

University of Utah
College of Engineering
Department of Mechanical Engineering



Thesis Formatting Presentation
30 October 2023

Graduation Fact



- **You are not cleared by the University of Utah Graduate School or sent an official diploma by the Registrar's Office until your thesis is released (thesis release) by the Thesis Office**
- **If you do not submit your thesis to the Thesis Office 8 months after your defense, you are required by the Mechanical Engineering department to re-defend your research**

ME Grad Student Handbook

See ME Grad Student Handbook: <https://www.mech.utah.edu/grad-handbook/>

Under Manuscript Approval

“...The dissertation must be approved by Thesis Editor no later than eight months from the date of the oral defense. This eight-month deadline includes dissertation corrections, supervisory committee approval, department chair approval, and final approval by the Thesis Office. If this requirement is not met, any prior approvals of the dissertation will be voided, the student will have to re-register for at least one dissertation credit, and re-defend the dissertation.”

Thesis Release

- **The Thesis Data tab is located in your CIS account and/or Degree Audit which must read Complete**

Thesis Data

Thesis Project/Nonthesis Coursework Only

Thesis Release Date: 08/31/2023

Entered By: 00368031 HARWARD,KELLY JAMES

IRB Approval Date:

IACUCC Approval Date:

Thesis Title: Freeze-cast hydroxyapatite-based biomaterial scaffolds for bone graft substitutes

Thesis/Dissertation Formatting

Become familiar with Thesis Office website

- [Thesis Handbook](#)
- [Target Dates](#)
- [Frequently Asked Questions \(FAQs\)](#)
- [Expediting Your Thesis In The Queue](#)
- [Thesis Tracking System](#)
- [Common Errors In Formatting](#)
- [Thesis Templates And Tips](#)
- [Department-approved Style Guides](#)

- **Copyright Information is in Thesis Handbook**
- **Note: Contract and Research Patents has its' own webpage on Thesis Office website menu**

Checklist for Graduation

Checklist for Graduation

- **Apply for graduation as soon as possible from your CIS account: Student Homepage/Graduation tile or send a late graduation form to graduation@utah.edu from your uemail account**
- **Submit a preliminary review to Thesis Office via OnBase system *before* defense**
- **Return Report of the Exam signed by committee members to Graduate Advisor *after* your defense**
- **Complete edits from committee**
- **Submit correctly formatted thesis to Graduate Advisor for formatting review
Submit completed thesis or dissertation to Thesis Office (OnBase) by target date**

Thesis Office Submission Procedures

Thesis Office Target Dates

You are graduating in **Spring 2023** if you defend and submit your thesis or dissertation before or on the target date:

- **Friday 7 April 2023**

You are graduating in **Summer 2023** if you defend your thesis or dissertation before the deadlines of:

- **Friday 14 July 2023**

NOTE: Edits to your thesis must be complete before you submit to the Thesis Office.

Thesis Office Submission Procedures

NOTE:

- **Once you have defended your thesis, you do NOT need to register for thesis hours again* but you need to apply for graduation.**
- **The department chair will not approve your online thesis submission until a graduate advisor has reviewed your thesis for formatting issues**

***ME EN 6975 Research or Thesis: Master of Science or ME EN 7970 PhD Dissertation.**

Thesis Office Submission Procedures

Use new OnBase System for online submission to upload:

- **Supervisory Committee Approval and Final Reading Approval links**
- **Preliminary Reviews**
- **Thesis or dissertation as PDF**
- **Do not upload Word document files**

Thesis Office Submission Procedures

NOTE:

The OnBase system has a 50 MB limit for uploads. If your PDF is over the limit, please compress your file.

Optimize your PDF

- **Open a PDF in Acrobat DC**
- **Choose File > Reduce File Size or Optimize PDF**

Thesis Office Submission Procedures

Manuscript Submission Form



Student and Manuscript Info

Student Information

Student ID (Enter your 8 digit Student ID that starts with a zero and press Tab) *

First Name *

Last Name *

UMail Address *

Personal Email Address

Is this still a valid personal e-mail address? *

- Yes
 No

Phone Number *

Are you an International Student? *

Thesis Office Submission Procedures

Thesis Information

There are two types of manuscript review cycles: Preliminary and Defended. For both review types, you will submit an Initial Review and potential, subsequent Resubmissions as you are working with an editor. When submitting the first manuscript for a Preliminary Review, select "Initial Review" under "Manuscript Submission Type." Then, after your defense when you submit a Defended manuscript, you must again select "Initial Review" for your first manuscript submission. This option will display the data entry fields for you to identify your Department Chair and Committee Members so the system can send them the necessary signoff forms. If you select "Resubmission" for your first post-defense submission, you will miss the step that requires you to enter your Committee Members' information and will not receive their approval. This means you will not be processed for graduation.

Academic Year of Graduation *

Academic Department/Program *

Graduate Degree Type *

Manuscript Type *

Manuscript Submission Type *

Manuscript Revision *

Anticipated Graduation (Semester) *

Defense Date (Anticipate for Preliminary Reviews) *

Style Guide (Refer to [Department Approved Style Guides](#)) *

Thesis

Please attach your manuscript and provide any comments you feel necessary for the editor.

Note: Do not attach an MS Word or other word processing format document. Please use a PDF format for the manuscript. Also, there is a 20 MB limit on the attachment size.

Required *

Attach Manuscript PDF

Comments for Editor

Thesis Office Submission Procedures

APPROVAL SIGNATURES (AFTER DEFENSE)

In order to enter Committee Members' information, select:

- **“Defended”** under **“Manuscript Type”**; and
- **“Initial Review”** under **“Manuscript Submission Type”**

This will open the dropdown menu:

- **“Supervisory Committee and Department Chairs”**

Thesis Office Submission Procedures

ENTER:

- **Committee member names; and**
- **uNIDs**

Committee members and the Department Chair will be notified by a Thesis Office automatic email that your submission is pending their approval

Your thesis/dissertation will still be processed if your committee members or department chair do not approve your submission immediately

Thesis/Dissertation Formatting

AVOID COMMON ERRORS

Unacceptable fonts and styles:

- Choose one font style for your entire thesis. There are recommended font styles in the Thesis Handbook, p. 58-59,
- See Table 4.1 in Thesis Handbook, p. 59
- Use one standard print size for the main text of your thesis
- Do not mix font styles or print sizes. It will disqualify you.

See Thesis Handbook Glossary and Appendix A for definition of terms: font style, margins, main headings, subheadings, spacing, published journal articles, etc.

Thesis/Dissertation Formatting

AVOID COMMON ERRORS

Incorrect margins

- **Left/right margins must be 1 ¼ (1.25 in Word)**
- **Top and bottom margins should be 1 inch from the top and bottom of the page**
- **MAIN HEADINGS must be 2 inches from the top of the page**
- **Turn off widow-orphan control in Word**
- **Use US Letter not A4 size document**

See Thesis Handbook, p. 59

Thesis/Dissertation Formatting

AVOID COMMON ERRORS

Inconsistent spacing of headings and subheadings

- Place heading spaces after all MAIN HEADINGS; and
- Before all freestanding subheadings
- The text of the thesis should be double spaced
- Double space after all subheadings

- **Exceptions: Subheadings at the bottom of the page must be followed by two lines of text. If you cannot fit the subheading/text at the bottom of the page, place it on the following page**

Thesis/Dissertation Formatting

AVOID COMMON ERRORS

Incorrect placement of tables and/or figures

- **Option 1: Place all figures and tables at the end of chapters: this is required for all students who need to expedite the processing of their thesis**
- **Option 2: Place figures and tables on a page without text after the first mention [textual reference] of the figure or table (Figure 1, Figure 2, Table 1.1, etc.)**
- **Option 3: Place figures and tables at the top or bottom of the page after the first textual reference**

Your advisors often prefer Option 3 but this is the most difficult and time consuming option

Thesis/Dissertation Formatting

AVOID COMMON ERRORS

Citations, references and textural stylistic choices such as treatment of numbers, abbreviations, etc. that do not conform to the department-approved style guide

- **Choose a style guide under Department-Approved Style Guides**
- **LaTeX is not a style guide**
- **Students using LaTeX must choose a style guide**

Thesis/Dissertation Formatting

AVOID COMMON ERRORS

Large gaps [or white space] in text

- **Gaps (see white space): Spaces between text that have no relation to the end of the chapter, margins, or spacing scheme, for example, an extra space between paragraphs and a large margin or white space at the bottom of the page when it is not the end of a chapter.**
- **Turn off widow-orphan control in Word to continue lines of text to the bottom of the page**

Thesis/Dissertation Formatting

AVOID COMMON ERRORS

Serious typographical and grammatical errors (evidence that the manuscript has not been proofread by the committee)

- **Use Grammarly**
- **Hire an editor if necessary**
- **Email Graduate School or Writing Center for list of editors**

Thesis/Dissertation Formatting

RECOMMENDATIONS

- Use the Thesis Office template for Word
- Use the [LaTeX](#) template
- Read the Thesis Handbook and Glossary
- Place figures and tables at the end of your chapters; or
- Place figures and tables on a page without text after the first reference of the figure or table
- Refer to the ME Grad Page materials in Canvas under Thesis Office templates and Guides to Formatting

Thesis/Dissertation Formatting

RECOMMENDATIONS

- **Be proactive (but polite) with thesis editors**
- **Check your email regularly**
- **Contact a Graduate Advisor if you have a question or issue**