# WELCOME

## TO THE THESIS AND DISSERTATION FORMATTING TUTORIAL

This tutorial is always available on the Graduate School's website (https://grad.msu.edu/etd) along with the formatting guide, sample pages, and instructions on how to submit your thesis or dissertation through the ProQuest website.

# Graduate School
# Michigan State University
# Chittenden Hall
# 466 W. Circle Drive
# East Lansing, MI 48824

Phone: 517-353-3220

Email: msuetds.approval@grd.msu.edu

# What will this formatting workshop teach you?

- Where to find the formatting requirements and how to **FORMAT** your thesis or dissertation

- How to successfully **SUBMIT** your electronic thesis or dissertation via ProQuest

- How to successfully **COMPLETE** your Graduate School requirements to finish your degree and receive your diploma

# Who is this for?

- These requirements apply to <u>all</u> Ph.D. dissertations and <u>all</u> "Plan A" Master's theses.

- "Plan B" Master's students should contact their department regarding their papers. "Plan B" theses DO NOT get submitted through ProQuest.

# Submission & Final Deadlines

**Submission Deadline:**

- The submission deadline is for the initial submission of your thesis or dissertation to ProQuest. The document must be in its final version, meaning it has been successfully defended, committee corrections have been made, and there are no more content changes.

- **We will not accept documents for review for the current semester after 5:00pm ET on the Submission Deadline Date.**

**Final Deadline:**

- Each semester has a firm, final deadline where documents must be accepted and delivered for publishing, all necessary paperwork must be turned in, all milestones must be completed, and all degree audits must be completed.

# Deadline Dates

- **Spring 2024**
  - **Submission Deadline**:
    - Wednesday, April 17, 2024, at 5:00p.m. ET
  - **Final Deadline:**
    - Wednesday, May 1, 2024 at 5:00p.m. ET

- **Summer 2024**
  - **Submission Deadline**:
    - Wednesday, July 31, 2024, at 5:00p.m. ET
  - **Final Deadline:**
    - Wednesday, August 14, 2024 at 5:00p.m. ET

# Templates

- The Graduate School **<span style="color:red">DOES NOT</span>** support or endorse any type of template for thesis or dissertation writing other than the Word-based Title Page Templates we provide on our website.

- Regardless of the method or template used, the document must meet the Graduate School formatting requirements.

- **<u>We are looking at your final product, not how or what you used to produce your document.</u>**

# Consistency

Whatever formatting method you choose to use in your document must be employed throughout the **ENTIRE DOCUMENT.**  **<u>The method you choose must follow the Graduate School's formatting requirements.</u>**

# Please Use This Website
## https://grad.msu.edu/etd

- This is where you will find the link for the current Formatting Guide for Electronic Submission of Master's Theses and Doctoral Dissertations.

**\*\*\*We are using an updated formatting guide starting Fall 2022\*\*\***

- Make sure you read and follow the formatting guide **BEFORE** you submit your document to ProQuest via the Graduate School website. **The Graduate School's task is to review your formatting, not to format the document for you.**

# https://grad.msu.edu/etd

The Graduate School

CALENDAR    FACULTY/STAFF RESOURCES    FORMS    POSTDOCS    GIVING

ACADEMICS    ADMISSIONS    FUNDING    PROFESSIONAL DEVELOPMENT    DIVERSITY    GRAD STUDENT LIFE    MENTORING    ABOUT US

ETD Home
Deadline Dates
Copyright Information
Creative Commons Licensing Information
Hold/Embargo
Walk-In Sessions/ Formatting Workshop

# Electronic Theses and Dissertation Submissions

HOME › ACADEMICS

Thesis/Dissertation Office, 466 West Circle Drive, 2nd floor, Chittenden Hall, East Lansing, MI 48824

Phone: 517-353-3220; Email: msuetds.approval@grd.msu.edu.

The links below provide instructions on what needs to be completed and approved by the Graduate School in order to graduate.

Each semester has a firm submission deadline by which students must submit their thesis/dissertation to ProQuest. The document must have been successfully defended, corrections from the committee addressed and is to be a final version. After submission it may take several days for the Graduate School to review and approve the documents, especially if formatting revisions are needed. Each semester has a final deadline (usually 2 weeks later) by which students must have all required paperwork turned in, all milestones completed and their thesis/dissertation accepted by the Graduate School.

Utilize the Formatting Resources to prepare your document for submission

Submit Required Paperwork

Complete Survey(s)

Create a ProQuest account and submit your document

# Electronic Theses and Dissertation Submissions

Thesis/Dissertation Office, 466 West Circle Drive, 2nd floor, Chittenden Hall, East Lansing, MI 48824

Phone: 517-353-3220; Email: msuetds.approval@grd.msu.edu.

The links below provide instructions on what needs to be completed and approved by the Graduate School in order to graduate.

Each semester has a firm **submission deadline** by which students must submit their thesis/dissertation to ProQuest. The document must have been successfully defended, corrections from the committee addressed and is to be a final version. After submission it may take several days for the Graduate School to review and approve the documents, especially if formatting revisions are needed. Each semester has a **final deadline** (usually 2 weeks later) by which students must have all required paperwork turned in, all milestones completed and their thesis/dissertation accepted by the Graduate School.

## Utilize the Formatting Resources to prepare your document for submission

- **Printable Formatting Guide (PDF)**
  Note the absence of List of Tables and List of Figures in the new formatting guide. These sections are generally not necessary and leaving them out helps quicken the review process. Also note that the Table of Contents is more useful when entries are limited to chapter-level headings or chapter-level headings and first-level subheadings.

- **Printable Sample Pages (PDF)**
  This includes examples of the title page, abstract, copyright, dedication page, preface, bibliography, table of contents, etc.

  ‣ **Title Page Templates**

- **Electronic Thesis and Dissertation Formatting Tutorial (PDF)**
- **Electronic Thesis and Dissertation Formatting Tutorial (Video)**

# Electronic Theses and Dissertation Submissions

HOME › ACADEMICS

Thesis/Dissertation Office, 466 West Circle Drive, 2nd floor, Chittenden Hall, East Lansing, MI 48824

Phone: 517-353-3220; Email: msuetds.approval@grd.msu.edu.

The links below provide instructions on what needs to be completed and approved by the Graduate School in order to graduate.

Each semester has a firm submission deadline by which students must submit their thesis/dissertation to ProQuest. The document must have been successfully defended, corrections from the committee addressed and is to be a final version. After submission it may take several days for the Graduate School to review and approve the documents, especially if formatting revisions are needed. Each semester has a final deadline (usually 2 weeks later) by which students must have all required paperwork turned in, all milestones completed and their thesis/dissertation accepted by the Graduate School.

## Utilize the Formatting Resources to prepare your document for submission

## Submit Required Paperwork

- ▸ Approval Form (Required)

- ▸ IRB Letter (Required if your research involved human subjects)

- ▸ IACUC (Required if your research used vertebrate animals)

# Electronic Theses and Dissertation Submissions

HOME › ACADEMICS

Thesis/Dissertation Office, 466 West Circle Drive, 2nd floor, Chittenden Hall, East Lansing, MI 48824

Phone: 517-353-3220; Email: msuetds.approval@grd.msu.edu.

The links below provide instructions on what needs to be completed and approved by the Graduate School in order to graduate.

Each semester has a firm **submission deadline** by which students must submit their thesis/dissertation to ProQuest. The document must have been successfully defended, corrections from the committee addressed and is to be a final version. After submission it may take several days for the Graduate School to review and approve the documents, especially if formatting revisions are needed. Each semester has a **final deadline** (usually 2 weeks later) by which students must have all required paperwork turned in, all milestones completed and their thesis/dissertation accepted by the Graduate School.

## Utilize the Formatting Resources to prepare your document for submission

## Submit Required Paperwork

## Complete Survey(s)

‣ Graduate School Exit Survey (All Students)

‣ Survey of Earned Doctorates (SED) (Doctoral Students Only)

# Electronic Theses and Dissertation Submissions

Thesis/Dissertation Office, 466 West Circle Drive, 2nd floor, Chittenden Hall, East Lansing, MI 48824

Phone: 517-353-3220; Email: msuetds.approval@grd.msu.edu.

The links below provide instructions on what needs to be completed and approved by the Graduate School in order to graduate.

Each semester has a firm submission deadline by which students must submit their thesis/dissertation to ProQuest. The document must have been successfully defended, corrections from the committee addressed and is to be a final version. After submission it may take several days for the Graduate School to review and approve the documents, especially if formatting revisions are needed. Each semester has a final deadline (usually 2 weeks later) by which students must have all required paperwork turned in, all milestones completed and their thesis/dissertation accepted by the Graduate School.

## Utilize the Formatting Resources to prepare your document for submission

## Submit Required Paperwork

## Complete Survey(s)

## Create a ProQuest account and submit your document

- You may submit your document to ProQuest once you have successfully defended your thesis or dissertation and you have made the corrections that your committee wishes you to make. Do not submit your document prior to your defense.
- Go to www.etdadmin.com/grad.msu and follow the directions for submitting your thesis/dissertation to Michigan State University via ProQuest.
- When creating your account be sure to use an email address that you use regularly. In order to continue the submission process, you will be asked to "confirm" your account using the email address you provided. This is the email address that all correspondence from the Graduate School regarding your document will go.
- Once you "confirm" your account, you are ready to begin the submission process. Please be sure you are on the Michigan State University website within ProQuest.
- The submission steps are listed on the left side of the screen in the ProQuest website. As each step is completed, a check mark will appear in the appropriate box indicating that you have completed that step. In order to make your initial submission, you must go through each step of the process.
- Once you submit to ProQuest, your electronic submission will be reviewed by a Michigan State University Graduate School Administrator for possible formatting revisions and/or required paperwork before it is "officially" accepted and delivered to ProQuest for publishing.
- You may expect a response with necessary corrections or paperwork from the Graduate School within two business days from the time we receive your electronic submission (or resubmission). **NOTE: Response times increase dramatically closer to deadline dates.**
- Once all corrections have been made and all necessary paperwork has been turned in to the Graduate School, your document will be accepted and delivered to ProQuest for publishing.
- Please contact ProQuest directly at 800-521-0600 with any technical questions regarding your submission or any questions regarding an order you placed.
- If you wish to have ProQuest file a copyright on your behalf, the current fee is $75.00 and must be paid to ProQuest when you create your submission. You must be the sole author of the entire document for ProQuest to file for a copyright on your behalf.
- For information regarding a publication hold/embargo on your thesis/dissertation please go to the Embargo link.

# Your name throughout your submission

Your name must match in ALL aspects of your submission.  It must match in the following areas:

- On your Approval form
- In your ProQuest ETD (Electronic Thesis and Dissertation) contact details
- On your title page
- On your copyright page (if applicable)

# MARGINS

All margins must be between 1-inch and 1.5-inches all the way around (top, bottom, left, and right) and consistent throughout the ENTIRE document.

**NOTE: ProQuest does not require a left margin larger than 1 inch for bound copies.**

# Spacing

- The document may be 1.5-spaced or double-spaced.

- Single-spacing is allowed for the following: titles, headings, footnotes, endnotes, references, lengthy quotations, bulleted/numbered lists, figure/table captions, or material in an appendix

# Every thesis or dissertation is composed of three parts

1. Preliminary pages

2. Body of the Document

3. Reference Materials (Bibliography/Appendix)

# Sequencing, Sample Pages, and Page Numbering

| Required Order | Sample Pages | Page Numbering |
|---|---|---|
| 1. Title Page | ▪ Sample Master's Thesis<br>▪ Sample Dissertation<br>▪ Sample Dissertation with Dual Major | Counted, but not numbered |
| 2. Abstract | ▪ Sample | |
| 3. Copyright Notice (if applicable) | ▪ Sample | |
| 4. Dedication (If applicable) | ▪ Sample | Lower case Roman numerals |
| 5. Acknowledgements (if applicable) | ▪ Sample | |
| 6. Preface (if applicable) | ▪ Sample | |
| 7. Table of Contents | ▪ Samples (Recommended)<br>▪ Samples (Extended) | |
| 8. List of Symbols (if applicable) | ▪ Sample | |
| 9. List of Abbreviations (if applicable) | ▪ Sample | |
| 10. Body of Document | | Arabic numerals beginning with "1" |
| 11. Bibliography | ▪ Sample | |
| 12. Appendix/Appendices (if applicable) | | |

# SAMPLE THESIS TITLE PAGE

# SAMPLE DISSERTATION TITLE PAGE

# Sample Dissertation title page with dual majors

This sample dissertation title page with a Dual Major is meant to help you as you create your own. Check out the Graduate School's website for more information on the formatting requirements.
https://grad.msu.edu/etd

**YOUR TITLE TYPED IN CAPITAL LETTERS, CENTERED, 2 INCHES FROM THE TOP OF THE PAGE**

By

Your Name Here

A DISSERTATION

Submitted to
Michigan State University
in partial fulfillment of the requirements
for the degree of

These 4 lines should be single-spaced

Integrative Biology—Doctor of Philosophy
Ecology, Evolutionary Biology and Behavior—Dual Major

2017

# If you are unclear on how to write your degree granting unit and degree, please see the Registrar's Website

- A complete list of Graduate Degree Granting Units and Programs is available on the Registrar's website at: https://reg.msu.edu/AcademicPrograms/Programs.aspx?PType=GR Only the units/programs listed here are approved by Michigan State University.

# ABSTRACT PAGE

- A Master's thesis abstract may not exceed one page

- A Doctoral dissertation abstract may not exceed two pages.

Required: ABSTRACT

**ABSTRACT**

The Michigan State University policy on Integrity of Scholarship is set forth in General Student regulation l.00, cited in the University catalog: "The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. No student shall claim or submit the work of another as one's own." These principles apply to the preparation of master's theses and doctoral dissertations as well as to all other academic work. In submitting a thesis/dissertation in partial fulfillment of the requirements for a master's or doctoral degree, a student takes responsibility for the integrity of that work.

# To Copyright or not to Copyright?

- Your rights as an author are automatically protected, even without copyright registration.

- **HOWEVER,** copyright registration establishes a public record that often helps in legal disputes about intellectual ownership.

- Copyright registration can be recorded with the U.S. Customs Service for international protection of your intellectual property.

- **DECIDE IF YOU WANT PROQUEST TO FILE A COPYRIGHT ON YOUR BEHALF BEFORE YOU COMPLETE YOUR INITIAL SUBMISSION.  YOU CANNOT ADD IT AFTER THE FACT BECAUSE YOU NEED TO PAY FOR IT UP FRONT.**

- **NOTE: ProQuest may only apply for a copyright on your behalf if you are the SOLE author of the ENTIRE document.  If you co-wrote chapters of your document with someone else, ProQuest cannot apply for copyright on your behalf.  You would need to do that yourself through the U.S. Copyright office.**

# For further questions about copyright or intellectual property…

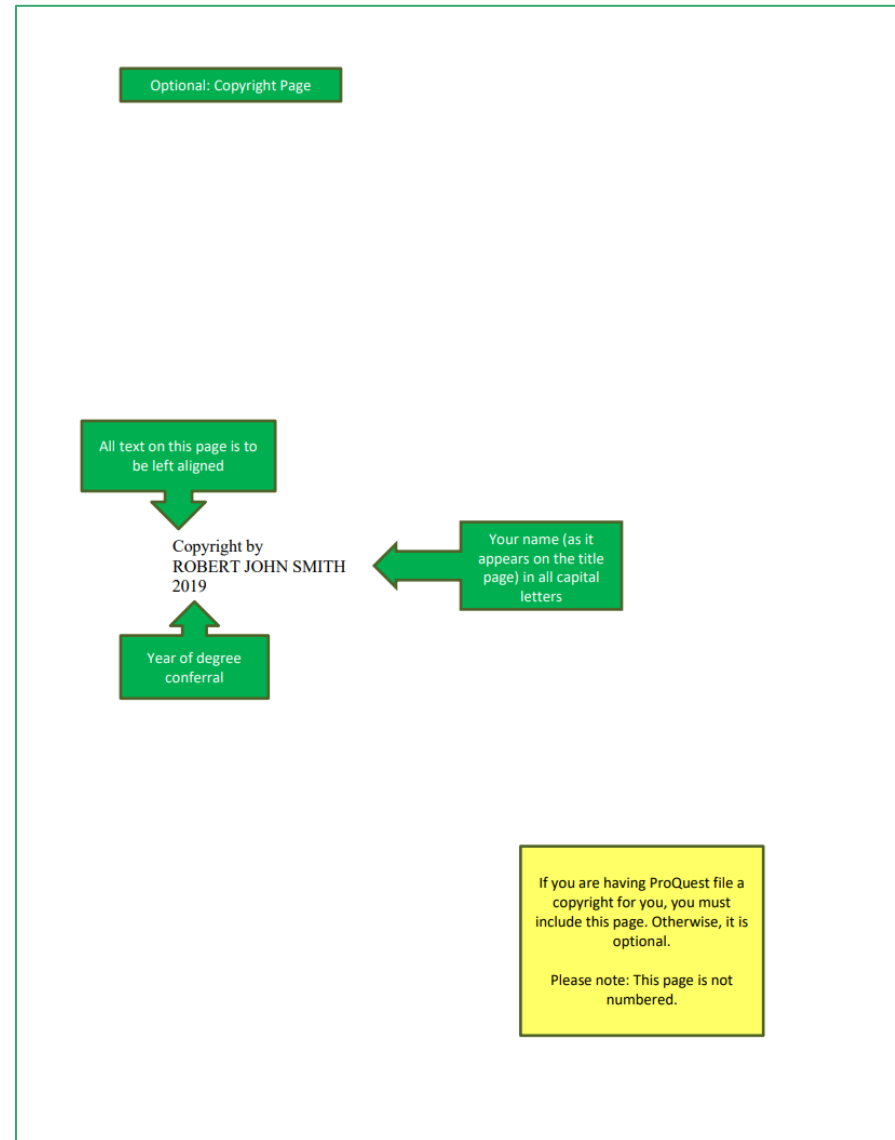- MSU Office of Copyright
  copyright@msu.edu
  (517) 884-1960


- Questions about Intellectual Property should be directed to MSU Technologies
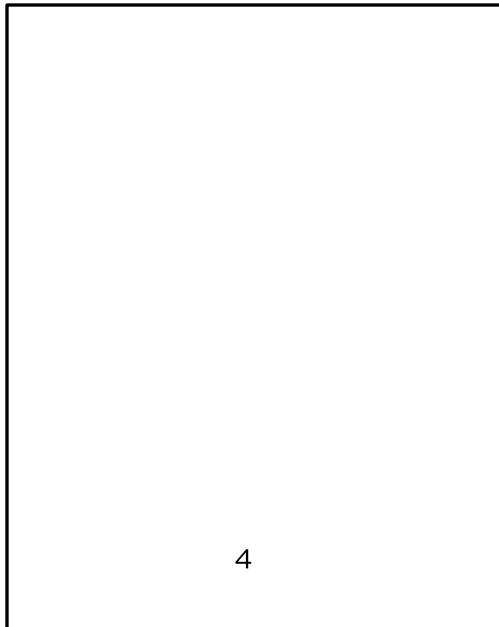  (517) 355-2186
  http://www.technologies.msu.edu/

# Copyright Page

- Your copyright page should look similar to this page. "Copyright by" is on the first line, your name (in all capital letters) is on the second line and the year is on the third line. The entire section is to be single-spaced.

- You may place the information anywhere on the page as long as follow the margin requirements.

- You are to count, but not number, this page.

- **<u>Note: Your name, listed on this page, must match the rest of your submission.</u>**



Optional: Copyright Page

All text on this page is to be left aligned

Copyright by
ROBERT JOHN SMITH
2019

Your name (as it appears on the title page) in all capital letters

Year of degree conferral

If you are having ProQuest file a copyright for you, you must include this page. Otherwise, it is optional.

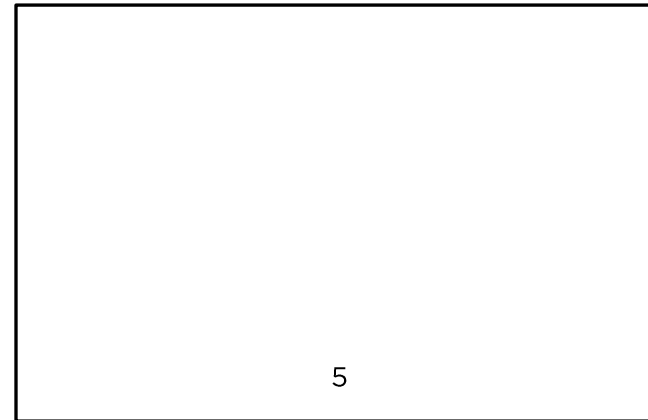Please note: This page is not numbered.

# Page Orientation and Page Number Location

Portrait Oriented Page

Landscape Oriented Page

4

5

**Regardless of the orientation of the page, the page number is always ½ inch to 1 inch from the bottom of the page.**

# TABLE OF CONTENTS (Recommended)

## BASIC WITH CHAPTERS

Required: TABLE OF CONTENTS (Basic Form – Recommended)

### TABLE OF CONTENTS

Include appendix titles in the Table of Contents. If there is only one Appendix, it is not necessary to give it a letter or a title here.

**Please Note:**
It is recommended that you create a basic TABLE OF CONTENTS to reduce the possibility of errors.

vi

## BASIC WITH MAJOR SECTIONS

Required: TABLE OF CONTENTS (Basic Form – Recommended)

### TABLE OF CONTENTS

Include appendix titles in the Table of Contents. If there is only one Appendix, it is not necessary to give it a letter or a title here.

**Please Note:**
It is recommended that you create a basic TABLE OF CONTENTS to reduce the possibility of errors.

vi

# TABLE OF CONTENTS (Extended)

## REFERENCE MATERIALS WITHIN CHAPTERS

### TABLE OF CONTENTS

Include appendix titles in the Table of Contents. If there is only one Appendix, it is not necessary to give it a letter or a title here.

**Please Note:**
If you include reference material within one chapter, you must include the reference material within each chapter rather than at the end.

## REFERENCE MATERIALS AT THE END

### TABLE OF CONTENTS

Include appendix titles in the Table of Contents. If there is only one Appendix, it is not necessary to give it a letter or a title here.

**Please Note:**
If you choose to include subheadings, please only include the first-level subheadings (as shown above).

# Table of Contents

- **All chapter titles must be listed in the Table of Contents. You may choose to list the first level sub-headings, but they are not required.**

- **All wording, capitalization and punctuation of headings and sub-headings MUST match in the body of the document and the Table of Contents**.

# Sample LIST OF SYMBOLS/LIST OF ABBREVITATIONS

## LIST OF SYMBOLS

| | |
|---|---|
| √ | Square Root |
| © | Copyright |
| £ | Pound |
| ≥ | Greater than or equal to |
| ≠ | Does not equal |

**Please Note:**
If included, this is considered a chapter equivalent and should be placed after the TABLE OF CONTENTS and should be listed in the TABLE OF CONTENTS.

## LIST OF ABBREVIATIONS

| | |
|---|---|
| DTW | Detroit Metropolitan Wayne County Airport |
| FNT | Bishop International Airport |
| LAN | Capital City Airport |
| GRR | Gerald R. Ford International Airport |
| LAX | Los Angeles International Airport |
| DFW | Dallas-Fort Worth International Airport |
| LHR | London Heathrow Airport |
| CDG | Charles de Gaulle International Airport |

**Please Note:**
If included, this is considered a chapter equivalent and should be placed after the TABLE OF CONTENTS and should be listed in the TABLE OF CONTENTS.

# If a figure continues from one page to the next...
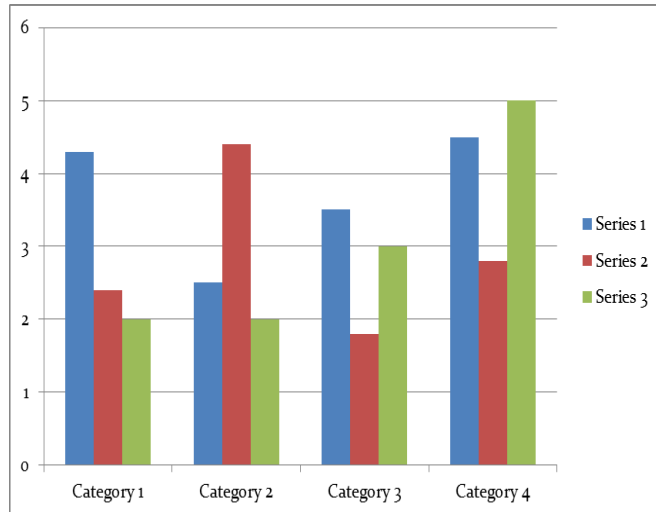


Figure 1: If you have a large figure or a long caption, remember, the figure name and caption are to appear on the first page that the figure appears on—WITH the figure. Subsequent pages would have Figure X (cont'd) at the **top** of the page. Then, continue with the figure or the caption. See the example to the right.

Figure 1 (cont'd)
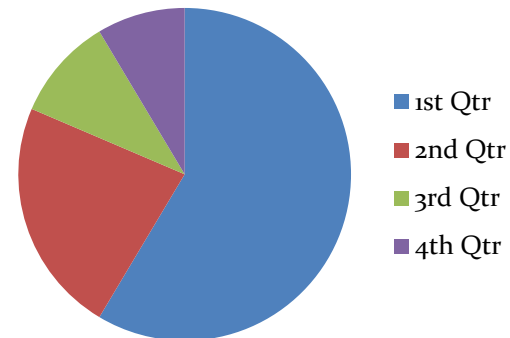


The continuation statement is to be on the top line of the page. Don't repeat the caption.

# If a table continues from one page to the next…

| Table 1.1: The samples, numbers, times and locations | | | |
|---|---|---|---|
| Sample | Number Collected | Collection Time | Location of Collection |
| A | 90 | 5:00 AM | East Lansing |
| B | 50 | 4:30 PM | Lansing |
| C | 30 | 3:17 PM | Grand Ledge |
| D | 78 | 6:33 AM | DeWitt |
| E | 56 | 2:51 PM | Holt |
| F | 74 | 7:45 AM | Mason |
| G | 12 | 9:16 PM | Stockbridge |
| H | 98 | 4:48 PM | Bath |
| I | 41 | 8:22 AM | Okemos |
| J | 36 | 4:55 AM | Jackson |
| K | 89 | 7:29 PM | Parma |

Note: If you have a large table or long caption, the table name and caption are to appear on the first page that the table appears on WITH the table. Subsequent pages would have Table x (cont'd) at the **top** of the page. Then, continue with the table or the caption. See the example to the right.

15

Table 1.1 (cont'd)

| L | | | 6:52 PM | Williamston |
|---|---|---|---|---|
| M | | | 8:42 AM | Haslett |
| N | | 98 | 2:32 PM | St Johns |
| O | | 52 | 7:36 PM | Laingsburg |
| P | | 85 | 8:59 AM | Portland |

The continuation statement is to be on the top line of the page. Don't repeat the caption.

16

# REFERENCE PAGES

- Bibliography
- Appendix/Appendices

**NOTE: APPENDIX pages are <u>always last,</u> regardless of being placed at the end of each chapter or at the end of the document.  If you have an appendix, it is to appear AFTER the Bibliography.**

# What is an Appendix?

An Appendix is usually added to contain supplementary materials, illustrative materials, and/or original data or quotations too lengthy for inclusion in the text of the chapter or is not immediately essential to an understanding of the text.

# Sample BIBLIOGRAPHY

- The heading BIBLIOGRAPHY is to be centered at the top margin of the page and is to be in all capital letters.

- After the heading, follow the spacing guidelines and list your first entry.

- Bibliography entries are to be single spaced within entries and double (or 1.5) spaced once between entries.

- You should format your entries in the way that is the convention in your discipline. We just ask that all your entries are formatted the same way to maintain consistency.

**BIBLIOGRAPHY**

Buscaglia, L. (1972). Love. NY: Fawcett Crest.

Chapman, G. (1982). Hope for the Separated. Chicago: Moody Press.

Colgrove, M, Bloomfield, H. and McWilliams, P. (1976). How to survive the loss of a love. NY: Leo Press.

Grollman, E. and Sams, M. (1982, March). So you didn't live happily ever after. New Woman: 123, 125-128.

Herman, J. (1992). Trauma and recovery. NY: Basic Books.

Kaiser Sterns, A. (1984). Living through personal crisis. NY: Ballantine Books.

Sell, C. (1991). Transitions through adult life. Grand Rapids, MI: Zondervan Publishing House.

Whitman, A. (1982, April 6). When someone you love leaves you. Woman's Day, 22.

Wallerstein, J. (1989, January 22). Children after divorce. The New York Times Magazine, 19-21, 41-44.

235

# COMMON FORMATTING ERRORS

- Incorrect margins (too small or unequal)

- Title page formatted incorrectly

- Table of Contents formatted incorrectly

- Incorrect page numbering of the preliminary pages

- Spacing issues

- Font size inconsistency

**REMINDER**: ***READ AND FOLLOW*** THE CURRENT FORMATTING GUIDE ***BEFORE*** SUBMITTING YOUR DOCUMENT VIA PROQUEST.

# Now, on to ProQuest...

- Using the step-by-step instructions on the Graduate School and ProQuest websites, you will be able to successfully submit your thesis/dissertation electronically.

- **At the ProQuest site** you will be given the option to register for a copyright as part of your electronic submission. **Note: Registering for a copyright must be done at the onset when you are creating your submission.** **YOU MAY NOT ADD IT AFTER THE FACT. You must pay for it up front.**

# https://grad.msu.edu/etd

ETD Home

Deadline Dates

Copyright Information

Creative Commons Licensing Information

Hold/Embargo

## Electronic Theses and Dissertation Submissions

HOME › ACADEMICS

Thesis/Dissertation Office, 466 West Circle Drive, 2nd floor, Chittenden Hall, East Lansing, MI 48824

Phone: 517-353-3220; Email: msuetds.approval@grd.msu.edu.

The links below provide instructions on what needs to be completed and approved by the Graduate School in order to graduate.

Each semester has a firm submission deadline by which students must submit their thesis/dissertation to ProQuest. The document must have been successfully defended, corrections from the committee addressed and is to be a final version. After submission it may take several days for the Graduate School to review and approve the documents, especially if formatting revisions are needed. Each semester has a final deadline (usually 2 weeks later) by which students must have all required paperwork turned in, all milestones completed and their thesis/dissertation accepted by the Graduate School.

### Utilize the Formatting Resources to prepare your document for submission

### Submit Required Paperwork

### Complete Survey(s)

### Create a ProQuest account and submit your document

- You may submit your document to ProQuest once you have successfully defended your thesis or dissertation and you have made the corrections that your committee wishes you to make.  Do not submit your document prior to your defense.
- Go to www.etdadmin.com/grad.msu and follow the directions for submitting your thesis/dissertation to Michigan State University via ProQuest.
- When creating your account be sure to use an email address that you use regularly. In order to continue the submission process, you will be asked to "confirm" your account using the email address you provided. This is the email address that all correspondence from the Graduate School regarding your document will go
- Once you "confirm" your account, you are ready to begin the submission process. Please be sure you are on the Michigan State University website within ProQuest.
- The submission steps are listed on the left side of the screen in the ProQuest website. As each step is

# IMPORTANT!

- **Submit to ProQuest ONLY after you have successfully defended and after you have made the corrections to your document that your committee wishes you to make.**

- **The document that you are to submit via ProQuest is one that is ready to go to publishing once it is formatted correctly**. **This means that NO other corrections need to be made to the CONTENT of the document.**

- **RECOMMENDATION:** check your grammar and spelling before you do the initial submission to ProQuest. The Graduate School does not read the documents for content. We are only looking at the formatting.

# A few more comments about your document

- The Graduate School only reviews documents that have been submitted through the ProQuest system.

- The Graduate School does not do "format checks" before you submit your document to ProQuest.

- The Graduate School is happy to answer any <u>specific</u> formatting questions you may have about your document at any time.

# EVERY STUDENT MUST COMPLETE THE FOLLOWING ITEMS

**1.** **Prepare your document using the current formatting guide (Available at https://grad.msu.edu/etd)**

**2.** Submit Your Approval Form to the Graduate School (All students)

**3.** Complete the Graduate School Exit Survey (All students)

**4.** Doctoral students must complete the Survey of Earned Doctorates (SED) online

**5.** Now, go to http://www.etdadmin.com/grad.msu and follow the directions for submitting your thesis/dissertation to Michigan State University via ProQuest/UMI.

# EVERY STUDENT MUST COMPLETE THE FOLLOWING ITEMS

1. Prepare your document using the current formatting guide  (Available at https://grad.msu.edu/etd)

2. **Submit Your <u>Approval Form</u> to the Graduate School**

3. Complete the Graduate School Exit Survey (All Students)

4. Doctoral students must complete the Survey of Earned Doctorates (SED) online

5. Now, go to http://www.etdadmin.com/grad.msu and follow the directions for submitting your thesis/dissertation to Michigan State University via ProQuest/UMI.

# ALL STUDENTS MUST SUBMIT AN <u>ETD Approval Form</u>

- Thesis or Dissertation Title
- Your name as it is written on your Thesis or Dissertation
- Your Degree Granting Unit and degree
- Are you a PhD student with an approved dual major?
  - Yes: your secondary College and Degree Granting Unit
- Does the thesis or dissertation you are submitting include research involving human subjects or materials of human origin?
  - Yes: IRB Log Number
  - Yes: Institutional Review Board approval letter and other documentation
- Does the thesis or dissertation you are submitting include research involving vertebrate animals in any way?
  - Yes: AUF Number
  - Yes: IACUC letter
- The MSU email address of your faculty advisor/major professor.

ETD Approval Form

| | |
|---|---|
| Document Title: | This is the title of my thesis |
| Presenter: | Test Student |
| Dual Degree: | Yes |
| Degree Granting Unit: | Mathematics Education - Doctor of Philosophy |
| Dual Major Degree Granting Unit: | Computational Mathematics, Science and Engineering |
| Human Subjects: | Yes |
| IRB Number(s): | STUDY 0000099999 |
| Vertebrate Animals: | Yes |
| AUF Number: | 12345 |
| Faculty Advisor/Major Professor email: | name@msu.edu |

The faculty advisor/major professor has approved this thesis/dissertation and all supplemental files.

Faculty Comments: This student was an approved researcher on the IRB and IACUC projects listed here.

# IRB LETTER

**If your name is not listed on the IRB letter you will need to provide proof that you are an approved researcher on the project.**

**Research with Human Subjects Contact:**

**irb@ora.msu.edu**
**4000 Collins Rd, Suite 136**
**Lansing, MI 48910**
**Phone: 517-884-6020**
**Website: http://www.hrpp.msu.edu**

---

**MICHIGAN STATE**
**U N I V E R S I T Y**

**EXEMPT DETERMINATION**
**Revised Common Rule**

September 17, 2020

To:

Re:    **MSU Study ID:** STUDY
       **Principal Investigator**
       **Category:** Exempt 2(ii)
       **Exempt Determination Date:** 9/17/2020
       **Limited IRB Review:** Not Required.

Title:

This study has been determined to be exempt under 45 CFR 46.104(d) 2(ii).

# Acceptable Proof for IRB projects when your name does not appear on the IRB letter

- Send a screenshot from the "CLICK" site where you are listed as a researcher (CLICK screenshot must start at the green box that says "APPROVED" and extend so it includes information in the "Contacts" tab below the flow chart. We must see your name and your role in the project).

OR

- Have your PI send an email to msuetds.approval@grd.msu.edu stating the IRB number, the project title, and that you are an approved researcher on the project.

# IACUC LETTER

If you used vertebrate animal subjects, you must provide a copy of the <u>IACUC approval letter.</u>

**Research with Animal Subjects Contact:**

iacuc@msu.edu

**4000 Collins Rd, Lansing, MI 48910**
**Phone:  432-8103**
**Website:**
**http://www.animalcare.msu.edu**

**Your name will not appear on this letter—only your PI's name will be on this letter.**



**MICHIGAN STATE**
**U N I V E R S I T Y**

APPROVAL OF SUBMISSION

July 20, 2021

Dear

This is to notify you that your application to use vertebrate animals in research, testing or instruction has been approved by the Institutional Animal Care and Use Committee (IACUC).

The protocol is approved from 7/20/2021 to 3/16/2024.

| | |
|---|---|
| Investigator: | |
| Type of Review: | Amendment |
| IACUC ID: | AMEND: 3 / PROTO |
| Title of Protocol: | |
| Funding: | |

According to regulations and Michigan State University policies, no significant changes may be

# EVERY STUDENT MUST COMPLETE THE FOLLOWING ITEMS

1. Prepare your document using the current formatting guide  (Available at https://grad.msu.edu/etd)

2. Submit Your Approval Form to the Graduate School

3. **Complete the Graduate School Exit Survey (All Students)**

4. Doctoral students must complete the Survey of Earned Doctorates (SED) online

5. Now, go to http://www.etdadmin.com/grad.msu and follow the directions for submitting your thesis/dissertation to Michigan State University via ProQuest/UMI.

# Graduate School Exit Survey On-line Instructions

Your participation in this survey is important and it is greatly appreciated by the Graduate School. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

Only students who have applied for graduation will have access to the online survey and the identity of all respondents will be kept confidential.

Survey websites:

Doctoral Students: https://www.egr.msu.edu/doctoral/survey
Master's Students: https://msu.12twenty.com

# EVERY <u>DOCTORAL</u> STUDENT MUST COMPLETE THE FOLLOWING

1. Prepare your document using the current formatting guide  (Available at https://grad.msu.edu/etd)

2. Submit Your Approval Form to the Graduate School

3. Complete the Graduate School Exit Survey (All students)

4. **Doctoral students must complete the Survey of Earned Doctorates (SED) online**

5. Now, go to http://www.etdadmin.com/grad.msu and follow the directions for submitting your thesis/dissertation to Michigan State University via ProQuest/UMI.

# Survey of Earned Doctorates (SED) online

- Go to https://sed-ncses.org and complete the registration process.

- You will be sent an email with a PIN, a password and a link to the web survey.

# Survey of Earned Doctorates (SED)

- Michigan State University REQUIRES verification of completion of the SED. When you submit your survey, a notification of completion will be automatically sent to the Michigan State University Graduate School Office.

- It is also recommended at the end of the survey you have a copy of the 'certificate of completion' emailed to your own personal email for your records.

# EVERY STUDENT MUST COMPLETE THE FOLLOWING ITEMS

1. Prepare **your document using the current formatting guide  (Available at https://grad.msu.edu/etd)**

2. Submit Your Approval Form to the Graduate School

3. Complete the Graduate School Exit Survey **(All students)**

4. Doctoral students must complete the Survey of Earned Doctorates (SED) online

5. Now, go to http://www.etdadmin.com/grad.msu and follow the directions for submitting your thesis/dissertation to Michigan State University via ProQuest.

UMI ETD ADMINISTRATO

Administrators: Sign in
Students: Submit   Revise

**Home**   **Support & Training**   **Resources & Guidelines**   **Submitting Your Dissertation/Thesis**

**About ETD Administrator**

## Publishing your dissertation/thesis at Michigan State University

### Campus Resources & Guidelines for Michigan State University

This is the place where you can come to learn how your campus can assist you with your dissertation/thesis needs - from links to the campus writing center to important information about deadlines.

► Campus Resources
Learn more about your institution's guidelines & resources.

### Preparing to submit your dissertation or thesis

Are you working toward submission of your dissertation or thesis? Obtain the information you need to ensure it's published the way you want it to look.

► Publishing Guides
View instructions and guides to help you prepare your manuscript.

### About ProQuest/UMI Dissertation Publishing

ProQuest/UMI Dissertation Publishing is the world's only comprehensive service for publishing, archiving, and disseminating graduate research. By publishing with ProQuest/UMI, you ensure your dissertation or thesis gains the widest possible audience.

**Ready to begin?**

► Submit my dissertation/thesis

► View/revise existing submission

# Instructions from ProQuest that you should read through before you begin

Welcome to the ETD Administrator - Michigan State University

The ETD Administrator lets graduate students submit their completed dissertation or thesis to ProQuest/UMI Dissertation Publishing for publishing. Your submission will be reviewed before it is delivered to ProQuest/UMI.

## Before you begin
Before you begin, please be sure you have the following:

- **Full text of the dissertation/thesis in PDF format.** This must be one file. If your manuscript is in Word or RTF format, you can convert to PDF using the PDF Conversion tool. You also must embed fonts in the PDF. For tips on creating PDF files, see the PDF FAQs

- **Abstract**

- **Optional Supplementary files** (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.

- **Advisor and other Committee Members' Names**

- **Subject Category**. Please choose one to three subject categories from the Subject Category list ⬚, that best describe your dissertation/thesis' subject area.

Note: If you need to finish your submission later (for instance, if you need to update your PDF file before uploading it), you can save your information and come back to finish. No information will be lost.

---

### IMPORTANT! Read before you start

If you have not been to the Michigan State University Graduate School website, http://www.grad.msu.edu/ and completed the required steps, please **STOP** and visit their website first. This site has the formatting guide that you must follow as well as appropriate paperwork and surveys that must be completed at Michigan State University BEFORE your submission here at the ProQuest/UMI site.

Michigan State University does allow the use of OPTIONAL SUPPLEMENTARY FILIES (audio, video, etc.). Please note that only those files approved by the major professor/committee as denoted on the Graduate School approval form are allowed.

As part of the submission process, in addition to the Subject Category you will be asked to select the Degree Granting Unit/Program from a pull-down menu that lists those units approved by Michigan State University. This list is also available from the Michigan State University Graduate School website.

Also, you will be asked to select the degree that is being awarded. Michigan State University grants the following degrees: Master of Arts, Master of Fine Arts, Master of Human Resources and Labor Relations, Master of Music, Master of Science, Master of Urban and Regional Planning, and Doctor of Philosophy. MAKE SURE YOU SELECT THE SAME DEGREE LISTED ON YOUR TITLE PAGE.

---

Continue

**UMI ETD** ADMINISTRATOR

| My ETDs | Resources & Guidelines | PDF Conversion |
|---|---|---|

My Dissertation/Thesis List  **Submit my ETD**  My Profile  Help ?

## Submission steps:

**Publishing Information:**
- ☑ **Instructions**
- ☑ **Publishing options**
  - ☑ **Publishing agreement**
- ☑ **Contact information**

**About my dissertation/thesis:**
- ☑ **Dissertation/Thesis details**
- ☑ **PDF**
- ☑ **Supplemental files (optional)**
- ☑ **Notes (optional)**

**Submission & payment:**
- ☑ **Register U.S. Copyright**
- ☑ **Order copies**
  - ☑ **Shipping address**
- ☑ **Submit & Pay**
  - ☑ **Order summary**

## Dissertation/Thesis Details

Title*: [                    ]

Year Manuscript Completed*: [2010]

**Degree/Department Information:**

Year Degree Awarded*: [2010]

Degree Awarded*: [                    ]

Department*: [                    ]

**Advisor/Committee Chair*:**
Enter your primary advisor(s), not your entire committee. Do not include degrees as part of the name.

| First Name: | Middle Initial: | Last Name: |
|---|---|---|
| [        ] | [    ] | [        ] |
| [        ] | [    ] | [        ] |

**Committee Members:**
Include up to 10 names. Do not include degrees as part of the name.

| First Name: | Middle Initial: | Last Name: |
|---|---|---|
| [        ] | [    ] | [        ] |
| [        ] | [    ] | [        ] |
| [        ] | [    ] | [        ] |
| [        ] | [    ] | [        ] |
| [        ] | [    ] | [        ] |
| [        ] | [    ] | [        ] |
| [        ] | [    ] | [        ] |
| [        ] | [    ] | [        ] |

Add another member

**Description of Dissertation/Thesis:**

Primary Subject Category*: [                    ]

Additional Subject Categories: [                    ]
[                    ]

# Submission Review

- Once you submit your document via ProQuest, your submission will be reviewed by an MSU Graduate School ETD Administrator for possible formatting revisions.

- You will be contacted via email with required revisions or with a request for missing paperwork, BEFORE your document is officially accepted and delivered to ProQuest for publishing.

- You will receive a response with the necessary revisions from the Graduate School within a timely manner.

- The email will be sent to the email address you provided in your ProQuest account.

# More about the submission to ProQuest

- There is no submission to the Graduate School and then a submission to ProQuest once the document is formatted correctly. **There is only one submission, and it is to ProQuest.**

- **The ProQuest website is where the Graduate School accesses your document and reviews the formatting.**

- Any corrections that need to be made will be sent from Graduate School staff via ProQuest's website.

# Permission to Reprint

- If you have chapters/materials in your document that have been previously published elsewhere, you MUST upload the permission documents from the original publisher to your ProQuest account. These need to be uploaded to the Copyright section in your ProQuest account.

- ProQuest will not publish your document without the permission/copyright documents being uploaded in your account.

# Permission to Reprint (cont'd)

- If you have material in review for a journal/magazine/etc., please reach out to the publisher to verify the legalities of using that same material in your document.

- If the reprinted work is your own material, depending on your agreement with the publisher, you still may need permission from them to include it in your thesis or dissertation.

Degree completion flowchart: Semester of graduation

**Responsibility of the Student**

•Complete and Submit Application for Graduation

•Make sure Grad Plan/RCR requirements/Degree Audit are complete

•Check deadline dates

•Completion of program requirements, see Academic Programs at http://www.reg.msu.edu/AcademicPrograms/Default.asp

•Submit thesis or dissertation to ProQuest via the Graduate School webpage with all necessary paperwork

•Complete Survey(s)

**Responsibility of the Graduate School**

•Final acceptance of thesis or dissertation
•Complete thesis or dissertation milestone

**Responsibility of the Department/College**

• Complete outstanding milestones
• Ensure Degree Audit is complete
• Confer degree

**The Office of the Registrar**
•Approve Final Conferral in SIS
•Issue Diplomas

**DEGREE COMPLETED**

# Your responsibilities as a student

- **Complete and Submit <u>Application for Graduation</u>**

- **Make sure Grad Plan/RECR Requirements/Degree Audit are complete**

- **Check deadline dates**

- **Must be enrolled in at least 1 credit in the semester of defense. Domestic students do not have to be enrolled to make revisions in the next semester. International students should check with OISS to see if they need to be enrolled in the semester after the defense to maintain student status while working on revisions.**

- **Completion of program requirements, see Academic Programs Catalog at <u>http://www.reg.msu.edu/AcademicPrograms/</u>**

- **Complete required survey(s)**

- **Submit thesis or dissertation via the ProQuest website AND turn in all necessary paperwork, see <u>https://grad.msu.edu/etd</u>**

# All students need to apply for graduation

- Log-in to student.msu.edu

- On your student home page, click on the Academic Progress Tile

- Click on the Graduation folder drop-down

- Click Apply for Graduation and follow the directions to fill out the application

# Grad Plan and RECR Requirements

- All graduate students must have a completed Grad Plan prior to graduation.
  - Grad Plan consists of:
    - Annual Research Overview (completed each academic year)
    - Committee
    - Course Plan
    - Annual Review (completed each academic year)

- All graduate students must have completed the required RECR requirements for their degree.

- For Grad Plan and RECR questions, please contact gradsis@grd.msu.edu

# Responsibilities of the Graduate School

- Final acceptance of thesis or dissertation for publishing

- Complete thesis or dissertation milestone

# Responsibilities of your Department/College

- Complete outstanding milestones

- Complete the degree audit as needed

- Department/college confers the degree

# Responsibility of the Office of the Registrar

After degrees are conferred by the department/college, the Registrar's Office completes the final conferral and issues the diploma.

**If you have questions regarding Degree Certification, please contact:**

**Office of the Registrar**

**Email: reg@msu.edu**

# Degree verification letter

- If you need a letter stating that you have completed your degree requirements before your diploma arrives, you may request the letter in student.msu.edu **AFTER** your degree has been conferred.

  - Log-in to student.msu.edu
  - On your student homepage, click on the Academic Records Tile
  - Click on Enrollment Verification
  - For further assistance, please reach out to [reg@msu.edu](mailto:reg@msu.edu)

- **<u>The Graduate School only handles your thesis or dissertation.</u>** We do not know if you have completed all the other requirements to receive your degree or not.

# Thesis and Dissertation formatting help walk-in sessions

- Students may bring <u>specific questions </u>about their documents or questions about formatting requirements to the walk-in sessions. **We will not review any documents in its entirety. That happens when the document is submitted to ProQuest.**

- Please visit https://grad.msu.edu/etd/workshops for the dates/times for our walk-in sessions.

- We are always available 8:00 am-12:00 pm and 1:00 pm 5:00 pm, Monday-Friday, for assistance if the drop-in sessions do not work with your schedule.

# Resources

**The Graduate School**
Phone Number:  517-353-3220
E-mail:  msuetds.approval@grd.msu.edu
Address: 466 W Circle Drive, Chittenden Hall, 2nd Floor

**Human Research Protection Program (IRB)**
Phone Number:  517-884-6020
E-mail:  irb@ora.msu.edu
Address: 4000 Collins Rd, Suite 136, Lansing, MI 48910
Web Address: http://www.hrpp.msu.edu

**Office for International Students and Scholars (OISS)**
Phone Number:  517-353-1720
Address: 427 N Shaw Lane, Room 105
E-mail: oiss@msu.edu

**MSU Technologies (Intellectual Property)**
Web Address: http://www.technologies.msu.edu/

**Degree and Certification**
E-mail:  reg@msu.edu

**ProQuest**
Phone number: 800-521-0600
E-mail: etdsupport@proquest.com OR
disspub@proquest.com

**Research with Animals (IACUC)**
Phone Number:  517-432-8103
E-mail:  iacuc@msu.edu
Address: 4000 Collins Rd, Lansing, MI 48910
Web Address: http://www.animalcare.msu.edu

**MSU Copyright Office**
Web Address: https://lib.msu.edu/copyright/
Email: copyright@msu.edu