



STEP-BY-STEP THESIS GUIDE #6: POST-DEFENSE THESIS FORMATTING PROCEDURES

POST-DEFENSE DEADLINE FOR FINAL THESIS SUBMISSION

Due by Noon on the Thursday of Week 10 of the term that you defend your thesis:

- SUBMIT **ELECTRONICALLY** TO THE ACADEMIC and THESIS PROGRAMS MANAGER:
 - The Final Electronic Archival Copy (in MS Word) of your Thesis
 - CHC Thesis Post-Defense Form. NOTE: First, log in at <http://forms.uoregon.edu>. If you do not log in FIRST, the form you complete will not save or route). The Clark Honors College forms are near the bottom of the list.
 - Thesis Envelope Cover Sheet
 - UO Libraries Scholars' Bank Contribution Permission Form (optional)

- SUBMIT IN **HARD COPY** TO THE CHC MAIN OFFICE (McArthur Court):
 - **One** (1) archival copy of your Abstract Page on 25% cotton white paper (or better) in 20 or 24 lb weight, SIGNED by your Primary Thesis Advisor.
 - If your Abstract is more than one page, we just need the page that has the signature line.
 - Do not copy and paste the Abstract Page onto a new Word document as all the formatting disappears. On the Abstract Page, simply print "current page."
 - Place the signed Abstract Page inside a 9" x 12" manila envelope, with a completed [Thesis Envelope Cover Sheet](#) scotch-taped to the front of the envelope (please tape all four sides and corners of the form to the envelope front).

The Clark Honors College can provide you with the proper paper and envelopes.

FORMATTING THE CHC THESIS

The Final Electronic Archival Copy of the Thesis will be archived in the Robert D. Clark Honors College, and an electronic copy of the thesis will be housed in the [Scholars' Bank](#) of the Knight Library (unless you wish to "opt out" of this electronic archive).

In order to prepare well in advance for the submission and publication of your final thesis draft, you are required to submit electronically (in MS Word) the Thesis Defense Draft (or printed examples of prefatory and text body pages) to the Academic and Thesis Programs Manager (mjordan@uoregon.edu) **before** your thesis defense for review. Incorrectly formatted thesis drafts will be returned for corrections. *Please be advised that the CHC must insist on adherence to UO formatting specifications. If the format is incorrect, your thesis will not be accepted for publishing and corrections will be requested.*

Please note: You are required to print **one** (1) original copy of the **Abstract Page (signed by your Primary Thesis Advisor)** on 25% (or better) cotton, white paper, in 20 or 24 lb weight. Print only the signature page.

After your thesis defense, the Academic and Thesis Programs Manager must receive the Final Electronic Archival Copy of the Thesis digitally in MS Word (or other pre-approved file format).

*****A Thesis Template is provided for you to use to format your Thesis on [Canvas](#): CHC Thesis Template**

*Remember to have your Primary Thesis Advisor sign **one** (1) copy of your Abstract Page before turning in the Final Electronic Archival Copy (MS Word) of your thesis to the Academic and Thesis Programs Manager!*

THE UNIVERSITY REQUIRES THE FOLLOWING FORMAT AND LAYOUT:

THESIS FORMATTING RULES

- Text is double-spaced (single spacing may be used for quotes or text cited within the manuscript and in the Bibliography).
- Document Margins are: 1-1/2 inches on left side (1.6"); 1 inch on top, right side and bottom. *University rules are very strict. **Measure** a print-out of prefatory and main document pages with a ruler!*
- Page numbers are to be formatted in the “footer” – double-click the bottom of the page after your Title Page to activate “footer” menu:
 - In the upper right-hand corner of menu, see margin box
 - Change the “footer from Bottom” to .6” (default is .5”), and the right margin should stay at 1”.
 - Prefatory pages are lowercase Roman numerals
 - At the end of your Prefatory pages...
- Click “Page Layout” menu tab, “Breaks,” “Section Breaks – Next Page” to transition from Prefatory Pages to Thesis Text. (Another option is to split the thesis into two files: prefatory pages and main document pages.)•
- On the second page after the introductory page, format page number to Arabic numerals. Select “different first page” and select number to start at page “1.”
- Remember that all charts, surveys, artwork, and photographs must conform within these margin formats.

- Printing of the Abstract Page should be done on a Laserjet printer so that it is clear and readable (do not use Inkjet printers).
- Abstract Page must be printed on 8.5" x 11" paper, White, 25 percent (or better) cotton or rag content archival paper in 20 or 24 lb weight; **it must then be signed by your Primary Thesis Advisor.**

LAYOUT OF THESIS

Pages should appear in the following order:

- Title Page (*no page number*)
- Copyright Page (*optional, Roman numeral ii if used*)
- Abstract (*page ii, or iii if copyrighted*)
- Acknowledgments and/or Dedication (*page iii or iv*)
- Table of Contents (*page iv or v*)
- Lists of Tables, Graphs, Figures, Plates, Illustrations, etc. (*if included, page number, etc.*)
- Text of Thesis (*begin Arabic pagination; first page has no number, then 2, 3, etc.*)
- Appendix or appendices (*if included*)
- End notes (*if not placed as footnotes or at the end of each chapter*)
- Bibliography

FINAL SUBMISSION OF THE FINAL ELECTRONIC ARCHIVAL COPY OF THE CHC THESIS

Upon approval of the Final Electronic Archival Copy of the Thesis, you will submit to the Academic and Thesis Programs Manager the **one** archival copy of your signed Abstract Page of your thesis (on 25% cotton minimum, white archival paper in 20 or 24 lb weight), prepared according to the specs provided above. You'll place your signed Abstract Page in a metal clasp 9" x 12" manila envelope, and you'll affix a completed (filled-in) "Thesis Envelope Cover Sheet" to the front of the manila envelope. Use "Scotch" or "invisible" tape to tape *all four sides* onto the manila envelope.

You also need to submit **electronically** three other required forms found in [Canvas](#):

- **Step 5: CHC Thesis Post-Defense Form.** NOTE: First, log in at <http://forms.uoregon.edu>. If you do not log in FIRST, the form you complete will not save or route). The Clark Honors College forms are near the bottom of the list.
- Thesis Envelope Cover Sheet

Optional:

- UO Libraries Scholars' Bank Contribution Permission Form (read details in the ["Scholars' Bank and Copyright"](#) section).
 - Because it requires a signature, the Scholars' Bank Permission Form can also be submitted in hard copy.

The Clark Honors College can provide you with the proper paper and envelopes.

THESIS EXPENSES

Save your receipts for thesis-related expenses. After the thesis is completed, you can submit them and be reimbursed for up to \$100 using the [Thesis Reimbursement Application](#).

Scholars' Bank and Copyright

Your final thesis copy will be archived in the Robert D. Clark Honors College, but if you would also like your final thesis to be housed electronically in [Scholars' Bank](#), a searchable database serviced by the UO Libraries, please include with your final paperwork to the Academic and Thesis Programs Manager the [UO Libraries Scholars' Bank Contribution Permission Form](#) (either electronically or in hard copy). Once the form is received, the Academic and Thesis Programs Manager will deposit your thesis in the Scholars' Bank.

*****If you do not wish for your thesis to be deposited in Scholars' Bank, please state in your email communication to the Academic and Thesis Programs Manager that you "wish to opt out of the Scholars' Bank submission process."**

If you opt out of the Scholars' Bank submission process when you graduate but decide later on to deposit your thesis in Scholars' Bank, you will need to submit the Permission Form directly to the library at scholars@uoregon.edu.

The United States' government copyright office website: <http://www.copyright.gov/> can help students understand the process for copyrighting a thesis.

Please note that students don't have to register the copyright in the work in order to have it copyrighted. As of 1978, copyright "subsists" in a work the moment it is fixed in a tangible medium of expression. In the case of a thesis, that means from the point that a student types it up. However, there are two main reasons that authors still register the copyright in their work:

- 1) If at a later point one finds that copyright has been infringed, the work has to be registered before a suit can be brought, and registration of copyright allows one to file suit for additional damages.
- 2) Many people like to register their work to have the paperwork and documentation for their own purposes. Fortunately, the copyright office now offers an electronic filing option, which is much cheaper than the traditional paper version.

For further information about copyrighting your thesis, contact Catherine A. Flynn-Purvis (cflynn@uoregon.edu), Institutional Repository Coordinator, UO Libraries.