

UNIVERSITY of **HOUSTON**

COLLEGE of NATURAL SCIENCES & MATHEMATICS

Procedures for Submission of Theses and Dissertations

and

Formatting your Thesis or Dissertation for Submission

Before you start writing!!

- **Download the two documents from the NSM web site**
 - “Procedures for Submission of Theses and Dissertations”
 - “Instructions for Formatting your Thesis or Dissertation for Submission to the College of Natural Sciences and Mathematics”
- **Read Them!!**

Administrative steps

*At least one
semester prior to
graduating
semester*

**Committee
composition
approved by NSM**

**Register in
correct course
(XX99)**

**Apply for
graduation**

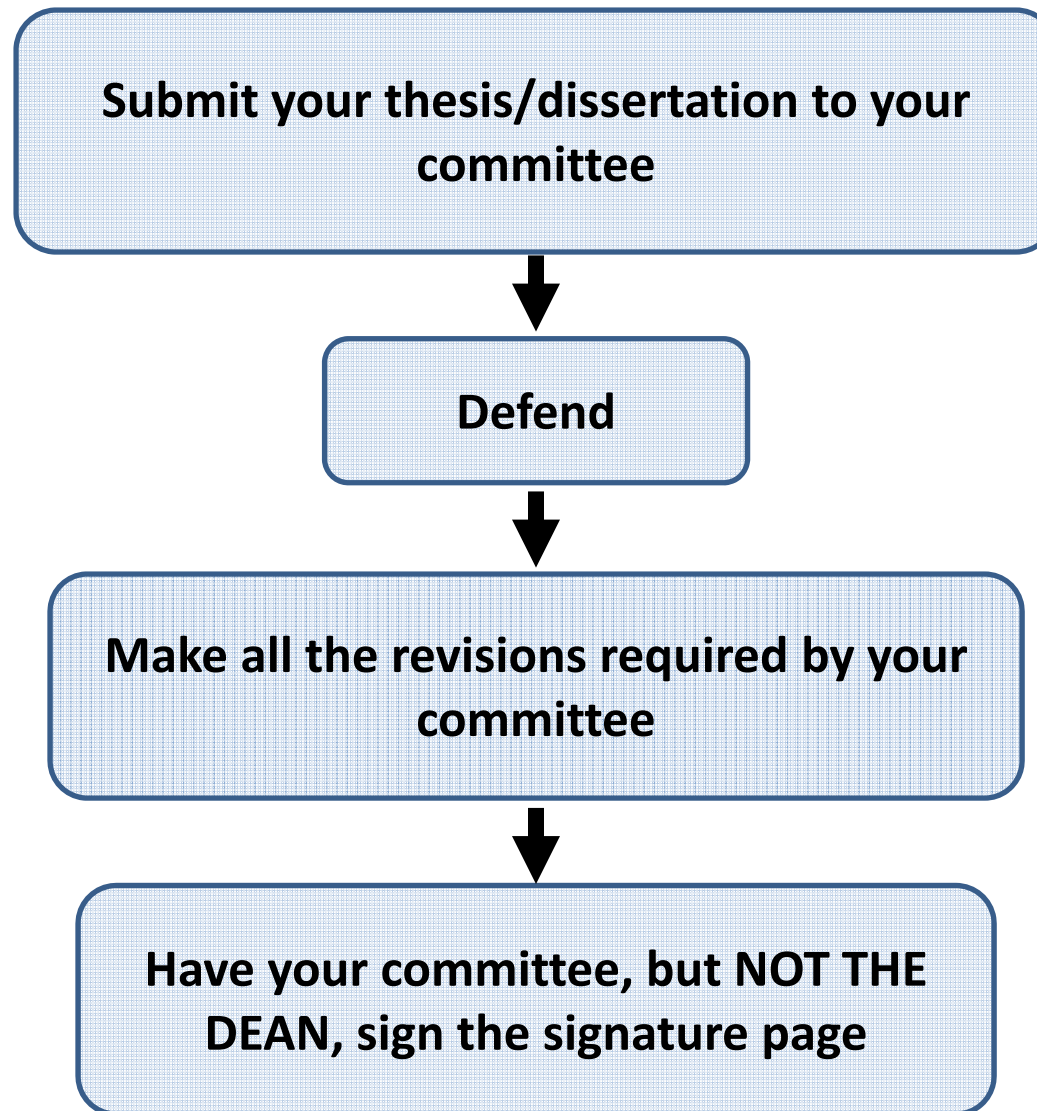
*Graduating
semester*

**Resolve
copyright issues**

Copyright issues

- **You need to ensure you have permission to reproduce already-published material**
 - This may require a letter or contract from the publisher obtained ahead of time
 - Note that several publishers automatically allow the reuse of previously published material in a student's thesis/dissertation
- **See on the NSM web site:**
 - “Submitting Electronic Theses and Dissertations with Prepublished Content to Vireo”
 - “Publisher Policies on Pre-Published Content”

The submission and approval process: prior to NSM



** On 100% cotton paper for bound copies*

Deadlines for submission to NSM

What to submit?

- ✓ Hard copy of committee-approved thesis/dissertation with corrections required by advisor and committee
- ✓ Signature page with all signatures (not the Dean)

Deadlines:

Spring 2019: Friday April 26 (noon)

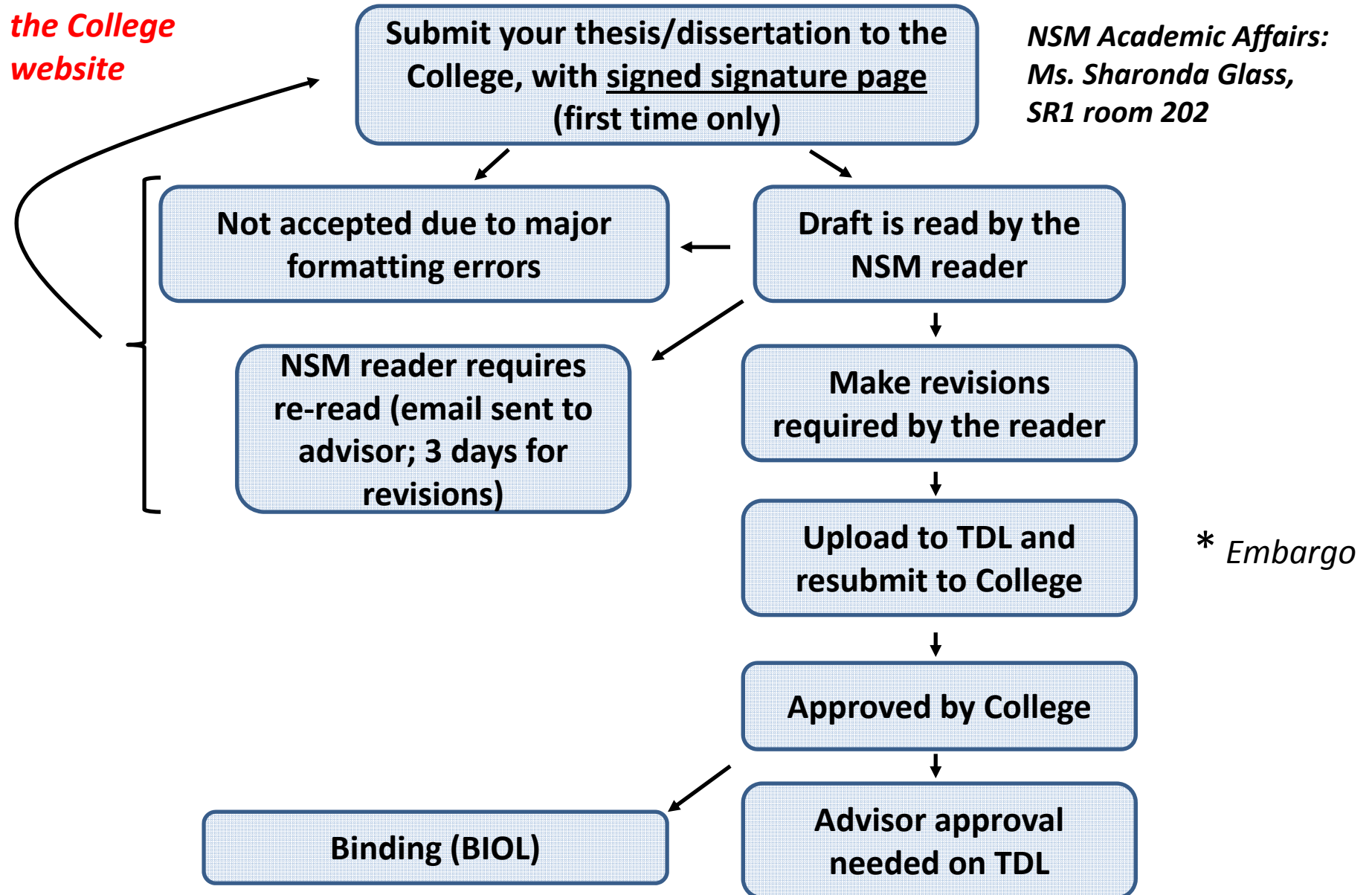
Best dissertation award applicant: Friday April 19 (noon)

Summer 2019: Friday July 26 (noon)

Best dissertation award applicant: same day, Friday July 26 (noon)

The submission and approval process: NSM steps

*Deadline on
the College
website*



Once all corrections are done

- **Convert your manuscript to a single PDF file.**
- **Include an unsigned signature page.**
- **Upload your manuscript to the Texas Digital Library (TDL) on Vireo.**

<https://uh-etd.tdl.org>

- **This step requires a current Cougarnet account and password.**
- **Set up an embargo on TDL**

Embargo

- Embargoed work is not made public on the Texas Digital Library; the only choice is for 2 years, but extensions can be requested later.
- Embargos are important to take into consideration if you are planning to publish your work in a scientific journal or to apply for a patent.
- Some scientific journals might decline publication of your work if it has already been made public on TDL.
- **IMPORTANT NOTE:** even if you choose the embargo, the title, author, year and **abstract** are released publically immediately. Make sure to take this in consideration when you write your abstract. A “full record hold” can be requested but it requires approval from the graduate school.
- NSM policy is to automatically apply a 2-year embargo, unless a request for immediate public access is made by your committee chair.
- The university now requires submission to ProQuest; you will need to accept the license agreement and choose the same embargo as for the TDL

After uploading your document

- **Set an appointment with Ms. Glass**
- **Bring the reader-annotated copy to the appointment**
- **The two versions will be compared so that all corrections are made satisfactorily.**
- **If more corrections are to be made, upload the corrected version. Make sure you replace the old electronically submitted PDF with the new one.**

For students who need a bound copy

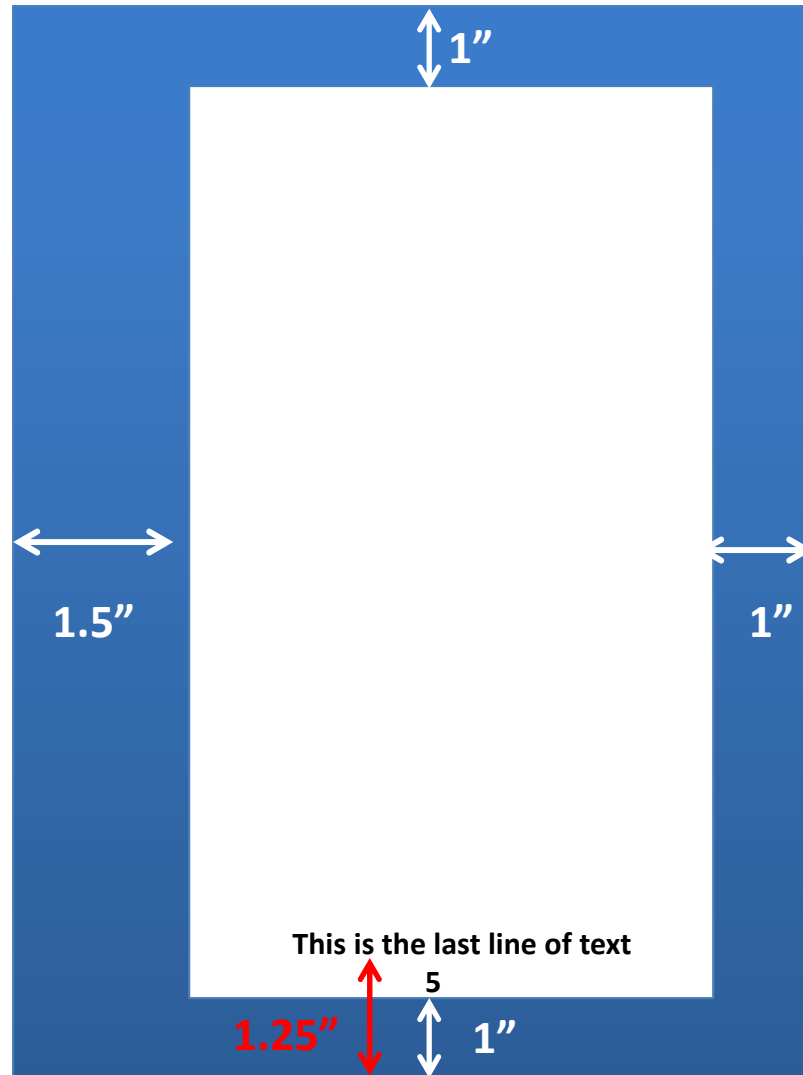
- **When notified, pick up your signed signature page(s) from NSM Academic Affairs.**
- **At the University Copy Center (Welcome Center, Suite 102), you will have the option of having your manuscript printed and bound, or just bound.**
- **The Copy Center will accept your manuscript as a hard copy, or on a flash drive, CD, or through email. Remember to use 100% cotton paper.**
- **Bring back the pink copy of the work order to NSM Academic Affairs so we can approve that you have met the departmental requirements for a bound copy.**

What the Readers are looking for:

- **Following all the NSM rules**
- **Consistency of style and format**
- **Proper use of standard English**
- **Proper labeling of all diagrams**
- **Legibility of all diagrams and tables**

Margins

Print a page and
check with a ruler



Formatting

Spacing:

Text is double spaced

Figure captions and Table of Content may be single or double

Fonts:

≥10 pt

Arial

Courier New

Palatino Linotype

≥11pt

Times New Roman

Computer Modern family

Page order:

See manual for specific instructions and examples

The Abstract

350 word limit

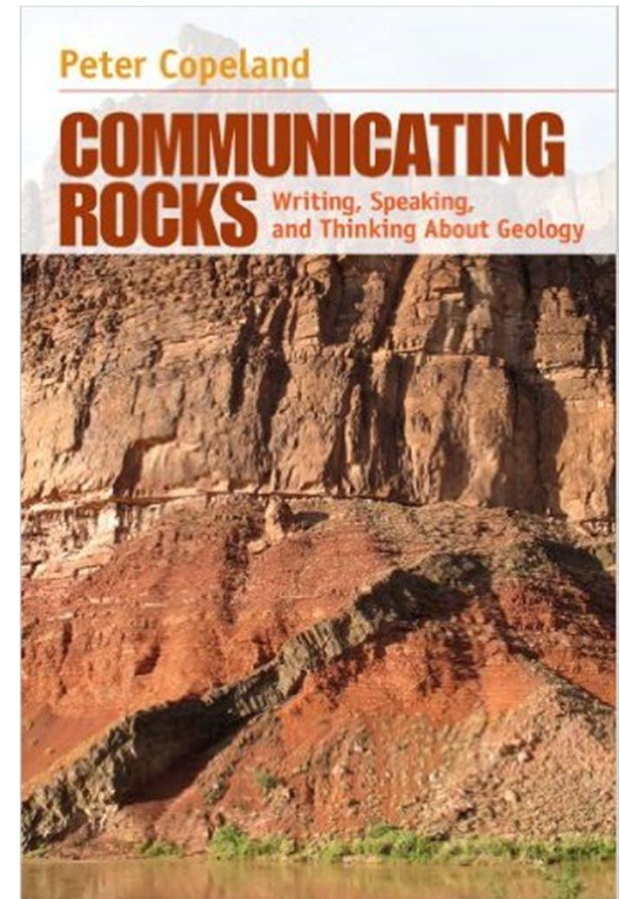
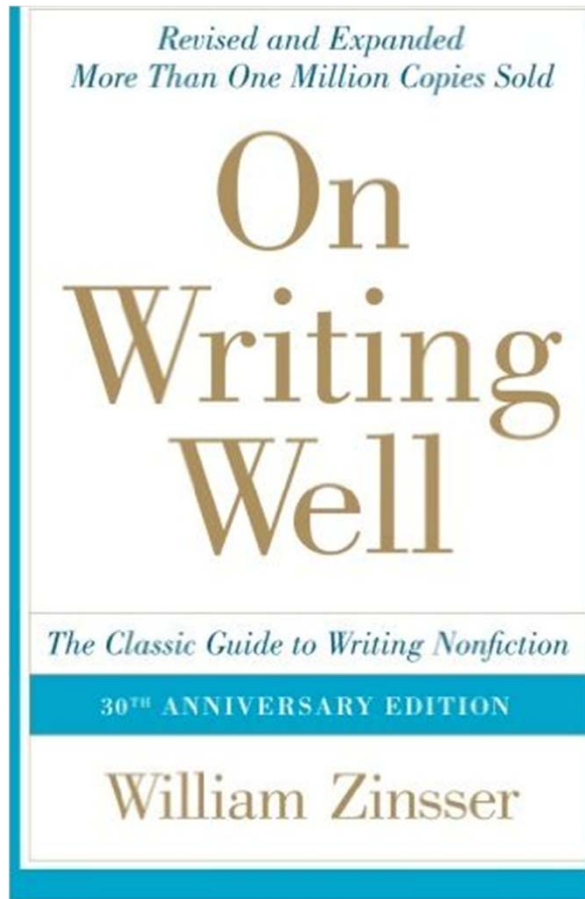
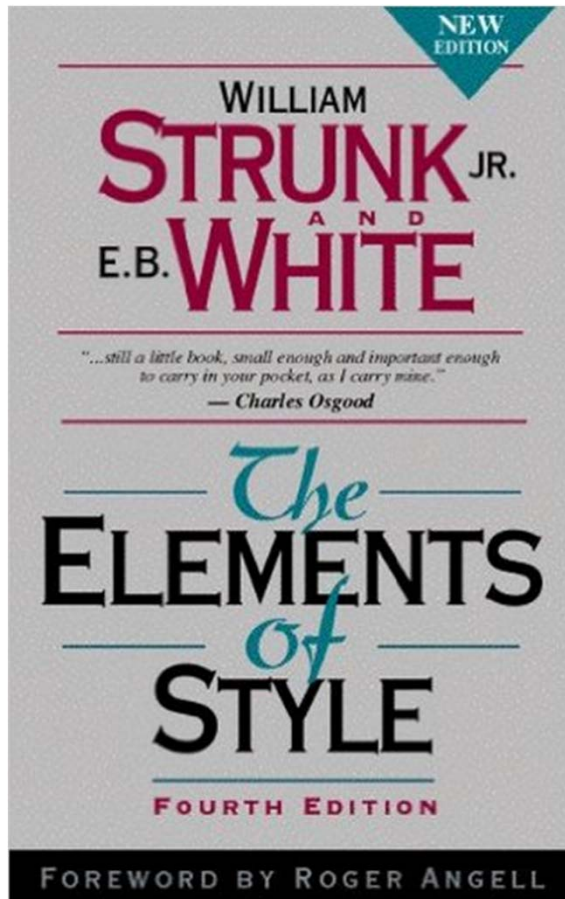
**A short version of the longer document
telling the reader the most important
points: *the interpretation, the data.***

***Ask yourself:* Will an expert in my field
learn what she wants to know from
my abstract?**

Standard English

- **Spelling**
- **Punctuation**
- **Readability**
- **Noun-Verb agreement**
- **Proper use of tense**
- **Proper use of compound adjectives**
- **Run-on sentences**

Some good resources



and many more.....

Spelling

**Spel ur werds rite. Yous a
dixionary if yew nied too.**

Spelling

- **Make sure all flagged words are looked at**
- **Make sure new words entered into the dictionary are spelled correctly**
- **Use on-line dictionaries if possible**

Commas

- I Prefer the Oxford comma:
planes, trains, and automobiles.
However, If not, be consistent!
- For other comma rules see
<https://owl.english.purdue.edu/owl/owlprint/607/>
- Clauses: Too many clauses make reading difficult. Either remove or put the dependent clause last.

Compound adjectives require hyphens.

Blue-green algae

Rare-earth element

Rare-earth-element diagram

Finite-element model

Ion-exchange chromatography

However, some journals do not use hyphens for technical adjectives. If you omit hyphens please submit a list of adjectives you wish not to hyphen. I will correct all nontechnical hyphens.

Adjectives with adverbs do not require hyphens

richly embroidered tapestry

fully employed citizens

equally productive means

Capitalization

- Proper nouns are capitalized; most others are not
- Chemical elements are not (*lead*, not *Lead*)
- Compass directions are not but their abbreviations are (*north*, *N*)
- *North* Carolina but *northern* Texas
- Planets are (*Earth*)

Subject - verb agreement

- He is
- They were
- Data are
- If the subject is singular the verb is singular

Tense

Use past tense to describe all experimental results.

Be consistent in the use of tense.

Voice

The main dissertation can be either passive or first person.

However, if you use first person, be consistent.

Avoid passive voice when using verbs such as *conclude* and *interpret*.

Readability

Making the text flow and easy to read is a skill.

Ex. ~~Experiments were done to show this.~~

That does not add to the writing. These are extra words.

Put spaces between numbers and units

- 37 °C
- 250 m
- 50 m/s or 50 m·s⁻¹ (either way but be consistent).

English as a second language

Who to ask for help with writing:

- 1) your advisor**
- 2) your committee members**
- 3) native speaking students who write well**
- 4) the UH writing center**

<http://www.uh.edu/writingcenter/student-services/uh-writing-center-graduate-writing-consultations.html>

Have several people read your manuscript for typos, grammar and punctuation.

**What if your manuscript comes
back like this?**

1.1 Background and Motivation

1 The Gulf of Mexico is ^a 2 vital and an indispensable oil and gas province of the United States ~~oil and gas supply~~ 3. Exploration and production operations in deeper-water northern Gulf of Mexico has produced new opportunities for petroleum production, but it is also confronted with new challenges as different reservoir problems are encountered. 5 A unique characteristics 6 common through much of the deepwater Gulf of Mexico is the presence of over-pressured reservoirs. "Sedimentation rate often exceeds the ability of sediments to drain in rapidly formed basins. As a result, pore fluid is over-pressured because 7 supports overlying material and sediments are under-consolidated" (Flemings et al, 2001). The characteristic of 8 over-pressured and unconsolidated sediments leads to highly compacted reservoirs, which provide ^a 9 significant natural reservoir and drive energy in addition to fluid expansion and aquifer influx. Rock physics provides a link between the elastic properties and reservoir properties such as porosity, water saturation and clay content. Rock physics analysis ^{is} 9 are used for well conditioning, reservoir evaluation, rock physics modelling, time-lapse analysis, and providing 10 ed - solutions. Typical reservoirs within the Magnolia field are composed of fine-grain sand to silt size feldspathic quartzose sandstone with presence of clays and clay minerals. 11 Most often, reservoir sand are rarely deposited alone ^{but} 13 rather they occur alongside finer clay minerals which are often of varying mineralogy, morphology, and 14

1 or many?

how can something be unique and common?

this doesn't make sense.

of what?

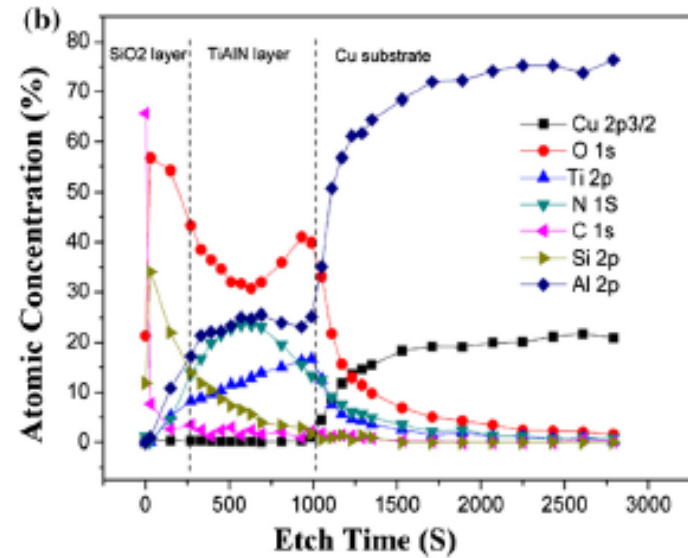
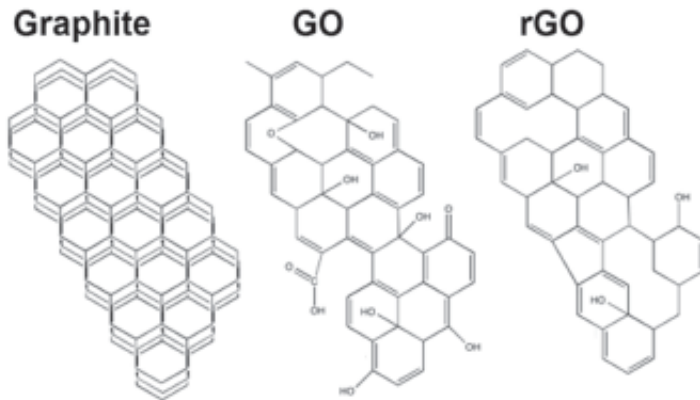
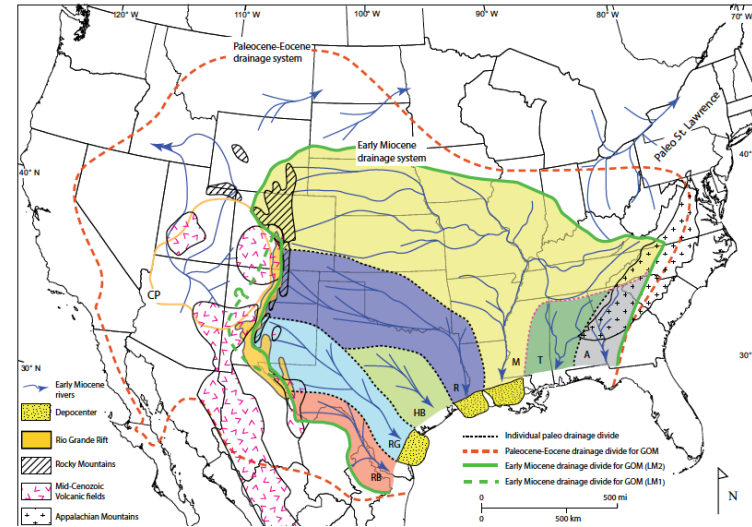
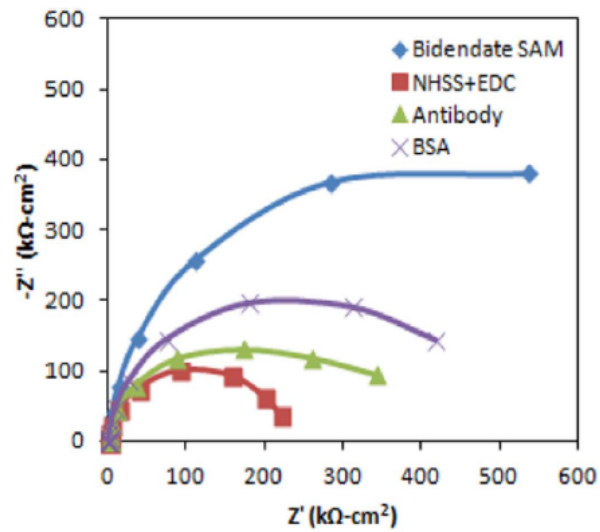
[over-pressured and unconsolidated sediments leads to highly compacted reservoirs, which provide significant natural reservoir and drive energy in addition to fluid expansion and aquifer influx. Rock physics provides a link between the elastic properties and reservoir properties such as porosity, water saturation and clay content. Rock physics analysis are used for well conditioning, reservoir evaluation, rock physics modelling, time-lapse analysis, and providing solutions.]

pick one / sand is sands are

Correct the entire manuscript. The college readers are not proofreaders!

Usually the college readers will correct a few pages to give a student an idea of what is incorrect

Figures



Figures

- **Figure numbering:**
 - 1 to the last number (straight numbering)
 - by chapter: use chapter.number
 - Figure 1.3 (Figure 3 in chapter 1)
 - Figure 4.2 (Figure 2 in chapter 4)
- **In the text, refer to figures as Figure 1 or Figure 1.1.**
- **Use the present tense when referring to figures or tables in the text.**

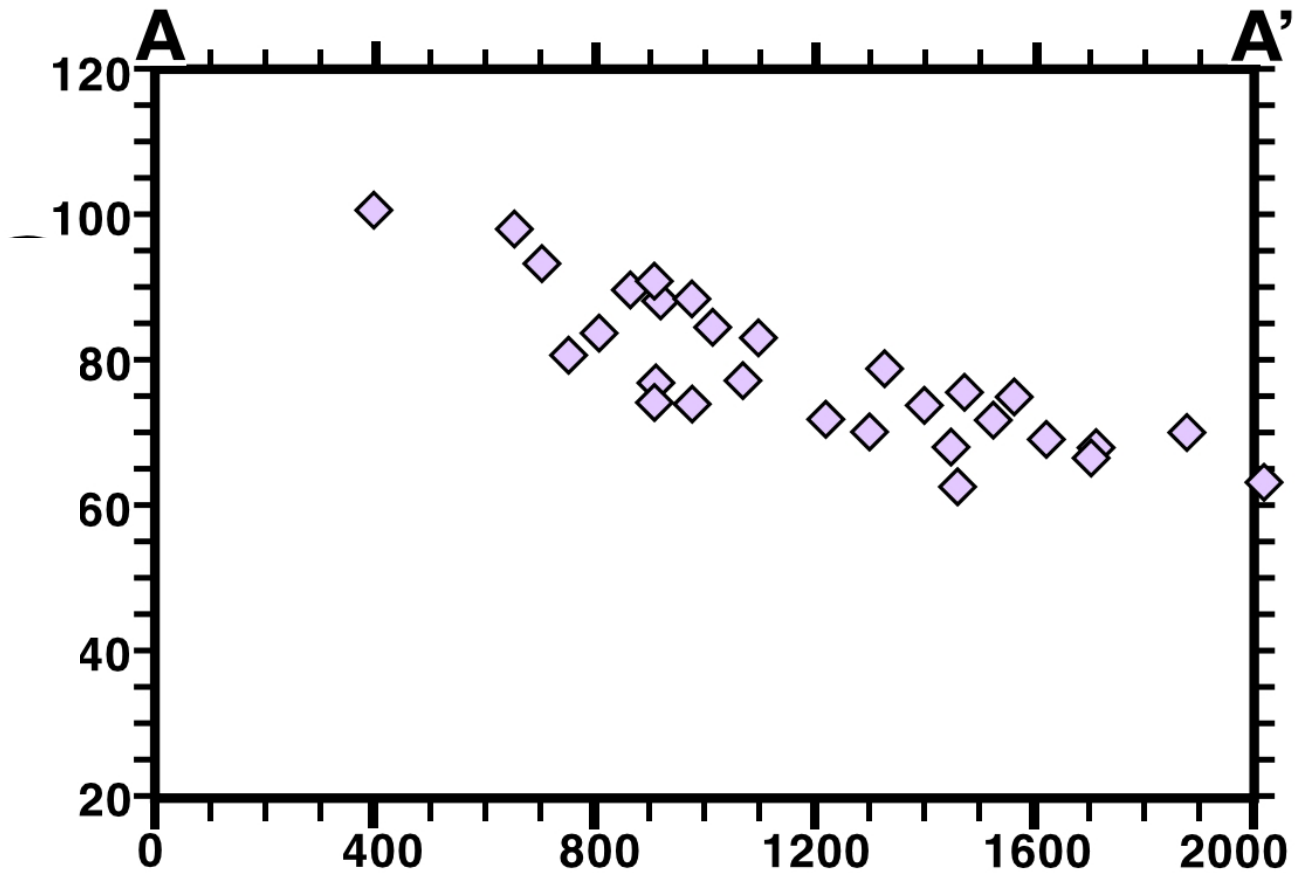
Figure legends

- **Figure legends should be a complete synopsis of the figure. *You should not rely on the text for interpretation.* This includes defining the data points, color scales, and data on the figure itself.**
- **All axes must be labelled and must have units.**
- **Labels must be large enough to be read. Labels < 1 mm will not be accepted.**

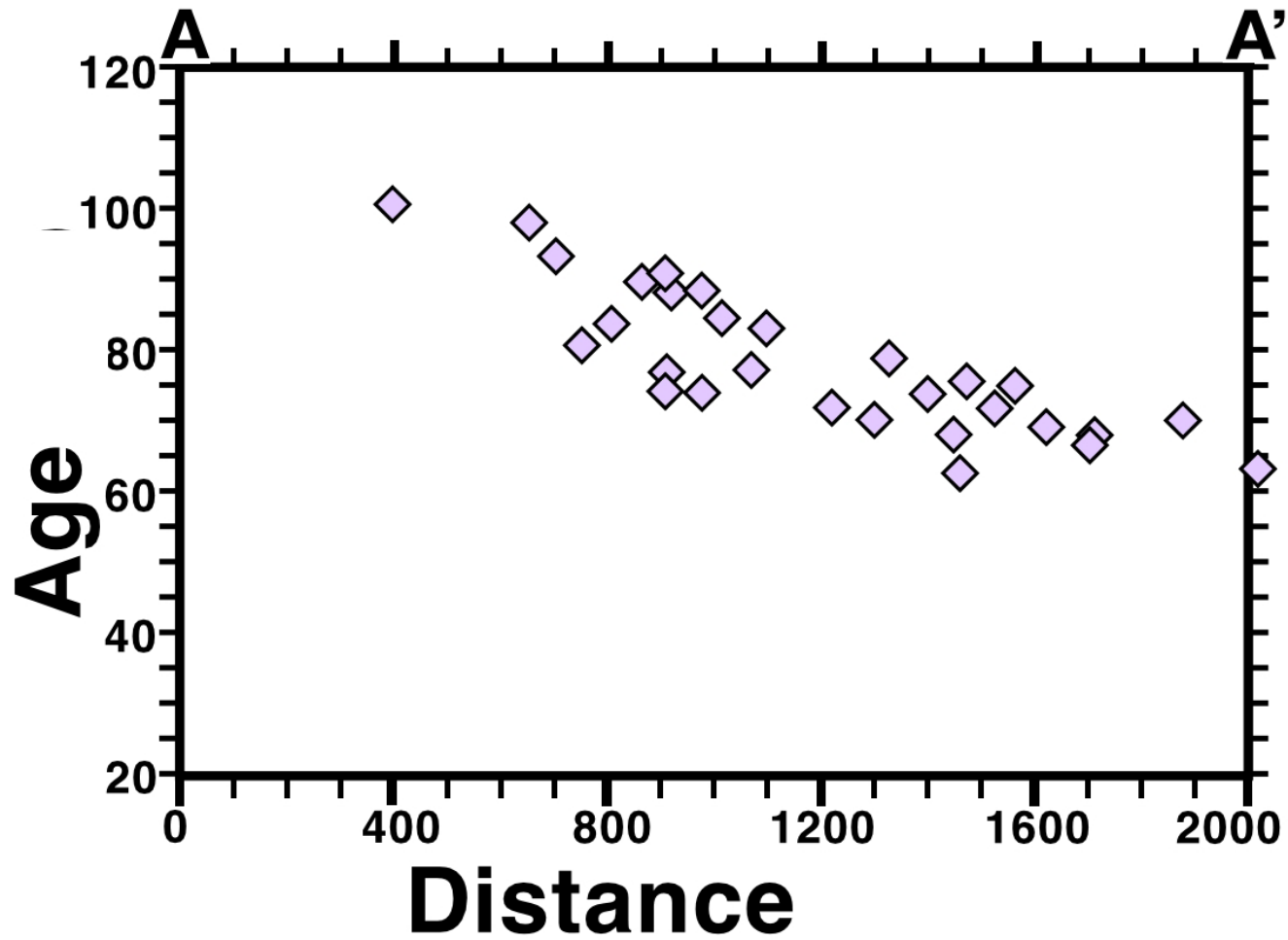
Figure layout

- **Figure and legend must have the same orientation.**
- **Figure and legend can take up part of the page or the full page.**
- **Large figures can be on one page (right side) while the legend is on the left side. The page numbering must be correct.**
- **Oversized, fold out maps and figures are permitted.**

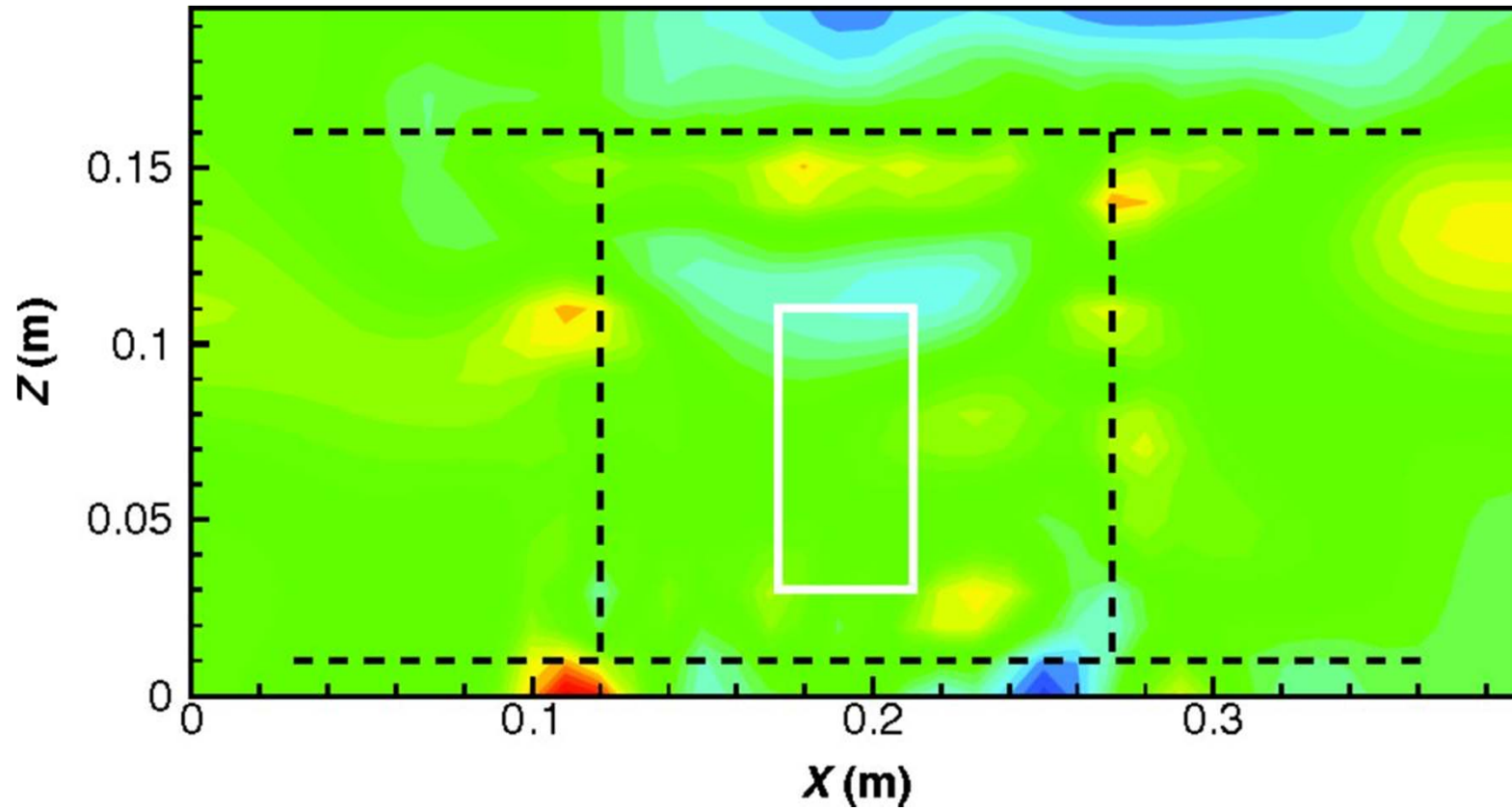
Label your diagrams !



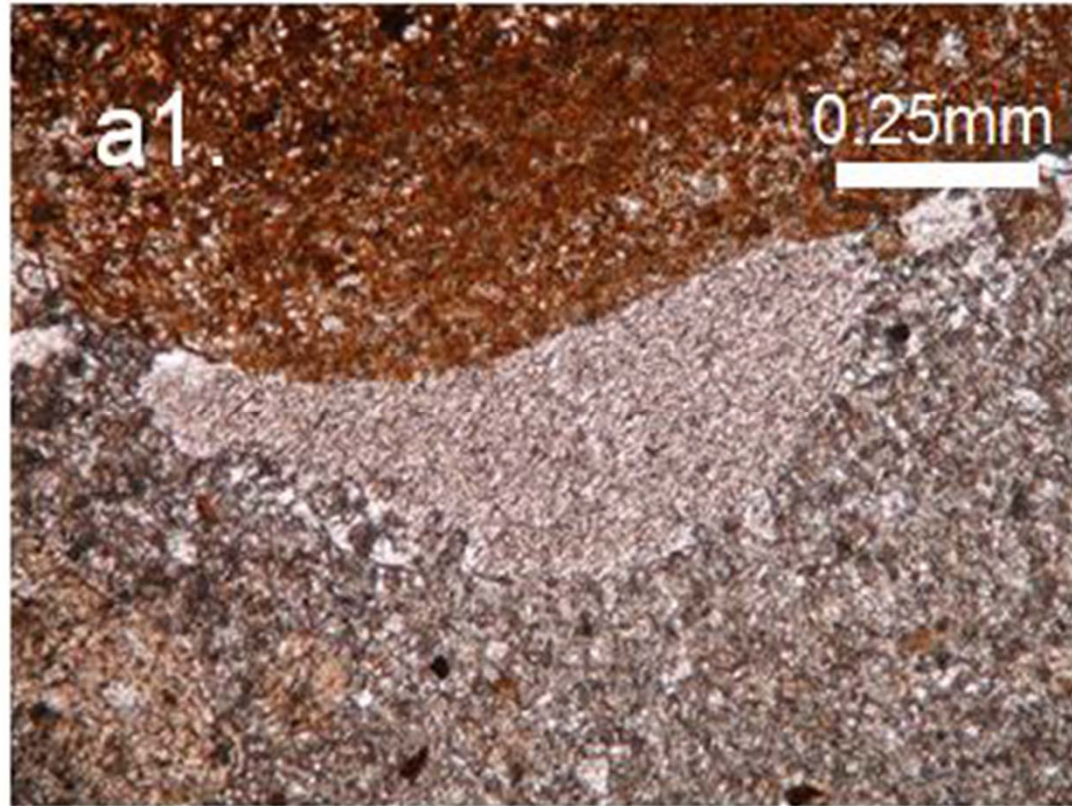
Label your diagrams !



Label your diagrams !

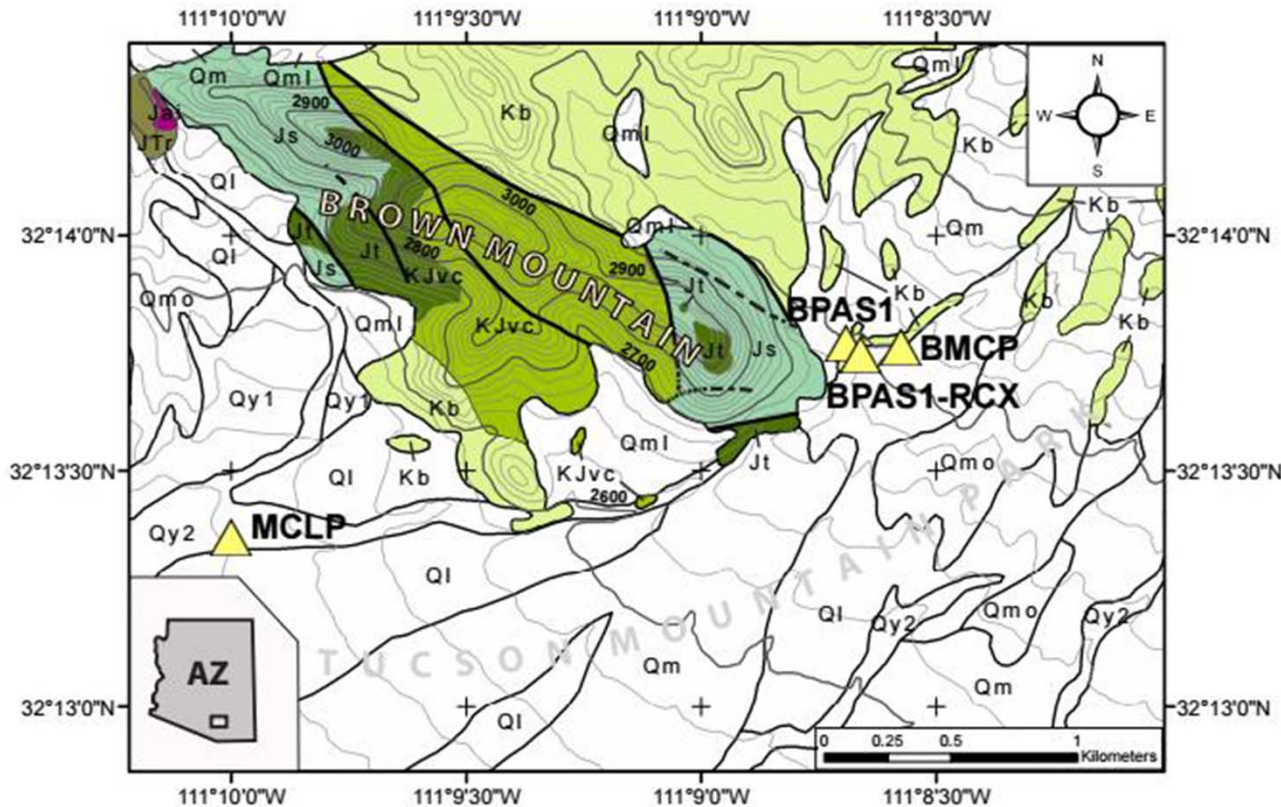


Scale bars on images






Telling us what objective lens was used on the microscope isn't good enough!




Maps









Contour Interval = 20 ft

-  Section location
-  Fault
-  Inferred fault

Rock units

-  Kb Amole Arkose
-  KJvc Volcanic conglomerate
-  Jai Andesite porphyry
-  Jt Rhyolite ash-flow tuff
-  Js Sandstone (Jurassic?)
-  JTr Recreation Red Beds

Surficial deposits

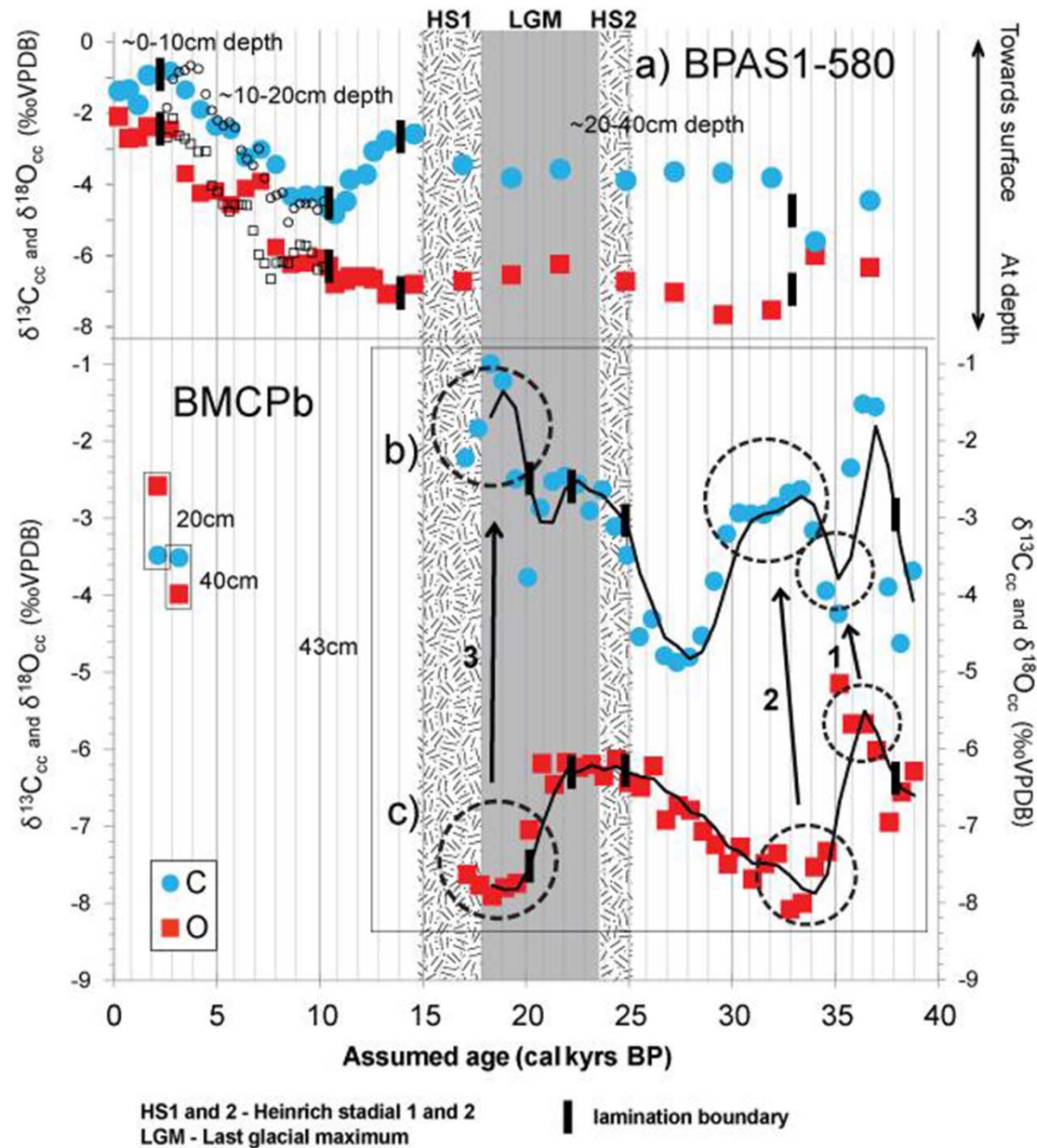
-  Qy2 Late Holocene alluvium (<2 ka)
-  Qy1 Holocene alluvium (0 to 10 ka)
-  Ql Late Pleistocene alluvium (10 to 130 ka)
-  Qm Middle Pleistocene alluvium (130 ka to 500 ka)
-  Qml undifferentiated middle and late Pleistocene alluvium (10 ka to 500 ka)
-  Qmo Middle to early Pleistocene alluvium (500 ka to 2 Ma)

✓ Lat. –
Long.

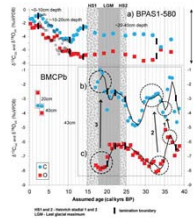
✓ North
arrow

✓ Graphical
scale

Complex, but readable



Legibility



The standard for deciding legibility is the printed page, *NOT* a zoomed-in view on a computer screen

Tables

Table 2.1. *Escherichia coli* strains and plasmids used in this study

Strain or plasmid	Relevant characteristics	Reference or source
Strains		
AR120 carrying p39-ASE	<i>rho</i> is expressed from the pL phage λ promoter under the control of the temperature-sensitive CI857 repressor; nalidixic acid-inducible	(71)
AW739	<i>hisG4 thr-1</i> (Am) <i>tonA31 tsx-78 ompF Δ(lac)</i>	(72)
JM109	<i>endA1 recA1 gyrA96 thi-1 hsdR17</i> (r_K^- , m_K^+) <i>relA1 supE44 Δ(lac-proAB)</i> [F' <i>traD36 proAB lacI^qZAM15</i>]	Promega (Madison, WI)
MG1655	Wild-type K-12 strain	
MG1655 BCM ^f -108	MG1655 Rho-G337S; BCM-resistance transferred from the original W3350 strain	(63)
BW25113	F ⁻ , <i>Δ(araD-araB)567, ΔlacZ4787(::rrnB-3), λ, rph-1, Δ(rhaD-rhaB)568, hsdR514</i>	CGSC ^a
BW25113 BCM ^f -108	BW25113 Rho-G337S; BCM resistance	This study
JW0184-1	BW25113 <i>Arpf-785::kan</i> (Km ^r)	CGSC
JW0184-1 BCM ^f -108	JW0184-1 Rho-G337S; BCM resistance	This study
JW5437-1	BW25113 <i>ArpoS746::kan</i> (Km ^r)	CGSC
JW5437-1 BCM ^f -108	JW5437-1 Rho-G337S; BCM resistance	This study
JW2662-1	BW25113 <i>ΔluxS768::kan</i> (Km ^r)	CGSC
JW4130-1	BW25113 <i>Δhfg-722::kan</i> (Km ^r)	CGSC

^a CGSC, *E. coli* Genetic Stock Center (Yale University) (73).

- Table # at top of table.
- Usually no period after title.
- Any additional information, like abbreviations, can go at the bottom.
- Can be single spaced
- Layout and boxes optional.
- Avoid tables on two pages, if possible
- Legibility issues apply
- If on separate pages use Table # cont.

References

- Choose a format from a journal that is used in your field (get the authors instructions on line and read them!!).
- If using a reference manager (RefMan, Endnote, Mendelay, etc.) make sure that each reference is copied in exactly the same way.
- Many times the title may be all caps or title case depending on the journal you are importing from.
- Make sure that you have the journal name, volume, year published, and pages for each reference.
- **Not doing this will lead to a re-read**

Any questions?