



Your Thesis/Dissertation: Copyright, Research Data, Writing, Formatting, Resources

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Counseling & Psychological Services

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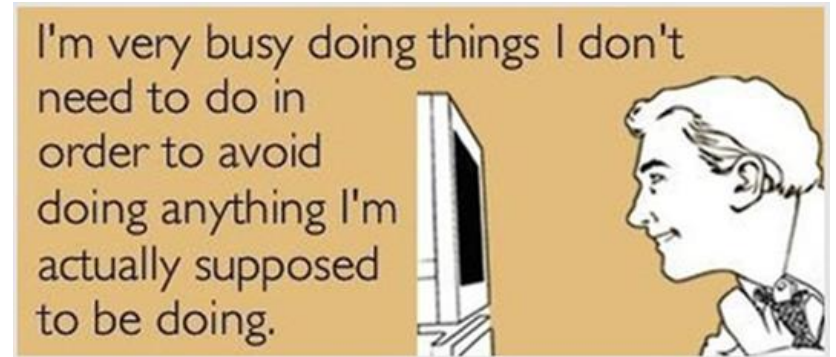
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CPS
PROVIDES
CULTURALLY
SENSITIVE
SERVICES TO
MSU'S
DIVERSE
STUDENT
POPULATION

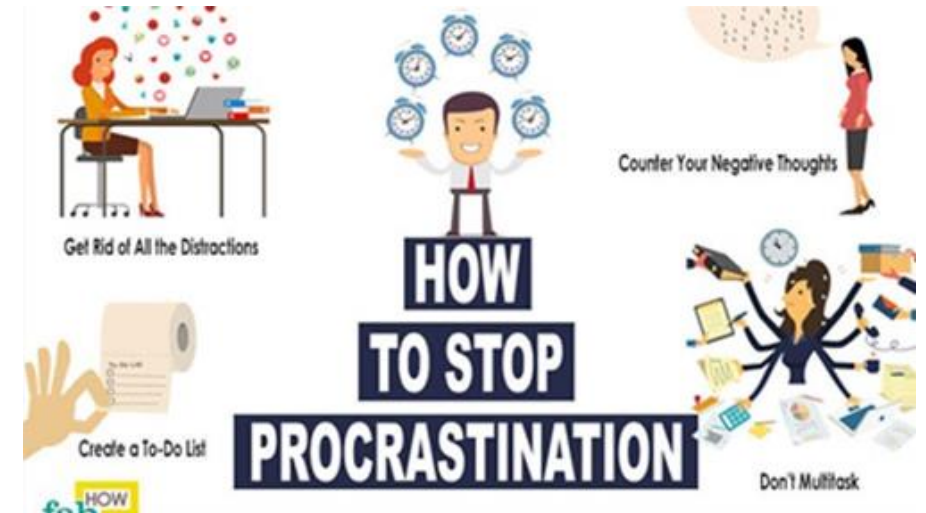
Procrastination

- The action of delaying or postponing something.
- How to recognize when procrastination is occurring:
 - Avoidance – not doing the task of importance.
 - Anxiety or dread upon thinking about the important task.
 - Engagement in peripheral tasks of lesser priority or distracting oneself. (Netflix? Insta?)
 - Waiting for the "right mood/time" in order to start.
 - Starting the important task and then stopping before completion.
 - Thin excuses or rationalizations for not approaching the task of importance.



Working Through Procrastination

- Your first step is to avoid procrastination
- Approach behaviors:
 - Committing to oneself and the task (i.e., making meaning out of the task).
 - Rewards to oneself for completing a task or a portion of the task.
 - Accountability and removal of excuses.
 - Early initiation of task.
 - Writing a to-do list that is measurable and achievable during the day.
 - Time-bound goals (e.g., "I am going to work on the task for 1 hour at 3PM").
 - Apps that support your goals.
 - Focuswriter
 - Procraster

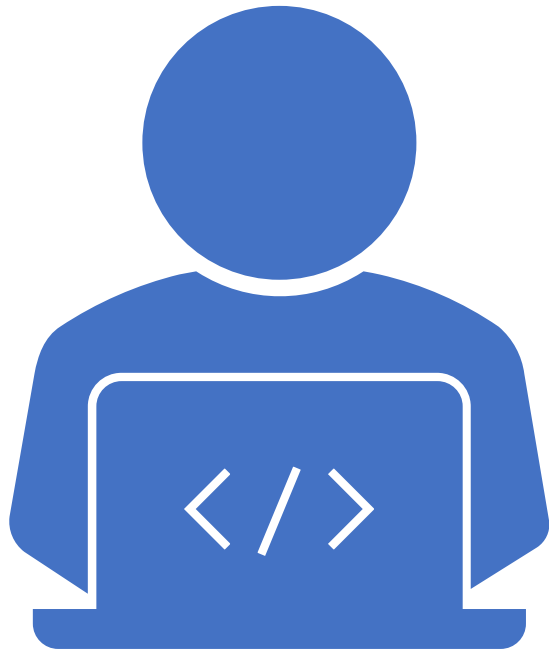


Counseling & Psychological Services



(406) 994-4531

- Services Available (via Telemental Health):
 - Free and confidential individual counseling
 - Couples counseling
 - Group counseling
 - Gaining practical skills group
 - Mindfulness skills group
 - Interpersonal process group
 - Stress management
 - Test anxiety
 - Consultation
 - Many more!



MSU Writing Center

Erin Strickland

Assistant Director of Writing Across MSU

erin.strickland@montana.edu

- One-on-one appointments with graduate tutors
- In-person and online writing groups
- Focus Fridays

MSU Library

Leila Stermán

Scholarly Communications Librarian

leila.sterman@montana.edu

Copyright, Publishing, Research
Data, Supplementary Materials



ScholarWorks

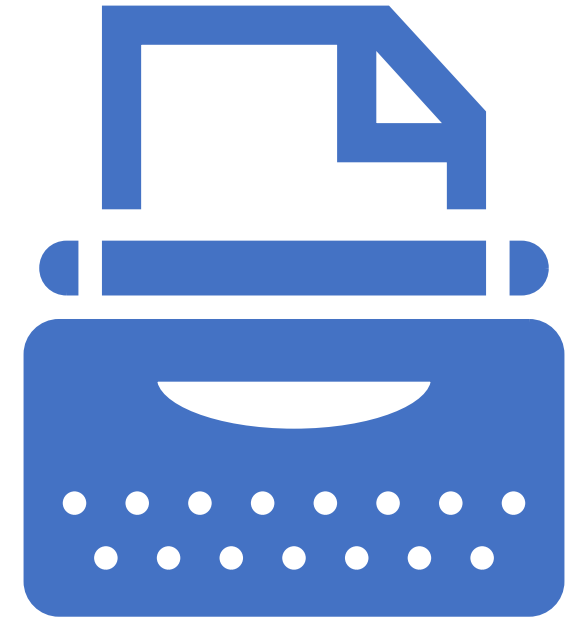
scholarworks.montana.edu



ScholarWorks

Copyright

- Copyright is automatically assigned to you
- You do not need to register copyright
- If you are working on the manuscript option, or try to publish, it gets more complicated. We can help!



Creative Commons

- “Some rights reserved”
- <http://creativecommons.org/>

Citations

- <https://guides.lib.montana.edu/citationmanagement>

More Resources

- <https://guides.lib.montana.edu/libraryresearch>



More topics from the Library

- Manuscripts
- Embargos
- Timeline
- Typos
- Rush
- Book publishing

ETD Formatting

montana.edu/etd

ETD Formatting Advisor: Holly Hillis

gradformatting@montana.edu

Fall 2023 ETD APPROVAL deadline:
December 8, 2023, at 5PM



Why does the Grad School require certain formatting?

- On the MSU side, we want to make sure that all scholarly papers are uniform and represent our institution well.
- On your side, your thesis or dissertation is considered your first step into the professional world. You should want your thesis or dissertation to be the best and most professional reflection of your work.



ETD Process

Draft/Revision Process

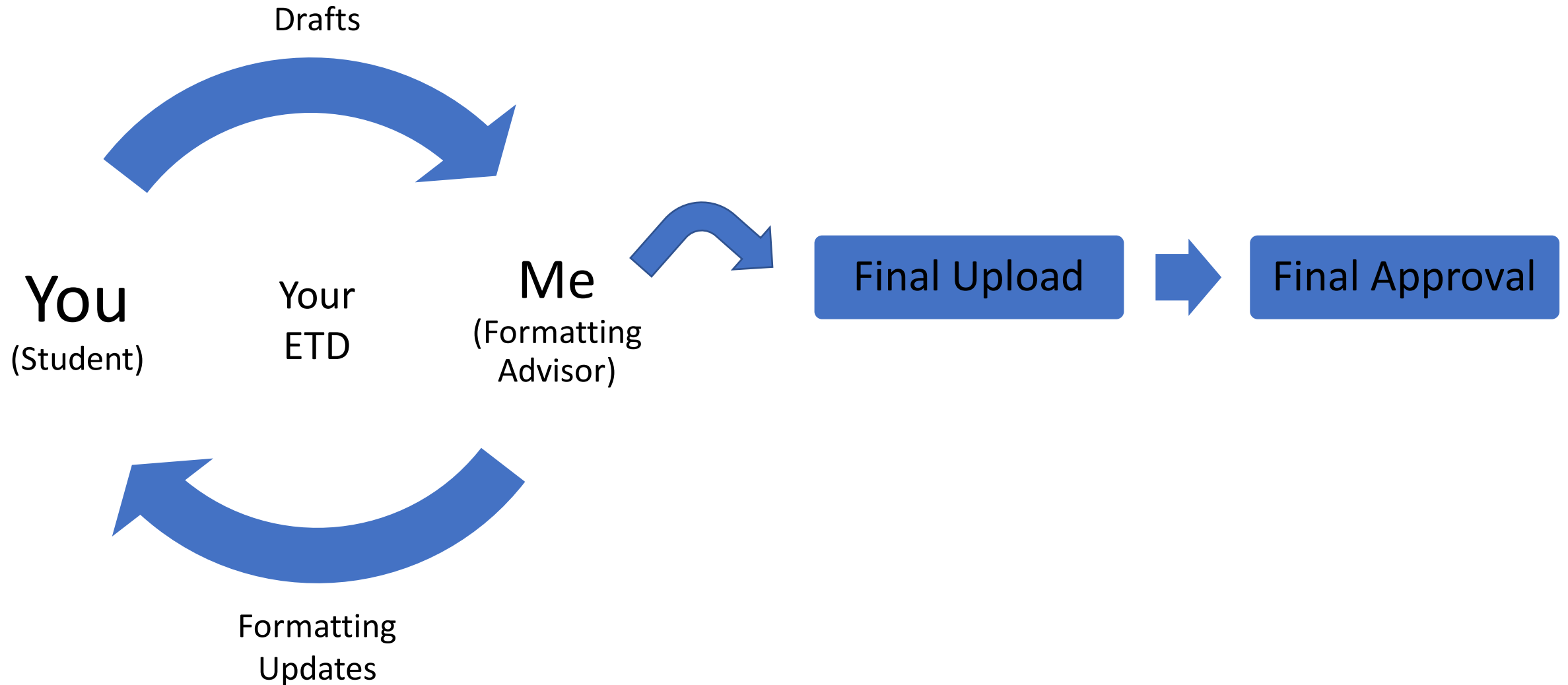
Final Upload

Approval by 12/8 Deadline

Publication to ScholarWorks



ETD Process



All formatting guidelines,
templates, sample pages, help
videos, etc. available at

montana.edu/etd

A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

Accessibility

- It is a legal requirement for an institution to provide "accessible" documents. Accessibility is the "invisible" formatting requirement we ask of students that often gets missed.
- The heading styles are the most important component of accessibility, which is built into the Word templates we provide. Screen readers use these heading styles to help navigate the document.
- Use the provided ETD template to have your paper correctly structured, not just to look nice.
- Watch the “Intro to Accessibility and Templates” video on the ETD website: <https://www.montana.edu/etd/formatting/accessibility.html>



Suggested Course of Action for Formatting



Read through the sample pages to familiarize yourself with formatting guidelines;



Read through the accessibility webpage to familiarize yourself with accessibility requirements;



Download the Microsoft Word template;



Watch the template instructions video;



Format your document; and finally



Compare your document side-by-side with the sample pages to ensure you have fulfilled all requirements



Manuscript Option

- The Grad School offers a Manuscript Format Option for students who have published or will publish at least one chapter from their ETD.
- Think of the Manuscript Option like a sandwich.
 - Standard format Front Matter
 - Standard format Introduction
 - Manuscript format Chapter
 - Standard format Contribution of Authors and Co-Authors Page
 - Standard format Manuscript Information Page
 - Standard format Conclusion
 - Standard format References



Submission

- Use Submission Portal

The screenshot shows the Montana State University website header with the MSU logo and a search bar. Below the header, the breadcrumb trail reads "The Graduate School / Electronic Theses and Dissertations". The main heading is "Electronic Theses and Dissertations (ETD)". On the left sidebar, there is a list of links: "ETD Home", "Who Submits an ETD?", "Formatting Information", "How Do I...?", "Formatting Help & Advisor", "Submission Information", and "Publication Information". The "Submission Portal" button is highlighted with a red circle. Below the sidebar, contact information for The Graduate School is provided, including the address, phone numbers, fax, email, and location. The Dean's name, Dr. Craig Ogilvie, is also listed. The main content area features "ETD Approval Deadlines" for Fall 2023, One-Credit Extension, and Spring 2024. A yellow box contains a warning about the deadline. Below this is an "Overview" section titled "What are theses and dissertations (ETDs)?" which explains the requirements for these documents.

MONTANA STATE UNIVERSITY

Search pages & people

The Graduate School / Electronic Theses and Dissertations

Electronic Theses and Dissertations (ETD)

[ETD Home](#)

[Who Submits an ETD?](#)

[Formatting Information](#)

[How Do I...?](#)

[Formatting Help & Advisor](#)

[Submission Information](#)

[Publication Information](#)

Submission Portal

ETD Approval Deadlines

Graduating Fall 2023: Friday, December 8, 2023 at 5:00PM

One-Credit Extension: Wednesday, January 17, 2024 at 5:00PM

Graduating Spring 2024: Friday, May 3, 2024 at 5:00PM

Your ETD must be **approved** (not just submitted) before 5:00PM on the [deadline date](#) of the semester in which you plan to graduate. To ensure your ETD is approved by the deadline, it is highly recommended that you submit a draft through the [Submission Portal](#) for initial review well in advance of the deadline. **Please do not submit your ETD for the first time on the deadline day.** This may result in your having to take a [one-credit extension](#) and graduating in the following semester.

Overview

What are theses and dissertations (ETDs)?

Theses or dissertations are original written product that can draw on a variety of epistemological frameworks, including a western science approach, indigenous research methods, qualitative and quantitative methods, cultural, social, and historical scholarship, and critical analysis of creative works. The common characteristic is that each dissertation and thesis must contain original scholarship that communicates advances in the field. Students can also include chapters on the broader impacts of their scholarship on society.

Given that much of human endeavor is collaborative, each dissertation and thesis is the result of shared work. It is the responsibility of the student to acknowledge the contribution of others. Joint authorship of chapters is possible after discussion with the student's committee. Students should consult with their departments and committee for how this guidance applies to their discipline.

All ETDs are published on an open access platform, [ScholarWorks](#), by the MSU Library after they are approved by both

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E-mail: gradschool@montana.edu
Location: 104 Montana Hall

Dean
Dr. Craig Ogilvie

Formatting Advisor + Tips!

- The Formatting Advisor does not provide technical or editing support and will not format your ETD for you. It is the student's responsibility to create a professional document that conforms to the Graduate School's formatting guidelines.
- You might get new feedback on different drafts.
- I will NOT be available for one-on-one help on deadline week/deadline day. You have all semester to do your formatting!

Formatting Advisor + Tips!

- My three biggest tips:
 - Use Google! 😊
 - Format your ETD while viewing two pages side-by-side.
 - Do your absolute best to turn in a perfect draft from the beginning. The fewer edits I have to send you, the less you will have to revise. It is not a good use of either of our time to go back and forth on formatting guidelines that are already covered extensively on the website.



Miscellaneous

- Professional papers and MSSE students should follow these formatting guidelines, but they submit through different departments
 - Professional papers can be submitted directly to the Library:
<https://www.montana.edu/etd/who/students.html>
 - MSSE students should be submitted through their own department:
<https://www.montana.edu/etd/who/MSSE.html>
- One-credit extension
 - Allows students additional time past the intended term of graduation to defend and/or turn in their ETD, up to the first day of the following term.
 - There are several required processes a student must do to qualify for a one-credit extension, including paying additional tuition/fees.



Miscellaneous Continued

- Supplemental files
 - Files containing data pertaining to your ETD (but not embedded into your ETD in the way tables or figures are) should be uploaded to the ETD Submission Portal during the final upload.
 - Example would be a giant topographical map for an Earth Sciences student.
- Unique situations in your particular field of study
 - If your particular field of study, or your particular chair/committee, is telling you to format something differently than Grad School guidelines, just communicate with me!
 - We might be able to make an exception to a rule.
 - **Consistency is key.**



Miscellaneous Continued

- Drop-in help available throughout the semester!
 - Monday, November 6 from 1-3PM in Linfield 109 (Rescheduled Room)
 - Tuesday, November 14 from 1-3PM in Linfield 301
 - Monday, November 20 from 10AM-12PM in Jabs 307
 - Thursday, November 30 from 1-3PM in Linfield 301
 - Monday, December 4 from 1-3PM in Norm Asbjornson 153
- Please come to drop-in hours having made a good faith effort to format your ETD correctly.

Professional Development: GradCat 360

- <https://www.montana.edu/gradschool/professionaldevelopment>
- GradCat 360 is a comprehensive professional development program for graduate students at Montana State University. It is a series of programs and events designed by the Graduate School and departments across campus that center around nine focus areas.
- GradCat 360 has pulled together a curated calendar of events for graduate student professional development both on- and off-campus (including ETD drop-in hours!). Links for the events can be found in the event description.



Thank you!



Questions?



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