CGS Workshop Series

Completion & Thesis/Dissertation Formatting

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New Mexico Institute of Mining and Technology
Socorro, New Mexico, USA

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Meet CGS Staff

- Karen Chavez – *Graduate Coordinator/Admission & Student Success*
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- Sharmin Sultana – *Data Analytics*
  - Phone: x5720
- Abbey Yearout – *CGS Support*
  - Phone: x5044
- Aly El-Osery – *Dean of Graduate Studies*

Email us at
graduate.dept@nmt.edu

- Expectation of Excellence
- Advisor
- Advisory Committee
- Course Program
- Satisfactory Academic Progress
- Academic Honesty

Expectations

- Read the catalog https://catalog.nmt.edu/
- Know the requirements – accidentally registered for the wrong course is not an execuse
- Meet with your advisor – they are your best advocate so you need to communicate with them
- Ask for help when you need it – the Center for Graduate Studies is here to help you

Be familiar with the catalog
https://catalog.nmt.edu/institute-reqs/nmt-grad-studies/policies-procedures#satisfactory-academic-progress1

https://nmt.edu/gradstudies/completion_info.php

Information for Current Students

Survival Guide

Graduate Jobs and Internships

Forms

Requirements/Completion Guide

Graduate Student Association

Workshops

All forms are on the graduate website.

https://www.nmt.edu/gradstudies/completion_info.php

We can process most forms using Adobe Sign to obtain electronic signatures. Email us with the following information

- Type of form
- Your academic advisor & and email
- Your committee members & and email (identify research advisor if there is one)

Critical steps

Make sure you:

- Have an academic advisor on file.
- Have formed your committee.
- Have an approved course plan by mid semester before the one you intent to graduate in.
- Submit your intent to graduate by mid mid semester before the one you intent to graduate in.

Deadlines

Make sure you know when the deadlines are for the semester you want to finish in.
All paperwork must be in to the CSG by that deadline

- the completed report of the advisory committee,
- iThenticate report from academic advisor, and
- ProQuest submission of the final thesis/dissertation, or one final copy of an accepted independent study paper must be submitted to the student's advisor and advisory committee.

Copyright

- Caution must be taken when including published work in thesis/dissertation. Students should inform the publisher that ProQuest will be adding the thesis/dissertation to their database and may sell copies of the dissertation on demand.
- Students must obtain written permission for reprinting published material (even if they are the author of that publication) and upload that permission to ProQuest.
- Additional Resource
  https://guides.lib.usf.edu/articlerights
- Sample letter

```
Dear [name of person or ‘‘Permissions Representative’’]:

I am completing a thesis/doctoral dissertation  at New Mexico
Institute of Mining and Technology entitled ‘‘__________.’’

I would like your permission to reprint in my thesis/dissertation
excerpts from the following: [Insert full citation and description of
the original work.]

The excerpts to be reproduced are:
[insert detailed explanation or attach copy, e.g. Figure XX on page
no. XX, etc].

The requested permission extends to any future revisions and editions of
my dissertation, including non-exclusive world rights in all languages,
to the electronic publication of my thesis/dissertation by the New Mexico
Institute of Mining and Technology, and to the prospective publication
of my thesi/dissertation by ProQuest. ProQuest may supply copies of my
dissertation on demand. These rights will in no way restrict republication
of the material in any other form by you or by others authorized by
you. Your response will also confirm that you own [or your company owns]
the copyright to the above-described material.

If these arrangements meet with your approval, please return this e-mail
with affirmation. Thank you very much.

Sincerely,
[Your name and signature]
```

source: https://etd.pitt.edu/copyright-permission

The following applies whether you are reusing one of your own published figures or someone else's.

- Adding a citation is not enough. Citation only implies you got inspired by the source but the figure is still your own sole creation.
- You need to obtain copyright permission from the publisher
- Read the agreement they sent you. In many cases they will have very specific way they want you to give them credit.
- In most cases you will need to add in the caption, for example, *Copyright 2023, Elsevier.*, after the citation.
- For figures you don't need permissions for or it doesn't have copyright note you still need to give credit, e.g., add the following: *Credit: Author's name, Year*

A student may base sections and/or chapters largely on their published work if:

- the student is the primary author of the publication (i.e., they are the main contributor to the experiment, study and/or design, collection of data, and analysis leading to the results and conclusions)
- the student has permission from other authors (written permissions must be included in with the student's completion paperwork)
- the student has the approval of their committee (the committee's signature on the completion paperwork accounts as their approval for such inclusion)
- the student has obtained the required permissions from the publisher

Proper citation and credit of the original work must be given. In those cases the student's contribution within the thesis/dissertation must be clearly identified and separated from contributions of others on the published work.

https://www.nmt.edu/gradstudies/completion_info.php

You don't have to use Latex as long as you follow the required guidelines and your final version is formatted properly.

https://www.nmt.edu/gradstudies/docs/Thesis_Requirements.pdf

https://nmt.edu/gradstudies/NMTThesisDissertations.php

Other Information

Faculty Forms and Graduate Information

Graduate Newsletter

NMT Thesis/Dissertations

What is Latex?

“LaTeX is the de facto standard software to write scientific reports.” [according to many publishers, other universities]

Chapter 1

My first chapter

Some text ...

1.1 My first section

Some text ...

1.1.1 My first subsection

Some text ...
It is hypothesized as shown in Eq. 1.1 that

$$y = \zeta^2 \tag{1.1}$$

where ζ is the amount of time you take to use Latex, and y is the level of enjoyment.
My hypothesis is proven in [1].
See Figure 1.1

Figure 1.1: NMT logo

Bibliography

[1] M. El-Diasty and S. Pagiatakis. A Rigorous Temperature-Dependent Stochastic Modelling and Testing for MEMS-Based Inertial Sensor Errors. *Sensors*, 9:8473–8489, 2009.

Latex could be very simple

```
\documentclass{report}

\title{My title}
\author{Joe NMT}

\begin{document}

\chapter{My first chapter}
Some text \ldots

\section{My first section}
Some text \ldots

\subsection{My first subsection}
Some text \ldots

\end{document}
```

- Preamble

```
\documentclass[optional]{report}

\usepackage{amssymb,amsmath,bm}
```

- Front matter

```
\title{My title}
\author{Joe NMT}

\begin{document}
```

- Main matter

```
\chapter{My first chapter}
Some text \ldots

\section{My first section}
Some text \ldots

\subsection{My first subsection}
Some text \ldots
```

- Main matter

```
% Example of how to insert an equation
\begin{equation}\label{eq:simple}   %eq:simple is just a name of my choice
  y=\zeta^2
\end{equation}

% Example of how to insert a figure
\begin{figure}[!htb] % try to place the figure here, top then try bottom
  \centering
  \includegraphics[width=0.5\textwidth]{myfigure} % use half of the text width
  \caption{This is my awesome figure}\label{fig:awesome}
\end{figure}
```

- End matter

```
\bibliographystyle{unsrt}
\bibliography{references}

\appendix
\chapter{My First Appendix}

\end{document}
```

```
See Figure~\ref{fig:logo}
\begin{figure}
  \centering
  % logo is the filename. No need for the extension
  \includegraphics[width=0.4\textwidth]{logo}
  \caption{NMT logo}\label{fig:logo}
\end{figure}
```

It is hypothesized as shown in Eq. 1 that

$$y = \zeta^2 \tag{1}$$

where ζ is the amount of time you take to use Latex, and y is the level of enjoyment

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$$y = \zeta^2 \tag{1}$$

where ζ is the amount of time you take to use Latex, and y is the level of enjoyment

```
      % The above lines are generated by the following code
It is hypothesized as shown in Eq.~\ref{eq:simple} that
      \begin{equation}\label{eq:simple}
        y=\zeta^2
      \end{equation}
where $\zeta$ is the amount of time you take to use Latex,
and $y$ is the level of
enjoyment.
```

My hypothesis is proven in [1].

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```
        % The above lines are generated by the following code

My hypothesis is proven in \cite{El-Diasty2009}.
```

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```
        % The above lines are generated by the following code

  My hypothesis is proven in \cite{El-Diasty2009}.
```

```
%Bibliography information is entered in a .bib file.
%In the bibliography file enter fields

@ARTICLE{El-Diasty2009,
  author = {M. El-Diasty and S. Pagiatakis},
  title = {{A Rigorous Temperature-Dependent
     Stochastic Modelling and Testing
     for MEMS-Based Inertial Sensor Errors}},
  journal = {Sensors},
  year = {2009},
  volume = {9},
  pages = {8473--8489},
  owner = {elosery},
  timestamp = {2010.01.10}
}
```

My hypothesis is proven in [1].

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  year = {2009},
  volume = {9},
  pages = {8473--8489},
  owner = {elosery},
  timestamp = {2010.01.10}
}
```

No need to panic
There is an easier way
See resources slide


M. El-Diasty and S. Pagiatakis.
A Rigorous Temperature-Dependent Stochastic Modelling and Testing for MEMS-Based Inertial Sensor Errors.
Sensors, 9:8473–8489, 2009.

Resources

- Online environment – https://www.overleaf.com
- Local environment – Check out this site
  - https://www.xm1math.net/texmaker/
  - https://www.texstudio.org/
  - https://www.texniccenter.org/
- Bibliography management – https://www.jabref.org/
- Plain text to bibtex https://anystyle.io/
- Tables – https://www.tablesgenerator.com/
- Converting between MS Word and Latex – https://pandoc.org/
- Symbols https://www.caam.rice.edu/ heinken/latex/symbols.pdf