



Thesis/Dissertation Errata Sheet Request

Instructions

Students and advisors should review thesis/dissertation content carefully before submission to avoid errors. On occasion, however, significant errors in content are discovered after submission. Use the following form to request insertion of an errata sheet in your thesis/dissertation, following the format of the dissertation.

Request Form

- The form below must be submitted along with the errata sheet.

Errata sheet

- The errata sheet may be a **maximum of 5 pages long**.
- 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 passage to be corrected.)
- All errata pages must follow the formatting required in the [PhD Dissertation Formatting Guide](#).
- **Pagination:** Each page in the errata sheet must be numbered: **Errata - p. 1, Errata - p. 2**, etc.

Procedure for submission and approval

1. **Author:**
 - a. Completes errata form and signs electronically
 - b. Creates errata sheet noting corrections (see above)
 - c. Submits form and errata sheet to thesis/dissertation advisor (if still on the Penn faculty) or Graduate Group Chair
2. **Thesis/dissertation advisor (if still on the Penn faculty) and Graduate Group Chair:**
 - a. signals approval by signing (electronically) the errata form
 - b. sends form and errata sheet to the Vice Provost for Education at provost-ed@upenn.edu
3. **Vice Provost for Education:**
 - a. Reviews and approves by signing the errata form
 - b. Notifies author of final approval
 - c. Sends the errata pages to ProQuest and Scholarly Commons for publication
4. **Author:**
 - a. Completes additional steps required by ProQuest (see ProQuest's [Dissertation/Thesis Correction Policy](#))



Thesis/Dissertation Errata Sheet Form

Author: _____

Graduate Group: _____

Degree(s): PhD, AM, or MS: _____ **Graduation date (mm/yyyy):** _____

Thesis/dissertation title: _____

Reason for this Request:

Brief Description of Errata Sheet. Include number of pages (5 maximum):

Author: I request that the attached errata sheet be added to my thesis/dissertation.

Signature : _____ Date: _____

Thesis/Dissertation Advisor (*only if still on the Penn faculty*): I approve the attached errata sheet and recommend its addition to the thesis/dissertation.

Signature: _____ Date: _____

Graduate Group Chair: I approve the attached errata sheet and recommend its addition to the thesis/dissertation.

Signature: _____ Date: _____

Vice Provost for Education: I approve the attached errata sheet and direct it to be inserted into all copies of the thesis/dissertation.

Signature: _____ Date: _____