



Henry Chang <hchang4@gmail.com>

Master's Report Format Approval.

2 messages

Henry Chang <hchang4@gmail.com>**Sun, Nov 1, 2009 at 9:43 PM**

To: williamc@mail.utexas.edu

Hi William, I would like to submit a draft of my report for formatting approval. Attached is a copy of my report.

Regards,

-Henry

**Henry_Chang_Report_Draft.pdf**

168K

Crain, William J <williamc@austin.utexas.edu>**Mon, Nov 2, 2009 at 12:27 PM**

To: Henry Chang <hchang4@gmail.com>

Mr. Chang,

The following changes need to be made to your formatting;

1. The preliminary pages (the pages that precede the text) are numbered with lower case roman numerals, these will begin on the Abstract with v, because you count but do not place numbers on the four pages that precede the Abstract. You will then continue with lower case roman numerals vi vii etc. on the rest of the preliminary pages after the Abstract, until you get to the first page of text where you begin numbering again Arabic numeral 1, the numbering is then continuous from there through the Vita. If you need assistance with how to get this numbering in place contact Bob Penman with ITS bpeman@mail.utexas.edu

2. Last semester our instructions changed slightly in regards to the signature page, it should now come after the copyright page and before the title page and the formatting includes a statement at the top, I have included as an attachment the example for you to use as a reference from our formatting instructions. Make sure you use the word report rather than thesis and use your full name as you did on the copyright page.

3. Try not to split figures and tables between pages ,see figure 4.3, 4.8, bump this table onto one page, if you have to split a figure or table make sure you label it on both pages.

Base on what you have provided me with these are the only formatting changes needed.

You have two options for submission either turning in the pdf file burned on a cd or uploading the pdf to the texas digital library server <http://etd.lib.utexas.edu/> If you turn in the disc make sure you label it with your name, the word "report", your major and December 2009. If you decide to upload, make sure that you have uploaded before you come to turn in your paper materials.

Regardless of which submission format you choose the additional paper materials required are the same;

Turn in paper copies of your title page, signature page (which should have the original signatures

of your committee members) and abstract from your PDF. Also fill out and turn in the copyright disclaimer form which can be found at our website <http://www.utexas.edu/ogs/pdn/>

Do not scan signatures into your pdf.

Print this email and bring it with you so that the receptionist will know that you have had your format checked and approved.

Let me know if you have any questions.

William Crain
Degree Evaluator III
Graduate School
Main Building Room 101
512-232-3628

[Quoted text hidden]

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