

Dissertation/Thesis Submission & Formatting Webinar

Spring 2024

Agenda

- 1 Introductions - GEPA Academic Affairs Advisors
- 2 Writing Hub
- 3 Degree Filing Process & Submitting Dissertation/Thesis
- 4 Publishing in ProQuest
- 5 Degree Paperwork
- 6 Dissertation & Thesis Formatting Manual
- 7 Co-Author Permission Letters

GEPA Academic Affairs Advisors

Eliese Maxwell, PhD Advisor (all other programs)

Sara Miceli, Professional Degree & Joint Doctoral Program Advisor; PHD Advisor (Biostats, BMS, Neuro, Rady)

Kelsey Darvin, Master's Advisor (BIO, ECE, SE & SIO); PHD Advisor (SE)

Karen Villavicencio, Master's Advisor (BENG, CENG, NENG, CSE); PHD Advisor (CENG, NENG)

Kim McCusker, Master's Advisor (all other programs)

Get Writing Help From the Writing Hub!

Open to enrolled graduate students.

Free one-on-one appointments with a graduate student writing consultant.

- 30-60 minute appointments, up to 2 appointments/week
- Can work with any project, at any stage
- Supportive, in-depth conversations about your writing
 - Actionable feedback on clarity, organization, coherence, etc.
 - Not available for format-checking, will focus on the writing

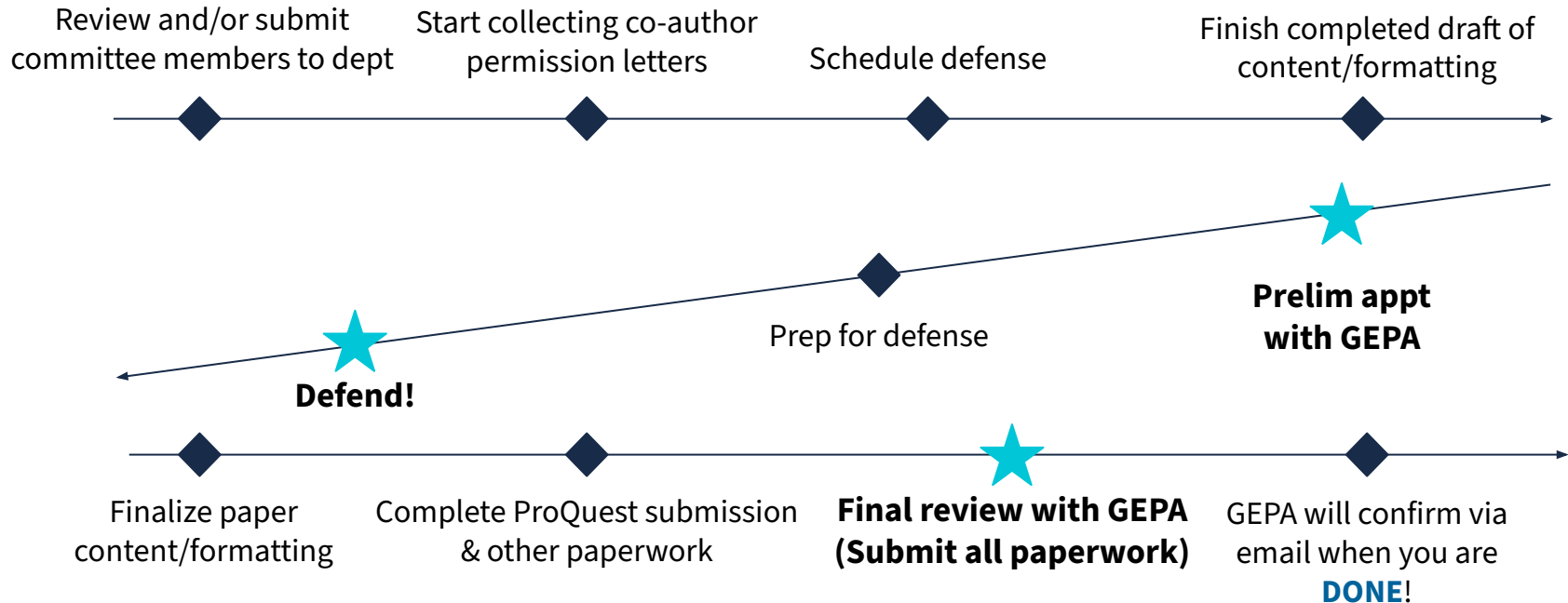
Plus: Dissertation Writers Workshop, Grad Writing Room, Writing Retreats, Discussion Groups and more!

writinghub.ucsd.edu



Degree Filing Process & Submitting Dissertation/Thesis

Dissertation/Thesis Defense Timeline Snapshot



Note: This is a general guide; your timeline may vary by your program and/or degree aim (master's, PhD, etc.)

Scheduling your Defense

Work with:

- Committee → schedule defense date
- Graduate coordinator →
 - Notify them of defense date.
 - Check if your committee members are up-to-date in student record.
 - Logistics (ie room for in-person meeting, Zoom link, any dept required paperwork).

Defense expectations:

- All committee members present at the same time.
- May be held in-person, remote, or hybrid format. Check with your dept if they have any specific policies.

Scheduling a Preliminary Appointment

Preliminary appointments should be scheduled up to **one month** prior to your defense.

- All appointments are conducted via Zoom.

Final review will be scheduled by your GEPA Academic Affairs Advisor at the preliminary appointment.

Preliminary appointments are scheduled [online](#).



****Tip: our calendars fill up towards the end of the quarter, don't wait until the last minute!****

Preliminary Appointment with GEPA

Before Appointment:

- Upload your fully formatted dissertation/thesis draft to [ProQuest](#)
 - In Proquest, just need to add contact information & upload dissertation/thesis PDF.
 - You can edit and enter all details later.

During Appointment:

- GEPA will review:
 - Formatting of your paper (*edits are common!*)
 - Other paperwork to complete by final review.
 - Final review scheduling.

Final Review with GEPA

There is no meeting for the final review—it's completed over email. You will receive an email from your GEPA Academic Affairs Advisor with the status of your paperwork.

Be sure to upload all paperwork by your final review date/time. This includes “submitting” in ProQuest!

All formatting revisions and paperwork must be submitted by the filing deadline.

Publishing in ProQuest

ProQuest – Publishing Options

Your paper will be published in ProQuest and UC eScholarship.

Publishing Options in Proquest:

- Traditional vs. Open Access
 - This option is specific to how your dissertation/thesis is released in the ProQuest database. Your work will always be open access on eScholarship.

Immediate release vs. Embargo (one year or two years)

- 2 years is **mandatory** for: Biology, Biomedical Sciences, Sociology
- 10 years is **mandatory** for: MFA in Writing

ProQuest – Submitting your Paper

The submission process is free of charge unless you select any of the following during final submission:

- **Register copyright with the US Copyright Office**
 - ProQuest can only do this on your behalf if you are the sole author. If you have co-authors and want to register your copyright, you have to file with the US Copyright Office directly.
 - You have copyright regardless; registering with the US Copyright Office is just an extra level of protection.
- **Select open access publishing for ProQuest** (eScholarship is already open access)
- **Order personal copies**

For the final review:

- Remember to submit your dissertation/thesis all the way through. *Fill out all the sections.*
- Hitting “submit” is not final; it will not be published and ordered copies will not be printed. You can still make edits.

Degree Paperwork

Paperwork for Preliminary Appointment

Upload to [ProQuest](#):

- Fully formatted draft of your dissertation/thesis PDF
 - Complete the tab “*Publishing Information -> Contact Information*”

Upload to [Kuali](#): *(if applicable)*

- Cover letter & signed Co-author permission letters, as a single PDF

Paperwork for Final Review

Paperwork for students to complete

Upload to [ProQuest](#):

- Dissertation/Thesis Release form (aka Embargo Form)
- Final version of your paper
- Complete all sections of the ProQuest submission

Upload to [Kuali](#): *(if applicable)*

- Co-author permission letters, as a single PDF

SDSU JDP students only:

- Send the [signature page](#) to your committee members

Paperwork for Final Review

Paperwork for your department to complete in DocuSign

Final Report Form

- Will indicate if filing or readmission fee is required
- Will indicate if re-advancement fee is required (if applicable, typically doctoral students)
- **Master's student only:** will be assessed a \$25 thesis submission fee
- **SDSU JDP students only:** SDSU department sends the JDP5 form

General Petition Form to waive academic residency requirement *(if applicable)*

Filing Deadline

All paperwork must be turn in by the final filing deadline.

The filing deadline is always the 11th Friday of each quarter. (For summer, it is the last Friday of Summer Session II).

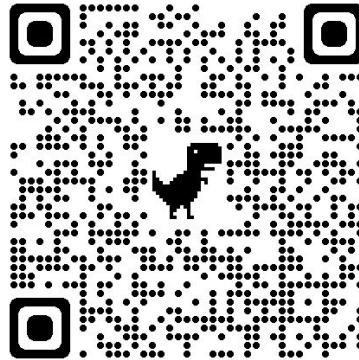
Receipt of the final dissertation/thesis, paperwork or any required signatures after the deadline will result in your degree being awarded in the next quarter.

Spring 2024 deadline: June 14, 2024

Summer 2024 deadline: September 6, 2024

GEPA Resources

You can find an overview of the [degree filing, dissertation/thesis submission process, and degree paperwork](#) on our website.



Dissertation & Thesis Formatting Manual



General Specifications

Minimum Margins

- 1” on all sides, but can be slightly larger

Font and Font Sizes

- Standard fonts are Arial, Times New Roman, Helvetica, etc.
- May use 10pt, 11pt, or 12pt

Pagination

- All page numbers are centered at the bottom, 0.5” from the bottom edge
- Roman numerals begin on Dissertation Approval Page through Abstract, Arabic numerals begin at the main body of text

Paragraphs

- All material in main body of text should be double spaced
- All new paragraphs must be indented 0.5”

Preliminary Pages

blue pages = required

green pages = optional

purple = MAY or may not be required

- Title Page
- Copyright or Blank Page
- Dissertation/Thesis Approval Page
- Dedication & Epigraph
- Table of Contents
- List of Abbreviations (Symbols)
- List of Figures/Tables, etc. *(required only if you have figures/tables in your paper)*
- Acknowledgements *(required only if you have co-authors &/or are publishing)*
- Vita/Master's thesis – optional
- Vita/PhD dissertation – required
- Abstract of the Dissertation/Thesis

Title Page

Use the term **dissertation** throughout your paper, if you are receiving a **PhD** degree.

Use the term **thesis** for a **Master's degree**.

Make sure the title is exactly the same everywhere (*title page, abstract, ProQuest account & paperwork*).

Committee:

- List chair first
- Then list co-chair(s) *if applicable*
- Then list remaining members in alpha order by last name
- Use the title, Professor (not Dr. or Prof.)

Make sure the year at the bottom reflects the year you will graduate, not when you started writing your paper.

No page number is to be printed on this page.

UNIVERSITY OF CALIFORNIA SAN DIEGO

This is the Title of My Dissertation

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

in

My Degree Title

by

[My Name as listed on UC San Diego official Academic Records]
(legal or preferred name is accepted)

Committee in charge:

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

2020

Copyright (or blank) Page

Use either the word, “copyright” or the © symbol - not both.

You can opt to use a blank page here.

Your name must appear exactly the same on all pages.

The year is the year you will graduate.

Copyright (or ©)

[My Name as listed on UC San Diego Academic Records], 2020
(legal or preferred name is accepted)
All rights reserved.

Dissertation/Thesis Approval Page

Roman numerals begin on this page, with the Roman numeral **iii**.

ALL page numbers are to be centered and 0.5” from the bottom.

Note: SDSU JDP students will still need signature lines on this page - refer to the formatting manual

The thesis of [My Name as listed on UC San Diego official Academic Records (legal or preferred name is accepted)] is approved, and it is acceptable in quality and form for publication on microfilm and electronically.

University of California San Diego

2020

0.5” from bottom
of the page



Table of Contents

Right align page numbers in a straight line.

Use ellipses.

Include “Table of Contents” and its page number on this page.

Don’t forget to include “of the dissertation” or “of the thesis” next to the word, “Abstract”.

Make sure page numbers on this page are correct before submitting.

Using the GEPA template? Remove instructional paragraphs at the bottom of this page.

TABLE OF CONTENTS

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List of Figures/Tables/ Schemes/etc.

Maximum 4 lines per entry on this page. Do not summarize the caption, just truncate it.

The corresponding caption in the body of your paper can have more than 4 lines.

Page numbers right aligned and in a straight line.

Use ellipses.

The numbering system used here should match the numbering system used for the figures/tables in the body of your paper.

Using the template? Remove instructional paragraph at the bottom of this page.

LIST OF FIGURES (or TABLES, SCHEMA, GRAPHS)

Figure 1.1: caption goes here	16
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Figure 2.2: caption goes here	25
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Figure 3.2: caption goes here	33

NOTE: if captions are longer than 4 lines they must be abbreviated on the list to 4 or fewer lines. The word "Figure" (or "Table," or "Graph") must appear before each caption on the list and before each caption within the text.

Acknowledgements

Required only if you have co-authors or your dissertation/thesis will be published in a journal or similar publication.

See online manual for specific verbiage to include here.

Consult with your PI **before** our preliminary appointment, to determine if you have co-authors.

These paragraphs must be copied & pasted to the end of their respective chapters.

ACKNOWLEDGEMENTS

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

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

Chapter 2, in full, is a reprint of the material as it appears in Numerical Grid Generational in Computational Fluid Mechanics 2017. Smith, Laura; Smith, Jane D., Pineridge Press, 2016. The dissertation/thesis author was the primary investigator and author of this paper.

Chapter 3, in part, has been submitted for publication of the material as it may appear in Education Mechanics, 2017, Smith, Laura; Smith, Jane D., Traylor Press, 2017. The dissertation/thesis author was the primary investigator and author of this paper.

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

Chapter 6 is coauthored with Smith, Jane D. and White, Sigmund. The dissertation /thesis author was the primary author of this chapter.

Vita

Vita is required for PHD/dissertations but is optional for Master's/theses.

The minimum requirement on this page is educational information.

Remember to include your current Master's degree or PhD on this page.

VITA

2010 Bachelor of Arts, University of California, Berkeley
2010-2015 U.S. Marines
2015-2018 Teaching Assistant, University of California San Diego
2018 Master of Science, University of California San Diego
2018-2020 Research Assistant, University of California San Diego
2020 Doctor of Philosophy, University of California San Diego

PUBLICATIONS

"Distribution of Control Points in a System for Analysis of Stress Distribution"
IRE Transactions of the IRE Professional Group on Automatic Control, vol. AC-7, pp 272-289, September 2014.

FIELDS OF STUDY

Major Field: Engineering

Studies in Applied Mathematics
Professors Alpha Beta and Gamma Delta

Abstract of the Dissertation/Thesis

Maximum words: 350 for PhD Dissertation;
250 for Master's Thesis.

Required top margin is at least 2.5" - but only for the **first page** of the abstract.

Only chairs & co-chairs are listed on this page.

Use double spacing and indent the first line of each paragraph. The same holds true for the body of your text.

Your title and abstract will be visible to the general public when your degree is conferred, even if you opt to embargo (ie delay the release of) your paper.

At
least
2.5"



ABSTRACT OF THE DISSERTATION

Place Full Title of
Doctoral Dissertation Here

by

[My Name as listed on UC San Diego official Academic Records]
(legal or preferred name is accepted)

Doctor of Philosophy/Doctor of Musical Arts in Degree Title

University of California San Diego, 2020

Professor Eta Theta, Chair
Professor Alpha Beta, Co-Chair (if applicable)

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

[Please note: If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify. The citation and abstract of your work will be available through ProQuest and through the UC California Digital Library (eScholarship). See page 44 in this manual for information regarding delayed release.]

Introduction and Beyond

CONSISTENCY

...is the key!

Introduction and Beyond

Begin your Arabic numerals, here with **1**.

Chapter 1. Introduction

It is estimated that lighting accounts for 22% of the total US electrical energy use and 7% of the global primary energy expenditure. From the latest available data from the U. S. Department of Energy (DOE), it showed that more than 70 % of electricity used for total lighting is for commercial and residential lighting with 85 % of residential lighting using incandescent lights and fluorescent lamps, as shown in Figure 1.1. [1]. Since most of the energy used for the incandescent lamp is wasted as infrared radiation and mercury in the fluorescent lamps can cause environmental problems, there have been long efforts to improve the efficacy of the technology, as well as developing a more energy efficient light and environmental source to replace incandescent and fluorescent lighting [2].

The beginning of modern lighting technology is generally attributed to the invention of the incandescent lamp by Sir Thomas Edison in 1878 [3]. The color of light produced by a heated metal filament in an incandescent lamp appears close to that of the sun, to which the human eye has been adapted [4]. Objects illuminated under an incandescent light would appear to have a natural color. To determine the "quality" of a light source, one parameter called the color rendering index (CRI) is often used. This index, with a scale of 0 to 100, measures the ability of the light source to accurately display the color of an object compared to a standard illuminant [4]. The incandescent light has a high CRI of about 100, while low pressure sodium lamps have CRI of about 18 [4]. However, about 95% of the electricity used by a typical incandescent light bulb is wasted as heat and infrared radiation, which results in a low luminous efficiency of ~12 lumens per watt (lm/W) [4]. With a tungsten-halogen cycle, halogen incandescent lamps have longer filament lifetimes as the filament evaporation rate is reduced. This also allows the halogen lamps to be at full brightness for longer time and have a comparable CRI relative to the traditional incandescent lamps, resulting in more than twice the efficiency (~30 lm/W) [4]. Unlike



Figure and Table Captions

Figure (or table) and its caption should be together on the same page.

Captions for figures go **BELOW** the figure.

Captions for tables go **ABOVE** the table.

Exceptions to the above may apply. See online manual or your GEPA Academic Affairs Advisor.

If one of the captions in your paper is more than 4 lines then ALL captions throughout your paper must be single spaced.

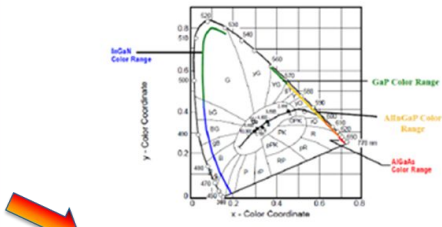


Figure 2.1. Color ranges of LEDs depending on the semiconductor composition [1].

Table 2.1. Comparison of energy efficiency, luminous efficacy (lumens/watt), lifetime, heat and presence of mercury of commonly available light sources [1].

	Incandescent	Halogen	Compact fluorescent	High intensity discharge	LED
Energy efficiency	Very low	Low	High	High	Very High
Luminous efficacy (Lumens/Watt)	14	24	60-100	65-110	80-140
Lifetime (hours)	1000	2000-3000	6000-10000	20000	50000
Heat	Yes==	Yes==	Yes	Yes	No
Mercury	No	No	Yes	Yes	No

References/Bibliography /Works Cited

Use the reference style that is traditional for your discipline.

TWO formatting rules for this page:

1. **Spacing:** Single space each entry with a double space in between entries - as shown to the right
2. **Et al's ors** are not allowed on this page (see *highlighted examples to the right*). **ALL** authors must be listed for each referenced publication

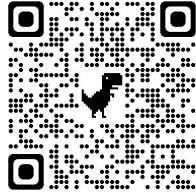
Et al's are allowed while citing references within the body of the paper.

References

1. Edwards, H., Yang, Z., & Xu, P. (2020). Characterization of Met25 as a color associated genetic marker in *Yarrowia lipolytica*. *Metabolic Engineering Communications*, 11. <https://doi.org/10.1016/j.mec.2020.e00147>
2. Gadir, N., Haim-Vilmovsky, L., Kraut-Cohen, J., & Gerst, J. E. (2011). Localization of mRNAs coding for mitochondrial proteins in the yeast *Saccharomyces cerevisiae*. *RNA*, 17(8), 1551–1565. <https://doi.org/10.1261/rna.2621111>
3. Garcia, M., Delaveau, et al (2010). Mitochondrial presequence and open reading frame mediate asymmetric localization of messenger RNA. *EMBO Reports*, 11(4), 285–291. <https://doi.org/10.1038/embor.2010.17>
4. Giirlich', D., & Rapoport, T. A. (1993). Protein Translocation into Proteoliposomes Reconstituted from Purified Components of the Endoplasmic Reticulum Membrane. In *Cell* (Vol. 75).
5. Gilbert, L. A., Horlbeck, Weissman, J. S. (2014). Genome-Scale CRISPR-Mediated Control of Gene Repression and Activation. *Cell*, 159(3), 647–661. <https://doi.org/10.1016/j.cell.2014.09.029>

GEPA Formatting Resources

[Formatting Manual:](#)



[Formatting Overview:](#)



[Dissertation/Thesis Templates:](#)



Co-Author Permission Letters

Permission Letters

Permission letters (cover letter from advisor/co-author letters) are required if you are using any of your own work in your dissertation/thesis that contains the following:

- Published material
- Material that has been submitted for publication
- Material that is currently being prepared for submission for publication
- Unpublished material that contains co-authors, even if there are no future plans to submit for publication

This work must be acknowledged in your Acknowledgements page and at the end of each respective chapter.

Upload them to our [online Kualo form](#).

Sample

Permission letter from your advisor
(aka cover letter)

Must include all publications, even if
they are not listed as an author

UNIVERSITY OF CALIFORNIA, SAN DIEGO



UCSD

BERKELEY DAVIS IRVINE LOS ANGELES MERCED RIVERSIDE SAN DIEGO SAN FRANCISCO

SANTA BARBARA SANTA CRUZ

James Antony, Dean
Graduate Division
UC San Diego

MM/DD/YYYY

Dear Dean Antony:

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

Smith, Laura; Smith, Jane D.; White, Sigmund. "The Effect of Stress Distribution on Photoelasticity", Name of Journal, vol. 4, 2014.

~OR~

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

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

~OR~

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

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

~OR~

We request permission for Laura Smith to use the following coauthored/unpublished material in her doctoral dissertation/master's thesis. Ms. Smith was the principal researcher/author on this paper.

Smith, Laura; Smith, Jane; White, Sigmund. Chapter 6, Title.

Eta Theta

Chair of Committee

Student's Signature

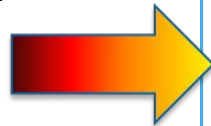
Student's Name

Sample

Permission letter from your co-author

Digital or physical signature is ok

Typed stylized font signatures
not permitted



MM/DD/YYYY

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

Smith, Laura; Smith, Jane D.; White, Sigmund. "The Effect of Stress Distribution on Photoelasticity", Name of Journal, vol.4, 2014.

~OR~

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

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

~OR~

Laura Smith has my permission to include unpublished material coauthored with me in her doctoral dissertation/master's thesis.

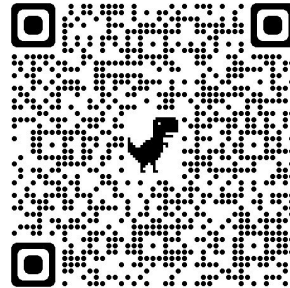
Smith, Laura; Smith, Jane D.; White, Sigmund. Chapter 6, Title.

Jane Smith

Jane D. Smith

Template

Templates of the co-author permission letter and cover letter are available on the [GEPA website](#).



**We wish you great
success in the final
stages of your
degree!**



Note: Please refer to the GEPA website for full submission details, formatting guidelines, and dissertation/thesis templates. These slides only provide a summary and contain information specific to Spring 2024.