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.

I. 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 the final thesis copies submitted 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. A 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.

3. Three copies of the final revision of thesis, signed by the author and the thesis advisor or advisory committee chairman, in manila envelopes, must be submitted to the Graduate Records Office, A-108, Thornton Hall by the specified date. This date will be different for each graduating session.

II. Form:

The specifications stated therein are acceptable to the School of Engineering and Applied Science unless stated otherwise below. Samples of engineering thesis are available in the University of Virginia Libraries or Departmental Offices.

In addition to these general 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 is 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 typed, double space, on a good grade of 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. A listing of acceptable papers can be obtained from the Graduate Office, A-108, Thornton Hall

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.

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

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 and these 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.

III. 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.

IV.

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.
THESIS / DISSERTATION APPROVAL CHECK-LIST

1. The Engineering School requires three (3) copies of dissertations and theses. An original is not required.

2. IT IS EXTREMELY IMPORTANT THAT ALL COPIES BE ON ACCEPTABLE BOND PAPER. (Any bond paper that is 25% cotton is acceptable).

3. Each copy must be submitted in a labeled manila envelope with the following information on the front of each:
   a). Your name
   b). Shortened theses/dissertation title of no more than 36 characters including spaces
      This shortened title appears on the spine of the binding.
   c). Degree date i.e., January 2000, May 2000, August 2000
   d). Your degree and school

4. DISSERTATIONS:
   a). A microfilm agreement must accompany your dissertation when it is taken to Alderman Library. Please be sure to sign this form where it asks for “Author’s Signature”. An extra copy of title page and abstract must accompany the microfilm agreement. The microfilm agreement is obtained from the Graduate Office.
   b). A survey of earned doctorate form is required and placement form is required of all persons receiving their Ph.D. degree. These forms are obtained from the Graduate Office.
   c). Copyright is optional; if desired, a copyright sheet must be included in each copy of the dissertation, with the following information: (Must use © symbol ©, NOT @).
      © Copyright by
      Your Name
      All rights reserved
      Date (Month and Year of Graduation)

5. Your abstract must be 600 words or less. A guide for this is 2 ½ pages, double-spaced.

6. MARGINS: The left hand margin must be 1 ½ inches – all others 1 inch. This is proper for both the theses and dissertations.

7. PAGE NUMBERS: The correct pagination is to place page numbers in the upper right corner, within the one inch margin.

8. SUGGESTED PAGE ORDER:
   a). Dissertations:
      1) Title Page
      2) Copyright Page (if applicable)
      3) Signature page
      4) Abstract
      5) Acknowledgements (optional)
      6) Body of text
   b). Theses
      1). Title page
      2). Signature page
      3). Abstract
      4). Acknowledgements (optional)
      5). Body of text
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.