UCSB Graduate Division
Academic Services Unit

Rickie Smith
Academic Services Director
Agenda

General Info
- Resources
- Graduate Division hours/closures

Filing Requirements
- Filing deadlines
- Meeting a filing deadline
- Awarding a degree

Formatting, etc.
- Margins
- Copyright/Fair Use/Permission
- Dissemination
Accept theses/dissertations

Check that it meets the university formatting requirements

Degree checks & awarding

Pre-checks

Graduate Student academic policy advising

FOUR ACADEMIC ADVISORS on staff who can advise on thesis/dissertation filing requirements

Rickie Smith, Director
Kristina Brown, Assistant Director
Janice Gore, Academic Advisor
Ashley Bradbury, Academic Advisor

ACADEMIC COUNSELOR Available to counsel students on topics that intersect their personal/academic lives

Ryan Sims, Associate Director
Graduate Division Office Hours
3117 Cheadle Hall

Open Monday to Friday

9 a.m. to 12 noon
4 academic advisors available

1 p.m. to 4 p.m.
2 academic advisors available

Contact Us
http://www.graddiv.ucsb.edu/contact
The UCSB Graduate Division Website

ProQuest’s Website
www.etdadmin.com/cgi-bin/school?sitId=67
Degrees are officially awarded four times a year (Fall, Winter, Spring, Summer)

A student must have finished all requirements by the final business day of the academic quarter or Summer Session to have his/her degree dated that quarter.

The degree conferral date is the last day of each academic quarter or last day of Summer Session and it is this date that will appear on the student's official University of California diploma and transcript.

Two filing deadlines each quarter

Please see our website for the list of filing deadlines:
www.graddiv.ucsb.edu/academic/filing-deadlines-and-degree-conferral-dates

Filing & Conferral Deadlines
1. **Submit via ProQuest** your entire committee-approved thesis, dissertation/DMA document **no later than 11:59 p.m. PST on the actual filing deadline**
   1. ProQuest URL: [http://www.etdadmin.com/cgi-bin/school?siteld=67](http://www.etdadmin.com/cgi-bin/school?siteld=67)
   2. Watch this 10 minute video tutorial on how to e-file on ProQuest: [https://www.youtube.com/watch?feature=player_embedded&v=yEHS4b5jRzU](https://www.youtube.com/watch?feature=player_embedded&v=yEHS4b5jRzU)

2. **Submit the following materials to the Graduate Division by 4 p.m. on the actual filing deadline:**
   1. One original, signed signature page on **8.5 x 11 white paper, signatures in blue or black ink**
   2. One copy of your title page

What is needed to meet a filing deadline?
What is needed to award your degree?

- Grades posted *(Unless on a Filing Leave of Absence)*
- Committee Nomination Form or Committee Change Form
- Cashier's receipt for payment of the $25.00 Master's Thesis Submission fee *(Master's Thesis students only)*
- Cashier's receipt for payment of the Filing Fee *(Only if on Filing Leave of Absence, ½ cost of Student Services Fee)*
- Completed Embargo Request Form *(Only for 2+ years)*
- Doctoral Form III signed by all committee members *(Doctoral Students Only)*
- Graduate Council required Exit Surveys *(Doctoral Students Only)*
Graduate Division staff can only verify that you have completed your degree after we have completed all of our checks and awarded the degree.

This includes the posting of grades

It takes Graduate Division staff 2-3 months to check and award all degrees for a quarter.

All students will receive a degree verification email once our checks are complete.

We can accommodate a rush request to post a degree
- Rush requests will be handled in the order received
- May take up to a week, we cannot verify your degree on the same day that you file
- Graduate Division’s verifications are unofficial; official verifications/transcripts can be ordered from the Office of the Registrar via GOLD
- Please plan accordingly!
Diplomas are mailed out about 3 months after the conferral date, to the Diploma address you designate in GOLD.

If you have arranged for mail forwarding through the US Postal Service, your diploma will NOT be forwarded to your new address.

If your address does not completely fit in the space allowed in GOLD, please contact the Office of the Registrar at (805) 893-2633 or GraduationMatters@sa.ucsb.edu.

The diploma processing fee of $19.00 is assessed to your BARC account at the time your degree is scheduled to be conferred.

If you have any BARC blocks, your diploma will not be issued until those are cleared.
You own the copyright of your document regardless of whether you register your copyright with the US Copyright Office.

You can include the copyright notice to the third page of your thesis/dissertation/DMA supporting document to remind readers that your document is copyrighted.

You can register your copyright with the US Copyright Office:

- ProQuest will do it for an additional fee, you can do it yourself online.
- Establishes a public record of your copyright claim.
Fair use provisions of Copyright Law allows for limited use of copyrighted materials.

Reprint permission is required when usage of copyrighted material exceeds fair use.

**Instances when usage may exceed fair use**

- Long Quotations (more than one and a half pages)
- Poetry/music lyrics
- Graphic/Pictorial works – photos, charts, graphs, drawings, cartoons
- Previously published material that is authored or co-authored by you
Review your document to identify anything that may exceed fair use.


If you decide that you need copyright permission, request the permission in writing from the copyright holder and upload that permission document to ProQuest during the filing process.

If you previously published in a journal, contact the journal to ask if you need a permission letter or specific citation language in your dissertation.
Dissemination

ProQuest
- Open Access ($95)
- Traditional (free)

UCSB Library
- Open Access (free)
- Campus Use Only (free)

EMBARGO (delayed release of document)
- Due to a pending publication or patent
- Embargo options: 6 months, 1 year, or 2 years
- A request longer than 2 years needs approval from your Committee Chair and the Graduate Dean
General formatting

Margins
• Left: 1.25 inches
• Right/Top/Bottom: 1 inch
• Page numbers: centered .75 inches from bottom of portrait-oriented page

Text should be double spaced
• Exceptions: vita, acknowledgements, TOC, long quotes, footnotes, text within figures/tables/maps, bibliographies, and captions.

12 point-sized font required
• Exceptions: Captions, footnotes/endnotes, text in figures/tables/maps can be as small as 10 pt.
The style of chapter headings, footnotes, etc. depends on you and your discipline.

Images can be imbedded in the text or separated on to a separate page.

We will be checking for:
- 12 point-sized font
- Double spacing where required
- Legibility of charts/graphs
- University margins
- Correct Pagination

The full policy regarding formatting can be found in the Guide to Formatting & Filing Theses & Dissertations on the Graduate Division’s website:
Why have margin requirements?

To allow space for binding your document.

UCSB doesn’t require a bound copy, but you or your department may want to order one.

Bind via ProQuest
- Options available during the e-filing process

Bind via UCSB Library:
http://www.library.ucsb.edu/arms/dissertation-binding
There is no required font, but the font should be one that is easily readable in print or online format.

Some font recommendations:

- Garamond
- Georgia
- Avenir
- Verdana
- Arial
- Century
- Tahoma
- Times New Roman
- Calibri
- Hind
The Effect of Time-Variant Acoustical Properties on Orchestral Instrument Timbres

A dissertation submitted in partial satisfaction of the requirements for the degree Doctor of Philosophy in Music

by

John Michael Trutty

Committee in charge:
Professor Frances Densmore, Chair
Professor Chu Tzi-ya
Professor Carl E. Sashcore

June 2014
The dissertation of John Michael Truett is approved.

Chiu Tsoi-yu

Carl E. Seashore

Frances Densmore, Committee Chair

May 2014
The Effect of Time-Variant Acoustical Properties on Orchestral Instrument Timbres

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by
John Michael Trotty
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ACKNOWLEDGEMENTS

[Begin typing your acknowledgements here. This would be the section in which you dedicate your manuscript to someone or acknowledge the people who helped you.]
VITA OF JOHN MICHAEL TRUTTY
May 2014

EDUCATION
Bachelor of Arts in Music, University of California, Berkeley, May 1994 (summa cum laude)
Master of Arts in Music, University of California, Irvine, June 1996
Doctor of Philosophy in Music, University of California, Santa Barbara, June 2002 (expected)

PROFESSIONAL EMPLOYMENT
1994-96: Teaching Assistant, Department of Music, University of California, Irvine
Summer 2000: Summer Internship, Oxford University Library
1999-2002: Teaching Assistant, Department of Music, University of California, Santa Barbara

PUBLICATIONS
“A Psychoacoustic Comparison of Natural and Synthetic Impulse-Generated Timbres,”


AWARDS
Best Student Paper in Musical Acoustics Award, 134th meeting of the Acoustical Society of America, San Diego, 1997

Department of Music scholarship, University of California, Santa Barbara, 2000

FIELDS OF STUDY
Major Field: Music Perception and Cognition
Studies in Timbre Research with Professors Frances Denson and Carl E. Seashore
Studies in Musical Acoustics and Psychoacoustics with Professor Chiu Tsui-yr
Studies in Behavioral Research Methods and Statistics with Professor Joan Kelly
ABSTRACT

The Effect of Time-Variant Acoustical Properties on Orchestral Instrument Timbres

by

John Michael Trotty

[The abstract begins here. It should be double-spaced. The abstract should consist of a short statement of the problem, a brief exposition of the methods and procedure employed in gathering the data, and a condensed summary of the findings of the study. The recommended length is 1-2 pages.]
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I. Page Patterns and Potentials

To achieve a unified editorial product, it is necessary to have a clearly defined and
clearly patterned breakup of the space on editorial pages. This rhythmic patterning (which
is based on the structural foundation of columns spaced within their surrounding margins)
becomes a signal that helps distinguish editorial pages from advertising pages.

A. Columns

Live-matter page column structure has traditionally been the two-column and three-
column break-up. There's nothing wrong with this arrangement — it works very well, people are used to it, and it is coordinated with the ad spaces which have been sold. The
traditional three-column makeup is also ideal for running stories in fast closing news
magazines, or for stories where there is neither the time or the need for special layout
treatment. But its very efficiency and overall makes this format unsatisfying unless
particularly clever graphic materials are added to play down the makeup pattern. There is
no functional reason why a four-column page arrangement should not be perfectly usable,
even on a standard 8.25"-wide page. Even five columns are perfectly practical. Nor is

---

1 This is a demonstration of the use of footnotes. In this example, a multiple line
footnote with a numbered label will be printed at the bottom of the page. The numbered
label is automatically generated.

2 Here is the second footnote. Again, a multiple line footnote with a numbered label will
be printed at the bottom of the page. Note that there is a line of space between footnotes on
the same page. Also note the --- that appeared in the text. This is called an em dash and is
created on the PC by pressing CTRL+"--" - (use the minus sign on the number pad).

3 Note the -. This is an en dash and is created on the PC by pressing CTRL+- (use the
minus sign on the number pad).
Recap

Use the templates on our website

Come to the Graduate Division for a pre-check

It is ok to revise formatting after you file, but not content

The minimum you need to do to meet a filing deadline is e-file on Proquest and submit the original signature page to the Graduate Division

If you anticipate that you may not be able to secure original signatures by the deadline, please contact us in advance for instructions on how to still meet the deadline