

# Useful Information

- Citing Sources and Bibliographic Styles

<http://pitt.libguides.com/citationhelp>

<http://guides.lib.monash.edu/citing-referencing/home>

[https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html)

These sites provide useful information about citing sources, plagiarism, and at least four of the five bibliographic styles approved by the Graduate College: APA, MLA, Chicago-Turabian, IEEE and AIP. (You can also visit the governing organizations for each style and/or obtain their style manuals).

[https://en.wikipedia.org/wiki/Comparison\\_of\\_reference\\_management\\_software](https://en.wikipedia.org/wiki/Comparison_of_reference_management_software)

This page provides a thorough comparison of over 30 different reference management software packages. The IIT library also occasionally offers workshops on reference management software.

- Graduation Requirements, Deadlines, Thesis Information, Sample Thesis PDF

<http://web.iit.edu/gaa>

<https://web.iit.edu/gaa/students>

Refer to the IIT Graduate Academic Affairs website for important information:

- Forms for Current Student (<https://web.iit.edu/gaa/students/student-forms>)
- Important Dates/Deadlines (<https://web.iit.edu/gaa/students/dates-and-deadlines>)
- Frequently Asked Questions (<https://web.iit.edu/gaa/students/faqs>)
- Thesis Information: Graduate Thesis Manual, Sample Thesis PDF, basic Thesis Template in Word, and basic Thesis Template in Latex (<https://web.iit.edu/gaa/thesis>)
- Graduate Bulletin (<https://web.iit.edu/academic-affairs/graduate-bulletin>)

The student handbook can be found here: <https://web.iit.edu/student-affairs/handbook> .

# Final Thesis Meeting Instructions and Checklist

Your electronic thesis submission will not be reviewed or approved until you submit the following required items, which depend on your degree.

## **MASTER OF SCIENCE Degree Candidate Checklist (3 items)**

- ✓ One (1) Bursar's **Receipt** indicating payment of \$135 for the thesis fee. (This fee includes the cost of binding three copies of the thesis.) You can make this payment online (<https://web.iit.edu/student-accounting/tuition-fees/current-tuition>) and print the receipt.
- ✓ One (1) Form **G501** with signatures of adviser, all thesis readers (committee members), and department chairman. There is an editable Form G501 online, so you can forward it to each signee. Make sure to have the completed form returned to you.
- ✓ One (1) **Abstract** (no more than 1½ pages, double spaced), in UMI Dissertation Publishing Abstract format. An example of this format is on the last page of this handout.

## **DOCTOR OF PHILOSOPHY Degree Candidate Checklist (4 items)**

- ✓ One (1) Bursar's **Receipt** indicating payment of \$229 for the thesis fee. (This fee includes the cost of binding three copies of the thesis.) You can make this payment online (<https://web.iit.edu/student-accounting/tuition-fees/current-tuition>) and print the receipt.
- ✓ One (1) Form **G501** with signatures of adviser, all thesis readers (committee members), and department chairman. There is an editable Form G501 online, so you can forward it to each signee. Make sure to have the completed form returned to you.
- ✓ One (1) Certificate of Completion, after you complete the online **Survey of Earned Doctorates** form (<https://sed-ncses.org>)
- ✓ One (1) **Abstract** (no more than 1½ pages, double spaced), in UMI Dissertation Publishing Abstract format. An example of this format is on the last page of this handout.

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Email your documents together to Jonathan Harmon at [jharmon4@iit.edu](mailto:jharmon4@iit.edu)

# Upload Instructions

During the final meeting, you will receive detailed information about the online submission process, which includes a walkthrough of the upload process.

Only the Thesis Examiner can provide the final approval for online submission. If you upload your thesis without receiving approval from the Thesis Examiner, your document will be deleted from the queue.

Before you upload the final copy of your thesis, it must be converted to PDF, and you are required to have your adviser's signature on the title page. You may obtain this signature before or after converting it to PDF, either electronically or by having your adviser physically sign the title page. If your adviser physically signs the title page, you must scan it, convert it to PDF, and then use a PDF editor, like Acrobat Pro, to remove the unsigned page and replace it with the signed page. Any way you achieve this, the entire thesis--from the title page to the last page--should look like one seamless document, which means your title page must be the same size, color and orientation as the rest of your thesis. You can achieve this by using a high quality scanner. If you are unable to achieve this on your own, take your thesis to a printing establishment to have it professionally scanned, converted to PDF and saved to a portable storage device.

During the online submission, when given the **Copyright** option, Master Degree Candidates must select **"No."** Checking "Yes" will delay thesis approval, reimbursement of the copyright fee, and possibly your graduation status.

To upload your thesis go to ProQuest at: [www.ETDadmin.com](http://www.ETDadmin.com).

Example of UMI Abstract



ANALYSIS OF CONSTANT FALSE ALARM PROBABILITY RADAR SYSTEM  
TECHNIQUES AND REST OF TITLE (ALL CAPITAL LETTERS)

John Smith, Jr., Ph.D. (M.S. or M.Arch.) (No All Capital Letters)

Illinois Institute of Technology, December 2019 (No All Capital Letters)

Adviser: Dr. John J. Jones (No All Capital Letters)

[Four single lines/Two double spaces —Text on fourth line]

[½" indent] This is a sample of how your UMI abstract should be set up. The abstract should be no more than 1½ pages, double spaced. You may use two pages, if necessary, but **do not use page numbers, staples or paper clips, and use the same margins on the second page.**

