

FLL Thesis Format Approval Process

If you are writing a master's thesis or doctoral dissertation and you are registered in the Department of Foreign Languages and Literatures, you are required to follow the suggestions and requirements of the Purdue Format as set forth in *A Manual for the Preparation of Graduate Theses* (2006 edition). The text is available for download on the Web at the University Thesis Office site: <www.gradschool.purdue.edu/thesis.cfm>. This site also contains formatting tips and checklists that can be used to perform a self check on your thesis. In addition, FLL offers a site with information about thesis preparation at <india.fll.purdue.edu/thesis/>. The current departmental thesis format adviser is Susan Clawson, in Room 154, Stanley Coulter Hall. Information on scheduling and deadlines is available in the Grad Office, Room 141, from Betty Lewis.

Departmental requirements are not given in the manual. FLL specifies the use of the Purdue Format described in the manual. In addition, the Department allows the use of underlining or italic type, but not both, throughout the thesis. Boldface type may be used in subheads only. Ask your major professor what style manual to follow (*MLA*, *APA*, *LSA*, etc.). Copies required by FLL are listed in the FLL Departmental Guidelines and detailed on a separate sheet and in the FAQ on the FLL Thesis Web site.

The departmental thesis format adviser will check the format and provide help in interpreting the requirements. She will answer questions about software, but she will not do the computer work. She will not make the required copies or arrange for deposit. She has no funds for long distance phone calls or for mailing packages off-campus.

You should check in with the FLL format adviser early in your work on your thesis and complete the form below for her records. Later you may submit a chapter for a preliminary check, or you may wait until your thesis is completed before having it examined by the thesis format adviser. When your chapter or complete thesis is formatted, drop it off in Room 154 SC. Electronic copies (PDF) will be checked on-screen only, a method that is not as reliable as a paper check. The thesis format adviser will check for *format only* and provide you with written comments via email. If you have questions, stop by the office for an explanation. When the requirements are satisfied, she will sign the Form 9 (Thesis Acceptance Form), which you will receive at your defense. The thesis format adviser is the only person authorized by the Department of FLL to sign for format approval on the Form 9.

After the thesis is approved in the Department (and after the defense), and all corrections are made, you will be ready to make the deposit. Both PhD and MA candidates now deposit electronically; see instructions on the University Thesis Web site. A number of forms (on cotton paper) and surveys must still be presented in person. You will need to make an appointment with Mark Jaeger to complete the deposit ([765] 494-2600; gradinfo@purdue.edu). Check the thesis manual and departmental policy for information on other required copies.

Please complete the following for the thesis adviser's records:

Name: _____ Dept.: FLL? _____
Address: _____ Major Professor: _____
_____ Style Manual: _____
Box in Dept.? _____ Local Phone: _____ MA, MAT, or PhD?: _____
Email: _____ Graduation Date: _____

Complete and return to Room 154, Stanley Coulter Hall.

8/18/08