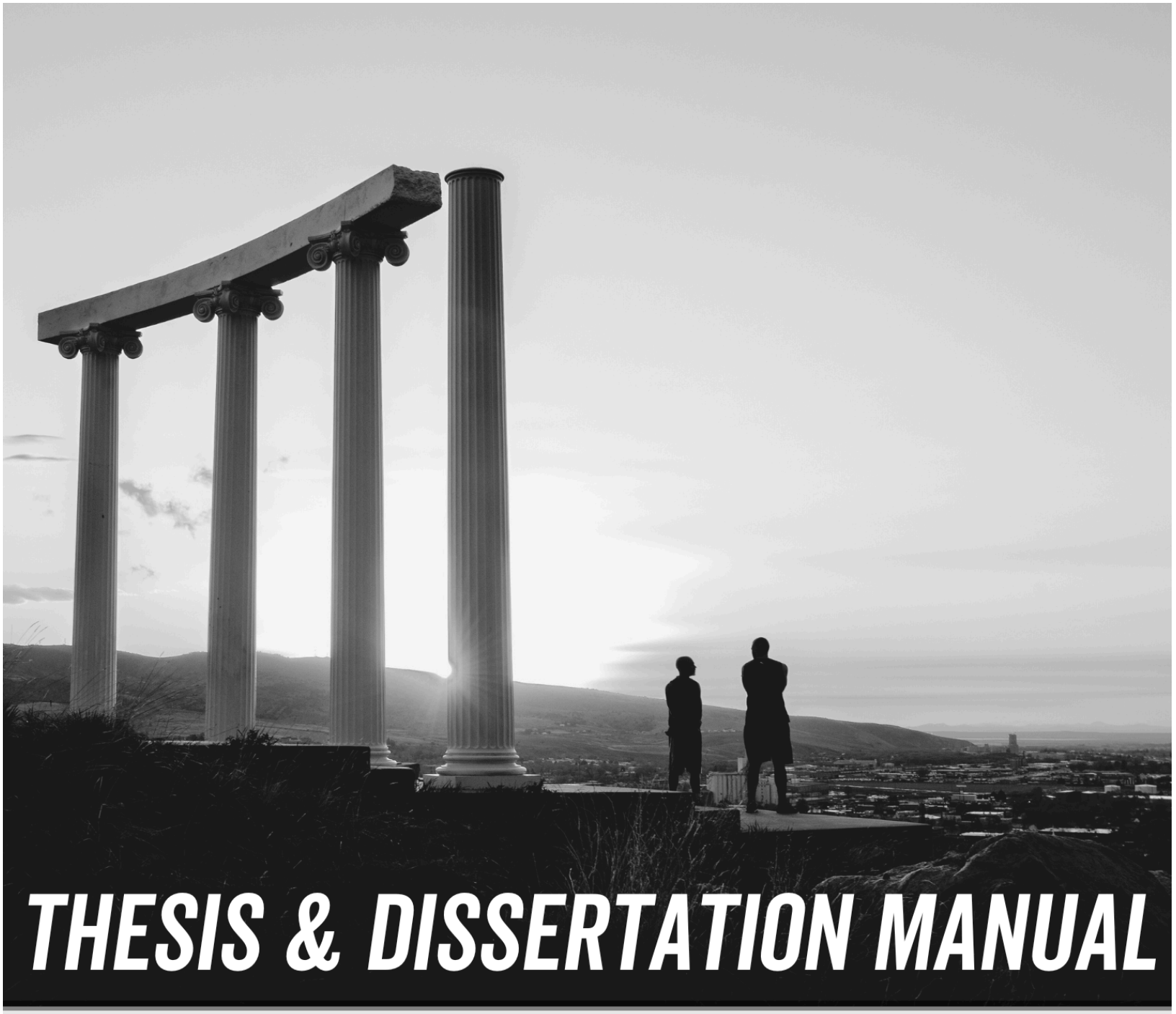


THESIS & DISSERTATION MANUAL

A GUIDE FOR GRADUATE STUDENTS

Idaho State University | Graduate School

Idaho State University Graduate School

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Effective for May 2024 Candidates and Beyond

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Revised and edited to enhance clarity of guidelines
**No changes have been made to the ISU Graduate School Style Guide*

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Introduction

Welcome to the Graduate School Thesis & Dissertation Manual. This document is intended as a general guide for graduate students preparing theses or dissertations as a fulfillment of their graduate studies at Idaho State University.

This guide is based upon the ISU Graduate School's values, to be a leading driver of high-quality graduate education and its dedication to be the embodiment of academic and creative excellence through the scholarship and research of its graduate students. In short, this guide is intended as a resource for graduate students to ensure consistency in the format and style of theses and dissertation. For brevity, the language of this guide refers to theses or dissertations as an ETD PDF (Electronic Thesis Dissertation PDF). Students must also apply these guidelines to DA papers and professional projects as well.

The following guidelines for the formatting and submission of your thesis or dissertation are in place to ensure consistency and professionalism in the work that represents Idaho State University. These guidelines are *not formatting suggestions*, but requirements, and must be followed accordingly.

Use this guide as a general overview for progressing towards your thesis or dissertation defense. Always refer to your advisor and supervisory committee for specific questions and guidelines required by your department. Listed on the following page are additional ISU student resources and it is *highly recommended* that students use them in tandem with this guide.

ISU Graduate School Mission

The Graduate School promotes and supports excellence in graduate education. In realizing this mission, the Graduate School acts to recruit, support, retain, and matriculate scholars, researchers, and practitioners educationally empowered as critical-thinking citizens and agents of innovation, opportunity, and change.

Graduate School Values

The Graduate School aspires to be a leading driver of high-quality graduate education and is dedicated to the embodiment of academic and creative excellence, resulting in scholars, researchers, and practitioners committed to and capable of continually broadening the scope of academic discourse, discovery, and innovation.

Graduate School Informed Beliefs

1) Integrity
2) Inquiry and Innovation
3) Academic and Creative Excellence
4) Collaboration
5) Social Justice Awareness & Advocacy
6) Inclusiveness
7) Interdisciplinary Research
8) Lifelong Learning
9) Quality Customer Service

Idaho State University Student Resources

Below is a table of student resources at Idaho State University. It is highly encouraged to utilize the following resources as you prepare your ETD PDF manuscript.

STUDENT RESOURCES	CONTACT INFO
Academic Advising	
Writing Center *Helps students developing their writing skills*	Pocatello (208) 282-3662 success@isu.edu Idaho Falls (208) 282-7925 ifssc@isu.edu
Library *The ISU Libraries provide research help to ISU students, faculty and staff at three sites, Oboler Library (Pocatello), Idaho Falls Campus and Meridian Campus. We serve our users no matter their location through phone, email and chat.*	Pocatello (208) 282-2958 Idaho Falls (208) 282-7906 Meridian (208) 373-1817
Environmental Health & Safety Department *The EHS department has the responsibility and the authority to accomplish ISU's health and safety mission, and provide a full range of support to all units on ISU campuses.*	(208) 282-2310
Research Outreach and Compliance *We are and Animal Use and IACUC, Human Subjects and IRB; Biosafety, Responsible Conduct of Research; Financial Conflict of Interest in Sponsored Projects; Export Control - from vendor clearance to travel "out of country".*	(208) 282-2618 orexpctr@isu.edu
CITI Training *CITI stands for Collaborative Institutional Training Initiative. CITI started in 2000, as a collaborative effort to develop a web-based training program for university personnel and students. It now serves institutions worldwide, and covers a variety of research topics.*	(208) 282-2179 orexpctr@isu.edu
IT Services *Information Technology Services (ITS) provides computing, communications, and technology infrastructure, services, support, and consultation for Idaho State University's faculty, staff and students. ITS works closely with other units on campus to provide the best services possible to our customers.*	(208) 282-2872
Graduate School *The Graduate School promotes and supports excellence in graduate education. Contact our office for questions regarding graduation and thesis/dissertation clearance.*	(208) 282 – 2150 gradschool@isu.edu

Dates, Deadlines, and Procedures for Graduate Degrees and Graduation

The following is a suggestion timeline for fulfilling all requirements of your Graduate Degree.

PROCEDURE	UNDER DIRECTION OF	DATE
Selection of an Advisor/Chair	Department Chair	Varies by program
Selection of a Committee	Advisor	Varies by program
Request for Transfer Credit	Advisor, Department Chair, Dean of Academic College/Division, Dean of Graduate School	Within 1st year of program enrollment, prior to submission of program of study
Preliminary Examinations	Department Chair or Advisor	Not required by some programs
Final Program of Study/Admission to Candidacy	Advisor, Department Chair, Dean of Academic College/Division, Dean of Graduate School	See Graduate School catalog for specific dates
Comprehensive Examinations	Advisor or Department Chair	Varies by program
Application for Graduation	Graduate School	See Graduate School catalog for specific dates
Payment of $20 graduation fee	Registrar and Records Office	Prior to graduation
Thesis or Dissertation Final Draft to Committee	Student and Advisor	No later than 2 weeks prior to oral defense
Thesis or Dissertation Defense/Oral Defense (Non-Thesis)	Advisor, Committee, and Dean of Graduate School	See Graduate School catalog for specific dates Department notifies the Graduate School 1 week prior to defense
Submission of Final Thesis/Dissertation	Dean of Graduate School	Within 2 weeks following oral examination for thesis/dissertation

NOTE: If you do not complete the requirements for the intended graduation date, you must update your application information with the Graduate School for the subsequent semester and pay a $20 re-processing fee. If you do not reapply, your file will be assigned an inactive status.

General Preparation and Responsibilities

The Graduate School and the student advisory committee coordinate their efforts to counsel a student candidate in preparing their ETD PDF manuscript and completing all steps necessary for graduation.

Student Candidate Responsibilities

Student Candidates are responsible for complying with the policies and procedures within this manual to ensure they receive the full benefits of the graduate experience and graduate on time. Student Candidates are advised to work with their major advisor and committee early and frequently to ensure no steps or requirements are overlooked.

NOTE: Before submitting the final, revised ETD PDF and supplemental documents, after a successful defense, the student candidate must meet with their advisor to proofread the ETD PDF to ensure all formatting and style elements set forth in this guide are met.

Preparation for Oral Defense and Exam Scheduling

In preparation for selecting a committee, review the following sections to ensure that both forms, the Oral Defense Request Form and the Exam Scheduling Form, are included and assigned to the appropriate committee member.

NOTE: The responsibility for ensuring the appropriate forms to schedule and oral defense and exam lie with the student candidate, though both forms are assigned to a designated member of the student advisory committee.

Defense Scheduling

When students are required to make presentations as part of the examination process, these presentations will be advertised and open to the public. To schedule an oral exam, contact the members of the committee to set the date, time, and place.

Exam Scheduling Form

Your Committee Chair or Department Chair must notify the Graduate School as soon as the dates are set, but no *less than one week* before the examination using the Exam Scheduling Form.

Oral Defense Request Form

After a candidate submits the completed ETD PDF for review, the *department* (not the candidate) *must submit* the Oral Defense Request Form. The Oral Defense Request Form contains all information relevant to scheduling the defense, including the location for the defense with a list of committee members.

Oral Defense

On the scheduled date, the committee gathers at the appointed location and presents their questions and comments about the ETD PDF to the candidate. Oral defenses are open to:

- all members of the Graduate Faculty as observers

- non-Graduate Faculty with permission of the advisor and the Dean of the Graduate School.

Committee Selection Preparation

Master's and *doctorate* levels will need to request a committee to evaluate their ETD PDF manuscript to complete an oral defense.

- All supervisory committees consist of an *odd number* of members.
- Committee Members should be members of the Graduate Faculty and approved by the Dean of the Graduate School
- One member serves as the Committee Chair and *must be chosen* from the Graduate Faculty.

NOTE: Appointments to supervisory committees of non-faculty members or of faculty members not on the Graduate Faculty *must* be approved by the Dean of the Graduate School. A list of the Graduate Faculty can be found in the graduate catalog.

Master's Degree Supervisory Committee

A master's degree supervisory committee *must* include at least *three* graduate faculty members who are approved by the department director of graduate programs and the Dean of the Graduate School:

- One member must be from within the department in which the student is enrolled.
- One member must be from outside the department in which the student is enrolled.
- The outside member will also serve as the **Graduate Faculty Representative (GFR)**

Doctoral Degree Supervisory Committee

A doctoral degree supervisory committee *must* include at least *five* graduate faculty members who are approved by the department director of graduate studies and the Dean of the Graduate School:

- Three members must be from within the department in which the student is enrolled.
- *At least one* member must be from outside the department in which the student is enrolled.
- One of the outside members will also serve as the **Graduate Faculty Representative (GFR)**

NOTE: The **GFR** is typically appointed at the same time the other members of the committee are named according to departmental procedures and policies. A complete description of the **GFR's** responsibilities can be found in the following section.

Supervisory Committee Roles and Responsibilities

The following outlines the responsibilities of the student supervisory committee:

Student Candidate

Completes the ETD PDF manuscript by the guidelines outlined in this manual.

- Meets all deadlines and milestones provided by the chair, committee, and Graduate School.
- Meets all deadlines for completion of ETD PDF manuscript, oral defense, and graduation.
- Submits the required forms and pays all fees.
- Upload all signed required supplemental documentation in ProQuest.
- Provide an ETD PDF manuscript to the committee at least two (2) weeks before the defense for review.
- After reviewing this manual and the checklist in Appendix B, submit a revised ETD PDF to the Graduate School no more than two (2) weeks after a successful defense.

Committee Chair

Serves as the student's primary advisor in their ETD PDF manuscript completion process.

- Ensures all protocols are followed that are provided by the department, Graduate School, and, if necessary, the IRB.
- Ensures the student has been informed of all deadlines and milestones in the process towards completion of the research project.
- Approves the methodology and subject of the written research project.
- Reads, evaluates, copy edits, and otherwise provides guidance for drafts of the research project.
- Reviews drafts for honor code violations.
- Works with the committee with their opinions and comments for drafts and/or moving forward with the project.
- Schedules the defense
- Chairs the defense.
- Signs off on the formatting checklist the student submits with his/her initial final draft to the graduate school.
- Ensures the student corrects, changes, or revises any suggestion as a result of the defense before

Graduate Faculty Representative (GFR)

Assists the Candidate and the Committee members in scheduling the oral defense.

- Collects the ballots from the Graduate school for oral defense.
- Prevents the oral defense from proceeding if either the ballot packet or a Committee Member is unavailable.
- Ensures the oral defense is conducted professionally and fairly.
- Writes an evaluation of the exam, including notes of any irregularities.
- Ensures that each Committee Member votes upon the Candidate's performance.
- Announces the results to the Committee Members and ensures the Candidate is informed of the results immediately afterward.
- Return the ballot packet to the Graduate School as soon as possible.

Committee Members

Provide ideas and suggestions for the research or direction of the project.

- Reads, evaluates, critiques, and provides guidance for drafts of the research project as necessary.
- Reads and evaluates the final draft of the ETD PDF manuscript.
- Participates in the defense of the research project.
- Reviews drafts for honor code violations.
- Evaluates the ETD PDF as the basis for certifying the candidate has completed the requirements to receive the graduate degree pursued.
- Reviews the ETD PDF to provide counsel and encouragement to the candidate throughout the process and help ensure the thesis/dissertation connects to the current scholarship in their academic field.
- Grants final approval of the manuscript for publication in the university's ETD PDF database.

Defense Preparation

Once the thesis/dissertation has been written, edited, and in all other ways made ready for review, the candidate prepares for the final steps of their graduate career. These steps will include:

- Submitting the thesis/dissertation for evaluation by the committee
- Delivering an oral defense of the thesis/dissertation before the committee.

NOTE: If a candidate's discipline does not require a thesis/dissertation, then a formal written exam must be completed instead.

Submitting to Committee

In close consultation with their major advisor, committee, and the Graduate Faculty Representative (GFR), a candidate picks a date for their oral defense. The defense must take place *at least three (3) weeks* before end of the semester in which the student intends to graduate. All graduate requirements must be completed prior to or at the end of the semester during which the final defense exam is held.

NOTE: Dates and deadlines are available online.

A thesis/dissertation must be submitted to the committee, in its final PDF form, *no less than two (2) weeks* before the set defense date. The committee reviews the thesis/dissertation and prepares questions and comments that will be addressed to the candidate at the oral defense. If any committee member questions the adequacy of the substance or form of the thesis/dissertation, the committee as a whole decides if the document and the student are sufficiently prepared for an oral examination.

Post Oral Defense

Following the oral defense, the committee meets in closed session to determine the outcome of the examination. The candidate passes the exam if a majority of the committee votes. Otherwise, the student fails the exam. In the case of a tie vote with an even numbered committee, the candidate defaults to failing the exam.

For students failing the oral exam, the Graduate School allows *one re-examination.* This re-examination is to take place during the *subsequent three (3) semesters* unless otherwise approved by the Graduate School. If the academic unit involved has a formal re-examination policy that is more stringent, that policy supersedes the Graduate School re-examination policy.

The major advisor is responsible for reporting grades for all prior thesis/dissertation registrations of the candidate when the document has been approved by the advisory committee. After the successful defense of a thesis/dissertation, the student must submit all appropriate documents to the Graduate School within *two (2) weeks*. Failure to do so may delay graduation.

NOTE: If the required documents are not submitted within one year, the Dean of the Graduate School may declare the defense void and require that it be repeated.

Manuscript Preparation

The Graduate School is proud that all theses, dissertations, DA papers, etc. will be part of the Idaho State University Dissertations and Theses electronic repository. Using the ProQuest ETD Administrator System your work will be available to be cited by other scholars around the world.

NOTE: The following guidelines for the formatting and submission of your thesis or dissertation are in place to ensure consistency and professionalism in the work that

represents Idaho State University. These guidelines are *not formatting suggestions*, but requirements, and must be followed accordingly.

In preparing your ETD PDF manuscript for submission, remember that you are preparing a work that should reflect the hard work and dedication of your graduate studies. By following the formatting and style guides, your work will be accessible to other scholars so consistency is key and should be a source of pride for your contributions to scholarship at Idaho State University

Electronic Thesis and Dissertation Submissions

Congrats on successfully defending your thesis or dissertation! The next step is to prepare your ETD PDF for final submission.

Carefully review any feedback from your student supervisory committee and make appropriate revisions and edits. Then, meet with your advisor to proofread and double check that all forms, pages, formatting and styles set forth in this guide are included and met. Use the ETD PDF Requirements Checklist in Appendix A to ensure all requirements are met.

ETD PDF Submissions Process

As stated in the Student Candidate Responsibilities section, you must review final edits and proofread with your advisor before submitting the final ETD PDF and supplemental documents. This will ensure all requirements are fulfilled and save you time.

The following is the student's responsibility in the ETD PDF submissions process:

- The Graduate School *does not require a printed hard copy* of the thesis or dissertation. However, some departments may still require a professionally printed and bound copy of a thesis or dissertation. Candidates must check with their chair to confirm whether or not an ETD PDF will suffice, or if a printed copy is required.
- After completing the ETD PDF Requirements Checklist (Appendix B), a candidate must submit the following documents to ProQuest:

ETD PDF Submission Master's Candidates

- One final ETD PDF
- One signed use authorization PDF
- One signed committee PDF
- 5-6 Keywords from the ETD PDF Abstract Page

ETD PDF Submission Doctoral Candidates

- One final ETD PDF
- One signed use authorization PDF

- One signed committee PDF
- One Survey of Earned Doctorates Certificate of Completion.
- 5-6 Keywords from the ETD PDF Abstract Page

The ETD PDF is then uploaded to ISU's personal online database, and once approved for release will be made available to the public. You may view the Electronic Thesis or Dissertation Archive online.

ETD Review Process

Once the graduate school receives the ETD PDF, a review will begin and edits will be made to ensure the document complies with the submission standards as required in this manual. Required corrections will be sent to the student within 5-7 business days from draft submission;

NOTE: **turnaround after review may take longer during peak times at the end of the semester.**

Re-Submission Process

Any revision requested by the graduate school must be submitted with all edits made by the graduate school should be updated and re-submitted back to the graduate school within 2-3 business days. The Graduate School will review 5-7 business days after re-submission. The resubmitted ETD PDF must be in a final, error-free form.

PLEASE NOTE: Please note that submissions made at the end of term responses may take longer due to the influx of ETD submissions.

The graduate school will return the ETD PDF for corrections up to 3 times. If by the fourth (4th) submission the ETD PDF is not error-free, the graduation term will be moved to the following term. In the case of repeated submissions the following process is outlined:

- GS Review 1
  - Corrections Email 1
  - Resubmit in 2-3 business days with corrections
- GS Review 2 (5-7 business Days)
  - Corrections Email 2
  - Resubmit in 2-3 business days with corrections
- GS Review 3 (5-7 business Days)
  - Corrections Email 3
  - Resubmit in 2-3 business days with corrections
- GS Review 4 (5-7 business Days)
  - Email will notify the student candidate that the graduation date will be moved to the following term.

Idaho State University Graduate School Style Guide

A thesis or dissertation stands as a major academic milestone for a candidate and serves as a significant contribution to their chosen field. This manual provides instructions relevant to the Graduate School's specific format and style requirements for a thesis or dissertation (ETD PDF).

Remember, it is the student candidate's responsibility to ensure that the final ETD PDF submission adheres to the Graduate School Style Guide. Any questions that exceed the scope of this manual should defer to the requirements of the style manual chosen for the project according to discipline standards, as determined by the candidate in consultation with their chair and committee.

Suggested Style Manuals

The following manuals are available in the University Bookstore, the Eli Oboler Library, department offices, and online:

ACS- American Chemical Society Guide
AIP- American Institute of Physics Guide
AMS- American Mathematics Society Guide
APA- American Psychological Association Style Guide
APSA- American Political Science Association Guide
ASA- American Sociological Association
GPO- United States Government Printing Office Style
CMS- Chicago Manual of Style
CSE- Council of Science Editors
MLA- Purdue Guide

NOTE: Some departments specify the approved department style as found in the guidelines for publication of the following journals:

- *American Anthropologist*
- *American Antiquity*
- *Journal of Bacteriology*

Style Guide

The following guide is set forth by Graduate School requirements:

Format

All preliminary pages, including the copyright page, titles page, table of contents, etc. must adhere to the Graduate School style guide.

NOTE: The body text, references, and bibliography of the ETD may be in the style set forth by the student candidate's chosen style guide according to their discipline's standards. Otherwise refer and use this guide.

The appendix must be in accordance with Graduate School guidelines.

Paper Size

Thesis/dissertation manuscripts must be composed to fit on 8 ½ x 11 sized paper.

Margins

All margins must be 1" on the top, bottom, left and right. The margins should follow the guidelines given in the approved style manual being used by the department according to discipline specifications, typically 1 inch on the top, bottom, left and right side.

NOTE: tables, graphs, and other visuals need to fall within these margins. Additionally, if any tables require a landscape view to fit within the required margins, a candidate should rotate those specific pages within the thesis/dissertation document so the x-axis runs along the bottom edge of the screen.

Font

Use a clear, readable, and consistent 12- point **serif font** *throughout the entire* document. ETD PDFs are to be typed according to specific style guides according to discipline specifications. If not specified in the style guide manual, the font must be:

- Times New Roman (Script fonts are unacceptable)
- 12-point standard
- Changes in font style, color, and size may be appropriate for writing equations, labeling tables and graphs, footnotes, title pages, etc.

Italics may only be used to indicate titles of major works (i.e. books and journals), foreign language terms, and scientific terms
Bold may be used to add emphasis, or for headings and section titles Use bold sparingl*y* and **Nothing should be bolded on the Table of Contents or Abstract pages**

Note: When a visual or other media is imported it may be appropriate to retain the original font.

Spacing

Double-spaced text is standard for the entire ETD PDF. There may be exceptions where alternative spacing may be appropriate such as:

- block quotes
- table and figure captions, descriptions, and footnotes
- a list of references, literature cited, bibliography, etc. While each of these may be single-spaced, there should be a space between each entry on the list

Pagination

Pagination rules can vary slightly based on the specific style manual used. In general, there are four locations where it is acceptable for pagination:

1) the upper right-hand corner of the page
2) the lower right-hand corner
3) top-center
4) bottom-center

Preliminary Pages Pagination

For preliminary pages, use lower-case Roman numerals (ii, iii, iv) centered at the bottom of the page. All other pages, text, notes, references, and so on are numbered according to the pagination starting on page "i" or rules stated in the chosen style manual.

NOTE: there is no page "i". The title page is understood to be page "i", but no numeral is printed there.

Text, Body, Reference Pages Pagination

For text body, references, and appendices us Arabic numerals (2, 3, 4) that begin on the first page of the main text of the ETD PDF. Numbering should carry on uninterrupted throughout the entire body of the document, including appendixes. Numbers should be consistent in their placement.

NOTE: there is no page "1". the first page of the thesis/dissertation is generally understood to be "1", but no numeral is printed there.

NOTE: There is no punctuation with page numbers, pagination should only include a number, names, lines, or other adornments are also inappropriate.

Document Order

An ETD manuscript comprises several sections and pages. The following table is a starting point for the student candidate and committee to use.

ETD PDF PAGE ORDER	REQUIRED or IF APPLICABLE	PAGINATION
Photocopy and Use Authorization	**Required**	None
Title Page	**Required**	None
Copyright	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
Committee Approval	**Required**	Lower-case Roman numerals (ii, iii, iv, etc.)
Human Subjects Approval	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
Animal Subjects Approval	If Applicable	Lower-case Roman numerals (ii, iii, iv)
Radiation Safety Approval	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
Hazardous Materials Safety Approval	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
Dedication Page	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
Acknowledgements Page	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
Table of Contents	**Required**	Lower-case Roman numerals (ii, iii, iv, etc.)
List of Illustrations	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
List of Figures	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
List of Tables	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
List of Abbreviations	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
List of Symbols	If Applicable	Lower-case Roman numerals (ii, iii, iv, etc.)
Abstract Page	**Required**	Lower-case Roman numerals (ii, iii, iv, etc.)
Text Body	**Required**	Arabic numerals (2,3,4, etc.)
References	**Required**	Arabic numerals (2,3,4, etc.)
Appendices	If Applicable	Arabic numerals (2,3,4, etc.)

NOTE: Certain forms may be required for compliance with federal regulations, including Human Subjects Approval, Animal Subjects, etc. Students should consult their committee for instruction concerning which documents may be required for their thesis or dissertation.

Document Page Descriptions (Required and If Applicable)

The following is a description of pages for sections of the ETD. Each page appears in the correct order and is noted if it is a required page or an applicable page.

Photocopy and Use Authorization (Required)

In the interest of making a student's research available to appropriate parties, all theses/dissertations submitted to Idaho State University are made available to the public. This is achieved by depositing the thesis/dissertation in the ISU ETD repository, although certain theses and/or dissertations may be subject to a temporary embargo. Publication rights are reserved to the author, subject to the provisions of research contracts, federal grant stipulations, or other agreements made by the author with the university. Because of this, permission to download and/or print for scholarly purposes must be explicitly granted by the author.

NOTE: Since difficulties may arise in locating the authors of theses/dissertations to secure permission to copy, all theses and/or dissertations *must* include the Use Authorization form in the preliminary pages. This form must be completed appropriately to indicate that such permission is granted.

NOTE: To protect privacy, the electronic version of the Photocopy and Use Authorization page *must not* include a signature. The signed and completed document must be submitted to the Graduate School separately, on ProQuest.

Photocopy and Use Authorization Page Template—Appendix A

Title Page (Required)

The title page signals that the thesis/dissertation proper has begun. The title itself should be concise while also providing full information to the reader about what to expect from the following document. The author should use *keywords* that accurately identify and define the unique components of the argument and/or issue that underpin the project and distinguish it from other work. A clear title is vital for purposes of indexing and other informational purposes.

NOTE: The final version of the thesis/dissertation *does not need to match* the proposed title submitted in the original prospectus. The title page for the thesis/dissertation must follow the format requirements presented in this manual.
Title Page Template—Appendix A

Copyright Page (If Applicable)

The following information is found on the United States Copyright Office Website at U.S. Copyright Office:

"The use of a copyright notice is no longer required under U.S. law, although it is often beneficial. Use of the notice may be important because it informs the public that the work is protected by copyright, identifies the copyright owner, and shows the year of first publication.

Furthermore, in the event that a work is infringed, if a proper notice of copyright appears on the published copy or copies to which a defendant in a copyright infringement suit had access, then no weight shall be given to such a defendant's interposition of a defense based on innocent infringement in mitigation of actual or statutory damages, except as provided in section 504(c)(2) of the copyright law."

If a thesis or dissertation is to be copyrighted, the student should include in each copy:
If preceding the title page, an unnumbered page bearing:

(1) the symbol "©" or the word "Copyright" or the abbreviation "Copr."
(2) the year of first publication
(3) the full name of the owner of the copyright.

EXAMPLE: "© 2017 Jane Doe Student." A copyright registration is effective on the date that the required application, fee, and one complete copy of the entire work for which registration is being made are received in the U.S. Copyright Office.

Copyright Page Template—Appendix A

Committee Approval Page (Required)

Each thesis/dissertation will contain a committee approval form signed by the committee members only after the final acceptance of the thesis/dissertation. Before final acceptance, each member of the candidate's committee should carefully examine a draft that is essentially a final copy of the thesis/ dissertation. Excessive numbers of corrections may warrant that a second or third draft be reviewed by the committee before committee members' signatures can be given.

Theses/dissertations are approved after an oral defense. Oral defenses are scheduled by the student in coordination with the committee and department. The oral defense must take place no later than three weeks before the end of the semester in which the student intends to graduate.

Two weeks prior to the date of the oral examination, a draft of the thesis/dissertation must be presented in substantially final form to the committee for review. The final form includes any and all inserted material—e.g. photographs, maps, plates, and so on. After the defense, committee members may decide that the thesis/dissertation requires revision and will refrain from signing off until required adjustments and improvements have been implemented. Such revisions may include only minor changes to the text that can be dealt with immediately. However, other adjustments may require elaborate restructuring and additional scholarly work may even be required.

Students should immediately address the committee's concerns and rework the thesis/dissertation in response to the comments from committee members. The committee, under the oversight of the **GFR**, has been charged with helping to bring students' theses/dissertations to a level of excellent appropriate for viewing online by scholars around the world. The Graduate School will sign off approval of the thesis/dissertation only after evidence that this process has been rigorously conducted is presented.

NOTE: a **blank**, **unsigned** copy of the Committee Approval form *must* be included in the final ETD PDF **without** signatures. The **signed** copy *must* be uploaded to ProQuest as a PDF. The final ETD PDF *must* be submitted to the Graduate School within two (2) weeks following the oral defense.
Committee Approval Page Template—Appendix A

Human Subjects Page (If Applicable)

University policy requires that students who expect to engage in research involving human subjects—research covered by this policy include both the collection of data through direct intervention and interaction or the acquisition of information from sources that allow personal identification of subjects—receive approval of their research procedures prior to the collection of data. The Human Subjects Committee application forms and CITI investigator training requirements are available online. For more information, contact the Human Subjects Committee through:

Dr. Ralph Baergen
English and Philosophy
Mail Stop 8056
Office Phone: 282-3371

Human Subjects Committee Approval Page Template—Appendix A

Animal Welfare Research Page (If Applicable)

If research involves the experimental use of vertebrate animals, approval must be obtained from the Animal Welfare Committee before purchasing or using animals. Information is available online.

For more information, contact the Animal Welfare Committee through:

Tom Bailey
Committee Coordinator
Business & Technology Center 108A
Mail Stop 8286
Office Phone: 282-2179
Email: anmlcare@isu.edu
Animal Welfare Research Committee Approval Page Template—Appendix A

Radiation Safety Page (If Applicable)

If research involves the use of radioactive materials, approval must be obtained from the Radiation Safety Department Director. This approval must be obtained prior to purchasing materials or beginning research procedures. Information is available online at: https://www.isu.edu/radiationsafety/. For more information, contact the Radiation Safety Department Director through:

Mason Jaussi
Director, Radiation Safety Officer

Radiation Safety Department
Mail Stop 8263

Office Phone: 282-5652
Email: masonjaussi@isu.edu

Hazardous Materials Safety (If Applicable)

If research involves the use or production of hazardous materials or involves the disposal of hazardous and/or infectious waste, the Environmental Health, Safety and Sustainability must be consulted. This consultation must occur prior to purchasing materials or beginning research procedures. Information is available online at: https://www.isu.edu/ehs/. For more information, contact the Environmental Health, Safety and Sustainability Director through:

Jennifer Parrott
Executive Director
Environmental Health, Safety and Sustainability
Mail Stop 8042
Office Phone: 282-3498
Email: jenniferparrott@isu.edu

Biosafety Pages (If Applicable)

If your research involves bacterial or viral materials, you may need approval from the Biosafety Committee. In such cases, approval must be obtained prior to beginning research procedures. Information is available online.

For more information, contact the Biosafety Committee through:

Dr. Julia Martin
Institutional Biosafety Committee
Mail Stop 8286
Office Phone: 282-1277
Email: juliamartin@isu.edu

Dedication Page (If Applicable)

While it is natural to include a dedication page, it is not required. If desired, the candidate may include any information they wish, as this page is personal to them. Candidates should be aware that once the thesis/dissertation is submitted for publication, no portion can be altered, including the dedication. Candidates must be fully comfortable sharing with a global audience whatever they have written in their thesis/dissertation.

Similarly, there is no minimum or maximum length, but it is suggested candidates exercise some sense of propriety concerning the length and breadth of their dedication. There are no extra formatting requirements specific to the dedication page.

NOTE: Candidates must make certain to maintain the marginal and pagination specifications that apply to every other portion of the thesis/dissertation.

Dedication Page Template—Appendix A

Acknowledgments Page (If Applicable)

Like the dedication page, acknowledgments can contribute a personal and reflective component to the thesis/dissertation. It allows a candidate to express thanks to those professors who have served a formative role in the research and composition of the current project as well as their graduate degree at large. Additionally, this is where grant funding and other assistance received should be noted.

NOTE: Similar to a dedication, this page is personal and should conform to general etiquette concerning the quality and quantity of information that will be available to the public. Candidates should continue the same format regarding pagination and margins as every other section in the thesis/dissertation.

Acknowledgements Page Template—Appendix A

Table of Contents Pages (Required)

A Table of Contents is critical for maintaining clear organization throughout the thesis/dissertation by providing an overview of the topics covered in the manuscript and where they can be found. The Table of Contents must be clear and consistent in all formatting. Please follow the template provided, though some adjustments may be necessary, determined by the specific chosen style used.

The body of the Table of Contents must:

- contain one section heading per line
- be aligned to the left and the corresponding page number aligned to the right with a dotted line connecting the two.
- Use subsection headings underneath the appropriate main heading and have a .5-inch indentation.
- The entire Table of Contents should be double-spaced.
-

The Table of Contents lists everything contained within the thesis/dissertation moving forward, but does not list itself or any preliminary pages that precedes i in the thesis/dissertation.

Table of Contents Page Template—Appendix A

List of Illustrations, Figures, and Tables (If Applicable)

If illustrations, figures, and/or tables are used in the thesis/dissertation then the appropriate list(s) will be required in the preliminary papers. Each list should have its own page and present all of the contents as they are numbered and captioned in the thesis/dissertation proper.

Each list *must* be formatted similarly to the listing methods used in the Table of Contents. If included, these lists will serve as the first entries in the Table of Contents.

List of Illustrations Page Template—Appendix A

List of Figures Page Template—Appendix A

List of Tables Page Template—Appendix A

List of Abbreviations and Symbols (If Applicable)

If the thesis/dissertation employs a large and frequent array of symbols and abbreviations, then it is an expected courtesy that definitions will be provided at the front of the document.

Such lists should be placed on their own page(s) after the Lists of Illustrations/Figures/Tables (if included). Additionally, they *must* be included in the Table of Contents.

Authors should ensure that their use of abbreviations and symbols in the thesis/dissertation proper are consistent with the glossary.

List of Abbreviations Page Template—Appendix A

List of Symbols Pages Template—Appendix A

Abstract Page (Required)

The abstract is an important piece of formal writing in academic scholarship. It serves as a short statement summarizing the contents of the manuscript that follows. An abstract prepares an audience for the overall argument being made in the thesis/dissertation by explicitly declaring the most important findings and general purpose of the thesis/dissertation. The abstract will frequently determine whether or not potential readers take an interest in the document. An engaging thesis/dissertation is concise, informative, and engaging.

To make the abstract more user-friendly, a candidate must make certain to include a list of *keywords relevant* to the contents of the thesis/dissertation *at the bottom* of the Abstract page. These must include

- the main topic or subject of the thesis/dissertation
- authors and scholars directly related to the subject
- theories applied and examined throughout.

Because the requirements for an abstract vary based on the type of document being presented, please pay special attention to the following requirements:

Thesis Abstract Requirements

The student should prepare an abstract describing the essential content of the thesis in 250 words or less, double-spaced. The abstract is counted in the numbering sequence of the preliminary pages and is listed in the Table of Contents. The abstract is numbered according to its position in the preliminary pages.

Abstract Page Template—Appendix A

Dissertation Abstract Requirements

The student should prepare an abstract describing the essential content of the dissertation in 350 words or less, double-spaced. The abstract should reflect, precisely and accurately, the scope and sequence of the dissertation.

NOTE: No tables or illustrations are permitted.

A copy of the abstract is included in the preliminary pages of each copy of the dissertation. The abstract is counted in the numbering sequence of the preliminary pages and is listed in the Table of Contents. The abstract is numbered according to its position in the preliminary pages.

Abstract Page Template—Appendix A

Appendix A- ETD PDF Page Templates

This section includes preformatted templates for student candidate use.

Photocopy and Use Authorization

In presenting this thesis in partial fulfillment of the requirements for an advanced degree at Idaho State University, I agree that the Library shall make it freely available for inspection, I further state that permission for extensive copying of my thesis for scholarly purposes may be granted by the Dean of the Graduate School, Dean of my academic division, or by the University Librarian. It is understood that any copying or publication of this thesis for financial gain shall not be allowed without my written permission

Signature_____

Date_____

[This is the **Title Page** Template: here is where you will insert the title of your thesis or dissertation. It is the same title as the Abstract title]

by

[Insert your first and last name]

A [Thesis] or [Dissertation] (Choose one)

Submitted in partial fulfillment

of the requirements for the degree of

[Insert your degree] in the Department of [Insert your department]

Idaho State University

[Enter Term and Year] OR [Enter Month and Year]

Copyright Page Template

Copyright [Insert Year] OR Copyright [Insert Name and Year]

To the Graduate Faculty

The members of the committee appointed to examine the thesis of [Insert your name] find it satisfactory and recommend that it will be accepted.

_____

[Insert Name],

Major Advisor

_____

[Insert Name],

Committee Member

_____

[Insert Name],

Graduate Faculty Representative

(This is the **Committee Approval** Template- Additional signature lines may be necessary in the case of dissertations and theses that involve committees of more than three faculty members. Simply copy and paste the signature lines then delete this section)

[Date]

[Insert Name]

[Insert Program]

[Insert Degree]

Re: regarding study number [Insert IRB number and title of thesis or dissertation]

Dear [Enter Title, Name]:

I agree that this study qualifies as exempt from review under the following guideline: Category 2: Anonymous educational tests, surveys, interviews, or observations. This letter is your approval, please, keep this document in a safe place.

Notify the HSC of any adverse events. Serious, unexpected adverse events must be reported in writing within 10 business days.

You are granted permission to conduct your study effective immediately. The study is not subject to renewal.

Please note that any changes to the study as approved must be promptly reported and approved. Some changes may be approved by expedited review; others require full board review. {Include contact information provide in your letter} if you have any questions or require further information.

Sincerely,

{Insert Human Subjects Chair Name}

MPH, CIP **Human Subjects** Chair

[Date]

[PI]

[Mailing address]

RE: Your application dated ( ) regarding study number ( ): [**Animal Subjects** -study title]

Dear [PI]:

I have reviewed your request for expedited approval of the new study listed above. This is to confirm that I have approved your application.

You may conduct your study as described in your application effective immediately. The study is subject to an annual review on or before [closure date], unless closed before that date.

Please note that any changes to the study as approved must be promptly reported and approved. Some changes may be approved by expedited review; others require full board review. {Include contact information provide in your letter} if you have any questions or require further information.

Sincerely,

{Name of IACUC Chair}

IACUC Chair

Dedication (Sample Template)

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Acknowledgements (Sample Template)

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Table of Contents

List of Illustrations ……ix

List of Figures ……x

List of Tables ……..xi

Sample List of Abbreviations……xii

Sample List of Symbols……xiii

[Enter Abstract Title- Abstract Title is the Same as the Thesis or Dissertation Title]: [Thesis] [Dissertation] Abstract- Idaho State University (2024) ……..…….xiv

[Enter Thesis/Dissertation Title- Same as the Abstract Title] ……1

[Insert Heading or Chapter Number]……...1

    [Insert Subheading] ……1

[Insert Heading or Chapter Number– may be bolded for emphasis]……...2

[Insert Heading or Chapter Number]……...3

    [Insert Subheading] ……4

References……5

Appendix A ……6

List of Illustrations

Illustration 1- Graduate School Logo ……..2

List of Figures

Figure 1 Roar ……...3

List of Tables

Table 1 Example 4

List of Abbreviations

ABAD	Aβ-binding alcohol dehydrogenase
AD	Alzheimer's disease
ALS	Amyotrophic lateral sclerosis
DTNB	5, 5'-dithiobis-(2-nitrobenzoic acid)
GSH	Glutathione
LDH	Lactate dehydrogenase
PD	Parkinson's disease
S16	Schwann cells of rat origin obtained from ATCC

List of Symbols

£	Pounds
∞	Infinity
β	Greek small letter Beta
π	Pi
™	Trade Marked
Ω	Greek letter Omega
©	Copyright

Enter **Abstract** Title- Abstract Title is the Same as the Thesis or Dissertation Title]

[Thesis] [Dissertation] Abstract- Idaho State University (2024)

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Keywords: [Keyword 1], [Keyword 2], [Keyword 3], [Keyword 4], [Keyword 5]

[Insert Heading or Chapter Number]

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Illustration 1- Graduate School Logo

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[Enter Subheading- may be bolded for emphasis]

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[Insert Heading or Chapter Number]

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Figure 1 Roar!

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[Insert Subheading]

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Table 1 Example

References

Appendix A

Appendix B- ETD PDF Submission Requirements Checklist

Use this checklist to review the format of your ETD to ensure it meets the Graduate School guidelines. Step One is designed so that all supplemental documents that require a signature will be uploaded before the final version of the ETD PDF is prepared. The final ETD PDF *must* include *blank, unsigned* copies of these same supplemental documents.

Step One- Preparing ETD PDF Manuscript

Complete the following checklist:

- □ 1" margins- top, right, bottom, left
- □ Times New Roman Font
- □ Double-Spaced
- □ Preliminary page pagination is lower-case Roman Numerals (ii, iii, iv…)
- □ Main body text pagination is Arabic numerals (2,3,4…)
- □ Reference pagination is Arabic Numerals (2,3,4…)
- □ Review all formatting requirements in the Graduate School Style Guide
- □ Ensure all formatting requirements are met before moving to Step Three
- □ Step One Completed

Step Two- Preparing ETD PDF Preliminary Pages

Photocopy and Use Authorization Page Required

Complete the following checklist:

- □ Use Photocopy and Use Authorization Template
- □ The ETD Photocopy and Use Authorization page is blank and unsigned.
- □ The Photocopy and Use Authorization page is the first page in Electronic T/D PDF
- □ Does not have a page number
- □ All text, fonts, and spacing meet the Graduate School Style Guide requirements.

Title Page (Required)

Complete the following checklist:

- □ Use Title Page Template

OR

- □ The title is center-justified
- □ The title is *identical* to the title of the Abstract Page
- □ The title is styled according to the style guide chosen

OR

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide

- □ The title appears as an inverted pyramid if the title is more than one line
- □ Any major texts or works (books, films, etc.) used in the title are *italicized*
- □ The word "by" is uncapitalized and appears above the author's name
- □ The author's name must be the same name on file with ISU Registration and Records
- □ The name is not in ALL CAPS
- □ The text at the bottom designates the work as a thesis

OR

- □ The text at the bottom designates the work as a dissertation
- □ The text at the bottom designates for what degree the thesis/dissertation is being submitted for the completion of.
- □ The last line of text designates the semester and year the thesis/dissertation is submitted (e.g. "Spring 2024")
- □ Does not have a page number
- □ Insert page break on this page to ensure it is page "i" but no page number will be there

Copyright Page (If Applicable)
Complete the following checklist:

- □ Use Copyright Page Template
- □ The copyright reads: Copyright [Year] [Student Name]

OR

- □ The copyright reads: [Year] [Student Name]
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used

Committee Approval Page (Required)
Complete the following checklist:

- □ Use Committee Approval Page Template
- □ The Committee Approval Page is blank and unsigned.
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used

Dedication Page (If Applicable)
Complete the following checklist:

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- □ All content is appropriate for this document.
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used

Acknowledgments Page (If Applicable)
Complete the following checklist:

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- □ All content is appropriate for this document.
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used

Table of Contents Page (Required)
Complete the following checklist:

- □ Use Table of Contents Template

OR

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- □ The Table of Contents header is center-justified
- □ Double-space between the header and the first entry in the table.
- □ The entire Table of Contents is double-spaced
- □ All text is the same font, size, and style
- □ Entries are aligned left and page numbers aligned right with a dotted leader line between them
- □ Either "List of Illustrations/Figures/Tables/Abbreviations/Symbols" or "Abstract" will be the first entry in the Table of Contents
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used.

List of Illustrations Page (If Applicable)
Complete the following checklist:

- □ Use List of Illustrations Template

OR

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- □ The List of Illustrations header is center-justified.
- □ Entries are aligned left and page numbers aligned right with a dotted leader line between them
- □ Each listing must have the word "Illustration", a number, and a caption
- □ The listings/captions must be identical to the headers in the document
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used.

List of Figures Page (If Applicable)
Complete the following checklist:

- □ Use List of Figures Template

OR

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- □ The List of Figures header is center-justified.
- □ Entries are aligned left and page numbers aligned right with a dotted leader line between them
- □ Each listing must have the word "Figure", a number, and a caption.
- □ The listings/captions must be identical to the headers in the document.
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used.

List of Tables Page (If Applicable)
Complete the following checklist:

- □ Use List of Table Template

OR

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- □ The List of Tables header is center-justified.
- □ Entries are aligned left and page numbers aligned right with a dotted leader line between them
- □ Each listing must have the word "Table", a number, and a caption.
- □ The listings/captions must be identical to the headers in the document.
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used.

List of Abbreviations Page (If Applicable)
Complete the following checklist:

- □ Use List of Abbreviations Template

OR

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- □ The List of Abbreviations header is center-justified.
- □ Each listing must have a word table, a number, and a caption.
- □ The listings/captions must be identical to the headers in the document.
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used.

List of Symbols Page (If Applicable)
Complete the following checklist:

- □ Use List of Symbols Template

OR

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- □ The List of Symbols header is center-justified.
- □ Each listing must have a word table, a number, and a caption.
- □ The listings/captions must be identical to the headers in the document.
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used.

Abstract Page (Required)
Complete the following checklist:

- □ Use Abstract Template

OR

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- □ The title is center-justified.
- □ The title is *identical* to the title of the Title Page
- □ The title is styled according to the style guide chosen.
- □ There is no bold text used.
- □ Thesis word count is 250 or less.
- □ Dissertation word count is 350 or less.
- □ 5-6 keywords are listed on the bottom of the page.
- □ Appropriate preliminary page pagination- lower-case Roman numerals are used.
- □ Insert a page break to end preliminary page pagination
- □ Step Two Completed

Step Three- Preparing ETD PDF Main Text and Reference Pages

Main Body (Required)
Complete the following checklist:

- □ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- □ All text including the page numbers are in the same font and style as the entire document.
- □ The first page or introduction page is understood to be the Arabic numeral, “1”, but it is not printed on the page.

- ☐ All successive pages after the first page are numbered with Arabic numerals (2,3,4…)
- ☐ All text, illustrations, figures, and tables are within the margins specified in the Graduate School Style Guide
- ☐ All illustrations, figures, and tables are in portrait orientation, not landscape
- ☐ All text size and spacing is the same as the rest of the document except for quotations, captions, and footnotes.
- ☐ There are no floating headers (Section/heading or chapter/heading beginning on the last line of the page)
- ☐ Chapter titles, headings, and subheadings are chunked together with supporting text and section (no floating headers)
- ☐ Appropriate page pagination- Arabic numerals (2,3,4…) are used.

References or Works Cited (Required)
Complete the following checklist:

- ☐ "References" or "Works Cited" is center-spaced
- ☐ Double-space in-between the header and text
- ☐ A double-space in-between each reference listing; the listings themselves do not have to be double-spaced. Follow the chosen style-guide
- ☐ Page numbering continues from the last page of the main body of document
- ☐ Format follows style guide and is consistent. (E.g. listed alphabetically, sequential order, etc.)
- ☐ Appropriate page pagination- Arabic numerals (2,3,4…) are used.

Appendix/Appendices (If Applicable)
Complete the following checklist:

- ☐ Include the Appendix introduction page.
- ☐ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- ☐ Page numbering continues from the last page of "References"/"Works Cited"
- ☐ Appropriate page pagination- Arabic numerals (2,3,4…) are used.
- ☐ Step Three Completed

Step Four- Completed ETD PDF Review and Revision

Electronic Thesis/Dissertation PDF Review (Required)
Complete the following checklist:

- ☐ No blank Pages

- ☐ No hanging headers, subheadings, or chapter titles
- ☐ **All text** is consistent in size, font, color, placement, etc.
- ☐ Margins, font, font size, and spacing are consistent in formatting with the rest of the document in adherence to the Graduate School Style Guide
- ☐ Titles of major works (books, journals, etc.) that are mentioned are *italicized.*
- ☐ Double-check for italicized words
- ☐ Spacing is consistent- double-spaced, except for block quotes, tables, and footnotes.
- ☐ Preliminary pagination is lower-case Roman Numerals (ii, iii, iv…)
- ☐ The main text and reference pagination are Arabic numerals (2,3,4…)
- ☐ No punctuation in preliminary or main text paginated numbers as well as additional names or adornment
- ☐ Document order is correct review the Graduate School Style Guide
- ☐ Tables or graphics that *do require* landscape view are rotated from the portrait for ease of online reading (including page numbers)
- ☐ All page numbers listed in the Table of Contents are updated and accurate
- ☐ Step Four Completed

Step Five- Preparing Final ETD PDF for Submission to the Graduate School

Preparing a revised ETD PDF

Complete the following checklist:

- ☐ Submit your ETD dissertation to your committee for review two weeks before the defense
- ☐ Successfully defend your thesis/dissertation at your oral defense
- ☐ Sign and complete the Photocopy and Use Authorization supplementary document
- ☐ Sign and complete the Committee Approval supplementary document
- ☐ Sign and complete the Survey of Earned Doctorate Certificates (Doctoral Candidates Only)
- ☐ Verify that all required supplementary documents are signed and completed
- ☐ Verify that all supplementary document signatures are clean and legible

Preparing for Submission to Graduate School

Complete the following checklist:

- ☐ Make revisions and edits according to the Supervisory Committee review feedback
- ☐ Review each checklist above and make sure all revisions and edits are made for the final ETD PDF with your advisor
- ☐ Verify that all required supplementary documents included in the final ETD PDF are blank and unsigned
- ☐ Verify that all page numbers, titles, margins, etc. are accurate and consistent.
- ☐ Review all relevant checklists

Submitting to Graduate School

Complete the following checklist:

- □ Upload the final version of the Electronic Thesis/Dissertation as a PDF (Required) to ProQuest
- □ Upload the signed and completed Photocopy and Use Authorization Page as a PDF to ProQuest
- □ Upload the signed and completed Committee Page as a PDF to ProQuest
- □ Upload 5-6 keywords that are listed on the bottom of the Abstract Page to ProQuest.
- □ Upload SED Certificate of Completion (Doctoral Candidate's only) as a PDF to ProQuest
- □ Step Five Completed

Rejoice and celebrate the completion of your graduate degree! The Idaho State University Graduate School is proud to add your scholarship in our repository to fulfill our mission to continually broaden the scope of academic discourse, discovery, and innovation. Thank you for your hard work and dedication in choosing to study at the ISU Graduate School.