GUIDE FOR PREPARATION AND SUBMISSION OF ELECTRONIC THESES AND DISSERTATIONS

INTRODUCTION

An Electronic Thesis/Dissertation (ETD) is an Adobe© PDF-formatted version of your thesis or dissertation. Creating the ETD is simple. First, prepare your thesis/dissertation using a word processor such as Microsoft *Word*©, *LaTeX*©, or similar software products. Once you pass the thesis/dissertation defense, you can save the revised version of the manuscript as a PDF file. We do not require paper copies. Submitting your work in electronic format makes your work widely available to scholars around the world.

Once approved, your ETD will be available for public use, unless you restrict access, through the Marshall University Digital Scholar site (http://mds.marshall.edu/etd/) and through the international ProQuest/UMI network of information services. Your work is the product of your substantial research and original thinking. The content and style of your ETD will reflect on you, on the faculty who have guided your work, and on Marshall University.

This guide will help you submit a near perfect document that is professional in style and format, free of errors, and adheres to the requirements for manuscript preparation established by Marshall University.

Please be sure to maintain a consistent format throughout the document. As you begin to write, be sure you know the computer software you intend to use as you may have to override some default settings. In particular, you should pay close attention to functions such as spacing, paragraph style, pagination, auto-formatting, hyphenation, and other matters that affect the formatting of your work. The Graduate College will accept any format that *consistently* follows the conventions of a recognized disciplinary style manual. There are some exceptions, however, which are reviewed in this guide.
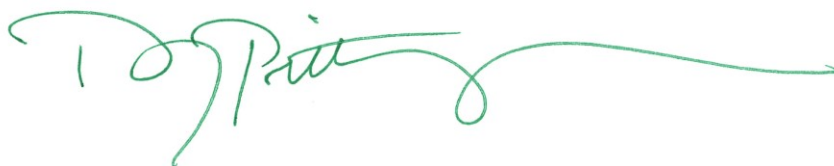
Most style guides help the author prepare a document that, when accepted for publication, can be sent to the printer for production. The printer takes the separate sections of the manuscript and converts each into the appropriate format for printing. For example, one person may work only on the reference section while another person formats the tables and figures, while a third person will prepare the main body of the text. When each component is ready, a compositor will integrate the individual components into a single document that is ready for publication. By contrast, your thesis/dissertation is the final publication. As such, you will find that this manual will ask you to do things differently than your discipline's style manual.

For example, your title page and many of the early sections of the ETD will be much different from a conventional manuscript. Similarly, you will include figures and tables in the main part of the text rather than putting them at the end of the manuscript as required by most style manuals. You will find a template at the end of this guide that

will show you how to prepare the final publication.

When you have passed the oral defense and your committee has approved the final draft of your thesis/dissertation, you may submit the ETD for review and approval. A Graduate College reader will read your ETD, note any corrections to be made, and return the thesis/dissertation to you with corrections noted for revision. Once you revise the manuscript, you may resubmit the manuscript. The Graduate College staff will check the corrected file and if it is in good form will notify you by email that the thesis/dissertation is officially approved and will be submitted for publication.

The faculty of the Graduate College wish you well in your research and writing. If you have any questions, please do not hesitate to ask.

David J. Pittenger, Ph.D.
Dean of the Graduate College

DUE DATES AND REQUIREMENTS

CHECKLIST OF REQUIREMENTS

☐ You have applied for graduation. You have submitted your application and diploma fee no later than the beginning of the term in which you plan to graduate. Applications are available at:
www.marshall.edu/graduate/files/2012/02/APPLICATION-FOR-GRADUATION062010.pdf

☐ You have a letter from the Office of Research Integrity: http://www.marshall.edu/ori/ indicating either approval of your research or the determination that your research does not require approval, and you will place a copy of this letter in Appendix A of your manuscript.

☐ You have successfully defended your thesis or dissertation to your graduate committee.

☐ Your graduate advisor has submitted to the Graduate College the *Comprehensive Assessment Evaluation Report* indicating that you have successfully defended your thesis or dissertation. Programs can use their own form or may use a generic form provided by the Graduate College:
www.marshall.edu/graduate/files/2013/08/comprehensiveassessment.pdf

☐ You and your committee chair signed and submitted the *Electronic Thesis and Dissertation Final Submission* form:
www.marshall.edu/graduate/files/2013/05/etdfinalsubmissionform.pdf

☐ You include as Page ii of your manuscript the signature page of the members of your graduate committee. This and the previous document are signed **after** you have made final revisions that were requested during the defense of your project.

DUE DATES

Our ***Graduation and Commencement*** timetable notes all the due dates that you must meet, depending on what your target graduation date may be. Please review these dates at:

www.marshall.edu/graduate/graduation-and-commencement-timetable/

A FEW THINGS TO KEEP IN MIND

ROLES AND RESPONSIBILITIES OF THE THESIS/DISSERTATION COMMITTEE

"The roles and responsibilities of the faculty serving on a student's thesis/dissertation committee are manifold. In essence, the members of the committee help the student demonstrate the ability to plan and execute a scholarly and creative project while developing an expertise within the discipline. To this end, the members of the committee advise the student to ensure he or she has identified a project that will sufficiently challenge his or her skills, make use of appropriate disciplinary research and creative methods, and be completed using available resources in a timely manner. The members of the committee also ensure the highest quality of the published thesis/dissertation by requiring the student to submit a final thesis/dissertation that conforms to the preferred editorial guidelines of the discipline and the Graduate College. As such, the signature page included in the thesis/dissertation verifies that the faculty have read with care the thesis/dissertation to ensure the student's work is without error in the form, substance, and expression of the student's work. The members of the committee sign this page once the student has prepared a final draft of the approved thesis and affirm that the work meets the editorial standards of the Graduate College." (Marshall University *Graduate Catalog*, 2016-2017)

PROPER ACKNOWLEDGMENT OF CITED WORK

As you know, you must document ALL material you use from another source. Please read the definition of plagiarism from the *MU Graduate Catalog*:

Plagiarism:

Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes:

- Oral, written and graphical material;
- Both published and unpublished work.

It is the student's responsibility to clearly distinguish his or her own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source.

Students are responsible for both intentional and unintentional acts of plagiarism.

Plagiarism occurs whenever you present another person's writing, ideas, or other forms of expression as yours. The word is derived from the Latin word, *plagiare*, which means to kidnap or abduct. In the academic community, plagiarism is a serious

offence and is not tolerated. At Marshall University, we see plagiarism as a serious infraction of academic integrity that can result in a failing grade and dismissal from the program. These sanctions are outlined in Marshall University's *Academic Dishonesty* policy. See: http://www.marshall.edu/board/files/policies/MUBOG%20AA-12%20Academic%20Dishonesty.pdf

Most disciplinary style guides describe the preferred methods to cite the work of others including the use of quotations, substantive ideas and opinions, data, graphs and illustrations, and other forms of expression made by others. If you are not sure, definitely check with your faculty.

COPYRIGHTED MATERIALS

You may use a small portion of another person's copyrighted work, such as a quotation from a book or journal article, for your thesis/dissertation. Your use of copyrighted material is governed under the doctrine of "fair use." To learn more about fair use, refer to the Library of Congress's fact sheet on copyright: http://www.copyright.gov/fls/fl102.html.

As a generality, single quotations of more than 500 words exceed the fair use standard and require that you obtain written permission from the copyright owner. If you use an image (photograph, map, graph, or other pictorial representation) made by another person, you will need to document that person's or owner of the copyright's permission to use the image. If you are unsure, please consult your faculty. As a generality, the sentences, "Copyright DATE by NAME OF COPYRIGHT HOLDER. Reprinted with permission." is an acceptable citation for all copyrighted materials.

MU OFFICE OF RESEARCH INTEGRITY REQUIREMENT

Federal regulations govern the use of human participants, animal care, radiation, legend (proprietary) drugs, recombinant DNA, and the handling of hazardous materials in research. These regulations are monitored by a number of federal agencies. Because of these regulations, all Marshall University students, faculty, and staff – regardless of type of research – must comply with these regulations.

- Please submit a copy of your abstract, regardless of the content of your thesis or dissertation even if you are absolutely sure your research does not involve any of the compliance areas noted above, to Bruce Day (day50@marshall.edu), MU Director, Office of Research Integrity. The required review is made in order to protect the rights of human participants, the welfare of animals, and the safety of the investigators and the university community.

- If the thesis/dissertation requires a compliance review, then you will be directed to the appropriate Institutional Review Board coordinator for assistance. If the thesis/dissertation does *not* require a compliance review, then you will be provided a letter stating that determination.
- Every ETD must include a letter from the Office of Research Integrity indicating whether or not your project required a compliance review. You must include this correspondence in Appendix A.

WORD PROCESSING SOFTWARE AND FORMATTING

All word processors make it easy to format your thesis or dissertation to conform to your discipline's editorial guidelines and the requirements of this guide. Through the software, you can control the pagination, create easy-to-read tables, add figures, and include footnotes.

Although you may feel comfortable using the basic features of a program such as Microsoft *Word®*, there are many features that may make your work easier. To review how to use these, we highly recommend you make use of the online tutorial service, *Lynda®*, that is free to all Marshall University students. You can logon to the service at: http://www.marshall.edu/lynda/. Once you have logged in, you can search for the word processor you will use for your work.

GRADUATE COLLEGE TEMPLATE

The graduate college has created a customized *MSWord* template that follows all the formatting conventions presented in this guide. The template is available on line at: http://www.marshall.edu/graduate/files/Thesis-Template-2016-2.docx. The template along with instructions for use are at the end of this guide.

A SPECIAL NOTE FOR *LATEX* USERS

LaTeX is a high-quality typesetting system that has become the standard for many mathematical and scientific documents. This powerful program allows users to prepare manuscripts that include complex equations as well as text, tables, figures, and other materials. Indeed, once finished, an author can submit a *LaTeX* file to a publisher for immediate preparation for publication.

While powerful and designed for authors working in mathematics and the natural sciences, the *LaTeX* system requires detailed knowledge of its coding system. Professor Carl Mummert of the Department of Mathematics (mummertc@marshall.edu) has developed a style template that integrates the style conventions of this manual with those used by mathematicians. He will gladly share this template with all interested students. To learn more about *LaTeX* and to download resource materials, please see: http://www.latex-project.org/.

GETTING STARTED

STYLE MANUALS

Each academic discipline has a preferred style manual that scholars in the field use to prepare a manuscript for review and publication. The following table lists the preferred style manual for each graduate degree. You will note that in some disciplines there may be more than one guide. Be sure you and your committee have a common understanding of the style guide you will follow and how you will present your work.

Technically speaking, the final draft of your thesis/dissertation is a publication of Marshall University. As such, you will need to modify some of your discipline's style manual conventions to conform to the University's. For example, the American Psychological Association requires that you place tables and then figures at the end of the manuscript. For your thesis/dissertation, however, you will place tables and figures in the main body of your manuscript near the relevant text. You will find a template at the end of this guide that presents the formatting of your thesis/dissertation.

Although the Graduate College will defer to disciplinary editorial practices, the Dean of the Graduate College has the final authority regarding the preparation of the manuscript in order to ensure consistent best practices for presenting scholarly work.

DOCTORAL DEGREES	
Biomedical Sciences Ph.D.	As directed by dissertation committee.
Curriculum and Instruction Ed.D.	American Psychological Association
Educational Leadership Ed.D.	American Psychological Association
Doctor of Management Practice in Nurse Anesthesia DMPNA	NA
Doctor of Pharmacy Pharm.D.	NA
Doctor of Physical Therapy D.P.T.	American Medical Association
Doctor of Psychology Psy.D.	American Psychological Association

MASTER'S DEGREES	
Accountancy M.S.	As directed by committee.
Adult and Technical Education M.S.	American Psychological Association
Athletic Training M.S.	As directed by committee.
Biological Sciences M.S. / M.A.	Council of Science Editors Documentation Style
Biomedical Sciences M.S.	As directed by committee.
Business Administration M.B.A.	As directed by committee.

MASTER'S DEGREES	
Chemistry M.S.	As directed by committee.
Communication Disorders M.S.	American Psychological Association
Communication Studies M.A.	As directed by committee.
Computer Science M.S.	As directed by committee.
Counseling M.A.	American Psychological Association
Criminal Justice M.S.	American Psychological Association
Dietetics M.S.	American Psychological Association
Education Specialist Programs Ed. S.	American Psychological Association
Education with areas of emphasis in a variety of areas Ed.S.	American Psychological Association
Engineering M.S.E.	As directed by committee.
English M.A.	Modern Language Association
Environmental Science M.S.	As directed by committee.
Executive M.B.A.	As directed by committee.
Exercise Science M.S.	As directed by committee.
Forensic Science M.S.	As directed by committee.
Geography M.S./M.A.	As directed by committee.
Health Care Administration M.S.	As directed by committee.
Health Informatics M.S.	As directed by committee.
History M.A.	Chicago
Human Resource Management M.S.	As directed by committee.
Humanities M.A.	Chicago
Information Systems M.S.	As directed by committee.
Journalism M.A.J.	As directed by committee.
Latin M.A.	As directed by committee.
Leadership Studies M.A.	American Psychological Association
Master of Arts in Teaching M.A.T.	American Psychological Association
Master of Social Work M.S.W.	As directed by committee.
Mathematics M.A.	As directed by committee.
Music M.A.	Chicago
Nursing M.S.N.	American Psychological Association
Physical and Applied Sciences M.S.	As directed by committee.
Political Science M.A.	American Political Science Association
Psychology M.A.	American Psychological Association
Public Administration M.P.A.	American Political Science Association
Public Health M.P.H.	As directed by committee.

MASTER'S DEGREES	
Safety M.S.	As directed by committee.
School Psychology Ed.S.	American Psychological Association
Sociology M.A.	As directed by committee.
Special Education M.A.	American Psychological Association
Sport Administration M.S.	American Psychological Association
Technology Management M.S.	American Psychological Association

DEFINITIONS OF COMMON PRINTING TERMS

Point The character height. One point is $\frac{1}{72}$ of a vertical inch. The typical point size for text is 12.

Style Refers to whether the typeface is *italic*, **boldface**, <u>underlined</u>, or something else.

Font A set of characters (numbers, letters, and special symbols) that have the same typeface, size, and style.

Text A generic term that refers to the main body of a manuscript and distinguishes it from the preliminary pages (or front matter), tables, figures, references, and appendices.

Preliminary Pages Sometimes called front matter, these are the pages that come before the actual text of the manuscript.

Headings Headings serve as the title of different sections, or chapters, of the text and the title of subsections. Headings help the reader follow the organization of the text. Most style guides offer guidance for required and optional headings.

Figure Any diagram, drawing, graph, chart, map, photograph, illustration, or other pictorial representation. Graphs and charts generally illustrate information or show relationships, rather than present precise data as you would find in a table. Refer to your discipline's style manual for appropriate used of figures.

Table Organized as a rectangle of rows and columns, tables systematically present information – numbers or text – that help the author present notable data, facts, statistics, or other information in a convenient manner. Refer to your discipline's style manual for recommendations on how best to present such information. As a generality, tables should be no longer than one page. If you

have a very large table, consider making several smaller tables and describe each separately in the text. The alternative is to insert the long table as an appendix.

References   A complete list of all citations used in the text. Each citation will show the location of the original material. Each discipline has its own preferred method for organizing the references and the information included for each.

Appendix   Supplemental material attached at the end of the manuscript. In some cases, tables or figures are placed in an appendix to avoid interrupting the text or when the information is supplemental to the main project.

PREPARING THE THESIS/DISSERTATION

As you review formatting requirements below please remember to be consistent so that the entire thesis/dissertation has the same style and appearance. To help you prepare a thesis/dissertation that meets the basic expectations of the Graduate College, we created a customized *MSWord* template that follows all the formatting conventions presented in this guide. The template is available on line at: http://www.marshall.edu/graduate/files/Thesis-Template-2016-2.docx. The template along with instructions for use are at the end of this guide.

FONT SIZE AND STYLE

Use a font size of 12 points as smaller or larger fonts are generally difficult to read. Use the same font style and print size throughout the document. Times New Roman or Arial are good font choices. Exceptions to this rule include for superscript and subscript text and footnotes. Most word processors will automatically reduce the size of this type style. Mathematical equations may also require a mix of font sizes to create a sensible equation.

You must use the same font and font size throughout the entire manuscript. Do not use larger or smaller font sizes for headings or page numbers. Please review the rules on headings which allow **bold** style for identification. Use *italics* only for foreign words not commonly used in writing and when identifying portions of citations such as book or journal titles.

HEADERS AND FOOTERS

With the exception of page numbers, do not use page headers, page footers, running headers, or running footers in your manuscript.

MARGINS

Set all margins to 1 inch. All information, including titles and footnotes, must conform to the margins selected. Centered headings should be centered relative to the margins, not to the edges of the page.

QUOTATIONS

Use opening – " – and closing – " – quotation marks for all in-sentence quotations. Make sure all quotations have proper citation to the original source. For lengthy quotations, present the quote in a separate paragraph that is single spaced and has a ½ inch indentation on the left side (See example at the end of this guide). Quotation marks are not necessary for block quotations.

JUSTIFICATION

Use left justification for all text. Centered headings are the only exception.

SPACING

Use double-spacing throughout the manuscript. The exceptions are: components of the title page, tables, table/figure title and description, long quotations, equations, footnotes, endnotes, references, and your vita. For references, the citation is single spaced with a double space between citations. Check your style manual for further details on spacing. For the vita, use a double space after each main entry. See example at the end of this guide.

When formatting your thesis, make sure that the spacing before and after **all** paragraphs is set to 0. Press the 'Enter' key once. Never insert additional lines – spaces – between paragraphs, headings, figures, tables, and other elements of your thesis. The only exception to this rule is for the title and copyright pages and references.

HOW TO NUMBER PAGES

Use lower-case Roman numerals (i, ii, iii, …), for numbering the preliminary pages beginning with the Title page, which is understood to be 'i' but does not show on the page. The preliminary pages with Roman numerals include such pages as the Dedication, Acknowledgments, Table of Contents, List of Tables, List of Figures, List of Symbols, List of Abbreviations, and Abstract. Arabic numerals begin with the first page of the main body of the thesis or dissertation, which is Arabic numeral '1.' Every page in the main body of the thesis or dissertation has a page number, and the numbering is consecutive throughout the thesis or dissertation to the end, including any appendices. Please do not use punctuation with the numbers.

PAGE NUMBER PLACEMENT

Place the page number at the bottom center of the page. NOTE: **Do not number the title page.** It is the first page, (Roman numeral i), but the number is not included.

PROOFREADING

As the author of the thesis/dissertation, you and your thesis committee assume full responsibility for the accuracy, clarity, and formatting of the manuscript. The Graduate College expects that the work you submit is free of errors of all kind. Given this criterion, you should proofread your manuscript with care. You may find it helpful to have others proofread your text as people often overlook errors in their work, but can spot errors in another person's work. Another tactic is to have your manuscript reviewed by the professional staff of the Writing Center.

The Writing Center at Marshall University is a free service for all Marshall University students – graduate and undergraduate – who want help with their writing. The Writing Center is staffed by graduate and undergraduate students who are trained to help at all stages of the writing process and in any discipline. You may find the services of the Center useful to improve the quality of your writing. During an appointment, you and the staff member will review samples of your writing with the goal of helping you understand how to express yourself more effectively. You will also learn how to catch errors in grammar, punctuation, and syntax.

You can schedule an appointment to meet with a tutor at the Center's webpage: http://www.marshall.edu/writingcenter/appointments-2/.

Please be aware that the staff of the Writing Center are NOT proofreaders and will not conduct a line-by-line correction of your work. Rather, the tutor will identify examples of errors and help you understand options for revising and improving the text.

If after reading several pages of a thesis or dissertation, the Graduate College finds numerous errors in formatting, grammar, spelling, punctuation, and other deviations from prescribed style, we will stop and return the work to the student's committee asking that the manuscript be revised and resubmitted.

HOW TO ORGANIZE MANUSCRIPT PAGES

Arrange the manuscript in the following order.

Page Number	Contents of All Manuscripts
Roman numeral i (hidden)	Title page (required)
Roman numeral: ii	Signature Page (required)
Continue Roman numerals	Copyright page (optional)
Continue Roman numerals	Dedication page (optional)
Continue Roman numerals	Acknowledgment (optional)
Continue Roman numerals	Table of Contents (required)
Continue Roman numerals	List of Tables (required if work includes tables)
Continue Roman numerals	List of Figures (required if work includes figures)
Continue Roman numerals	Abstract (required)
Begin Arabic numeral 1	Body of Manuscript (required)
Continue Arabic numerals	References (required)
Continue Arabic numerals	Appendix A: Letter from IRB (required)
Continue Arabic numerals	Additional Appendices as needed
Continue Arabic numerals	Vita (optional)

TITLE PAGE FORMAT

Do not number the title page. It is the first page (Roman numeral i), but the number is not displayed on the page itself. For the proper format of the title page please see the sample title page at the end of this guide. Be sure to use your degree program's official name, and your full legal name. The title of your work should be a meaningful description of your manuscript and include key words that can be used by search engines or advanced retrieval systems.

SIGNATURE PAGE

During or after the defense of your thesis or dissertation, the members of the committee may require that you make revisions to your manuscript. Once you have completed these, and the committee approves the changes, you will have them sign the signature page. The committee members' signatures on this page indicate that they have read and approved the final document, the document is ready for publication, and it meets the criteria set forth in this style guide.

COPYRIGHT PAGE (OPTIONAL)

If you decide to copyright your manuscript, please use the format included at the end of this guide.

DEDICATION AND/OR ACKNOWLEDGMENT PAGES (OPTIONAL)

If included, number with Roman numerals, and double-space.

TABLE OF CONTENTS

Titles and subheadings in the Table of Contents must be worded *exactly* as they appear in the text. List all preliminary pages as well as all appendix titles. While a Table of Contents is required, it can follow any format acceptable to your advisor and committee as long as it includes all main divisions and subdivisions within your text, is double-spaced, and has consistent formatting.

LISTS OF TABLES AND FIGURES (AS NEEDED)

Titles in the lists must match the titles in the body of your manuscript exactly. The font used for the manuscript must also be used for tables. Its size may differ, depending on the fit of the information within the margins.

ABSTRACT

The Abstract is the last Roman numeral page and is a brief summary of the content and purpose of the manuscript. It should be self-contained, without reference to the body of the paper, and suitable for publication without rewriting. Although there is no word limit, editors of abstract services might shorten any abstract that exceeds 150 words for a thesis or 350 words for a dissertation. The abstract should include a concise statement of the problem or area of investigation, a brief discussion of methods and procedures used in gathering data or obtaining the information used to create the manuscript, a condensed summary of the findings, the conclusions reached in the study, and a concise statement of the significance of the work. The abstract is one paragraph and not indented.

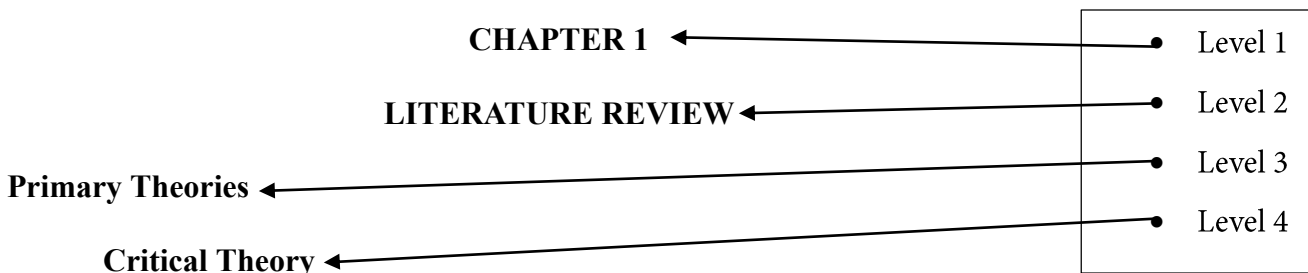## CHAPTERS OR MAIN BODY OF THE DOCUMENT

The text must be double-spaced and each page must be numbered consecutively beginning with the number 1. Be sure to type chapter titles in bold face and use uppercase letters. It is best to include tables or other illustrative materials as necessary in the main body of the document when they are essential to the text. As you turn your work into a professional document, be sure to use a writing style appropriate to your subject and discipline.

HEADINGS

Headings allow you to divide your manuscript into well-defined sections and subsections.

Level 1:   Centered, bold font, and all CAPS.
Level 2:   Centered, bold font, and all CAPS.
Level 3:   Flush Left, bold font, capitalize first letter of each word.
Level 4:   Indent, bold font, capitalize first letter of each word. The text begins with the following paragraph.

Here is an example of the four levels:

<div align="center">

CHAPTER 1 ← ———————————————— • Level 1

LITERATURE REVIEW ← ——————————— • Level 2

</div>

Primary Theories ← ———————————————— • Level 3

   Critical Theory ← —————————————— • Level 4

FOOTNOTES/ENDNOTES

Follow the convention of the style manual you have chosen. Notes are usually single-spaced. Whatever style you use, be sure to be consistent throughout the document.

TABLES AND FIGURES

Many theses and dissertations will include tables and figures, including photographs, in the body of the text. Refer to your discipline's style guide on preferred methods for presenting and labeling each.

All tables and figures are numbered sequentially at their first reference in the text. The corresponding table or figure should be presented on the same or following page(s) after its first reference.

FORMATTING TABLES

The following is a basic example of how you should format a table. As a generality, most tables have one or two top rows that identify the content of the columns. When necessary, the left most columns can be used to identify specific information in each row. Tables may be single spaced and presented within the text near its first reference. Please keep each table on one page. Should the table be too large to present on one page, you should refer to the table as an appendix using a capital Roman Letter (e.g. Appendix D). Tables, as with the rest of the text, must be double spaced and use the same font as the text. You may not cut-and-paste tables from other sources.

Following the table is the table title. Note the example below for the format. Following the table title is a brief description of the data in the table. This paragraph is

single spaced and not indented.

|	Column Title	
Column Title	Column Title	Column Title
Row Title	$A = \pi\, r^2$	23.5
Row Title	$A = W \times H$	567.0

Table 1. Full Title Table

Aliquam massa dui, malesuada quis egestas vitae, dignissim in ligula. Proin tortor mi, ultricies non sapien ac, mollis iaculis metus. Nam gravida nulla enim, a ultrices diam rutrum id. Vivamus finibus congue mollis. Donec cursus neque at imperdiet fringilla. Nulla volutpat, velit eu bibendum porta, est dolor viverra erat, sit amet interdum arcu lorem et arcu. Aliquam neque lorem, porta et porttitor non, condimentum quis diam. Aenean ex odio, vehicula non semper ut, auctor quis tellus.

FORMATTING FIGURES

The following is a basic example of how you should format a figure. Center the figure on the page and ensure there is ample space for the image as well as its description. Following the figure is the figure title. Note the example below for the format. Following the figure title is a brief description of the figure. This paragraph is single spaced and not indented.

When including a photograph, illustration, or other artwork, ensure the image is of the highest resolution. Also follow your discipline's style guide to list the name of the image or owner of the copyright. You must have written permission to use an image created by another person or the owner of the copyright. You should assume that images taken from the Internet or other electronic sources are copyrighted.
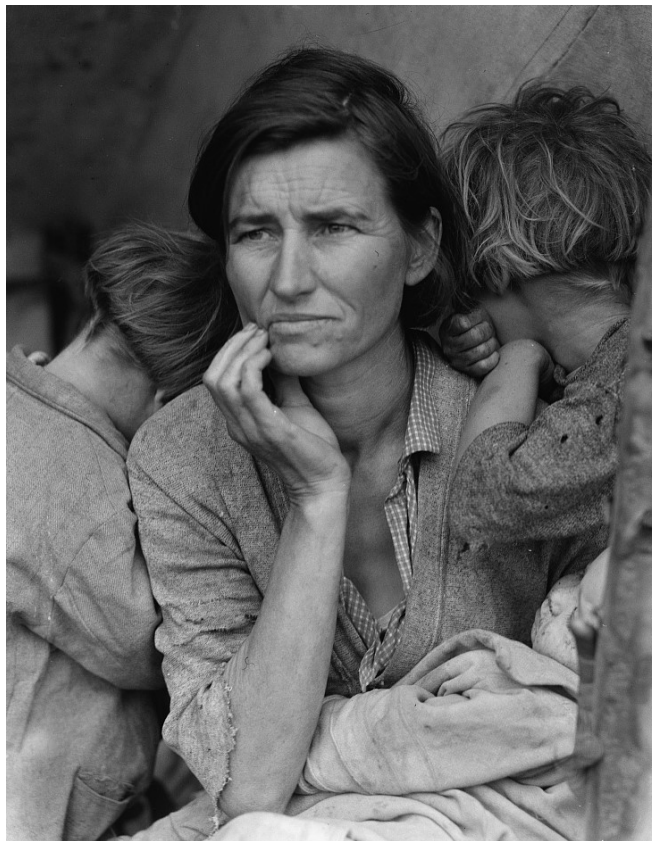
Figure 1. Full Title Table
This image presents Florence Owens Thompson and her children. The photograph was made as a part of the Farm Security Administration project to document the effects of the great depression. *Migrant Mother* (1936), Dorothea Lang. Library of Congress Prints and Photographs Division Washington, DC 20540
http://hdl.loc.gov/loc.pnp/pp.print.

USING COPYRIGHTED MATERIALS IN TABLES AND FIGURES

Tables presenting information from other published sources require a citation to the origin of the information. Figures that are copyrighted by another person will need a copyright notification and an indication that you have the permission of the copyright holder to use the image. If you created the illustration or photograph, take credit for your work. For example:

"Illustration © 2016 Ima Goodstudent, based on work by Crosby and Nash (2011) and Young (2012)."

"Photograph © 2016 Ima Goodstudent."

Bibliography / References / Works Cited

The bibliography or list of references should be single-spaced for each entry and then double-spaced between entries. Organize your references as directed by your discipline's style manual. Some style guides require an alphabetical listing whereas others list references in order of first citation within a text. Ensure you consistently follow the method identified in your style manual. Your discipline's style manual will also have recommendations for referring to various nontext media including web sites, electronic documents, audio and video recordings, and other nonprint items. These style manuals may also require that you include the digital object identifier (DOI) for your citation. Citations taken from the internet will require the web address and the date accessed in addition to standard bibliographic information.

Figure 1 Screen image of a PsyINFO database search using the EBSCO software service. When one clicks on the cite button, the program presents examples of common reference citations for different style manuals. Created by David J. Pittenger, May 5, 2014.

Many of the bibliographic search services provided by the Marshall University

Libraries provide examples of proper formatting of a citation for different style conventions. Figure 1 shows several citation formats provided for the PsyINFO database. As you can see, this example shows citation styles for the American Medical Association and the American Psychological Association. Other styles, such as Chicago and Modern Languages, are revealed by scrolling down. This program also offers several tools, along with cut-and-paste, you can use to build your reference list. You may find these options a useful alternative to typing the entire citation yourself.

Here are five styles of citation for the same article. Notice how each has a different way of presenting the author's name as well as information about the journal. You should note that the information provided by the EBSCO does not include paragraph formatting information such as numbering, hanging indents, or other formatting matters. As always, you will need to consult your discipline's style guide to ensure you have formatted the individual citations correctly. The following examples have been formatted to follow the editorial guide of the discipline:

American Medical Association

Pittenger D. Cautionary comments regarding the Myers-Briggs Type Indicator. *Consulting Psychology Journal: Practice And Research* [serial online]. Sum 2005 2005;57(3):210-221. Available from: PsycINFO, Ipswich, MA. Accessed June 27, 2016.

American Psychological Association

Pittenger, D. J. (2005). Cautionary comments regarding the Myers-Briggs Type Indicator. *Consulting Psychology Journal: Practice And Research, 57*(3), 210-221. doi:10.1037/1065-9293.57.3.210

Chicago

Pittenger, David J. 2005. "Cautionary comments regarding the Myers-Briggs Type Indicator." *Consulting Psychology Journal: Practice And Research* 57, no. 3: 210-221. *PsycINFO*, EBSCO*host* (accessed June 27, 2016).

Chicago/Humanities

Pittenger, David J. "Cautionary comments regarding the Myers-Briggs Type Indicator." *Consulting Psychology Journal: Practice And Research* 57, no. 3 (Sum 2005 2005): 210-221. *PsycINFO*, EBSCO*host* (accessed June 27, 2016).

Modern Language Association

Pittenger, David J. "Cautionary Comments Regarding The Myers-Briggs Type Indicator." *Consulting Psychology Journal: Practice And Research* 57.3 (2005): 210-221. *PsycINFO*. Web. 27 June 2016.

APPENDIX

Use the Appendix when you want to add materials (such as charts, graphs, surveys, etc.) not essential to the text or that are extremely long. The appendix follows immediately the bibliography or references section. Appendix A will be the approval letter you received from the Office of Research Integrity approving your project. These pages also need to be numbered. Remember to include a list of appendices in your preliminary pages if you have more than one appendix item. Each appendix has a separate capital Roman letter (e.g., Appendix A, Appendix B, Appendix C …).

VITA (RESUME)

Your vita should be a brief account of your academic career and qualifications. We recommend that you exclude any information that is not relevant to job related considerations. Limit your vita to one or two pages by selecting only the most relevant information for each section. There is a sample vita in the Appendix.

FINAL DRAFT CHECKLIST

Many of the questions below stem from errors that we often see. Review your document carefully to be sure it is correctly formatted, that all spelling and grammar is correct, and that the document is totally free of errors. Check that there are no blank pages, omitted paragraphs, or missing sections. Be sure the preliminary pages of your document are in the proper order and the pagination is correct.

Title Page

☐ Did you use your full given name?

☐ Are the names of your committee members, without signatures, included?

☐ Have you left the page number off (even though you count this page in numbering)?

☐ Have you entered the correct month/year of your official graduation date?

☐ Does the formatting follow the example at the end of this guide?

Approval Signature Page

☐ Have you made all the corrections your committee members required after the thesis/dissertation defense?

☐ Is your full name included in the statement?

☐ Have you correctly identified your manuscript as a thesis or dissertation project?

☐ Did you include the correct title of your project, the name of your academic program, and the name of your program's college

☐ Are the names of your committee members, starting with the chair of the committee, included?

☐ Is the signature page numbered ii?

Copyright Page (optional)

☐ Does your name appear exactly as it does on the Title page?

☐ Is the copyright page numbered iii?

Dedication, Acknowledgment and/or Preface (optional)

☐ Are these pages numbered in lower case Roman numerals?

Table of Contents

☐ Are these pages numbered in lower case Roman numerals?

☐ Do the page numbers in the Table of Contents match up with the page numbers referenced in the body of the manuscript?

☐ Is the list of heading exactly like the headings in the text and are they indented

to show level of heading?

Body of the Manuscript

☐ Is the first page of Chapter One numbered with the Arabic numeral 1?

☐ Is the text double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced)?

☐ Are paragraphs indented consistently throughout?

☐ Have you properly cited the ideas and work of others?

☐ Do all in-text citations – author name and date – match bibliography?

☐ Are your tables and figures numbered sequentially and correctly listed in The List of Tables and List of Figures correctly?

☐ Do your headings match the Table of Contents?

Bibliography/References

☐ Have you cross-checked every single citation in the body of the manuscript to be sure that it is listed in the bibliography?

☐ Have you proofed every citation to ensure that its listing in the body of the manuscript and in the bibliography is exactly the same?

☐ Have you followed your discipline's style manual conventions for including the citation's DOI, accession information, and other location information?

Appendix

☐ Have you included a copy of your IRB letter indicating approval of a project involving human participant research OR a determination that none is involved?

Last Item

☐ Celebrate!!!

CONVERTING YOUR THESIS TO PDF FORMAT

THESIS SUBMISSION

Once your manuscript is finished, submit it to your advisor (and committee where applicable) for final approval. After it has been approved, then and only then, are you ready to convert your file to PDF for submission online. Adobe© PDF is the only acceptable file format for ETD submission.

In general, you simply write your document as you normally would in your word processor, keeping in mind a few tips to improve the quality of the later PDF document.

HOW TO NAME THE PDF FILE

The name of your file needs to use the following format.

- lastname-firstname-year-degree.pdf

Example:

Ima Goodstudent, who is submitting a dissertation for the Ph.D. degree in 2016, would name the file:

Goodstudent-Ima-2016-PhD.pdf

If Ima Goodstudent is submitting a thesis for a Masters of Arts degree, the file would be:

Goodstudent-Ima -2016-MA.pdf

HOW TO CREATE/SAVE THE PDF FILE

The Portable Document Format (PDF) has become the standard for sharing documents that can be read across many hardware and software platforms. Using this format will allow anyone now, and in the future, to read your research project. The PDF file used for your dissertation or thesis must be saved using the International Organization for Standardization (ISO) format. This feature ensures that the font, images, and other components of your project will always be readable by any computer system that follows this standard.

The following figure presents a screen shot for saving your thesis as a PDF file using Microsoft *Word*. To create the file, you will need to do the following:

1) Save your thesis as a standard *Word* file. This will ensure you have a current copy of your finished thesis.
2) Use the "SAVE AS" function.
3) Select the folder in which you will save the file. In this example, the file is being stored in the "My Thesis" File.

4) Select PDF for the "Save as type" option.
5) Enter the name of the file as specified above. In this example the file name will be Goodsample-Ima-2016-MA.
6) Click on the Options button and ensure the options are selected as presented in the example.
7) Click on the OK button in the Options window and then the Save button in the Save As window. You will now have a ISO 19005-1 compliant PDF/A file.
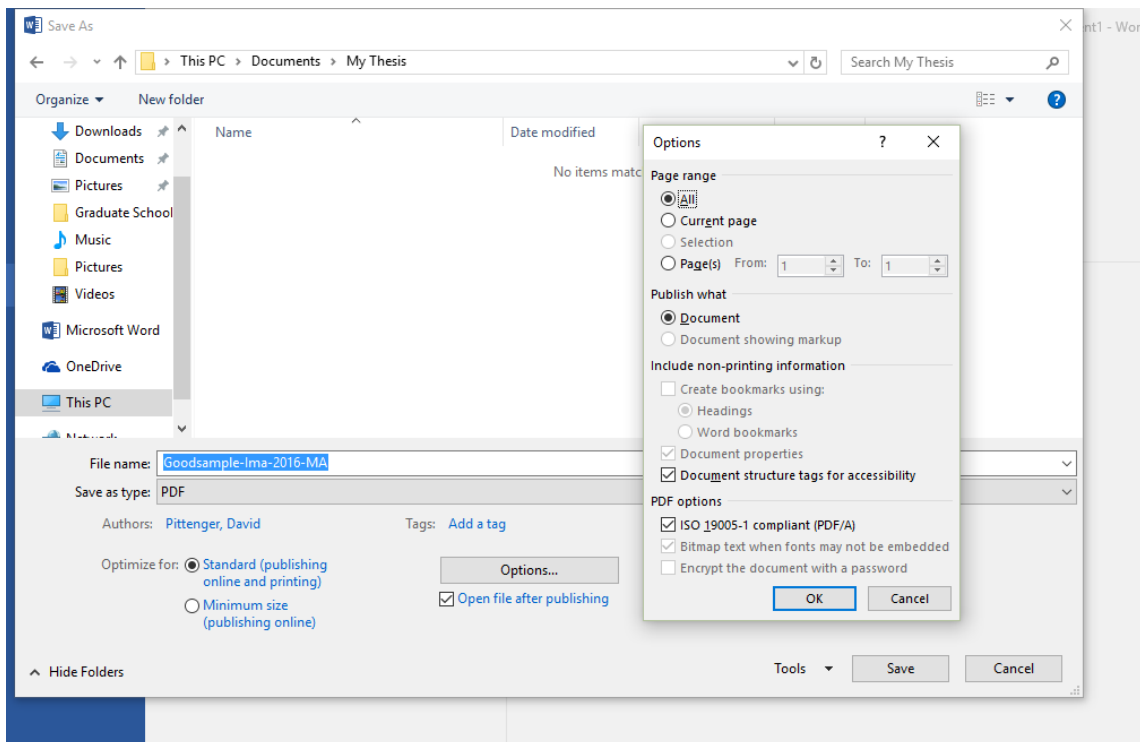
Figure 2 Screen image of Microsoft *Word* options to save file as in the PDF/A format. Created by David J. Pittenger, May 5, 2016.

After you have converted your document to PDF format, check the PDF version of your document to be sure it looks the same as it did before the conversion. It is **your responsibility** to make sure the conversion of your document is free of formatting errors.

HOW AND WHERE TO SUBMIT YOUR APPROVED ETD

All Marshall University theses and dissertations must be submitted in PDF format to the ***ProQuest ETD Administrator*** site. ProQuest is a private company that has acted since 1938 as the publisher and distributor for the majority of theses and dissertations written in the United States. Published theses and dissertations are listed in the ProQuest Dissertations & Theses (PQDT) database**.** There is no cost to you at all, depending on the choices you make (see below).

Login to the ProQuest site to create your personal account:

https://secure.etdadmin.com/cgi-bin/createacct?tool=student;siteId=261

You can leave the website at any point and log back into your account at any time. Once you create your account, you can upload your ETD to the site.

PUBLISHING OPTIONS:

There are two ways to publish - traditional or open access. With either method, you can also use an embargo to delay publishing for a selected period of time.

Traditional Publishing (no cost): With traditional publishing your work is available for purchase by others and enables you to receive royalties based on those purchases. Please consider that the need for others to purchase your work means that your work will not receive the widest possible dissemination. Your work will still be listed in an online database and those who choose not to purchase it do have online access to a brief section including the title page and first few content pages. NOTE: Most Marshall University students select Traditional Publishing. Talk to your advisor if you are unsure.

Open Access ($95: paid to ProQuest by credit card at time you set up your account): Open Access is the broadest possible method of disseminating your work. The full text of your ETD is available free on the Internet. Because your research is available free of charge, for this publishing choice there is no income to ProQuest (or to you via royalties). For that reason, there is a cost to you for this publishing choice.

Marshall University already provides open access to your work at no charge through its own institutional repository at the *Marshall Digital Scholar* web site.

Embargo (i.e. restrict access): You can block access to protect your work for patent and/or proprietary purposes for a designated period. You can choose to embargo for six months, one year, or two years or longer. If you choose to delay access, your work will default to whichever publishing method you have selected (traditional or open access) at the expiration of that embargo.

Most publishers of professional journals state that theses or dissertations that are available online do not qualify as prior publication and therefore do not impact future publications. However, not all publishers are in agreement. If you are unsure, please

talk to your advisor.

Copyright ($55: paid to ProQuest by credit card at time you set up your account): As the author of the thesis or dissertation you already own the copyright as soon as it is published. International copyright law provides full protection and establishment of the author's rights. ProQuest does offer an additional copyright registration service that registers your copyright, establishes your claim to copyright, and provides certain protections if your copyright is violated. This means that ProQuest will submit your application to the United States Copyright office on your behalf and provide you with the certificate from the Library of Congress. Most students do not choose additional copyright protection. Talk to your advisor if you are unsure.

FEES

NO CHARGE	TRADITIONAL PUBLISHING THROUGH PROQUEST ETD ADMINISTRATOR
$50.00 - $100.00	Diploma Fee Paid to Marshall University: $50 for master's degree or $100 for doctoral degree paid at the Bursar's office at the time you apply for graduation.
$95.00 (optional)	Open Access Publishing through ProQuest ETD Administrator
$55.00 (optional)	Additional copyright protection

ORDERING BOUND COPIES

When you create an account at the *ETD Administrator* site you will have the opportunity to order bound copies of your work from ProQuest. You will be offered a range of binding options and can select the one that best meets your needs. Be prepared to pay with a credit card.

THE REVIEW PROCESS

As soon as you submit your ETD, ProQuest automatically sends you an e-mail confirming that your submission is complete and will send to the Graduate College a notification of your submission.

The Graduate College holds its own review of all theses and dissertations before they are given the approval of the university. This process ensures that manuscripts are of high quality and are uniform across disciplines. The review also ensures that the manuscript conforms to conventional and common practice for presenting scholarly and creative work. As such, the review will focus on matters of formatting, grammar and spelling, consistency and accuracy in citations. Should the reader find that a manuscript has excessive errors, an unfinished review may be returned to the student and the committee for correction.

COPY EDITING

When you submit your ETD, a Graduate College reader will review the manuscript for correct style and format for your discipline and for correct usage, grammar, and proper attribution of quoted material. If anything about your ETD needs to be changed, the Graduate College will email to you and your advisor a PDF copy of your work with the reader's comments. You are responsible for making appropriate corrections in your original manuscript file, converting that file into the PDF format, and uploading the new PDF file for further review. Most manuscripts are submitted for review, returned, and resubmitted before approval. This process is of course under your control. If you follow our guide for submitting manuscripts, pay attention to the style guide in your discipline and attend to good grammar, the whole review process should be brief!

If after reading several pages of a thesis or dissertation, the Graduate College finds numerous errors in formatting, grammar, spelling, punctuation, and other deviations from prescribed style, we will stop and return the work to the student's committee, asking that the manuscript be revised and resubmitted.

COPY EDITING MARKS

The person copyediting your manuscript will use common symbols to identify changes that need to be made to the text. The following table presents the copy editing marks you are most likely to see. For other corrections, the copyeditor will write a comment in the margins of the manuscript or send you a separate sheet with specific comments for individual pages.

SYMBOL	EXAMPLE OF EDITED TEXT	EXAMPLE OF REVISED TEXT
∧	Insert a word in the text.	Insert a missing word in the text.
✗	Delete a a word, punctuation mark, word, word, or lletter.	Delete a word, punctuation mark, word, or letter.
( )	Delete and close a sp ace. You need only one space between sentences. Do not use two spaces.	Delete and close a space. You need only one space between sentences. Do not use two spaces.
#	Add aspace.	Add a space
≡	Capitalize the letters	CAPITALIZE the LETTERS
—	Italicize the letters	*Italicize* the *letters*
⌐	Convert To LOWER CASE	Convert to lower case
⏜⏜⏜	Convert to boldface	Convert to **boldface**
⊐ ⊏	Center Text	Center Text
→	Indent the start of a paragraph using a tab space	Indent the start of a paragraph using a tab space.
←	Remove a tab indent for paragraph.	Remove a tab indent for paragraph.

Figure 3 Common copyediting marks.

APPROVAL

When the Graduate Dean approves your manuscript, you and your advisor will be notified by email. The Graduate Dean will publish your ETD to ProQuest (unless you indicate a publication delay), and it will be placed on Marshall University's *Digital Scholar* site for open access unless you indicate otherwise.

EXAMPLE

The following is an example of a formatted thesis. Please use this example as a point of reference regarding the formatting and presentation of your thesis. The example includes notes about unique properties of specific parts of the thesis, such as the title page, and matters related to spacing and page numbering.

**THE TITLE OF YOUR THESIS GOES HERE: CENTER ON PAGE AND USE ALL
CAPITAL LETTERS AND SINGLE SPACING**

A thesis (dissertation) submitted to
the Graduate College of
Marshall University
In partial fulfillment of
the requirements for the degree of
Name of Degree
In
Name of Program
by
Your Full Name
Approved by
Dr. Able Baker, Committee Chairperson
Dr. Clark Davis
Dr. Edgar Forest

Marshall University
Month 2016

APPROVAL OF THESIS

We, the faculty supervising the work of [Full Name of Author], affirm that the [thesis/dissertation], [*Full Title of Thesis/Dissertation Printed in Italics and Upper and Lower Case Letters*], meets the high academic standards for original scholarship and creative work established by the [Name of Degree Program] and the [Name of College]. This work also conforms to the editorial standards of our discipline and the Graduate College of Marshall University. With our signatures, we approve the manuscript for publication.

Dr. Jane Doe, Department of Psychology   Committee Chairperson   Date

Mr. Robert Johns, Department of Psychology   Committee Member   Date

Dr. Jack Mason Department of Sociology   Committee Member   Date

{add as needed}

ACKNOWLEDGMENTS

I want to thank all the people who helped me along the way.

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

ABSTRACT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi velit lectus, congue a arcu nec, commodo ullamcorper dui. Nullam libero neque, suscipit nec lorem quis, ultrices ullamcorper est. Curabitur odio lectus, cursus quis commodo nec, suscipit vel eros. Curabitur commodo at quam eget rhoncus. Nulla molestie id leo sit amet rhoncus. Mauris id ultrices purus, vel sollicitudin sapien. Proin vitae neque metus. Donec ultrices nisl eu quam suscipit, quis interdum justo ultrices. Curabitur ac fringilla velit. Donec varius arcu vitae ligula ornare, eget congue lectus elementum. Nulla facilisi.

CHAPTER 1

THE TITLE OF THIS SECTION

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi velit lectus, congue a arcu nec, commodo ullamcorper dui. Nullam libero neque, suscipit nec lorem quis, ultrices ullamcorper est. Curabitur odio lectus, cursus quis commodo nec, suscipit vel eros. Curabitur commodo at quam eget rhoncus. Nulla molestie id leo sit amet rhoncus. Mauris id ultrices purus, vel sollicitudin sapien. Proin vitae neque metus. Donec ultrices nisl eu quam suscipit, quis interdum justo ultrices. Curabitur ac fringilla velit. Donec varius arcu vitae ligula ornare, eget congue lectus elementum. Nulla facilisi

Cras venenatis lacus vel urna molestie luctus. Praesent ut fringilla mi, id convallis orci. Maecenas a vulputate arcu, id vestibulum urna. Maecenas auctor venenatis maximus. Praesent sodales lorem sed dictum porta. Morbi at augue tempor, laoreet quam vel, tempor sapien. Aliquam at bibendum urna, lacinia scelerisque arcu. Morbi scelerisque volutpat arcu, non blandit neque.

The Title of A Subsection

Nunc ultricies libero nec elit convallis, sit amet auctor justo condimentum. Vivamus at laoreet mauris. Phasellus aliquet consequat enim, quis vestibulum ligula faucibus eget. Suspendisse potenti. Ut aliquet purus ac tellus feugiat vehicula. Duis eu ex orci. In ac dolor eu ligula mollis rutrum quis in arcu. Donec sem ex, auctor sit amet nisl eu, tristique consectetur metus. Duis rutrum, metus non ultricies rhoncus, lorem magna ullamcorper mauris, ut vestibulum nisi est ac nisi. Cras eu ante rhoncus, fringilla sapien in, laoreet quam. Pellentesque consequat, nisi nec luctus pellentesque, ex sapien luctus justo, at dignissim arcu sapien non tortor. Sed ultrices convallis nunc, gravida varius ex. Nullam laoreet leo non augue convallis faucibus. Lorem ipsum

dolor sit amet, consectetur adipiscing elit. Donec consequat dapibus lorem, nec pharetra dolor

feugiat ac

A Block Quote Example

> Maecenas sit amet elit magna. Pellentesque urna purus, auctor quis ultricies eget, pharetra quis leo. Quisque feugiat risus et massa imperdiet elementum. Donec a enim libero. Fusce in eros. Integer ut dolor sed mauris tristique ullamcorper. Phasellus semper scelerisque lorem at rhoncus. Cras dignissim, orci eu varius malesuada, nisl lacus varius ante, in gravida ante justo ut nulla. Quisque pulvinar arcu faucibus urna dignissim scelerisque. Vestibulum iaculis sapien ac fringilla pharetra. Curabitur scelerisque viverra nisl. Aliquam posuere massa ut ultrices feugiat. Sed pellentesque lacinia tellus, nec luctus odio porta et. (Quanto, 1232)

> Nullam eros felis, placerat at semper a, consectetur rhoncus sapien. Ut vel arcu quam.

Donec ultrices non purus et bibendum. Aliquam hendrerit, lectus eget sollicitudin elementum, turpis lectus viverra ligula, sed imperdiet arcu lectus at augue. Sed volutpat dolor sed commodo feugiat. Proin elementum velit eu sapien consequat, sit amet porta risus malesuada. Cras maximus malesuada mattis. Quisque vel egestas tortor. Praesent eros nisl, commodo eget nunc ac, feugiat lobortis ex. Pellentesque maximus feugiat.
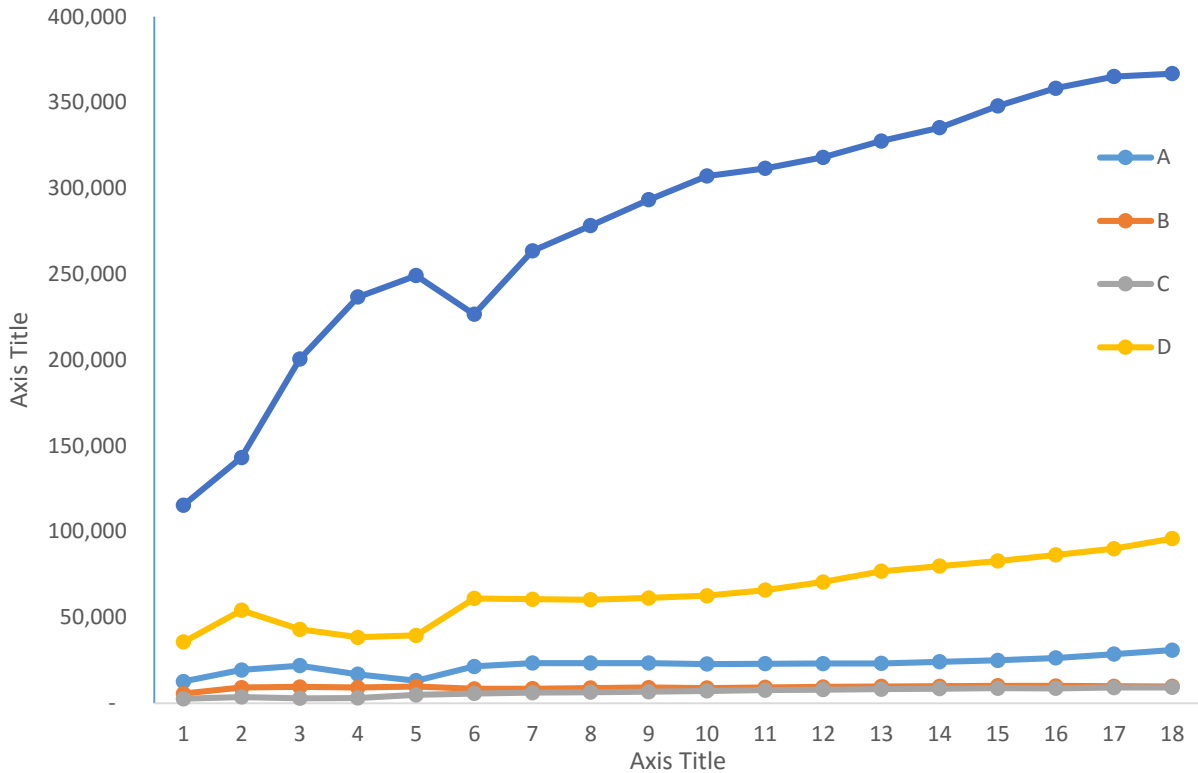
A Level 4 Heading

In hac habitasse platea dictumst. Proin eu dolor nec mi dapibus efficitur. Vivamus mollis nisi eget mi cursus efficitur. Aliquam sit amet commodo arcu, vel cursus purus. Nunc ac blandit lectus. Nullam tincidunt vel mi eget luctus. Duis dapibus elementum lectus, id sagittis lacus porta ac. Morbi sem nisl, ornare ac aliquam at, luctus id velit. In pretium dignissim nibh, in venenatis velit volutpat vel. Proin sit amet enim lorem.

Column Title	Column Title	Column Title
Row Title	$A = \pi r^2$	23.5
Row Title	$A = W \times H$	567.0

Table 1. Full Title Table
Aliquam massa dui, malesuada quis egestas vitae, dignissim in ligula. Proin tortor mi, ultricies non sapien ac, mollis iaculis metus. Nam gravida nulla enim, a ultrices diam rutrum id. Vivamus

finibus congue mollis. Donec cursus neque at imperdiet fringilla. Nulla volutpat, velit eu bibendum porta, est dolor viverra erat, sit amet interdum arcu lorem et arcu. Aliquam neque lorem, porta et porttitor non, condimentum quis diam. Aenean ex odio, vehicula non semper ut, auctor quis tellus.

Figure 1. Full Title of Figure
Donec gravida non risus quis vestibulum. Quisque pulvinar felis ligula, sed bibendum magna mattis mollis. Vivamus semper tincidunt nunc, ut suscipit arcu interdum vel. Fusce pretium, odio ac porta ullamcorper, purus lorem bibendum nunc, nec scelerisque elit nisl non dolor. Cras ut eros in eros lobortis suscipit ac in risus. Duis sit amet ex eget neque rhoncus sollicitudin sit amet vel eros. Mauris at vehicula tellus. Phasellus iaculis elit non magna pellentesque tempus. Aliquam ultricies tellus a ligula consectetur semper.

REFERENCES

French, A. M., & Read, A. (2013). My mom's on Facebook: An evaluation of information sharing depth in social networking. *Behaviour & Information Technology, 32(10)*, 1049-1059. doi:10.1080/0144929X.2013.816775

Gromer, J. (2014). Review of 'All we have to fear: Psychiatry's transformation of natural anxieties into mental disorders'. *Research On Social Work Practice*, *24*(1), 158-159. doi:10.1177/1049731513498515

APPENDIX A: APPROVAL LETTER

MARSHALL UNIVERSITY.
www.marshall.edu

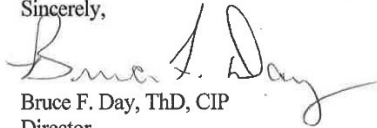Office of Research Integrity

April 20, 2016

Ima Goodstudent
Psychology Department
Marshall University

Dear Ms. Goodstudent:

This letter is in response to the submitted thesis abstract entitled *"Attendance Polices and Their Effect on Student Retention."* After assessing the abstract it has been deemed not to be human subject research and therefore exempt from oversight of the Marshall University Institutional Review Board (IRB). The Code of Federal Regulations (45CFR46) has set forth the criteria utilized in making this determination. Since the information in this study does not involve human subjects as defined in the above referenced instruction it is not considered human subject research. If there are any changes to the abstract you provided then you would need to resubmit that information to the Office of Research Integrity for review and a determination.

I appreciate your willingness to submit the abstract for determination. Please feel free to contact the Office of Research Integrity if you have any questions regarding future protocols that may require IRB review.

Sincerely,

Bruce F. Day, ThD, CIP
Director

WE ARE... MARSHALL.
One John Marshall Drive • Huntington, West Virginia 25755 • Tel 304/696-4303
A State University of West Virginia • An Affirmative Action/Equal Opportunity Employer

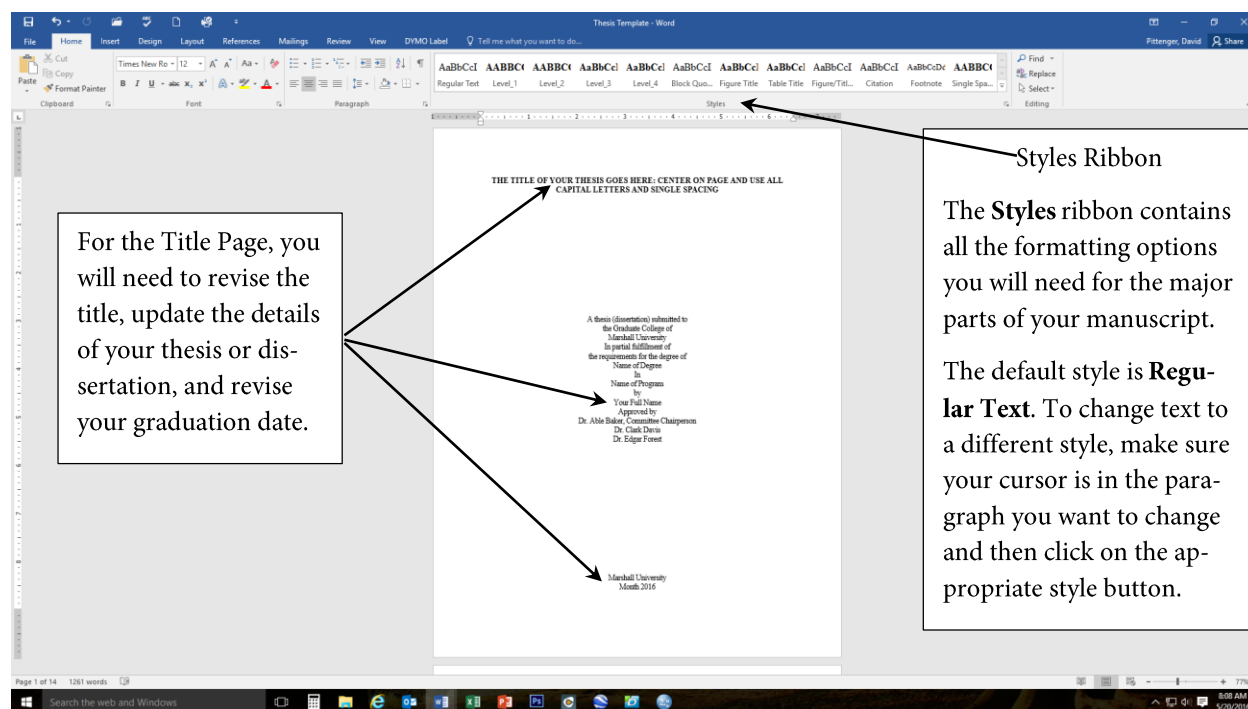# APPENDIX B: OPTIONAL ADDITIONAL APPENDIX

HOW TO USE THESIS/DISSERTATION *WORD* TEMPLATE

GETTING STARTED

When you open the Thesis Template file, your screen will look similar to the following. Before you begin any editing, we recommend that you make two copies of this file on your computer. The first should be an unedited version of this file. Making this copy will ensure you always have an original copy of this template. The second copy should be the name you want to use for your thesis/dissertation.

As you will see, the Thesis Template includes all the major sections required in the thesis from the Title Page to the final appendices. Each section also has been formatted to follow the conventions required in this guide. All you need to do is supply the text. For example, in the Title Page, you will need to add your thesis title, your name, and details about your program of study and the members of your thesis committee. As you make changes, be sure that your new text continues to follow the formatting structure.

For the Title Page, you will need to revise the title, update the details of your thesis or dissertation, and revise your graduation date.

Styles Ribbon

The **Styles** ribbon contains all the formatting options you will need for the major parts of your manuscript.

The default style is **Regular Text**. To change text to a different style, make sure your cursor is in the paragraph you want to change and then click on the appropriate style button.

The Thesis Template has each section normally included in a thesis or dissertation. As you know, some pages are required and some are optional. You can remove the optional pages as you need. Be sure that removing a page does not remove the formatting for other pages.

We recommend that you do not remove optional pages until you have completed all the editing of your manuscript. This rule is critical for the List of Tables and List of Figures pages as these are difficult to reformat.

As you can see, all aspects of the thesis have been formatted including the page numbers and the various components of the thesis. All you will need to do as add the appropriate text and ensure the text is properly formatted.
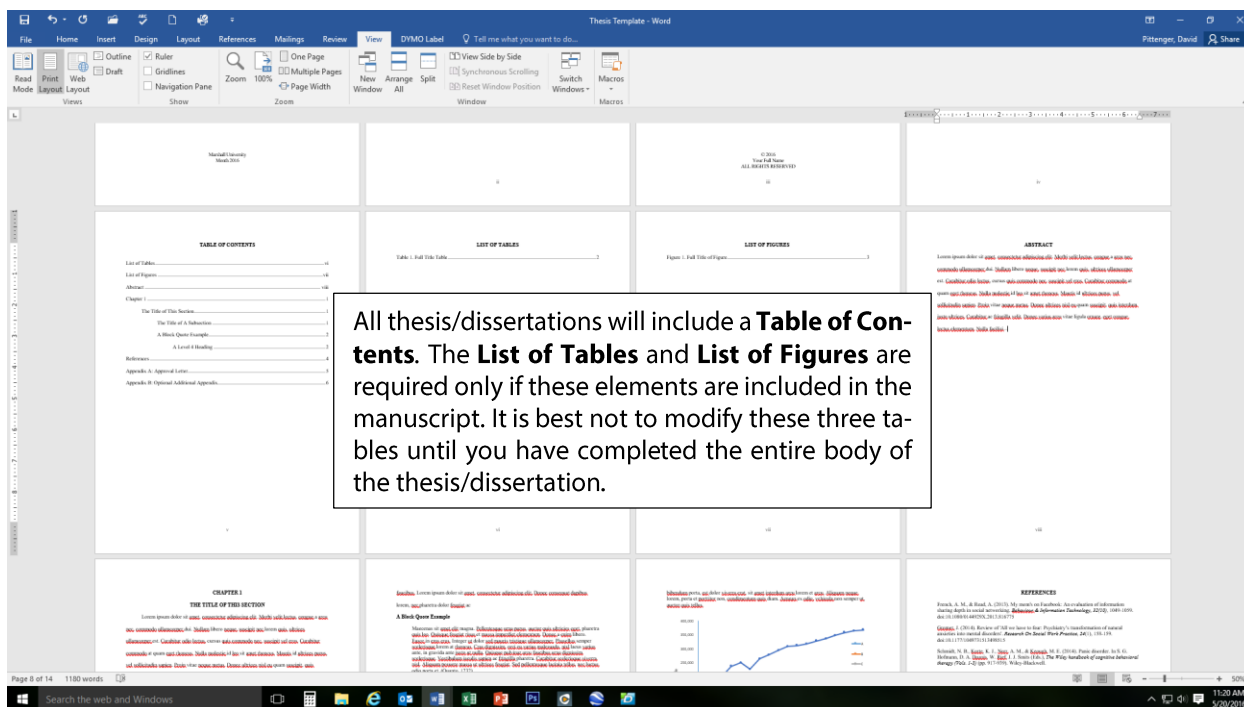

Several of the style options will help you create various tables and lists. For example, the Table of Contents has been formatted to include the four heading levels used in the thesis and text. Each time you format a heading level, the program will use that information to create an accurate and complete table of contents. When you add a table or figure, you will be able to include a **Table Title,** which is used to create the **List of Tables**, or a **Figure Title**, which is used to create the list of Figures. Following these titles is the **Figure/Title Description**.

As you begin to write your thesis, you can use the **Style Ribbon** to identify components of the text. The Style Ribbon options will allow you to format the regular text as well as headings and specially formatted text.

The **Level 1**, **Level 2**, **Level 3** and **Level 4** options format your Table of Contents.

The **Table Title** option and the **Figure Title** option will create your **List of Tables** and **List of Figures.**

Once you have completed your text, you can update your **Table of Contents**, **List of Tables**, and **List of Figures**, as needed. As you can see in the following example, all you need to do is place the cursor on one of the lists of the table and then right-click on your mouse. The program will then present the option to update the field. When you click on the option, the entire table will be revised. You can continue to revise the tables as you make edits to your manuscript.
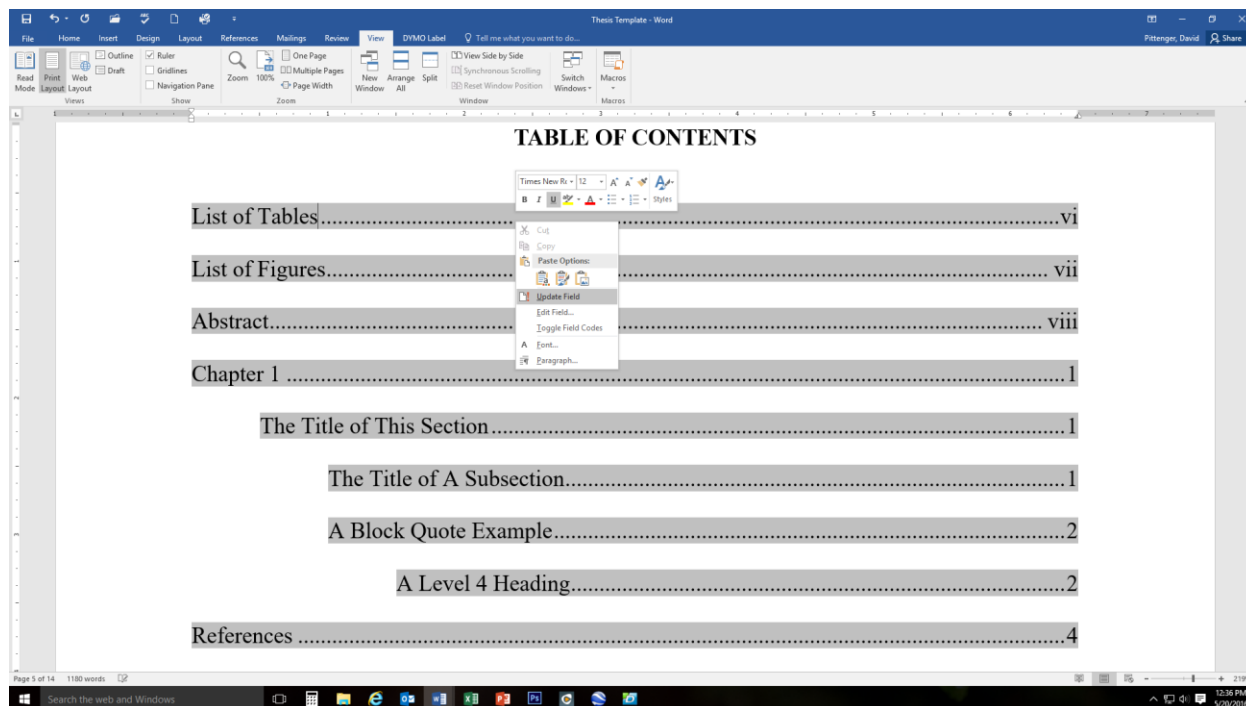
Each academic style guide has a different way of formatting references. You will most likely need to change the default style to one that matches your discipline. When you move to the reference section, the citations will appear as follows:

French, A. M., & Read, A. (2013). My mom's on Facebook: An evaluation of information sharing depth in social networking. *Behaviour & Information Technology*, *32*(10), 1049-1059. doi:10.1080/0144929X.2013.816775

Gromer, J. (2014). Review of 'All we have to fear: Psychiatry's transformation of natural anxieties into mental disorders'. *Research On Social Work Practice*, *24*(1), 158-159. doi:10.1177/1049731513498515

The template uses the American Psychological Association's practice of using a hanging indent for citation paragraphs. Your discipline may require a different format such as flush left formatting, numbered references, or some other formatting feature. You can revise the **Citation** style to match your needs.

The following image shows how to change the citation style for your discipline. In this example, the citation must have a flush left indentation. As you can see, the first citation has been formatted to the new style. Once you are satisfied with the change, right click over the **Citation** style option and then click on the **Update Citation to Match Selection** option. When you hit enter, all the citations you have typed in will be revised and new citations you add will follow the same

format. You can make any change you want to the formatting of a paragraph including the numbering of your citations. Remember, the formatting applies only to the structure of the paragraph (indenting, numbering…). Formatting the text (underlining and italic) will need to be done manually for each citation.

To convert the paragraph to flush left formatting, ensure the two paragraph edges are set to 0.

REFERENCES

French, A. M., & Read, A. (2013). My mom's on Facebook: An evaluation of information sharing depth in social networking. *Behaviour & Information Technology*, *32*(10), 1049-1059. doi:10.1080/0144929X.2013.816775

Gromer, J. (2014). Review of 'All we have to fear: Psychiatry's transformation of natural anxieties into mental disorders'. *Research On Social Work Practice*, *24*(1), 158-159. doi:10.1177/1049731513498515

{Please note that the example presented here may be different from the format used by your discipline's preferred style guide. As such, you can change the format as necessary. Regardless, the citation should remain single spaced with a 12-point space after the entry. If you need to change the indentation of the citation, right click on the "*Citation*" button in the *Styles Ribbon* and then select the *Update Citation to Match Selection* option. Once you accept the changes, all paragraphs marked *Citation* will be formatted using the modifications you made. Text that needs to be italicized or underlined will need to be changed manually.}