

Dissertation/Thesis Submission & Formatting Webinar

Spring 2025

Agenda

- 1 Introductions – GEPA Academic Affairs Advisors
- 2 Writing Hub
- 3 Commencement 2025
- 4 Degree Filing Process
- 5 Publishing Dissertation/Thesis in ProQuest
- 6 Final Degree Paperwork
- 7 Dissertation & Thesis Formatting Manual
- 8 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



Commencement 2025

Requirements to participate in the GEPA ceremony:

- Completed or will complete all degree requirements in: Fall 2024, Winter 2025, Spring 2025, or Summer 2025.
- Register online <https://commencement.ucsd.edu/>
- Order regalia from the [UC San Diego Bookstore](#).

Ceremony dates: Friday, June 13 (Master's) and Sunday June 15 (Doctoral/MFA)



****Last day to register for ceremony AND order regalia is May 30, 2025****

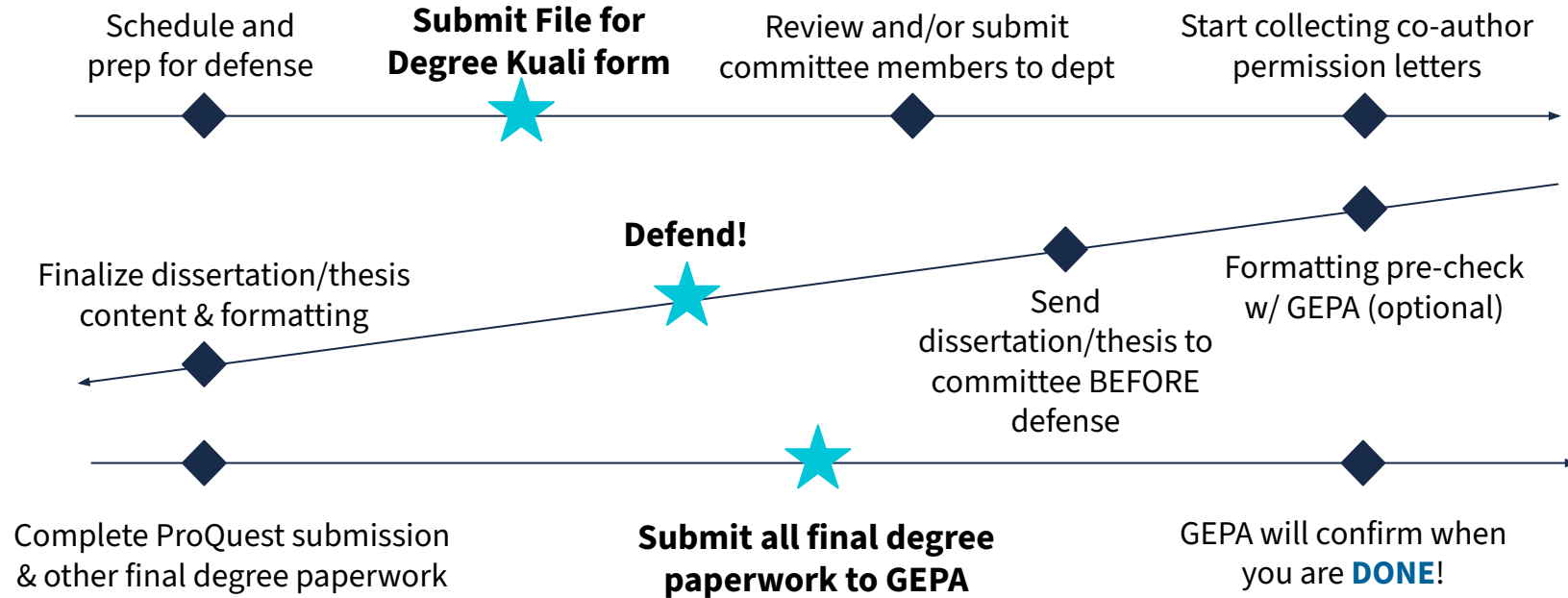
The Herbert Wertheim School of Public Health, School of Medicine, Skaggs School of Pharmacy & Pharmaceutical Sciences, Rady School of Management, and School of Global Policy & Strategy will hold their own individual commencement ceremonies.

GEPA Ceremony Information



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

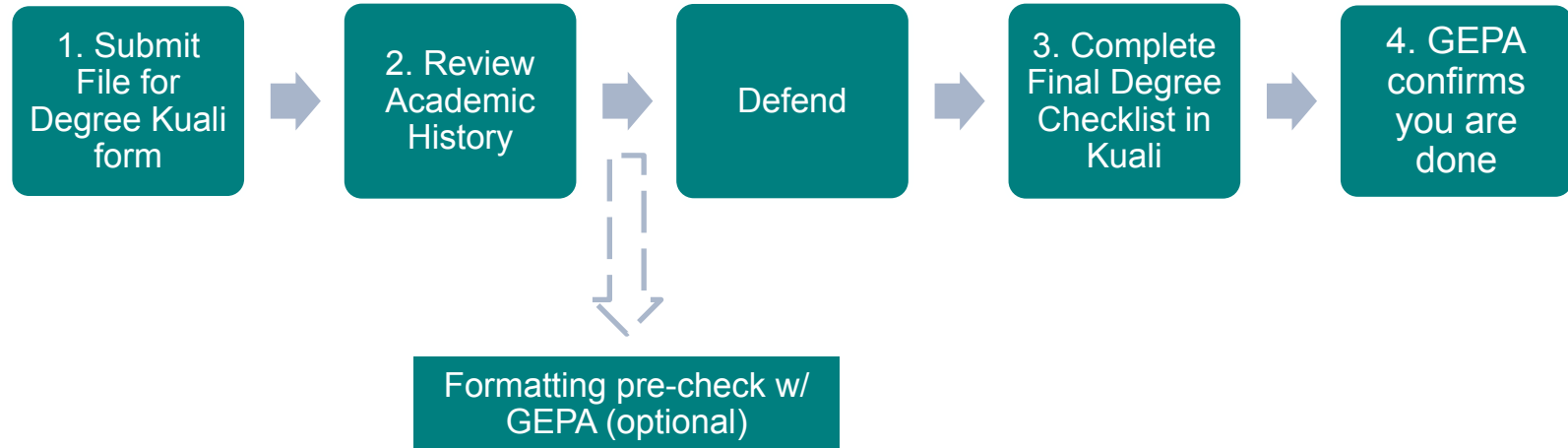
Work with:

- 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.

Overview of File for Doctoral/Master's (Thesis) Degree Process



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

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

- This submits your intent to graduate to GEPA.
- Fill in your student information.
- Submit it by Week 4 in the quarter you are graduating.

-- Created at Jan 15, 2025 · 4:09 PM **DRAFT** Discard

Pages

File for Degree Req... ☒

Back Next

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 *

...

Degree Aim (that you are currently filing for) *

...

Graduating in (quarter) *

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

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 also request a formatting pre-check.
 - 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

i

Instructions
Review the section Academic History to verify that everything is correct and to address any "Action" items, if applicable. When you've finished reviewing, click the "I have reviewed all items in Academic History" button.

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

Committee submitted? *
If you are a doctoral student getting a master's degree along the way, then you must have a master's committee on file.

No

ACTION: Contact your graduate coordinator to submit your dissertation/thesis committee.

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 Doctoral/Master's (Thesis) Degree Form

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

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.

UC San Diego

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 Doctoral/Master's (Thesis) Degree Form

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.

The screenshot shows the UC San Diego GEPA Final Degree Review form. On the left, a 'Pages' sidebar lists four items: 'File for Degree Req...' (checked), 'Academic History' (checked), 'Step 3: Final Degree...' (checked), and 'GEPA Final Degree ...' (checked with a blue checkmark). The main content area has a blue header with the UC San Diego logo. Below the header, the title 'GEPA Final Degree Review' is displayed. The form contains three sections, each with a title and a list of radio button options:

- 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

Formatting Pre-Check

Formatting pre-checks of your dissertation/thesis are optional.

What is it? GEPA will review a draft of your dissertation/thesis' formatting before you submit the final version in Step 3. Your paper must be formatted to UCSD guidelines. We do not instruct how to format from a blank document or from a completely unformatted paper.

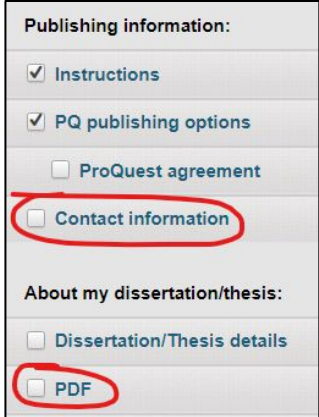
How to schedule: complete Step 2 in the File for Doctoral/Master's (Thesis) Degree Form in Kuali, and choose the option for a pre-check.

Step 2 (Student): Review Academic History	
Student Reviewed Academic History *	Date Student Reviewed Academic History *
<input type="radio"/> I have reviewed all items in Academic History and will resolve any action items (if applicable).	<input type="text" value="MM/DD/YYYY"/>
<p>(Optional) I want a formatting pre-check of my dissertation/thesis.</p> <p>Note: GEPA will review your formatting within 1 week. You will be notified via Kuali with formatting feedback. Formatting pre-checks are not available during the last 2 weeks of the quarter.</p> <p>If you choose "No" for the optional pre-check, GEPA will review your dissertation/thesis for adherence to the UCSD formatting guidelines after you complete the final Step 3.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	

Formatting Pre-Check

What to expect:

- Upload your fully formatted dissertation/thesis draft to [ProQuest](#).
 - In ProQuest, add contact information & upload dissertation/thesis PDF.
 - All details in the ProQuest submission (including dissertation/thesis PDF) can be revised after the pre-check.
- GEPA will review within 1 week & send feedback via Kuali.
 - There is no Zoom or in-person meeting.



Publishing information:

- ☒ Instructions
- ☒ PQ publishing options
 - ☐ ProQuest agreement
 - ☐ Contact information

About my dissertation/thesis:

- ☐ Dissertation/Thesis details
- ☐ PDF

Formatting Pre-Check FAQs

Can I email GEPA my dissertation/thesis?

No. It must be uploaded to ProQuest.

Does my paper need to be 100% written?

No. It can be in progress, but you must have the preliminary pages and a portion of your paper written (i.e. a few chapters). It must be **fully formatted** to UCSD guidelines.

Do I need to send my paper back for a second pre-check?

No. GEPA will review it again once you complete Step 3, after your defense.

Will GEPA still review my dissertation/thesis if I don't schedule a pre-check?

Yes! GEPA reviews all dissertations/theses once you complete Step 3. The pre-check is only needed if you want your paper reviewed **before** Step 3.

Formatting Pre-Check FAQs

Can I still schedule a formatting pre-check on the GEPA Academic Affairs Calendar?

If File for Degree Form is submitted **BEFORE April 15** -> yes, schedule it on our calendar. We will email you the feedback.

<https://gradforms.ucsd.edu/calendar/index.php>

If File for Degree Form is submitted **AFTER April 15** -> no, request it via the File for Degree Form. The feedback will be sent back via Kuali.

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 dissertation/thesis 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 to GEPA?

Complete Step 3 in the Kuali form.

When do students turn in their final degree paperwork to GEPA?

Any time after the defense and before the filing deadline. If you have a specific deadline (for a job, application, etc), then Step 3 should be completed one week before that specific deadline.

How long does it take GEPA to review final degree paperwork?

About 1 week. Once we review, we will let you know if your paperwork is completed or if anything needs a correction.

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”.

Fill out in Quali:

- Step 3 of the File for Doctoral/Master’s (Thesis) Degree form
- Co-author permission letters, as a single PDF (*if applicable*)

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 turned 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.

Spring 2025 deadline: June 13, 2025

Summer 2025 deadline: September 5, 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 Kuali 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 Lambda 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/template

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



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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[previously called Signature Page]	
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
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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 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 1919.

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.

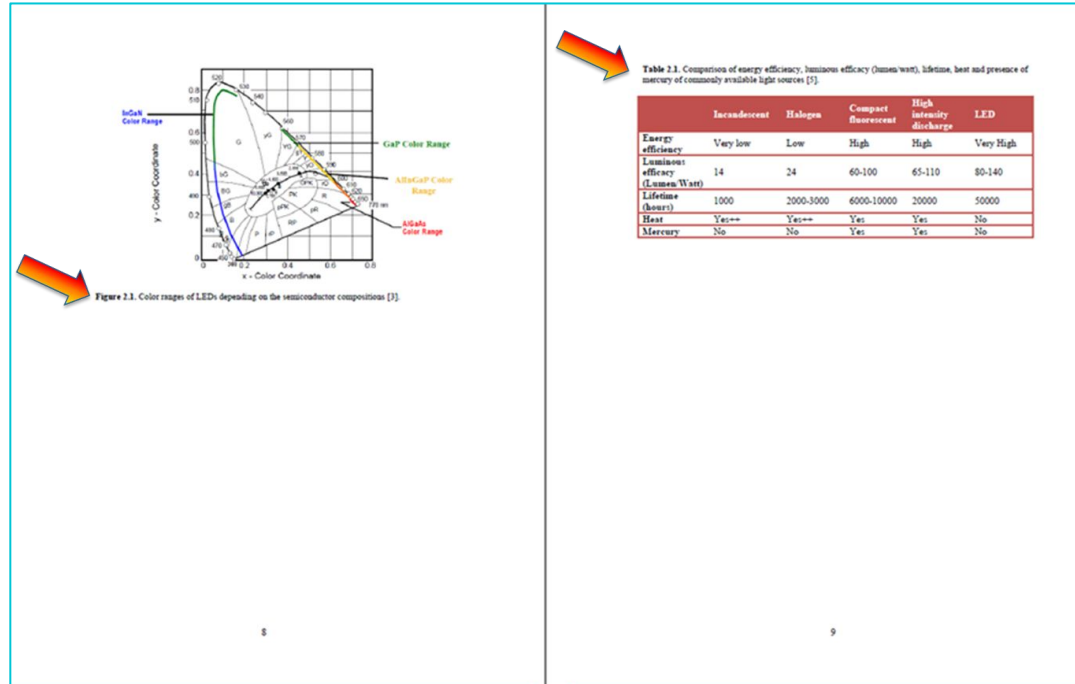


Table 2.3. Comparison of energy efficiency, luminous efficacy (human watt), lifetime, heat and presence of mercury of commonly available light sources [1].

	Incandescent	Halogen	Compact fluorescent	High intensity discharge	LED
Energy efficiency	Very low	Low	High	High	Very High
Luminous efficacy (Lumen/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.

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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>
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Cover Letter & Co-Author Permission Letters

Cover Letter & Co-Author Permission Letters

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- 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).
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Judy Kim, Dean
Division of Graduate Education
UC San Diego

MM/DD/YYYY

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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.

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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**.

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



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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 2025.