



Virginia Tech

Graduate School

# Graduate School Review of ETDs

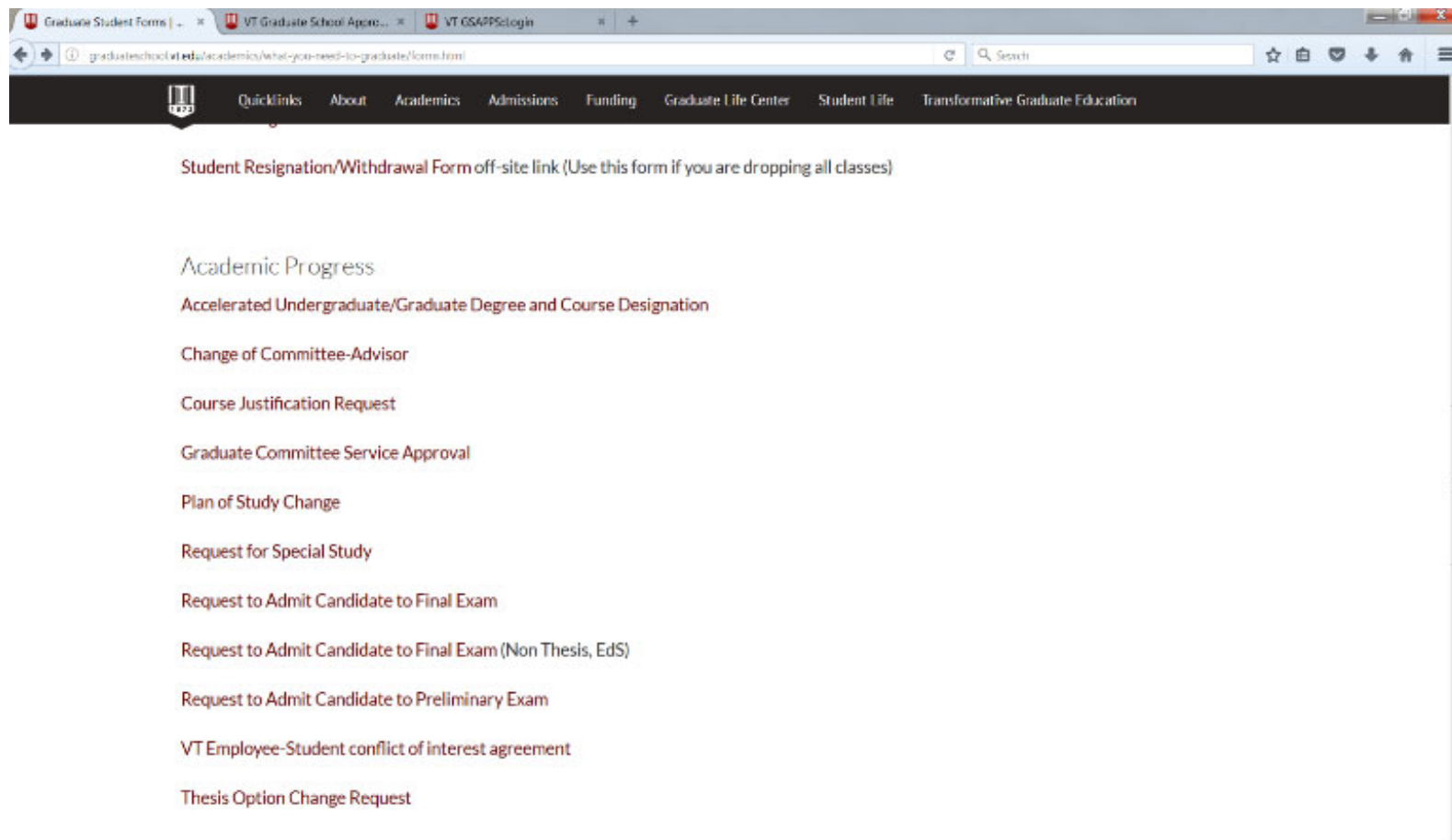
Matthew Grice

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



# Login

Wednesday, October 26, 2011

LOGIN

Welcome to the VT Graduate School Approval System.

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

(VT faculty/students should login via a VT PID)

Username:

Password:

# Upload Your ETD

Sunday, March 17, 2013 -

## GRADUATE EXAM LIST

March, 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01	02	
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Exam requests submitted for

Scheduled Date	Location	Title	Entered	Updated	Status	
/2013, 4:00 PM	Eggleston Hall		02/05/2013	03/05/2013	ETD	<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px; margin-right: 5px;">view</div> <div style="border: 1px solid gray; padding: 2px; margin-right: 5px;">etd</div> <div style="color: red; font-size: 2em; margin-left: 5px;">←</div> </div>

Create Exam Request

First available exam date:  
03/28/2013

# Upload Your ETD

Grad. x | Exten. x | Micro. x | Log In x | VT GS x | VT Gr x | Appl. x | Mail x | Mail x | Mail x | Mail x

https://ess.graduateschool.vt.edu/pages/EditETD.php

Virginia Tech Graduate School Signature Approval System log off

EXAMS ADMIN

Monday, March 25, 2019 - Matthew Grice EDIT ETD SUBMISSION

**ETD Information - All fields are required**

**Title and Categorization**

Dissertation Title:

Abstract:

Keywords that describe your material (At least 1, comma-separated if more):

Select at least one Proquest category:

--- Select one ---

--- Select one ---

--- Select one ---

**Files**

Please select the files containing your **COMPLETE** dissertation and supporting data and appendices files. Please follow the following guidelines when submitting your file:

- The dissertation file must be in PDF format.
- Your file **MUST** be named in the following format:  
[Your Last Name]\_[Your First Initial][Your Middle Initial]\_[Doc Type]\_[DefenseYear]  
where:
  - Document type: [T]hesis or [D]issertation
  - Four-digit Year of Defense (ex: 2012)
  - Example: Jane A. Doe, Masters Student, who defended in 2012 would name her file: Doe\_JA\_T\_2012.pdf
- If you need to update a file you have already imported, select the "Choose file" button next to the file you want to replace.

If the total size of the uploaded files exceeds 100 MB, please upload just the dissertation file and contact the **VT Library** for instructions on submitting the rest of your files.

Dissertation file:   No file chosen

iThenticate Report for submitted ETD:    No file chosen

Copyright release :   No file chosen

Access Status:

Reason for withholding access:

For any release other than *immediate access*, the Graduate School requests that you name a proxy to cover cases such as if the student or committee signing this form becomes inaccessible. Any of the following people (indicated by their names) is authorized to serve as proxy for changes in availability. Submissions by any of these proxies signing are officially recognized just as if the student and full committee signed. For example, it is suggested that the committee chair be a proxy.

Name of proxy 1:

Name of proxy 2:

Copyright clearances obtained:  I hereby certify that, if appropriate, I have obtained and submitted with my ETD a written permission statement from the owner(s) of each third party copyrighted matter to be included in my







# Faculty Approval of Your ETD

Wednesday, March 13, 2013 - Janice Austin

## GRADUATE EXAM LIST

**All completed exams pending ETD submission**

 Include records assigned to others: 
[New Exam Import Paper Form](#)

Exams (125)									
Exam									
ETDs(88)									
Completed(272)									
Reject/Cancel(10)									
Approve -	Student Name	Term	Scheduled Date	Location	Title	Entered	Updated	Assigned To	Actions
Awaiting committee	Zhou,	Spring 2013	2013, 2:00 PM	Whittemore Hall		01/17/2013, 10:02 AM	02/01/2013, 8:31 AM	pkwright	  
Awaiting committee	Zhang,	Fall 2012	2012, 9:00 AM	VTTI		11/28/2012, 11:02 AM	12/11/2012, 5:20 PM	ewinggf	  

# Graduate School Approval of Your ETD

Tuesday, March 12, 2013 - Janice Austin

## GRADUATE EXAM LIST

All completed exams pending ETD submission

Include records assigned to others:

[New Exam](#)  
[Import Paper Form](#)

Exams (125)	Exam	ETDs(86)	Completed(272)	Reject/Cancel(10)					
Approve -	Student Name	Term	Scheduled Date	Location	Title	Entered	Updated	Assigned To	Actions
<input checked="" type="checkbox"/> approve	Ahmad,	Spring 2013	2013, 9:00 AM	GENERAL		02/04/2013, 9:50 AM	02/25/2013, 9:34 AM	payned	
<input checked="" type="checkbox"/> approve	Al-Daily	Spring 2013	2013, 11:30 AM			10/11/2012, 2:53 PM	02/06/2013, 2:53 PM	nvaught2	
<input checked="" type="checkbox"/> approve	Bajzek,	Spring 2013	2013, 2:30 PM	Hall		01/30/2013, 1:48 PM	02/13/2013, 1:48 PM	payned	
<input checked="" type="checkbox"/> approve	Beal,	Spring 2013	2013, 5:30 PM	Williams Hall		02/04/2013, 2:44 PM	02/25/2013, 9:11 AM	pkwright	



# 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)

(Committee I. Member)

(Committee I. Member)

(Date of Defense)

(City and State where you defended)

Keywords: (keywords)



# Abstract Page

(Title)

(Name)

ABSTRACT

(Enter abstract here)



# General Audience Abstract Page

(Title)

(Name)

## 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.

# Standard vs. Manuscript Format

## 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



# Attribution Page

## ATTRIBUTION

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-roddicus supersonic)* 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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  - > Free; works with copyright law
  - > Can include as separate, supporting file along with dissertation file



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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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