

## ETD Informational Seminar

### Policies, Procedures, Guidelines, Deadlines & Services

Electronic Thesis & Dissertation Technical Support  
UF Computing Help Desk



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## Our Contact Information

### CIRCA ETD Consultation:

Location: BLDG 105, Room 110

E-mail: [etd@grove.ufl.edu](mailto:etd@grove.ufl.edu)

Phone: 392 – HELP (4357)

On the web: <http://etd.circa.ufl.edu>

### Editorial Office:

Location: 160 Grinter

Phone: 392 – 1282

Hours of Operation: M-F, 8 AM – 5 PM



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## Topics Discussed in This Presentation

- Guide for Preparing Theses & Dissertations
- Graduate Student Handbook
- Critical Dates & Procedures
- Formatting Templates
- Tutorials & Workshops
- Consultation



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## Guide for Preparing Theses & Dissertations

- Available online as a .PDF file.  
<http://gradschool.rgp.ufl.edu/current-files/current-editorial-guide.pdf>
- Excellent guide for preparing your final semester.
- Highly recommended reading for all graduate candidates.



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## Guide for Preparing Theses & Dissertations (continued)

1. General Information
2. Final Term Procedures
  - a. All candidates
  - b. Masters
  - c. Doctoral
3. Putting the Manuscript into Final Form
4. Articles as Part of Thesis or Dissertation
5. Electronic Thesis or Dissertation (ETD)
6. Appendix (A-H)



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## Graduate Student Handbook

- Summarizes the contents of the [Graduate Catalog](#).
- Available in printed form from your Department, or at the Editorial Office in [160 Grinter](#).
- Critical dates are already marked in calendar section.
- Your final semester is going to be challenging so plan ahead!



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## Critical Dates

Deadline	Spring 2005	Summer 2005	Fall 2005
Degree Application	Jan. 28	May 11	Sep. 16
Doctoral Submission	Mar. 7	June 27	Oct. 17
Master's Submission	Apr. 1	July 15	Nov. 7
ETD Submission	Apr. 18	July 27	Dec. 5
Final Submission	Apr. 25	Aug. 1	Dec. 12



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## Degree Application

- This is the last day to apply at the Registrar's Office (S222 Criser) for a degree to be conferred at the end of the term.
- Required for both Masters and Doctoral candidates.



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## Doctoral First Submission

- This is the last day to submit the completed, **undefended** dissertation for review to the Editorial Office (160 Grinter) to qualify for graduation.
- The Editorial Office will review the document for formatting, grammar, logical flow, etc. Submission is done on plain paper.



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### Doctoral First Submission (continued)

- First submission must be done at least 5 working days before your defense.
- For additional information, please review pages 6-7 of the [Guide for Preparing Theses & Dissertations](#).



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### Masters First Submission

- This is the last day to submit the **defended** thesis to the Editorial Office (160 Grinter) to qualify for graduation .
- **NOTE:** Master's candidates **MUST** have their defense by this date in order to complete graduation requirements for the semester they intend to graduate.



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### Masters First Submission (continued)

- The Editorial Office will review the document for formatting, grammar, logical flow, etc. Submission is done on plain paper.
- For additional information, please review page 5 of the [Guide for Preparing Theses & Dissertations](#)



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## ETD Submission

- This is the last day to [submit](#) the corrected original thesis/dissertation in PDF format for a review of links, image/text quality and corrections .

<http://gradschool.rgp.ufl.edu/etd/submit.html>



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## Final Submission

- This is the last day to submit the corrected original thesis/dissertation, along with various completed final term forms to the Editorial Office (160 Grinter).
- Deadline applies to both Masters and Doctoral candidates.
- For additional information on requirements, please review pages 5-8 of the [Guide for Preparing Theses & Dissertations](#)



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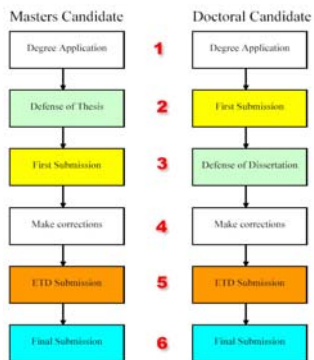
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## ETD Technical Support – Our Mission?

- To assist graduate students with the technical challenges they encounter when formatting their theses and dissertations.
- The ETD Technical Support Group is a specialized subdivision of the [UF Computing Help Desk](#).



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## What do we offer?

To accomplish our mission, we provide:

- Informational Seminars
- Formatting templates
  - Microsoft Word
  - Corel WordPerfect
  - LaTeX 2e
- Online tutorials
- One-on-One Consultation



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## Formatting Templates

- Available online from CIRCA
  - <http://etd.circa.ufl.edu/download.html>
    - Microsoft Word 2000, XP & 2003
      - Windows & Macintosh Versions
    - Corel WordPerfect 12
  - Links to the LaTeX template
    - <http://etd.circa.ufl.edu/tex.html>



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## Tutorials

- Numerous online troubleshooting tutorials.
- <http://etd.circa.ufl.edu/present/index.html>
  - Using the formatting template.
  - Page numbering.
  - Rotating pages (portrait vs landscape).
  - Converting Documents into .PDF.
  - Submitting your ETD to the Editorial Office.



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## Workshops

- Workshops are held each semester covering a variety of topics.
- WordPerfect 12 and LateX specific workshop now available!
- <http://etd.circa.ufl.edu/calendar.html>
  - General Information.
  - Using CIRCA's formatting template.
  - Conversion to .PDF and submission of ETDs.



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## Consultation

- Held in BLDG 105, Room 110 ETD Lab.
- Call 392- HELP (4357) to speak to a consultant.
- Consultation available by appointment.
  - [etd@grove.ufl.edu](mailto:etd@grove.ufl.edu)
- Visit our website for consulting information:
  - <http://etd.circa.ufl.edu/>



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Classroom Building 105 (also known as CBD)



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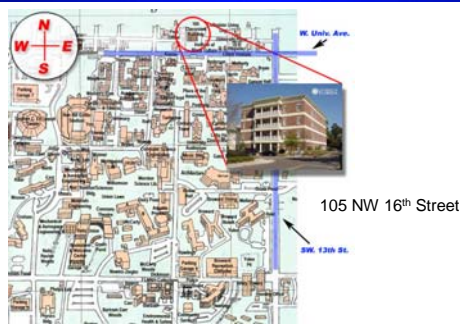
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## Map showing our location



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## Our website & e-mail information

- <http://etd.circa.ufl.edu>
- [etd@grove.ufl.edu](mailto:etd@grove.ufl.edu)

Please feel free to contact us if you have any questions, comments or need assistance!



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Thank you for viewing this presentation.



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