



**BAYLOR**  
UNIVERSITY

GRADUATE SCHOOL

**Dear Dissertation and Thesis Students:**

A **Formatting Workshop** has been planned just for you! We **STRONGLY** encourage you to attend, as this will be one of the most beneficial sessions offered to help you with the formatting of your dissertation or thesis. The same workshop, same material covered, is offered on **two days with no reservation required**.

**DATE:** Tuesday, October 1, 2013  
Wednesday, October 2, 2013  
**PLACE:** Morrison Hall 120  
**TIME:** 3:00-5:00 p.m.

**Mrs. Sandra Harman, Graduate School:**

Welcome, General Information; Preliminary Technical Review, Final Steps

**Dr. Michelle Toon and Mrs. Melinda Sanson, ITS:**

Problematic Formatting Information and Help

**Mrs. Patt Black, ITS:**

PDF Formatting Help

**Mrs. Billie Peterson-Lugo, Baylor Electronic Library:**

Copyright and plagiarism issues, as well as an overview of the Beardocs process, including naming and submitting files, discussion of the Copyright and Availability form, and other library-related questions.

We will cover general information that will be helpful to you, and address some specific trouble spots as you format and submit your document and as you complete your graduate degree. If you have specific questions that you want one of us to answer, please feel free to email those to me.

Please join us—we look forward to seeing you on one of the dates listed.

**Important: Be sure to file for graduation in the semester you plan to graduate. If you are planning on December 2013 graduation, you should have already filed.** Also, please schedule your **Preliminary Technical Review** as soon as possible. The review is **REQUIRED** at least 2 weeks before your defense, but please come sooner if you are ready. You do not have to be completely finished with the writing to come and see me! You may reach me at (254) 710-3582, or by email [Sandra\\_Harman@baylor.edu](mailto:Sandra_Harman@baylor.edu).