

GUIDELINES FOR ELECTRONIC THESIS/DISSERTATION (ETD) PREPARATION AND SUBMISSION



GRADUATE COLLEGE

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INTRODUCTION

An ETD is an electronic submission of your written thesis or dissertation in a PDF format. You prepare the ETD with a word processor or some other approved document preparation system and convert that to PDF format for submission. There is no need to submit paper copies. Submitting your work in electronic format instead of using paper allows you to make full use of available technology. ETDs also make greater access to your work possible. They are made available to anyone who has access to the Internet, unless you restrict access, thereby contributing to graduate education and scholarly communities around the world.

Your thesis or dissertation is the end result of your own substantial research and original thinking. Its content and style will reflect on you, on the faculty members who have guided your work, and on Marshall University. This guide is designed to assist you with the submission of a thesis or dissertation that is professional in style and format. Your manuscript will be made available for public use through Marshall University's online catalog and through the Proquest/UMI network of information services. You and your academic department must be sure to follow the standards of organization, presentation and documentation traditionally prescribed for publication in your discipline. In addition, your thesis or dissertation must be substantially free of errors before submission to the Graduate College.

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, whether it is Microsoft Word (recommended by and supported by MU Computing Services), WordPerfect, or one of any number of scientific software products. Pay close attention to functions such as style, pagination, auto-formatting, etc. The Graduate College will accept any format that *consistently* follows the conventions of a recognized discipline, and conforms to the requirements outlined in this guide.

When you have passed the oral defense and your committee has approved a final draft of the thesis/dissertation, it is ready for electronic submission. Graduate College readers will read your ETD, note any corrections to be made, and will return the thesis/dissertation to you with corrections noted for revision. You will resubmit the corrected document, if corrections are required. 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.

It may be helpful to see a "finished product." You can find MU theses/dissertations posted here: <http://www.marshall.edu/graduate/etd/default.asp>

We wish you well in your research and writing. If you have any questions, please let us know.

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GETTING STARTED

Style Manuals

Before you begin writing your thesis or dissertation, please choose the style appropriate to your specific discipline. If you are unsure what style is appropriate, talk to your advisor. Be sure to follow the chosen style consistently throughout the document. The Graduate College will accept any recognized format (ACS, APA, APSA, ASA, CBE, MLA, CHICAGO, etc.)

FORMATTING THE THESIS/DISSERTATION

Quick Reference

DIGITAL MANUSCRIPT	
File Format: Manuscript	Adobe PDF required. NO compression; NO password protection ; NO digital signature . You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.
Multimedia files and formats	Acceptable with external or internal links.
Images	GIF (.gif); JPEG (.jpeg); TIFF (.tif)
Video	Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpeg)
Audio	AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)
Margins	Left: 1 ½"; Right: 1"; Top and Bottom: 1". Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least ¾" from edge of page.
Fonts	Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc. The preferred font size is 10 to 12 (characters per horizontal inch). The preferred font style is Time New Roman (traditional) or Arial (modern).
Line spacing	Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript, except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.
Color	Native digital manuscripts will appear in color when viewed electronically. Microfilm and print reproductions will NOT preserve color; colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is color-coded or based on color shading may not be interpretable. For best results, have color photographs reprinted in black and white by a professional lab.

Font Size

Select fonts of 10 or 12 characters per inch. Smaller or larger fonts are generally too hard to read. Use the same font style and print size throughout the document.

Pagination

Roman numerals are used on the preliminary pages (i.e. i, ii ... ix, x) and Arabic numerals (i.e., 1, 2, 3) are used on the pages that follow the abstract.

Page Numbering Placement

Generally the page number is placed in the upper right, lower right, or bottom center of the page. Regardless of where you place the page numbers, it is important to be consistent throughout the document.

Spacing

Use double-spacing consistently throughout the document, except for long quotations, footnotes, and endnotes, which are typically single-spaced. Check your style manual for further details on spacing.

Preliminary Pages

The first few pages of the document are often the most challenging to compile correctly. Be sure to follow strictly the format and pagination described below.

Page Order and Page Numbering

1. **Title Page** (required; do not number the page – assumed to be page i)
See template below:
2. Copyright page (if applicable, see copyright section – page number is Roman numeral ii)
3. Dedication and/or acknowledgements (page number starts with Roman numeral iii)
4. **Table of contents** (required; use Roman numerals for TOC page pagination)
5. Lists of Tables, Figures, Illustrations, Charts, Graphs (use Roman numerals for pagination)
6. **Abstract** (required; use Roman numerals for pagination)
7. **Chapters or Main Division of the document** - begin with page 1 at the beginning of the first page of the first chapter and use Arabic numerals (i.e. 1, 2, 3) throughout the rest of the document
8. Appendix (optional; extend the Arabic page numbers used in the main body of your text)
9. **Bibliography and/or References** (required; extend the Arabic numbers used in the main body of your text)
10. Curriculum Vitae (Resume)– extend the Arabic page numbers used in the main body of your text)

Title Page (required) - see sample next page

The proper format of the title page is best explained by the sample on the next page. Be sure to use your department'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 modern retrieval systems. When at all possible, incorporate word substitutes for formulas and symbols.

(Sample Title Page Format)

FULL TITLE OF THESIS/DISSERTATION IN CAPITAL LETTERS
(centered in top quarter of page)

A (Thesis) (Dissertation) submitted to
the Graduate College of
Marshall University

In partial fulfillment of
the requirements for the degree of
(Master of Arts) (Master of Science) (Master of Arts in Journalism) (Education Specialist) (Doctor of
Philosophy) (Doctor of Education) (Doctor of Psychology)

[Program Name]

by
[Full Name of Author]

Approved by

Dr. John Doe, Committee Chairperson
Dr. Jane Smith
Dr. Jack Mason.

Marshall University
[official graduation month and year]
ex: May
2011

Do not number the title page. It is the first page (normally Roman numeral i), but the number is not displayed on the page itself.

Copyright Page (optional)

If you decide to copyright your manuscript, the date of your defense should be listed on the title page, and a copyright page follows the title page in the following format. In the center lower third of the page, just above the bottom margin, type the following:

Copyright by
(your name in full)
(the current year)

(ii)*

*The Roman numeral two (ii) is to be centered at the bottom of the page.

Dedication and/or Acknowledgement Pages (optional)

If you decide to have an acknowledgement section, be sure not to omit any of the members of your committee. While this section is optional, if included it must be numbered with Roman numerals, and double-spaced.

Table of Contents (required)

These pages are also to be numbered with Roman numerals. You should include the dedication/acknowledgment, abstract, and any lists in the Table of Contents. Do not include the title page, the copyright page, or the table of contents page(s). While a Table of Contents is required, it may 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 the format is consistent.

Lists of Tables, Figures, Illustrations, Charts, Graphs (optional)

Follow the format used for your Table of Contents. Use a separate page for each type of list. Be sure to number with the appropriate Roman numeral, and make sure to double-space each list.

Abstract (required)

An abstract of your thesis or dissertation is required. It should be a concise narrative description of your work. Briefly state your topic or problem, describe the procedures and methods you used, and summarize your findings or conclusions. Do not use tables, graphs or figures in your abstract. It also needs to be numbered with the appropriate Roman numeral, and double-spaced. The maximum suggested length of the abstract should be 350 words for dissertations, 150 words for theses. The abstract must have centered at the top of the first page the word ABSTRACT, the exact full title of the thesis or dissertation as it appears on the title page, followed on the next line by the full name of the candidate as it appears on the title page. The following parts are found in an abstract, although not identified with subheadings: Statement of Problem, Procedures or Methods, Results, Conclusions.

Chapters or Main Divisions of the Document (required)

As you turn your work into a professional document, be sure to use a writing style appropriate to your subject and discipline. The document also needs to consistently follow acceptable standards of punctuation, spelling, and format. The text must be double-spaced and each page must be numbered consecutively beginning with the number 1. Be sure to type chapter titles and any subheadings in bold face, and use upper-case 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.

Subheadings

For clarity and flow, it is best not to begin any subheadings or other divisions on separate pages unless the preceding page is filled. If the subheading falls at the very end of a page, move it to the next page unless at least two lines of text can follow the subheading on that page. Be sure to keep subheadings consistent in position and style throughout the document.

Footnotes/Endnotes

Place footnotes, if used, at the bottom of the appropriate page, at the end of each chapter, or at the end of the document. Refer to the style manual you have chosen. Notes are usually single-spaced. If you group your notes at the end of each chapter, begin them on the first page following the text of that chapter. Also begin the first page in each note section with the heading “Endnotes to Chapter____” or “Notes to Chapter____.”

Appendix (optional)

Appendices are used when you wish to add materials (such as charts, graphs, surveys, etc.) not essential to the text. The appendix is generally placed before the bibliography or references section, and after the last page of the last chapter of text. 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.

Bibliography and/or References (required)

The bibliography or list of references should be single-spaced for each entry and then double-spaced between entries. Group all entries in strict alphabetical order, or in another way that seems appropriate to your research and helpful to your readers. Be sure to use the format that is consistent with the format style approved by your advisor and committee. These pages must be numbered as well.

Curriculum Vitae (Resume)

These pages also need to be numbered.

Final check

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.

CONVERTING TO PDF

Helpful hints for writing with PDF conversion in mind

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.

Spacing and pagination: Use tabs instead of a series of spaces to align text. Insert page breaks instead of a series of paragraphs to start a new page. Use section breaks to change the format between pages in the document. Use your word processor's tools for creating tables of contents and cross-references to ensure that pagination is consistent even if the generation of the PDF file causes the pages to shift slightly.

Fonts: We recommend using standard fonts such as Times New Roman or Arial. If using unusual fonts, be sure to use embeddable Type 1 or TrueType fonts.

Graphics: It's best to use EPS (Encapsulated PostScript) files rather than bitmaps, GIFs, or JPEG images. Use a high resolution such as 600-dpi. Avoid using graphic editors that are part of a word processor.

Equations: Microsoft Word users should NOT use Word's Equation Editor. Instead, use italic Times Roman font and Symbol font, along with superscripts and subscripts to create equations.

As you are writing the document or after you have finished, refer to this website **from UMI/Proquest** for tips on how to format your thesis or dissertation in preparation for conversion to PDF format.

<http://www.etsdadmin.com/GlobalTemplates/ETDAdmin/StudentHelp/faq.html#pdf>

Once your document 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.

HOW TO NAME THE PDF FILE

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Example: John Smith, who is submitting a dissertation for his PhD degree in 2009, would name the file [smith-john-2010-phd.pdf](#) (**All lower case letters please, no caps**).

If John Smith is submitting a thesis for a Masters of Arts degree, the file would be [smith-john-2010-ma.pdf](#) (**All lower case letters please, no caps**).

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You can choose whether or not to pay for additional copyright protection for your thesis or dissertation. This decision is completely up to you. Copyrighting protects your rights as author. These rights include the ability to make copies of the work, to distribute them, to make derivative works, or to perform or display the work. By copyrighting your thesis or dissertation, you can control the rights to it or may authorize others (i.e. a publisher) to exercise those rights. If you do decide to copyright, it is your responsibility to guarantee that the work is original and that you have followed accepted standards for documenting your references and citations of other works. The copyright will be in effect for your lifetime plus an additional fifty years. You should consult with your advisor and discuss this issue before making your decision.

ProQuest/UMI can act as your agent with the Library of Congress Copyright office when your thesis/dissertation is submitted. **This is done only if you specifically request such services from ProQuest/UMI when you submit your thesis/dissertation.** Requesting copyright through the on-line submission procedure authorizes UMI to act as your agent in the copyright process.

You may also apply for copyright registration by filing directly through the U.S. Copyright Office:

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Intellectual Property Policy: Marshall University Board of Governors Policy No. GA-4, [Intellectual Property Policy](#) may apply to your thesis/dissertation research. You may want to review this policy in the course of your degree work.

READY TO SUBMIT YOUR PDF FILE?

When you are ready to submit your PDF document, simply go to the Marshall University Graduate College's ETD website below. All the information you need to move through the submission process is detailed here:

<http://www.marshall.edu/graduate/etd/default.asp>