

HOW TO FORMAT YOUR THESIS SURVIVE YOUR DEFENSE & SUBMIT YOUR THESIS

In the last few weeks of the semester there are a number of competing demands on your time: Because so much needs to be accomplished in such a short time period, we put together this list of tasks to help you, and hope that you will call on us to assist you at any time. We're here to support you in all your thesis efforts.

THESIS FORMATTING

FORMAT REVIEW: Kindly follow the regulations in the Format Manual as you write your thesis to ensure that your finished thesis will meet all University format regulations. As you complete your written thesis, schedule a Format Review with the Undergraduate Research Program, ideally 2-3 weeks before your thesis defense.

FORMATTING THE APPROVAL PAGE: In addition to your thesis committee, your Approval Page must have a space for a fourth signature. The URP will get this signature for you; you are responsible only for your thesis committee's signatures. The correct names and formatting are below. The Approval Page must be printed on bond paper. Please refer to the Format Manual for complete regulations.

For DWD: Approved: _____
Ismat Shah, Ph.D.
Chair of the University Committee on Student and Faculty Honors

For HDWD: Approved: _____
Alan Fox, Ph.D.
Director, University Honors Program

FORMATTING THE TITLE PAGE: Your title page will list your degree. Use these guidelines:

For DWD:

- Bachelor of Arts in (FILL IN YOUR MAJOR) with Distinction
- Bachelor of Science in (FILL IN YOUR MAJOR) with Distinction
- Bachelor of (FILL IN YOUR MAJOR) Engineering with Distinction

For HDWD:

- Honors Bachelor of Arts in (FILL IN YOUR MAJOR) with Distinction
 - Honors Bachelor of Science in (FILL IN YOUR MAJOR) with Distinction
 - Honors Bachelor of (FILL IN YOUR MAJOR) Engineering with Distinction
- Dean Scholars should contact the URP to determine their correct degree title.

THE DEFENSE

SCHEDULING THE DEFENSE: You should discuss preliminary defense plans with your readers early in the semester. Well in advance of your defense, contact all readers to arrange a date and time for your defense. Consider using doodle.com to schedule your defense. Then schedule a room through your department; you can contact the administrative assistant in your department for help with this. Most departments have a conference room you can use. As soon as you have scheduled the date and location of your defense, please email this information to undergradresearch@udel.edu.

COPIES TO THESIS READERS: Discuss with your committee members how much advance time they need to read your thesis. This should be your most complete copy to date and should include a table of contents,

lists of figures and tables, notes and bibliography. Your committee members cannot be expected to be prepared for your defense if your thesis is incomplete.

THE DEFENSE: You will give a 20-25 minute presentation of your work. Your committee will have read your thesis and have prepared questions. Your thesis director will act as moderator and a discussion of your work should develop, and your committee members will provide suggestions for required revisions. After you make these revisions, your thesis will be officially complete. Please refer to pages 17-18 in your *Thesis Handbook* for a more detailed discussion on what to expect during the defense.

POST-DEFENSE SIGNATURES: At the defense, find out when each committee member will be available to sign your final copy after you have made the final required revisions.

FINAL SUBMISSION

This year you have two choices: you may submit one print version and one digital version of your final approved thesis, or you may submit one digital version of your thesis.

BEFORE YOU SUBMIT THE FINAL COPY OF YOUR THESIS,

- Meet with the URO for a format review
- Successfully defend your thesis
- Make all revisions requested by your committee
- Have your three committee members sign your approval page

IF YOU ARE SUBMITTING A DIGITAL COPY ONLY, bring the following to the URO by noon on the last day of final exams:

- An electronic copy of your thesis, as a pdf, preferably on a flash drive. This file name of this PDF must be **your name**, last name first, and the title (or start of the title) of your thesis.
- A print copy, on bond paper, of your
 - Title page
 - Approval (signature) page, signed by all three of your committee members
 - Abstract
- Signed copyright consent form

IF YOU ARE SUBMITTING A PRINT COPY FOR UNIVERSITY ARCHIVES AND A DIGITAL COPY, bring the following to the URO by noon on the last day of final exams:

- Your thesis, on bond paper (more information on bond paper is below), including the **signed** approval page
- A money order for 7.75 made out to the University of Delaware (this will help cover binding costs). Money orders are available at any bank or post office.
- An electronic copy of your thesis, as a pdf, preferably on a flash drive
- Signed copyright consent form

IF YOU WOULD LIKE ADDITIONAL PRINTED & BOUND COPIES OF YOUR THESIS,

- bring extra approval pages, signed by your committee, to the URO. The URO will get the fourth signature for you.
- Provide a self-addressed envelope, so we can return the approval pages once they have been signed
- Make arrangements through the UD bookstore to bind your copies (the cost ranges from \$17-30)

PHOTOCOPYING ON BOND PAPER: When you have a copy of your thesis with format revisions and committee revisions, please bring it to us for one last check before you submit it. If you decide to submit a printed copy of your thesis, you'll need to print it on bond paper, which is available at the Bookstore

(cheapest source), or at any of the copy stores. You are not allowed to print your thesis on bond paper at any of the computing sites (campus IT prohibits this), but copying may be done at any of the local copying stores or through Graphic Communications. Graphics Communications (located in the basement of Trabant) can photocopy your thesis (in color) onto bond paper, and can sell you bond paper as well.

COPYRIGHT CONSENT: The digital copy of your thesis will be kept at the Undergraduate Research office for reference by future senior thesis candidates. **With your permission as copyright holder**, your thesis will also be made publicly accessible via the web, and permanently stored in the library's Institutional Repository. To provide your permission, please fill out the copyright submission form and submit it to the URP office, or send an email to Meg Meiman (meiman@udel.edu) with the copyright form attached to your email. In the message of your email, please state that you grant your permission to deposit your thesis in the University of Delaware Library's Institutional Repository, and that you agree to the terms stated in the copyright permission form. If you have any further questions about this, please contact Meg Meiman (meiman@udel.edu).

DEADLINE: "The line drawn around a military prison, beyond which a prisoner is liable to be shot down" (*OED*). Seriously, we won't shoot you, but please turn in your thesis by the last day of final exams.

Still have questions? Please call (302) 831-8995 or email the Undergraduate Research Program (undergradresearch@udel.edu) to discuss any issues relating to your thesis.