


Thesis and Dissertation Formatting Process

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Workshop materials
are available [here](#)



Why??

Adherence to ODU Guidelines

All ODU theses and dissertations must adhere to the [ODU Guide for Preparation of Theses and Dissertations](#).

Professionalism

The formatting process ensures that your document meets professional expectations – just as any journal's or book publisher's process would.

Batten College of Engineering and Technology Submission Process



At least 2 weeks prior to the Registrar's deadline, the thesis/dissertation defense must occur.

Student and advisor should ensure that the thesis/dissertation adheres to the ODU Guide for Preparation of Theses and Dissertations.



At least 1 week prior to the Registrar's deadline, the student must submit to the Dean's Office Coordinator

1. the Thesis/Dissertation Tracking Form (with top part completed)
2. an electronic Word copy of the thesis/dissertation
3. the M3/D5 form signed by committee members



The Graduate School
2019 Koch Hall
Norfolk, VA 23529
Phone: (757) 683-4885

Master's Thesis Acceptance
and Processing
M3

Student's Name: _____ UIN#: _____

College: _____ Degree and Program: _____

This is to certify that the above named student has submitted his/her thesis and that it has been accepted by the committee as satisfactory.

THESIS TITLE:

Signatures of Committee Members

Print Name	Signature	Date
Chair	_____	_____
_____	_____	_____
_____	_____	_____

Reviewed and Approved by

_____	_____	_____
Graduate Program Director (Print Name)	Signature	Date
_____	_____	_____
Dean (Print Name)	Signature	Date



The Graduate School
2019 Koch Hall
Norfolk, VA 23529
Phone: (757) 683-4885

Doctoral Dissertation
Acceptance and Processing
D5

Student's Name: _____ UIN#: _____

College: _____ Degree and Program: _____

This is to certify that the above named student has submitted his/her dissertation and that it has been accepted by the committee as satisfactory.

DISSERTATION TITLE:

Signatures of Committee Members

Print Name	Signature	Date
Chair	_____	_____
_____	_____	_____
_____	_____	_____

Reviewed and Approved by

_____	_____	_____
Graduate Program Director (Print Name)	Signature	Date
_____	_____	_____
Dean (Print Name)	Signature	Date

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1. an electronic Word copy of the thesis/dissertation
2. the M3/D5 form signed by committee members only
3. the Thesis/Dissertation Tracking Form (with top



The Dean's Office Coordinator assigns an editor to the thesis/dissertation.

Note: If you miss the deadline in step 2, you are responsible for obtaining an editor.

Batten College of Engineering and Technology Submission Process



The Dean's Office Coordinator returns an electronic copy of the edited thesis/dissertation to you. You make all changes indicated by the editor.



You submit a corrected PDF version of the thesis/dissertation and the editor's copy to your advisor for review.



Your advisor reviews the corrected version (and any subsequent edits) and forwards to the GPD for review and approval.

Batten College of Engineering and Technology Submission Process



After final review by your advisor and GPD, the advisor submits to the Dean's Office Coordinator:

1. The corrected final PDF copy of the thesis/dissertation
2. The completed and signed Certificate of Completeness form
3. The M3/D5 with committee member and GPD signatures



The Dean's Office Coordinator forwards all documents to the Dean/Associate Dean for review and/or signature.



The Dean/Associate Dean reviews the thesis/dissertation and signs the M3/D5 if approved.

Note: if additional edits are required, you will make the edits and resubmit the corrected copy to the Dean's office for approval.

Batten College of Engineering and Technology Submission Process



The Dean's Office Coordinator will contact you via email/phone to notify you that the signed M3/D5 form has been sent to the department or that additional edits are required.



Once you receive notification from the Dean's Office Coordinator that your thesis/dissertation has been approved, you may upload the approved thesis/dissertation PDF to ProQuest.



The department designee forwards the signed M3/D5 form to the Registrar's Office.

Editors are primarily checking



Adherence to ODU Guide

Including but not limited to:

- margins
- spacing
- preliminary pages

Consistency/Accuracy

The ODU Guide leaves some choices up to you. In those cases, editors are verifying that you are applying styles consistently. Examples include: spacing above/below headings, tables, figures; font face/size

Grammar/Mechanics

Editors are reading for mistakes in punctuation, spelling, and grammar.

It is assumed that you will have edited extensively, but some errors might slip through.

This guide is used by all ODU students completing a thesis or dissertation. You must meet these requirements in order for your thesis/dissertation to be accepted by the Office of the Registrar.



The Old Dominion University Guide for Preparation of Theses and Dissertations

Please do not submit your work to ProQuest if it is a capstone project or a master's or doctoral paper and not an official thesis or dissertation.

Send it instead to Karen Vaughan (kvaughan@odu.edu) for inclusion in the ODU Digital Commons. Contact your GPD with questions.

**The Graduate School
Office of the University Registrar
University Libraries**

Last Updated: May 2018

Common Mistakes

- Misspelled words in all caps
- Alphabetizing or other categorizing errors in the bibliography
- TOCs, LOFs, LOTs that do not match the body of the document

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- Page numbers in different font faces/sizes than the body of the document
- Page numbers in the wrong place on landscape pages

Table 1. Summary of Citizenship Legislation for Congolese Banyarwanda

Year	Legislation	Citizen?	Description
1920	Congolese roundtable convenes in Brussels	Ambiguous	The talk was focused on Independence, and it was agreed that Banyarwanda who had lived in Congo for at least 10 years could vote like all Congolese (Deng, 2001, p. 197).
1959	Legislative decree for Banyarwandas' right to run for office	Ambiguous	Continuation of the 1920 talk (Deng, 2001, p. 197).
1960	"Electoral Law 13"	Yes	Reaffirms residency of ten years or more = right to vote. Many did so in the first municipal elections, and many Banyarwanda were elected to office. (Deng, 2001, p. 197).
1960	"The Fundamental Law of 1960"	No	Newly independent Republic of Congo determines citizenship is only applicable to those tribal groups documented to exist within DRC prior to the definition of its national borders on 1 August 1885. Makombo notes (in the notes section), "...the former Zairian Government reaffirmed that Banyamulenge were not either a tribe of Zairians or Rwandan origin or Kinyarwanda-speaking Zairians" (p. 55).

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- Page numbers in different font faces/sizes than the body of the document
- Page numbers in the wrong place on landscape pages
- Inconsistent spacing above/below tables/figures
- Images, tables, figures used without copyright permission — citations are not adequate
- Misused citation generators — [what you get out is only as good as what you put in](#)



QUESTIONS?