Thesis and Dissertation Handbook
for BGSU Faculty and Students

Introduction

Bowling Green State University master's theses and doctoral dissertations are directly available through the **OhioLINK ETD** database. In addition, dissertations are available for purchase by scholars worldwide from **ProQuest Dissertations and Theses**. Theses and dissertations reflect on their authors, on the faculty who oversee the work, and on BGSU's programs of study. It is imperative, therefore, for both the scholarship that goes into your thesis or dissertation and its final presentation to be of the highest quality.

The BGSU Thesis and Dissertation Handbook is designed to be used in conjunction with a professional writing style manual selected with your advisor's approval, in accordance with your department/program's guidelines. The BGSU Thesis and Dissertation Handbook provides information on Graduate College regulations and requirements pertaining to *committee formation, topic approval, manuscript format, and related matters.* (**Because these requirements—and style manuals—change over time, you should not use earlier theses or dissertations as guides to style and format**.) It is your responsibility, and that of your committee, to ensure that your manuscript submitted electronically to the Graduate College via the OhioLINK ETD database is well-written, conforms to the requirements of this Handbook and your style manual, and is free from spelling, grammatical, and typographical errors.

General Information

Manuscript Terminology

At Bowling Green State University, the word "thesis" is used to identify the document prepared to satisfy the requirements for the Plan I master's degree. The word "dissertation" is used to identify the research document prepared to satisfy the requirements for the doctoral degree.

The Committee

You and your department's graduate coordinator should work together to select an advisor (also called "major professor") and a thesis or dissertation committee. If you are a doctoral student, the Graduate College will appoint an additional member to your committee to represent the Graduate Faculty. This representative, commonly referred to as the Graduate Faculty Representative (GFR) or "outside member," will be from a department other than that of your field of study. The responsibility of the GFR is to provide an external, objective evaluation of the dissertation and to verify that graduate standards have been met. You may elect to have a faculty member from a different academic area on your committee, but s/he is considered an additional "regular" member not the "outside" or GFR member. The minimum size for a thesis committee is two (the advisor and one additional member), and for a dissertation committee, four (the advisor, two additional members, and the outside graduate faculty member). Although there is no maximum committee size, keep in mind that large committees are cumbersome and may make it more difficult to complete the process.

The Basic Steps

Once you have passed any preliminary program examinations, the following basic steps are needed to complete your thesis or dissertation. This is an outline only. Consult the Graduate Catalog and your department/school for additional details on other University or departmental requirements.

Topic Approval

1. Identify your thesis or dissertation advisor and the other members of your committee.
2. Decide on a topic through discussions with your advisor and committee members.
3. Secure departmental approval of the topic, according to the department's procedures.
4. Secure Graduate College approval of the topic and committee membership by submitting the **Topic Approval Form** with signatures of your committee members and departmental graduate coordinator.
5. Receive notice of the name of the Graduate Faculty Representative for your committee.

Research and Writing

1. First meeting with your committee: The purpose of this meeting is to discuss such concerns as whether you will meet regularly with the entire group or just with your advisor, whether your advisor will review the draft text before it is submitted to the entire committee, and whether you will submit work chapter by chapter or only once the manuscript is completed.
2. Establish a regular meeting schedule with your advisor (and other committee members, if desired).
3. Investigate whether HSRB or IACUC approval is required. If so, achieve this approval prior to conducting research. Include the approval form in your manuscript's appendix. (HSRB letters of exemption do not need to be added to the manuscript).
4. Do the research, analysis, and writing.
5. Submit the initial draft(s) of the manuscript to your advisor and committee for review.
6. Revise the manuscript based on their input and submit a final version to the committee far enough in advance of the final examination/defense date to allow a thorough reading. (Allow 3-5 weeks.)

Submission of Manuscript (following approval and final examination)

1. Thoroughly proofread the manuscript.
2. **The Thesis/Dissertation Defense and Manuscript Approval Form** (also known as the ETD Approval/Submission form) verifies the final oral defense as well as the manuscript approval. This form is to be submitted to the Graduate College by the posted deadline. This form must include the signatures of all members of your committee and be received in the Graduate College by the posted deadline of the term you plan to graduate.
3. Upload the final error-free, PDF version electronically to the **OhioLINK ETD database** by the posted deadline date. The posted deadline date can be found on the **Graduate College web site**.

Instructions for the Master of Music Degree in Composition

Graduate students majoring in music composition submit an original musical composition as their thesis. All aspects of the composition must conform to specifications established by the College of Musical Arts. Students submit the approved score/parts for the work to the **OhioLINK ETD database**. The manuscript must contain a title page, an abstract, an appropriately-written introduction, other explanatory information concerning the composition, and pertinent bibliographic documentation. These must conform to the format and style requirements contained in this Handbook. The only exception is that a score does not include a page number for page 1. If the composition is performed, a recording, conforming to specifications established by the College of Musical Arts, may be included with the electronic manuscript submitted to OhioLINK. Music students must seek information from their program faculty to ensure proper completion of all programmatic requirements.

Instructions for the Master of Fine Arts in Creative Writing

Graduate students majoring in creative writing submit their writing as their thesis. This writing is placed in a brown accordion file, includes a title page on the outside, a title page, abstract and other preliminary pages as described in this document on the inside. Students submit the abstract to the OhioLINK ETD database. Once this is submitted to OhioLINK, the printed information is turned in to the Student Technology Assistance Center (STAC) in 122 William T. Jerome Library. Do not turn this information in until the semester you plan to graduate. The STAC is not responsible for holding your work over several months and therefore will not accept early submissions. The soonest you may turn in your work is the semester in which you plan to graduate.

Getting Started

Selecting a Topic

Choosing an appropriate topic or problem is key and usually involves three significant features: a) addresses an important unresolved issue in the discipline; b) retains the student's interest over the course of the study and beyond; c) can be studied in a reasonable period of time. After choosing the topic, the following steps must be conducted in the process.

1. The **Topic Approval Form** describing the selected topic must be signed by your advisor, all committee members, the departmental graduate coordinator, and the Dean of the Graduate College.
2. Master's students must have a minimum grade point average of 3.0 at the time of topic approval, while doctoral students must have a minimum GPA of 3.2.
3. Master's students must receive topic approval at least ten weeks prior to the commencement at which they receive the degree. A student working toward the doctorate must pass a preliminary examination before submitting a topic for approval and being admitted to candidacy.
4. Candidacy for the degree must be achieved at least six months before the degree is conferred. When your topic has been approved, you and your committee will be notified by the Dean of the Graduate College.

Doing the Study

Research is a highly individual process; however, pursuing the approved topic, keeping orderly records or notes, and consulting on a regular basis with one's advisor are essential. When approved by your committee, it is permissible to pay for certain mechanical tasks such as the services of a statistical consultant, or assistance in copy editing the final draft—the student is responsible for doing all basic research and writing. The purchase of prepared research reports or the writing of text by another person without proper credit in the final document is not permissible and is inconsistent with the ethics of research.

Thesis and dissertation research projects involving laboratory animals must be reviewed by the Institutional Animal Care and Use Committee (IACUC) prior to the initiation of the study. Student research projects that involve collecting information from or about living persons must be reviewed by the Human Subjects Review Board (HSRB). For projects involving collection of any kind of information from or about people by survey, interview, testing, observation, examination, specimen collection, or review of records, graduate students should consult with a member of the Human Subjects Review Board. This consultation should take place during the design stage of the research project. **Approvals for IACUC, HSRB and any copyright materials used for the research must be included in the appendix of the thesis or dissertation.**

Graduate students collecting data or carrying on correspondence in connection with a thesis or dissertation may not use the name of the University without special written permission of the dean designate of the Graduate College. Any questionnaires or other materials distributed outside the University must receive the prior approval of the instructor or advisor in charge of the study before a student seeks approval by the dean designate. Additional information concerning the policies applicable to student research projects can be obtained from the Office of Sponsored Programs and Research (SPAR).

As stated in the BGSU Graduate Catalog:
"Academic honesty is the central value of an academic community. It is expected that graduate students will neither engage in nor facilitate cheating (using or attempting to use unauthorized materials, information, or study aids), fabrication (falsification or invention of any information or citation), or plagiarism (representing the words or ideas of others as one's own) in their academic work. The Academic Honesty Policy, which is found in the Student Affairs Handbook, contains strict sanctions, including expulsion, for all forms of academic dishonesty."

Selecting a Style Manual

Before doing any writing, students should work with their graduate coordinator and advisor to select a style manual—making sure it is the most recent edition—and familiarize themselves with its contents. A variety of style manuals are available that set standards for grammar, bibliographic format, word choice, etc. Some of the most commonly used are *The ACS Style Guide* (American Chemical Society), the *CBE Style Manual for Biological Journals*, the *Chicago Manual of Style, the MLA Handbook (Modern Language Association), A Manual for Writers of Term Papers, Theses and Dissertations* (Kate L. Turabian), and the *Publication Manual of the*

American Psychological Association (APA). **Most departments or professors require the use of a specific style manual;** others leave the choice up to the student.

The thesis or dissertation must conform strictly to the specifications of this Handbook and the style manual selected**. In instances where the Handbook and the style manual differ, follow the Handbook regarding matters of form (required preliminary pages, margins, etc.) and the style manual regarding matters of style (grammar, table formatting, bibliography/notes, etc.).**

Format and Style

The entire thesis/dissertation needs to be written in Times New Roman font, 12 point size. Templates are available on the Graduate College ETD website for assistance with formatting the preliminary pages. It is recommended that the relevant templates are downloaded separately and that Adobe Acrobat is used to merge all of these files into one formatted PDF. Students should remember that when working with formatting issues, the final version of the manuscript must be converted to PDF format for submission to the **OhioLINK ETD database**. Please visit the **OhioLINK ETD FAQ** for further information on converting and submitting the final, approved manuscript.

Margins

All (right, left, top, and bottom) margins should be set at one inch. Use these margins throughout the manuscript. Text should be left justified only (leave the right margin ragged).

Page Numbers

Page numbers must be placed in the top right corner. The page number should be set against the 1" right margin and approximately 3/4" from the top of the paper. With the exception of the title page and copyright page, every page of the manuscript must have a page number in the top right corner. The preliminary pages—excluding the title page and copyright page, which are not numbered—are numbered beginning with the lower-case Roman numeral "ii" if there is no copyright page and "iii" if there is one. Page number 1 is assigned to the first page of text.

Spacing

Manuscript text must be double-spaced throughout, without extra spaces between paragraphs, unless otherwise specified by your style manual. The text should be more or less continuous, without hard page breaks between sections (with the exception of new chapters). Each new chapter is to begin on a new page.

Headings

Chapters or their equivalents (e.g., METHOD, RESULTS) are often divided into sections, and sometimes further divided into subsections, each preceded by a heading. Chapter/major section headings are always written in all capital letters, both in the text and the Table of Contents. The

format of subsection headings varies by style manual, but it must be consistent throughout the manuscript, and once they have been determined, heading levels for the subsections should not be skipped. Some style manuals, such as that of the American Psychological Association, require specific formatting for heading levels. Others (e.g., MLA) have no specific requirements, but do not support word-level formatting such as italics or bold type. Check the most current style manual related to your discipline and follow its required heading formats.

Tense and Point of View

A typical thesis or dissertation describes something that has already taken place and, therefore, requires consistent usage of the past tense. The "historical present" is customarily used in the disciplines of English and the humanities: events that have already occurred are described in the past tense and written or audio/visual works in the present tense. In the sciences and other disciplines, the past tense is almost always used. Present and future tense may be used, provided you make it clear that the statement is true at the time it is read or will be true in the future; otherwise, the reader may assume that the material is based purely on your opinions. A dissertation or thesis is most often a report of a study which has been made in accordance with objective principles, and so is normally written in the third person. Be as objective as possible, using impersonal pronouns ("one," "the researcher") rather than personal pronouns ("I," "we") when these are needed. However, use of the first person is becoming increasingly popular in the humanities and qualitative research. As usual, discuss the most appropriate point of view with your advisor.

Quotations

Most style manuals list individual requirements as to the use and format of quotations. If yours does not, use the following rules of thumb: enclose a quotation less than three typewritten lines in length in quotation marks and work it into the existing paragraph. If the quotation is more than three typewritten lines in length, delete the quotation marks and give it its own separate, block-indented paragraph.

Footnotes, Endnotes, and Parenthetical Citations

Consult your style manual to see whether the preferred method for attributing quotations is footnotes (which appear at the bottom of the page), endnotes (which are grouped together at the end of the chapter or manuscript) or parenthetical citations (which appear in the text, immediately after the quote or reference). Use the same method and formatting throughout the manuscript.

Abbreviations, Acronyms, and Symbols

The use of abbreviations, acronyms, or symbols is acceptable provided that proper clarification is given the first time they are used. Except for extremely common examples, proper form includes the term or phrase given in full immediately followed by the abbreviation in parentheses, e.g., "electron volts per molecule (ev/m)." The abbreviation "ev/m" would then be used throughout

the manuscript without explanation or parentheses. A preface or appendix may also be added listing all abbreviations, acronyms, and symbols with their meanings.

Foreign Words and Phrases

Except in a thesis or dissertation written in a language other than English, it is customary to underline or italicize words taken directly from a foreign language (including Latin). Certain exceptions are permitted for words that have been completely absorbed into the language, e.g., "etcetera." Consult an unabridged dictionary or your style manual if you are uncertain whether a foreign term has been accepted into common American English usage.

Use of Numbers

Consult your style manual to see whether it dictates using numerals at all times, or spelling out numbers under certain conditions.

Spelling, Grammar, and Punctuation

It is expected that BGSU students will produce theses and dissertations free of errors in spelling, grammar, and punctuation. Prior to printing the final copy, run the entire manuscript, including the preliminary pages, reference list, and appendices, through a computer spell-checker. (Do not use Correct All, Automatic, or their equivalent, which can replace unfamiliar or misspelled words with inappropriate substitutes.) Before submitting your thesis or dissertation to the Graduate College, you and your committee should carefully proofread it—using the checklist provided in this Handbook—and make all corrections needed. If you are uncertain about whether your grammar, spelling, and punctuation are correct, you may wish to hire a professional copy editor. See "Professional Assistance in Preparing the Manuscript," below.

Parts of the Manuscript

A thesis or dissertation manuscript has three basic parts:
1. The preliminary pages
2. The text itself
3. The material following the text (bibliography and appendices).

The manuscript must be arranged in the order below, even if this order differs from the one specified in your style manual. Templates of these pages are available on the BGSU Graduate College website about the ETD process by clicking **here** and a final checklist is available at the end of this document.

1. PRELIMINARY PAGES

The pages that come before the text or body of the manuscript are called preliminary pages. Templates for the preliminary pages are available from the **Graduate College website**.

*Title Page

The title must be in all caps and should accurately and concisely describe your topic. Avoid vague beginnings, such as "A Study of..." or "A Report on the Development of...." Do not use abbreviations or acronyms in titles. The date on the title page should be the month and year in which the degree is to be granted. All committee members need to be listed. See link under preliminary pages for template.

Copyrighting your thesis or dissertation is optional. If included, the copyright page follows the title page and is not numbered. Copyright information is available from the **Copyright Office of the Library of Congress**, Washington, DC 20559. See link under preliminary page for template.

"Copyright is a form of legal protection for original works of authorship, including works published online. Copyright applies to a work as soon as it is created in a tangible form, such as being saved to an electronic file. Your ETD is automatically protected by copyright, although you may choose the additional protection of registering your copyright. For further copyright information, please see the **U.S. Copyright Office Frequently Asked Questions***.*

Copyright also protects any other authors' works included in your ETD. Please consult with your program office about when and how to document your permission to use such materials." (From the OhioLINK ETD Frequently Asked Questions.)"

*Abstract

The abstract is an essential part of your thesis or dissertation: other scholars will read it to determine whether your manuscript will be helpful to their own research. It must be clear, informative, and concise. The abstract may not exceed 350 words (approximately 1-1/2 pages double-spaced). It is the first numbered page: use a lowercase Roman numeral in the top right corner, "ii" if there is no copyright page and "iii" if there is one. The advisor's name (e.g., "Mary E. Smith, Advisor") must appear between the page heading and the text.

While organization and style is determined by your discipline and academic advisors, most research–based manuscripts include the following:

1. **Statement of Problem:** A brief statement of the study's specific objective.

2. **Methods and Procedures:** A brief statement of the research plan and, if appropriate, of the data gathering and/or analysis methods employed, especially if the methods are essential to the interpretation of the results.

3. **Results:** A summary of the major results obtained. In quantitative research, the basic statistical techniques which were applied to the data should be stated.

4. **Conclusions:** The major conclusions derived from the research study, including interpretation of results, basic implications, deductions, etc. Consult *Dissertation*

Abstracts International for examples appropriate to your discipline. Keep in mind that scholars reading the abstract in *DAI* will have no context for in-text citations, so avoid these if at all possible. See link under preliminary page for template.

Frontispiece

Some students choose to personalize their manuscripts with an appropriate quotation or illustration.

Dedication

A dedication page is optional.

Acknowledgments

Acknowledgments serve as a means to recognize and express appreciation to the people who were influential in preparing and completing the manuscript. The Graduate College strongly recommends including an Acknowledgments page, but does not mandate it. See link under preliminary page for template.

*Table of Contents

A Table of Contents is mandatory. It must list all chapter/headings, subheadings and section headings, the bibliography, and (if applicable) appendices; preliminary pages are not included. Entries are consistently double-spaced, without extra spaces between sections, and each successive level of subheading (if applicable) is block-indented by an additional half an inch. The headings of major sections (chapters, bibliography, appendices) are written in all capital letters. Table of Contents headings must be identical to those in the text, including spelling, wording, punctuation, and capitalization, but should not include word format such as italics or underlining, with the exception of Latin names and book/journal/film/play titles.

Page numbers listed in the Table of Contents must be right-justified. To do this, highlight the body of the typed Table of Contents and insert a right-tab just before the one-inch right margin. Then add a tab between the leader dots and the page number for each Table of Contents entry.

*List of Tables, List of Figures, List of Illustrations, Etc.

If your manuscript contains three or more tables, figures, illustrations, etc., then these must be listed on separate pages following the Table of Contents, formatted according to the style manual being used in the manuscript. Word the table or figure headings exactly as they appear in the text.

Preface

A preface is optional. It is used to provide background information such as the motivation for the study and the purpose of the manuscript. If included, it is placed immediately before page 1 of the text.

Note: An asterisk (*) denotes BGSU mandatory page.

2. THE TEXT

With the exception of the basic formatting requirements described in FORMAT AND STYLE, below, there are no special formatting requirements for the body of the manuscript. Text should be more or less continuous, without excessive white space between sections or before/after illustrative materials.

Tables, Figures, Illustrations, Etc.

Many manuscripts contain tables, figures, and/or other illustrative materials. The term "Table" refers to data sets, while "Figure" refers to graphs, diagrams, drawings, maps, photographs, or charts. All such items are to be inserted in the text near where they are first mentioned or placed together in an appendix at the end of the manuscript. If they are over 4-l/2" in height, including table title heading and any footnotes, they may be given a page of their own after the textual reference. Because of their size, many tables or figures require their placement on the page to be landscape. These pages should be rotated so that the text is consistent with the portrait style pages. This will allow the reader to easily read the material.

Tables, figures, etc., should include a heading, source, and any required footnotes or other explanations.

Footnotes crediting an outside source should appear immediately below the table or figure. If a paragraph of explanation is required, it should be single-spaced and placed immediately below the table or figure.

3. CONCLUDING SECTION

Bibliography or References

The bibliography or reference list includes all works cited in the text, as well as sources consulted during the preparation and writing of the manuscript but not actually cited. Dictionary entries are ordinarily not listed. The spacing, indentation style, information given, and arrangement of the works listed must follow the specifics given in your style manual. Finally, the placement of reference lists should be determined by the field of study's manual of style.

Appendix/Appendices

An appendix is a supplementary item or group of items not placed within the body of the work: it may include tables, illustrations, photographs, figures, charts, graphs, sample questionnaires, and the like. It appears after the Bibliography, and is listed (with an all-capped heading) in the Table of Contents. When previously printed items are included, they should be reduced in size using a high quality photocopier to fit within the Graduate College's required margin. **Any approvals for copyrighted materials, Human Subjects Review Board (HSRB) and Institutional Animal Care and Use Committee (IACUC) must be included in the appendix.**

Completing the Process

The Final Draft

All manuscripts are to be submitted to the Graduate College electronically via the OhioLINK ETD database. The manuscript must conform to the format and style requirements of this Handbook and your style manual, have no errors in spelling or grammar, and be clearly printed throughout to facilitate microfilming and photocopying. Be sure to check the entire manuscript for quality before beginning the steps to submit it to the OhioLINK ETD database.

Questions related to formatting and submitting your electronic thesis or dissertation (ETD) may be directed to the Collab Lab.

Collab Lab
122 William T. Jerome Library
419-372-9277
etd@bgsu.edu

It is important that you plan ahead and allow for a few hours to complete the formatting and submission process. If utilizing in person assistance from the Collab Lab, plan ahead and set up an appointment.

The final, error-free manuscript must be electronically submitted by the posted deadline specified prior to the commencement at which you expect to graduate. No extensions to this deadline are granted: if you submit your manuscript after the deadline, you will not graduate until the following semester.

Formatting the ETD

Templates are available on the Graduate College ETD website for assistance with formatting the preliminary pages. It is recommended that the relevant templates are downloaded separately and the Adobe Acrobat is used to merge all of these files into one formatted PDF. All files must be merged into a single PDF to be uploaded to the OhioLINK ETD database. The PDF must include electronic bookmarks and you must set the document properties. The electronic page numbers must match the document page numbers**. See the Graduate College website for specifics on how to do this.**

Submitting the ETD

Once the ETD is properly formatted into a PDF, the next step is to submit the PDF to the OhioLINK ETD database. To initiate this process, students need to go to **http://etdadmin.ohiolink.edu** to set up a "user account" which is available just beneath the login box. Once a username and password has been established, be sure to jot this information down in a safe place in case the ETD coordinator contacts you to make additional edits later in the semester. Communications about your ETD will be conducted through your official BGSU email account which should be monitored in the weeks following your ETD submission.

Once you have established a username and password for the OhioLINK ETD database, you are ready to upload your formatted PDF. Go to **http://etdadmin.ohiolink.edu** and enter your username and password that you have established. WARNING: your username should be your complete email address that you used to establish your account. (e.g. use janedoe@bgsu.edu and NOT just janedoe).

When filling out the submission form in the OhioLINK ETD database, read each screen carefully. Please use caution when completing the ABSTRACT section of the submission form. You may need to replace special characters or formatting. Instructions for replacing special characters in the abstract section are available within the **OhioLINK ETD database** when you get to this point in the submission process.

On occasion, a student may request a delay in the publication of the thesis or dissertation if immediate release may influence publishing a book or seeking a patent. If this is the case, the **Request for Delayed Publication form** must be submitted to the Graduate College. Generally, the Graduate College discourages the use of delayed publication without reasonable cause.

Review and Approval of your ETD

The **Thesis/Dissertation Defense and Manuscript Form** must be submitted to the Graduate College for approval. When the thesis or dissertation manuscript has been submitted to the **OhioLINK ETD database** it will be reviewed by the ETD Coordinator in the Collab Lab. If any problems are discovered with the submission, the student will receive an email which indicates any issues that need to be resolved before approval for final publishing is granted. Upon final approval and publication, your electronically submitted thesis or dissertation will become immediately available for download from the OhioLINK ETD website. Students should note that the review process may take a few weeks after the final manuscript has been submitted to the OhioLINK ETD database.

Microfilming and Binding

Since all doctoral dissertations and master's theses will be available on the web through OhioLINK, the BGSU Library will no longer bind electronically-submitted manuscripts. The only exception to this is Creative Writing MFA theses. Since these documents will continue to be submitted as paper copies, the manuscripts will still be microfilmed and bound by the BGSU Library for archival purposes. The current fee for this service is $20.

Stampers, in the Bowen-Thompson Student Union, offers thesis and dissertation book binding. This is a high-quality hardback bind, with a variety of color covers from which to choose. Cover printing can be done in either gold or black. Please stop by Stampers on the second floor of the BTSU if you have any questions or want to view color cover samples. Stampers can be reached by phone at 419-372-9633. Another bindery that has an online service is H-F Group-Indiana. You can arrange everything online at http://www.thesisondemand.com/ and they do offer rush service.

Checklist and Samples

Use the following checklist, shown below, to determine if you have completed all the necessary parts of the document. Remember to check that pages are numbered properly; if there is no copyright page included, the abstract page should be numbered (ii). Please remember to check all spacing and numbering before submitting the document. The Microsoft Word templates on the ETD website are formatted using a 12-point font, Times New Roman. Make sure that your pages meet all spacing and formatting requirements when printed.

<u>A FINAL CHECKLIST FOR BGSU THESIS AND DISSERTATION WRITERS</u>

Dates to Remember and Forms to be submitted

Consult the **List of Deadlines**

Fill out and print **Survey of Earned Doctorates**

Topic Approval Form

Thesis/Dissertation Defense and Manuscript Form
(due one week before final ETD submission date)

Request for Delayed Publication Form (optional and only if needed under certain circumstances)

Formatting

I have consulted a current style manual regarding all questions of style.

The entire document is written in Times New Roman font, 12 point size.

The paper is white and letter-sized (8-1/2" by 11").

All margins are set at one inch.

The page number is set at approximately 3/4" from the top of the page, along the right margin.

The manuscript title is written in all capital letters.

The cover page is formatted exactly as shown in the Thesis and Dissertation Handbook.

Preliminary pages, beginning with the Abstract, are numbered using lower-case Roman numerals: at iii if there is a Copyright page, at ii if there is not.

My advisor's name is included on the Abstract page, in addition to the other committee members.

The Table of Contents is consistently double-spaced, without extra spaces between sections.

Page numbers in the Table of Contents are right-justified, using right-tabs, not spaces.

Chapter or major section headings are written in all capital letters in the Table of Contents and the text.

Every chapter or major section begins at the top of a new page.

Every Table of Contents heading matches its text counterpart for proper level formatting, word choice, spelling, punctuation and capitalization.

The List of Figures, List of Tables, etc. are formatted as shown in the Table of Contents download.

Every Figure, Table, etc. heading matches its text counterpart for word choice, spelling, punctuation, and capitalization.

Figures, tables, etc. that have been printed landscape are rotated so the text is going in the same direction as the pages of text on the portrait style pages.

The text is continuous, without large blocks of white space or page breaks between sections (with the exception of new chapters). There are no breaks between individual paragraphs unless this is required by my style manual.

References

All quotations have been attributed to their author(s) in the format required by my style manual.

Block quotations, footnotes or endnotes are formatted exactly as directed by my style manual.

The full reference list is spaced and indented exactly as required by my style manual.

Book, journal, chapter, dissertation, and other references are formatted exactly as shown in my style manual.

I have run the entire manuscript, including the preliminary pages, notes, and reference list, through a spell checker, using the Manual function rather than Correct All.

I have included evidence of HSRB/IACUC approval in my appendix.

Final Steps

I have created bookmarks within my Acrobat Professional document

I have set my document properties within Acrobat Professional

I have embedded my fonts within my Acrobat Professional document