Graduate School Review of ETDs

Matthew Grice
Admissions and Academic Progress
Virginia Tech Graduate School
https://ess.graduateschool.vt.edu/pages/login.php
or navigate from the Graduate Student Forms page on the Graduate School’s website

Student Resignation/Withdrawal Form off-site link (Use this form if you are dropping all classes)

Academic Progress
- Accelerated Undergraduate/Graduate Degree and Course Designation
- Change of Committee-Advisor
- Course Justification Request
- Graduate Committee Service Approval
- Plan of Study Change
- Request for Special Study
- Request to Admit Candidate to Final Exam
- Request to Admit Candidate to Final Exam (Non Thesis, EdS)
- Request to Admit Candidate to Preliminary Exam
- VT Employee-Student conflict of interest agreement
- Thesis Option Change Request
Welcome to the VT Graduate School Approval System.

If you have a username and password, please log in.

Username: sam123
Password: *******

Submit
### Exam requests submitted for

<table>
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<tr>
<th>Scheduled Date</th>
<th>Location</th>
<th>Title</th>
<th>Entered</th>
<th>Updated</th>
<th>Status</th>
<th>Create Exam Request</th>
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<td>02/05/2013</td>
<td>03/05/2013</td>
<td>ETD</td>
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First available exam date: 03/28/2013
Upload Your ETD
### Faculty Approval of Your ETD

#### All completed exams pending ETD submission

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<tr>
<th>Approve as</th>
<th>Student Name</th>
<th>Term</th>
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<td>VTI</td>
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# Graduate School Approval of Your ETD

## All completed exams pending ETD submission

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<td>02/04/2013, 2:44 PM</td>
<td>02/25/2013, 9:11 AM</td>
<td>pikwright</td>
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Title Page & Abstracts

Check the format of the Title page
- student’s full name
- the Virginia Polytechnic Institute and State University as institution name
- degree and major
- type of document (thesis or dissertation)
- committee member names with middle initial (do not include Dr.)
- defense date
- city and state
- key words

Exact title and student’s full name from Title page are on academic abstract and general audience abstract pages

No visible page numbers on title page or abstract pages. Visible page numbers appear after abstracts
(Title)

(Full Name)

(Thesis/Dissertation) submitted to the faculty of the Virginia Polytechnic Institute and State University in partial fulfillment of the requirements for the degree of

(Master of Science/Master of Arts/Doctor of Philosophy/Doctor of Education)

In

(Department)

(Committee I. Chair or Co-Chair)
(Committee I. Co-Chair)
(Committee I. Member)
(Committee I. Member)
(Committee I. Member)
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Abstract Page

(Title)

(Name)

ABSTRACT

(Enter abstract here)
GENERAL AUDIENCE ABSTRACT

(Enter abstract here)

--Written for a general audience of laypersons, *not* those who have studied or performed research in your field

--Briefly describe your topic, your findings, why your research is important/what uses it may have

--Use language non-specialists would understand, not jargon. Define terms
Front Matter

Title Page
Abstract
General Audience Abstract
Dedication (optional)
Acknowledgements (optional)
Table of Contents
List of Figures (optional)
List of Tables (optional)
Nomenclature/Abbreviations (optional)

- lowercase Roman numerals in the front matter; only visible *after* abstracts
- Arabic numerals in the body
Page Numbers

- Give yourself time for these; tend to be the hardest part of formatting an ETD
- We have templates you can use: https://guides.lib.vt.edu/ETDguide
- MS Word template & LaTeX template – double check that the LaTeX has the General Audience Abstract
Body

Chapters 1-5+
References
Appendices

- Verify page numbers from table of contents, list of figures/tables to text
- Is the format of headings consistent?
- Is the format of captions consistent for figures and tables?
- Do the headings in the table of contents match the headings in the text?
- Are pictures/diagrams used from another source? Are permissions included?
- Are the appendices “lettered” rather than numbered? Appendix A, B, etc.
- Are appendices listed in the table of contents?
Standard vs. Manuscript Format

Standard Format

- Focuses on one problem, issue, experiment

1. Introduction
2. Review of Literature
3. Experiment
4. Results
5. Discussion
6. Conclusions, etc.
Manuscript Format

- Composed of multiple articles that may stand alone

1. Introduction
2. Review of Literature
3. Title of First Manuscript
   a. Abstract
   b. Introduction
   c. Materials and Methods
   d. Results
   e. Discussion
   f. References

4. Title of Second Manuscript
   a. Abstract, etc.
5. Title of Third Manuscript
   a. Abstract, etc.
6. Conclusions
Previously Published Manuscripts

If a manuscript has previously been published (for instance, in a journal):

• List coauthors (if any) and include a full citation on the first page of that section of your ETD

• Include permissions, such as a letter from the journal’s editor or a contract stating you retain the right to republish (upload as a separate file along with your ETD)

• Include an Attribution page if coauthors—comes immediately before Table of Contents
Several colleagues aided in the writing and research behind one of my chapters presented as part of this dissertation. Another colleague aided with data collection for another chapter and an appendix. A brief description of their contributions is included here.

Chapter 2: Gravity-Utilizing Apparatus to Identify the Elusive *Roadus-Runnerus (Hot-radicus supersonicus)* Species in Western North America

Wile E. Coyote, Ph.D., is currently an experimental Engineering Mechanics researcher attached to Acme Labs. Dr. Coyote served as a co-author on this paper and helped to design and test many of the research tools employed in the effort.

Beauregard “Bugs” Bunny, Ph.D., is a professor of Gender Studies at Bucktooth University in
Entire Document

- Thesis or dissertation is one pdf document; supporting files may also be uploaded

- Is the document searchable?

- Is the document locked?

- No vita may be included

- Naming the file(s):
  The generic file name format is
  <Last name>_ <first (and) middle initials>_T or D_<yyyy of defense>

  Example: Doe_JA_D_2013

- Name additional files the same way plus _Permissions, _Copyright, etc.
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What Happens With Your Approved ETD

If released for **Immediate Worldwide Access**
– search library website: [www.lib.vt.edu](http://www.lib.vt.edu)

If released **VT Only 1 Year**
– search library website: [www.lib.vt.edu](http://www.lib.vt.edu)
  (requires VT PID/password)

If **Secured 1 year**
– will be held in a secure repository until released
– once released, search library website
iThenticate

- Online tool to detect potentially plagiarized or unattributed material (already published elsewhere and not cited in the ETD)
- Mandatory as of 2018
- As always, student’s committee is responsible for taking steps to ensure the material is original or is adequately cited
iThenticate

• Access iThenticate and log in via the links on the Virginia Tech Graduate School’s website

• Upload ETD, then look at report – choose Summary Report format

• Similarities will be flagged and should be reviewed individually to identify any potential similarity issues
Questions?

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