

Dissertation/Thesis Submission & Formatting Webinar

Winter 2025

Agenda

- 1 Introductions - GEPA Academic Affairs Advisors
- 2 Writing Hub
- 3 Degree Filing Process
- 4 Publishing Dissertation/Thesis in ProQuest
- 5 Final 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 writing consultation appointments.

- 30-60 minute appointments, in person or virtual
- 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 or proofreading, will focus on the writing process

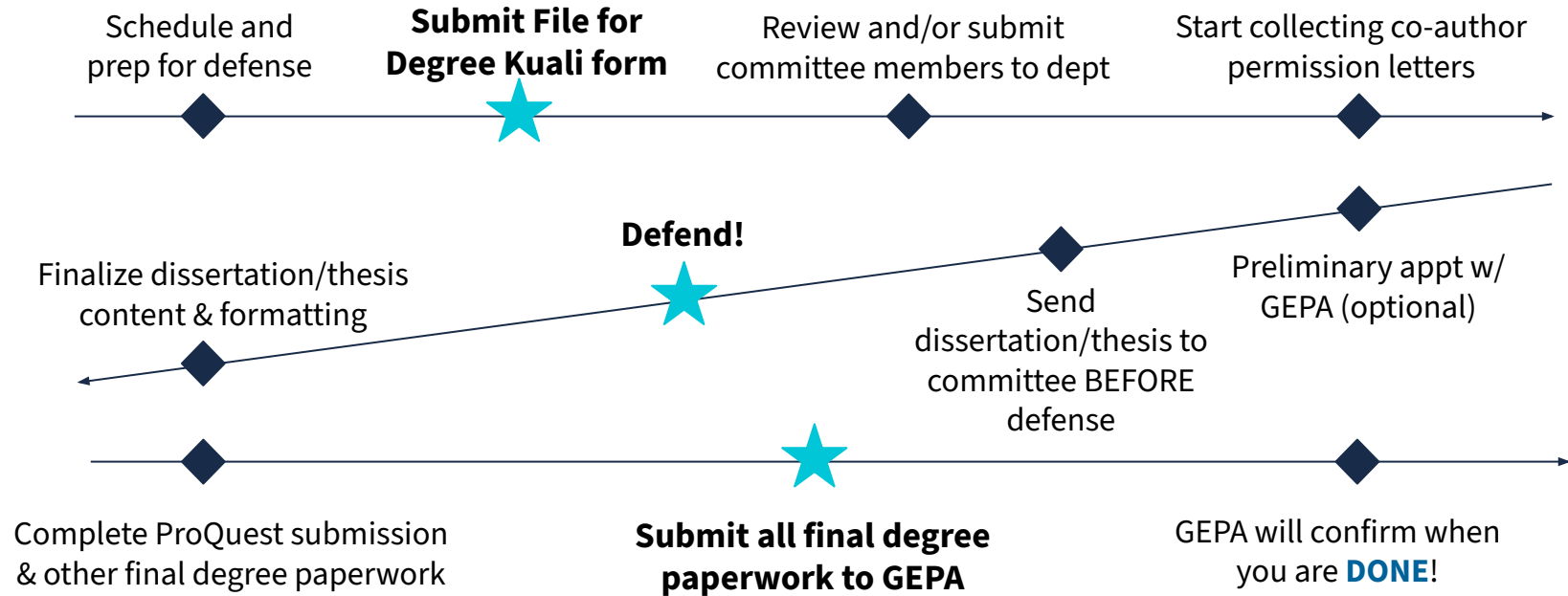
Additional services: Writing Workshops, Writing Room (virtual/in-person), Writing Retreats

writinghub.ucsd.edu/what-we-do/graduate-services.html



Degree Filing Process

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:

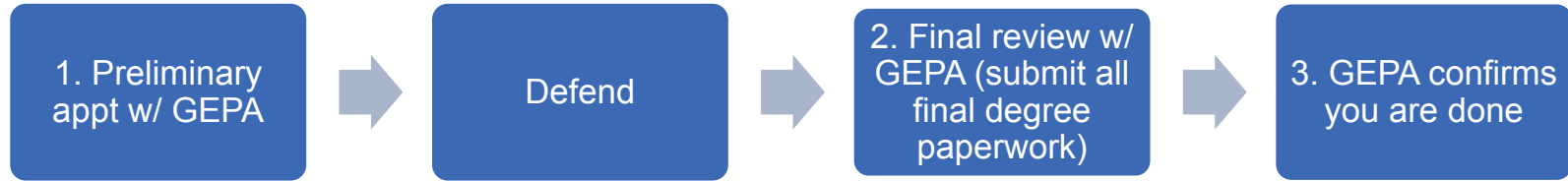
- Committee → schedule defense date
- Graduate coordinator →
 - Notify them of defense date.
 - Check if your committee members are up-to-date in student record.
 - Logistics (ie room for in-person meeting, any dept required paperwork).

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.

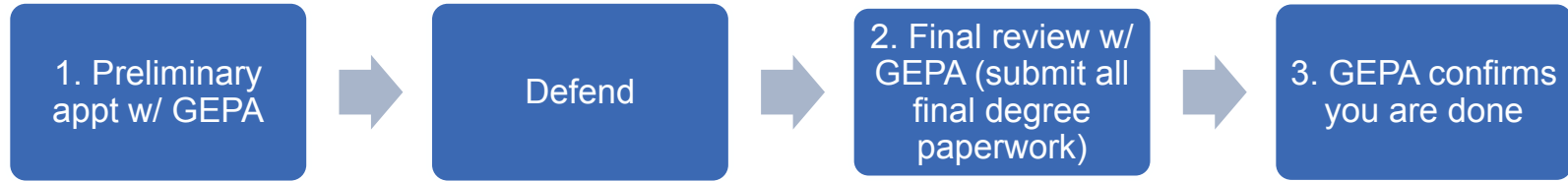
Changes to File for Doctoral/Master's (Thesis) Degree Process

Old Process

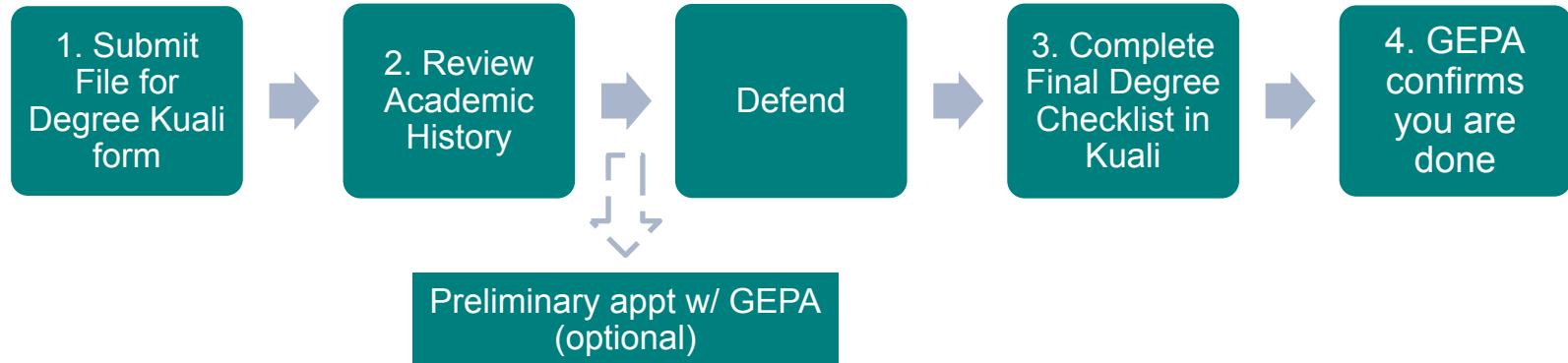


Changes to File for Doctoral/Master's (Thesis) Degree Process

Old Process



New Process



File for the Doctoral/Master's (Thesis) Degree

Step 1 (student): Submit File for Doctoral/Master's (Thesis) Degree Quali form

- Fill in your student information.
- This notifies GEPA that you are graduating this quarter.

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Pages

File for Degree Req...

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UC San Diego

File for Doctoral/Master's (Thesis) Degree Form

This form should be submitted by Friday of Week 4 to initiate filing for the degree with GEPA. If you have any questions, contact your GEPA Academic Affairs Advisor: <https://grad.ucsd.edu/about/meet-the-team/academic-affairs/index.html>.

****This form is only for Doctoral or Master's students who are defending & submitting a thesis/dissertation. If this does not apply to you, then contact your department to file for the degree.****

Step 1: Submit File for Degree

Student Name (auto-fills) Maxwell, Eliese	PID (auto-fills) 10403094
Email (auto-fills) etmaxwell@ucsd.edu	If PID is not displaying correctly above, then type in PID A12345678
Department *	
<input type="text" value="..."/>	
Degree Aim (that you are currently filing for) *	
<input type="text" value="..."/>	
Graduating in (quarter) *	

File for the Doctoral/Master's (Thesis) Degree

Step 2 (student): Review Academic History

- GEPA reviews your academic history.
- We let you know if everything looks good, or if there are any issues.
 - Issues will be noted with an “Action” box. You need to correct that Action by the end of the quarter.
- When you finish reviewing, click the “I have reviewed all items” button at the bottom.
 - You can view the academic history page at any time at this link: <https://ucsd.kualibuild.com/build/my/submissions>

Pages

File for Degree Req...

Academic History

[Back](#) [Next](#)

UC San Diego

Academic History

Your GEPA Academic Affairs Advisor has reviewed your academic history. Please review and hit the "I have reviewed all items" button at the bottom.

If there are any "Actions", follow the instructions to resolve them as soon as possible.

GEPA Academic Affairs Advisor (enter name) *

Villavicencio, Karen

As of this date, GEPA reviewed your academic history. See the information below. *

January 15, 2025

<p>Committee submitted? *</p> <p>If you are a doctoral student getting a master's degree along the way, then you must have a master's committee on file.</p> <p style="text-align: center;">No</p>	<p>ACTION: Contact your graduate coordinator to submit your dissertation/thesis committee.</p>
---	---

Applied/Advanced to Candidacy? *

If you are a doctoral student getting a master's degree along the way, then you must apply to candidacy for the master's degree. The master's form is different from the Doctoral Advancement to Candidacy form.

Yes

File for the Doctoral/Master's (Thesis) Degree

Step 3 (student): Complete the Final Degree Checklist

- This is a checklist of all the actions & final degree paperwork must be completed & where to upload.
- Use this as a personal checklist by clicking the “Save” button and re-visiting it at this link <https://ucsd.kualibuild.com/build/actions>.
- Once everything is completed, submit it to GEPA.

****Submitting the checklist is how to notify GEPA that all final degree paperwork is turned in****

The checklist & all paperwork must be submitted by the filing deadline.

AN75 Submitted Jan 15, 2025 - 4:09 PM
IN PROGRESS
Save

Pages

- File for Degree Req...
- Academic History
- Step 3: Final Degree...

Back
Next

UC San Diego

Instructions

Review the Final Paperwork Submission checklist and complete all items. You can save and return to the form at any time. Once you have completed everything, click the “Submit” button. GEPA will be notified and we will review your paperwork in 1-2 weeks.

Step 3: Final Degree Checklist

These are the required actions for finalizing your degree. You can use this as a checklist by checking off the items that you have completed and clicking “Save” to save your progress. Once all items have been “Completed”, click “Submit” to submit the form to GEPA. Your GEPA Academic Affairs Advisor will be notified and will review your paperwork within 1-2 weeks.

****These actions should be completed as soon as possible. The completed checklist must be received by GEPA no later than 3:00pm on the last Friday of the quarter in order to be eligible to receive your degree for the current quarter. If there are issues to resolve, then your degree may not be conferred until the following quarter. We recommend submitting this form in advance of the deadline.****

See filing deadlines: <https://grad.ucsd.edu/academics/enrolling/index.html>

I provided my department with my defense date, committee members & email addresses, dissertation/thesis title. *

Completed

Department has submitted the Final Report Form. If all committee members have signed, then you should've gotten an email. If unsure, contact your graduate coordinator. *

Completed

Dissertation/Thesis Release Form has been filled out, signed by me and my committee chair, and uploaded to ProQuest under “Administrative Documents”. *

Dissertation/Thesis Release [Form Link](#).

NOTE: If you choose an embargo, then your dissertation/thesis will be withheld during the embargo period. However, during the embargo period the citation and abstract of your work will be available through ProQuest and through the UC California Digital Library (eScholarship).

Completed

File for the Doctoral/Master's (Thesis) Degree

GEPA Final Review is where GEPA reviews the Final Degree Checklist.

- GEPA will let you know if everything is completed or if there are issues.
- Once everything is corrected or if there are no issues, then you will receive an email confirming that all paperwork is completed for your degree!

Any issues must be corrected by the filing deadline.

UC San Diego

Pages

File for Degree Req...

Academic History

Step 3: Final Degree...

GEPA Final Degree ...

GEPA Final Degree Review

Dissertation/Thesis Release Form *

Completed

Missing signature

Missing embargo choice

Not uploaded

Co-Author Permission Letters *

Completed

Missing cover letter

Missing signature

Typed font used

Not uploaded

N/A

Dissertation/Thesis *

Completed

Formatting errors

Not uploaded

ProQuest *

Completed

Incomplete

Must click "Submit"

Can't find

Preliminary Appointments

Preliminary appointments are now optional. Schedule a preliminary appointment if you want your dissertation/thesis formatting to be reviewed before the final submission.

If you currently have a preliminary appointment:

1. You may keep it. GEPA will review your dissertation/thesis.
2. You may cancel it.

All appointments are conducted via Zoom or email (no Zoom); we will let you know the format.

Preliminary appointments are scheduled on our [online calendar](#).



Preliminary Appointments

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 final degree paperwork to complete by the filing deadline.

****GEPA does not tell you how to format your paper from scratch; we advise you on what needs to be fixed in your current document.****



Publishing Dissertation/Thesis in ProQuest

ProQuest – Publishing Options

Your dissertation/thesis 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 paper will always be open access on eScholarship.

	Traditional <i>Free</i>	Open Access <i>\$95.00</i>
Full text	Available with ProQuest subscription to Dissertations & Theses Global	★ Available to anyone at ProQuest.com
Abstract & citation	Available on Web of Science & Google Scholar as well as topic-specific indexes	★ Available on Web of Science & Google Scholar with links to full text as well as topic-specific indexes
Purchasing options 	PDF, hardcover & softcover copies	★ Hardcover & softcover copies PDF can be downloaded at no cost
Royalties 	★ Eligible	Not eligible
Integrity safeguard	Plagiarism protection through Turnitin	Plagiarism protection through Turnitin
Rights	Non-exclusive; you retain all rights View agreement	Non-exclusive; you retain all rights View agreement

ProQuest – Publishing Options

Immediate release vs. Embargo (aka delayed release)

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

Delaying release in ProQuest

I want my work to be available in ProQuest as soon as it is published. *

Yes

No - I have patents pending, or another reason why I need to delay access to the full text of my work.

How long would you like to delay the publishing of the full text to ProQuest? * (more info)

6 months 1 year 2 years

Until the following date:

YYYY-MM-DD (leave blank to never display)

Common reason for an embargo: You have a patent or publication pending, and your paper shouldn't be public before the patent/publication is finalized.

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 hardcopies of dissertation/thesis**

ProQuest – Submitting your Paper

Reminders:

- Submit your dissertation/thesis all the way through. *Fill out all the sections.*
- Hitting “Submit” is not final. Edits can still be made.
 - It will not be published at that moment.
 - Any hardcopy orders will reflect the final version of your dissertation/thesis that is accepted by GEPA.

Final Degree Paperwork

Final Degree Paperwork

How do students turn in their final degree paperwork for GEPA review?

Complete Step 3 in the Quali form. This notifies GEPA that all of your paperwork is turned in. We will then let you know the status of all of your paperwork.

When do students turn in their final degree paperwork?

Any time after their defense, and before the filing deadline.

Tip: Complete Step 3 as soon as possible! In case there are any issues with your paperwork, it gives you time to fix the issues before the filing deadline.

Final Degree Paperwork

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. Click “Submit”.

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

- Co-author permission letters, as a single PDF

SDSU JDP students only:

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

Final Degree Paperwork

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 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 filing deadline will result in your degree being awarded in the next quarter.

Winter 2025 deadline: March 21, 2025

Spring 2025 deadline: June 13, 2025

GEPA Resources

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



A how-to guide on the File for Doctoral/Master's (Thesis) Degree Kual form can be found [here](#).



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 student record]
(legal or lived 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

2024

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 official student record], 2024
(legal or lived 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 dissertation of [My Name as listed on UC San Diego official student record (legal or lived name is accepted)] is approved, and it is acceptable in quality and form for publication on microfilm and electronically.

University of California San Diego

2024

0.5” from bottom
of the page

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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.

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

LIST OF FIGURES (or TABLES, SCHEMA, GRAPHS)

Figure 1.1: caption goes here	16
Figure 1.2: caption goes here	18
Figure 2.1: caption goes here	24
Figure 2.2: caption goes here	25
Figure 3.1: caption goes here	30
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 2020. Smith, Laura; Smith, Jane D., Pineridge Press, 2020. 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, 2021, Smith, Laura; Smith, Jane D., Traylor Press, 2021. 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.

Using the GEPA template? Remove instructions on this page.

VITA

2016	Bachelor of Arts, University of California, Berkeley
2010-2015	U.S. Marines
2016-2018	Teaching Assistant, University of California San Diego
2019	Master of Science, University of California San Diego
2018-2023	Research Assistant, University of California San Diego
2024	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 2019.

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 student record]
(legal or lived name is accepted)

Doctor of Philosophy/Doctor of Musical Arts in Degree Title

University of California San Diego, 2024

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:](#)



Cover Letter & Co-Author Permission Letters

Cover Letter & Co-Author Permission Letters

What are the letters?

It is signed permission from your committee chair and co-authors that they confirm that they are okay with the publication being used in your dissertation/thesis.

This is to provide protection so that no one can say they didn't know the publication was being used and claim data was stolen or used unfairly.

Permission Letters – Do I need them?

Permission letters and the cover letter 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 corresponding chapter.

Upload all letters to our [online Kualii form](#).

Cover Letter – What is it?

Cover letter –

- Required for all students who have co-authors and/or including your own publication in your paper. (Required even if you're the sole author on your publication).
- Signed by you and your committee chair. It lists all of the publications being used in your paper, even if your committee chair is not an author on the publication.

UNIVERSITY OF CALIFORNIA SAN DIEGO



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SANTA BARBARA SANTA CRUZ

James Antony, Dean
Division of Graduate Education
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, 2019.

~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.

Chair of Committee

Student's Signature

Student's Name

Permission Letters – What is it?

Permission letter –

- Required if any of your publications are being used in your dissertation/thesis and the publications have co-authors.
- Signed by each co-author on your publication.

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, 2019.

~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.

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

~OR~

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

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 D. Smith

Permission Letter FAQs

Do I need permission letters for...

- All co-authors? → **Yes**. Includes any co-authors that are your committee members and are UCSD faculty/students.
- From my committee chair/co-chair? → **No**. They only need to sign the cover letter.
- Any paper that is in prep for publication? Even if it'll be unpublished by the time I graduate? → **Yes & yes**.

Can I...

- Have my committee co-chairs sign 1 cover letter? → **Yes**.
- Have multiple co-authors or multiple publications on 1 permission letter? → **Yes**.

What if...

- Co-authors aren't responding? → **Try your best to contact them**. You can try various platforms (email, social media, etc). If still no response, contact your GEPA Academic Affairs Advisor for assistance.


Signatures for GEPA Paperwork

All signatures on GEPA paperwork must be a verified signature. This applies to the Cover Letter, Co-Author Permission Letters and Dissertation/Thesis Release Form (aka Embargo Form).

Accepted signatures:

- Digitally/physically drawn → 
- Photo/PDF scan of signed letter
- Digital signature with certificate page (if using a program like Docusign or AdobeSign)

Unaccepted signatures:

- Typed fonts → 
 - If an unaccepted signature is used, then we will send it back and request a new signature.

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 Winter 2025.

Contacts

The slide deck for today's webinar will be emailed to everyone and posted to the GEPA website.

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Karen Villavicencio kvillavicencio@ucsd.edu – Master (BENG, CENG, NENG, CSE); PHD (CENG, NENG)

Kim McCusker kmccusker@ucsd.edu – Master (all other programs)