

Thesis Errata Sheet Request Instructions

Students and advisers should check thesis content carefully before submission to avoid errors. On occasion, however, significant errors in content are discovered after the acceptance of the thesis by the Office of Graduate and Postdoctoral Studies for degree conferral. Use the following form to request an errata form to be included with your thesis record in the University archive (scholarship.rice.edu).

Request Form

The attached form must be submitted as the cover sheet for the errata pages.

The form is a fillable .pdf. the thesis author should complete their portion of the form and print it using Adobe Acrobat or Reader.

Errata sheet

The errata sheet may be up to 15 pages long (including the errata form).

Each correction should be represented by an entry. Each entry should contain (a) page and line number of the passage to be corrected, (b) text of the passage, and (c) the correct text itself. (Ellipses may be used to shorten the quotation of the original passage to be corrected.)

All errata pages should be printed single-sided and follow the thesis [Format Guidelines](#) available on the Office of Graduate and Postdoctoral Studies website.

Pagination: Please note that the errata form is numbered Errata – 1. Subsequent pages should be numbered according to the same scheme: Errata – 2, Errata – 3, etc.

Procedure for submission and approval

1. Author:
 - a. prints one copy of the instruction page
 - b. completes errata sheet form (attached); prints two copies
 - c. creates errata sheet pages noting corrections (see above); prints two copies
 - d. joins errata form with errata sheets pages – along with a copy of this page
 - e. delivers errata sheet pages to the thesis supervisor or current department chair (or in the case of interdepartmental programs, the current graduate program director)
2. Thesis supervisor AND department chair
 - a. signals approval by signing both copies of the errata forms
 - b. sends forms and errata sheets to the next individual or, if otherwise completed, the Office of Graduate and Postdoctoral Studies (MS-13)
3. Office of Graduate and Postdoctoral Studies
 - a. signals approval by signing both copies of the errata forms
 - b. sends a .pdf of the errata form and the errata pages to the Center for Digital Scholarship for deposit as a supplemental document alongside the original thesis

Questions? Contact the Office of Graduate and Postdoctoral Studies (graduate@rice.edu).

Thesis Errata Sheet

Author _____
Graduate Program _____
Degree _____
Graduation Date _____
Thesis Title _____

URL link to the thesis at scholarship.rice.edu _____

Brief description of errata sheet _____

Number of pages _____ (15 maximum, including this page)

- **Author:** I request that the attached errata sheet be added to my thesis. I have attached two copies prepared as prescribed by the Thesis Errata Sheet Request Instructions.

Signature of author _____ Date _____

- **Thesis Adviser:** approve the attached errata sheet and recommend its addition to the student's thesis.

Signature _____ Date _____

Name _____

- **Current Department Chair or (in the case of interdepartmental graduate programs, the current Graduate Program Director):** I approve the attached errata sheet and recommend its addition to the student's thesis.

Signature _____ Date _____

Name _____

- **Dean of Graduate and Postdoctoral Studies:** I approve the attached errata sheet and direct the Center for Digital Scholarship Services to include the errata form with all copies of the student's thesis held by Fondren Library, both print (if applicable) and electronic.

Signature _____ Date _____

Name _____