Dissertation/Thesis Submission & Formatting Webinar
Fall 2022

The webinar will start shortly. It will not be recorded but the slides will be available on our website following this session.

Please post any questions to the Q&A.
Agenda

Introductions
Writing Hub
Appointments & Degree Filing Process
Formatting Guidelines
Permission Letters
Final ProQuest Submission & Summary
GEPA Advisors

Eliese Maxwell, PhD Advisor

Sara Miceli, Professional Degree & Joint Doctoral Program Advisor

Kelsey Darvin, Master’s Advisor (BIO, ECE, SE & SIO)

Karen Villavicencio, Master’s Advisor (BENG, CENG, NENG, CSE)

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!
• Programs offered online until further notice.

writinghub.ucsd.edu
Review and submit committee members to department

Start collecting co-author permission letters

Schedule defense with committee/dept.

Make prelim. appt. with GEPA

Finish content and formatting

Update & finalize paper content and formatting

Defend!

Complete ProQuest submission and other paperwork

Final review will be scheduled during prelim. appt.

Final review with GEPA

GEPA will confirm via email when you are DONE!

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

• Work with your advisor, committee members, and graduate coordinator to set up your defense date

• Work with your advisor and graduate coordinator to ensure everything is in order for your defense, including:
  • Committee members listed on your student record are correct. Reconstitute committee if needed
  • Logistics (room for in-person meeting or scheduling Zoom link)
Setting up your Defense

- Defenses may be held in-person, remote, or a hybrid format. Check with your department if they have any specific policies.

- Defenses are expected to be held with all committee members present (in person or remotely).
Preliminary Appointment with GEPA

- GEPA will review:
  - Formatting of your paper (*edits are common!*)
  - Your academic history
  - Other paperwork needed to file for graduation

- Upload your fully formatted draft to [ProQuest](#) prior to your appointment
  - Just need to add your contact information and upload PDF for the prelim. Other details can be entered later.
Scheduling a Preliminary Appointment

• Preliminary appointments should be scheduled up to one month prior to your defense
  • All appointments will be conducted via Zoom.

• Final review will be scheduled by your 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!**
Paperwork for Final Review

Paperwork for you to complete

• Upload to ProQuest:
  • Dissertation/Thesis Release form
  • Final version of your paper
  • Be sure to complete all sections of the ProQuest submission

• Email to GEPA advisor:
  • Co-author permission letters, as a single PDF or zip file (if applicable)
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 (typically applies to PhD students)
  - **Master’s student only:** will be assessed a $25 thesis submission fee. PhD students already paid this during advancement to candidacy
  - **Joint Doctoral students only:** requires the JDP5 form and Signature Page

- General Petition Form to waive academic residency requirement *(if applicable)*
Final Review with GEPA

There is no meeting for the final review, we will email you with the status of your paperwork

• Be sure to:
  1. Submit final version of your paper to ProQuest
  2. Upload your dissertation/thesis release form
  3. Email us co-author permission letters

• We will let you know when everything is completed.

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

- **Fall 2022 Degree**
  - **Friday, December 9, 2022**

- **Winter 2023 Degree**
  - **Friday, March 24, 2023**

Note: The degree filing deadline is always the 11th Friday of each quarter (Summer is an exception).
The UCSD Dissertation & Thesis Formatting Manual

Link to Formatting Manual: http://grad.ucsd.edu/academics/preparing-to-graduate

Word templates and a suggested LaTeX template can be found at: https://grad.ucsd.edu/academics/preparing-to-graduate/dissertation-thesis-template.html
General Specifications

- **Minimum Margins**
  - 1” on all sides, but can be set slightly larger
  - *Note: If you are using a template where the left margin is larger than the right margin, you are using an outdated template.*

- **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

- 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 them in the body of 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
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

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

Title page and copyright page are page 1 & 2.....but, they should NOT have any page numbers displayed on them.
DISSETATION/THESIS APPROVAL PAGE

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

ALL page numbers are to be centered and on the bottom.

Note: If you are using a template where the page numbers are in the upper right-hand corner, you are using an outdated template.

Note: JDP students will still need signature lines - refer to the formatting manual.
# TABLE OF CONTENTS

Dissertation/Thesis Approval Page ........................................ iii
[previously called Signature Page] ........................................ iv
Dedication (Optional) ...................................................... iv
Epigraph (Optional) ....................................................... v
Table of Contents ......................................................... vi
List of Abbreviations (Optional) .......................................... vii
List of Symbols (Optional) ............................................... viii
List of Supplemental Files (Optional, but required if uploaded with submission) ........................................... ix
List of Figures (Optional, but required if included in the text) ................................................................. x
List of Schemes (Optional, but required if included in the text) ............................................................... xi
List of Tables (Optional, but required if included in the text) ............................................................. xii
List of Graphs (Optional, but required if included in the text) ............................................................ xiii
Preface (Optional) ........................................................ xiv
Acknowledgements (Optional, but required if any text is co-authored or published or being prepared for submission) ................................................................. xv
Vita (Required for doctoral dissertations only) ......................................................... xvi
Abstract of the Dissertation ............................................. xvii
Introduction ........................................................................ 1
Chapter 1 (Include chapter title if applicable) ................................................................. 10
  1.1 ........................................................................... 19
  1.1.2 ......................................................................... 26
Chapter 2 (Include chapter title if applicable) ......................................................... 31
Appendix ........................................................................ 157
References ........................................................................ 174
LIST OF FIGURES/TABLES/SCHEMES ETC.

Max 4 lines per entry on this page.... although the corresponding caption in the body of your paper can have more than 4 lines.

Be sure to use ellipses

Make sure the page numbers are lined up neatly in a row.

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

<table>
<thead>
<tr>
<th>LIST OF FIGURES (or TABLES, SCHEMA, GRAPHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Figure 1.1: caption goes here</td>
</tr>
<tr>
<td>Figure 1.2: caption goes here</td>
</tr>
<tr>
<td>Figure 2.1: caption goes here</td>
</tr>
<tr>
<td>Figure 2.2: caption goes here</td>
</tr>
<tr>
<td>Figure 3.1: caption goes here</td>
</tr>
<tr>
<td>Figure 3.2: caption goes here</td>
</tr>
</tbody>
</table>

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

I would like to acknowledge Professor Eva 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., Pinneridge 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., Trailor 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, Sigmond. The dissertation/thesis author was the primary author of this chapter.
VITA

Vita page is required for PHD/dissertations but is optional for Masters/theses

The minimum requirement on this page is educational information
ABSTRACT OF THE DISSERTATION/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.
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 32% 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 45% 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 1879 [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
Captions for figure go BELOW the figure.

Captions for tables go ABOVE the tables.
5.6. Conclusions

This is the first study comparing the crystallite and particle sizes and morphology with the respective photoluminescence emission intensity of two phosphor compositions prepared by five methods: Y$_2$O$_3$:Eu$^{3+}$ and LaPO$_4$:Ce$:Tb^{3+}$ powders were prepared by combustion synthesis, co-precipitation, hydrothermal, sol-gel, and spray pyrolysis synthesis methods. For Y$_2$O$_3$:Eu$^{3+}$, the sol-gel method showed the highest PL emission intensity compared to other methods having a crystallite size of 25 nm and an average particle size of 2.56 nm. The spray-precipitation method has the lowest intensity with a crystallite size of 15 nm and an average particle size of 0.56 nm. For LaPO$_4$:Ce$:Tb^{3+}$, the co-precipitation method has the highest PL emission intensity with a crystallite size and an agglomerated morphology. The spray-precipitation method produces the lowest intensity with a crystallite size of 14 nm and a spherical and un-agglomerated morphology. This study shows that a large crystallite size along with nearly-spherical and agglomerated powders tend to exhibit the highest PL intensity. The results show in general increasing intensity as a function of increasing crystallite size, with the exception of combustion-synthesized Y$_2$O$_3$:Eu$^{3+}$ particles and co-precipitated LaPO$_4$:Ce$:Tb^{3+}$ particles, which show low intensity with a relatively small crystallite size. The characteristic of producing high intensity with small crystallite size needs to be investigated further in detail. There was a slight increase in photoluminescence emission intensity with increase in particle size.

5.6. Acknowledgements

This work was supported by the U.S. Department of Energy Grant, DE-EE0002009. Chapter 1, in full, is a repeat of the material as it will appear in Material Characterization. Sunghyun Lee, Jae Il Choi, Sunkyoung Koo, Yeongan Kim, Ins B. Talifer, and Janan McKernod. The dissertation authors contributed the synthesis of the phosphors and characterization.

References


*No et al — list all authors, single space each entry, double space in between entries.

*Copy/pasted from prelim page

ACKNOWLEDGEMENTS copied to the end of their respective chapter
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 or 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 section and at the end of each respective chapter
Permission letter from your advisor (aka cover letter)

James Antony, Dean
Graduate Division
UC San Diego

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.


~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, Sigmond. “The Effect of Stress Distribution on Photoelasticity”.

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Chair of Committee

Student’s Name
MM/DD/YYYY

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

[Signed]

Jane D. Smith

Digital or physical signature is ok

Typed stylized font signatures not permitted
ProQuest – Publishing Options

- Paper will be published on ProQuest and UC eScholarship
- Publishing Options
  - Traditional (no charge) 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)
    - Two years is mandatory for Biology, Biomedical Sciences, Sociology
    - MFA in Writing embargo: 10 years

- Upload signed dissertation/thesis release form with ProQuest submission – match the publishing option
  - Your advisor’s signature is required regardless of the publishing option
The submission process is free of charge unless you select any of the following optional payment items during final submission:

- **Register copyright at the Library of Congress**
  - 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 go through the Library of Congress directly.
  - You have copyright regardless; registering at the Library Congress is just an extra level of protection

- **Select open access publishing for ProQuest** (eScholarship is already open access)
- **Order personal copies**

**Important!!!**
- Remember to submit your dissertation/thesis all the way through for your final review
- Hitting “submit” is not final; it will not be published and ordered copies will not be printed
Summary Timeline

1) Make a preliminary appointment up to one month prior to your defense date. The final review will be discussed during the preliminary appointment.

2) Work on dissertation/thesis draft so that it is formatted for the preliminary appointment.

3) Collect co-author permission letters if necessary *(start early!)*

4) Defend

5) Upload and submit final version of your paper to ProQuest. Work with GEPA advisor to submit all required paperwork.
Q & A
We wish you great success in this final stage of completing your degree!

Note: Please refer to the GEPA website for the full formatting manual, templates, and other details. The previous slides only provide a summary and contain information specific to Fall 2022 and Winter 2023.