WHAT WE WILL GO OVER TODAY:

- What the Thesis/Dissertation Consultant does (and does not) do
- Recommended resources
- Quick overview of your responsibilities and rights as thesis/dissertation authors
- Formatting guidelines
- Submission process
- Trace
THESIS/DISSERTATION WEBSITE

Everything that I go over today (and more) can be found at: http://web.utk.edu/~thesis/

1. Go to gradschool.utk.edu
2. Click “Thesis/Dissertation Consultant” link on left side of page
WHAT THE THESIS CONSULTANT DOES:

- Accepts ETDs on behalf of the Graduate School
- Posts ETDs online 1-2 months after graduation and sends information to catalogers
- Acts as administrator of Trace’s Graduate School collections
- Reviews theses/dissertations and helps students with formatting
- Helps NORC administer the Survey of Earned Doctorate
- Graduate Hooding Ceremony
WHAT THE THESIS CONSULTANT CANNOT DO:

- Help with grammar, spelling, citations, or other content issues
- Recommend editors
- Provide real-time support for citation or word-processing software
RESOURCES ON MY WEBSITE:
WEB.UTK.EDU/~THESIS/

-Guide to the Preparation of Theses and Dissertations
-Templates (Word and LaTeX)
-General tips and instructions (page numbering, headings, table of contents/list of tables/list of figures, etc.)
-Trace uploading guide/instructions
-Links to more resources
RECOMMENDED OUTSIDE RESOURCES:

- Your department
- OIT Workshops
- Research Computing Support ([https://oit.utk.edu/research/Pages/default.aspx](https://oit.utk.edu/research/Pages/default.aspx))
- UT Libraries (subject librarians, EndNote help, Studio)
- Office of Research
- Scholarly Journals
- Style Guides (e.g. APA, AMA, Chicago, MCA, MLA)
- ETDs from previous semesters
You have a graduation specialist who will be accepting the forms (other than the Thesis/Dissertation Approval Form) that will enable you to graduate.

If your last name begins with:

A-K: Your graduation specialist is Sylvia Miller. (sylvia@utk.edu)
L-Z: Your graduation specialist is Julie Harden. (jharden@utk.edu)
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- You have copyright of your document.

- You must determine how to responsibly use third party materials, and you must seek permission when necessary.

- The final document must be final.

- Save a copy of your thesis/dissertation.
WHAT YOU NEED TO TURN IN TO ME BY THE ETD DEADLINE DATE (APRIL 17):

- Thesis/Dissertation Approval sheet

- Final, approved thesis/dissertation to Trace

- Survey of Earned Doctorates (PhD candidates only)
APPROVAL FORMS:

- Original, hard copy
- Original signatures (in pen) from ALL committee members
- Turned in to my office in 111 Student Services Building
- Different from the pass/fail form
- Must have your name and major exactly as it is in student records.
- MUST have the exact final title of your thesis/dissertation, as it is on your document and as it will be in your records.
- Bring to your defense and turn in to me AS SOON AS you have all required signatures.
HOW TO GET AN ETD APPROVED BY THE GRADUATE SCHOOL:

1. Upload a draft to Trace on or in advance of the mid-semester preliminary review deadline (February 27).
2. Email thesis@utk.edu to request a review.
3. Make revisions from review.
4. Resubmit next draft.
5. Repeat #3-4 until all formatting problems are fixed.
6. Submit final draft that is free of formatting issues.
7. Email thesis@utk.edu to confirm that your FINAL draft has been submitted, and that you want it to be accepted.
FORMATTING BASICS:

1. A title that does not contain any special characters (basically everything except numbers, letters, and limited punctuation).


3. An abstract of 350 words or fewer. You can use special characters in the abstract, but if they are not on a standard English keyboard (for example, superscripts, subscripts, and Greek letters), they must be spelled out in square brackets immediately following the first use of each character.


5. Properly numbered, captioned, and cited tables and figures.

6. A vita. This is a brief biography about you and your research interests. This must be written in 3rd person, paragraph form. It cannot be a resume or CV.
TITLE:

-The title on your title page should be identical to the title in Trace and on your approval sheet.

-Use Headline Case to Capitalize Your Title (unless specifically directed to do otherwise).

-No special characters (only letters, numbers, and limited punctuation are allowed).
This is Your Title, Centered

A Thesis Presented for the
Master of Science
Degree
The University of Tennessee, Knoxville

Your Full Name
Month of Graduation Year of Graduation
ABSTRACT:

-350 words maximum.

-Special characters (including Greek letters and superscripts/subscripts) must be spelled out in square brackets after first use.

\[ \mu \] [mu] \[ \mu \] [small letter mu]  
\[ \mu \] [micro] \[ \mu \] [micron]

“Blah blah blah \text{H}_2\text{O} \text{ [water]. Blah blah blah H}_2\text{O .} “

“Blah blah blah \text{H}_2\text{O} \text{ [water]. Blah blah blah CO}_2 \text{ [carbon dioxide]. “}
COMPONENTS OF A NORMAL ETD:

- Title page
- Copyright page*
- Dedication*
- Acknowledgements*
- Abstract
- Table of Contents
- List of Tables/Figures/Attachments (if required)

Body (chapters, sections, parts)
- References
- Appendix*
- Vita

} page number (i) suppressed
} lowercase roman numerals (ii-?)
} Arabic numbers (1-?)
COMPONENTS OF A MULTI-PART ETD, OPTION 1:

Title page
Copyright page*
Dedication*
Acknowledgements*
Abstract
Table of Contents
List of Tables/Figures/Attachments (if required)

Introduction
Part 1
  Abstract
Part 2
  Abstract
Conclusion
References
Appendix*
Vita

} page number (i) suppressed

} lowercase roman numerals (ii-?)

} Arabic numbers (1-?)
COMPONENTS OF A MULTI-PART ETD, OPTION 2:

Title page
Copyright page*
Dedication*
Acknowledgements*
Abstract
Table of Contents
List of Tables/Figures/Attachments (if required)

Introduction
Part 1
    Abstract
    References
    Appendix*
Part 2
    Abstract
    References
    Appendix*
Conclusion
Vita

} page number (i) suppressed
} lowercase roman numerals (ii-?)
} Arabic numbers (1-?)
TABLE FORMATTING REQUIREMENTS:

- Must be in row/column format.

- Three lines (above header row, below header row, below last row)

- Each table must have a unique number AND a unique title.

- Numbers and titles go above figures.

- Type table directly into document (do not paste as image) and use same font as rest of document.

- Must be contained in margins (landscape okay).

Table 4. Percentage of native-born U.S. citizen 1999 doctorate recipients who migrated interstate between various life events, by field of doctorate

<table>
<thead>
<tr>
<th>Field of doctorate</th>
<th>Number</th>
<th>Between birth and finishing high school</th>
<th>Between finishing high school and starting college</th>
<th>Between starting college and completing doctorate</th>
<th>Between completing doctorate and first postdoctoral employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>25,153</td>
<td>34.0</td>
<td>36.1</td>
<td>68.8</td>
<td>54.4</td>
</tr>
<tr>
<td>Science &amp; engineering</td>
<td>12,783</td>
<td>35.5</td>
<td>37.8</td>
<td>71.1</td>
<td>59.2</td>
</tr>
<tr>
<td>Engineering</td>
<td>1,850</td>
<td>37.2</td>
<td>37.4</td>
<td>67.2</td>
<td>55.9</td>
</tr>
<tr>
<td>Physics/Astronomy</td>
<td>641</td>
<td>38.3</td>
<td>41.3</td>
<td>77.5</td>
<td>66.9</td>
</tr>
<tr>
<td>Chemistry</td>
<td>1,071</td>
<td>29.4</td>
<td>30.2</td>
<td>74.1</td>
<td>70.3</td>
</tr>
<tr>
<td>Earth, atmospheric, ocean sciences</td>
<td>399</td>
<td>41.4</td>
<td>44.1</td>
<td>74.7</td>
<td>58.6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>444</td>
<td>35.1</td>
<td>42.3</td>
<td>71.6</td>
<td>55.3</td>
</tr>
<tr>
<td>Computer science</td>
<td>333</td>
<td>40.3</td>
<td>44.3</td>
<td>76.3</td>
<td>55.6</td>
</tr>
<tr>
<td>Biological science</td>
<td>5,044</td>
<td>36.5</td>
<td>36.5</td>
<td>76.4</td>
<td>55.7</td>
</tr>
<tr>
<td>Agricultural science</td>
<td>421</td>
<td>31.1</td>
<td>29.3</td>
<td>73.4</td>
<td>52.7</td>
</tr>
<tr>
<td>Psychology</td>
<td>2,673</td>
<td>34.2</td>
<td>36.9</td>
<td>66.7</td>
<td>54.5</td>
</tr>
<tr>
<td>Social science</td>
<td>1,817</td>
<td>36.5</td>
<td>43.8</td>
<td>74.7</td>
<td>54.9</td>
</tr>
<tr>
<td>Non-science &amp; engineering</td>
<td>10,390</td>
<td>32.1</td>
<td>33.9</td>
<td>65.9</td>
<td>48.4</td>
</tr>
<tr>
<td>Humanities</td>
<td>3,532</td>
<td>37.8</td>
<td>44.4</td>
<td>76.1</td>
<td>50.4</td>
</tr>
<tr>
<td>Other\textsuperscript{1}</td>
<td>6,838</td>
<td>28.0</td>
<td>28.5</td>
<td>60.6</td>
<td>42.1</td>
</tr>
</tbody>
</table>

\textsuperscript{1}Other non-S&E fields include education (8.4 percent), health sciences (4.4 percent), and professional fields such as business, communications, and theology (2.2 percent).

\textsuperscript{2}State of first postdoctoral employment or residence.

CONTINUED TABLE REQUIREMENTS:

Table 3.4. Categories of putative virulence factors found in Dsb1-5 and Dsv1. The presence of a gene is noted by (+).

<table>
<thead>
<tr>
<th>Category</th>
<th>Annotation</th>
<th>Dsb1-5</th>
<th>Dsv1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition of iron</td>
<td>FeoB ferric iron uptake</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>ABC-type Fe3+–siderophore transport system</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Hemolysin</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>ferrous iron transport protein A</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Fur family ferro uptake regulator</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>TonB-dependent receptor</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Secretion</td>
<td>Sec system</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Type I secretion</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Type II secretion</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Type IV secretion</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Stress Response</td>
<td>Universal stress protein UsPA</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Clp proteins</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>RelA/SpoT family protein</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>5′/3′-nucleotidase SurE</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Cps/Fnr family transcriptional regulator</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>desulfoferroxin</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>rubredoxin</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Ruberythrin</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Catalase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Peroxiredoxin</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td>Evasion</td>
<td>2-dehydro-3-deoxyphosphogluconate aldolase</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Acetyltransfer</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>alginate o-acetyltransfer</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td></td>
<td>Beta-glucosidase-related glycosidases</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CMP-2-keto-3-deoxyoctulosonic acid synthetase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>dTDP-4-dehydrohamsone 3.5-epimerase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>dTDP-4-dehydrohamnoside reductase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>dTDP-glucose 4,6-dehydratase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>glucose 1-phosphate thymidylytransferase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>glycosyl hydrolase family protein</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Glycosyltransferase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>lytic transglycosylase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>membrane-bound lytic murein transglycosylase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N-acetylmuramyl-L-Alanine amidase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NAD-dependent epimerase/dehydratase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>nucleotide sugar dehydrogenase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>pantothenate-phosphate adenylytransferase, bacterial</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>peptidoglycan O-acetyltransferase PacA</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GDP, alpha-D-mannose-1-phosphate guanylytransferase</td>
<td>+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>putative eropolyphosphoadenosine biosynthesis protein</td>
<td>+</td>
<td></td>
</tr>
</tbody>
</table>

Iron is an essential element used in several metabolic processes; however, bic-available forms of iron are often limited in the environment [146]. The ability to acquire iron is a particularly important trait for human-associated bacteria, where iron can be even more limited by iron-binding proteins of host cells. In the oral environment, most iron is bound to the host protein lactoferrin [146]. Thus, successful human pathogens often have several genes that give them an advantage in acquiring iron. In addition to several iron transport systems, both Dsb1-5 and Dsv1 also contain hemolysin. Using IMG, these genes can also be found in many environmental Deltaproteobacteria genomes and have
FIGURE FORMATTING REQUIREMENTS:

-Schemes, equations, and lists are NOT figures.

-Each figure must have a unique number AND a unique title.

-Numbers and titles go below figures.

-Use same font for caption, but font inside figure can be different.

-Must be contained in margins (landscape okay).

-Poor image scans are unacceptable.
CONTINUED FIGURE REQUIREMENTS:

TABLE/FIGURE PLACEMENT:

-Three options:

1. On the same page that the table/figure is first referred to (must be separated from text above/below by at least ½” of white space)

2. On an otherwise blank page directly after the page on which the table/figure is first referred to (do NOT “break” text/leave a significant amount of white space in order to wait to show a table/figure on the next page)

3. In a labeled appendix at the end of the document/chapter (appendices can only go at the end of the chapters if you are writing a multi-part thesis/dissertation)

-Mention table/figure by number before placement.
ATTACHMENTS:

- Previously referred to as “plates”.

- Add as supplemental files in Trace.

- Make sure your attachments are in formats that are built to be accessible by the widest range of people over the widest range of time.

- Must have List of Attachments (last preliminary page).
  
  “Data From Survey 5 ........................................survey5data.xlsx”
OTHER FORMATTING REQUIREMENTS:

-Margins should be equal (1” on all sides is recommended, but AT LEAST 1” on all sides is required) and consistent throughout the document (cannot have 1.5” on all sides in preliminary pages, then 1” on all sides in rest of document)

-Orphan/widow headings and subheadings are not permitted

-Headings and subheadings of equal value should be formatted similarly

-Remove comments/notes, turn off “track changes”, etc. before uploading any drafts to Trace.
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Consistency and clarity are key!
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- The abstract (up to 350 words)
- A list of keywords (6 maximum)
- The electronic format of your file

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Degree Name:
- None

Major

Major:
- None

Major Professor

First Name, Middle Initial, then Last Name. Example: Peter R. Smith

Major Professor:
Committee Members
Committee member names separated by a comma. Example: John K. Roberts, Jennifer T. Brown, Eric G. Marshall

Committee Members:

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The Lived Experience of Female Doctor Shoppers

Julie Ann Worley

Date of Award
5-2013

Degree Type
Dissertation

Degree Name
Doctor of Philosophy

Major
Nursing

Major Professor
Sandra P. Thomas

Committee Members
Mary E. Gunther, Kenneth D. Phillips, David A. Patterson

Abstract
Prescription drug abuse is a significant problem in the United States with huge societal and financial cost. The 2010 National Survey on Drug Use and Health indicated that in 2009 there were 12.4 million non-medical users of prescription opioids, indicating a 10% increase from 2002. According to the Drug Enforcement Administration (DEA), the financial cost of prescription drug diversion is approximately $72 billion per year. According to the Department of Justice, doctor shopping is the primary method of diversion of prescription drugs. Doctor shopping occurs when patients visit numerous prescribers and pharmacies to obtain prescriptions for controlled drugs for illicit use, such as opiates, stimulants and benzodiazepines for illicit use or sale. In many cases females are noted to be doctor shoppers, perhaps because they are perceived more sympathetically by prescribers. The purpose of this study was to examine
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