis will be sent to students. The electronic doctoral dissertation or master's thesis will be sent to OGS for final approval. Upon review of the electronic doctoral dissertation or master's thesis, an OGS Academic Affairs Adviser will send an e-mail to students with any problems or questions prior to the final appointment. Students will need to schedule the final appointment with an OGS Academic Affairs Adviser for final approval and submission. Please call 858-534-9012 to schedule your appointments.

For technical questions, students may contact <http://dissertations.umi.com/faq.html#submission>. For questions about doctoral

dissertation or master's thesis formatting, students may contact the OGS Academic Affairs Advisers at (858) 534-9012.

VII.

Final Degree and Filing Requirements

It is the student's responsibility to submit a doctoral dissertation or master's thesis that fits the format described in this manual and is free of spelling and other errors. After the doctoral dissertation or master's thesis is submitted to the Mandeville Special Collections Library in Geisel Library, no changes in the text or substitution of pages may be made.

There are a minimum of two appointments with an OGS Academic Affairs Adviser in preparation for the final submission of the doctoral dissertation or master's thesis. The appointments are referred to as a "Preliminary Appointment" and a "Final Appointment". The Preliminary Appointment should be scheduled two to four weeks before the doctoral dissertation or master's thesis is defended. The Final Appointment must be after the committee members have given final approval of the doctoral dissertation or master's thesis. The Preliminary Appointment normally takes half an hour. If not submitting electronically, the Final Appointment, including submitting the doctoral dissertation or master's thesis at the Mandeville Special Collections Library in Geisel Library and then returning to OGS for final approval, normally takes one hour.

At the Preliminary Appointment, students need to bring in a **complete, unbound, single-sided, fully formatted copy** of the doctoral dissertation or master's thesis on plain paper. At that appointment OGS Academic Affairs Advisers will check current academic status as well as formatting elements such as pagination, margins, consistency of style, figure and table placement, and all preliminary and ending pages. Students will be given surveys, and instructions on the final preparation and submission of the doctoral dissertation or master's thesis.

At the Final Appointment, which follows the successful defense of the doctoral dissertation or master's thesis, students will submit two copies of the work on 100% cotton bond paper, unless filing the doctoral dissertation or master's thesis electronically, and all necessary forms to OGS. If no further revisions are necessary and the work is approved by OGS, students will take the paper copies to the Mandeville Special Collections Library in Geisel Library. Following the Mandeville Special Collections Library's acceptance, students will return to OGS for the last official signature required on the Final Report (Library appointments are not necessary). OGS will submit the electronic dissertation or master's thesis on the student's behalf. Once the pdf is accepted by OGS **no further changes can be made.**

The checklists in the appendix will assist students in preparation for both appointments.

Degree Conferral Dates and Filing Deadlines

Degrees are granted four times a year; the degree conferral date is the last official day of each quarter. Students must finish all requirements by the final day of the quarter as published in the Office of the Registrar's quarterly Schedule of Classes

and at <http://registrar.ucsd.edu/ver2/academics/calendars/calendars.html> to get a degree dated that quarter. If the quarter officially ends on a Saturday, students must file on the preceding Friday, since OGS is closed on Saturdays. Students who miss the filing deadline for the quarter will be degree candidates for the following quarter. A doctoral dissertation or a master's thesis for a terminal master's filed between quarters (e.g.: during the winter or spring break) will not cost students additional fees if they were enrolled the previous quarter, but the degree will be dated the end of the next quarter. On the title page, students should use the year of the quarter of degree conferral that marks the official end of the quarter published in the quarterly Schedule of Classes.

Fee Status Required for Graduate Degree Awards

To be awarded a graduate degree, all students must be in a fee relationship with the University the quarter they finish degree requirements. Establishing a fee relationship with the University is done in one of two ways:

- Register the quarter of degree completion. Payment of registration fees and, if applicable, tuition allows students to file their doctoral dissertation or master's thesis without use of the Filing Fee. Quarterly registration maintains graduate status until the beginning of the next quarter. For example, students who registered for Spring quarter may file their doctoral dissertation or master's thesis until Fall quarter officially begins without having to pay additional fees. Students who are unregistered at the time must use the Filing Fee option as explained below.
- Use the Filing Fee in lieu of registering. The Filing Fee is for the use of unregistered students who have completed all requirements for a degree, including filing the doctoral dissertation or master's thesis, are not employed as a Teaching Assistant or Graduate Student Researcher and are not receiving centrally administered funding. The Filing Fee may be used only by doctoral degree students and terminal master's degree students. Master's degree students who are continuing on to pursue a doctorate at UCSD must be registered in the quarter that they are awarded the degree.

The Filing Fee is always half the amount of the registration fee. Currently, the Filing Fee is \$119, but is subject to change. Students should not pay the Filing Fee until the day of and immediately before the Final Appointment at OGS, and all other degree requirements, including the defense of the doctoral dissertation or master's thesis is completed. A general petition must be signed by both the chair of the program and the committee chair then submitted to OGS at the same time students submit the doctoral dissertation or master's thesis.

Completion of Final Degree Requirements

A graduate degree can be awarded only to students who have fulfilled all University and graduate degree requirements – as determined by degree checks conducted by the student’s academic program and OGS – and completed all the paperwork that is part of the filing process. Students are responsible for remedying any deficiencies found during the final degree check. Students must take care of any unfinished coursework - denoted by an In Progress, Incomplete, No Grade, or No Record - by finishing the coursework for a grade or petitioning to withdraw retroactively from the course(s) before a graduate degree can be awarded. Avoid last minute delays by checking to make sure that there are no outstanding grading problems.

Defense of Doctoral Dissertation or Master’s Thesis Required

OGS cannot award a degree until a Final Report Form is received from the graduate program indicating that the student has successfully defended the doctoral dissertation or master’s thesis and secured the approval of all committee members. Committee members’ signatures on the form must correspond to the signatures on the student’s signature page.

NOTE: Each committee member’s signature must be original; no proxy signatures are accepted.

The Survey of Earned Doctorates and UCSD Graduate Survey

OGS requires all doctoral degree students to complete the Survey of Earned Doctorates (SED) and UCSD Graduate Survey. A paper copy of the SED will be given to doctoral students at the Preliminary Appointment with OGS. A web link to the UCSD Survey will be emailed to doctoral and master’s students a few days after their prelim appointment with OGS. The SED is used to compile longitudinal information about graduate education on a nationwide basis, while the Exit Survey elicits feedback about students’ experiences at UCSD. The completed SED survey will be collected at the Final Appointment. Students should print out the final confirmation page from the online UCSD survey to bring to their final appointment.

Necessary Documents for Submission of the Doctoral Dissertation for a Ph.D./D.M.A./Ed.D. (paper copy)

- Two complete copies of the doctoral dissertation on 100% cotton paper, unbound, single-sided;
- Three extra copies of the title page (on plain paper);
- Four additional copies of the abstract (on plain paper);
- Report of the Final Examination and Filing of the Dissertation, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree;

- Original signature page, signed in permanent ink;
- Completed Degree and Diploma Application (obtained from the graduate program);
- ProQuest Agreement form at:
http://www.il.proquest.com/dissertationagree/dissertation_publishing_agreement.pdf
- Postal money order for the current fee, if students want ProQuest to register the copyright of the doctoral dissertation. No personal checks or cash are accepted. U.S. Postal Service Money Orders can be purchased at any Post Office;
- Survey of Earned Doctorates form (obtained at the preliminary OGS appointment); (not required for D.M.A.)
- UCSD Graduate Survey confirmation page (weblink to survey was emailed to students after the preliminary OGS appointment)

Necessary Documents for Submission of the Doctoral Dissertation for a Ph.D./D.M.A./Ed.D. (Electronic filing)

- Three additional copies of the abstract (on plain paper);
- Report of the Final Examination and Filing of the Dissertation, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree;
- Original signature page, signed in permanent ink;
- Completed Degree and Diploma Application (obtained from the graduate program);
- Survey of Earned Doctorates form (obtained at the preliminary OGS appointment); (not required for D.M.A.)
- UCSD Graduate Survey confirmation page (weblink to survey was emailed to students after the preliminary OGS appointment)

Necessary Documents for Submission of the Doctoral Dissertation for a Joint Ph.D./Ed.D. with SDSU (paper copy)

- Three complete copies of the doctoral dissertation on 100% cotton paper, unbound, single-sided;
- Four extra copies of the title page (on plain paper);
- Four additional copies of the abstract (on plain paper);
- JDP5 Form, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree;

- Original signature page, signed in permanent ink;
- Completed Degree and Diploma Application (obtained from the graduate program);
- ProQuest Agreement form at:
http://www.il.proquest.com/dissertationagree/dissertation_publishing_agreement.pdf
- Postal money order for the current fee, if students want ProQuest to register the copyright of the dissertation. No personal checks or cash are accepted. U.S. Postal Service Money Orders can be purchased at any Post Office, including the Price Center location; checks from USE Credit Union are unacceptable;
- Survey of Earned Doctorates form (obtained at the preliminary OGS appointment);
- UCSD Graduate Survey confirmation page (weblink to survey was emailed to students after the preliminary OGS appointment)

Necessary Documents for Submission of the Doctoral Dissertation for a Joint Ph.D./Ed.D. with SDSU (Electronic filing)

- One complete copy of the doctoral dissertation on 100% cotton paper, unbound, single-sided;
- One extra copy of the title page (on plain paper);
- Four additional copies of the abstract (on plain paper);
- JDP5 Form, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree;
- Original signature page, signed in permanent ink;
- Completed Degree and Diploma Application (obtained from the graduate program);
- Survey of Earned Doctorates form (obtained at the preliminary OGS appointment);
- UCSD Graduate Survey confirmation page (weblink to survey was emailed to students after the preliminary OGS appointment)

Necessary Documents for Submission of the Doctoral Dissertation for a Joint Ph.D./Ed.D. with SDSU & CSUSM (paper copy)

- Four complete copies of the doctoral dissertation on 100% cotton paper, unbound, single-sided;
- Five extra copies of the title page (on plain paper);
- Five additional copies of the abstract (on plain paper);

- JDP5 Form, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree;
- Original signature page, signed in permanent ink;
- Completed Degree and Diploma Application (obtained from the graduate program);
- ProQuest Agreement form at:
http://www.il.proquest.com/dissertationagree/dissertation_publishing_agreement.pdf
- Postal money order for the current fee, if students want ProQuest to register the copyright of the dissertation. No personal checks or cash are accepted. U.S. Postal Service Money Orders can be purchased at any Post Office, including the Price Center location; checks from USE Credit Union are unacceptable;
- Survey of Earned Doctorates form (obtained at the preliminary OGS appointment);
- UCSD Graduate Survey confirmation page (weblink to survey was emailed to students after the preliminary OGS appointment)

Necessary Documents for Submission of the Doctoral Dissertation for a Joint Ph.D./Ed.D. with SDSU & CSUSM (Electronic filing)

- Two complete copies of the doctoral dissertation on 100% cotton paper, unbound, single-sided;
- Two extra copies of the title page (on plain paper);
- Five additional copies of the abstract (on plain paper);
- JDP5 Form, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree;
- Original signature page, signed in permanent ink;
- Completed Degree and Diploma Application (obtained from the graduate program);
- Survey of Earned Doctorates form (obtained at the preliminary OGS appointment);
- UCSD Graduate Survey confirmation page (weblink to survey was emailed to students after the preliminary OGS appointment)

Necessary Documents for Submission of the Master's Thesis for a M.A./M.S. (paper copy)

- Two complete copies of the master's thesis on 100% cotton paper, unbound, single-sided;
- Two additional copies of the title page (on plain paper);
- Three additional copies of the abstract (on plain paper);
- Final Report of the Thesis, Plan I, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree, and with the Cashier's stamp indicating that the \$45 Thesis Submission Fee has been paid;
- Original signature page, signed in permanent ink;
- Completed Degree and Diploma Application (obtained from the graduate program).
- ProQuest Agreement form at:
http://www.il.proquest.com/dissertationagree/dissertation_publishing_agreement.pdf
- UCSD Graduate Survey confirmation page (weblink to survey was emailed to students after the preliminary OGS appointment)

Necessary Documents for Submission of the Master's Thesis for a M.A./M.S. (Electronic filing)

- Three copies of the abstract (on plain paper);
- Final Report of the Thesis, Plan I, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree, and with the Cashier's stamp indicating that the \$45 Thesis Submission Fee has been paid;
- Original signature page, signed in permanent ink;
- Completed Degree and Diploma Application (obtained from the graduate program).
- UCSD Graduate Survey confirmation page (weblink to survey was emailed to students after the preliminary OGS appointment)

Necessary Documents for Submission of the Master's Thesis for a M.F.A.

- Two complete copies of the Preliminary pages of the master's thesis on 100% cotton paper, unbound, single-sided;
- Two sets of the thesis project

- Two additional copies of the title page (on plain paper);
- Three additional copies of the abstract (on plain paper);
- Final Report of the Modified Thesis Examination, Plan III, obtained from the graduate program and signed by all committee members and the chair of the graduate program, attesting that the student has passed the defense and that the student has completed all requirements for the degree;
- Original signature page, signed in permanent ink;
- Completed Degree and Diploma Application (obtained from the graduate program).
- UCSD Graduate Survey confirmation page (weblink to survey was emailed to students after the preliminary OGS appointment)

Necessary Documents for All Degree Candidates

Students must bring all of the above listed documents with them to the final appointment with OGS. If all is in order and no further revisions are necessary, OGS will send students to the Mandeville Special Collections Library in Geisel Library where students will officially submit two paper copies of the doctoral dissertation or master's thesis.

The student returns to OGS with the remaining copies of the Final Report. A congratulatory letter from the Dean of Graduate Studies will usually be provided to students within 5-10 working days after grades are posted. The diploma will be mailed to students by the Registrar's Office approximately four to six months after the end of the quarter along with a copy of the final transcript.

NOTE: Doctoral dissertations and master's theses that are submitted electronically will be submitted to the Mandeville Special Collections Library in Geisel Library on-line by OGS. Once the electronic dissertation/thesis has been accepted by OGS **no further changes can be made.**

Degree Completion

After finishing the Final Appointment, OGS notifies the Office of the Registrar, which posts the degree to the student's transcript. Degree posting can take up to two months from the end of the quarter of degree conferral. Within two weeks of filing their degrees, all students are sent congratulatory letters from the Dean of Graduate Studies, or the Associate Dean of Graduate Studies notifying them of their degree award.

Neither diplomas nor transcripts are automatically sent upon degree completion; rather, they must be ordered from the Office of the Registrar via a "Degree and Diploma Application". Diplomas may take up to six months after the end of the quarter to process. A copy of the student's final transcript will be included with the diploma. If students would like a copy of their final transcript with the degree conferred before the diploma is sent, they should mark their transcript order form,

after the end of the conferral quarter, “hold for posting of degree” and indicate the quarter and degree awarded. There is a fee associated with ordering any additional copies of a transcript. Transcripts will not be sent if a student has any holds on his/her record. Diplomas are mailed to the address specified by the student on the Degree and Diploma Application.

Students who intend to submit their doctoral dissertation or master’s thesis to a prospective employer should make their own copies. It may take several months before a published doctoral dissertation or master’s thesis will be available through ProQuest Information and Learning Dissertation Services.

Appendix

Checklist for Candidates

Preliminary/Final Appointment Checklist

- Fully formatted draft is submitted, printed on one side of 8.5" x 11" plain paper
- Final is submitted, printed on one side of 8.5" x 11" 20- or 24- pound 100% cotton bond paper (or submitted electronically)
- Each paper copy is clear of smudges, blemishes, toner marks, etc.
- Minimum margins are:
 - Top: 1"
 - Bottom: 1.25"
 - Left: 1.5"
 - Right: 1"
 - Bottom page numbers: 0.5" from the bottom and centered
 - Top page numbers: 0.5" from the top, lined up with the right margin of text
- Pages are numbered correctly: all preliminary pages and the first page of each section/chapter are bottom and centered, all others are top right
- All text is double spaced except for long quotes (more than 6 lines)
- All paragraphs are indented on 0.5" tab
- Figure captions are below the figure
- Table captions are above the table
- If including appendices and a reference section at the end of each chapter then the correct order is text, acknowledgement, figures/tables (if not included within text), appendix, reference
- If supplemental material is included (i.e.: audio tapes, video tapes, oversized material, etc.) it is noted in the Table of Contents as "Audio Tape on file in the Mandeville Library"
- If any part of the doctoral dissertation or master's thesis is co-authored or pre-published, all permission letters have been collected and turned in to OGS (letter from committee chair is on departmental letterhead requesting permission for inclusion and letters from each author/publisher) before the Final Appointment
- Title page conforms to sample
 - "UNIVERSITY OF CALIFORNIA SAN DIEGO" is in all caps
 - "in" and "by" are both all lowercase and on their own lines
 - Committee members are alphabetized after the chair
 - Full legal name is used and is the same on the title page, copyright page, signature page, vita (for doctoral students), and abstract
 - Degree year used is correct and is the same on the title page, copyright page, signature page, vita (for doctoral students), and abstract
- Copyright page or a blank page is inserted as page ii (there is no page number on this page)
- Doctoral dissertation or master's thesis title matches on the title page, abstract, and the Final Report Form

- Signature page has been signed by all committee members (only necessary at Final Appointment)
 - Page is numbered “iii”
- Table of Contents has been checked for correct titles and page numbers
- Lists of Figures/Tables/etc. have been checked for correct titles and page numbers
 - The same formatting style has been used for the Table of Contents and all Lists
- Vita is correct (a vita is required for doctoral students, optional for master’s students)
 - Correct degree titles are used (M.S. v. M.A. or “Master” not “Masters”), degrees listed are consistent
- Acknowledgements are required to be included if any part of the doctoral dissertation or master’s thesis is co-authored or pre-published. A paragraph acknowledging such is included in the acknowledgements page as well as the last paragraph of text in the corresponding chapters
- Abstract conforms to sample and is not longer than 350 words for a doctoral dissertation, or 250 words for a master’s thesis
 - The top margin is 2.5”
 - “ABSTRACT OF THE DISSERTATION/THESIS” is in all caps
 - “by” is all lowercase and on its own line
- Chair(s) name appears on both title page and abstract
- If submitting the doctoral dissertation or master’s thesis electronically, the doctoral dissertation or masters theses has been submitted at least 1 working day before Final Appointment
- Check e-mail 1 hour before Final Appointment for possible correspondence from OGS Academic Affairs Advisers regarding any necessary changes to final doctoral dissertation
- If submitting a paper copy then all pages have been checked for imperfections in the paper and ink/toner marks
 - Any pages with marks must be replaced with clean pages
- The complete copies are on 20- or 24- pound 100% cotton bond paper
- Boxes or envelopes for each paper copy of the doctoral dissertation or master’s thesis have been obtained
- All appropriate copies of the title page and abstract have been made
- All surveys have been completed prior to Final Appointment (two for Ph.D./D.M.A./Ed.D., one for M.A./M.S./M.F.A. students)
- The Final Report Form (or JDP5 Form) has been signed by all committee members and the graduate program chair, the appropriate boxes have been checked (i.e.: unanimously, recommended, etc.)
- The \$55 Thesis Submission Fee has been paid and the Cashier’s stamp has been obtained on the Final Report form. (Master or Arts and Master of Science students ONLY, doctoral students paid the Dissertation Submission Fee when they advanced to candidacy for the doctoral degree)
- The Degree and Diploma Application has been filled out correctly

Miscellaneous Checklist

- If your Full Legal Name used on your doctoral dissertation or master's thesis does not match your student record (as in TritonLink) you will need to submit a Name Change form to the Registrar's Office prior to your preliminary appointment
- Return all library books (Library holds can prevent distribution of the diploma)
- Pay any outstanding balances (Bursar holds can prevent distribution of the diploma)

If all formatting instructions in this manual have been followed and students have done all of the above, then they are ready to begin the process of submitting the doctoral dissertation or master's thesis, thus fulfilling the final requirements for a Doctoral or Master's degree. Congratulations and good luck!