Faculty Guide to Electronic
Theses and Dissertations (ETDs)

1. Overview of ETDs and the Formatting Advisor

   Theses and Dissertations represent the culmination of a student's research or creative endeavors while at MSU. A well-prepared document speaks highly of a student's abilities as a scholar and The Graduate School is available to ensure ETD formatting is of the highest quality. The Formatting Advisor ensures ETDs conform to the formatting guidelines and officially accepts ETDs on behalf of The Graduate School. ***Students should contact the Formatting Advisor with any questions and review the guidelines before submitting a draft.*** Please visit our website to view the Formatting Advisor's office hours.

2. Formatting Guidelines

   - The Standard Option is appropriate for most students and involves following The Graduate School approved guidelines for formatting (e.g. margins, headers, spacing etc.).
   - The Manuscript Option is available to those who have or will publish chapter(s) from their ETD.
   - Students may use the style manual accepted by their discipline for formatting references, citations, etc. Students should review the applicable formatting guidelines and checklist before submitting a draft. Students are encouraged to review the Sample Pages and utilize the Templates available online. Should students choose to use the LaTeX Template, they are responsible for ensuring the resulting document conforms to the formatting guidelines.

3. Submission Process

   All ETDs must be ***approved*** on/before the deadline date of the semester in which the student plans to graduate. ***It is highly recommended that students submit a draft for initial review in advance of the deadline.*** Master's degree candidates submit their ETD to the Formatting Advisor via email; Doctoral degree candidates should first submit their ETD to the Formatting Advisor via email and then submit their final PDF through ProQuest/UMI. PhD and EDD students will also complete a short survey online.

   Along with their final PDF, students must also submit a Certificate of Approval (COA) which is to be ***signed by all committee members*** as an indication that the ETD is final and ***all required changes are complete***.

4. Approval and Publication Processes

   Students are responsible for making changes required by the Formatting Advisor resubmitting their document for final approval in time to meet the deadline. ***Changes required by the committee must also be made in time to meet the deadline.*** Although it is possible to defend on the deadline day, it is not recommended as substantive or formatting changes may be required. Students are advised to submit a draft to the Formatting Advisor 2-4 weeks prior to the defense/ETD deadline date.

   The Formatting Advisor will review each ETD in the order received and send an email when the document is approved. This email serves as official notification that an ETD has been accepted by The Graduate School. Doctoral students will also receive confirmation through ProQuest/UMI. The Graduate School handles the remainder of the publication process for students. ***Once a document has been approved changes cannot be made so students should be sure to check for typos and numerical errors.***