

DIRECTIONS FOR THE FORMAT AND PRESENTATION
OF
THESES AND DISSERTATIONS
(Paper submission)

THE COLLEGE OF ARTS AND SCIENCES
OHIO UNIVERSITY

Rev. 08/2005

Be sure you are working with the current edition, because changes are sometimes made in the requirements for the format and/or in the preparation of manuscripts.

The “Deadlines for Candidates for Advanced Degrees” are printed on the next page of this booklet. Degree candidates are required to observe these dates in preparation for graduation. Candidates who expect to complete graduation requirements after August 2004 should consult the College of Arts and Sciences to verify the dates for the next year.

WWW version: <http://www.cas.ohiou.edu/grad>

Please have format checked by the College of Arts and Sciences prior to making final copies.

**Both paper and electronic submission of thesis or dissertation are acceptable.
If you are interested in submitting in electronic form, no paper submission is required.
To submit electronically please contact the
Electronic Theses and Dissertation, ETD Office in McKee House.
<http://www.ohiou.edu/graduate/etd.cfm>**

COLLEGE OF ARTS AND SCIENCES

2005-2006 (tentative dates)

DEADLINES	FALL QTR.	WINTER QTR.	SPRING QTR.	SUMMER QTR.
Classes Begin	6-Sep-05	3-Jan-06	27-Mar-06	19-Jun-06
Graduate Degree Granting Dates	23-Nov-05	18-Mar-06	9-Jun-06	26-Aug-06
Last day to apply for graduation and pay fee in Chubb Hall for conferral of degree	28-Sep-05	24-Jan-06	18-Apr-06	27-Jul-06
Last day to arrange to take oral exam on thesis or dissertation	18-Oct-05	10-Feb-06	5-May-06 Masters 10-Apr-06 PhD	21-Jul-06
Last day to take oral exam on thesis or dissertation	1-Nov-05	24-Feb-06	19-May-06 Masters 24-Apr-06 PhD	4-Aug-06
Last day to file dissertation or thesis with the College of Arts and Sciences	15-Nov-05	10-Mar-06	2-Jun-06 Masters 8-May-06 PhD	18-Aug-06

REGISTRATION REQUIREMENTS

ALL GRADUATE STUDENTS MUST BE REGISTERED IN ANY QUARTER THAT SERVICE IS RECEIVED FROM THE UNIVERSITY. Master's candidates must be registered for at least one hour, doctoral candidates for at least two hours.

Note: Graduate students may avoid registration if (1) they have registered in the previous quarter (2) they have completed all the requirements prior to the first day of class, including the submission of thesis or dissertation, and (3) and have applied or re-applied for graduation through the registrar's office.

Table of Contents

	Page
IMPORTANT DEADLINES	2
INTRODUCTION	4
FORMATTING YOUR DOCUMENT.....	4
Sources of Help.....	4
Typist.....	4
Paper.....	4
Font.....	4
Margins.....	4
Spacing.....	5
Pagination.....	5
Tables and Figures.....	5
Footnotes and Endnotes.....	6
Arrangement of Pages.....	6
Flyleaves.....	6
Title Page.....	6
Copyright Page.....	6
Approval Page.....	7
Abstract.....	7
Preface.....	7
Dedication.....	7
Acknowledgments.....	7
Table of Contents.....	7
List of Tables (List of Figures or List of Maps)	7
List of Abbreviations.....	7
Main Text.....	7
Bibliography.....	7
Appendices.....	7
FORMAT CHECK.....	8
ORAL EXAMINATION.....	8
PRINTING AND BINDING.....	8
Labels.....	8
GUIDELINES FOR SPONSORED RESEARCH.....	8
SUBMITTING THE FINISHED DOCUMENT.....	8
ADDITIONAL INSTRUCTIONS FOR SUBMITTING	
THE MANUSCRIPT BY MAIL.....	9
MOST COMMON ERRORS.....	9
FINAL CHECKLIST	10
GRADUATION APPLICATION FEES	11
SAMPLE PAGES.....	11

INTRODUCTION

This booklet is **NOT** intended to be an exhaustive manual covering all details of writing a thesis or dissertation and is **NOT** a style manual. This booklet **is intended** to give the student information on matters of **format** required by the College of Arts and Sciences and to indicate certain steps that lead to graduation.

In matters of **style**, each department specifies the style manual to be followed in its discipline, and the department's graduate chair should be consulted. Current practice in the best monographic and periodical literature from the area of study may also serve as a guide. **OLD THESES AND DISSERTATIONS SHOULD NOT BE USED AS MODELS BECAUSE THEY MAY NOT CONFORM TO PRESENTLY ACCEPTED FORMAT AND/OR STYLE.**

The manuscript must use standard grammar, punctuation, word usage, and sentence structure. In preparing the manuscript, clarity and consistency should be constant objectives. The thesis or the dissertation is addressed to scholars. Therefore, the writing should be dignified and scholarly in style.

The student, the director of the thesis or dissertation, and the student's committee are responsible for insuring that the paper is presented in acceptable scholarly style and correct form. A final, accurate proofreading of the manuscript is the responsibility of the student.

Three copies of the thesis or dissertation must be submitted to the College of Arts and Sciences. The specifications for these copies are given on the following pages. For example, margins must be uniform and large enough to allow for binding and trimming, the paper must have a long shelf life, and any adhesives used must be acid-free. The rules are arbitrary but necessary, because theses and dissertations are deposited in the library as bound volumes and are allowed to circulate on campus and through Interlibrary Loan.

Specific products and procedures are mentioned in this booklet. However, the desired results may be achieved with other methods and materials due to technological change and differences in brands available. The concern of the College of Arts and Sciences is with the results achieved, not the process or means per se. **Copies should be durable, uniform, clear, and easy to read.**

FORMATTING YOUR DOCUMENT

Sources of Help Several word processing options are available. The majority of students use the computer programs Microsoft Word or WordPerfect. Advice Offices are provided by Instructional Support Labs in Alden Library and in the Computer Services Center to assist students and faculty with computer-related questions. Many instructional handouts can be obtained in these locations. Computer labs are available for registered students in both of these locations and may provide printing options. Additional help may be available from other students, faculty and staff in your area.

Paper The paper used, must be **at least 50% cotton fiber** content and the standard 8½ x 11 inch size (the watermark will indicate the rag or cotton content). The majority of students submit copies on 100% cotton fiber. Popular brands are: Old Council Tree Bond (100% Cotton Fiber), Southworth Parchment Deed (100% Cotton Fiber), Gilbert (100% Cotton Fiber), and Strathmore (Pure Cotton). As mentioned, these are popular brands but other brands are also acceptable.

Only one type of paper should be used for the two library copies. Enough paper of the same stock number should be purchased initially; paper from a different stock number may not match, being different in color. For doctoral students, the extra title page and two extra abstracts **MUST** be on the same paper.

Font The print or font should be letter quality with dark black characters that are consistently clear and dense. For dissertations, clear, black copies are especially important because they will be microfilmed. On a high-resolution printer, the primary type should be at least **10 point** and at most **12 point**. A slightly larger size may be used for titles.

Font should be consistent throughout the text. The most popular fonts are Times New Roman, Arial, and Courier. Tables, figures and page numbers should be in the same font as primary text, when possible. If figures must be in a different font, make sure that the figure caption font is the same as primary text. The font size may be reduced for figures and graphs, especially when a high-resolution printer is being used.

Margins The left-hand margin must be a minimum of 1½ inches to allow for binding of the manuscript. The top, bottom and right-hand side should be a minimum 1 inch to allow for trimming of the manuscript when final copies are bound by the library. **NO PRINT, INCLUDING THE PAGE NUMBERS, SHOULD APPEAR IN THE MARGINS. SET THE TOP MARGIN AT 1 ½ INCHES AND THE HEADER AT 1 INCH TO ALLOW SPACE FOR THE PAGE NUMBERS.** Margins apply to all pages including tables, figures and appendices. The margin requirements are placed on final copies, and not what is set in the computer program. Margins can shift slightly when printed and copied. One suggestion is to set the margins at 1.6" for the left-hand and top margin and 1.1" for the header, bottom and right-hand margins to ensure compliance with regulations.

Spacing Double spacing should be used throughout the main text. In addition, abstract, preface and acknowledgments page should be double-spaced. Single spacing can be used long for quotations, footnotes, table captions, tables, figure captions, figures, table of contents, list of tables, list of figures, dedication page, and appendices (if approved by the examination committee). However, be consistent with your choice. If you choose single spacing for table captions or footnotes, all of these items should be single-spaced.

Pagination Page numbers are to be placed in the upper right corner of the page keeping in mind that these numbers should not appear within the one-inch margin. Each page should be assigned a number with the exception of the flyleaves (blank pages at the beginning and end) and the copyright page.

Example:	Flyleaf	No page number assigned, no page number appears
	Title page	Assigned page number one, no page number appears
	Copyright page	(optional) No page number assigned
	Approval page	Assigned page number two, no page number appears
	Abstract	(optional) Assigned page number three, no page number appears

NOTE: Page numbers begin to appear after the Abstract. If there is no abstract, they begin to appear after the approval page.

Roman numerals (i, ii, iii, etc) can be used for the preliminary pages (starting at the title page and ending with the page preceding the first page of main text). If this method is used, Arabic numerals (1, 2, 3, etc) should start in the main text with page one. Otherwise, Arabic numbers can be used for both the preliminary pages and main text, with the main text page numbers being assigned in sequence from where the preliminary page numbers end (preliminary pages end at page 10, the main text begins with page 11).

Tables and Figures There are three choices for table or figure placement. (1) A table or figure can appear on a separate page after it is first mentioned in the text (ie Table 5 referenced on page 20, Table 5 appears on page 21). If more than one table or figure is first cited on page 20, the following pages should contain these tables and figures in the order they are cited in the text. (2) A table or figure can appear within the text. Make sure that there are at least two empty lines separating the text from the table or figure. The table or figure should appear on the page where it first gets referenced in the text. If there is no space on that page, it should appear on the following page. (3) The tables and figures can appear on consecutive pages following the Bibliography section. The tables should appear in numerical order and the figures should follow the tables. Both tables and figures should appear in numerical order as referenced in the text. It is acceptable to use methods (1) and (2) according to table and figure size. However, if method (3) is chosen, all tables and figures should appear after the Bibliography.

Tables and figures should fit within previously mentioned margins. If a table or figure needs to be orientated in landscape on the page, place the bottom of the table or figure closest to the right-hand side of page. The page number should appear in the top right-hand side of page in a similar manner as the other text pages.

There should be a table number and table caption for each table located on the same page as the table. The table number and complete caption should appear in the List of Tables. The table caption should be in the same font as the main text but may be single-spaced. The location of the caption should be consistent throughout the document. If the table number and caption appear above the table for Table 1, the same format should be used for the following tables. Text in a table can be reduced or single-spaced to allow larger tables to fit on a page. If a table is still too large to fit onto one page, the second page (and subsequent table pages) should contain the following at the top or bottom of the page(s) depending on caption location:

Table 1: continued

Note: use the table number corresponding to the table

All tables should be in a similar format. The suggested method is using only horizontal lines with a horizontal line above and below the headings, and a horizontal line below the table. Many students use a thicker line to indicate the top and bottom of the table. All unusual symbols and abbreviations used in the table should be explained in the table caption. Other comments or notes can be placed below the table. As mentioned previously, if the table is within the text, there should be at least two blank lines to make sure that captions or notes are not considered part of the text.

Figure number and caption should follow the same format as described for tables with one exception. If a figure caption cannot fit on the same page as the figure, the caption should appear on the back of the preceding page. The front of the preceding page will be a blank page with only a page number appearing. The back will have the figure caption centered within the margins (horizontally and vertically). **NOTE** that since this is the back of the page the left and right margins will be reversed with the right margin at 1½ inches and the left margins at 1 inch. If this is difficult to understand please go to the Dean's Office to see an example. The page referenced in the List of Figures should be the page on which the figure appears.

All figures should be in a similar format. All unusual symbols and abbreviations used in the figure should be explained in the figure caption. As mentioned previously, if the figure is within the text, there should be at least two blank lines to make sure that captions or parts of the figure are not considered part of the text.

Footnotes and Endnotes Students should check with advisors for general rules of notation within their discipline. Here are some general instructions to follow. Use Arabic numerals to indicate a footnote or endnote. Notes can be numbered sequentially within the entire document, or sequentially within a chapter. Footnotes should appear on the same page as they appear in the text. Endnotes will appear at the end of the chapter or at the end of the text depending on the method used in numbering the notes.

Arrangement of Pages The required format for thesis and dissertation submission to the College of Arts and Sciences is listed below:

- Flyleaf
- Title Page
- Copyright Page (optional)
- Approval Page
- Abstract (optional)
- Preface (optional)
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Tables
- List of Figures
- List of (Maps, Abbreviations)
- Main Text
- Bibliography (or References)
- Appendices
- Flyleaf

Flyleaves Each copy of the manuscript should have a blank page (flyleaf) as the first page and last page of the manuscript. The flyleaves must be of the same quality paper as the rest of the manuscript.

Title Page Refer to the "Sample Pages". Be sure to center all of the text on this page between the margins, horizontal and vertical. A common error is to center this page between the page edges instead of the margins. The date on the title page should be the date of the graduation (month and year only) and not the submission date. If the thesis or dissertation is submitted and graduation is delayed for any reason, a new title page, abstract and cover label must be prepared.

The degree designation should be one of the following:

- | | |
|----------------------|---------------------------------|
| Doctor of Philosophy | Master of Public Administration |
| Master of Arts | Master of Social Science |
| Master of Science | Master of Social Work |

Note for Ph.D. candidates: Include an extra copy of the title page when submitting the dissertation to the College. This extra title page is sent to University Microfilms along with an extra copy of the abstract.

Copyright Page If the Ph.D. candidate wishes to copyright the dissertation, the student can grant authorization to University Microfilms, Inc. (UMI) by signing that section of the University Microfilms agreement (UMI) form. This form must be filled out and handed in upon submission to the college. A student usually obtains this form when the dissertation is brought in for the format check. Note that under current copyrighting procedures, microfilming by University Microfilms constitutes publication. The author may lose the right to obtain a copyright if the dissertation is not copyrighted at the time of submission to the College of Arts and Sciences.

Copyrighting is optional, and the charge for the service is not included in the graduation fee. When submitting the manuscript to be copyrighted, please include a certified check or money order for \$45, **PAYABLE TO UNIVERSITY MICROFILMS INTERNATIONAL**.

Masters students wanting to copyright their thesis can do so by getting the required forms from Alden Library.

All copyrighted manuscripts must contain a copyright page immediately following the title page (but does not get assigned a page number). The information on the copyright page should be centered within the margins (horizontally and

vertically). Please refer to the sample page. More information about copyright law can be found at the following World Wide Web address: <http://www.law.cornell.edu/usc/17/>

Approval Page Be sure to center all the text on this page between the margins, horizontally and vertically. The name of the thesis or dissertation advisor should be typed below a solid signature line. Only the advisor's name appears on this line (avoid using Dr. or Ph.D.). The following line should include the professional title. Make sure the professional title for the thesis or dissertation advisor is correct (Professor, Associate Professor, or Assistant Professor). Original signatures should appear on all copies using black ink. Please refer to the sample approval page.

Abstract The abstract is optional for the master degree candidate. If included, the abstract should be listed in the table of contents. Students can follow the same example provided for the Ph.D. candidates.

Ph.D. candidates must complete an abstract, which should be a maximum of 350 words. University Microfilms editors will shorten abstracts over 350 words. The abstract does not have to appear in the dissertation. **TWO COPIES** of the abstract are required upon final submission of the dissertation. One will be sent to University Microfilms and the second will be placed in the student's file. Both of these additional copies must follow margin requirements and be on the cotton paper. Please refer to the sample abstract.

Preface The preface is optional and used only in a small number of cases. The preface should contain a brief statement of the scope, aim, and general character of the research.

Dedication A dedication is optional. If used, the dedication should be brief professional and centered within the margins horizontally and vertically.

Acknowledgments The acknowledgments page is also optional. If included, it should contain a brief, sincere, professional acknowledgment of the assistance received from individuals and/or institutions. The misspelling of acknowledgments is probably one of the most common errors.

Table of Contents An adequate Table of Contents should list the abstract (and other preliminary pages if included), chapter titles, and other major headings and each should be worded exactly the same as they appear in the text. The page numbers should indicate all referenced material including the preliminary pages.

The sections can be numbered or referred by headers. If numbered, a consistent format should be used. Examples are shown in the sample pages.

List of Tables (List of Figures or List of Maps) These pages should be similar in style to the Table of Contents. Include a separate page for each List that will appear in your manuscript. Items should be identified by table number (or figure number, etc.), by caption and by page number. If a figure has a figure caption on the preceding page (style explained in the Tables and Figures section), then the page with the figure should be the number used in the list. If tables or figures require multiple pages (as outlined in the Tables and Figures section), the first page of the table or figure should be referenced in the List of Tables.

List of Abbreviations This list should be similar in style to the other lists but without page numbers.

Main Text The main text has already been discussed in terms of spacing, fonts and margins. Also, follow the guidelines for footnotes, tables and graphs.

Bibliography The bibliography should be paginated continuously with the rest of the manuscript. It must include references cited in the manuscript. Footnotes and bibliographic entries must agree exactly on author's name, title of book or article, and place and date of publication. Reference citations within the text and bibliographic entries should also agree on author's name and date of publication. A good source for style and format of the bibliography is the thesis or dissertation committee. The members of the committee should be familiar with current style in more recognized journals in their disciplines. The bibliography can be single spaced with a double space between citations. While most students will have the bibliography at the end of the text, it is now acceptable to have the bibliography at the end of each chapter.

Appendices Appendices should be included only for presentation of material that interrupts the continuity of the body of the text. The format and style of this section is not very strict with the exception of margin and page numbering format as previously outlined.

FORMAT CHECK

Once the thesis or dissertation is in a complete format, a copy on ordinary xerographic paper should be brought in for a format check to our office located in Wilson Hall, Main Green (NOTE: The format check, which will take approximately 30 minutes, can be done prior to or post oral examination). Please schedule a time by calling our office at (740) 593-2850. Plans can be made to have the format checked when in Athens for the oral examination. For students not living in Athens, copies can be mailed to: Dean's Office, College of Arts and Sciences, Ohio University, Athens, Ohio, 45701.

ORAL EXAMINATION

Master's degree candidates make arrangements within their departments for the oral examination on the thesis. Each committee member must have a copy of the thesis at least two weeks prior to the examination.

The "Report of the Oral Thesis Examination/Dissertation Defense" (form #8) may be obtained from the graduate chair or downloaded from the college site:

<http://www.cas.ohiou.edu/grad>

Doctoral candidates should submit arrangements for the oral examination to the Dean's Office at least two weeks before the date of the examination using the "Arrangements for the oral examination on the dissertation" (Form #7). This form can be found at the above Internet address. Each committee member should have a copy of the dissertation at least two weeks before the examination. The "Report of the Oral Thesis Examination/Dissertation Defense" (form #8) may be obtained from the graduate chair or downloaded from the above Internet address.

PRINTING AND BINDING

Final copies can be printed only after the Dean's Office has reviewed the format. A majority of students use laser printers for final copies. When using a different printer to make final copies, print out a few pages of the main text and check margins and make sure the pages agree with items listed in the Table of Contents. Printer drivers sometimes vary among computers even within a computer room using the same printer. The College strongly suggests the use of high resolution printer such as a laser printer for final copies.

It is suggested that the master copy be on regular xerographic paper. This printed master copy can be taken to any of the duplication services for the **TWO COPIES REQUIRED ON COTTON PAPER**.

The master copy on xerographic paper must be bound in a black pressboard binder (a report cover with adjustable metal fasteners) that can be obtained at office supply stores or at student bookstores. Holes must be punched in this **ONE COPY ONLY**, along the left margin of the manuscript. The holes should be made professionally (Some printing companies and copy services do this for a small fee).

DO NOT punch or bind the two copies on cotton paper. Put each in a **MANILA CLASP ENVELOPE** that is large enough for easy removal and replacement of the manuscript. If a manuscript is longer than 250 pages, 8½ x 11 inch boxes may be used.

Labels Place neatly typed or laser printed labels on the black binder and on the front of each of the two envelopes or boxes. Do not affix labels with Scotch Tape or other tapes. Self-adhesive labels are highly recommended and can be obtained from some of the printing companies. See the example page for more specifications on the labels.

GUIDELINES FOR SPONSORED RESEARCH

The College of Arts and Sciences does not accept manuscripts containing material developed as part of a research project if the dissertation or the thesis is restricted from publication. For this purpose, depositing the manuscript with the College of Arts and Sciences and the department, cataloging by Alden Library, and microfilming and distribution by University Microfilms constitute publication. However, upon the student's written request to the Dean of the College of Arts and Sciences, publication may be delayed up to a maximum of 12 months if, in the judgment of the Dean, the data upon which the thesis or the dissertation is based are proprietary (i.e. legally protected as to copyright, patent secrecy, process of manufacture, etc.) and not available in the public domain. Request for delay must be submitted by the student, with formal approval of the student's advisor, at least one quarter prior to the normal date of publication of the thesis or the dissertation. Any student engaged in sponsored research should be familiar with the complete statement of "Guidelines for Sponsored Research" in the Ohio University Policy and Procedure manual, #19.051.

SUBMITTING THE FINISHED DOCUMENT

1. Following the oral examination, make changes and/or corrections suggested by the committee.
2. Follow the guidelines as closely as possible, along with the recommendations of the committee. If there are any questions, please contact the Dean's Office in Wilson Hall, Main Green.
3. Final copies can only be done after the format is checked in the Dean's Office. After final copies are printed the advisor must approve the final copies with original signatures on the approval pages.

4. EACH COPY OF THE APPROVAL PAGE MUST HAVE AN ORIGINAL SIGNATURE OF THE THESIS OR DISSERTATION DIRECTOR. NO PHOTOCOPIED SIGNATURES WILL BE ACCEPTED.
5. Bring the three copies (one bound with the regular xerographic paper, and two unbound copies on cotton paper) to the Dean's Office. Our office will take care of getting the Dean's signature once the student has graduated.

NOTE: For doctoral students only.

6. In addition to the three copies, doctoral students must submit one extra title page and two extra signed abstracts (extra pages must be on cotton paper) along with the "Survey of Earned Doctorates" and "UMI" form. **BOTH THE "SURVEY OF EARNED DOCTORATES" AND "UMI" FORM ARE REQUIRED FOR GRADUATION CLEARANCE.** Both of these can items are provided when a copy is brought in for the format check.

**ADDITIONAL INSTRUCTIONS FOR SUBMITTING
THE MANUSCRIPT BY MAIL**

1. Carefully read the instructions in this booklet and have the format checked prior to sending final copies. Read the additional instructions in "Submitting the Finished Document". Errors may cause the manuscript, or part(s) of it to be returned to you, which could delay the graduation. Doctoral students should have picked up the "Survey of Earned Doctorates" and "UMI" forms when on campus or have requested these items by mail. Both the "Survey of Earned Doctorates" and "UMI" form are required for graduation clearance.
2. The three copies should be mailed to your advisor for signatures (doctoral students must also have the additional abstracts signed by the advisor). Include any necessary forms, and request that your department bring the final copies to the College of Arts and Sciences for filing. Deadlines are final, so make sure the copies are brought over by the specified dates in this booklet. Please include contact information in case there are any problems with your manuscript.

MOST COMMON ERRORS

1. The proper spelling of Acknowledgments as it can be spelled two different ways
2. Margins are incorrect (preliminary pages, figures and tables, and/or appendices)
3. Page numbers in the margin.
4. Title page not centered horizontally and vertically within the margins.
5. Dean and/or Director's name is misspelled.
6. "Dr." or "Ph.D." is added to the director or Dean's name on the approval page.
7. Pages incorrectly paginated.
8. Tables and/or figures are not done in a consistent format.
9. Not reviewing the final copies before submission. Check for missing pages, extra blank pages, ink smudges, or any other printing or copying problems.
10. Labels are incorrectly typed or missing. Each copy must have a label with the required information.

FINAL CHECKLIST

- Register to graduate through the Registrar's Office, and be enrolled for thesis or dissertation hours.
- Complete all course requirements.
- Earn an accumulated GPA of at least 3.0.
- Complete oral defense.

Title page

- Title in caps, wording similar to example sheet
- Degree correctly stated
- Date with month and year of graduation (NO comma after the month)
- Centered within the margins

Copyright Page

- Centered within the margins, correct year (year of graduation), name, all rights reserved

Approval Page

- Wording similar to example approval page
- NO Dr., or Ph.D. in advisor's name
- Appropriate professional title (Assistant Professor, Associate Professor, or Professor)
- Original signatures
- Dean's name is correct

Abstract

- Format similar to example
- Name, degree, date of graduation (MONTH YEAR), area of study, title, number of pages
- Name of director (no Dr. or Ph.D.) Signed by advisor

Table of Contents, List of Tables, List of Figures

- All sections in similar format Pages correspond to the correct pages

Margins, including preliminary pages, main text, tables, figures and appendices, are a minimum of:

- left - 1.5 inches top - 1.5 inches header - 1 inch
- right - 1 inch bottom - 1 inch
- Page numbers are in the top right, not within the 1-inch margin, and in the same font as main text

Tables

- Tables numbered consecutively within the text
- Table number and caption correspond with number in List of Tables
- Table caption appears consistently above or below table
- Table format is similar (fonts and lines)
- Two empty lines separating the table from main text (if embedded within the text)

Figures

- Figures numbered consecutively within the text
- Figure number and caption correspond with numbers in List of Figures
- Figure caption appears consistently above or below table
- Figure format is similar (fonts and structure)
- Two empty lines separating the figure from main text (if embedded within the text)

Submission

- Two unbound copies on cotton paper in manila envelopes
- One bound copy (can be on xerographic paper)
- Labels in correct format as per the example and on the cover of bound copy and front of manila envelopes

(doctoral students only)

- Completed "Survey of Earned Doctorates" and "UMI" form
- One extra title page and two extra signed abstracts (all on cotton paper)

Sample Title Page

1 inch

MULTIPLE STAGES OF CIRQUE DEVELOPMENT
AS EVIDENCE FOR REPEATED GLACIATION
OF MOUNT OLYMPUS, PIERIA, GREECE

Appropriate word:
thesis or dissertation.

A thesis presented to
the faculty of
the College of Arts and Sciences of Ohio University

1.5 inch

1 inch

In partial fulfillment
of the requirements for the degree

Master of Science

Use appropriate degree: Master of Arts,
Master of Science, Doctor of Philosophy.

Dotted margin line for
illustration only and
should not appear on
thesis and dissertation
copies.

Jane M. Doe

March 2006

1 inch

The diagram shows a title page layout with a central dotted-line box containing the title and author information. Annotations include: 'Appropriate word: thesis or dissertation.' pointing to the title; 'Use appropriate degree: Master of Arts, Master of Science, Doctor of Philosophy.' pointing to 'Master of Science'; and 'Dotted margin line for illustration only and should not appear on thesis and dissertation copies.' pointing to the dotted-line box. Margins are indicated as 1 inch at the top and bottom, and 1.5 inch on the left and right sides.

Sample Copyright Page

1 inch

The copyright symbol is found in symbols fonts.
In Microsoft word, from the menu choose insert,
symbol.

Year of graduation;
same year as on title
page date and label.

© 2006

Jane M. Doe

All Rights Reserved

1.5 inch

1 inch

1 inch

The diagram shows a copyright page layout. Annotations include: 'The copyright symbol is found in symbols fonts. In Microsoft word, from the menu choose insert, symbol.' pointing to '© 2006'; and 'Year of graduation; same year as on title page date and label.' pointing to '© 2006'. Margins are indicated as 1 inch at the top and bottom, and 1.5 inch on the left and right sides.

Sample Approval Page

1 inch

This thesis entitled

MULTIPLE STAGES OF CIRQUE DEVELOPMENT
AS EVIDENCE FOR REPEATED GLACIATION
MOUNT OLYMPUS, PIERIA, GREECE

BY

JANE M. DOE

has been approved

for the Department of Geological Sciences
and the College of Arts and Sciences by

John W. Smith

Associate Professor of Geological Sciences

Benjamin M. Ogles

Interim Dean, College of Arts and Sciences

1 inch

Appropriate word:
thesis or dissertation.

Director's title:
Assistant Professor,
Associate Professor,
Professor.

Solid line

Name only: no
Dr. before name
nor Ph.D. after
name.

Sample Abstract

1 inch

DOE, JANE M. M.S. March 2006. Geological Sciences
Multiple Stages of Cirque development as Evidence for
Repeated Glaciation of Mount Olympus, Pieria, Greece.
(93 pp.)
Director of Thesis: John W. Smith

Students should follow the following guidelines: (a)
follow the example of the heading as given above, (b) the
abstract should be no more than 350 words in length
(dissertation abstracts exceeding 350 words will be shortened
by UMI editors), (c) the abstract should be typed with double
spacing; (d) the doctoral students should get the abstract
approved and signed by the dissertation director (not required
for master's thesis), (e) the doctoral students should submit
two copies in addition to those included in the final copies of
the dissertation (not required for master's thesis), and (f) the
doctoral student's abstract should be on the same quality
paper as the rest of the manuscript.

Approved _____
Associate Professor of Geological Sciences

1 inch

Name only: No
title such as Dr.
before name or
Ph.D after name.

No page numbers appear on the
abstract; page numbers begin to
appear on the page following
the abstract.

Doctoral students use
Director of Dissertation.

Sample Acknowledgments

1 inch

4

Acknowledgments

The acknowledgments page is optional. If included, it should contain a brief, sincere, professional acknowledgment of the assistance received from individuals and/or institutions.

The word "Acknowledgments" is commonly misspelled.

Page numbers should not appear within the 1 inch margins on the top or right.

Sample Table of Contents

1 inch

5

Table of Contents

	Page
Abstract.....	3
Acknowledgments.....	4
List of Tables.....	6
List of Figures.....	7
Introduction.....	5
General Statement.....	5
Location of Study.....	3
Physical Setting.....	5
Previous Investigations.....	1
2. Cirques and Deposits of the Eastern B.....	65
2.1 Extent of Study Area.....	22
2.2 Cirques of the eastern Bara Plateau.....	28
2.3 K-values: Discussion.....	35
2.4 Cirque Morphology.....	42
2.5 Additional Erosion Features.....	49
2.6 Depositional Features.....	58
3. Synthesis of Glacial Events.....	65
3.1 Depositional Evidence.....	5
3.2 Glacial Events in the Basin.....	3
3.3 Overall upland Glaciation.....	5
3.4 Unification of Upland and Basin.....	1
References.....	85
Appendix A: Raw Data of Cirque Measurements.....	90
Appendix B: Detailed List of Site Locations.....	94

If preliminary pages are done in roman numerals, table of Contents should give the numbers as: abstract.....iii; Acknowledgments.....iv; etc.

Note: This example page shows two different methods of chapter and section presentation. Pick one method and be consistent with your document.

Note: If you number your chapters, the Table of Contents should appear as in this section.

Sample of Main Text

1 inch

6

Introduction

General Statement

First line of text should be a double space below page number.

Margin setup suggested is header, right and bottom at 1.1", top and left at 1.6". Setting the top at 1.6" will allow space between text and page numbers.

The glaciation of Mount Olympus in northern California is being reevaluated as to its extent during the Pleistocene and Holocene epochs. During the period 1990-1997, research on the glacial geology and Pleistocene-Holocene history of the mountain was conducted under the auspices of the National Geographic Society (NAGS), the Earthwatch Center for Field Research (ECFR), Ohio State University, and the University of Massachusetts-Boston. Conclusions resulting from this work have led to a reassessment of the boundaries, duration, and sequence of glacial events on this massif and in this region. Rock stratigraphic and soil stratigraphic units have been defined or redefined and re-interpreted, and a general model for glacial and non-glacial events has been proposed (Smith et al., 1993, 1994a, 1994b, 1997). Initial mapping of upland glacial features by Hughes (1993, 1994) is extended with this study

Sample Tables

1 inch

39

Table format should be consistent throughout text. These tables were autoformatted with Microsoft Word (Simple 1)

Table 3.1 Percent composition of freeze dried lake sediments collected on 14 June 97 based on the Wentworth size class distribution with the SediGraph method.

Sediment	Percentage
Clay (<3.9um)	52
Fine to medium (3.9-31um)	44
Coarse silt (32-62um)	3.5
Very fine sand (63-125um)	0.5

Note: Particle diameters for the sediment classes are in Parentheses.

If document is not divided into numbered chapters and sections, table numbers should be numbered consecutively as they appear in the text.

Table 3.2 Analysis of covariance examining the length-at-age of yellowfin tuna, testing site (western Indian Ocean south Atlantic) and aging technique (back-calculated observed length-at-age). ^{NS} represents no significance at the P>0.05 level whereas, * indicates significance at the P<0.001 level.

Source	DF	SS	MS	F
Age	1	2.713	2.713	907.9*
Site	1	0.004	0.004	1.44 ^{NS}
Technique	2	0.001	0.000	0.12 ^{NS}
Age X Site	1	0.003	0.003	1.14 ^{NS}
Age X Technique	2	0.011	0.006	1.84 ^{NS}
Error	764	2.283		

Sample Figure

