WELCOME

TO THE THESIS AND DISSERTATION FORMATTING TUTORIAL
This tutorial is always available on the Graduate School’s website at: 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.
Theses and Dissertation Submissions

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

Phone: 517-355-0301, Email: msuetsd.approval@msu.edu.

Instructions for submission of a Master's Thesis or Doctoral Dissertation to the Graduate School:

1. Prepare your Master’s Thesis or Doctoral Dissertation following the specific instructions in the Graduate School Formatting Guide.

2. Submit your Approval Form to the Graduate School. If human subjects were used in your research, submit the IRR Letter. If vertebrate animals were used in your research, submit the IACUC (AUF) Letter.

3. Complete the Online Graduate School Exit Survey
   - Access the following website:
     - Doctoral Students: https://www.egr.msu.edu/doctral/survey/
     - Master’s Students: https://www.egr.msu.edu/masters/survey/
   - Enter your MSU NetID (Login Name) and Password
   - Complete all the items on the survey. When finished, click Submit.
   - If you cannot open this survey, please contact the Graduate School by email at exitsurvey@msu.edu, and include your name, student ID #, degree level (PhD, MA/MS) and semester of graduation. You will then be notified when you are able to complete the survey.

4. Doctoral Students must complete the Survey of Earned Doctorates (SED) online.
   The Survey of Earned Doctorates is the definitive source of information on the nation’s new research doctorates. Sponsored by the National Science Foundation and five other Federal agencies and conducted by RTI, the SED is critical to understanding in what specialty areas doctorates are produced and their post-graduation employment plans. Results are used by government as well as academic institutions to make decisions about graduate education funding, developing new programs and supporting existing ones.

   The registration URL for the survey is: https://sed-ncses.org

   Michigan State University REQUIRES verification of completion of the survey. When you submit your survey, a notification of completion will be automatically sent to the Michigan State University Graduate School Office. However, it is also recommended that at the end of the survey, you also have a copy of the ‘certificate of completion’ emailed to your own personal email for your records.
     - If you have any questions about the web survey, please contact RTI at sed@rti.org or at 1-877-256-8167.

5. Create an account and submit your document via ProQuest.
Graduate School
Michigan State University
466 W. Circle Drive
2nd Floor, Chittenden Hall
East Lansing, MI 48824

Phone: 517-355-0301
Fax: 517-353-3355

Email: msuetds.approval@grd.msu.edu
So, 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 degree and receive your diploma
Before any of that.....

• These requirements apply to **all** Ph.D. dissertations and **all** “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.
Deadline Dates

• Please see the Graduate School’s website at: https://grad.msu.edu/etd/etd-deadline-dates for current and upcoming Deadline dates.

• The deadline means: Your document has been reviewed by a Graduate School ETD administrator, it has been considered to be formatted correctly AND all necessary paperwork has been turned in PRIOR to the deadline date/time.
A few words about deadlines...

• It is advised that you submit your document via ProQuest **AT LEAST** two weeks prior to the deadline date, if possible.

• The deadline is not the date that your document just needs to be initially submitted to ProQuest.

• **ALL** degree requirements must be completed by the deadline date and time.
And a few notes about templates...

• The Graduate School **DOES NOT** support or endorse any type of template for thesis or dissertation writing.

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

• **We are looking at your final product, not how you produced your document.**
Consistency is the key

Whatever formatting method you choose to use in your document must be employed throughout the ENTIRE DOCUMENT. The method you choose must follow the Graduate School’s formatting requirements.
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.

• 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.
Formatting Guide

- Entire Document
- Preliminary Pages
- Body of the document
- Reference Sections

PRINTABLE FORMATTING GUIDE (PDF)
A note about your name....

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

• On your Approval form (in the Presented by section)
• In your ProQuest ETD (Electronic Thesis and Dissertation) contact details
• On your title page
• On your abstract page
• On your copyright page (if applicable)
All margins must be at least 1 inch all the way around for the ENTIRE document.

Top
Bottom
Left
Right

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

• Please note: ALL double spaces in the ENTIRE document are to be the same size.

• ALL double spaces are to be the size that is between lines of text in the Abstract or between lines of text in the body of the document.
Every thesis or dissertation is composed of three parts:

1. Preliminary pages

2. Text (Body of the Document)

3. Reference Materials (Appendix/Bibliography)
<table>
<thead>
<tr>
<th>SEQUENCE</th>
<th>PAGINATION</th>
<th>PAGE NUMBER PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Pages</td>
<td>Lower Case Roman Numerals</td>
<td>None</td>
</tr>
<tr>
<td>Title Page</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Public Abstract</td>
<td>Do Not Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Abstract</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Copyright Notice</td>
<td>Count/Do Not Number</td>
<td>None</td>
</tr>
<tr>
<td>Dedication</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Preface</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>List of Tables</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>List of Figures</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>List of Schemes</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>List of Algorithms</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
<tr>
<td>Key to Symbols or Key to Abbreviations</td>
<td>Count/Number</td>
<td>½ inch from Bottom/Centered</td>
</tr>
</tbody>
</table>

**Text**

<table>
<thead>
<tr>
<th>Reference Pages</th>
<th>Arabic Numbers Starting at 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Count/Number</td>
</tr>
<tr>
<td>Body of Thesis/Dissertation</td>
<td>Count/Number</td>
</tr>
</tbody>
</table>

**Reference Pages**

<table>
<thead>
<tr>
<th>Reference Pages</th>
<th>Continue with Arabic Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Sheet for Appendices</td>
<td>Count/Number</td>
</tr>
<tr>
<td>Appendices</td>
<td>Count/Number</td>
</tr>
<tr>
<td>Cover Sheet for Bibliography</td>
<td>Count/Number</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Count/Number</td>
</tr>
</tbody>
</table>
SAMPLE THESIS

TITLE PAGE

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

By

Your Name Here

A THESIS

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

Fisheries and Wildlife—Master of Science
2017

SAMPLE DISSERTATION

TITLE PAGE

YOUR TITLE IS 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

Mechanical Engineering—Doctor of Philosophy
2017
Dissertation title pages with two majors
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.

Note about “Public Abstracts”: If your department has approved the use of a public abstract and you include it in your document, it is to be set up the same as the conventional abstract. The public abstract page is not to be counted or numbered and it would precede the conventional abstract.
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.

- Do 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 US 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 you meet the 1 inch margin requirement.

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

- **Note:** Your name, listed on this page, must match the rest of your submission.
Page orientation and page number location

Regardless of the orientation of the page, the page number is always to be centered, ½ inch from the bottom of the page.
TABLE OF CONTENTS

EXAMPLES

APPENDICES IN CHAPTERS AND BIBLIOGRAPHY AT END OF DOCUMENT

APPENDICES AND BIBLIOGRAPHY AT END OF DOCUMENT
TABLE OF CONTENTS

BIBLIOGRAPHIES WITHIN CHAPTERS

TABLE OF CONTENTS

LIST OF TABLES ........................................................................................................ vi
LIST OF FIGURES ..................................................................................................... vii
INTRODUCTION ........................................................................................................... 1
CHAPTER 1
MANUSCRIPT REQUIREMENTS .................................................................................. 4
APPENDIX .................................................................................................................. 5
BIBLIOGRAPHY .......................................................................................................... 9
CHAPTER 2
FORMAT REQUIREMENTS .......................................................................................... 12
Paper .......................................................................................................................... 13
Word Processing ........................................................................................................ 14
Margins ....................................................................................................................... 15
Spacing ......................................................................................................................... 17
Page number placement ............................................................................................. 18
Numbering .................................................................................................................. 19
Landscape pages ........................................................................................................ 19
Divisions and Sub-divisions ...................................................................................... 22
Footnotes ................................................................................................................... 22
APPENDICES ........................................................................................................... 26
APPENDIX A: Glossary ............................................................................................. 31
APPENDIX B: Examples ........................................................................................... 33
BIBLIOGRAPHY ........................................................................................................... 35
Please note in the Table of Contents:

• All headings and sub-headings that are listed in the body of the document MUST be listed in the Table of Contents as well.

• 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 TABLES

LIST OF TABLES

Table 1: Pagination and Sequencing................................................................. 2
Table 2: Summary of Table of Contents............................................................ 4
Table 3: Michigan State University Degree Granting Units............................... 8

Sample LIST OF FIGURES

LIST OF FIGURES

Figure 1: Pie chart. This figure shows the breakdown of data in the form of a pie chart. Each color represents a different set of data......................................................... 2
Figure 2: Graph. This figure shows the breakdown of data in the form of a graph................................. 4
Figure 3: Photograph. This is another possible option for a figure......................... 6
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.

The continuation statement is to be on the top line of the page.
Table 1.1: The samples, numbers, times and locations

<table>
<thead>
<tr>
<th>Sample</th>
<th>Number Collected</th>
<th>Collection Time</th>
<th>Location of Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90</td>
<td>5:00 AM</td>
<td>East Lansing</td>
</tr>
<tr>
<td>B</td>
<td>50</td>
<td>4:30 PM</td>
<td>Lansing</td>
</tr>
<tr>
<td>C</td>
<td>30</td>
<td>3:17 PM</td>
<td>Grand Ledge</td>
</tr>
<tr>
<td>D</td>
<td>78</td>
<td>6:33 AM</td>
<td>DeWitt</td>
</tr>
<tr>
<td>E</td>
<td>56</td>
<td>2:51 PM</td>
<td>Holt</td>
</tr>
<tr>
<td>F</td>
<td>74</td>
<td>7:45 AM</td>
<td>Mason</td>
</tr>
<tr>
<td>G</td>
<td>12</td>
<td>9:16 PM</td>
<td>Stockbridge</td>
</tr>
<tr>
<td>H</td>
<td>98</td>
<td>4:48 PM</td>
<td>Bath</td>
</tr>
<tr>
<td>I</td>
<td>41</td>
<td>8:22 AM</td>
<td>Okemos</td>
</tr>
<tr>
<td>J</td>
<td>36</td>
<td>4:55 AM</td>
<td>Jackson</td>
</tr>
<tr>
<td>K</td>
<td>89</td>
<td>7:29 PM</td>
<td>Parma</td>
</tr>
</tbody>
</table>

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.
A few reminders about tables and figures...

• Table and Figure names and captions must match EXACTLY in the document and in the List of Tables and List of Figures with regards to wording, capitalization and punctuation.

• **Example**: If you have a colon after the table numbers in the List of Tables, then you must have a colon after the table numbers in the document.

• **Example**: If you capitalize words in a figure caption in the document, then the words must be capitalized the same in the List of Figures.
REFERENCE PAGES CONSIST OF:

• Cover sheet for Appendix/Appendices
• Appendix/Appendices
• Cover sheet for Bibliography
• Bibliography

Use of a cover sheet for the appendix and bibliography is REQUIRED whether they are located in each chapter or just at the end of the document.

NOTE: BIBLIOGRAPHY pages are always last, 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 BEFORE the Bibliography.
APPENDIX/
APPENDICES cover page

If you have multiple appendices in a chapter or at the end of the document, the cover sheet is to say APPENDICES on it.

If you have a single appendix, the cover sheet is to say APPENDIX on it.

The word “APPENDIX” or “APPENDICES” is to be in all capital letters and is to be centered on the page from top to bottom (and left to right).

**Information regarding secondary appendix cover pages can be found in the formatting guide.**
What is a an Appendix?

An Appendix is usually added to contain supplementary, illustrative materials, 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.
The word “BIBLIOGRAPHY” (or equivalent) is to be in all capital letters and is to be centered on the page from top to bottom (and left to right).

(Other terms that we see used are: REFERENCES, WORKS CITED or , LITERATURE CITED)
Sample BIBLIOGRAPHY

- The heading BIBLIOGRAPHY is to be centered, 1 inch from the top of the page and is to be in all capital letters.
- After the heading, double space twice and list your first entry.
- Bibliography entries are to be single spaced within entries and double spaced once between entries.
- You should format your entries in the way that is the convention in your discipline. We just ask that all of your entries are formatted the same way to maintain consistency.
COMMON FORMATTING ERRORS

• Incorrect margins (too small or unequal)
• Title page formatted incorrectly
• Table of Contents, List of Tables and List of Figures formatted incorrectly
• Table and figure captions in the document not matching List of Tables and List of Figures
• Incorrect page numbering of the preliminary pages

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

Do not use a bound copy of a document from your department or the library as an example. Do not use previously published documents as an example. The current formatting guide you are to follow is available on the Graduate School’s website.
Now, on to ProQuest....

• By following 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 have to pay for it up front.**
Electronic Submission to ProQuest

Go to [www.etdadmin.com/grad.msu](http://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 will receive 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).

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.

For information regarding delaying or holding publication of your thesis or dissertation for [patent purposes only](mailto:psuetsis.approval@grad.msu.edu), please contact the Graduate School at psuetsis.approval@grad.msu.edu. A publication hold will not be granted for any other reason besides a patent.
DO NOT SUBMIT YOUR DOCUMENT VIA PROQUEST BEFORE YOUR DEFENSE OR BEFORE YOU HAVE MADE THE CORRECTIONS THAT YOUR COMMITTEE REQUIRES.

DO NOTE: if you submit your document and it is considered to be formatted correctly AND all necessary paperwork has been turned in, your document will be accepted and delivered for publishing even if you were NOT READY to have it delivered. IT IS A TIME CONSUMING PROCESS TO GET THE DOCUMENT BACK OUT OF PROQUEST’S PUBLISHING QUEUE SO YOU CAN MAKE ADDITIONAL CHANGES.

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 AND you have successfully defended and made the corrections that your committee requires.

**Suggestion:** 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.

**IMPORTANT!**
A few more comments about submitting your document to ProQuest:

• Please DO NOT email a word version or a PDF version of your document to the Graduate School for review. We only review documents that have been submitted through the ProQuest system.

• We do not do “format checks” before you submit your document to ProQuest. Follow the formatting guide, prepare your document accordingly, and submit to ProQuest after your defense and after you have made the corrections your committee requests.

• We are happy to answer any “specific” 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

EVERY STUDENT MUST COMPLETE THE FOLLOWING ITEMS

1. Prepare your Master’s Thesis or Doctoral Dissertation following the specific instructions in the Graduate School Formatting Guide (Available at https://grad.msu.edu/etd/formatting-guide)

2. Submit Your Approval Form to the Graduate School

3. Complete the Graduate School Exit Survey

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

ALL STUDENTS MUST SUBMIT THE APPROVAL FORM

If you did not use human or animal subjects, you must check “No” for each box.

If you DID use any human or animal subjects, you must check “Yes” for the appropriate box(es) and add the IRB and/or IACUC (AUF) number.

You will also need to submit a copy of the IRB or IACUC (AUF) approval letter. The IRB letter should have your name cc’d at the bottom.

You will need both your signature and the signature of your major professor.

Supplemental files associated with the electronic version of your document must be approved by your major professor. You must check a box in this section. Your professor MUST initial and date on the line next to N/A in this section even if you don’t have any supplemental files.

YOU, AS THE STUDENT, ARE RESPONSIBLE TO MAKE SURE THE COMPLETELY AND CORRECTLY FILLED OUT APPROVAL FORM GETS TO THE GRADUATE SCHOOL.
Example of a correctly filled out Approval Form

- This is the form that the Graduate School needs. We do not need the Record of Defense, so there is no need to send that to us.
- If you used human subjects we need the IRB letter too. If you used animal subjects, we need the IACUC (AUF) letter too.
How to submit the Approval form to the Graduate School

By email: msuetds.approval@grd.msu.edu

By fax: (517) 353-3355

In person: The Graduate School
466 W. Circle Drive
2nd Floor, Chittenden Hall

NOTE: IRB LETTERS AND IACUC LETTERS ARE TO BE SUBMITTED TO THE GRADUATE SCHOOL VIA THE SAME METHODS

***Please make sure that your approval form is completely and correctly filled out before submitting it to the Graduate School.
Degree granting unit and degree you are to choose from the drop-down menu on the approval form

• A complete list of Graduate Degree Granting Units and Programs is available on the Registrar’s website at: https://reg.msu.edu/AcademicPrograms.aspx?PType=GR

• Only the units/programs listed here are approved by Michigan State University.

• YOU ARE TO CHOOSE YOUR DEGREE GRANTING UNIT AND DEGREE FROM THE DROP-DOWN MENU ON THE APPROVAL FORM.
If you used human subjects, you must provide a copy of the IRB approval letter (Your name should be cc’d at the bottom of the letter.)

Research with Human Subjects
Contact:

irb@ora.msu.edu
408 W Circle Drive, Room 207
Phone: 355-2180
Website: http://www.hrpp.msu.edu
If you used vertebrate animal subjects, you must provide a copy of the IACUC approval letter.

iacuc@msu.edu
Research with Animal Subjects
Contact:
909 Fee Road, Room 421
Phone: 432-4151
Website:
http://www.animalcare.msu.edu

Your name will not appear on this letter—only your PI’s name will be on this letter.
EVERY STUDENT MUST COMPLETE THE FOLLOWING ITEMS

1. Prepare your Master’s Thesis or Doctoral Dissertation following the specific instructions in the Graduate School Formatting Guide (Available at https://grad.msu.edu/etd/formatting-guide)

2. Submit Your Approval Form to the Graduate School

3. Complete the Graduate School Exit Survey

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

Graduate School Exit Survey
On-line Instructions

Your participation in this survey is of importance 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://www.egr.msu.edu/masters/survey
Landing pages for the Exit Surveys

Doctoral Destination Survey

Masters Destination Survey

Please Check Your Browser

The survey supports latest versions of Firefox, Chrome, Safari, and Internet Explorer.
Contact destination-survey@agr.msu.edu if there are any difficulties with the survey.

Login

MSU NetID:
Password:
Login
EVERY DOCTORAL STUDENT MUST COMPLETE THE FOLLOWING ITEMS:

1. Prepare your Master’s Thesis or Doctoral Dissertation following the specific instructions in the Graduate School Formatting Guide (Available at https://grad.msu.edu/etd/formatting-guide)

2. Submit Your Approval Form to the Graduate School

3. Complete the Graduate School Exit Survey

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

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
Registration Screen for the SED Survey

Survey of Earned Doctorates Registration

To complete the questionnaire via the web, please submit the information below. Once completed, an email will be sent to you that will allow you to access the survey.

All fields (except middle name) are required

First Name: 
Middle Name: 
Last Name: 
Institution State: Select State
Institution Name: 
School/College: 
Month: July 
Year: 2016
Email Address: 
Email Confirmation: 

Submit  Cancel

Need help? If you require further assistance, you may call us at 1-877-256-8167 or email us at sed@rali.org.
Survey of Earned Doctorates (SED)

- Michigan State University **REQUIRES** verification of completion of the SED survey. 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 that 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. Master’s Thesis or Doctoral Dissertation following the specific instructions in the Graduate School Formatting Guide. (Available at https://grad.msu.edu/etd/formatting-guide)

2. Submit Your Approval Form to the Graduate School

3. Complete the Graduate School Exit Survey

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

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.
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 FILES (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.
Dissertation/Thesis Details

Title:

Year Manuscript Completed:

Degree/Department Information:

Year Degree Awarded:

Degree Awarded:

Department:

Advisor/Committee Chair:
Enter your primary advisee(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:

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 a 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 two business days from the time we receive your electronic submission.

• The email will be sent to the email address you provided in your ProQuest account.
Please be clear 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 site.
Email address used in ProQuest account

• Please remember the email address you are going to use when setting up your account in ProQuest. All correspondence from the Graduate School regarding formatting corrections will go that email address.

• NOTE: Sometimes the emails sent through ProQuest go into your Spam or Trash folders, so if it has been 2 business days and you have not heard from us, check your Spam or Trash folders. An email most likely went there instead of your inbox.

• Feel free to contact us. Don’t wait for weeks for a response because we usually respond the same day or the next business day at the latest.
Sample letter for reprints

Permission of a reprint is required by ProQuest, the company that publishes your thesis/dissertation, not by MSU.

Send the permissions directly to ProQuest at disspub@proquest.com along with your submission ID number.

You will need a letter from the original publisher giving permission.

You can use this Sample Permission Letter when seeking permission to use reprints of previously copyrighted articles in your thesis/dissertation.

A Sample Permission Letter for Use of Previously Copyrighted Material can be found in the Sample pages at: https://grad.msu.edu/etd/sample-pages
Responsibility of Student
- Complete and Submit Application for Graduation
- Make sure Grad Plan (PhD students) is 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
- Forward acceptance email with pertinent information to Office of the Registrar for Plan A Master’s students
  - Check off in Grad Audit (PhD students)

Responsibility of the Department/College
- Submit Final Certification Form to the Office of the Registrar certifying student to graduate for Plan A Master’s students
  - Final check off in Grad Audit (PhD students)
  - Confer degree for PhD students

The Office of the Registrar
- Verify approval of Final Certification Form for Plan A Master’s students
- Verify acceptance email forwarded from the Graduate School For Plan A Master’s students
  - Issue Diplomas for PhD and Plan A Master’s students

Degree completion flowchart:
Semester of graduation

DEGREE COMPLETED
Your responsibilities as a student:

• Complete and Submit Application for Graduation

• Make sure Grad Plan is complete up to Grad School sign off (PhD students)

• 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 http://www.reg.msu.edu/AcademicPrograms/

• Complete required survey(s)

• Submit thesis or dissertation via the ProQuest website AND turn in all necessary paperwork, see https://grad.msu.edu/etd
Apply to graduate

Application is available online at: http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp

Available in Room 150 Administration Building

All students must apply to graduate!

NOTE: if you apply for Graduation during a specific semester, but do not complete all necessary requirements in that semester, you must reapply to graduate for a different, specific semester!

Applications to graduate do not carry over to the next semester automatically.
Grad Plan and Grad Audit

- All Ph.D. students MUST have a Grad Plan.

- Before you submit your dissertation via ProQuest, your Grad Plan should be as complete as possible (only Graduate School and Department/College Sign-Off not completed). WORK WITH YOUR DEPARTMENT GRADUATE SECRETARY WELL IN ADVANCE OF THE SEMESTER DEADLINE TO ENSURE THAT YOUR PLAN IS COMPLETE.

- If the Graduate School can’t sign off because your plan is incomplete, your degree may not be conferred in the semester you would like it to be conferred.
Grad Plan issues that prevent sign off

• Dissertation defense date not entered and approved *(Department does this).* The date has to go through an approval process.

• Dissertation title not entered *(Student does this after defense date has gone through the approval process)*

• Language requirement errors. Only foreign languages you need for your program should be listed here. Do not include your native language if it is not required as part of your program. English is not a foreign language at MSU and it should not be included in your Grad Plan.

• PhD Degree courses are incomplete/999s not applied to plan

• IRB number has not been entered *(Student does this)*

• Apply to Graduate *(Student does this)*

• No official plan *(the plan has to go through a routing process before it is approved and becomes official)*

• **Reminder:** errors OR incomplete plans may cause you to graduate in a different semester than you intended. Work with your department Graduate Secretary to ensure that your plan is accurate and complete well in advance of the end of the semester or when you intend to graduate.
Responsibilities of the Graduate School

• Final acceptance of thesis or dissertation

• Forward acceptance email from ProQuest with pertinent information to Office of the Registrar for Plan A Master’s students

• Sign off in Grad Audit for PhD students
Responsibilities of your Department/College

• Submit *Final Certification Form* to the Office of The Registrar certifying student to graduate for Plan A Master’s students

• Final sign off in Grad Audit for PhD students

• Department/college confers the degree for PhD students
Responsibility of the Office of the Registrar

• Verify approval of *Final Certification Form* (Plan A Master’s students)

• Verify ProQuest acceptance email forwarded from the Graduate School (Plan A Master’s students)

• Registrar’s office confers Plan A Master’s degrees and issues the diploma.

• After the PhD degrees are conferred by the department/college, the Registrar’s Office issues the diploma.

If you have questions regarding Degree Certification please contact:

Susie Korkoske
Office of the Registrar
Degree and Certification
Phone: (517) 432-5911
Email: chmiko@msu.edu
Degree verification letter

• If you need a letter stating that you have completed your degree requirements before your diploma arrives, you are to go to the Registrar’s website for such a letter. (https://reg.msu.edu/ROInfo/EnrReg/Certify.aspx) Click on the Enrollment and Degree Verification Letters link. You may only request the letter AFTER your degree has been conferred.

• The Graduate School only handles your thesis or dissertation. We do not know if you have completed all of your other requirements to receive your degree or not.
Students may bring specific questions about their documents or questions about formatting requirements to the drop-in sessions. (We will not review any documents in their entirety, however. That gets done when the document is submitted to ProQuest.)

- Keep an eye on the Graduate School’s website for dates/times for drop-in hours

- 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 hours don’t work with your schedule
Resources

The Graduate School
Phone Number: 355-0301
E-mail: msuetds.approval@grd.msu.edu
Address: 466 W Circle Drive, Chittenden Hall, 2nd Floor

Human Research Protection Program (IRB)
Phone Number: 355-2180
E-mail: irb@ora.msu.edu
Address: 408 W Circle Drive, Room 207
Web Address: http://www.hrpp.msu.edu

Research with Animals
Phone Number: 432-4151
E-mail: iacuc@msu.edu
Address: 909 Fee Road, Room 421
Web Address: http://www.animalcare.msu.edu

MSU Copyright Office
Web Address: http://copyright.msu.edu

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

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

Degree and Certification
Contact Person: Susie Korkoske
Phone Number: 432-5911
E-mail: chmiko@msu.edu

Provides a Copy Service
Council of Graduate Students (COGS)
Phone Number: 353-9189
Address: 466 W. Circle Drive, Chittenden Hall, 1st Floor

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