THESIS AND DISSERTATION: HELPFUL INFORMATION

FOR MORE INFORMATION AND LINKS, SEE ALSO:
HTTP://GUIDES.LIB.KU.EDU/ETD

THE UNIVERSITY OF KANSAS
Document Formatting LibGuide: [www.lib.ku.edu/etd](www.lib.ku.edu/etd)
Pam Rooks: [EndNote@ku.edu](EndNote@ku.edu)

Copyright Information: [www.copyright.ku.edu](www.copyright.ku.edu)
Marianne Reed: [mreed@ku.edu](mreed@ku.edu)
<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>Barb Seba</td>
<td><a href="mailto:bseba@ku.edu">bseba@ku.edu</a></td>
</tr>
<tr>
<td>Business</td>
<td>Charly Edmonds</td>
<td><a href="mailto:cedmonds@ku.edu">cedmonds@ku.edu</a></td>
</tr>
<tr>
<td>College of Liberal Arts and Sciences</td>
<td>Morgan Swartzlander</td>
<td><a href="mailto:coga@ku.edu">coga@ku.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Kim Huggett</td>
<td><a href="mailto:khuggett@ku.edu">khuggett@ku.edu</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Anna Paradis</td>
<td><a href="mailto:aparadis@ku.edu">aparadis@ku.edu</a></td>
</tr>
<tr>
<td>Journalism and Mass Communications</td>
<td>Jammie Johnson</td>
<td><a href="mailto:jamjohn@ku.edu">jamjohn@ku.edu</a></td>
</tr>
<tr>
<td>Law</td>
<td>W. Blake Wilson</td>
<td><a href="mailto:wilsonwb@ku.edu">wilsonwb@ku.edu</a></td>
</tr>
<tr>
<td>KU Medical Center - Ph.D.</td>
<td>Marcia Jones</td>
<td><a href="mailto:mjones@kumc.edu">mjones@kumc.edu</a></td>
</tr>
<tr>
<td>KU Medical Center - D.N.P.</td>
<td>Cassandra Tribitt</td>
<td><a href="mailto:SONAcademicAffairs@kumc.edu">SONAcademicAffairs@kumc.edu</a></td>
</tr>
<tr>
<td>Music</td>
<td>Jane Gnojek</td>
<td><a href="mailto:jgnojek@ku.edu">jgnojek@ku.edu</a></td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Patti Steffan</td>
<td><a href="mailto:psteffan@ku.edu">psteffan@ku.edu</a></td>
</tr>
<tr>
<td>Social Welfare</td>
<td>Becky Hofer</td>
<td><a href="mailto:bhofer@ku.edu">bhofer@ku.edu</a></td>
</tr>
<tr>
<td>Urban Planning</td>
<td>Barb Seba</td>
<td><a href="mailto:bseba@ku.edu">bseba@ku.edu</a></td>
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</tbody>
</table>

**Where to start**

Some degree programs will have their own requirements and timelines for the ETD submission process. Make sure you check with your department for this information.

For students in the College of Liberal Arts and Sciences, the KU COGA doctoral and master’s degree completion checklists and other useful instructions and links are available at https://college.ku.edu/coga/graduation/doctoral and https://college.ku.edu/coga/graduation/master's. For specific degree completion information for other programs, check in with your department.

The KU Graduate School also provides exact formatting requirements at: https://graduate.ku.edu/etd-formatting-and-working-multimedia-files
# Graduate Studies Calendar 2016-2017

**Please check with the Graduate Division office of the school in which your program resides for the last date to schedule master's final, doctoral comprehensive oral, and doctoral final examinations for each semester or term.**

## Fall 2016
- **August 22:** Classes begin
- **September 5:** Labor Day. No classes.
- **September 6:** If a student was enrolled during Summer session 2016 and meets all degree requirements for Fall 2016 graduation by this date, the student is not required to enroll for Fall semester 2016.
- **October 8:** Fall break begins
- **October 12:** Classes resume
- **November 23:** Recess begins
- **November 28:** Classes resume
- **December 8:** Last day of classes
- **December 12-16:** Final examinations
- **December 16:** Last day for Fall 2016 master’s and doctoral candidates to meet all degree requirements\(^1\). No extensions will be granted.
- **December 31:** December degrees awarded (formally conferred at May 2017 commencement)

## Spring 2017
- **January 17:** Classes begin
- **January 31:** If a student was enrolled during Fall semester 2016 and meets all degree requirements\(^1\) for Spring 2017 graduation by this date, the student is not required to enroll for Spring semester 2017.
- **March 01:** Last day for students to submit their Application for Graduation in Enroll & Pay to ensure their name is included in the printed Commencement and Doctoral Hooding Ceremony programs.
- **March 20:** Spring recess begins
- **March 27:** Classes resume
- **May 04:** Last day of classes
- **May 08-12:** Final examinations
- **May 12:** Last day for Spring 2017 Master’s and Doctoral candidates to meet all degree requirements\(^1\). No extensions will be granted.
- **May 13:** Doctoral Hooding Ceremony
- **May 14:** Commencement

## Summer 2017
- **See www.registrar.ku.edu for enrollment dates.**
- **June 6:** Classes begin
- **June 13:** If a student was enrolled during Spring semester 2017 and meets all degree requirements\(^1\) for Summer 2017 graduation by this date, the student is not required to enroll for Summer session 2017.
- **July 28:** Last day of classes
- **July 28:** Last day for Summer 2017 Master’s and Doctoral candidates to meet all degree requirements\(^1\). No extensions will be granted.
- **August 01:** August degrees awarded (formally conferred at May 2018 commencement)

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\(^1\)University degree requirements include: a) Electronic filing of thesis or dissertation, b) submission of paperwork to the Graduate Division office of the school; and c) submission of the Application for Graduation in Enroll & Pay. Consult with your department for additional degree requirements.

Note: These dates vary among the schools and are subject to change. Consult your school’s Graduate Division office as well as www.registrar.ku.edu to confirm all dates. KU’s academic calendars are available online at www.registrar.ku.edu/calendar. Information about KU commencement ceremonies is also available online at www.commencement.ku.edu.
<table>
<thead>
<tr>
<th>Fall 2016</th>
<th>Spring 2017</th>
<th>Summer 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22: Classes begin</td>
<td>January 17: Classes begin</td>
<td>June 6: Classes begin</td>
</tr>
<tr>
<td>September 5: Labor Day Holiday</td>
<td>January 31: If enrolled during Fall 2016 semester and did not meet Fall 2016 graduation deadlines but do complete all degree requirements (see below) by this date, not required to enroll for Fall 2016 semester but still considered a Fall graduate. Unless this criterion is met, must enroll for the Fall 2016 semester as students are required to be enrolled the semester they graduate.</td>
<td>June 13: If enrolled during Spring 2017 semester and did not meet Spring 2017 graduation deadlines but do complete all degree requirements (see below) by this date, not required to enroll for Summer 2017 semester but still considered a Summer graduate. Unless this criterion is met, must enroll for the Summer 2017 semester as students are required to be enrolled the semester they graduate.</td>
</tr>
<tr>
<td>September 5-6: If enrolled during Summer 2016 semester and did not meet Summer 2016 graduation deadlines but do complete all degree requirements (see below) by this date, not required to enroll for Fall 2016 semester but still considered a Fall graduate. Unless this criterion is met, must enroll for the Fall 2016 semester as students are required to be enrolled the semester they graduate.</td>
<td>March 1: Last day to submit Spring Application for Degree in Enroll &amp; Pay to ensure inclusion in the Commencement Program.</td>
<td>July 15: Last day to submit Application for Degree for Summer graduation in Enroll &amp; Pay.</td>
</tr>
<tr>
<td>November 23-November 27: Thanksgiving recess</td>
<td>March 20-26: Spring Recess</td>
<td>July 14: Last day for Summer 2017 master’s students to complete final general examination, project or thesis defense and for PhD and DNP candidates to take final oral examination (a.k.a. dissertation defense for PhD candidates.)</td>
</tr>
<tr>
<td>December 1: Last day to submit Application for Degree for Fall graduation in Enroll &amp; Pay.</td>
<td>April 15: Last day to submit Application for Degree for Spring graduation in Enroll &amp; Pay.</td>
<td>July 28: Last day of classes</td>
</tr>
<tr>
<td>December 2: Last day for Fall 2016 master’s students to complete final general examination, project or thesis defense and for PhD and DNP candidates to take final oral examination (a.k.a. dissertation defense for PhD candidates.)</td>
<td>April 28: Last day for Spring 2017 master’s students to complete final general examination, project or thesis defense and for PhD and DNP candidates to take final oral examination (a.k.a. dissertation defense for PhD candidates.)</td>
<td>July 28: Last day for Summer 2017 master’s thesis and doctoral PhD candidates to electronically file thesis/dissertation - no extensions will be granted.</td>
</tr>
<tr>
<td>December 8: Last day of classes</td>
<td>May 4: Last day of classes</td>
<td>August 1: Summer semester degree award date (degrees are formally conferred May 2018 Commencement)</td>
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<tr>
<td>December 12-16: Final examinations</td>
<td>May 8-12: Final examinations</td>
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</tr>
<tr>
<td>December 16: Last day for Fall 2016 master’s thesis and PhD doctoral candidates to electronically file thesis/dissertation - no extensions will be granted.</td>
<td>May 12: Last day for Spring 2017 master’s thesis and doctoral PhD candidates to electronically file thesis/dissertation - no extensions will be granted.</td>
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</tr>
<tr>
<td>December 31: Fall semester degree award date (degrees are formally conferred May 2017 Commencement)</td>
<td>May 13: Doctoral Hooding Ceremony</td>
<td>May 14: Commencement</td>
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<tr>
<td></td>
<td>May 14: Spring semester degree award date</td>
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</tbody>
</table>

**Completion of Degree Requirements includes:** (a) grades for all required courses are posted (no WG or I grades) with resulting cumulative GPA of 3.0 or higher; (b) Application for Degree (AFD) is submitted in Enroll & Pay; and (c) electronic filing of thesis/dissertation, if applicable, is approved and the thesis/dissertation required paperwork is filed with the Office of Graduate Studies.

**KUMC Graduation Checklist** is available online at [http://www.kumc.edu/academic-affairs/graduate-studies/graduation-and-età-information.html](http://www.kumc.edu/academic-affairs/graduate-studies/graduation-and-età-information.html)
Path to Completion

Start

Apply for Graduation:
Log-in to your Enroll & Pay account > click Graduation > click KU Apply for Graduation > follow the steps
*This step can be done at any point in the semester, up to the posted deadline.

Plan defense:
1. Finalize the committee for your defense.
2. Dept communicates with the school to get pre-approval for your defense.
3. Dept announces the dissertation defense.
4. Create and print the title and acceptance pages for your dissertation (take these to your defense).

Electronic Submission:
Submit your dissertation electronically to UMI.

Paperwork:
Contact the staff member in your school office to identify the materials you are required to submit in order to graduate.
Most schools require at least the following:
- Signed title and acceptance pages
- Signed ETD release form
- Doctoral Completion Survey - verification of completion (PhD only)

Participate in:
- Spring 2013 Graduate Recognition Ceremony
  (contact your school/College)
  and/or
- The Doctoral Hooding Ceremony on Saturday, May 17th, 2013 @ 3:30pm

Defend:
1. Successfully defend
2. Get title and acceptance pages signed

If you plan to participate in the Doctoral Hooding Ceremony, please:
- Identify the faculty member who will serve as your "Hooder"
- Register with the Office of Graduate Studies

Finish
Administrative Timeline

Start

UMI:
Student submits the final version of Thesis/Dissertation on the UMI/Proquest website

Administrator Assigned:
School contact assigned by the Office of Graduate Studies

Publication:
After degree is conferred, UMI/Proquest is notified and the student is sent an email.

Finish

Staff Review:
School contact reviews the final version for format and/or additional changes. School contact indicates when Thesis/Dissertation is accepted.
Doctoral Completion Survey

Doctoral students are required to complete the Doctoral Completion Survey at https://graduate.ku.edu/doctoral-completion-survey

When finished, you will receive a certificate like the one pictured below.

(Thank you to N.A. for providing a certificate for us to reproduce here.)

Certificate of Completion

of the
Survey of Earned Doctorates Questionnaire

This certifies that A. Jayhawk, a student at 
Univ. of Kansas, 
has completed the 
Survey of Earned Doctorates 
on 4/27/2015. 
Confirmation Code: 123456ABCD

[Logos from NSF, NIH, USDA, and NASA]
Embargo: Considerations that may be deemed reasonable for granting permission for a temporary embargo include:

- Patentable rights in the work or other issues in which disclosure may be detrimental to the rights or interests of the author.
- The need to prevent disclosure of government information about persons, institutions, technologies, etc.
- The interest of an academic or commercial press in acquiring the rights to publish your dissertation or thesis as a book.
- Content that is likely to be or has already been submitted to a peer-reviewed journal.
- Approval for delay granted by Restricted Research Committee (see Restricted Research link below for more information).

Steps for acquiring approval to embargo a thesis or dissertation:

1. Discuss the need for an embargo with your advisor or dissertation committee chair.
2. Complete the Thesis and Dissertation Release Form.
4. Turn the Thesis and Dissertation Release Form in to your school office.

Embargoing at KU requires 2 steps:

Embargo is the term used to describe a delayed release or delayed availability of scholarly work. Reasons for embargoing work may include patents pending, sensitive data or pending publication.

If an embargo has been approved, scholars must take both of the following steps:

**KU ScholarWorks (a public KU database):**

Sign the KU ScholarWorks release form and select the length of embargo. The director of graduate studies for your department must approve the embargo and sign the release form.

**UMI:**

When submitting your dissertation or thesis electronically under publishing restrictions, select delayed release and the appropriate length of time.

If both of these steps are not taken, scholarly work will be made publicly available, even searchable through internet sites such as Google.

Copyright: Protecting Your Work and Respecting the Work of Others

Copyright provides protections to the owner of a work of scholarship or art. As authors/creators of scholarship and users of other copyrighted materials, students have two important roles they must play. As authors of his or her thesis/dissertation, a student is the owner of the copyrights invested in that work until he or she gives those rights away or shares the rights with others. Students must also respect the copyright protections invested in works they incorporate into their own scholarship by being sure that they have received proper permission from the owner of the copyright of that incorporated work.

All students are required by University policy and by ProQuest/UMI policy to ascertain that use of all copyright-protected materials reproduced in their thesis or dissertation either falls within the "fair use" guidelines of U.S. copyright law or that they are reproduced with the permission of the owner. A claim of a "fair use" of copyrighted materials requires an assessment by the author (in this case the KU student) of the four factors of "fair use" and is not to be taken lightly. Fair use must be weighed in light of the "four factors"—the nature of the work you will use; the purpose of the work you are creating; the amount of the work you want to use; the commercial market effect your use of someone else’s work. Depending on your analysis of the above your intended use might fall under fair use protections and would be allowed in spite of the other work being protected by copyright. Consider using the fair use checklist posted here, [http://copyright.columbia.edu/copyright/files/2009/10/fairusechecklist.pdf](http://copyright.columbia.edu/copyright/files/2009/10/fairusechecklist.pdf) to help in your analysis. Visit the Center for Digital Scholarship’s site for additional resources and help, [http://cds.lib.ku.edu/services/copyright-information-for-instructors-and-students](http://cds.lib.ku.edu/services/copyright-information-for-instructors-and-students).

As authors students’ works are protected by copyright. Although copyright registration [of the thesis or dissertation with the US Copyright Office] is optional for students, the University encourages all thesis and dissertation students to register copyright, either through UMI or directly with the U.S. Copyright Office. Under current U.S. copyright law, copyright protection is automatic and does not require registration or the use of the copyright (®). However, the copyright symbol informs readers that you know your rights, while formal copyright registration establishes a public record of your dissertation and your name and address. For American publications, registration is required before you can file an infringement lawsuit.
# Know Your Copy Rights

Often you can use works in your teaching without permission or fee. This chart highlights some of those situations. However, there are other circumstances where permission and/or fee are required (for example, when some types of works are included in course packs). Check with your institution’s library or legal office for information about campus copyright policies.

## What You Can Do

<table>
<thead>
<tr>
<th>Legal Status of Work To Be Used</th>
<th>Works Not Copyrighted</th>
<th>Copyrighted Works</th>
</tr>
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<tbody>
<tr>
<td>Public Domain Works (US Govt. and pre-1923 works, and certain other works)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Your Own Works (if you kept copyright or reserved use rights)</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Open Access Works (works available online without license, password, or technical restrictions)</td>
<td>Yes</td>
<td>Link</td>
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<tr>
<td>Electronic Works Licensed by Your Institution (depends on license, but usually permitted)</td>
<td>Yes</td>
<td>Link</td>
</tr>
<tr>
<td>Electronic Works with a Creative Commons License (depends on license, but usually permitted; if not, LINK)</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Other Works (when none of above apply)</td>
<td>Yes</td>
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## Proposed Use

<table>
<thead>
<tr>
<th>Exhibit materials in a live classroom?</th>
<th>Post materials to an online class?</th>
<th>Distribute readings?</th>
<th>Create electronic reserves?</th>
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<tbody>
<tr>
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ARL has carefully vetted the information in this chart; however, its accuracy and completeness with well accepted practices under US Law. However, ARL makes no warranty, express or implied, as to the information and disclaims liability for damages resulting from its use. No legal services are provided or intended to be provided.
Making sure people know that it is YOUR work: Using ORCID ids as a unique identifier for scholars

http://guides.lib.ku.edu/impact/orcid

What is ORCID?

"ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized."

See more at Orcid FAQ

Benefits of Registering an ORCID ID

- If you have a fairly common name, having an ORCID ID can provide an easy way to disambiguate your name from other researchers, thus making it easier to track the impact of your research through citations analysis and other tools.

- Once you have acquired your free ORCID ID, you can "claim" your previously published works and link them to your ORCID account.

- Some granting agencies are now requiring participants to have an ORCID or some other kind of unique identifier for each researcher.
LaTeX Workshop
Dr. Paul Johnson & Brent Kaplan

Saturday, October 29th, 1-4pm
455 Watson Library
A university-approved KU Thesis/Dissertation LaTeX template was prepared by CRMDA staff members (see http://www.graduate.ku.edu/formatting and a full set of links on http://pj.freefaculty.org/latex). This seminar will demonstrate how to get started using the KU thesis/dissertation LaTeX template through the easy to use (and free!) software LyX.

Topics for this seminar include:
- Introduction to LyX
- How to cheat on your LaTeX Homework Using LyX
- Creating and referencing tables, figures, and equations
- Creating and managing a BibTeX bibliography with JabRef
- Creating and managing separate chapters of your document.

Setting up a computer with LyX and LaTeX can be somewhat challenging. This is the point at which many new users become frustrated and quit. For Windows, we recommend the installation of the LyX installer bundle, while Macintosh requires the installation of "MacTeX" along with LyX. We will have available some computers that are already properly configured.

To enroll - there is a refundable $10 deposit. This $10 is refunded to you when you show up for the workshop. All refunds will be made on Monday, October 31. If you do not attend the workshop, your deposit is forfeit and not eligible for refund.

Please see crmda.ku.edu/latex-20161029 for more details.
Research Data Management

What is research data management?
Research data management refers to how you deal with all the information you make use of in the course of your research. It covers:

- How you organize and structure electronic and print materials
- How you store it and back it up
- How you prepare materials for analysis, to share with others, or for long-term preservation

It includes working with structured data (the sort that might be stored in a table or database). It also covers textual sources, images, recordings, and much more.

The key goals of data management are about making the research process as efficient as possible:

- In the short term, make sure you can find the information you need when you want it
- In the longer term, make sure the information you’ve collected remains useful: that it’s stored safely, and that it will still make sense if you or others need to refer to it again later on

There may also be funding body requirements that you need to meet:

- You may need to submit a data management plan when you apply for funding
- You may be required to make your data publicly available at the end of a project

Start early and think ahead
A key principle of good data management is forward planning. The earlier you start thinking about how you’ll manage your information, the easier it will be: that way you can put good systems in place before you’re swamped with material.

But while the beginning of a project is the ideal time to think about this, it’s never too late to make some improvements. Take some time to look at your current ways of dealing with information. Are there changes you could make to make life easier for yourself? It’s worth having one eye on the future—how are things likely to develop over the course of your research project? Is it likely you’ll want to reuse this material in later projects, or to share it with other researchers? The back of this sheet has some suggestions to help you get started.

For more information

Contact Jamene Brooks-Kieffer, Data Services Librarian, at [jamenebk@ku.edu](mailto:jamenebk@ku.edu) or 785-864-5238

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Adapted from a fact-sheet prepared by the JISC-funded DaVaRO Project ([http://damaro.oucs.ox.ac.uk/](http://damaro.oucs.ox.ac.uk/)), University of Oxford

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Retrieved from [http://find.jorum.ac.uk/resources/10995/18286](http://find.jorum.ac.uk/resources/10995/18286)
## Organize materials

### Naming directories (folders) and files:
- Less than 25 characters
- Use underscores or dashes instead of spaces
- Avoid special characters: `" / \ * ? ' " < > [ ] & $`
- Use YYYYMMDD or YYYY-MM-DD date convention
- Use leading zeros so numbered items sort correctly: 01, 02, ..., 10

### Directories / Folders
- Create a structure for your project and stick to it
- Use names that are general enough to accommodate most of your files:
  - `MyResearchProject`
  - `Data`
  - `Tables`
  - `Text`

### Files
- Create a systematic naming scheme for all the files in a folder
- Choose 2 or 3 important attributes; string them together to create the scheme:
  - `Event_Location_Date.xxx`
  - `ProjectID_ContributorInitials_Date.xxx`
  - `Date_Location_BriefDescription.xxx`

## Document materials

### Create a ReadMe.txt file
- Use a text editor:
  - Windows - Notepad
  - Mac - TextEdit
  - Linux - Gedit
- Save the file in .txt format
- Make multiple ReadMe files to capture many aspects of your project
- Have somebody unaffiliated with the data check your ReadMe for omissions or unclear language

### Record information about your materials in the ReadMe.txt file
- **Context:**
  - Who, What, Where, Why, When
- **Method:** How was the data collected?
- **Structure & organization of files**
- **Questions / Problems**
- **Access & use conditions**
- **Contact information**

## Preserve materials

### Back up files
- Follow the 3 2 1 rule:
  - 3 copies
  - 2 onsite (e.g.: computer and external hard drive)
  - 1 offsite (e.g.: cloud backup service)
- Only use USB drives and optical media (CD/DVD) for short-term storage
- Automate if at all possible
- Periodically check your backups
- Copy analog materials and store safely, or scan and back up digitally

### Pay attention to file formats
- Software and hardware evolve over time, making files unreadable or hard to use
- When prepping files for long-term storage, consider migrating to formats that are:
  - Non-proprietary or open
  - Use standard character sets (ASCII, Unicode)
  - Uncompressed
  - Unencrypted
# Citing and Documenting Sources: APA Format

<table>
<thead>
<tr>
<th>Explanation of different citation styles</th>
<th><a href="http://libraries.mercer.edu/research-tools-help/citation-tools-help/why-are-there-so-many-different-citation-styles">http://libraries.mercer.edu/research-tools-help/citation-tools-help/why-are-there-so-many-different-citation-styles</a></th>
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<tbody>
<tr>
<td>Quick Guide: citation comparison chart</td>
<td><a href="https://owl.english.purdue.edu/media/pdf/20110928111055_949.pdf">https://owl.english.purdue.edu/media/pdf/20110928111055_949.pdf</a></td>
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<td>APA Style Blog</td>
<td><a href="http://blog.apastyle.org/">http://blog.apastyle.org/</a></td>
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<td>Face-to-face help</td>
<td>Book a consultation at the Writing Center: <a href="http://www.writing.ku.edu">www.writing.ku.edu</a></td>
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