TEXAS A&M UNIVERSITY-CORPORUS CHRISTI,
COLLEGE OF GRADUATE STUDIES

DISSERTATION & THESIS FORMATTING WORKSHOP
AGENDA

IMPORTANT DATES & ANNOUNCEMENTS

CHECKLISTS

FORMATTING & TEMPLATES

COMMON ERRORS

SUBMISSION GUIDELINES

COPYRIGHT AND OPEN ACCESS PLUS

HELPFUL LINKS

QUESTIONS
### Fall 2020 Graduation

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9 Nov 2020</td>
<td>Last day to submit Form B - Preliminary Agreement to Schedule the Thesis Defense (5 days prior to defense)</td>
</tr>
<tr>
<td>TBD</td>
<td>Dissertation/Thesis Formatting Workshop, Time TBD, LIB 220</td>
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<tr>
<td>13 Nov 2020</td>
<td>Last day to defend (4 weeks prior to graduation)</td>
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<tr>
<td>TBD</td>
<td>Dissertation/Thesis Formatting Workshop, 5:00 pm, LIB 220</td>
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<td>27 Nov 2020</td>
<td>Last day to submit Form C – Thesis Defense &amp; Written Thesis Report and last day to upload final version of Thesis to ProQuest (2 weeks prior to graduation)</td>
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**Master of Fine Arts (MFA) Student Dates**

- Last day to upload final version of Thesis to ProQuest - 7 DEC 2020
- Last day to submit Form C - Thesis Defense & Written Thesis Report - 11 DEC 2020
- 12 Dec 2020 - Fall 2020 Commencement Ceremony

Please note that the listed deadlines are final.
## DOCTORAL DATES

### FALL 2020

#### Fall 2020 Graduation

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<th>Date</th>
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<tr>
<td>16 Oct 2020</td>
<td>Last day to submit Form E Preliminary Agreement to Schedule the Dissertation Defense (8 weeks prior to graduation)</td>
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<td>Dissertation/Thesis Formatting Workshop, Time TBD, LIB 220</td>
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<tr>
<td>30 Oct 2020</td>
<td>Last day to defend: (6 weeks prior to graduation)</td>
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<tr>
<td>TBD</td>
<td>Dissertation/Thesis Formatting Workshop, Time TBD, LIB 220</td>
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<tr>
<td>13 Nov 2020</td>
<td>Last day to submit final version of dissertation, survey of earned doctorates (SED), dissertation fee and Form F submission: (4 weeks prior to graduation)</td>
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<tr>
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<td><strong>Doctor of Nursing Practice (DNP) Student Dates</strong></td>
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<tr>
<td>20 Nov 2020</td>
<td>Final version of project submitted to ProQuest and Form F Submission</td>
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<tr>
<td>12 Dec 2020</td>
<td>Fall 2020 Commencement Ceremony</td>
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Please note that the listed deadlines are final.
ACCOMMODATIONS DUE TO COVID-19

• We are currently allowing students to defend virtually. Please speak with your committee chair to discuss how your defense will be scheduled.

• WebEx Practice Meetings available
CHECKLISTS

ALL REQUIRED FORMS MUST BE SUBMITTED PRIOR TO DEGREE CLEARANCE

• Doctoral Checklist
  • Form A – D are required, filed prior to your graduating semester
  • Forms E – G are required, filed during your graduating semester
  • Forms H – K are as needed
  • Final version of dissertation manuscript must be uploaded to ProQuest
• Survey of Earned Doctorates must be completed
• Dissertation Service Fee ($100) must be paid

• Master’s Checklist
  • Degree plan and Form A are required, filed prior to your graduating semester
  • Form B and C are required, file during your graduating semester
  • Forms D and I-K are as needed
  • Final version of thesis manuscript must be uploaded to ProQuest
GENERAL FORMATTING GUIDELINES:

- Submissions and revisions are done through ProQuest ONLY.
- 1-inch margins on all pages
- Preliminary pages
  - 12-point
  - Times New Roman font
- Page titles are always in ALL CAPS
ORDER OF PRELIMINARY PAGES

FULL THESIS TEMPLATES:
TRADITIONAL

FULL DISSERTATION TEMPLATES:
TRADITIONAL
ALTERNATIVE CNEP FORMAT
DNP TEMPLATE
CHECKING YOUR MARGINS IN WORD

ENSURE THAT BOTH RULER AND GRIDLINES ARE CHECKED UNDER THE VIEW MENU
The size of the trees makes including an entire tree in an illustration impossible, but to better communicate scale, around \( \frac{1}{4} \) of a tree is depicted (Figure 2-15).

Figure 2-15. Approximately one quarter of a tree taken from the random forest for illustration. In model runs, if either side of the image is going beyond the gridlines, this image will print beyond the 1-inch margin and has the potential to be cut off in publication.
CHECKING YOUR MARGINS IN PDF

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CHECKING YOUR MARGINS IN PDF

DOUBLE CLICK THE HASH LINE AT 1-INCH INTO THE PAGE ON BOTH THE LEFT AND RIGHT HAND SIDE OF THE PAGE.

THIS WILL CREATE A BLUE ‘SNAP LINE’ ON THE PAGE.

ANY IMAGE THAT EXTENDS BEYOND THE BLUE SNAP LINE HAS THE POTENTIAL TO CUT OFF IN PUBLICATION.
COMMON ERRORS

- Signature lines on committee page
- Varying font sizes
- Varying justifications
- Pagination beginning on title page
- Tables or figures extending beyond the 1-inch margin
Go to http://www.etdadmin.com/tamucc to create an account or login using an existing account.

Submission steps will be visible on the left-hand side of the computer screen. A checkmark will appear once each step is completed.

For a detailed presentation on the electronic submission process visit:
http://gradcollege.tamucc.edu/current_students/assets/ProQuest_Dissertation_Submission_Guide.pdf
BINDING

- Handled through the ProQuest/UMI ETD Administrator.
  - One required university copy for the Library + personal copies.
  - Your department may require a department copy.
- Any color graphics included in the digital copy of the thesis received by ProQuest/UMI can be reproduced in color—at no extra charge. Photographs, charts, and other illustrations are printed as faithfully as they were provided electronically.
- Shipped approximately 8 to 12 weeks after approval of manuscript for publication.
# DISTRIBUTION & COSTS

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It's up to you and your personal preference.

- Additional copyright is for those who:
  - Live in the United States,
  - Want protection of their work,
  - Pay $55,
  - Want to be immediately eligible for statutory damages and attorney fees [Title 17, Section 504 of the U.S. Code, range from $750 – $150,000 plus attorney fees per copyright infraction].

Note: Authors without copyright registration can claim only actual damages and no attorney fees.
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It’s up to you and your personal preference. Ensures the widest possible exposure of the author’s graduate research:

- PQDT ONLY: Available for free download to all users of the ProQuest® Dissertations & Theses (PQDT) database, the world’s most comprehensive collection of dissertations and theses.

- PQDT Open: Anyone with access to the Internet will be able to read and download open access dissertations and theses for free from http://pqdtopen.proquest.com.
AFTER YOU SUBMIT

Initial review by staff for adherence to guidelines. Notification will be sent via ProQuest if additional revisions are necessary.

Secondary review by College of Graduate Studies Compliance Office.

Verification of all checklist requirements.

Automated notification sent from ProQuest once submitted by CGS for publication.
RESOURCES AVAILABLE

Office Hours
Monday - Friday
8:00 am - 5:00 pm

Location: Faculty Center 151

361.825.2174  gradcollege@tamucc.edu

Call or email Sophia Zaner to schedule a formatting appointment if needed!

361.825.3675  sophia.zaner@tamucc.edu