



Electronic Thesis and Dissertation Project

Guidelines for ETD Submission

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Portable Document Format (PDF)

Table of contents:

- Electronic Thesis or Dissertation (ETD)
 - Using a Formal Style
 - Preparing the PDF or DVI File
 - TeX DVI
 - Completing an ETD Submission Form
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The purpose of these guidelines is to assure that each thesis or dissertation submitted is in a form suitable for electronic display and archiving.

Electronic Thesis or Dissertation (ETD)

The ETD works exactly like its historical predecessor, the thesis or dissertation. It provides a permanent record of the student's research and should describe appropriately why the work was done, how this

research relates to previous work as recorded in the literature, the research methods used, the results, an interpretation or discussion of the results, and a summary and/or conclusions.

It is the responsibility of the student's advisory committee to judge the acceptability of the ETD from all standpoints, including neatness, mechanical considerations, and technical and professional competency. Committee members attest to acceptability. Therefore, continuing current practice, it is important that they be provided with a copy of the ETD before the student's defense. Students are urged to consult with the Graduate School before submission of the final document. In the past, the printed thesis or dissertation was the public display of the quality of work acceptable to the student's department and to the university for meeting graduate degree requirements. The ETD will assume the same role.

While the Graduate School strongly encourages publication of research results, it reminds students that preparation of an ETD and preparation of a manuscript for publication should be considered to be two separate operations. Certain mechanical stipulations for submitting manuscript copy for publication will differ from those for the ETD.

Using a Formal Style

We request that each department specify or develop an acceptable formal style or styles for ETDs prepared by its graduate students. Generally, the style should conform to the major professional or scientific journals in the student's area of study. If there is a suitable style manual available, the department may wish to specify such as being an acceptable style. If a style manual is not available, the department may wish to develop its own or suggest the major journals whose style is acceptable. A student should ask his or her major professor regarding an acceptable style and should become thoroughly familiar with it and how it applies to various word processors before he or she begins preparing the ETD.

For additional reference, there are many appropriate books that deal specifically with writing style. Among those not specifically limited to style for a particular area are the following:

- *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate L. Turabian;
- *Form and Style in Thesis Writing*, by William G. Campbell;
- *The Elements of Style*, by William Strunk, Jr. and E.B. White.

Fonts

Students should select fonts suitable for ease of reading from the lists provided below. The size of normal body text should be 12 points.

To reduce font conversion problems, the student should use only the following Adobe PostScript fonts:

- Arial,
- Arial Narrow,
- AvantGarde,
- Bookman,
- Courier,
- Helvetica,
- Palatino,
- New Century Schoolbook,
- Symbol,
- Times,
- Times New Roman,
- Zapf Chancery, and
- Zapf Dingbats.

If the student requires other fonts, each additional font must be embedded in the PDF file as it is being generated.

Margins

Students should use the following margins for their ETD:

Left Margin
1 inch
Right Margin
1 inch
Top Margin
1.25 inches
Bottom Margin
1.25 inches

Title Page

The title page for dissertations must follow the form illustrated in this example:

- Title Page Example

Key Words

Four to six key words or short key phrases should be listed at the bottom of the Title Page to aid in providing bibliographic access to the document.

Copyrighting the ETD

In any work, copyright implicitly devolves to the author of that work. As an added protection, we recommend that authors have a copyright notice on page i of the ETD.

For still more protection, a copyright may be registered with the national Copyright Office. Registering the copyright of theses and dissertations is not required by the Graduate School. For those students who elect to register the copyright of their work, there is an arrangement with University Microfilms. The author should submit a \$35.00 payment (certified check or US Postal Money Order made payable to University Microfilms) and copyright agreement to

University Microfilms. The payment covers the copyright registration fee and two positive microfilm copies for the Copyright Office. Copyright agreement forms are available at the Graduate School Office. The completed application must be accompanied by a letter of approval from the student's major professor and must be approved by the Dean of the Graduate School.

Abstract

Each master's and doctor's thesis must be accompanied by an abstract, which has been approved by the student's committee as being acceptable for publication in *Dissertation Abstracts* and as part of the bibliographic record in the library's online catalog. An abstract for a doctoral dissertation is limited to a maximum of 350 words. An abstract for a master's thesis is limited to a maximum of 250 words.

All abstracts should follow this form:

- Abstract Page Example

Numbering of Pages and Ordering of Sections

Except for the title page and abstract, all pages of the thesis, including tables, graphs, figures, and illustrations must be numbered. The sections of the thesis should be arranged and the pages numbered in the following order:

- Title page
- Abstract
- Dedication (optional)
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables
- Introduction
- Review of literature
- Materials and Methods

- Results
- Discussion
- Conclusions
- Summary
- References
- Appendices
- Vita

The page number for the Title Page (*i*) and the first page of the Abstract (*ii*) should NOT appear on the page.

All pages after the first page of the Abstract up to (but not including) the Introduction should be numbered with small Roman numerals (*iii, iv, v, vi*, etc.).

All pages from the Introduction following are numbered with Arabic numerals (*1, 2, 3*, etc.).

We prefer that each page be numbered at the bottom center. This facilitates double-sided printing. Pagination may be preceded by the section name as a running title.

The titles of sections listed above, from "Introduction" to "Summary," may vary according to departmental guidelines. In some disciplines, other types of sections may occur than those listed as "Materials and Methods" through "Discussion."

Again, students should contact their department for expectations regarding section naming.

Appendices are enumerated alphabetically, A to Z, then from AA to ZZ. The student may include the source code or output of computer programs as an enumerated appendix.

Footnotes

The student should place any footnotes on the same page as the items

to which they refer. Footnotes in main body text should be numbered consecutively in arabic numerals, starting with 1.

Figures, Tables, Graphs, and Other Illustrations

The student should place each figure and each table on a separate page (though a family of related curves and similar illustrations are permissible on the same page). If a table cannot be placed on a single page within the required margins, it may be continued on more than one page. The table number must appear on the second and additional pages with some notation of continuation. Continuations must have all necessary column headings.

- Tables, figures, graphs, and illustrations should be centered on the page.
- Tables, figures, graphs, and illustrations should be numbered according to the method specified in the documentation for the chosen style.
- Each table, figure, graph, or illustration should have a concise, descriptive title.
 - The title should be placed above a table.
 - The title should be placed below a figure, graph, or illustration.
- Table entries may have footnotes. Footnotes for the table should appear below the table, numbered consecutively from 1 (table footnotes are numbered independently of footnotes in the main body text).

Vita

A brief biographical sketch, based on the academic and professional experience of the candidate and including date of birth, should appear as the final page of the thesis.

Preparing the PDF or DVI File

We will accept ETDs in two formats: (1) Adobe PDF and (2) TeX DVI. Adobe PDF is the preferred format; however, in order to deal with font complications, we also will accept TeX DVI files and do the conversion to PDF ourselves.

Adobe PDF

The Adobe Exchange software includes drivers to "print" documents to a PDF (Portable Document Format) file. Adobe Exchange is available from the Computing Center and at the University Bookstore. Additionally, the Graduate School will provide Adobe Exchange in the various computer labs across the University campus.

- Campus Laboratories

NOTE: if Adobe Exchange has not been installed, "Acrobat PDFwriter" will not be available as a printer target.

To generate a PDF file from one's document:

1. Make **PDFwriter** the default printer.
 - On Macintosh:
 1. Open Chooser.
 2. Select "Acrobat PDFwriter."
 - On MS Windows:
 1. Open Control Panel.
 2. Open the *Printer* control.
 3. Select "Acrobat PDFwriter on FILE" as your default printer.
2. If non-standard fonts are being used (see "Fonts" above), in the PDFwriter setup, select "Fonts" and then embed the non-standard fonts.
3. Name the output files.
 - Use your Virginia Tech PID as the file name, with a ".pdf" suffix, (e.g., *gailmac.pdf*).
 - If for some reason, there is more than one PDF file, consecutively number the files following your PID, (e.g.,

gailmac1.pdf, gailmac2.pdf, etc.

TeX DVI

We will accept DVI files provided that the document uses standard TeX/LaTeX fonts. We have PostScript versions (and therefore accept) the following fonts:

- Acceptable Fonts

These fonts and related metric files are available as:

- <ftp://milieu.grads.vt.edu/theses/ComputerModernPS.tar.gz>

We expect the TeX user to know how to generate a DVI file and incorporate PostScript graphics where necessary. We provide support for conversion to PDF in order to avoid problems with conversion of TeX bitmap fonts. If your department uses TeX heavily, you may want to have your systems administrator install the above font files and then use Adobe Distiller to generate a PDF file yourself.

To submit your LaTeX ETD with Encapsulated Postscript figures, perform the following steps:

1. Make a directory with the same name as your Virginia Tech PID.

```
mkdir gailmac
```

2. Place all the DVI and EPS files for your thesis in that directory.

```
cp etd.dvi *.eps gailmac
```

3. Use "tar" to collect the files, relative to the PID directory

```
tar -cvf gailmac.tar gailmac
```

4. Compress the files using "gzip" or "compress"

```
gzip gailmac.tar
```

or

```
compress gailmac.tar
```

5. The result is a single compressed tar file (`gailmac.tar.gz` or `gailmac.tar.Z`). This is the single file that you submit to the graduate school using the form described below.
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Completing an ETD Submission Form

Students must fill out an ETD submission form. This form asks student supply meta-data for the dissertation: title, author, defense date, abstract, committee members, etc. It also asks for an email address, VT PID, and special instructions (process immediately, hold document for 3 months pending article publication, hold for 1 year for patent approval). Finally, the form has a blank for the local file name to be submitted (proper file naming is dissussed above).

- ETD Submission Form

NOTE: this form obviates the need for FTP submission guidelines.

The Graduate School will notify you of its receipt of your ETD, and whether it has been accepted for placement on the library server.

Common Submission Mistakes

Avoid these common submission mistakes:

- The ETD is missing a VITA.
- The ETD contains a blank page.
- The ETD is missing one or more EPS files (DVI submission).

- The ETD is missing a List of Figures, a List of Tables, or both.



Back to <ETD>

<ETD>

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<http://etd.vt.edu/etd/submission/>