

# ELECTRONIC THESES & DISSERTATIONS (ETDs) CORRECTIONS SHEET

✓ CHECK MARKS INDICATE ITEMS THAT NEED YOUR ATTENTION

FOR PROPER FORMATTING, REFER TO: <http://gradschool.uky.edu/thesis-and-dissertation-preparation>

STUDENT NAME:	DATE:
<p style="text-align: center;"><b>BOOKMARKS</b></p> <ul style="list-style-type: none"> <li>_ Minimize subsection bookmarks under chapter bookmarks (see next page for instructions on how to do this)</li> <li>_ The following should be bookmarked in PDF format: Title page, Abstract, Acknowledgements, Table of Contents, List of Tables, List of Figures, Chapters, Subsections (minimized under chapter bookmarks), Appendix, Bibliography/References, Vita</li> </ul>	<p style="text-align: center;"><b>PAGE NUMBER FORMAT</b></p> <ul style="list-style-type: none"> <li>_ Do not use page numbers prior to Acknowledgements page, which should be numbered as p. iii</li> <li>_ Page numbers in text do not correspond with TOC or List Pages</li> <li>_ Page numbers missing</li> <li>_ Page numbers should be centered ½ inch from bottom of page</li> </ul>
<p style="text-align: center;"><b>PRELIMINARY PAGES</b></p> <ul style="list-style-type: none"> <li>_ Format title page the same as EXAMPLE PAGE* (Co-Directors) using same line spacing, special margins, etc.</li> <li>_ Format Abstract page the same as EXAMPLE PAGE* except type name on signature blank</li> <li>_ Format Approval page the same as EXAMPLE PAGE* (Co-Directors) except type names on signature blanks</li> <li>_ Include <b>only</b> six (6) key words or key phrases on Abstract</li> <li>_ New page order requirement: Title page, Abstract, Approval page, Dedication, Acknowledgements, Table of Contents; Remove other pages prior to TOC not in this list</li> <li>_ Title page should read “Master of Science in Mechanical Engineering in the College of Engineering at the University of Kentucky”</li> </ul>	<p style="text-align: center;"><b>TABLE OF CONTENTS (TOC) AND LIST PAGES</b></p> <ul style="list-style-type: none"> <li>_ Headings/subheadings from text not listed/indented</li> <li>_ Missing items on TOC: Vita</li> <li>_ Do not use chapter numbers for Appendix/ References</li> <li>_ Headings on TOC should be indented once or twice depending on hierarchy</li> <li>_ <b>All</b> references must be at the end of the document</li> <li>_ <b>Right justify all page numbers on right margin</b></li> </ul> <p style="text-align: center;"><b>TABLES/FIGURES</b></p> <ul style="list-style-type: none"> <li>_ Figure heading should be on same page as figure</li> <li>_ Place page numbers in portrait position for landscape pages as in Technical FAQ** and rotate landscape pages 90° clockwise so page number (in portrait position) appears on “left” margin (Adobe: Tools menu/Pages/Rotate)</li> <li>_ For large figures, place the corresponding heading on a separate page that immediately follows the figure</li> </ul>
<p style="text-align: center;"><b>PERMISSIONS AND FORMS</b></p> <ul style="list-style-type: none"> <li>_ Submit Application for Degree via myUK</li> <li>_ Email from DGS to <a href="mailto:cprice@uky.edu">cprice@uky.edu</a> for approval of time extension for final submission</li> <li>_ Submit ETD Approval Form †</li> </ul> <p style="text-align: center;"><b>DISSERTATIONS ONLY:</b></p> <ul style="list-style-type: none"> <li>_ Submit pp 4-5 (p. 6 is optional) of “Dissertation Agreement” as one document ††</li> <li>_ Submit Confirmation page: Survey of Earned Doctorates <a href="https://sed.norc.org/doctorate/showRegister.do">https://sed.norc.org/doctorate/showRegister.do</a></li> <li>_ Submit above documents via “Manage additional files” within your ETD and follow the file naming conventions in the ETD Submission Guide</li> </ul>	<p style="text-align: center;"><b>MISCELLANEOUS</b></p> <ul style="list-style-type: none"> <li>_ Hyperlinks to web sites do not work</li> <li>_ Headings appear at bottom of previous page</li> <li>_ Check margins (1.5” on left, 1” on all other sides)</li> <li>_ No bold on any of the preliminary pages</li> <li>_ Font size <b>must not</b> exceed 12 pts anywhere in document &amp; must consistently remain the same size (inclusive of Headings and Subheadings)</li> </ul>
<p style="text-align: center;"><b>VITA</b></p> <ul style="list-style-type: none"> <li>_ Must include Vita</li> <li>_ Remove UK Doctoral degree from Vita</li> <li>_ Do not list contact info/phone/address</li> <li>_ Remove job descriptions/course listings</li> <li>_ Vita should not include date of birth</li> </ul>	<p style="text-align: center;"><b>DEGREE INFORMATION</b></p> <ul style="list-style-type: none"> <li>_ Time limit for degree expires:</li> <li>_ Deadline to submit acceptable final copy:</li> </ul>

† <http://gradschool.uky.edu/sites/gradschool.uky.edu/files/Forms/StudentForms/ETDApprovalForm.pdf>

†† [http://gradschool.uky.edu/sites/gradschool.uky.edu/files/Documents/ThesisDissertationPrep/Dissertation\\_Agreement\\_fillable.pdf](http://gradschool.uky.edu/sites/gradschool.uky.edu/files/Documents/ThesisDissertationPrep/Dissertation_Agreement_fillable.pdf)

\* Dissertation example pages: <http://gradschool.uky.edu/electronic-dissertation-preparation#PageOrder>

\* Thesis example pages: <http://gradschool.uky.edu/electronic-thesis-preparation#PageOrder>

\*\* Technical FAQ (section page numbering, landscape pages, etc):

<http://gradschool.uky.edu/sites/gradschool.uky.edu/files/Documents/ThesisDissertationPrep/FAQ2016.pdf>

Bookmarks

- 🔖 Title page
- 🔖 Abstract
- 🔖 ACKNOWLEDGMENTS
- 🔖 TABLE OF CONTENTS
- 🔖 LIST OF TABLES
- 🔖 LIST OF FIGURES
- 🔖 CHAPTER 1 Introduction
      - 🔖 1.1. The heart as two pumps
      - 🔖 1.2. Right and left ventricular mechanics
      - 🔖 1.3. Right and left ventricular difference
  - 🔖 Chapter 2 The Ca<sup>2+</sup> sensitivity of right ventricular myocardium increases more than Ca<sup>2+</sup> sensitivity of left ventricular myocardium in human heart failure
        - 🔖 2.1. Introduction
        - 🔖 2.2. Materials and Methods
            - 🔖 2.2.1. Procurement of human samples

Drag subsection bookmarks into chapter bookmarks and order them in proper sequence (in full or professional version of Adobe Acrobat).

Click the arrow so the subsection bookmarks are minimized under each chapter.

- 🔖 LIST OF FIGURES
- > 🔖 CHAPTER 1 Introduction
- > 🔖 Chapter 2 The Ca<sup>2+</sup> sensitivity of right ventricular myocardium increases more than Ca<sup>2+</sup> sensitivity of left ventricular myocardium in human heart failure

Save your document.

*Note orientation and location of page number*

**1.5 inch margin is on this side**

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Table 4.1 Primary Target Audience								
	Universities offering 1	Universities offering 2	Universities offering 3	All Programs				
A								
C								
C								
H								
	0	0.00%	1	3.57%	1	4.17%	2	2.74%

**Content omitted**

*After conversion to pdf, this page was rotated 90 degrees clockwise.*