



Graduate School of  
**Biomedical Sciences**



**Preparing for your Doctoral  
Dissertation and Graduation  
AY2011/2012**

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## **INTRODUCTION**

This guide has been developed to assist GSBS students as they prepare for completion of degree requirements and graduation. It includes the GSBS Standards for Dissertation Examination Committee and Dissertation Defense and Dissertation Publication. It describes the requirements and guidelines governing the preparation of doctoral dissertations to be submitted to the University of Massachusetts Medical School, Graduate School of Biomedical Sciences in partial fulfillment of the requirements for the doctorate degree. Described herein are the general requirements applicable to submitted theses and guidance on the arrangement, format and submission of the student's manuscript. Additionally, this guide details the policies governing the doctoral dissertation defense and all policies pertaining to submission and publication of the dissertation to the UMass GSBS.

The Graduate School of Biomedical Sciences requires that all students submit electronic versions of their dissertation concomitant with submission of printed copies. Appropriate formats for electronic submission are described and are subject to change in the future. Electronic theses will be distributed to the University Library Services as part of a larger effort to catalog all theses and provide electronic access to such materials in the future.

Implicit in the generation of your dissertation is that you prepare and present a well-written manuscript that is free from error. Copies of the dissertation submitted to the GSBS and University Library must be of professional quality. The text and any tables, figures and graphics must be sufficiently clear, sharp, and large enough to be easily readable in print and electronic formats, and suitable for microfilming, photo-duplication or other means of reproduction.

The regulations described here take precedence over previous publications issued by the Graduate School of Biomedical Sciences. In addition to submission and filing of your dissertation, you must complete and submit all dissertation declaration and preparation forms which are available online.

Basic & Biomedical Sciences Forms:

[http://www.umassmed.edu/bbs/student\\_resources/forms.aspx](http://www.umassmed.edu/bbs/student_resources/forms.aspx)

Clinical & Population Health Research Forms:

<http://www.umassmed.edu/cphr/studentresources/forms.aspx>

Questions you may have regarding the preparation of your dissertation that are not addressed in this guide may be directed to the Graduate School Office.

## **TIMELINE FOR COMPLETION AND GRADUATION FOR BASIC & BIOMEDICAL SCIENCES**

Action	Time Period	Extensions
Authorization to write and defend Dissertation (BBS)	4 month from date approved by TRAC	Additional time only with Dean's approval
DEC Selection (BBS)	30 days prior to defense date	Less time only with Dean's approval
Approval for Dissertation Defense Hearing (CPHR)	30 days prior to defense date	Less time only with Dean's approval
Submission of Dissertation Defense/Seminar Notification	This must be submitted to the Graduate School office at least 20 days prior to the exam date to allow time to meet public posting deadlines.	
Submission of Dissertation to DEC	The dissertation must be submitted to the DEC at least 15 days prior to the Dissertation Defense Date	
Submission of Dissertation for Publication	3 Months from Dissertation Date	Additional time requires Dean's approval
See below for detailed information on each policy.		
NOTE: if student chooses to walk in Commencement and graduate on 08/31, the deadlines are earlier than standard policies, including submission of final Dissertation for publication (due by 08/31.)		

### **TRAC Authorizes Student to Write Dissertation (BBS)**

The student has four months to complete and defend his/her dissertation from the date that the TRAC approved the end of dissertation bench work and authorized the writing of the thesis. (This is the date indicated on the TRAC Meeting Form.)

At four months, the student's stipend is terminated whether or not the defense has been completed.

Additional time (with stipend) requires strong recommendation from the Thesis Advisor and TRAC chair and approval by the Dean. Additional time will be awarded in 1-month increments and will be subject to satisfactory progress in thesis writing and full disclosure of the defense schedule.

### **Dissertation Defense/Seminar Notification (BBS)**

- This must be submitted to the Graduate School office at least 20 days prior to the exam date to allow time to meet public posting deadlines.
- This must be publicly posted 15 days prior to the exam date

- The Dissertation Examination Committee must receive the dissertation at least 15 days prior to the defense date.
- The Graduate Office should receive the notification at least 20 days prior to defense/seminar to provide sufficient time for posting.

### **Stipend Continuation after Defense (BBS)**

Following successful oral defense of the thesis, the student's stipend may be continued for either one of two durations (whichever is longer):

- That time remaining of the original 4 months allotted for thesis writing. This 4 month period begins on the date that the TRAC approved the end thesis bench work and authorized the writing of the thesis. (This is the date indicated on the TRAC Meeting Form.)
- If the 4 month period has expired, twenty-one (21) days from the date of the Dissertation Defense. This requires the approval of both the Thesis Advisor and the Dean.
- At the end of the 4 month period or of the 21 days the student's stipend will be terminated.

## **TIMELINE FOR COMPLETION AND GRADUATION FOR CLINICAL & POPULATION HEALTH RESEARCH (CPHR)**

### **Selection of External Committee Member and Formation of Dissertation Examination Committee (CPHR)**

When students feel they are close to completion of their dissertation work, they are required to work with their mentor to form a final Dissertation Examination Committee (DEC). This committee can consist of the student's Thesis Research Advisory Committee plus one external faculty member who is approved by the Graduate School. Among the final committee of four faculty members only two of the three internal UMMS faculty can have co-authored any of the dissertation work with the student. Therefore, students and mentors should be careful to have at least two members of the ongoing TRAC committee who do not publish with the student OR must plan to add new UMMS faculty to the final DEC committee who have not been members of the ongoing TRAC committee. Under no circumstances can the external faculty DEC member have a conflict of interest such as a prior publication history with the student.

### **Mentor and DEC Chair Agree Thesis is Ready to Defend (CPHR)**

The CPHR student should have completed all three manuscripts, the overarching introductory chapter, and a discussion and conclusions chapter, and submitted them for review and comment to the mentor and all DEC committee members approximately 60 days before the planned defense date. This gives the DEC members a month to review and comment, and then time for the student to address the DEC comments prior to the final hearing. All members must agree that the work is of good enough quality to proceed to a defense. The student must then submit an **"Approval for Dissertation Defense Hearing"** form to the CPHR office 30 days prior to the selected date for the public defense. If approved by the CPHR Program Director/Associate Dean, the student must prepare the GSBS **Request for Notice of Dissertation Defense** and submit it to the appropriate GSBS staff member 20 days before the event in order to have the proper distribution to the academic community.

### **Dissertation Defense/Seminar Notification (CPHR)**

- This must be publicly posted 14 days prior to the exam date
- The Graduate Office should receive the notification at least 20 days prior to defense/seminar to provide sufficient time for posting.

### **Stipend Continuation after Defense (CPHR)**

CPHR students have 30 days of stipend support after the dissertation defense date during which to complete mentor and dissertation work. The student may have up to three months to completely edit and turn in their final manuscript, but no financial support will be provided past 30 days unless special arrangements have been made with the mentor.

## **TIMELINE FOR COMPLETION AND GRADUATION (CONTINUED) ALL STUDENTS**

### **Submission of Dissertation for Publication**

Following the oral defense, the student has a period of up to 3 months to complete thesis dissertation edits.

- If edits are not completed within the 3 month period, the student and the thesis dissertation committee chair must request (in writing) an extension of three (3) additional months from the Dean.
- If edits are not completed within 6 months of the oral defense, the student, the Thesis Committee chair, and the principal investigator will meet as a group with the Dean to establish a deadline for thesis completion. Further extensions are only at the discretion of the Dean.
- This policy does not supersede the 4 month stipend termination policy (for BBS students only).
- The student may be placed on a Leave of Absence for the three months or may continue as a Graduate Student, depending on circumstances.

### **GSBS Forms/Documents required for Graduation**

The following forms or documents must be received by the Graduate School Office prior to graduation. These are all available on the GSBS website.

1. Dissertation Examination Committee Selection
2. Approval for Dissertation Defense Hearing (CPHR ONLY)
3. Request for Notice of Dissertation Defense
4. Dissertation Defense Outcome
5. Completion of PhD Degree - Stipend Termination
6. GSBS Graduate Check-out
7. Post PhD Graduation Information and Survey
8. Commencement and Graduation Information
9. Library eScholarship Authorization Letter
10. Survey of Earned Doctorate (Available from the Graduate School office)
11. Final dissertation for publication; this must include a fully signed signature page with each copy.
12. E-copy of dissertation, following GSBS Guidelines (two copies)

NOTE: The student will not have met all graduation requirements and will be unable to graduate until all forms/documents have been received, the final dissertation has been submitted for publication and the final dissertation has been signed by the Dean and submitted for publication.

## **Health Insurance Coverage**

The student health insurance policy dates are 09/01 to 08/31. Coverage continues until 08/31 even if the student graduates prior to that date.

Student health insurance is not eligible for COBRA. You need to consider that and research options if you require health insurance coverage after 08/31.

## **International Students**

As you begin preparing for your Dissertation Defense you should meet with the International Students & Scholars Office to discuss timelines as they relate to your visa, especially if applying for OPT.

## **SAMPLE TITLE PAGE – Formatting for the Title Page**

This format must be used, or your dissertation will not receive final signature from the Dean.

TITLE (IN CAPITAL LETTERS)

A Dissertation Presented

By

(NAME IN FULL)

Submitted to the Faculty of the  
University of Massachusetts Graduate School of Biomedical Sciences, Worcester  
in partial fulfillment of the requirements for the degree of

DOCTOR OF PHILOSOPHY

(MONTH, DAY AND YEAR)

(MAJOR SUBJECT)

## **SAMPLE SIGNATURE PAGE – FORMATTING FOR THE SIGNATURE PAGE**

This format must be used, or your dissertation will not receive final signature from the Dean.

TITLE (IN CAPITAL LETTERS)

A Dissertation Presented  
By

(NAME IN FULL)

The signatures of the Dissertation Defense Committee signify completion and approval as to style and content of the Dissertation

(Signature)  
(Name Typed), Thesis Advisor

(Signature)  
(Name Typed), Member of Committee

(Signature)  
(Name Typed), Member of Committee

(Signature)  
(Name Typed), Member of Committee

(Signature)  
(Name Typed), Member of Committee

The signature of the Chair of the Committee signifies that the written dissertation meets the requirements of the Dissertation Committee

(Signature)  
(Name Typed), Chair of Committee

The signature of the Dean of the Graduate School of Biomedical Sciences signifies that the student has met all graduation requirements of the school.

(Signature)  
Anthony Carruthers, Ph.D.,  
Dean of the Graduate School of Biomedical Sciences

Program  
(Typed)

Month, Day and Year  
(Typed)

## **CONTENTS AND ARRANGEMENT**

The arrangement and construction of a dissertation manuscript may vary depending on the specific topic of research and stylistic approaches of the author. Generally, the content of a thesis should include a body of work which displays original scholarship, expressed in literate style and possessing a distinct contribution to a particular field of study. Your thesis may include both published as well as unpublished original materials and should clearly convey all areas of your studies that demonstrate original scholarship and an advancement of knowledge in the domains in which your research was conducted. This thesis, when completed, will constitute a published work, and, as such, should be prepared accordingly.

The following are guidelines concerning the organization of the manuscript proper. They should be taken as a basis for thesis preparation from which deviations may be made under the guidance of your thesis advisor or committee.

### **Document Divisions**

The thesis consists of three major sections which will be described below:

1. Front matter
2. Body matter
3. Back matter

### **Front Matter**

- **Title Page**  
The title page should be written to conform to the standard thesis title page adopted by the GSBS which is presented in the following example. Sample Title Page (P.20).
- **Signature Page**  
The signature page should include the complete title of your dissertation, the list of your committee members (providing space for signatures), the name of the thesis advisor and the Dean of the GSBS followed by your program affiliation and the date. You will find an example of this here: Sample Signature Page (P. 21).
- **Dedication (optional)**  
If you wish, you may include a brief dedication section here.
- **Acknowledgements**  
This section is customarily used to provide acknowledgement to those individuals or groups of influence relevant to the execution and completion of your thesis work.
- **Abstract**  
This section should provide a very concise summary of the entire body of work contained in your thesis. This relatively short section might contain elements that introduce the rationale for your

research, summarize relevant and noteworthy findings and conclude with how the work advances the knowledge in your field of study. Suggested abstract length is approximately 350 words or less for doctoral dissertations.

- **Table of Contents**  
Your table of contents should include all front, body and back matter contained in the thesis excluding the cover page.
- **List of Tables**  
This should summarize all tables contained in the thesis as indicated by table number and the title of each table.
- **List of Figures**  
This should summarize all figures contained in the thesis as indicated by figure number and the title of each figure.
- **List of Third Party Copyrighted Material**  
This should summarize all material (Figures, Tables etc) created by a third party (published and unpublished) that are included in the thesis. This list should include the Figure or Table number, the publisher or author and the permission to use the material (license number) granted by the publisher.
- **List of Symbols, Abbreviations or Nomenclature (optional)**  
This is an optional section which may be included to summarize frequently used symbols, abbreviations or acronyms, as well as nomenclature that is specific to your field (that may not be immediately identified or understood by those who are outside the specific field of study).
- **List of Multimedia Objects or Files (optional)**  
This section will be necessary should you choose to include references to various types of multimedia in your thesis. Examples of these might include original video clips, sound recordings, or files that are not easily adapted for inclusion in the final printed copy of the thesis.
- **Preface**  
This section normally includes references to publications that represent the work contained within the thesis and/or may mention work performed during thesis studies that will not be presented in the thesis. Additionally, this section should be used to identify explicitly any portions of the text, tables, figures or materials that were not directly generated by the author and thus should reference the sources of such materials. It is expected that any non-original materials (i.e., originating from co-authored works) would be included with the consent of those who generated them and that such inclusions would not constitute a large part of the thesis body (see below).

## Body Matter

The body of the thesis is that section which presents the thesis rationale, research and conclusions. This section is divided into chapters, the first of which should be the thesis introduction. Subsequent chapters of the thesis body should present the research findings, division of which should be performed according to where logically separable topics might exist in the whole of the thesis project. In most cases such separations might be obvious in the form of published or unpublished manuscripts, each of which could constitute a separate chapter in the body matter.

As manuscripts for publication are frequently very concise documents written in distinct styles, where appropriate, such manuscripts should be expanded into a format that is stylistically consistent with the rest of the thesis and should include additional material in sufficient detail to allow a clear and precise judgment to be made of the importance and originality of the research reported in the thesis. These papers must have a cohesive, unitary character making them a report of a single program of research.

In general, when co-authored papers are included in a thesis, the candidate must have made a substantial contribution to such bodies of research. In addition, the candidate is required to make an explicit statement at the beginning of each data chapter of the thesis as to who contributed to such work and to what extent. This statement should appear in a preface to each data chapter of the thesis. Since the task of the examiners is made more difficult in these cases, it is in the candidate's interest to specify clearly the contributions of all authors of the co-authored papers.

- Introduction  
The introduction of your thesis should be the first chapter in the body of the thesis and should clearly explain the rationale and objectives of your research topic. Additionally, the thesis introduction should provide a clear and comprehensive review of literature that is relevant to understanding background, scope and findings of the research you would present in subsequent chapters. This introduction may be mutually exclusive from the more focused introductions you may have at the beginning of each of your subsequent research chapters.
- (Research Chapters are included here)
- Final Summary and Conclusions (or Discussion)  
This section should provide a final thesis summary of the research findings and conclusions of the thesis work that are relevant to the advancement of knowledge in the field.

## Back Matter

- Appendices (optional)  
This is an optional section that may be included to present additional findings of a separable nature to that of the research chapters, which may not constitute an additional chapter. Also, this section may include material that cannot unitarily be included within the overall topic of the thesis, but may include findings that have contributed largely to the thesis research.

- **Bibliography**

This section should format all referenced materials contained within the thesis into a concise listing at the ultimate of the document. The format of this bibliography is at the discretion of the author and committee and usually follows that format which is most common in the journals of the field. Whenever possible, citation software such as EndNote© or ReferenceManager© should be used to manage references and to aid in building the works cited section. These software packages facilitate easy search, download and organization features for large citation databases (e.g., from PubMed citations) and have automated bibliographic construction features that can conform to most accepted journal formats.

## **GENERAL FORMATTING**

### **Fonts**

The preferred font size is 12 in either the Times New Roman or Arial styles. If necessary, different typefaces (font sizes or styles) may be used within headings, tables, figures, and appendices. Non-standard typefaces, such as script, are generally not acceptable (excluding commonly accepted symbols).

### **Line Spacing and Margins**

All main text should be double spaced (3 lines per vertical inch) and should only be printed on one side of each page throughout the dissertation (double sided pages are not permitted). Single spaced lines may be used for certain sections of the thesis including the table of contents, tables, figure legends, long quotations, footnotes, and bibliographical citations. Margins must be at least 1 1/2 inches wide at the top and left, and 1 inch wide at the bottom and right. Illustrations, tables and figures should conform to these margins as well. The spacing and placement of footnotes throughout the text should be consistent and conform to margin constraints.

### **Page Numbering**

The pages preceding Chapter I should be numbered consecutively in small Roman numerals. The cover page should be considered page “i” but should not be numbered, nor should the title page be numbered (as “ii”). Beginning with the first page of Chapter I and continuing through the bibliography or appendix, pages should be numbered consecutively in Arabic numerals. The numbers should appear in the upper right corner of the page, flush with the upper margin and should not be followed by a period. Chapters should be numbered in Roman numerals consecutively throughout the dissertation, with the word “CHAPTER” used as part of the designation followed by the Roman numeral. This heading should be centered and near the top of the page.

### **Headings**

Chapters should be designated throughout the dissertation with the word “CHAPTER” used as part of the heading followed by consecutive Roman numerals. This heading should be centered and near the top of the page. Headings for main divisions within a chapter should be centered, but should have only

the first letter of the principle words capitalized. Sub-divisions within the main divisions should be indicated by side heads.

### **Footnotes**

Footnotes should be numbered consecutively throughout the dissertation. The place in the text at which a footnote is introduced should be marked with an Arabic numeral in superscript at the end of the sentence, and after punctuation, if any. The footnote should be placed at the bottom of the same page to which the reference is made in the text. The footnote should be single spaced and separated from the main text of the page by a solid line. Footnote text may have reduced font size (9-10).

### **Tables and Figures**

The word "Table" designates tabulated numerical data or text used in the body of the dissertation and in the appendices. Tables consist of an arrangement of facts, figures, and values in an orderly sequence usually in rows or columns. The word "Figure" designates all other nonverbal material used in the body of the dissertation and in the appendices, such as charts, graphs, maps, photographs, plates, drawings, diagrams, etc. Headings for tables and figures should use the words "Table" or "Figure" followed by Arabic numerals and should be numbered consecutively. Usually, tables and figures are numbered according to the chapter number followed by a decimal followed by consecutive numbering beginning with 1 (e.g., Table 3.1 denotes chapter 3, table 1). Consecutive numbering for tables and figures is reset at the start of each new chapter.

Placement of tables and figures should occur within each chapter on separate pages immediately following the chapter text which refers to them. All tables and figures should be accompanied by legends describing each section of the table or figure (see list of tables and list of figures). These should have headings identical to that of the coordinate table or figure followed by the title of the table or figure. The legend page should immediately precede the table or figure page and in all cases be oriented so that both the legend and table or figure can be read simultaneously (printed sides facing each other). These imbedded pages should conform to the regular consecutive page numbering of the chapter and should not simply be inserted without numbering.

### **Third party copyrighted matter**

The student should obtain permission (preferably written), from the owner(s) of each third party copyrighted material to be included in his/her dissertation. If the student has taken text from a third party, referencing the source(s) is sufficient. If the student is using an image, table, chart, or material that has been published, he/she should obtain written permission from the publisher. This will typically include a license number (see below). If this is not possible; i.e. the author or publisher cannot be contacted or does not respond, the student must give full attribution to the author. If unpublished material created by an author is included, the student must obtain permission (in writing) from the author and full attribution must be given.

Third party copyrighted material and permission to use this material should be listed in the Front Matter (see page 9). Examples are included below.

---

Sample Page

<b>Figure Number</b>	<b>Publisher</b>	<b>License Number</b>
Figure 1-2	Nature Publishing Group	2330811110362

**The following figures were reproduced from journals: No permission required**

<b>Figure Number</b>	<b>Publisher</b>
Figure 1-1	Theoretical Biology and Biophysics Group, Los Alamos National Laboratory

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## **Paper**

Final versions of the dissertation must be printed onto: white, acid free bond paper, with a minimum weight of 20 lb, at least 25% rag content and 8.5" x 11" dimensions. Erasable bond, recycled or perforated paper are unacceptable. Watermark paper is not necessary.

## **Reproduction**

A computer and applicable software should be used to generate and reproduce the printed dissertation. All printed copies should only have print on one side of each page and such print should be clean, clear, uniform and of high contrast print resolution. Dot matrix print, overstrikes, interlineations, cross outs, defective lines from paste-ups, smudges, smears, erasures and white-out are unacceptable.

## **DISSERTATION PUBLICATION**

After a successful PhD Dissertation Defense, the Dissertation shall be finalized, including revisions or corrections based on the decisions of the DEC, and signed by all committee members and the Thesis Advisor. The DEC Chair is responsible for verifying that all revisions meet the requirements of the DEC. The DEC Chair's signature constitutes acceptance of the revisions. After acquisition of all signatures, it is submitted to the Graduate School Office for the Dean's review and signature.

## **Signature/Approval Page**

1. After all dissertation edits have been completed, the student submits the final dissertation to their Committee for approval and obtains original signatures from all Committee members on the signature/approval page.
2. The student then submits the signature pages, with all Committee members' signatures to the Dean for review, approval and signature.

3. The Graduate office will return the signed signature pages to the student for final binding preparation.

### **Publication Requirements**

To be considered the student's official dissertation, the document must be published by the Graduate School and a searchable PDF version of the dissertation must be on file in the UMMS Library. The PDF version will be uploaded by the UMMS Library to the eScholarship website.

<http://escholarship.umassmed.edu/>

eScholarship@UMMS is a digital archive offering worldwide access to the research and scholarly output of the University of Massachusetts Medical School community. The goal is to bring together all of the University's research under one umbrella, in full text whenever possible, in order to preserve, promote, and provide access to that research. eScholarship is administered by the Lamar Soutter Library.

### **Preparing Dissertation for Binding**

1. One original and 4 copies or 5 originals of the dissertation must be submitted to the Graduate School office, along with 2 E-copies on 2 CDs. (See information above on paper and reproductions)
2. The E-copies must include an unsigned version of the final signature/approval page.

### **Submission for Binding**

- One original and 4 copies or 5 originals of the dissertation must be submitted to the Graduate School office, along with 2 E-copies on 2 CDs.
- All copies must be secured in a box or boxes.
- All copies to be bound must include the signed signature/approval page.
- The E-copies signature/approval page must be unsigned.
- Both E-copies of the dissertation need to be labeled as follows: Student's Name, Thesis Advisor's Name, date of Dissertation Defense, Degree.
- The dissertation with original signatures is placed in the UMMS Library and becomes a part of the Library's collection.
- Five copies of the dissertation will be bound at no charge to the student.
- Four copies are provided to the student, one of which should be given to the student's Thesis Advisor.
- Additional copies may be ordered at the student's expense by submitting to the Graduate School office a check made payable to UMMS. for the amount of the additional copies (\$11.00 per copy)

- Dissertations are generally returned from the printer in two to three weeks from date of submission.
- The student is responsible for making arrangements for receipt of their dissertation if no longer on campus. The Graduate School office is not responsible for distribution or shipping of the dissertation.

## **ELECTRONIC DISSERTATION DOCUMENTS**

### **Saving your dissertation as a PDF file (Mac OS X instructions)**

By saving your thesis in Portable Document Format (PDF) it is easier to share the document with other people. For example, you can email the PDF or make it available on public file servers.

Once you have compiled your thesis, there are two paths by which you may proceed depending on whether:

**Option A)** your thesis comprises individual chapter files which are printed separately or **Option B)** your thesis comprises a single large file or individual chapters - either of which is printed as a single large print job.

#### **Option A - Your thesis comprises individual chapters that are printed separately**

1. Open the thesis documents you want to save as a PDF file.
2. Choose File > Print.
3. Choose a command from the PDF pop-up menu.
  - a. To create a PDF file, choose "Save as PDF." This creates a digital master PDF file. All graphics are at full resolution, and the file includes each font character it uses.
  - b. To create a smaller PDF file, choose "Compress PDF." This compresses some images in the file, and produces a PDF file that may be smaller than a digital master PDF. It's especially useful if you need to email the file or if you don't plan to print the file.
  - c. Save each file or chapter with a unique filename.
  - d. In Adobe Acrobat, choose "Create PDF" from the "File" menu and select "From multiple files."
  - e. A dialog box appears in which you can browse your computer and select all the files to construct your document by pressing "Choose..."
  - f. Select all the files you wish to insert (shift-click for multiple selections or command-click for out of order selections) and press "Add" (the order of selection is not important).

- g. The documents are listed in the panel on the right. The order of the documents can then be adjusted by using the buttons under the “arrange files” pane on the left.
- h. Press “OK” to create the PDF (or “Preview” to view a copy prior to this step).
- i. Provide a file name for the document and a save location.
- j. Under "File" select "Reduce File Size." Rename again (if you wish) and/or click "OK" and watch the file process.
- k. Copy/Burn the final file to a CD.

**Option B - your thesis comprises a single large file or individual chapters - either of which is printed as a single large print job.**

1. Open the thesis document you want to save as a PDF file.
2. Choose File > Print.
3. Choose a command from the PDF pop-up menu.
  - a. To create a PDF file, choose “Save as PDF.” This creates a digital master PDF file. All graphics are at full resolution, and the file includes each font character it uses.
  - b. To create a smaller PDF file, choose “Compress PDF.” This compresses some images in the file, and produces a PDF file that may be smaller than a digital master PDF. It's especially useful if you need to email the file or if you don't plan to print the file.
  - c. Save the thesis with a unique filename.
  - d. In Adobe Acrobat, open the new (PDF) thesis file.
  - e. Review the file to insure that page order and images are OK (please check that the order is correct).
  - f. Under "File" select "Save as" and rename and save the file (e.g., My Thesis).
  - g. Under "File" select "Reduce File Size." Rename again (if you wish) and/or click "OK" and watch the file process.
  - h. Copy/Burn the final file to a CD.

**Saving your thesis as a PDF file (PC instructions)**

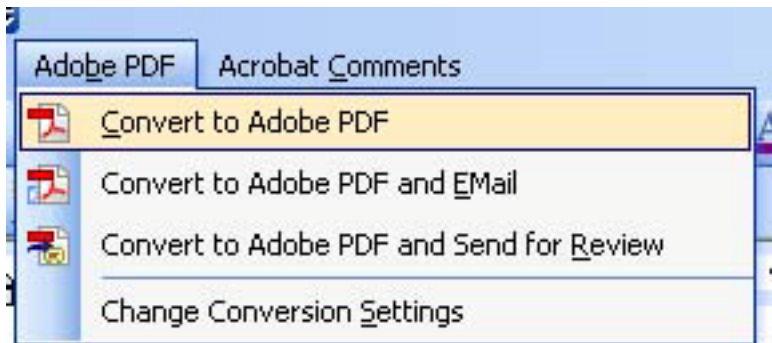
By saving your thesis in Portable Document Format (PDF) it is easier to share the document with other people. For example, you can email the PDF or make it available on public file servers.

Once you have compiled your thesis, there are two paths by which you may proceed depending on whether:

**Option A)** your thesis comprises individual chapter files which are printed separately or **Option B)** your thesis comprises a single large file or individual chapters - either of which is printed as a single large print job.

### Option A - Your thesis comprises individual chapters that are printed separately

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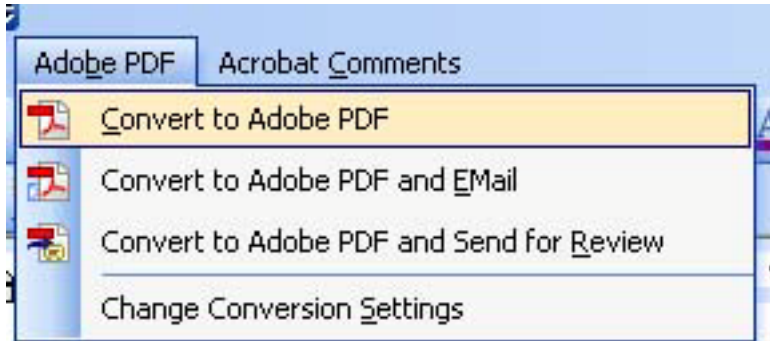


3. The Adobe Program will 'PDF' the chapter
  - a. Save each file or chapter with a unique filename.
  - b. In Adobe Acrobat, open the first file in the series of PDF files you have just made
  - c. Under menu item "Document", select "Insert pages"
  - d. A dialog box appears in which you can select the remaining files to append to your document (note multiple selections will be inserted in an ascending alphanumeric order).
  - e. Select all the files you wish to insert (Ctrl-click for multiple selections) and press "Select."
  - f. A second, smaller dialog box appears asking where you would like to insert the pages. You should answer "after" and "last" then click "OK."
  - g. The pages are inserted (please check that the order is correct and that the images etc. are acceptable).
  - h. Under "File" select "Save as" and rename and save the file (e.g., My Thesis).
  - i. Under "File" select "Reduce File Size." Rename again (if you wish) and/or click "OK" and watch the file process.

- j. Copy/Burn the final file to a CD.

**Option B - your thesis comprises a single large file or individual chapters - either of which is printed as a single large print job.**

1. Open the thesis document you want to save as a PDF file.
2. Select Adobe PDF> Convert to Adobe PDF



3. The Adobe Program will 'PDF' the chapter
4. Or Choose File > Print.
5. Choose a command from the PDF pop-up menu.
  - a. To create a PDF file, choose "Save as PDF." This creates a digital master PDF file. All graphics are at full resolution, and the file includes each font character it uses.
  - b. To create a smaller PDF file, choose "Compress PDF." This compresses some images in the file, and produces a PDF file that may be smaller than a digital master PDF. It's especially useful if you need to email the file or if you don't plan to print the file.
  - c. Save your thesis with a unique filename.
  - d. In Adobe Acrobat, open the new (PDF) thesis file.
  - e. Review the file to insure that page order and images are OK (please check that the order is correct).
  - f. Under "File" select "Save as" and rename and save the file (e.g. My Thesis).
  - g. Under "File" select "Reduce File Size." Rename again (if you wish) and/or click "OK" and watch the file process.
  - h. Copy/Burn the final file to a CD.

## **BBS STUDENT CHECKLIST**

This checklist is provided for your convenience. Please use to keep track of forms and processes required of you before graduation.

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