

# Thesis or Dissertation Approval Process

Physics and Astronomy

July 2005

All theses and dissertations in the College of Physical and Mathematical Sciences are now required to be submitted as Electronic Theses and Dissertations (ETD). There are a couple of really good things about this: (1) Your work will be accessible to everyone in the world over the Internet through electronic access to the BYU Library. (2) You do not have to supply the library with as many paper copies as in the past. (3) You do not have to worry about your margins being slightly off because of the printer you used.

But, there are also a couple of complications too. (1) You have to produce your thesis as a PDF with bookmarks. This requires that you either figure out how to make this happen in your Word or LaTeX document when you convert to PDF, or make a PDF without bookmarks, then find a computer that has Adobe Acrobat (Standard or Professional) on it so that you can add the bookmarks. Note that you have to bookmark *everything*: title page, abstract, the tables at the front, each chapter, each section, each subsection, appendices, bibliography, etc. The computers numbered 1-3 in N212 are supposed to have professional Adobe on them. Other guidelines are available at Graduate Studies under the ETD link. (2) You have to go through the electronic submission process, including putting together an electronic cover page. As a quick guide to the process, here is check list:

0. Look up the email address that BYU thinks you have (at byu.edu) and send email to that address to make sure that you will be able to receive the electronic communications that will come your way during the ETD approval process.

1. Obtain the approval of your committee. This will probably involve printed copies and lots of revisions. This process will be mostly directed by your advisor. I will know that your committee has approved your thesis when you bring me the two signature pages with their signatures on it and *a signed copy of Form 8d*, found at Graduate Studies⇒ Faculty and Staff⇒Department Forms. *Important: your advisor needs to sign Form 8d both on the front and on the back.* I will keep these three pages on file until you have completed steps 2-5 below.

Note: The requirements (including margins and 1-sided vs. 2-sided pages) given in the thesis and dissertation guideline document available at the website of the Office of Graduate Studies apply to ETDs: Graduate Studies⇒ Faculty and Staff⇒Department Forms.

Another note: On the signature page the following names should appear.

Your advisor

Accepted for the Department: Ross L. Spencer, Graduate Coordinator, Department of Physics and Astronomy

Accepted for the College: Thomas W. Sederberg, Associate Dean, College of Physical and Mathematical Sciences

**2. Stop printing now— only electronic copies of your thesis are involved from step 2 here through step 5 below.** Convert your thesis or dissertation to a PDF and bookmark it. The Adobe software needed to do this is on computers 1, 2, and 3 in N212. (See the ETD website for bookmark and other guidelines. Note that you have to bookmark just about everything imaginable.)

3. Submit it electronically by going to the ETD website and following the instructions there, including the process of filling out the electronic cover sheet. There are a lot of instructions there and you need to read them all—it's complicated. **Note that it doesn't do any good for you to email me a copy of your thesis. Only the ETD submission process can be used.**

*The title should not be all capital letters, i.e., not the same as on the PDF title page. The paragraphs in your cover sheet abstract should be separated by double spaces and first lines are not indented. You will not be able to use any special characters, typeset mathematics, or even subscripts and superscripts in the abstract, so the ETD abstract may need to be somewhat different from the thesis abstract. The keyword list is a horizontal list separated by commas.*

*Note: do not scan in a copy of the signature pages with signatures on them. We do not want our signatures to be available on the Internet.*

4. When you have submitted it electronically Graduate Studies will notify me and I will review it. If there are problems I will disapprove it and you will receive by email a list of the problems that need to be fixed. *This email will go to the email address that BYU thinks you have, so make sure it is correct.* After the problems have been fixed you will need to go through the ETD submission process again, as you did in step 3. I will then approve it, which forwards it to the college. I will take your Form 8d and the two signature pages down to the college office so that the college signatures can be added. One of the deans will then go over it and approve it (possibly after some more disapproval messages and some corrections, followed by submission again by you.)

5. When the electronic version has been approved by the college you will receive an email notification, which is then your signal to go to the college office and pick up Form 8d and your signature pages. You then print as many paper copies of the PDF as need to be bound by the library. The department only requires 2 (one for your advisor and one for the department library) but you may have as many extra copies bound as you desire for your own use.

6. When all of these copies have been made and you have Form 8d and the signature pages in hand, take the copies, Form 8d, and a check for the bound copies to the library (see Form 8d for the location in the library).

7. Breathe a sigh of relief—you are finished.