



Thesis & Graduation Instructions for M.S. Students (Thesis Option)

This instruction packet has **3 important components**:

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MASTERS THESIS REQUIREMENTS (instructions regarding format, sample pages, etc.)
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PROCEDURES AFTER THE FINAL ORAL EXAM (including instructions on electronic submission of your thesis and documentation that must be submitted to the Graduate Studies Office).....page 10

Use the checklist below to ensure that you have completed all steps required to graduate (**do these tasks in order**):

- 1) **Prior to February 10th** (for May graduation), **June 10th** (for August graduation) **or October 10th** (for December graduation): Complete the degree application on [MyRecords](#).
- 2) Complete the [Convocation & Accomplishments Survey](#). The information that you provide is presented in the Convocation program and ceremony.
- 3) Complete the [Graduate Program Effectiveness & Student Satisfaction Survey](#).
- 4) Ensure that your final oral examination committee has electronically reported the results in [Seguidor](#), **within 7 days** after completion of the examination.
- 5) Electronically submit your final thesis to the DigitalCommons@UNMC
- 6) Obtain Verification by the Program Director and Supervisor certifying completion of program requirements (see additional details below).
- 7) After completing the above requirements, complete the online [Checklist Before Graduation](#)**.

**In order to complete the [Checklist Before Graduation](#), you will first need to complete the above steps. The Office of Graduate Studies will only accept the fully completed checklist and will not accept the requirements one at a time.

The student is solely responsible for ensuring that all of the tasks listed above are completed, including submission of the appropriate documents prior to the deadline established by the Graduate Studies Office.

Thesis-Option M.S. Students: TIMELINE FOR FINAL ORAL EXAM / THESIS DEFENSE

- **Prior to February 10th** (for May graduation), **June 10th** (for August graduation) or **October 10th** (for December graduation): Complete the degree application on [MyRecords](#).
- **Recommended:** Two-to-three **months** in advance of the approximate date of the Final Oral Exam, the student should consult with his/her Advisor and Advisory Committee and establish the tentative (unofficial) date and time for the exam. It is also advisable at this point to reserve the rooms in which the public and closed-door components of the exam will be held. Note that the Final Oral Exam must occur at least 1 week **after** completing the Comprehensive Exam and at least 2 weeks **before** commencement (graduation).
- **At least 4 weeks before the tentative date of the Final Oral Exam (at least 6 weeks before commencement)**, the thesis must be presented to the Advisor, who must determine if it is of sufficient merit (based on scientific criteria) and in a fit condition (based on formatting and writing quality) to warrant holding the Final Oral Exam. The student is responsible for ensuring that the thesis is properly formatted (see MASTER'S THESIS REQUIREMENTS) and has been thoroughly checked for errors in terminology, grammar and spelling prior to presenting the document to the Advisor. The Advisor may provide feedback to aid the student in revising the document, if necessary. However, because the student is not eligible for the Final Oral Exam until the thesis is completed and approved by the Advisor, **any revisions to the thesis required by the Advisor must be completed at least 2 weeks before the Final Oral Exam.**
- **At least 2 weeks before the Final Oral Exam (at least 4 weeks before commencement):**
 - The Advisor-approved thesis must be presented to members of the Advisory Committee.
 - With approval from the Advisor, the student must (via [Seguidor](#)™) establish the Examining Committee and officially schedule the Final Oral Exam. The Advisory Committee must agree to the date & time **before** this information is entered into Seguidor. The exam location must also be established at this time. **Advance planning is necessary, because Seguidor will not allow exam scheduling within 2 weeks of the desired exam date.** The exam may be scheduled more than 2 weeks in advance, but **only** if the Advisor has been given least 2 weeks to make a judgment regarding the condition of the thesis (see above).
 - All members of the student's Advisory Committee should serve on the Examining Committee.
 - At least 1 NU Graduate Faculty member of the Advisory Committee must be present for the Final Oral Exam, otherwise the exam must be rescheduled.
 - If the thesis includes any published materials, the student is advised to request at this time permission to include them in the thesis (see MASTER'S THESIS REQUIREMENTS, page 2).
- **At least 2 weeks before commencement: Final Oral Exam.** It is recommend that you complete the **Report on Master's Degree** (see final page of the M.S. Thesis and Graduation Instructions) and have it available for your Advisory Committee to sign immediately following the exam (prior to leaving the exam room).
- **No more than 7 days after the Final Oral Exam:** Results of the Final Oral Exam must be reported to the Graduate Studies Office (via [Seguidor](#)). It is recommended that the Examining Committee complete this task immediately following the exam (prior to leaving the exam room).
- **At least 7 days before commencement:** All required **graduation documentation** must be submitted to the Graduate Studies Office, **and** the **thesis** must be submitted electronically to the McGogon Library for publication via the DigitalCommons@UNMC (see PROCEDURES AFTER THE FINAL ORAL EXAM).



MASTER'S THESIS REQUIREMENTS

A - GENERAL REQUIREMENTS

The master's thesis is a written document required by universities for the completion of the Master of Science (M.S.) or Master of Arts (M.A.) degree. The purpose of the thesis at UNMC is to provide written documentation of the research achievements of the student, thereby supporting awarding of the M.S. degree by the University of Nebraska.

The thesis should be a complete and independent document that can be understood without reference to other materials. It should present original research on a defined problem – research for which the student has taken major responsibility. Therefore, the research should be primarily the student's work, although others may have contributed in a minor way. The thesis should reveal a capacity to carry on independent study or research and should demonstrate the student's ability to use the techniques employed in the field of investigation.

B - FORMAT

- **Margin Settings:** Left = **1.5"**; Right = 1"; Top = 1"; Bottom = 1"
 - Figures and tables must fit within the same margins as the text. If oversized figures or tables are included, they should have exactly the same margins as the text, or should be folded as needed to be contained within those margins.
- **Fonts:**
 - The same font must be used in **all** elements of the document – including all text, page numbers, headings, subheadings, tables, figure legends, etc.
 - The main text font size must be a minimum of 10 pt; however, 11 pt is recommended.
 - **Recommended fonts for the main text:** 11 pt Arial, 11 pt Helvetica, 11 pt Calibri, 11 pt Minion Pro Med, 11 pt Palatino Linotype, or 11 pt Times New Roman.
 - Headings and subheadings may be in a larger font size, and may be in bold print, but the font must be the same as the one used in the remainder of the document. Consistency is necessary. If a large type is used for one subheading, the same size must be used in all subheadings of the same level. If the major headings and subheadings have two different font sizes, the larger font must be used in the major headings.
- **Line spacing:** The document must be **double spaced** (except figure legends, long headings/subheadings, and footnotes).
- **Paragraph settings:** Paragraphs should be preceded by a spacing of 6 pt, and should begin with a Tab of 0.25" or 0.5" (do not indent the first line of a paragraph using the space bar). Paragraphs should be either left-aligned or justified (text aligned along both the left and right margins). Be sure to use the same paragraph settings for the entire body of the document. These paragraph setting constraints do not apply to headings and subheadings, which generally should be preceded by a spacing of 12 pt (or more) and may be either centered between the margins (major headings) or left-aligned (subheadings).
- **Hyphenation** should be employed to avoid unsightly gaps between words when using justified paragraphs (optional for left-aligned paragraphs). Words of less than 6 letters should not be divided by a hyphen at the end

of a line. Divided words should not occur at the end of more than two consecutive lines or on the final line at the bottom of a page.

- Material contained in published manuscripts must be reformatted to thesis specifications. **Reprints of published material are not permitted in the thesis.** If you include material (text, figures, etc.) from previously published work, you must obtain permission from the publisher and you will need to upload proof of the publisher's permission when submitting the thesis to the DigitalCommons@UNMC (see page 6).

Note: Journals are routinely asked for permission to include published materials in student theses. The process for obtaining such permission is usually included in the journal's Instructions for Authors.

- Footnotes should be single spaced and should be placed at the bottom of the page to which they pertain unless special instructions are provided by the department/program.
- Page numbers must appear in the header at the top right of each page (except the Title Page and Abstract). The page number may be 9 or 10 pt font, with the Header Position set at 0.5" from the Top and aligned with the right margin. Be sure to use the same font as the main text. Pages before the Introduction should be numbered with small Roman numerals (i, ii, iii, iv, etc.). Beginning with the Introduction, number all pages through the remainder of the document using Arabic numbers (1, 2, 3, etc.). Steps for accomplishing this page numbering layout in Microsoft Word 2010:

- To insert small Roman numeral page numbers for the initial portion of the document: With the cursor on the 2nd page of the document (not the title page), click on the Insert tab → Page Number → Top of Page → Choose the option showing the number positioned at right margin. In the Options section of the Design / Header & Footer Tools Tab, be sure that Different First Page is selected. Click on Page Number → Format Page Numbers → select **i, ii, iii,...** in the Number Format pulldown menu. In the same Format Page Numbers window, ensure that the Page numbering Starts at **i**. Click on OK.
- To utilize Arabic page numbers beginning with the Introduction: Position the cursor at the bottom of the page immediately preceding the Introduction. Click on the Page Layout Tab → Breaks → Section Breaks: Next Page. Then, click on the Insert Tab → Page Number → Top of Page → Choose the option showing the number positioned at right margin. In the Options section of the Design / Header & Footer Tools Tab, unselect Different First Page and unselect Link to Previous. Click on Page Number → Format Page Numbers → select **1, 2, 3,...** in the Number Format pulldown menu. In the same Format Page Numbers window, ensure that the Page numbering starts at **1**. Click on OK.
- Unless you are very skilled with the section break and page numbering functions in your word processor, use a white shape (rectangle or circle; with no border) to obscure page numbers on the Title Page and Abstract pages.

- Figures and tables are generally presented one per page, although multipanel figures are allowed. Each figure should be numbered consecutively and have a legend that begins with the title/caption ("Figure 1: Giant spiral galaxy" in the example below) and includes all of the information needed to interpret the figure. The legend may appear on the page preceding the figure, or on the same page as the figure, being sure to use the same approach throughout the document. Each figure (with its accompanying legend) should appear in the document in close proximity to, but not before, the first referral to the figure in the text. The figures and legends should not be clustered at the end of the Thesis. The student should consult with his/her Advisor to determine the preferred format.

Useful tip: For ease of editing the document and correct positioning the figures, do not insert figures and legends into the document until you have a complete draft of the entire thesis.

Some departments/programs may prefer that figures be integrated within the main body of text, similar to the appearance of journals or magazines (see example shown here). Useful tips for implementing this specific approach are provided below:

- Both the figure and its accompanying legend should be inserted within a single text box delineated by a thin black or grey line. (Do not simply draw a rectangle around the figure and its legend! Copy/paste the figure into a text box and type the legend within the same text box.) This will vastly facilitate editing of the



Figure 1: Giant spiral galaxy. This image taken with the Hubble Space Telescope Wide Field and Planetary Camera shows galaxy M101, which is estimated to contain at least 1 trillion stars (previously published in ref. 89).

document and the positioning of the figure and its legend on the page – you will only need to position the text box, because both the figure and the legend are contained within the textbox.

- When using this approach, the figure legend may be 1- or 2-pt smaller font size than that used for the main body of text.
- For most relatively small figures (such as the example shown here), format the text box (right click → More Layout Options) as follows: Text Wrapping → Wrapping Style = Square; Position → Horizontal alignment = Right relative to Margin. Do not select the Move Object with Text option, otherwise your text box will tend to “jump around” (move from page to page, or even disappear) as you edit the document!
- If the table or figure spans most of the width of the page within the confines of the margins, format the text box (right click → More Layout Options) as follows: Text Wrapping → Wrapping Style = Top and bottom; Position → Horizontal alignment = Center relative to Margin. Do not select the Move Object with Text option.
- Once you have inserted the figures, display and editing of the document is most efficient if you activate “show picture placeholders” (Microsoft Word 2010: Select Customize Quick Access Toolbar → More Commands → Advanced → under Show document content, select Show picture placeholders. To view the figures as they will appear in the document, unselect this option.)

Similar criteria (and useful tips) apply to positioning of tables in the thesis document. For example, tables must be numbered consecutively (Table 1, Table 2, etc.), include legends with titles/captions, and may appear on a dedicated page or in boxes within the body of text. Regardless of the figure/table presentation mode chosen by the student, the legend for any previously published figure or table must include the appropriate literature citation.

- Literature Citations. The student is strongly advised to utilize citation/bibliography software (e.g. EndNote, Reference Manager, or RefWorks) for incorporating literature citations into the thesis and for generating the Bibliography. The style of in-text citations should be chosen based on consultation with the Advisor.

C - ORGANIZATION & CONTENT

The thesis may contain some, or all, of the elements listed below. Those elements that are contained in the document must appear in the order listed and must be formatted as described. Each element should begin on a new page. **Required items are indicated by the checkmark (☑).**

☑ **Title Page:** Must be formatted and worded according to the sample attached (with some variation allowed for use of larger font size for the title and the student's name). Do not number this page.

Acknowledgments: You may acknowledge those who assisted you during your graduate studies.

☑ **Abstract:** The abstract is limited to 250 words including the title and must be typed in a format according to the sample attached. Do not number the pages of the abstract. Utilize the word count feature of a word-processing program to ensure that the abstract conforms to the 250-word limit.

☑ **Table of Contents:** The Table of Contents (sample attached) should provide the reader with an analytical view of the materials covered by the study, together with the order of appearance in the document. All headings and subheadings listed in the Table of Contents must agree word-for-word with the headings/subheadings appearing in the body of the document.

Useful Tip: The student is advised to spend a few minutes up front learning how to have their word-processing program (e.g. Microsoft Word) automatically generate a Table of Contents – this will save hours in the long run.

List of Figures: If any illustrative or graphic materials are used, a List of Figures must be provided. The figure titles/captions included in the list must agree word-for-word with the titles/captions appearing in the body of the work. Page numbers must be those on which the legend appears.

Useful Tip: The List of Figures can be generated automatically in Microsoft Word (which refers to this as inserting a Table of Figures) based on captions (figure titles) that you have inserted into the document.

List of Tables: If any tables are included in the thesis, a List of Tables must be provided. Page numbers must be those on which the table appears. The List of Tables is can be generated automatically in Microsoft Word though the same process used for generating a List of Figures.

List of Abbreviations: Define each abbreviation used in the document, according to the sample attached.

☑ Chapters: The body of the thesis is composed of Chapters that provide a complete presentation of the project in a systematic and organized manner. The Chapters should be numbered (1, 2, 3, etc.), with each Chapter bearing a title. Students should consult with their Advisors for guidance in organizing the Chapters and their content. While there is considerable flexibility in this regard (which may vary with the field of study), most master's theses at an academic medical center will contain the following Chapters:

- **Chapter 1: Introduction.** This Chapter should present a comprehensive and integrated presentation and critical analysis of the literature relating to the overall thesis topic. It should also frame the questions addressed by the thesis.
- **Chapter 2: Methods.** This Chapter should include a description of the procedures utilized in the research in sufficient detail to indicate that the student has a thorough understanding of the techniques used to answer the question and to permit others to replicate the work.
- **Chapter 3: Results.** This Chapter should be a complete presentation of the research findings in a logical and clear fashion.
- **Chapter 4: Discussion.** This Chapter should address the results in terms of their importance, their limitations, their place in our current knowledge, the conclusions drawn based on the results, and the future directions or implications suggested by the results.

☑ Bibliography: This section must provide complete listing of all literature cited in the thesis. Each citation should list all authors (within reason; limit to 20 for reports of large clinical trials, for example), full title of the paper, journal name (standard abbreviations used by PubMed are acceptable), volume, range of pages (not simply the 1st page), and the publication year. The list may be arranged by order of citation or alphabetically by author, at the discretion of the student and his/her Advisor.

Useful Tip: Do not waste time creating your own bibliography citation format within your reference citation software; rather, select one of the options provided by the software. There will be hundreds among which to choose.

Appendices: May include surveys, ancillary observations, detailed protocols developed for specific procedures, recipes for key reagents, etc. If there is more than one appendix, number them A-to-Z, and include a title for each appendix (e.g., APPENDIX A: PATIENT CONSENT FORM).

UNMC MASTER'S DEGREE PROGRAM NAMES (for use on title page)

Official names of UNMC Master's programs, as approved by the Board of Regents:

- Biochemistry & Molecular Biology Graduate Program
- Biomedical Informatics Graduate Program
- Cancer Research Graduate Program
- Emergency Preparedness Graduate Program
- Immunology, Pathology & Infectious Disease Graduate Program
- Medical Anatomy Graduate Program
- Medical Sciences Interdepartmental Area Graduate Program
- Molecular Genetics & Cell Biology Graduate Program
- Pathology & Microbiology Graduate Program
- Pharmaceutical Sciences Graduate Program

Specializations (MSIA Only):

- | | |
|--|--|
| • Biological Defense & Health Security | • Health Practice & Medical Education Research |
| • Clinically Relevant Basic Research | • Munroe-Meyer Institute |
| • Clinical & Translational Research | • Oral Biology |
| • Clinical & Translational Research Mentored | • Patient-Oriented Research |
| Scholars Program | • Physical Therapy |

Do not number
the title page!

SEROTYPIC AND GENOTYPIC DIVERSITY OF GROUP A BOVINE ROTAVIRUSES

by

Wei Lu

A THESIS

Presented to the Faculty of
the University of Nebraska Graduate College
in Partial Fulfillment of the Requirements
for the Degree of Master of Science

Genetics, Cell Biology & Anatomy
Graduate Program
(Specialization)

MSIA graduates only:
Specialization (see page 5)
should be indicated, enclosed
within parentheses.

**Official name of your
graduate program (see
page 5), single-spaced.**

Under the Supervision of Professor Gerald E. Duhamel

**Do not include
professorial rank
(Associate or Assistant)
or degree.**
If you have co-advisors, use
Professors rather than listing
the title separately for each.

University of Nebraska Medical Center
Omaha, Nebraska

**Either the month and year of
the final oral examination,
or the month and year of
graduation.**

April, 2015

Advisory Committee:

Laura D. Brown, M.S.

Neil Armstrong, M.S.

John P. Jones, M.D.

Robert W. Johnson, M.S.

EVALUATION OF NUTRITIONAL METHODOLOGY AND EXPERIMENTAL

←1.5"→

DESIGN IN THE STUDY OF RIBOFLAVIN DEFICIENCY:

←1"→

ASSESSMENT OF PHYSICAL AND BIOCHEMICAL LESIONS

Larry H. Gerthoff, M.S.

The abbreviation "M.S." must follow
your name on the abstract only.

University of Nebraska, 2013

Advisor: Myron A. Mehlman, M.S.

↑
This must be the year
of your graduation.
↓

The adequacy of some components of conventional experimental design in the study of riboflavin deficiency was questioned. This thesis attempted to evaluate how several important changes in the experimental design affected the response of the albino rat to riboflavin deficiency. This was accomplished by analysis of a large variety of criteria including classical physical lesions and lesions in biochemical parameters associated with gluconeogenesis. The effect of the following experimental variables on the development...

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Page on which each heading
& subheading appears
(including Appendices)

←1.5"→

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←1"→

Use different indentations to indicate
various subheading levels

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1"
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LIST OF ABBREVIATIONS

←1.5"→

4-AP	4-aminopyridine
AngII	angiotensin II
[Ca ²⁺] _i	intracellular free calcium ion concentration
CMH	1-hydroxy-3-methoxycarbonyl-2,2,5,5-tetramethylpyrrolidine
DCFH-DA	2',7'-dichlorodihydrofluorescein diacetate
DETC	sodium diethyldithiocarbamate trihydrate
DFX	deferoxamine
DHE	dihydroethidium
DM	diabetes mellitus
DMTU	dimethylthiourea
DNase	deoxyribonuclease
E _K	potassium equilibrium potential
ESRD	end-stage renal disease
FCS	fetal calf serum
GFR	glomerular filtration rate
GIRK	G protein-regulated inward rectifier potassium channel
GLUT4	glucose transporter (type 4)
HbA _{1c}	glycated hemoglobin
H ₂ O ₂	hydrogen peroxide
HEPES	4-(2-hydroxyethyl)-1-piperazineethanesulfonic acid
HOCl	hypochlorous acid
JGA	juxtaglomerular apparatus
K _{ATP} channel	ATP-sensitive potassium channel
BK _{Ca} channel	large conductance Ca ²⁺ -activated potassium channel

←1"→

↑
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Additional Details of the Requirements Listed on Page 1

Convocation & Accomplishments Survey,

<https://forms.office.com/mcas.ms/r/2USCJNEqZN?McasTsid=27548&McasCtx=4> . You will find it useful to have your CV handy when completing this survey.

The information collected via this survey provides Graduate Studies with data that are needed for program evaluation, accreditation and other reports. It will also facilitate the celebration of your accomplishments at the Graduate Studies Convocation Ceremony, as well as allowing us to contact you in the future.

Graduate Program Effectiveness and Student Satisfaction Survey,

<https://forms.office.com/mcas.ms/r/C3GwjYGGH2?McasTsid=27548&McasCtx=4>.

The information collected via this survey will help Graduate Studies improve the education experience for future students. Please be thoughtful and truthful in completing this survey and be reassured that the results are completely anonymous.

Verification from the Program Director and Supervisor that you have completed the program requirements.

To do so, you will need a copy of an email chain (print to pdf) with both the Program Director and Supervisor responding “I agree” to the following statement: “I verify that [*student name*] has completed all requirements in the [*program name*] for graduation under supervision of [*mentor name*]”. Alternatively, you can use the physical form to gather signatures (template provided on the last page of these instructions).

ELECTRONIC SUBMISSION THE THESIS

After making any revisions requested by your Advisory Committee, the final thesis must be submitted electronically (as a PDF file) to the McGoogan Library of Medicine for deposition into the UNMC electronic repository (DigitalCommons@UNMC). **There will be no opportunity for editorial or other changes in the thesis after submission to the library.** Once submitted, it will be reviewed by library staff before publishing. Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement (provided online at the beginning of the process)
2. Provide information about yourself and any co-authors
3. Upload your electronic file and associated files

Before you begin, please be sure you have the following items:

- The exact title of your thesis
- The abstract (for ease of submission, you will want to copy/paste the abstract from a Microsoft Word document into the online abstract submission box)
- A list of keywords
- A PDF file of your work
- Electronic copies of copyright permissions (to be uploaded as Additional Files)

Embargoes & Restrictions

What is an embargo? An embargo is a delayed release of information. Consult with your Advisor about whether or not you require an embargo and the appropriate length of the embargo (6 months, 1 year, or 2 years). **By default, a 6-month embargo will be applied.** You will have an opportunity to establish a different embargo duration when uploading your thesis. Your thesis will not be available to download from the DigitalCommons@UNMC until the embargo has expired. The embargo begins the date of submission, not the date of online publication. If you choose not to embargo your work, it will be immediately available to the public.

Why would you want to embargo your thesis? Some reasons to request an embargo include:

- There may be patentable rights or sensitive data in the work.
- There is an ethical need to prevent disclosure of sensitive information about persons, institutions, etc.
- You may plan to submit portions of the work for publication in a journal.
- Your Advisor may plan to use some of the results as preliminary data for a grant.

Submission Instructions

1. Once you have completed your manuscript and are ready to electronically submit it to DigitalCommons@UNMC, go to <http://digitalcommons.unmc.edu/etd/> and click on the **Submit Your Work** link, located on the lower right hand menu bar.
2. You will be asked to login or create an account. Most graduates will need to **Create new account**. In order for you to receive monthly usage reports, please use your permanent email address.
3. Before proceeding, you must check your email to confirm your account.
4. Once confirmed, you will be directed to the **Submission Agreement**. Please read the agreement and accept the terms.
5. You will now see a form in which you must enter all of the required information – title, keywords, Advisor(s), abstract, etc. Note that the Date of Award should be the date on which your degree will be conferred (commencement/graduation day).
6. At the end of the form, you must upload your manuscript (**Upload Full Text**) as a **PDF** file.
7. Upload **Additional Files** associated with your thesis, including documentation that you have permission to use any copyrighted materials and materials that have already been published (i.e. in a journal article). This is also the point at which you can upload audio, video, animations, simulations, etc.
8. After reviewing the submission, the library will notify the Graduate Studies Office that the submission process has been completed.
9. The document will be available for download from DigitalCommons@UNMC at the end of the embargo period (if any).

BOUND COPIES OF THE THESIS

Neither the Graduate Studies Office nor the McGoogan Library of Medicine requires hard copy or bound copies of the thesis; however, the library will arrange for binding of as many copies as requested with payment of the binding fee (\$20.00 per copy). All copies intended for binding should be printed single-sided on high quality photocopy paper. Each student should consult with his/her Advisor regarding the number of bound copies of the thesis that should be prepared. Some common practices are listed below:

- Some graduate programs require that one bound copy of the thesis be filed in the departmental office that administers the program.
- Ordinarily, one bound copy is presented to the PI/Advisor who directed the study.
- In some graduate programs, it is customary for the student to present each member of his/her Advisory Committee with a bound copy.
- Students should also consider providing a bound copy for their parents (they will be very proud!), as well as keeping one copy for themselves.

Verification that the Student Meets Program Requirements

Use this form if you wish to gather physical signatures. Alternatively, we also accept a pdf (click print to pdf) of an email chain with both the Program Director and Supervisor responding “I agree” to the following statement: “I verify that [*student name*] has completed all requirements in the [*program name*] for graduation under supervision of [*mentor name*]”.

Date:

Student Name:

Graduate Program Name and Acronym:

The above-named student has been reported as follows concerning the degree requirements. All requirements established by the listed Graduate Program have been satisfied.

Supervisor Name and Signature:

Name

Signature

Graduate Program Director Name and Signature:

Name

Signature