



Audience

- □ Equal peers (your faculty committee)
- □ Seldom read by anyone else (sorry!)
- ☐ Typically rewritten for publications (plan ahead for this)



Graduate College Help

- □ Main http://grad.admin.arizona.edu/
- Writing resources http://www.gwr.arizona.edu/
- ☐ Format http://grad.arizona.edu/catalog/
 Publications/
 - manuals for electronic and paper submission



GRADUATE WRITING WORKSHOPS

Led by Dr. Victoria Stefani

Modern Languagese 410, Wednesdays 4:00 - 5:00 p.m.

Aug. 30 Step-by-Step Through Your Master's Thesis or Dissertation

Sept. 6 Writing Your Way to a Focused Research Question

Sept.. 13 Crafting an Effective Proposal

Sept. 20 The Interplay of Research and Writing

Sept. 27 Becoming a Trail Guide: Building the Literature Review

Oct. 4 Presenting Your Methods and Results

Oct. 11 Revision and Audience Awareness

Oct. 18 Introductions, Conclusions, and Abstracts

Oct. 25 Style I: Grammar and Punctuation

Nov. 1 Style II: Clarity and Grace

Nov. 8 Creating Successful Oral Presentations: From Proposals to Conference Papers

Nov. 15 Tried-and-True Strategies for Written and Oral Exams

Nov. 29 Designing the Curriculum Vitae and Cover Letter

□ WORKSHOPS ARE FREE AND OPEN TO EVERYONE; JUST SHOW UP! For further information, contact Dr. Donna Rabuck at 621-5849 or drabuck@u.arizona.edu



Graduate Writing Institute

http://grad.arizona.edu/multi/gwi.htm

- A free three-week intensive writing program for all graduate students
 - □ Next: June 4-22, 2007
 - Questions: Contact Sandi Bartell (626-0095) or Donna Rabuck (621 -5849)
- Application Deadline: April 2, 2007



Standard Pre-Structure

- □ Title page
- □ Statement by Author (student and advisor's signatures)
- Acknowledgments (thank anyone who helped you with your work, provided data, etc. AND acknowledge the agency that supplied funding, including the agency's grant number)
- □ Dedication (personal)
- □ Table of Contents
- List of Tables
- List of Figures
- ☐ Abstract (one paragraph summary, include brief results)



Content

- Theses and dissertations generally have a consistent chapter organization:
 - □ Introduction

statement of the problem or task you addressed include an overview of the context of your work (the "big picture") briefly describe the organization and content of the thesis

□ Background

description of previous relevant work on this problem, including your own comprehensive, but brief

explain what's new or different about your work



□ Approach

detail your aproach to the problem or task layout the whole scope with more details to follow in later chapters provide a rationale for why you did what you did

Description of Research

describe your experiments or the system you've develoed include all important details as graphs, figures, tables use graphs instead of tables wherever possible



Description of Results

describe and analyze your results in detail what is good? what is bad? why did some things work and others didn't?

Summary and Conclusions

summarize your work
place it in context with other work (the "big picture")
what have you done that's new and/or different?
what conclusions can be drawn?
suggest future improvements or research areas



□ References

Accurate and correctly-formatted list of references used in text

use consistent format (IEEE style suggested)

List of general references, not used in text, is called a Bibliography



General Advice

Group tables and figures at the end of text

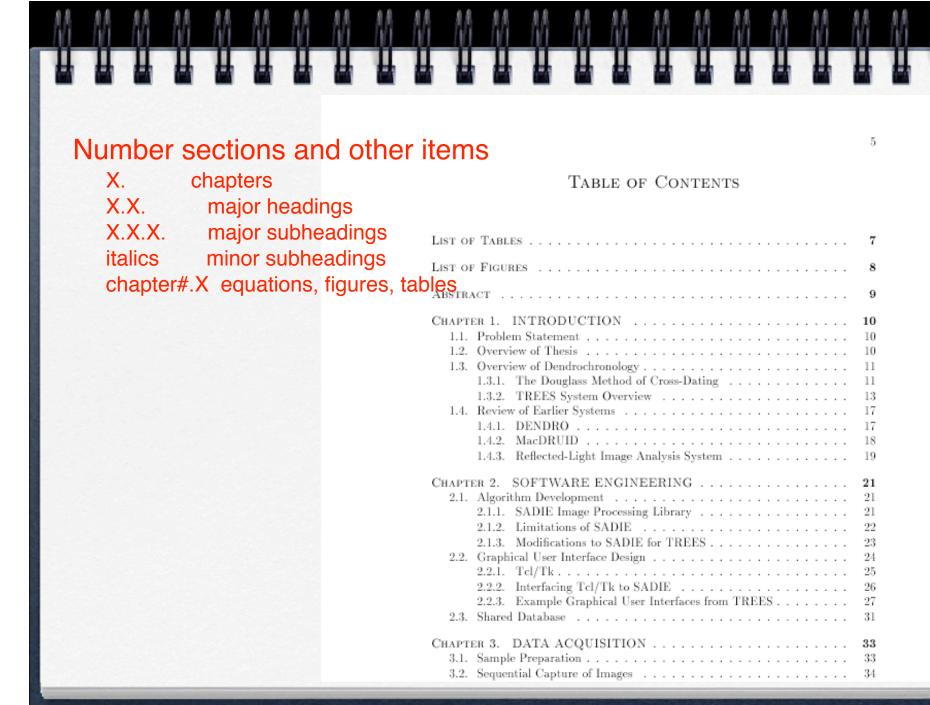
Tables and figures embedded in the text facilitate reading, BUT are much more difficult to do successfully in a word processor

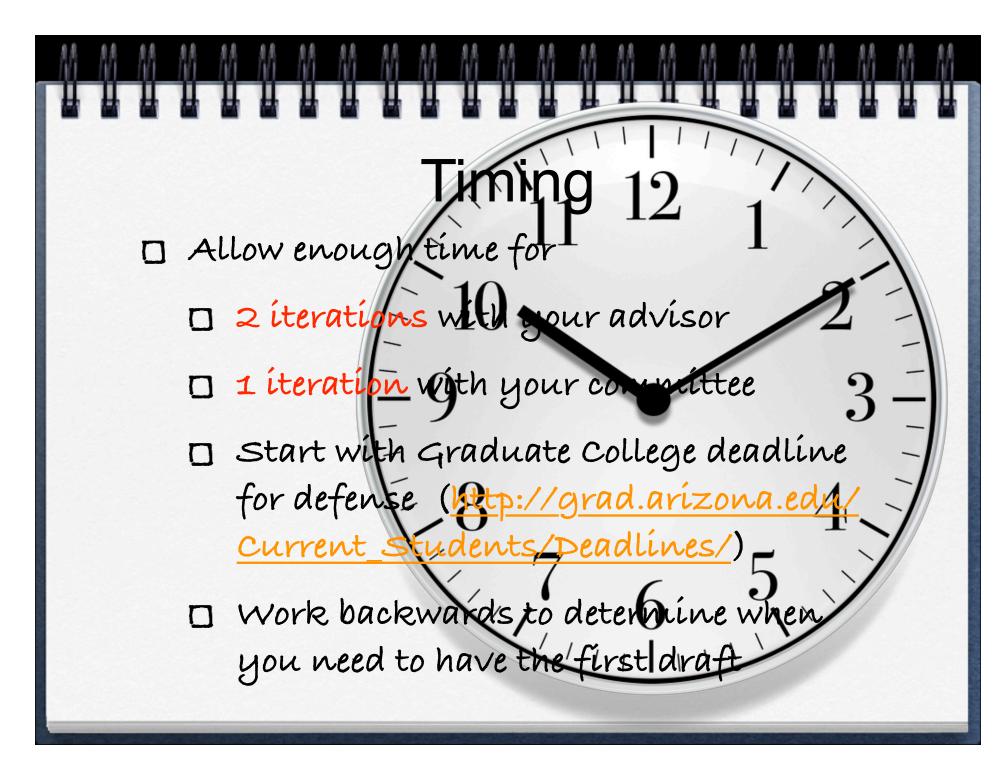
Typical formatted length (including figures)

thesis: 80-110 pages

dissertation: 120-150 pages

- use color sparingly (very expensive to publish later in papers)
- Spend the money for a hardcover binding, at least for your advisor!







Example

- ☐ Graduate College deadline for PhD defense to graduate in Spring 2007: Apr 20, 2007
- □ Final thesis draft to committee: Mar 30
- ☐ First complete thesis draft to advisor: Feb 16
- Thus, the first complete thesis draft should go to your advisor two months before your defense!



That's not all . . .

- ☐ Your committee will often suggest minor, and sometimes not-so-minor, changes to your thesis or dissertation at your defense
- ☐ You should allow 1-2 weeks after defense to make changes to thesis or dissertation
- Typically, final dissertation (or thesis for microfilming) due at Graduate College 2 weeks after defense deadline