

Graduate Records Office
School of Engineering and Applied Science
University of Virginia

INSTRUCTIONS FOR THESIS (AND DISSERTATION) PREPARATION - FORM G122

These instructions apply to candidates for both the Master's and Doctor's degrees. The term thesis as used here refers to both the Master's thesis and the Doctor's dissertation. The term advisor refers to both the Master's faculty advisor and the Doctor's advisory committee.

A. Writing and Submission:

Three major steps should be observed in reporting the research completed for a graduate degree: submission of the research proposal and thesis outline (for Ph.D. students only), defense of the thesis, and presentation of the final thesis copies for binding. The dates for completion of these steps are specified in the information sheet entitled "Reminder for Graduate Students". These dates must be strictly observed.

1. A typed copy of the detailed proposal and outline must be submitted to the Office of the Dean by the specified date. An individual copy of the proposal must also be given to each advisory committee member. (This requirement is for Ph.D. students ONLY.)
2. Prior to your final defense, bring a copy of your thesis/dissertation to A-108, Thornton Hall (Graduate Records) for a format check. Ph.D. candidates will pick up the microfilm agreement and survey of earned doctorates.
3. At least three copies of the final revision of thesis, signed by the author and the thesis advisor or advisory committee chairman must be submitted to the Graduate Records Office, A-108, Thornton Hall in manila envelopes with labels completed, by the specified date. This date will be different for each graduating session.

B. Form:

Samples of engineering thesis are available in the University of Virginia Libraries or Departmental Offices.

In addition to the general university requirements, there are certain special requirements of the School of Engineering and Applied Science.

1. A standard type with 10 or 12 characters per inch must be used throughout the thesis. If there are any questions, a sample of type may be submitted to the Graduate Records Office for approval before typing of the thesis is started. All theses must be double spaced on 25% cotton white bond paper, 8 1/2" x 11" sheets. Copies that are not clear and readable will be rejected. It is preferable that all photographs be original prints unless reproductions with a resolution equal to the original print can be supplied.
2. All copies must be on thesis quality paper, at least 25% cotton and bearing a watermark.
3. A margin of 1 1/2" inches must be maintained on the left side. A margin of 1" inch must be maintained on the top, right side, and bottom of each page. The text and footnotes should be kept within these margins. The page numbers are to be placed in the top right hand corner of the page in the margin.

4. The thesis should start with a title page, immediately followed by an approval page. Samples of both special pages are below.

5. A complete list of Symbols should be given following the list of figures. These symbols should be listed in alphabetical order, and if both Arabic and Greek letters are used, all the Arabic Symbols should be listed first followed by the Greek (and others in order, if used).

6. References should be numbered consecutively throughout the text of the thesis. These numbers will refer to a numbered bibliography which should immediately follow the thesis text. Reference by name of author and date of publication is also acceptable. However, footnotes (as distinguished from references) should be placed at the bottom of the page of which they occur.

7. Figures should be inserted in the text of the thesis so each figure follows its text reference as closely as possible. They should not be collected in a separate section at the end of the thesis. Figures and graphs should be centered within the margins specified above. In any authorized deviation the binding margin must be wide enough to permit binding without obscuring any part of the figures, graph or text.

8. Both Master's and Doctoral students must prepare a thesis abstract of not more than 600 words and submit this abstract with their thesis. The abstract should follow the signature page.

9. Doctoral students must also fill out a Survey of Earned Doctorate Form and a Microfilm Agreement. These forms may be obtained from the Graduate Records Office.

C. Deposit of Official Copies:

Three bound copies of the final thesis are necessary, one for preservation in the archives of the University of Virginia, one for the department, and one for the technical reference use in the Library of the School of Engineering and Applied Science. Current information on procedures and costs for binding and microfilming may be obtained from the Graduate Records Office.

A fourth copy of the final thesis, either bound or unbound, may be required by the thesis advisor for personal use. If the author wishes one or more bound copies for personal use, these arrangements can be made with Printing Services in Alderman Library.

Titles of all accepted theses will be listed in the appropriate volume of the University's Publications and Research record. Thesis material which is published as a report or in scientific journals should have proper credit given the University of Virginia.

D.

When thesis research involves the joint efforts of two or more persons, it becomes the responsibility of the degree candidate to show responsible charge of the work covered by the thesis. For such material to be acceptable, the candidate must have performed work demonstrating ability to carry out an investigation and the analysis of the results must be done by the candidate. For such joint work the tentative thesis should include an inserted sheet (not a part of the final thesis and hence not carrying a page number) clearly explaining to what extent others participated in the work and how the candidate's experimental work and analysis meet the requirements for an acceptable demonstration of ability.

Problems which arise in planning or preparing the thesis may be taken first to the student's thesis advisor; if uncertainty still remains, the student or advisor is required to contact the Graduate Records Office, A-108 Thornton Hall.

TITLE OF THESIS (OR DISSERTATION)

A Thesis (or Dissertation)
Presented to
the faculty of the School of Engineering and Applied Science
University of Virginia

In Partial Fulfillment
of the requirements for the Degree
Master of Science (_____)
or Doctor of Philosophy (_____)

by

(Name)

(Date)*

*The "date" must be the month and year your degree is awarded, i.e., August, January or May, not the date on which you complete your work.

APPROVAL SHEET

The thesis (or dissertation) is submitted in partial fulfillment of the
requirements for the degree of

Master of Science (_____)

or Doctor of Philosophy (_____)

AUTHOR

This thesis (or dissertation) has been read and approved by the examining Committee:

Thesis (or dissertation) advisor

Accepted for the School of Engineering and Applied Science:

Dean, School of Engineering and
Applied Science

(Date)*

*The "date" must be the month and year your degree is awarded, i.e., August, January or May, not the date on which you completed your work.

Graduate Office Thesis/Dissertation Check List

Student Last Name	First Name	Date

Original & or Copy (copies can be made in any of the UVA Copy Centers (434.924.3785). Completed copies must be turned in ONLY at the Alderman Library Copy Center, 1st Floor.

1)	Submittal Requirements for thesis & dissertations <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center; border-bottom: 1px solid black;">No. of Copies</th> </tr> </thead> <tbody> <tr> <td>1. Arts & Science (Nursing)</td> <td style="text-align: center;">2 (Nursing 3)</td> </tr> <tr> <td>2. Education</td> <td style="text-align: center;">2</td> </tr> <tr> <td>3. Darden School</td> <td style="text-align: center;">2</td> </tr> <tr> <td>4. Landscape Architecture</td> <td style="text-align: center;">2</td> </tr> <tr> <td>5. Engineering</td> <td style="text-align: center;">3</td> </tr> <tr> <td>6. Architecture History</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>		No. of Copies	1. Arts & Science (Nursing)	2 (Nursing 3)	2. Education	2	3. Darden School	2	4. Landscape Architecture	2	5. Engineering	3	6. Architecture History	3	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> If completed </div>
	No. of Copies															
1. Arts & Science (Nursing)	2 (Nursing 3)															
2. Education	2															
3. Darden School	2															
4. Landscape Architecture	2															
5. Engineering	3															
6. Architecture History	3															
2)	Original and/or COPIES for school must all be single sided and printed/copied on acceptable permalife watermark paper. To ensure your copies/prints are on the correct paper please visit any of the UVA Copy Centers (Alderman, UVA Bookstore, Caruthers Hall, Chemistry, or Hospital) to have your thesis/dissertation printed or copied.															
3)	Original and/or Copies MUST be inserted in manila envelopes or small boxes. Each envelope or box MUST have an ELECTRONICALLY PRINTED LABEL. The label MUST be in the following format: NAME: SHORT TITLE: (36 characters of less including spaces NO more then 36) DEGREE DATE: DEGREE & SCHOOL: EXAMPLE: John E. Smith Environmental Effects of Oxygen MAY 2008 M.S., G.S.A.S ** IMPORTANT-Dissertations or Thesis will NOT be accepted if the above format is not followed. PCS is not responsible for errors due to label typos**															
4)	Digital Format: Documents will ONLY be accepted in PDF format (include all fonts, no compression or password protection). The title page, copyright page (if applicable), abstract, signature page (if not on the title page), dedication page (optional) and body of text MUST be combined into ONE file on the CD or disc or it will not be accepted. The file MUST be saved as the student's name. The students last name then first name. EXAMPLE: Smith, John E.															
5)	Approval: A. Earned degree form for: Arts & Science, Engineering & Education B. Copy of signature sheet for Engineering, Architecture & Darden School															
6)	Dissertations: A. Microfilm Agreement form: <ol style="list-style-type: none"> 1. Microfilm agreement MUST be signed 2. An extra copy of the title page and short abstract (350 words or less) must accompany microfilm agreement form. 3. Copyright is optional, if desired, a copyright sheet MUST be included in each envelope with the following information: (MUST use the copyright symbol, not @) © Copyright by Your name All rights reserved Date (month & year of graduation) 															

7)	Abstract: MUST be 350 words or less. A guide line for this is 1.5 pages, double spaced with 1" margins all around.	
8)	Margins: Left hand margins 1.5", all other margins 1" including the page numbers for both thesis & dissertations.	
9)	Page Numbers: All pages are to be numbered in the upper right hand corner, close to the typed text. Please use correct pagination.	
10)	Suggested Page Order: <u>Dissertation</u> Title Page Copyright page (if applicable) Abstract Signature page (if not on the title page) Dedication page (optional) Body of text <u>Thesis</u> Title Page Abstract or introduction (if applicable) Signature page (if not on title page)	
All the above requirements have been met and the manuscript is in proper order for submitting to Printing & Copying Services, 1st floor Alderman Library, for copying, binding and processing.		
APPROVAL SIGNATURE (Graduate Office Representative)		DATE

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