For Graduate Students:
The Six Most Common Mistakes Students Make When Submitting Materials in VIREO and How To Fix Them

Questions? Contact me for a format review by phone, Zoom or email!

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1. **Putting the incorrect date on title pages.** The date listed should be the *date of conferral*, not the date of your defense. For example, if you will graduate on May 14, 2021, this is the date you need to use. If you are graduating intra-term, then use the last day of that month, e.g., June 30, 2021.

2. **Using the title page with the sign and date lines as the title page of the thesis/dissertation and/or circulating the ETD title page for approval.**
   - *The ETD title page* lists the committee at the bottom (or, in the case of a master’s thesis, the adviser and second reader), and is the first page of the thesis/dissertation that is submitted in VIREO.
   - *The version with the sign and date lines* is used to circulate to your committee, along with your abstract, and then uploaded to VIREO as an administrative file.
   - There are samples of both versions in the grad school *formatting guidelines*, pages 19-21. They are exactly the same, except for the way the faculty are presented, and are both left unnumbered.

3. **Changing the wording or placement of words on the title pages.** The five lines of text on the title pages must match the *formatting guidelines* exactly, both in wording and placement.

4. **Using extra large margins or font.** The margin maximum is one inch and the minimum is ½ inch. For font, 10 point minimum and 12 point maximum is the standard we follow.

5. **Not including “Page” and “Chapter” in the Table of Contents.**
   - “Page” should appear in the top right-hand side and be right-aligned.
   - “Chapter” should appear below the final preliminary page entry and should be left-aligned.
   You will then be able to list your page numbers and will never have to repeat the word “Chapter” again.
   - The same principle applies to the List of Tables and List of Figures, with the word “Table” and/or “Figure” replacing the word “Chapter” on those pages. Doing so, “Table” and/or “Figure” are only typed once. Please see page 25 of the *guidelines* for an example.

6. **Not fully following the guidelines found on pages 5 and 6 if using the journal article or multi-art format.** See particularly the updated section, “Permission to Include Your Own Previously Published or Co Authored Material,” which includes a list of five potential action items that you may need to take, including uploading additional administrative files to VIREO.