Formatting Guidelines and Deposit Procedures

Thesis & Dissertation Office
The Purdue Graduate School
IUPUI Graduate Office
Updated 2/20/2019
IUPUI School of Science & Final Approval
All M.S. & Indianapolis Awarded Ph.D.s.

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Thesis/Dissertation Formatting

- Introductions
- Deadlines
- Formatting Guidelines
- Formatting in MS Word Template
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Deposit Deadlines
Spring 2019 Deposit Deadlines

All Masters candidates & Ph.D. candidates with Indianapolis as their campus location

February 25:
Last day for Exam Only and Degree Only registrants to have a mandatory format review of a thesis (post-defense) by the IUPUI Graduate Office. To begin thesis review process, contact Summer Layton at sllayton@iupui.edu.

March 1:
Last day for Exam Only and Degree Only registrants to upload format-approved thesis document to Purdue via HammerRR and complete ScholarWorks upload.

April 19:
Last day for General Candidacy registrants to have a mandatory format review of a thesis (post-defense) by the IUPUI Graduate Office. To begin thesis review process, contact Summer Layton at sllayton@iupui.edu.

April 26:
Last day for General Candidacy registrants to upload format-approved thesis document to Purdue via HammerRR and complete ScholarWorks upload.
Spring 2019 Deposit Deadlines

*Ph.D. candidates with West Lafayette as campus location*

**March 1:**
Exam Only and Degree Only registrants must submit their thesis to HammerRR at least 12 hours prior to October 12th. Send an email to your contact at least 15 business days in advance of deposit date to schedule final thesis format checks.

**April 26:**
General candidacy registrants must submit their thesis to HammerRR at least 12 hours prior to April 26. Send an email to your contact at least 15 business days in advance of deposit date to schedule final thesis format checks.
Summer/Fall 2019 Deposit Deadlines

Visit the Graduate School’s Graduation Dates & Deadlines Calendar

**Summer 2019**

**June 21, 5pm (ET):**
Final Deposit Deadline for Exam Only and Degree Only registrants

**July 26, 5pm (ET):**
Final Deposit Deadline for General Candidacy registrants

**Fall 2019**

**October 11, 5pm (ET):**
Final Deposit Deadline for Exam Only and Degree Only registrants

**December 6, 5pm (ET):**
Final Deposit Deadline for General Candidacy registrants

*Your department will have earlier deadlines than this. You are required to meet all departmental deadlines.*
Paper & Font Guidelines

- 8 ½” x 11” should be default setting.
- Avoid using A4 settings.
- You may use 11” x 17” paper settings for large tables as long as pagination placement remains the same.

- Times New Roman font is required.
- Main text is 12 point font. 14 point is used for major and title headings. 10 point is accepted for footnotes, table and figure captions.
- University format requirements emphasize consistency.
- Font size variations in tables, figures, captions, symbols or when using mathematical/scientific terms is generally acceptable.
Spacing Guidelines

• Spacing on the title page, statement of approval page, and all front matter pages (excluding Abstract) should be spaced at 1.5 lines to avoid wasting space.

• Main body text spacing will be determined by style guidelines:
  • APA
  • Chicago
  • MLA

• Double spacing and 1.5 line spacing are considered standard.

• Long quotations, headings, and captions may be single spaced.

• Multi-lined headings, subdivision headings, figure captions, table captions, footnotes, and endnotes are normally single spaced.
Paragraph Guidelines

• Avoid having a single line of a paragraph appear at either the bottom or top of a page – always have at least 2 lines together.

• Turn on your “Widow Control” function in Word or LaTeX.

• Avoid headings with no text underneath at the bottom of pages.

• Avoid running headers (as used in APA style).
Pagination Guidelines

• All pages are numbered except title page.

• Use Arabic numerals throughout document:
  • Title page is technically page number 1, but the number is hidden.

• Page numbers go in the upper right corner of the page:
  • ½” below the top edge
  • 1” from the right edge

• Page numbers must be in the same font and size as text (Times New Roman 12pt).
Thesis/Dissertation Formatting Using Microsoft Word
MS Word Templates

- You can find MS Word templates for PC & Mac in the Templates section of the Thesis/Dissertation Office webpage.
  - Keep in mind that although these templates are created with Purdue formatting requirements in mind, you may have to manually format part of your thesis/dissertation while using these files, which can take time if you are not familiar using MS Word’s advanced features.

- The Thesis|Dissertation Office recommends that you use putthesis, the LaTeX template for Purdue theses and dissertations.
  - Engineering students, MS Word is not an option—LaTeX/Overleaf is required.

- If you have an issue and cannot resolve it using Microsoft’s help pages, send an email to thesishelp@purdue.edu with WORD TEMPLATE in the subject line.
TITLE PAGE - REQUIRED

- No visible page number, but technically page 1.
- Spacing already formatted on this page.
- Date is graduation month and year (May, August, December only) Example: December 2018.
- Title page includes campus location –
  - West Lafayette, Indiana
  - Indianapolis, Indiana
THE PURDUE UNIVERSITY GRADUATE SCHOOL
STATEMENT OF COMMITTEE APPROVAL

Dr. John Doe, Chair
Department of Aeronautics and Astronautics

Dr. Jane Doe
Department of Aeronautics and Astronautics

Dr. Jim Doe
Department of Aeronautics and Astronautics

Add or Delete Committee Member
Add or Delete Department
Add or Delete Committee Member
Add or Delete Department

Approved by:
Dr. Buck Doe
Head of the Graduate Program

STATEMENT OF COMMITTEE APPROVAL - REQUIRED

- Page 2
- First three committee member sections cannot be removed. You may add or delete the fourth and fifth committee member lines.
- Needs approval from Head of the Graduate Program.
DEDICATION - OPTIONAL

• Page 3

• Center on page.

• Non-English text is allowed.

• No heading (title) is used.

• Not listed in the Table of Contents.
ACKNOWLEDGMENTS

This page is OPTIONAL.

To copy & paste your work on this page, please highlight this text and replace it.

If you are not including acknowledgements, delete this page.

If you are acknowledging only one person, change the title to ACKNOWLEDGMENT.

ACKNOWLEDGMENTS - OPTIONAL

• Title is centered on page and typed in 14 point ALL CAPS font.

• 3 single-spaced blank lines between heading and first line of text.

• Text spacing should be 1.5 lines.

• Not listed in the Table of Contents.
TABLE OF CONTENTS - REQUIRED

- Title is typed in **ALL CAPS**.
- Page numbers must be in a straight line along right margin.
- Ensure there are no gaps in your leader dots: … … … … … … … … … … … … … … … … …
- Do not list any titles before and including the Table of Contents in your Table of Contents.
- Text spacing should be 1.5 lines.
LIST OF TABLES - REQUIRED (if including any tables in thesis)

- Page numbers must be in a straight line along right margin.

- Ensure there are no gaps in your leader dots: … … … … … … … … … … … … …

- Title is typed in ALL CAPS.

- Text spacing should be 1.5 lines.

- Single space table and have 1 extra entry between captions.
LIST OF FIGURES - REQUIRED
(if including any figures in thesis)

- Page numbers must be in a straight line along right margin.
- Ensure there are no gaps in your leader dots: … … … … … … … … … … … … … … … …
- Title is typed in ALL CAPS.
- Text spacing should be 1.5 lines.
- Single space table and have 1 extra entry between captions.

In order to generate a List of Figures easily, you will need to assign a caption to all of the tables in your document. After this has happened, click on the References Ribbon, select Insert Table of Figures, under general select Figures from drop down box, select OK. Be sure to indent subsequent lines of captions.

If you use landscape pages, make sure the landscape page numbers match what is listed in your List of Figures.
EXTRA HEADINGS

OPTIONAL SECTION

If you do not have a Glossary, List of Abbreviations, List of Symbols, or Nomenclature section, delete this page.

If you are using this page, choose one of the headings above.

Entries should be spaced consistently (single line spacing, 1.5 line spacing or double line spacing are all acceptable when applied consistently). If you wish, you can use 2 columns to fit nomenclature, definitions, terms, etc. onto one page.

To copy & paste your work here, please highlight the paragraphs to replace the text.

If this section is more than 2 pages, it can be placed at the back of the thesis, following the VITA. Consult with your department.

EXTRA HEADINGS - OPTIONAL

• Most candidates place these sections at the beginning for the reader’s convenience.

• You may use double columns in this section to help reduce section to one page.

• Text spacing should be 1.5 lines.

• If inserting a table, remove the gridlines.
ABSTRACT

Author: LastName, FirstName, Middle Initial. Choose Degree
Institution: Purdue University
Degree Received: Choose Graduation Term
Title: Type Your Thesis Capitalizing the First Letter of Major Words. Do Not Use All Caps. Be sure to indent subsequent lines of your title.
Committee Chair: FirstName LastName

REQUITEED SECTION

Two different kinds of paragraph spacing will be used on this page. The first three lines, where your personal information is included, make up the introduction block or introduction paragraph. Use only single space and set Before/After space setting to zero (in Paragraph setting box).

In the main body of the abstract, use the same spacing you use throughout the rest of your document (either double spacing or 1.5 line spacing).

To copy & paste your work here, please highlight the paragraphs to replace the text.

Keep the section break below to allow Chapter 1 to start page 1.

• Type your thesis title in Common Title Case.

• Do not use all caps on your title or put it in quotation marks.

• Titles/departments of major professor(s) not required.
  • Some departments do require additional professor information.

• Do not include images, tables, figures, or equations in this section.
CHAPTER 1. INTRODUCTION

1.1 The Basics
This template is best used with MS Office 2013 on a PC or MS Word 2016 on a Mac. It is suggested to turn on the Show/Hide tool (%) that can be found on the Home ribbon so you can track your spacing and section breaks.

Review the Template Guide before you begin. Use it for troubleshooting. If you can’t find a solution there, try Microsoft’s extensive help pages.

1.2 Margins
Margin requirements are 1” left, bottom, right, and top margins. 1.5” top margins are required on Title and Statement of Approval pages.

1.5” left margin is recommended by Boiler Copy Maker for screw & post bindings – if you wish to have a hard bound copy made. Hard bound copies are not required for submission to the Graduate School; we will work solely with the PDF copy you upload to ProQuest, requiring 1” left margins.

1.3 Heading Styles
There are many heading styles that have been added to the Styles Ribbon. There are Purdue Headings 1-6 above. You will have to manually change the text back to normal style after you apply the heading. You will want to use these styles so you can generate a table of contents without any issues. If you open the navigation toolbar [Ctrl + F] and under the search document bar you choose “Headings” you will be able to easily track which headings will go in your table of contents.

If after you apply a Style to a heading and you receive Error! Bookmark not defined in your Table of Contents after updating the page number, go back to your heading that is causing the issue and make sure there is still a style applied to it. You can update the entire table to resolve the issue – if you had previously formatted the Table of Contents, you may have to re-format.

MAIN BODY

• Must be consistently organized across all chapters - including chapters that include previously published articles.
• Check for blank lines at the tops of pages.
• Chapter/major headings always start at the top of a new page.
• Use 14 point ALL CAPS on chapter/major headings.
• Text starts 3 single-space lines below chapter/major heading.
• All text will be 12 point Times New Roman font. Table and figure captions, data within tables, and footnotes may be adjusted to a smaller font (10-point minimum).
• Justify (preferred) or left align text throughout document (do not use a combination).
1.4 Inserting a Table of Contents

In order to insert an automatic table of contents, you will have needed to apply styles to your headings (as shown above). Once your headings have been assigned a style, you can then insert a table of contents that will automatically populate with the correct heading level indentations, leader dots, and page numbers. This will also create an embedded link from your table of contents to the section in your thesis in both a MS Word doc and in a PDF file.

To insert the table, follow these instructions:
1. In Ribbon above, click References
2. Click ‘Table of Contents’ on the left hand side of the ribbon
3. Choose ‘Custom Table of Contents’ below the built-in tables
4. After a Table of Contents box pops up, click “OK”, without making any changes within the box

Typically, inserting a table of contents, list of figures, and list of figures should be the last step in the formatting practice. If you’ve made changes to content that moves a heading to a different page number, all you’ll need to do is go back to your inserted table of contents, right click, select ‘Update Field’, and select “Update page numbers only”. This will make changes to your page numbers and won’t affect the headings.

1.5 Notes

If you are planning to include List of Figures and List of Tables, we recommend you using the following method to insert your captions:
1. In Ribbon above, click References
2. In Captions section, click on Insert Caption
3. Next to Label, choose Table or Figure
4. Click OK
5. Type your caption next to the table/figure number

• Use Purdue custom pre-loaded Styles in Microsoft Word to assign headings. This eliminates the need to add extra spacing around sub-headings.
  • Using Styles also helps your document meet accessibility standards.
• All template margins are set to 1" margins all around. You may adjust the left margin ONLY to accommodate print binding (max 1.5").
To create a table of contents you will need to assign a heading style to each heading in your entire document then follow the steps below:

1. Locate your Table of Contents page above
2. In the Ribbon above, click References
3. In the Table of Contents section, click Table of Contents
4. Look past the built-in Table of Contents and select Insert Table of Contents
5. Under the General section in the Show Levels box, select the number of headings you want to show in the Table of contents – 3 levels are common, but it can incorporate all levels, if you wish.

1.6 Page Numbers

Page numbers will go in the upper right hand corner of each portrait page. If you are using any landscape orientation pages, the page number will go in the lower right hand corner with vertical text (see page 11 for example). Page number font and font size needs to be the same as the main body text.

1.7 Issues with Pagination

Occasionally, page numbers will overlap due to section breaks. To fix this issue, simply click on the page number and locate the Design ribbon at the top of the page. Click the drop down arrow on page number > Format page numbers > under the Page numbering section choose Continue from previous section.

- Page numbers go in the upper right hand corner of the page.
- Ensure that page numbers are 0.5" from top edge or page and 0.5" from bottom edge of top margin. If additional space is added into the top margin, please remove before converting your document to PDF.
- Single space and justify block quotes and indent 0.5" from right margin.
2.1 Before You Submit
Before you convert to PDF, carefully review our Formatting Checklist, then double check the formatting of your entire document, page-by-page.

2.2 Inserting Internal Links (Bookmarks)
If you would like to click on a title in the Table of Contents and it take you straight to that page (or figures, tables, equations), follow the steps below: (click on Publications in TOC for example)
   1. In the table you've created, highlight the text you want to link
   2. Click the Insert Ribbon
   3. Click Bookmarks
   4. Click on or create the appropriate bookmark in the list and click OK
   5. Click OK again and your bookmark will be created.
You can use this option to create external hyperlinks as well using the Hyperlink option in the Insert Ribbon (Sample Thesis Pages above in an example of an external hyperlink).

2.3 Sample Pages and Formatting Checklist
The sample pages and Formatting Checklist are available on our website.
If only one table (or figure) is desired on one page, center the table (or figure) on the page.

You can have more than one table on a page.

Table captions go ABOVE tables.

Single space captions.

You can use tables within your text or you can place all tables at the end of each chapter.

Single-space text within tables.

Table 2.1 Suggested Line Spacing

<table>
<thead>
<tr>
<th>Line Spacing</th>
<th>Where to Use It</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 12 (single)</td>
<td>After lowest level subheadings</td>
</tr>
<tr>
<td>After 18 (1.5)</td>
<td>After higher level subheadings</td>
</tr>
<tr>
<td>After 24 (double)</td>
<td>After figure captions or table captions</td>
</tr>
<tr>
<td>36 (3 single spaced)</td>
<td>After title page blocks, major headings and chapter headings</td>
</tr>
</tbody>
</table>
OVERSIZED TABLES

- Tables can split between pages.
OVERSIZED TABLES

• Place a table continuation notation above the split table.

• “Table # continued” on all pages besides the first page.

• You'll need to manually split the table at the bottom of each page in order to add a continuation notation above.

In order to add the table continuation above the table, you'll need to split the table. You can achieve this by selecting the table, choose Layout ribbon, find the Merge section, and click Split Table. You will want to place the cursor on the line that you’d like to move to the next page before selecting Split Table.

OR

Add a new row above the table and merge the cells to form one cell above the table so you can type the continuation. This row should not have any borders outside of a bottom border to begin the continuation of the table.
FIGURES

- If one figure is desired on the page, center it vertically (and horizontally) on the page.
- You can have more than one figure on a page.
- Figure captions go BELOW the Figure.
- Single space captions.
- You can use figures within your text or you can place all figures at the end of each chapter.
OVERSIZED FIGURES

- Figures can split between pages.
- Figure caption should be placed on the first page of the figure.

![Figure 2.2 Purdue Fountains](image-url)
OVERSIZED FIGURES

- Place a figure continuation notation ABOVE the split figure.

- Include “Figure # continued” on all pages besides the first page
Do you have a figure or a table that is too large to add a caption to the same page as the figure or table? Add the caption to the page before the figure or table. The caption should be centered on the page vertically.

Example:

- If you have large figures and tables that can fit onto one page, but leaves no room for captions, simply place the caption on the page BEFORE the figure or table.

- Center caption vertically on the page.
2.4 Landscape Page

You may use landscaped pages for large tables or figures that normally will not fit within left and right margins. Note that page numbers will need to be added manually with a text box (that is in place in the bottom right hand corner). A normal page number will show up in the upper right hand corner when adding pagination. You will need to unlink this page and the next page’s pagination to previous in order to keep the pagination in the correct place. Use the page number text box in the lower right corner of this page for additional landscape pages.

To achieve adding a landscape page, you will need to add a Next Page section break on the previous page. You will also need to add a Next Page section break to the end of this page to convert back to a portrait orientation. It is beneficial to open the Show/Hide control on the Home Ribbon in the Paragraph section so you can see where all extra spacing is and where section and page breaks are.

Captions may be no smaller than size 10 font. Make every effort to allow the text to stay on same page as figure or table; if needed, the text may overflow to the next page. Oversized pages (11x14 or 11x17) may be used to accommodate larger tables.

Figure 2.4 Snowy Hovde Hall

LANDSCAPE PAGE

- Page number should appear in lower right corner – use text box that was specifically made for this purpose (available in the MS Word Templates.)
- Remove page number from upper right corner of this page.
- LaTeX template does this automatically.
- If you turned your landscape page up like a portrait page, the page number should be in the same place as a portrait page number.
REFERENCES

Include reference entries here using the style preferred by your department. References may either be a separate section (like shown in this template) or they may be listed after each chapter. If references are placed at the end of the chapters, they will need to begin on a new page.

References and Appendix placement may be changed to fit the needs of the author.

Examples:

(APA style in Alphabetical order)

-OR-

(APA style in Endnote referenced order)

Follow your department’s style for your References section.

To copy & paste your work on this page, please highlight this text and replace it.

REFERENCES - REQUIRED

• References can collectively appear at the end of your document OR you can include them at the end of each chapter - do not place in both locations.

• References can appear in alphabetical or numerical order.

• Use a style accepted by your department and use it consistently.

• Avoid inconsistent spacing in and between entries.

• Don’t let a reference entry be split between two pages – if one of your entries appears on two pages: push down the entire entry so it appears all together on the second page.
REFERENCES

Include reference entries here using the style preferred by your department.
References may either be a separate section (like shown in this template) or they may be listed after each chapter. If references are placed at the end of the chapters, they will need to begin on a new page.

References and Appendix placement may be changed to fit the needs of the author.

Examples:

(APA style in Alphabetical order)

-OR-

(APA style in Endnote referenced order)

Follow your department’s style for your References section.

To copy & paste your work on this page, please highlight this text and replace it.

REFERENCES - REQUIRED

• If included as part of a chapter:
  • Treat as first-order subdivision.
  • Begin the section on the next page.

• If included as a section:
  • Treat as a major division/chapter-style heading.
  • Title typed in ALL CAPS.

• Use a style accepted by your department and use it consistently.

• Avoid inconsistent spacing in and between entries.

• Don’t let a reference entry split between two pages – if one of your entries appears on two pages: push down the entire entry so it appears all together on the second page.
APPENDIX A. SURVEYS

OPTIONAL SECTION

If you only have one appendix the title should read APPENDIX, do not include any other information in the title.

Use secondary headings for Appendix titles. You will need to manually type the heading in ALL CAPS, or you can highlight the text and use the Shift+F3 function and it will automatically change the text to ALL CAPS. These headings will be indented in your table of contents, but you will add APPENDICES to the table so they will be indented under a major heading. If you are only using one Appendix, list it as a level 1 heading and do not include APPENDICES in the table of contents.

APPENDIX - OPTIONAL

• If you are only including one appendix, simply name it APPENDIX.

• 1” top margin.

• Heading in ALL CAPS.

• Left margin must always be 1” (but you can adjust right and bottom margins if necessary).
If you have large tables or figures to include, ask that you use landscape pages and place the Appendix Title above the figure/table.

If you are including multiple appendix sections (appendices), name them APPENDIX A. TITLE, APPENDIX B. TITLE, APPENDIX C. TITLE, etc.

Do not include the “APPENDICES” line in the Table of Contents.

You can, but are not required to, include appendix table and figure captions within your List of Figures and Tables.
VITA

OPTIONAL SECTION

We strongly recommend you not include any private data like your home address, email address, or phone number.

If you are unsure about what to include in your vita, consult with your department and/or major professor. The vita can be written as a narrative or in curriculum vita (CV) form. Please keep vita format identical to the format used in theses (margins, spacing, and text font).

VITA - OPTIONAL

- Major division page:
  - 1” top margin.
  - ALL CAPS title.

- Style of Vita determined by department.

- There are 2 style options for the Vita:
  - Narrative
  - C.V.

- Heading will always be VITA, regardless of your vita style.
VITA

Jane Doe

EDUCATION

- Doctor of Philosophy, May 2016
  Purdue University
  Department of Forestry and Natural Resources
- Master of Science, May 2011
  Purdue University
  Department of Forestry and Natural Resources
- Bachelor of Science, May 2009
  Purdue University
  Department of Forestry and Natural Resources

TEACHING EXPERIENCE

- FNR 10300 – Introduction To Environmental Conservation
- FNR 34100 – Wildlife Habitat Management

VITA - OPTIONAL

- Do not include photographs or creative formatting.

- Font, font size, and line spacing should match the main body of your document.

- DO NOT INCLUDE PRIVATE DATA (such as home address, cell number, social security number, etc.)

- Keep in mind—Your university email will be not be available after graduation
PUBLICATIONS

OPTIONAL SECTION

This is where you can place a list of publication or alternately, you can include a PDF of a published article. This article may either be in color or black and white.

Steps to insert a PDF into a document without having to screenshot:
1. Select Insert ribbon.
2. Select Object in the Text section.
4. Locate your file and click Open (after saving each page of your PDF as a separate file).
5. Your file will open, close the file — it will automatically show up in your document and fit within the required margins.
6. Repeat this method for each page of your PDF.

If you have questions or need any guidance inserting a PDF into your document, contact our office.

All pages of publications need page numbers sequential to the number in the rest of your thesis. You may need to block out original page numbers to prevent confusion. You may use the landscape text box and rotate it to fit in the upper right hand corner of the page. You will need to ensure the page number is horizontal when using the text box.

If you have only one publication, list the title as PUBLICATION.
Thesis/Dissertation Formatting Using LaTeX & Overleaf
You can find puthesis (the \LaTeX \texttt{documentclass}) and help on Purdue’s engineering webpage.

\LaTeX is free and is available for a wide range of operating systems.
  - Web-based Overleaf licensures with loaded puthesis is now available.

Most \LaTeX theses/dissertations are approved the first or second time.

\LaTeX or Overleaf is MANDATORY for Engineering & Technology.
puthesis has not been updated to Purdue’s new formatting requirements.

- (Updates are in progress but not yet available.)

- The LaTeX template uses the previous standards:
  - 2” top margin on pages with chapter/major division headings.
  - 1.5” left margin.
  - Mini-headers on each page of your Table of Contents & List of Tables/Figures.
  - Cover pages before References, Appendix, & Vita.
  - Lowercase Roman numerals for Front Matter pages.
    - Chapter 1 starts with Arabic number 1.
THE PURDUE UNIVERSITY GRADUATE SCHOOL
STATEMENT OF COMMITTEE APPROVAL

Dr. Obi-Wan Kenobi, Co-Chair
Department of Electrical and Computer Engineering
Dr. Albus Dumbledore, Co-Chair
Department of Mechanical Engineering
Dr. Minerva McGonagall
Department of Computer Graphics Technology
Dr. Inigo Montoya
Department of Mechanical Engineering

Approved by:
Dr. Zaphod Beeblebrox
Head of the Graduate Program

puthesis LaTeX TEMPLATE

• Ensure you are using an up-to-date version of puthesis

• Page ii must be the Committee Approval page

• Must be: COMMITTEE
  • Outdated versions have THESIS or DISSERTATION

• Must be: Head of the Graduate Program
  • Outdated versions have Head of the Departmental Graduate Program
LaTeX is not error proof:

- Some blank pages may have to be removed (after Abstract or between appendices and between chapters).
- Watch for consistency with dates, degrees, names, etc.
- The mini-headers on each page of your Table of Contents & List of Tables/Figures may not automatically appear on all pages as required.
- Be sure the default paper size is Letter Setting 8 ½” x 11”.

If you have an issue and cannot resolve it using the extensive FAQ section on the putthesis main page, send an email to thesishelp@purdue.edu with PUTHESIS in the subject line.
OVERLEAF TEMPLATE

- Overleaf is an online collaborative scientific writing and publishing tool. It is designed to make the process of writing, editing, and producing scientific papers much quicker for both authors and publishers.
  - Real-time online collaboration
  - Rich Text editing
  - Online LaTeX editing
  - Real-time preview while editing and writing
  - Type on the left, view on the right
  - Ability to publish immediately to the journal of your choice
Abstract

We propose here a novel GaN HEMT model for CAD including a trapping effects description consistent with both small-signal and large-signal operating modes. It takes into account the dynamics of the traps and then allows to accurately model the modulation of the electrical characteristics that are encountered in telecommunication and radar signals. This model is elaborated through low-frequency S-parameter measurements and more classical high-frequency characterization. A 2Dx7v GaN HEMT model was designed and particularly validated in large-signal pulsed RF operation. It is also shown that thermal and trapping effects have opposite effects on the output conductance, thus offering the way for separate characterizations of the two effects.

Introduction

Gallium Nitride (GaN) High Electron Mobility Transistors (HEMTs) on SiC are now recognized as good candidates for the development of a number of RF applications and notably Power Amplifiers (PA) for telecommunication and radar, due to their high breakdown voltage, their high cut-off frequency, as well as their high temperature capabilities. However, they are still subject to parasitic effects such as thermal effects and the drain-to-source effects, and also of the trapping effects. A convenient way to identify the impact of trapping effects is to monitor the average drain current of the transistor versus an increasing RF input power. Those trapping effects have been extensively studied using a number of techniques such as high-frequency S-parameter measurements, load-pull measurements as well as frequency dispersion measurements. At the same time, models have been proposed that take those effects into account (526496, Leon2012, 551684), and while the effects of...
\documentclass[article]{article}
\usepackage[english]{babel}
\usepackage[utf8]{inputenc}
\usepackage[american]{babel}
\usepackage[american]{babel}
\usepackage{amsmath}
\usepackage{graphicx}
\usepackage{colorinlistoftodos}{todonotes}

\title{Your Paper}
\author{Raniere Silva}
\date{today}

\begin{document}
\maketitle
\begin{abstract}
Your abstract.
\end{abstract}

\section{Introduction}
Your introduction goes here! Some examples of commonly used commands and features are listed below, to help you get started. If you have a question, please use the help menu ("?") on the top bar to search for help or ask a question.

\section{LaTeX Examples}
\subsection{How to Leave Comments}
Comments can be added to the margins of the document using the \texttt{\textbullet{}} command, as shown in the example on the right. You can also add inline comments:

\texttt{\textbullet{}}\texttt{[This is an inline comment.]}\texttt{\textbullet{}}

\subsection{How to Include Figures}
First you have to upload the image file (JPEG, PNG or PDF) from your computer to writeLaTeX using the upload link on the project menu. Then use the \texttt{\textbullet{}}\texttt{includegraphics} command to include it in your document. Use the figure environment and the \texttt{caption} command to add a number and a caption to your figure. See the code for Figure 1 in this section for an example.

\begin{figure}
\centering
\end{figure}
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• The earlier in the term you can schedule your defense and deposit the better.
• NEW: If you would like a pre-check of your formatting prior to your defense, you can send me your document. This will hopefully help reduce formatting errors at deposit time.
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Required Forms
REQUIRED FORMS

MASTER’S THESIS
• Electronic Thesis Acceptance Form (ETAF)
  • aka Form 9

DOCTORAL DISSERTATION
• Electronic Thesis Acceptance Form (ETAF)
  • aka Form 9
  • Certificate of Completion for Survey of Earned Doctorates (SED)

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• IUPUI students are NOT required to take the Graduate School Exit Questionnaire – it is for West Lafayette students only.
• If you are receiving your degree from WL, you will be required to take the survey as part of the deposit process.
REQUIRED FORMS

Survey of Earned Doctorates (SED)

- All Ph.D. candidates are required to complete the Survey of Earned Doctorates in their final semester.
  - Indianapolis Ph.D.s: Choose IUPUI as your campus location.
  - West Lafayette Ph.D.s: Choose Purdue University – Main Campus as your campus location.

- Save a copy of your Certificate of Completion for your records.

- Complete the SED prior to initiating your ETAF. Your deposit cannot be accepted without the completion of this survey.
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• The Electronic Thesis Acceptance Form (ETAF) will become available when your Form 8: Request for Examining Committee has been fully approved.

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What content is on the ETAF?

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   a. According to Regional Government Services, “An accessible document is a document created to be as easily readable by a sighted reader as a low vision or non-sighted reader” (Bucci-Muchmore, 2016).

5. **iThenticate certification date (by committee chair)**

**References:**

DEPOSIT: STEP 1

TO INITIATE THE THESIS ACCEPTANCE FORM

1. Access the myPurdue page at [https://mypurdue.purdue.edu](https://mypurdue.purdue.edu)
2. Log-in using your Purdue Career Account credentials aka BoilerKey
3. Select the Academics tab
4. Find the **Graduate Student** section and click the **Graduate School Plan of Study**.

5. Click on **Form 9: Electronic Thesis Acceptance Form (ETAF)**.
6. Click *Initiate Thesis/Dissertation Acceptance Form*
7. If you have submitted Form 8 more than once (for multiple graduate degrees), you will select the degree that pertains to the thesis or dissertation you are currently depositing.

Select an Exam form from the following list to create a Thesis form

Select Preview Form

- View Form 8: Request for Appointment of Examining Committee

Exam Type

- FINAL

Status

- APPROVED

Submitted 09/04/2018
1. Review your Thesis/Dissertation Committee. If the list is correct, click *Save and Continue.*

If you need to make a change to the list, click *Save without Submitting,* log out of the Graduate School Database, and contact your department’s Plan of Study Coordinator. Ask him/her to email `pugrad@iupui.edu` with your updated committee list. After you receive a confirmation email that your list has been updated, log in to the Graduate School Database again and complete the form.
2. Carefully read all material on the Thesis/Dissertation Agreement page, make your selection, and then click Save and Continue.
3. Carefully read all material on the Embargo and Confidentiality page, discuss your options with your major professor, make your selection(s).
4. Carefully read all material on the Embargo and Confidentiality page, discuss your options with your major professor, make your selection(s) and click *Save and Continue*. 
5. Carefully read all material on the Research Integrity and Copyright Disclaimer page. To proceed with this form and deposit your thesis or dissertation, you must click “Yes, I certify”. After you have made your selection, click *Save and Continue.*
6. Carefully read all material on the ADA Accessible Document page. To proceed with this form and deposit your thesis or dissertation, you must click “Yes, I certify”. After you have made your selection, click *Save and Continue*.
7. Confirm that you have completed all sections (completed sections are marked with a check), and then click *Preview Thesis/Dissertation Form*. 

- Click on the name of a section to access that page.
- A check mark will appear next to the section title when the section is completed.
- All sections must be completed before you may submit the form.

- **Completed Sections**
  - **Personal Information and Thesis/Dissertation Title**
    - Verify your personal information and thesis/dissertation title.
  - **Thesis/Dissertation Committee Members**
    - Verify your thesis/dissertation committee member names.
  - **Sign Purdue's Thesis/Dissertation Agreement**
    - Indicate whether or not you wish to participate in Purdue University Libraries' e-Pubs Collection.
  - **Indicate whether or not you wish to request an embargo or confidentiality for your thesis/dissertation**
    - Indicate whether or not you wish to request confidentiality for your thesis/dissertation
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  - **ADA Accessible Document Statement**
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If your form has been successfully submitted, you will see your decision has been successfully submitted in red at the top of the screen.

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Once your ETAF has been approved through the ‘Thesis Form Head’, you will receive an email containing a notification that you may proceed with the deposit process. At this point, you will be able to log-in to your Plan of Study portal and find the link to submit your thesis to the Graduate School.

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You will be given specific instructions regarding how to proceed with your HammerRR submission when your document formatting is acceptable and you are approved to upload.

• Submission to HammerRR without these specific instructions will cause delays in your document review and deposit, and may result in missed deadlines and delayed graduation.
1. Login using your Purdue BoilerKey 2 Factor Authentication
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3. Fill out each required field – marked by green dot.

“Authors” is your name only, you will enter your committee elsewhere.

Be sure to change “Item Type” to “Thesis”.

“Description” is where you enter your Abstract.
**HammerRR Upload**

Fill out each required field – marked by green dot.

- **Funding**: grant information, etc.
- **References**: related prior publications, NOT a list of the references for your thesis
- **Choose Degree Type** carefully!
  - Example: If you are earning a MSECE, be sure to choose “Master of Science in Electrical and Computer Engineering”
  - If your specific degree isn’t available, ex. MS in Forensics, choose “Master of Science”
4. Choose embargo option here.
Do NOT select confidential file unless you have an Indefinite Embargo. –this is rare
If applying an embargo, place embargo ON FILE(S) ONLY.

If you choose “On the whole item” the Graduate School will never receive the submission!
5. After filling in all required fields, check the **Publish** box and click **Publish item**.
Confidentiality vs Embargo
Confidentiality vs Embargo

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  - Pending publications
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Confidentiality vs Embargo

ADDITIONAL INFORMATION

• Embargo and Confidentiality can be stacked.
  • These options run simultaneously
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  • Contact the TDO as soon as you realize you are in need of an extension.
• After a confidentiality period has expired (and we haven’t received notification of an extension) your thesis will be delivered to HammerRR and will be published the day following the expiration of confidentiality period.
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Ph.D. Dissertation Fee $125.00

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• Please follow the payment instructions on the bill.

• Ph.D.s who chose IUPUI as their degree-award campus on the Form 42—this will be paid on your behalf by your school (Science) or department (ECE)! No further action is needed on your part for this.
  • If you did not submit a Form 42 in 2016 or 2017 this does not apply to you – you must pay the deposit fee on your own.
Questions?