THESIS QUICK SHEET #4:
PREPARING THE THESIS DOCUMENT

WRITING THE THESIS

As you work independently on the thesis, following the timeline you developed as part of your prospectus, be sure to maintain contact with your Primary Thesis Advisor. Consider enrolling in Thesis credits through your major so that your thesis work becomes part of your weekly work schedule. *You can't write a thesis in your spare time.*

Commit to the process up front, and never "go dark" if you encounter problems. If you come up against a big problem, speak up right away. Time lost can never be regained. It is better to address problems early in the thesis process (when there is still adequate time left to handle them), rather than to ignore potential issues until later on, when they've likely become far more complicated.

Your Thesis Prospectus is the foundation upon which you build your thesis. It is recommended that you rename and reformat this document to the specifications outlined in Canvas.

DEFENSE DRAFT OF THE THESIS

Keep in mind that (with the possible exception of lab science theses) your goal is to <u>submit a complete Thesis Draft to your Primary Thesis Advisor a month before the defense</u>. This schedule affords the Primary Thesis Advisor the time necessary to read and comment on your draft, and for you subsequently to revise your thesis prior to providing Thesis Defense Draft copies to your committee.

Remember to provide your Thesis Defense Committee with the Thesis Draft in the manner each member would like to receive it (electronically as a Word document, PDF, or a hard copy), <u>at least ten days before the scheduled defense</u>. The committee can choose to cancel a defense if any one of the three has not received the Thesis Draft at least seven calendar days before the defense.

Please use the Thesis Template (CHC Thesis Template) **to assist you in formatting your Thesis to UO formatting guidelines.** Students are well advised to complete a draft of the entire thesis **one month** before the scheduled thesis defense date. Typically, students will use the Thesis Prospectus as a foundation from which to build the thesis, and change margin settings to conform to UO specifications (noted elsewhere on Canvas). Completing an entire first draft in Word allows for substantive editing and makes better theses.

The absolute rule is that students *must* provide a copy of the **Thesis Draft**—a complete thesis in terms of research, writing, analysis, structure, and citation—to all three members of the thesis committee **ten days** before the scheduled thesis defense. The faculty committee can, and will, cancel defenses if they do not receive a complete thesis by **one week**—**that is, seven days**—before a scheduled defense.

Students are also required to provide an electronic copy, in MS Word, of the **Thesis Draft** to the Academic and Thesis Programs Manager (mjordan@uoregon.edu) **ten days before the scheduled**

thesis defense. Formatting will be checked to ensure that it meets UO formatting guidelines before approval is given to produce archival copies.

BEFORE YOUR DEFENSE – SUBMIT THESIS EVALUATION FORM TO CHC

Complete the top AND bottom sections of the [Thesis Evaluation Form](#) (leaving the signature and date lines blank), and submit the form to the Academic and Thesis Programs Manager, either electronically or in hard copy, as soon as you have established and confirmed the defense date, time, and place with your Thesis Defense Committee—**no later than ten days before your defense**. The CHC Representative will bring the form to the thesis defense, and the three members of the Committee will use it to record their evaluations. The form is archived and becomes part of a student's electronic file.

THESIS TEMPLATE AND FORMATTING GUIDELINES

YOUR THESIS TEMPLATE
This link leads to a Word template with most of the formatting information you will need for your thesis. Use it to avoid hassle: [CHC Thesis Template](#)

The template includes instructions for use. Read it carefully.

If you would like more help beyond the information provided in the template itself, contact either:

- **Miriam Jordan**, Academic and Thesis Programs Manager in the CHC Office - mjordan@uoregon.edu
- **Miriam Rigby**, CHC Librarian in Knight Library - rigby@uoregon.edu

FORMATTING GUIDELINES

If you just want to see the formatting guidelines, this pdf document will be of use:

[CHC Thesis Formatting in MS Word](#)

The formatting rules remain the same for any word processing program that you may use to write your thesis. If you are using a program other than Word to write your thesis, we do not yet have a template for you, so you'll have to manually format your document. ***If you are an expert in LaTeX, Open Office, or another program and want to volunteer to make a template for your fellow students to use, please contact Miriam Rigby, CHC Librarian -*** rigby@uoregon.edu***.*** You'll get author/creator-credit for it, and it will look nice on your resume!

FORMATTING TUTORIALS

See Canvas for three formatting tutorials:

- [Thesis Formatting Tutorial 1 Angle Brackets](#)
- [Thesis Formatting Tutorial 2: Updating ToC and Lists](#)
- [Thesis Formatting Tutorial 3: Using Template Styles](#)

FINAL ELECTRONIC ARCHIVAL COPY OF THE THESIS

Once the final draft of their thesis has been approved by the Primary Thesis Advisor, students are required to:

1) Submit the **Final Electronic Archival Copy of the Thesis**, in MS Word, via email (mjordan@uoregon.edu) to the Academic and Thesis Programs Manager.
2) Turn in *one* **(1)** archival copy of your Abstract Page on 25% cotton paper or better (signed by your Primary Thesis Advisor) to the Academic and Thesis Programs inside a 9" x 12" manila envelope, with a completed [Thesis Envelope Cover Sheet](#) scotch-taped all four sides of the form to the outside of the envelope.
3) Submit electronically (preferably) or hard copy to the Academic and Thesis Programs Manager:
   a. [Graduation Questionnaire](#)
   b. [Graduation Final Information Form](#)
   c. [UO Libraries Scholars' Bank Contribution Permission Form](#) (unless you choose to "opt out")