



IUPUI Graduate Office
The University Graduate School

IU Dissertation and Thesis Format Workshop

SECTION 1

Why use the Template

The Big Picture (in Numbers)

Totals for Academic Year 2017-2018*

Students who Completed Format Review	104
Students who Completed Precheck Reviews	59
Total Precheck Reviews Completed by Recorders	77
Total Precheck Errors Found by Recorders	343
Total Format Reviews Completed by Recorders	222
Total Format Review Errors Found by Recorders	3086
Total Errors Found by Recorders (Pre & Format)	3429
Total Number of Recorders Completing Reviews	2

* Those not using the template

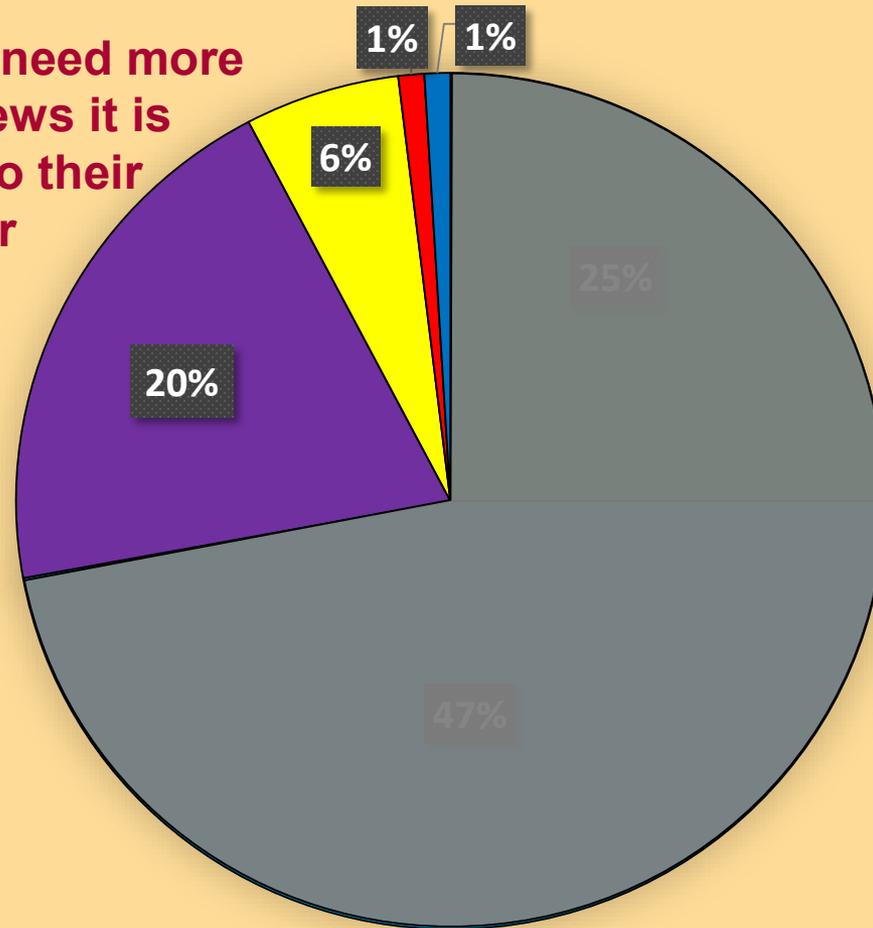


How Many Reviews Does it Take?

Total Format Reviews for Students

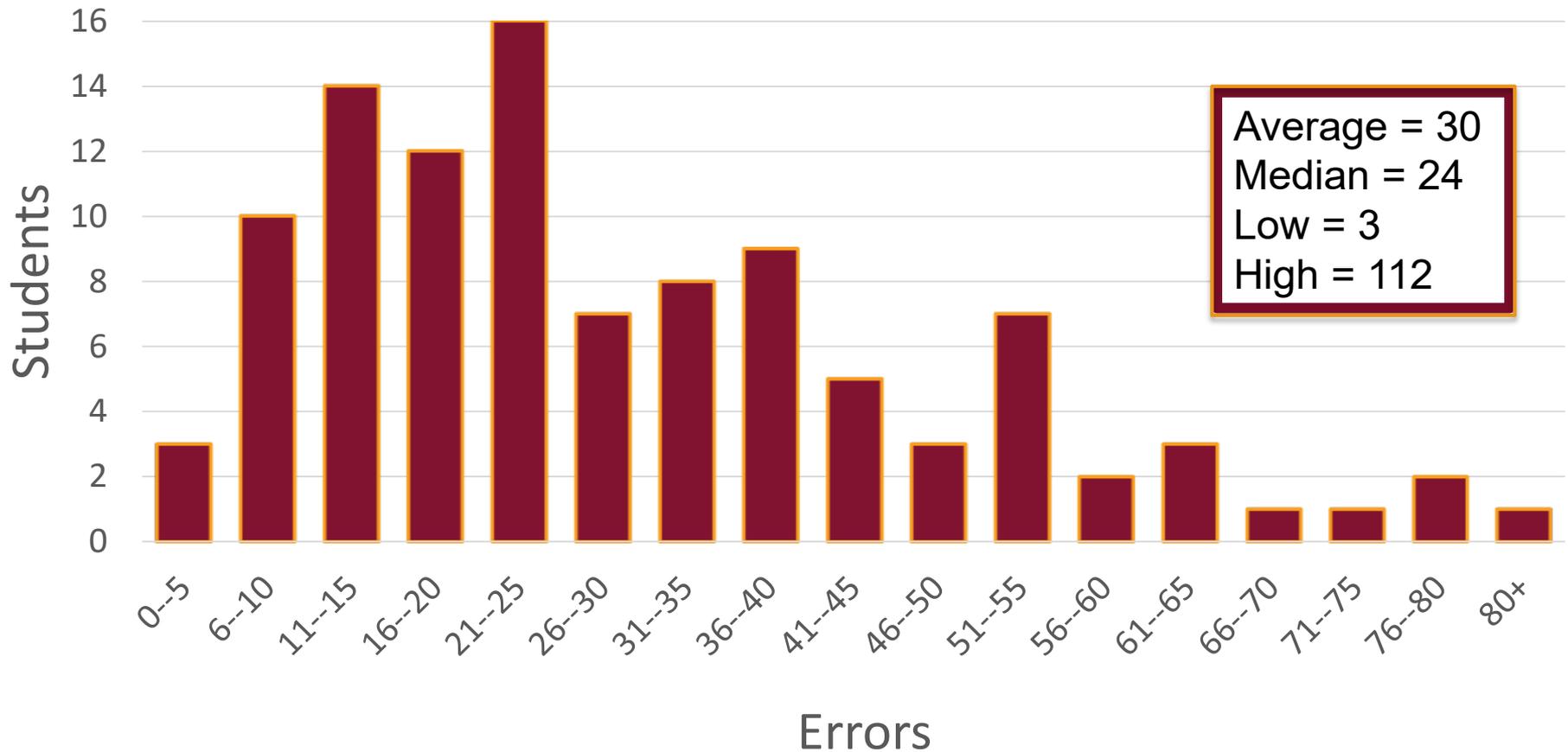
If students need more than 2 reviews it is sent back to their program for assistance

28%



How Many Errors Do We Find?

Total Format Review Errors Per Student



Where Are Students Struggling?



What Does the Template Address?

Page/Area	%	Common Errors
Document	96%	<ul style="list-style-type: none"> • Widows/orphans (<i>text and headings</i>) • Not referencing a table or figure within the text • Using different formatting for headings & subheadings • Titles of chapters or headings not matching TOC
Table of Contents	92%	<ul style="list-style-type: none"> • Words invading number column • <i>Inconsistent formatting (spacing, indexes)</i> • <i>CV issues</i>
Curriculum Vitae	80%	<ul style="list-style-type: none"> • Not using name as it is on One.IU • Spacing and formatting different than document • Naming mentees (violates FERPA) • <i>Having a page number</i> • <i>Naming Degree incorrectly</i>
Title Page	71%	<ul style="list-style-type: none"> • <i>Title spacing and placement</i> • Not using name as it is on One.IU • <i>Wording and line breaks of the clause</i> • <i>Having a page number</i>
Abstract	68%	<ul style="list-style-type: none"> • <i>Title issues (placement, not matching title page)</i> • <i>Placement of chair's name</i>
Dates	65%	<ul style="list-style-type: none"> • Not using date you will upload to ProQuest/ScholarWorks



What the Template Addresses

Page/Area	Addressed	Not Addressed
Page numbers	✓	
Margins	✓	
Landscape pages	✓	
Title Page		
<ul style="list-style-type: none"> Title spacing and placement 	✓	
<ul style="list-style-type: none"> Wording and line breaks of clause 	✓	
<ul style="list-style-type: none"> Using your name as it appears on One.IU 		✓
<ul style="list-style-type: none"> Using date you will upload to ProQuest/ScholarWorks 		✓
Acceptance Page		
<ul style="list-style-type: none"> Wording and line breaks of clause 	✓	
<ul style="list-style-type: none"> Spacing and structure 	✓	
Abstract Page		
<ul style="list-style-type: none"> Placement of Title 	✓	
<ul style="list-style-type: none"> Placement of Chair's name 	✓	
Table of Contents		
<ul style="list-style-type: none"> Words invading number column 		✓
<ul style="list-style-type: none"> Inconsistent formatting (spacing, indents) 	✓	
<ul style="list-style-type: none"> Incorrect order 	✓	
<ul style="list-style-type: none"> CV error (TOC) 	✓	
Document		
<ul style="list-style-type: none"> Widows/orphans (text) 	✓	
<ul style="list-style-type: none"> Widows/orphans (headings) 		✓
<ul style="list-style-type: none"> Not referencing tables or figures within the text 		✓
<ul style="list-style-type: none"> Titles of chapters and headings not matching TOC 		✓
Curriculum Vitae		
<ul style="list-style-type: none"> Using your name as it appears on One.IU 		✓
<ul style="list-style-type: none"> Spacing and formatting consistent with document 		✓
<ul style="list-style-type: none"> Avoiding identifying info (mentee's names, license #, address, phone #) 		✓



SECTION 2

How to use the Template

Getting the Template

1. Go to website (link below)
2. Click on IUPUI Graduate Office formatting template
3. Open and save the template to your computer

← → ↻ 🔒 <https://graduate.iupui.edu/theses-dissertations/formatting.html>

Ψ IUPUI 🔍

IUPUI Graduate Office

ABOUT APPLICATION & ADMISSIONS ACADEMICS & RESEARCH THESES & DISSERTATIONS STUDENT LIFE & SUPPORT FACULTY & STAFF RESOURCES FORMS

Deadlines
Submission Methods
Formatting
Defense

Home / Theses & Dissertations
FORMATTING

Your thesis or dissertation must comply with certain formatting guidelines.

Be sure to read the list of requirements thoroughly before you begin, and check the list carefully before you submit.

Your formatting requirements vary depending on whether your degree is conferred through IU or Purdue.

IU Thesis/Dissertation Requirements

The graduate office is dedicated to all the graduate students it serves and is constantly striving for improved and more efficient ways to better serve you as graduate students. With this in mind, we created this dissertation/thesis formatting template. This template addresses many of the formatting issues that students regularly struggle with during their format reviews. We encourage you to use this at the start of your writing. While this template addresses many issues, it cannot account for all formatting errors, please review our format requirements and guidelines in addition to using this template.

[Common formatting errors](#)

IUPUI Graduate Office formatting template

Get the guidelines [📄](#)

Contact gradrec@iupui.edu for any questions regarding the formatting template.

<https://graduate.iupui.edu/theses-dissertations/formatting.html>



Using the Template

1. Using dropdown boxes
2. Deleting unnecessary pages and items
3. Adding to Table of Contents (and List of Tables & List of Figures)
 - Subheading levels
 - Page numbers
4. Starting to write in the template



Helpful Tips

1. Start writing in the template as soon you start your process (Qualifying Exam, Proposal Defense)
2. See requirements within the template
3. Complete the formatting requirements first so you can concentrate on producing scholarly work
4. Follow instructions and timelines
5. Try to do at least some work on this every day
6. Proofread and double check your work (including formatting)
7. Do not be afraid to reach out with questions
8. Become familiar with the IUPUI Graduate Office website and resources



SECTION 3

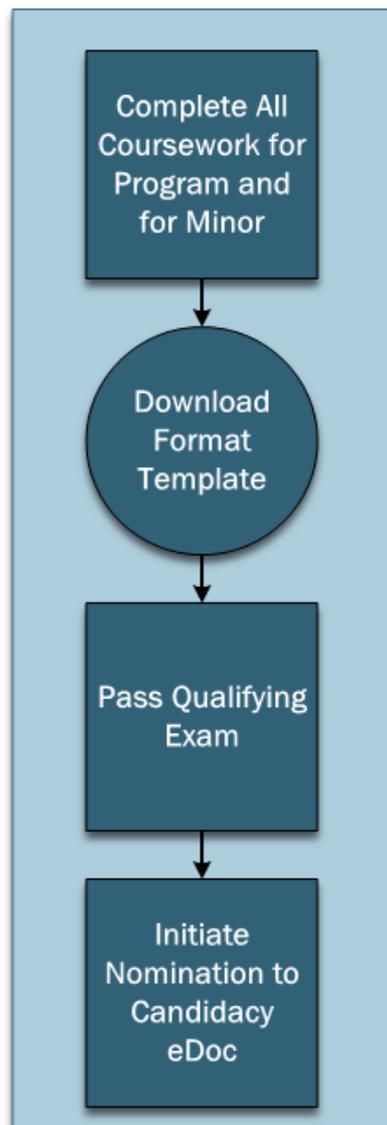
Degree Progression

Master's Student Graduation Progression

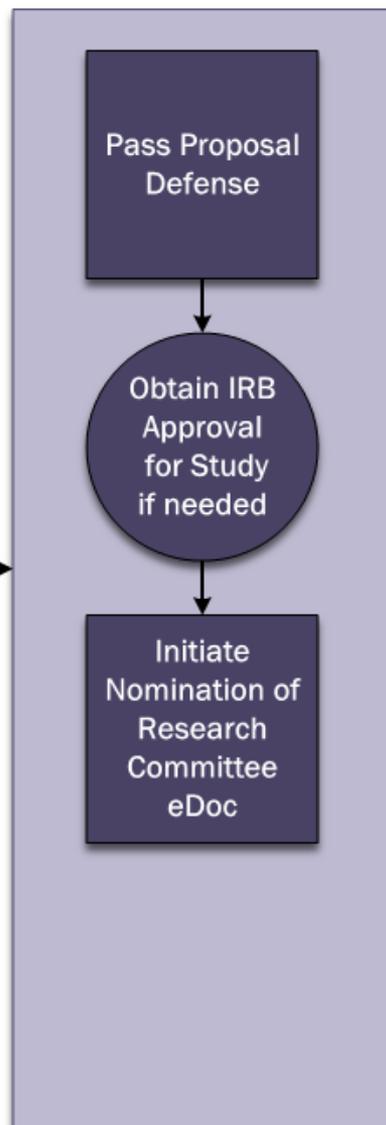


PhD Degree Progression Checklist

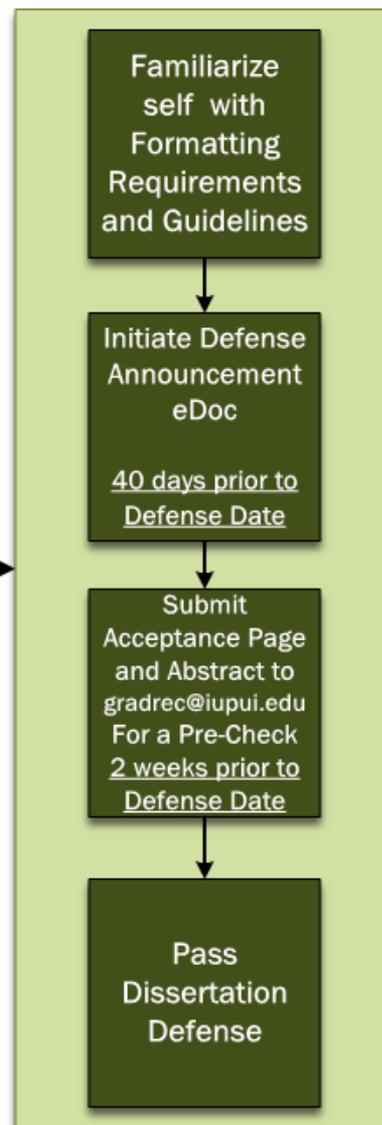
Qualifying Exam



Proposal Defense



Formatting



Graduation Prep



Thank You!

Contact Info:

gradrec@iupui.edu



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FULFILLING *the* PROMISE