Thesis Format Approval Process
School of Languages and Cultures

If you are writing a master’s thesis or doctoral dissertation and you are registered in the School of Languages and Cultures, you are required to follow the suggestions and requirements of Purdue Format as set forth in documents, videos, and workshops available on the University Thesis Office website: <https://www.purdue.edu/gradschool/research/thesis/index.html>. The workshop is vitally important; you must arrange to attend one. There the requirements will be explained and you will receive a packet of formatting information.

All deposits must be done electronically 24-48 hours before your in-person deposit appointment with the University Thesis Office Director, Mark Jaeger. To complete the deposit, a number of forms and surveys must be presented at this appointment. Early in the semester in which you plan to deposit, you must visit the University Thesis Office website, where you can make this appointment online. If you wait too long you may not get an appointment and may not be able to graduate that semester.

SLC offers a site about thesis preparation at <https://cla.purdue.edu/academic/slc/graduate/ThesisInfo/Index.html>. Our School has its own requirements, which are not given on the University Thesis website. SLC specifies use of Purdue Format. In addition, the School allows underlining or italic type, but not both, throughout the thesis. The two mean the same thing. Underlining was used in place of italics when manual typewriters couldn’t do italics; italics is the standard in book production. Boldface type may be used in subheads only. Ask your major professor what authority to follow for documentation style (MLA, APA, LSA, etc.). Copies required by SLC are listed in the SLC Guidelines, on a separate sheet, and in the FAQ on the SLC Thesis website.

Information on forms, scheduling, and deadlines is available in the Grad Office, Room 141, from Joni Hipsher, the SLC Graduate Secretary.

The current School thesis format advisor is Joyce L. Detzner (jdetzner@purdue.edu), in Room 154, Stanley Coulter Hall. The School thesis format advisor will check the format and help in interpreting the requirements. She will answer questions about software, but she will not do the computer work. She will not make the deposit or the required copies, return long distance phone calls, or mail packages off-campus.

You should visit the SLC thesis format advisor early in your work on your thesis and complete the form below for her records. When your complete thesis is formatted (before or after your defense), you may leave a paper copy in Rm 154 or email a PDF (Word docs will not be accepted) to clawsons@purdue.edu. The thesis format advisor will check the format only and email you her comments in writing. Afterward, if you have questions, stop by the office for an explanation. When the requirements are satisfied, she will sign the paper Form 9 (Thesis Acceptance Form), which you will prepare for your defense. Although there are two possibilities listed on the form 9 (Major Professor or Departmental Thesis Format Advisor), the thesis format advisor is the person authorized by the School of Languages and Cultures to sign for format approval.

After your defense, and after the thesis is approved by your committee and the thesis format advisor and all corrections are made, you will be ready to make the electronic deposit. Instructions may be found on the University Thesis website.

Please complete the following for the SLC thesis format advisor’s records:

Name as in University records, last name first: ________________________________

Email: ________________________________ MA or PhD?: ________________________________

Local or in absentia?: ________________________________ Graduation Date: ________________________________

School: SLC? ________________________________ Major Professor: ________________________________

Documentation style: ________________________________

Complete and return to SC Rm 154 2/18/2016