

Pro Tip: Electronic Thesis and Dissertation (ETD) Templates

Did you know that KU maintains templates for students to use when preparing their theses and dissertations? These templates are preformatted to meet KU's [thesis](#) and [dissertation](#) formatting requirements. All of the requirements, templates, and links to other support resources are available on the [Graduate Studies Website](#).

It is much easier for students to start working on their theses and dissertations using the template, rather than waiting to impose formatting at the last minute. Students learn to work with both the content and the document design on the front end, and avoid a last-minute scramble to convert from their working format to the required submission format. We hope the information below will help you guide your students to the most appropriate tool as they begin to write.



LaTeX

Local LaTeX gurus at KU have created a custom "KU Thesis" template, which can be used for both theses and dissertations. It is available for download on the [Graduate Studies Website](#), under "LaTeX Users: KU Thesis and Dissertation Template". The template downloads as a .zip file, which includes all of the necessary components.

Grad Students Rising

Join us for the Finals in KU's [Three Minute Thesis \(3MT\)](#) competition (date and time below).

3MT is a research communication competition challenging students to express their research discoveries in a way that is concise and compelling for a non-specialist audience. 15 students will compete for cash prizes and a chance to represent KU at the regional finals.

Exciting News, Save the Date!

KU 3MT: Finals
 Tuesday, Nov. 5th
 6:00 p.m.
 Kansas Room,
 Kansas Union

ETD Submission Workshop
 Friday, Nov. 8th
 10:00 a.m.
 Watson Library, Rm. 455

[KU Opera: Giulio Cesare in Egitto](#)
 Nov. 7th & 9th 7:30 p.m.
 Nov. 10th, 2:30 p.m.
 Murphy Hall,
 Baustian Theatre
 \$20 for adults
 \$10 for students & seniors
 Seating is limited

[The LaTeX Project](#) describes LaTeX as "a document-preparation system for high-quality typesetting [which] encourages authors not to worry too much about the appearance of the documents but to concentrate on getting the right content.... LaTeX is based on the idea that it is better to leave document design to document designers, and to let authors get on with writing documents." LaTeX is a free, open-source software, and LaTeX users at KU have the advantage of a template that delivers a carefully designed and KU-specific thesis or dissertation "out of the box". All a student needs to do is plug their content into the template. All of the formatting instructions are pre-programmed to meet submission requirements.

Microsoft Word

The [KU Libraries maintain extensive LibGuides](#) to assist users in formatting their theses and dissertations in Microsoft Word. There are also templates available on that page under "Practice Documents for ETD Workshop". In addition to these extensive online help guides, Paul Thomas, a KU Libraries associate, runs regular workshops to assist students with setting up the document design and formatting. The [next workshop](#) is November 9th at 12 p.m. in Watson Library. Interested participants can [register here](#).

Quick Tips

GradFac Nominations

Thank you for all your help and engagement in getting up to speed with the new GradFac policy and process that rolled out over the summer. Hopefully, the following quick tips will help to ensure we all get these through the approval process as efficiently as possible.

- Please ensure all CVs attached to a GradFac nomination, whether a new member or a renewal, are recent and fully updated. Sometimes, we find newly-hired faculty come through the system with a CV that hasn't yet been updated to show their KU appointment. We also see renewal applications with CVs downloaded from online sources, which are out of date. For speedy approval, CVs must be current.
- Please keep in mind that the Executive Council of Graduate Faculty (EC) reviews all graduate faculty appointments. They meet approximately once a month. To be included in the EC agenda, GradFac nominations must be submitted by 8:00 a.m. Friday, one week before EC meets. You can find the schedule of EC meetings on the [Graduate Studies website](#).
- Please check all privileges that a nominee should hold in the future. If you are increasing someone's privileges, please check the box for all privileges they already hold, as well as the new one(s). This makes it easier for EC to review the graduate faculty member's responsibilities as a whole and it helps keep our records cleaner.

[ETD Formatting in MS Word](#)

*Nov. 9th 12:00 p.m.
Watson Library
Register at the link
above*

Call for Applications: Vice Provost for Graduate Studies

The Provost's Office is currently accepting nominations and applications for a new Vice Provost for Graduate Studies. Please review the [position profile](#) for more information. Interested faculty may apply directly through the link above or may [be nominated by others](#).

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