

Marshall University Electronic Thesis and Dissertation Guidelines 2022-2023

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Welcome from the Graduate Dean

A thesis or dissertation is an important milestone in your academic career. It makes a transition as you develop skills to perform novel research in your field and to work as an independent scholar. Congratulations on reaching this point in your studies! I hope your thesis or dissertation remains a source of pride for you long into the future.



There is a strong support system to help you as you complete your project. Your thesis or dissertation committee chair, also called your thesis advisor, will serve as your primary mentor. The relationship between a student and thesis advisor is unique. Your project is your individual responsibility – your name will be on the cover page. But your thesis or dissertation will be written under careful guidance and advice of your thesis advisor. I can't overstate the importance of clear, professional, and frequent communication with your thesis advisor.

The remainder of your thesis committee will also provide feedback and guidance, typically in the later stages of your project. They will also serve as the panel for your thesis or dissertation defense.

Once you have successfully defended your thesis or dissertation, you will upload it as an electronic thesis or dissertation (ETD) to ProQuest for publishing. The final review is performed by our ETD Review Team, led by Gena Chattin, ETD Librarian.

This ETD guide has the key information about the ETD creation, the style guidelines and formatting that are required, the graduation process, and the way that your ETD will be submitted to ProQuest.

You are welcome to contact Graduate Studies at any time with questions about the ETD process, graduation, or anything else. You can reach us at graduatestudies@marshall.edu.

Good luck with your ETD! I am looking forward to seeing your name on the graduation list as you complete your degree.

Sincerely,

Dr. Carl Mummert
Acting Dean of Graduate Studies
mummertc@marshall.edu
1 304 696-6156

Welcome from the ETD Librarian

Let us be the first to celebrate your accomplishment. Completing a thesis or dissertation is no small task, and you are to be commended for your work and contribution to your field of study.

Consider us your partner in putting forth a manuscript that accurately reflects your hard work and expertise. We in the ETD Review Team have put together this guide to outline our expectations as clearly as possible so that the review process will go smoothly and your manuscript will best represent you throughout your professional life.




We also want to let you know what you can expect. The checklists in these guidelines are the same ones we use when reviewing ETDs. Most manuscripts will need some minor corrections to style or formatting, so you should not be alarmed if a revision is requested for minor clean-up. Proofread your document before you submit it, stick to these guidelines, and your review should be quick and painless.

Thank you for your contributions to your field and to the university. We are honored to play a small role in your success.

Sincerely,

Gena Chattin, M.A., M.S.L.S.
Research and ETD Librarian
chattin2@marshall.edu
1 304 746-1930

Timeline for Completing a Thesis or Dissertation

- Form a thesis advisory committee consisting of a chairperson and at least two additional people. Your department will have its own procedures for the creation of this committee.
- Identify a project that the committee members agree meets the department's expectations for a worthy scholarly project.
- Review enrollment in courses the program requires for a thesis/dissertation project with your advisor.
- Complete the MU Online ETD training and submit the acknowledgment form.
- BEFORE BEGINNING ANY RESEARCH**, contact Bruce Day of the Office of Research Integrity  (day50@marshall.edu), and request approval of your research. **This step is mandatory before starting your project.**
- Once approved by the Office of Research Integrity, you may begin the project. Meet with the committee chair as necessary to review your progress.
- Write your thesis or dissertation manuscript.
- Share drafts of your manuscript with the committee members as they instruct you to.
- Apply for graduation. Go to <https://www.marshall.edu/graduate/current-students/forms-and-information/> and scroll down to the section “How to apply for graduation.”
- Schedule a defense of your thesis. Please note the deadlines for submitting the final draft of your approved thesis. Late submission will delay your graduation.
- Revise your manuscript after the defense as directed by your committee.
- Convert your document to PDF format and submit it at <https://www.etsadmin.com/>.

Before You Begin

What is an ETD?

ETD stands for “Electronic Theses and Dissertations.” It is an acronym referring to the computer file containing your document.

First Steps

1. KNOW THE DEADLINES

- Understand Marshall's [Graduate Degree Timeline](#) and where you currently stand on it.
- Know the [Deadlines and Dates](#) for the current semester, especially the final deadline for ETD submission and graduation applications.

- Late ETDs will not qualify for graduation until the following semester.
- ETDs must be complete (i.e., include all committee signatures and a copy of the IRB letter) to be considered on time.

2. APPLY FOR GRADUATION (FIRST MONTH OF SEMESTER)

- Review the graduation application deadline at <https://www.marshall.edu/graduate/deadlines-dates/>.
- Follow the instructions under “Apply for Graduation” at <https://www.marshall.edu/registrar/forms/>.

3. GET DEPARTMENTAL APPROVAL AND ENROLL

- **Form Your Committee.** Each department has its own procedures for advisory committee creation, so ask your advisor how to get started. Committees should have a chairperson and at least two additional members.
- **Identify Your Topic.** Choose the topic you will research and get your department’s approval.
- **Enroll.** Discuss courses required for your project with your advisor and enroll.

4. COMPLETE MU ONLINE ETD TRAINING

The ETD training is in the MU Online organization “Thesis & Dissertation Student Training.” You may self-enroll or email graduatestudies@marshall.edu to be enrolled in the organization. Once you review the training, submit the electronic acknowledgment form located in the organization. **This is a mandatory and should be completed before you begin your research. ETDs will not be reviewed if a student has not completed this training.**



5. BEFORE DOING ANY RESEARCH, OBTAIN AN IRB LETTER

This is mandatory for all students completing a thesis or dissertation regardless of topic, school, or department. Research conducted before you receive this documentation cannot be used in your thesis or dissertation. **ETDs submitted without this documentation will not be reviewed and may need to be rewritten.**

To obtain the IRB letter:

- Submit a copy of your abstract to Bruce Day, Director, Office of Research Integrity, at day50@marshall.edu before you begin any research.
- Mr. Day will determine whether your research will require additional review to meet federal regulations and to protect the rights of human participants, the welfare of animals, and the safety of the investigators and the university community.
- If your thesis or dissertation requires a compliance review, Mr. Day will direct you to the appropriate Institutional Review Board coordinator for assistance.

- If your thesis or dissertation does not require a compliance review, Mr. Day will send you a letter indicating that this is the case.
- You must include the letter you receive as Appendix A in your ETD.

6. BEGIN YOUR RESEARCH AND WRITE!

IRB Approval

One of your responsibilities as you complete an ETD is to ensure your research follows the requirements for human and animal subject research. Like most universities, Marshall has two key committees:

- The Institutional Review Board (IRB) reviews and approves proposals for human subject research. This includes surveys as well as observational and experimental studies.
- The Institutional Animal Care & Use Committee (IACUC) reviews and approves proposals for animal research.

Before you begin to conduct any research for your thesis – *even if you think it does not require specific approval* – you must send your abstract by email to Bruce Day, Director of the Office of Research Integrity. His email address is day50@marshall.edu. Mr. Day will decide whether your project requires IRB or IACUC review.

If your project does not require IRB or IACUC approval, Mr. Day will send a letter which you must include as Appendix A of your ETD. If your project does require approval, you must include the approval letter as Appendix A. The ETD review team will not review your thesis unless one of these letters is included as Appendix A.

It is vital to obtain your letter from the Office of Research Integrity before you begin your research. The consequences for performing research that needs approval, without obtaining the approval, can be severe. Unapproved research cannot be used in an ETD or any other publication and can lead to sanctions from your program. The university must self-declare unapproved research to the U.S. Department of Education, which can lead to consequences for the institution. For these reasons, it is vital for all ETD writers to obtain the appropriate approvals.

Online ETD Training

Because of the increased responsibilities for ETD writers, Marshall requires each student to complete a short online training, ideally before beginning research. The training is located in MU Online in the organization “Thesis & Dissertation Student Training.” This is a short, discipline-neutral training. Your program may also offer more detailed instructions or classes on how to write an ETD in your field.

You can self-enroll in the MU Online organization at any time. You will also be enrolled and receive an email from Graduate Studies once you have registered for an ETD research course.

The training focuses on three key topics for ETD writing:

- IRB and IACUC approval
- Academic integrity as it applies to ETDs
- Copyright issues for ETD writers

When you complete the training, you will submit an electronic form to acknowledge the training. The form will go to automatically to your thesis advisor and then to the Graduate Studies office. The ETD Review Team will not begin review of your ETD unless this form has been received.

Research Tools and Support

Marshall University Libraries

The Marshall University Libraries provide numerous services, research materials, and tools to support your research and scholarly pursuits.

RESEARCH RESOURCES

Start at <https://www.marshall.edu/library/> to find:

- Millions of scholarly print and online resources (books, journals, databases, etc.)
- Archives, rare books, and special collections
- Newspapers, magazines, popular books, DVDs, and CDs
- Government documents
- Interlibrary loan for materials Marshall doesn't hold
- Discipline-specific guides to library resources
- Research tutorials, training, and instruction

RESEARCH HELP

Overwhelmed? Confused? Never fear! Our friendly librarians and staff are ready to help you. Drop in at one of our [library locations](#) or find us online at <https://www.marshall.edu/library/ask> and:

- Call or text a librarian
- Chat online with a librarian
- Schedule a virtual or in-person appointment
- Email the library

DISTANCE STUDENTS

Visit the [Distance Student Library Guide](#) for an orientation to the libraries' numerous online resources and services.

FACILITIES

Visit Drinko and Morrow Libraries on the Huntington Campus or the South Charleston Campus Library when you need:

- Extended study hours
- Private study rooms for individuals or groups
- Wi-Fi, desktop computers, and printing
- In-person research assistance

Library Locations: <https://www.marshall.edu/library/libraries/>

Library Hours: https://www.marshall.edu/library/about_main/hours/

Citation/Reference Managers

Citation managers (also called reference managers) help scholars track their research and format entries for a reference list.

There are numerous options and multiple price points. Here are a few that you can access as a Marshall student.

REFWORKS

Marshall students, faculty, and staff can [create a RefWorks account at this site](#). Look for the “Create an Account” link, use your Marshall email address, and choose a new password.

For RefWorks help and training, see the following:

- [Quick Guide to Using RefWorks](#)
- [RefWorks YouTube Channel](#)
- [RefWorks Support](#)
- [Marshall University Libraries RefWorks Guide](#)

ENDNOTE

[Download EndNote here](#) (Marshall students, faculty, and staff only).

The site is password-protected. You will use your Marshall credentials to log in.

For EndNote help and training, see the following:

- [Marshall University Libraries EndNote Guide](#)
- [Clarivate Support, Guides, and Training](#)
- [LinkedIn Learning: EndNote Essential Training](#)

ZOTERO

Zotero is a free citation manager that anyone can [download and use from the Zotero website](#). You may use any email address you like to create your account.

For Zotero help and training, see the following:

- [Zotero Documentation](#)
- [Zotero Forums](#)

EASYBIB

EasyBib is a citation manager with free and paid levels. Sign up for the free level [on the EasyBib website](#) with any email address you like. Marshall does not subscribe to the paid version.

For EasyBib help and training, see the following:

- [Marshall University Libraries EasyBib Guide](#)
- [EasyBib Support](#)

HELP WITH CITATION MANAGERS

If you have questions about using citation managers or formatting your references, you can also [reach out to university librarians via phone, text, and email, or you can schedule a virtual or in-person research consultation](#).

Choose a Style Guide

Your committee chairperson can advise on which style guide to use when writing your thesis or dissertation based on your discipline, career goals, and potential for publication. Schools and departments may also have their own internal style and formatting requirements.

Your finished ETD will be reviewed based on the **most recent version** of your selected style guide.

Some commonly used style guides:

- American Medical Association (AMA)
- American Psychological Association (APA)
- Chicago Manual of Style (CMOS) / Turabian
- Council of Science Editors (CSE)
- Modern Language Association (MLA)

You should choose a style guide for your document before beginning your research. This will allow you to gather a reference list in the proper format as you work.

If you have questions about proper style, citation, and reference formatting, please seek advice from [the Marshall University Writing Center](#), schedule a [research consultation](#) with university librarians, and make use of [Marshall's subscription to Grammarly](#). You can also find quick guides to several styles, citation managers, and more at [Marshall Libraries: Citing Sources](#).

Word Processor Requirements, LaTeX®, and Tech Help

CHOOSING A WORD PROCESSOR

You may use any word processor you like to type your manuscript if it allows you to convert your final file to a PDF file that meets all the guidelines in this document. Microsoft Word and Google Docs are the most common, but there are others.

LATEX FOR MATH AND SCIENCE ETDs

You may also choose to use LaTeX if you are writing on topics in mathematics or the sciences. LaTeX is free to download at <https://www.latex-project.org/> and is a typesetting program for manuscripts with complex equations, text, tables, figures, and other materials. You can learn more about LaTeX at the website linked above. In addition, Dr. Carl Mummert (mummertc@marshall.edu) in the Graduate Studies

office has created a LaTeX style template integrating these guidelines and will share it with interested students.

TECH HELP AND TRAINING

For help formatting a document in your word processor or exporting it to PDF, please take advantage of Marshall University's subscription to LinkedIn Learning. LinkedIn Learning provides training at any level of competence in Microsoft Office, Google Workspace, LaTeX, Adobe Acrobat, and much more. Find it on MyMU or go directly to <https://www.marshall.edu/it/linkedin-learning/>.

Questions about LinkedIn Learning? Contact Crystal Stewart with Marshall University Information Technology (crystal.stewart@marshall.edu).

Questions about why your word processor or computer isn't working are best addressed to the [Marshall University IT Service Desk](#).

Organizing Your Manuscript

Arrange your manuscript in the following order:

Page Number	Content
Roman numeral i (hidden)	Title Page (required)
Roman numeral ii	Approval Page with Signatures (required)
Continue Roman numerals	Copyright Page (optional)
Continue Roman numerals	Dedication Page (optional)
Continue Roman numerals	Acknowledgment Page (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 with 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 (optional)
Continue Arabic numerals	Vita (optional)

Formatting Your Document

FRONT MATTER

The front matter includes all pages from the Title Page to the Abstract.

Your manuscript should generally be formatted according to your chosen style guide.

However, there are exceptions in the front matter, which should be formatted as described in this section.

Title Page

See the Thesis Template at <https://www.marshall.edu/graduate/current-students/thesisdissertation-template/> for a correctly formatted example of a title page.

- Use single-line spacing and match the template format exactly.
- Your title should be in uppercase letters with bold font.
- Use your degree program's official name. This may be different from your area of specialization.
- Include your name.
- Include the names of all your committee members.
- Identify your committee chairperson and list their name first (i.e., Dr. Sarah Smith, Committee Chairperson).
- Enter the correct month/year of your official graduation date. The month must be May (or sometimes April), August, or December. Check with the Graduate Studies Office if you do not know the correct month to use.
- No page number should be visible on the Title Page, but it is treated as page i of the front matter in Roman numerals.

Approval Page with Signatures

Your committee may require revisions after you defend your thesis or dissertation. Once you complete these revisions and committee members approve the changes, they must sign this page.

See the Thesis Template at <https://www.marshall.edu/graduate/current-students/thesisdissertation-template/> for a correctly formatted example of an Approval Page.

- Make sure your name, academic program, and committee members' names match the same information on the Title Page.
- Make sure the college's full, official name is used.
- Your title on the Approval Page must match how it appears on the Title Page, but it should be in italicized, non-boldface upper- and lowercase letters on the Approval Page.

- The Approval Page should be numbered with the Roman numeral ii.

Copyright Page (Optional)

If you decide to declare the copyright on your manuscript, please see the Thesis Template at <https://www.marshall.edu/graduate/current-students/thesisdissertation-template/> for a correctly formatted example of a Copyright Page.

- Use uppercase lettering for ALL RIGHTS RESERVED.
- Your name should be in mixed upper- and lowercase letters.
- The Copyright Page should be numbered with the Roman numeral iii.

Acknowledgment/Dedication Page(s) (Optional)

If included, number these pages with lowercase Roman numerals.

Table of Contents

- Your Table of Contents must list all material that follows it including appendices.
- It must include all chapters within your document along with the page numbers on which each chapter begins.
- Subheadings are optional, but if included, they must be distinguished from chapter titles, formatted according to their level, and formatted consistently. The beginning page number must follow each subheading listed.
- Chapter numbers, chapter titles, headings, and subheadings listed in the Table of Contents must match those in the text.
- If indented, that indentation should correspond with the level of each heading.
- Page numbers listed in the Table of Contents must be correct.
- Pages containing the Table of Contents should be numbered in lowercase Roman numerals.

Lists Of Tables and Figures (As Needed)

- The titles must match those in the body of the manuscript.
- Tables and figures should be numbered sequentially.
- Page numbers for each table and figure must be correct.
- Pages containing the List of Tables and the List of Figures should be numbered with lowercase Roman numerals.

Abstract

- Marshall University does not impose a word limit, but editors of abstract services might shorten any abstract that exceeds 150 words for a thesis or 350 words for a dissertation. Additionally, databases and online journals only allow a certain number of words or characters to display and/or be searchable outside the article itself.
- This is the last page numbered using a lowercase Roman numeral.

- The abstract should be formatted as dictated by your chosen style guide and as is normal in your discipline.

REFERENCE LIST

Format and organize your references as directed by the **most recent version** of your chosen style guide.

Ensure that every source cited in the text of your manuscript has a corresponding entry in the reference list. This is one of the most common errors that holds up ETDs in review.

If you have questions about proper style, citation, and reference formatting, please seek advice from [the Marshall University Writing Center](#), schedule a [research consultation](#) with university librarians, and make use of [Marshall's subscription to Grammarly](#). You can also find quick guides to several styles, citation managers, and more at [Marshall Libraries: Citing Sources](#).

APPENDICES

Some appendix rules apply to all manuscripts regardless of the style guide used:

- Your IRB letter is always Appendix A if there are multiple appendices, or simply the Appendix if there are no other appendices.
- Appendix pages are always numbered.
- All appendix pages must have at least a one-inch margin.

GENERAL FORMATTING

The body of your manuscript, the reference list, and the appendices should generally be formatted according to the style guide you have chosen.

Your department may also have its own style guide or supplemental rules that you should follow. If this is the case, **please ask your thesis or dissertation committee chairperson to provide a copy to the ETD Librarian so your document will pass review smoothly.**

If your chosen style guide and departmental guidelines do not specify rules on the following formatting topics, you can default to the following guidelines.

Font Size and Style

If your chosen style guide and departmental guidelines do not address font size and style, you can use the following guidelines.

- Fonts should be no smaller than 11 points. The preferred font style is either Times New Roman (traditional) or Arial (modern).
- Use the same font style and font size throughout your manuscript, including front matter, headings, and page numbers.

- Footnote, superscript, and subscript text may use a reduced font size.
- Mathematical equations may use a mix of font sizes.

Spacing

If your chosen style guide and departmental guidelines do not specify spacing guidelines, you may choose whatever spacing is acceptable in your discipline so long as it is consistent throughout your document. The exception is the Title Page, which must always be single-spaced.

Never insert additional lines between paragraphs.

Margins

All margins must be at least one inch, regardless of your chosen style guide. This includes pages featuring tables, appendices, and footnotes.

([This Microsoft Word tutorial](#) may help if you need to rotate part of a document to landscape orientation to avoid running into the margins.)

Page Numbering

- Place page numbers in the location specified by your chosen style guide. If it does not specify a location, place them at the bottom center of the page.
- Front matter pages (all pages up to and including the Abstract) are numbered in lowercase Roman numerals except for the Title Page.
- The Title Page does not display a page number, though it counts as page i.
- Visible page numbering begins on the Approval Page, which should be page ii.
- See the “Front Matter” section above for more information about numbering these pages.
- Page numbering using Arabic numerals (1, 2, 3, etc.) begins with the body of your manuscript. This is the first page after your Abstract. Start with 1.

Headers and Footers

- Except for page numbering, do not use page headers, page footers, running headers, or running footers.

Headings and Chapter Titles

If your chosen style guide and departmental guidelines do not specify formatting for headings and chapter titles, you can use the following guidelines.

- Chapter Titles: Centered, bold font, mixed upper and lowercase, and in title case (first letter of major words capitalized).
- Level 1 Headings: Centered, bold font, mixed upper and lowercase, and in title case.
- Level 2 Headings: Flush left, bold font, and in title case.

Here are examples of the three levels:

Chapter 1: Literature Review

Primary Theories

First Primary Theory

Block Quotations

If your chosen style guide and departmental guidelines do not specify rules for block quotations, you can present the lengthy quotation without quotation marks in a separate paragraph that has a ½ inch indentation on the left side. See the example below.

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. (Quanto, 1232)

Above is a typical block quote. Note the punctuation and its position in relation to this text.

Footnotes

If your chosen style guide and departmental guidelines do not specify formatting for footnotes, you can use single spacing in the same font as the body of your document.

Tables and Figures

TABLES

If your chosen style guide and departmental guidelines do not specify formatting for tables, you can default to the following guidelines.

- Tables should be numbered sequentially at their first reference in the text.
- Tables may be single- or double-spaced.
- Place tables on the same page as their first reference or on the following page(s).
- Keep tables to one page. If this cannot be done, move the table to an appendix, and refer to that appendix using a capital letter (i.e., Appendix D).
- Tables should never run into the margins. Rotate the table or place it on multiple pages instead.
- You may not cut and paste tables from other sources.
- Tables presenting information from other published sources require a citation to the origin of the information.

- Table titles and captions follow the table. They should use the same font style, font size, and spacing as the text in the body of your document.
- Table titles:
 - Titles follow the table.
 - Table titles are in bold text and on their own line.
- Table captions:
 - Captions are a brief description of the data in the table.
 - They should be on a separate line from the table title and not indented.

FIGURES

If your chosen style guide and departmental guidelines do not specify formatting for figures, you can default to the following guidelines.

- Figures should be numbered sequentially at their first reference in the text.
- Center the figure on the page.
- Figure titles and captions follow the figure. They should use the same font style, font size, and spacing as the text in the body of your document.
- Ensure that figures are of print quality resolution (at least 300 PPI).
- If you want to use images or other materials that you did not create in figures:
 - Copyrighted material may only be used in figures with a copyright notification in the caption and a copy of written permission or license from the copyright holder included as an appendix.
 - Creative Commons-licensed materials may be used in figures as long as they are correctly attributed in the caption. See <https://creativecommons.org/use-remix/attribution/> for information on correctly attributing Creative Commons materials.
 - Public domain materials may be used in figures with properly formatted attribution.
 - See the “Copyright, Licensing, and Fair Use” section for more information.
- Figure titles:
 - Titles follow the figure.
 - Figure titles are in bold text and on their own line.
- Figure captions:
 - Captions are a brief description of the figure.
 - They should be on a separate line from the figure title and not indented.

Copyright, Licensing, and Fair Use

WHAT IS COPYRIGHT?

[According to the U.S. Copyright Office](#), copyright protects “original works of authorship fixed in a tangible medium of expression” and “covers both published and unpublished work.”

The dates when copyright begins and ends vary depending on several factors. Rights for a copyrighted work usually begin with the creator. Sometimes they belong to the creator’s employer instead if a work is

made in the course of that creator’s job. These rights may transfer to others over time and will end entirely when copyright expires and a work enters the public domain.

[This chart from Stanford University](#) will help you determine whether a work is under copyright and for how long.

When a work passes into the public domain, it is no longer under copyright protection and may be used without permission or licensing fees.

CAN I REUSE A COPYRIGHTED WORK? WHAT ABOUT FAIR USE?

If a work is still under copyright, you will need explicit permission from the rights holder to reuse that work.

An exception is [the fair use doctrine](#), which the U.S. Copyright Office tells us permits “the unlicensed use of copyright-protected works in certain circumstances.”

Whether or not the use of copyrighted material can be considered fair use is judged on “four factors,” listed below as described on [the U.S. Copyright Office’s Fair Use Index website](#):

1. Purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
2. Nature of the copyrighted work
3. Amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. Effect of the use upon the potential market for or value of the copyrighted work

Educational use is a consideration, but it is not the only consideration, and educational use alone does not make something fair use.

To get an idea of whether your potential use might qualify as fair use or not, [download the Fair Use Checklist from the Columbia University Libraries website](#). This printable PDF lets you count the factors for and against fair use and see how your use balances out.

In short, the average citation or block quotation from an article or longer work will usually qualify as fair use. However, things get more complicated with shorter works, illustrations and photos, sound recordings, motion pictures, and other types of media.

CREATIVE COMMONS

Another exception is work licensed under [Creative Commons](#). When rights holders choose to make their work “open” by licensing it under Creative Commons, anyone can use, republish, or sometimes even alter that work under certain circumstances without paying licensing fees or asking permission.

There are six different Creative Commons licenses that indicate to a potential user what can be done with a work and how it should be attributed when reused. For a list of all six licenses and what each entails, see <https://creativecommons.org/about/cclicenses/>.

SOME ETD RIGHTS AND LICENSING RULES OF THUMB

- Tables
 - You may not cut and paste tables from other sources.
 - Tables presenting information from other published sources require a citation to the origin of the information.
- Figures
 - If you want to use images or other materials that you did not create in figures:
 - Copyrighted material may only be used in figures with a copyright notification in the caption and a copy of any written permission or license from the copyright holder included as an appendix.
 - Creative Commons-licensed materials may be used in figures as long as they are correctly attributed in the caption. See <https://creativecommons.org/use-remix/attribution/> for information on properly attributing Creative Commons materials.
 - Public domain materials may be used in figures with properly formatted attribution.

WHAT IF I HAVE PERMISSION OR A LICENSE TO USE A COPYRIGHTED WORK?

You must correctly attribute the work where you refer to it in the body of your manuscript, cite and document the source appropriately as indicated by your chosen style guide, and include a copy of the license or written permission as an appendix. Otherwise, you cannot use the work.

If the university decides that a copyrighted work cannot be included in your ETD, this decision is final. You may be able to replace it by expressing the information in your own words or with your own illustration, but you must remove the copyrighted work.

Copyediting and Proofreading Your Document

[Copyediting and proofreading](#) are not a part of the ETD review process. You must do this or have it done before submitting your document to the university. Your ETD should be of publication quality upon submission.

Marshall University provides several options for assistance if you do not feel comfortable with your ability to copyedit or proofread the document yourself.

- If you want to brush up on your own skills, pay a visit to the [Marshall University Writing Center](#) in Drinko Library. Experts in the writing center can discuss a portion of your document with you and answer questions about style, grammar, etc.

- You can also make use of [the university's subscription to Grammarly](#), which reviews grammar, punctuation, spelling, and language as you type.

If you need more help, consider hiring a professional copy editor to review your document. Before you hire, however, be sure to verify their credentials, references, etc. For example, do they specialize in your style (i.e., APA, CSE, MLA, etc.)? Do they have credible, verifiable experience? Will they be able to finish in your timeframe?

Defending and Revising

SCHEDULE YOUR ORAL DEFENSE

You should reach out to your committee at least a month in advance to schedule your oral defense.

POST-DEFENSE REVISIONS

Your committee will usually recommend some revisions, so leave yourself enough time between the oral defense and the ETD submission deadline to make the suggested changes.

Final Draft Checklist

Check your thesis for each of the following criteria before submitting it for review.

Your manuscript will be reviewed using the **most recent version** of your chosen style guide.

Pay special attention to the criteria **highlighted in yellow**. Yellow highlighting indicates the most common errors that hold up theses and dissertations in review.

If any formatting requirements are unclear, see the format of a sample document at <https://www.marshall.edu/graduate/current-students/thesisdissertation-template/>.

There is also a separate, printable version of the checklist below at <https://www.marshall.edu/graduate/thesis-and-dissertation-style-guide/>.

Formatting and Organization

CONTENTS CHECK

IRB (Institutional Review Board) Letter

- Your IRB approval letter must be included and positioned as **Appendix A** (or as the only appendix if there are no other appendices). ***Your ETD cannot be reviewed without this.***



Manuscript Contents in Order

Verify that the following are included and in the correct order.

- Title Page (required)
 - Approval Page with Signatures (required)
 - Copyright Page (optional)
 - Dedication Page (optional)
 - Acknowledgment Page (optional)
 - Table of Contents (required)
 - List of Tables (required if work includes tables)
 - List of Figures (required if work includes figures)
 - Abstract (required)
 - Body of Manuscript (required)
 - References (required)
 - Appendix A: Letter from IRB (required)
 - Additional appendices as needed (optional)
 - Vita (optional)
- Manuscript contents are in the correct order, and all required parts are present.

FRONT MATTER AND APPENDICES

Title Page

See the Thesis Template at <https://www.marshall.edu/graduate/current-students/thesisdissertation-template/> for a correctly formatted Title Page example.

- Use single-line spacing.
- Page's text and layout should match the template format exactly.
- The title should be in all uppercase letters and in bold font.
- Use your degree program's official name. This may be different from your area of specialization.
- Include your name.
- Include the names of all your committee members.

- Identify your committee chairperson and list their name first (i.e., Dr. Sarah Smith, Committee Chairperson).
- Enter the correct month/year of your official graduation date. The month **must** be May (or April in some years), August, or December. Check with the Graduate Studies Office if you do not know the correct date to use.
- No page number should be visible on the Title Page.

Committee Approval Page with Signatures and Dates

See the Thesis Template at <https://www.marshall.edu/graduate/current-students/thesisdissertation-template/> for a correctly formatted example of an Approval Page.

- Your name should match how it appears on the Title Page.
- The title should be in title case (upper- and lowercase letters) and italicized but not bold on this page. Otherwise, the title should match how it appears on your Title Page.
- The academic program's name should match the academic program name on the Title Page.
- The college's full, official name should be used.
- All committee members on the Title Page should be listed here.
- Committee member names should match how they appear on the Title Page.
- The Approval Page should be numbered ii.

Copyright Page (optional)

- Use uppercase lettering for ALL RIGHTS RESERVED.
- Your name should be in mixed upper- and lowercase letters.
- The Copyright Page should be numbered iii.

Dedication, Acknowledgment, and/or Preface Pages (optional)

- These pages should be numbered in lowercase Roman numerals.

Table of Contents

- The headings and subheadings in the Table of Contents must match those in the text.
- If indented, that indentation should correspond with the level of each heading.
- The page numbers within the Table of Contents must accurately refer to their corresponding text in the body of the manuscript.
- Pages containing the Table of Contents should be numbered in lowercase Roman numerals.

Lists of Tables and Figures (if needed)

- The titles must match those in the body of the manuscript.
- Tables and figures should be numbered sequentially.

- Page numbers for each table and/or figure must be correct.
- Pages containing the List of Tables and the List of Figures should be numbered with lowercase Roman numerals.

Abstract

- This should be the last page numbered using a lowercase Roman numeral.
- The abstract should be formatted as dictated by your chosen style guide and as is normal in your discipline.
- Marshall University does not impose a word limit, but editors of abstract services might shorten any abstract that exceeds 150 words for a thesis or 350 words for a dissertation. Additionally, databases and online journals only allow a certain number of words or characters to display and/or be searchable outside the article itself.

Appendix/Appendices

- Appendix A (or the only appendix if there are no other appendices) must be a copy of your IRB letter. All other appendices (if any) should follow this.
- The appendix containing your IRB letter should have a heading and a page number like any other appendix.
- Each appendix should be labeled with an uppercase letter unless otherwise directed by your chosen style guide.
- If you used any copyrighted work within the document (i.e., figures, images, etc.), documentation of permission to use that work must be included here as an appendix.
- Any tables or figures in the appendices must respect the one-inch margin requirements.

WHOLE DOCUMENT

Fonts

- The font should be no smaller than 11 points. The preferred font style is either Times New Roman (traditional) or Arial (modern).
- Use the same font style and size throughout the manuscript, including headings and page numbers.

Margins, Indentation, and Justification

- All page margins must be at least one inch, including pages featuring tables, appendices, and footnotes. ([This Microsoft Word tutorial](#) may help if you need to change part of a document to landscape orientation to avoid running into the margins.)
- Use left justification for all text except centered headings and the Title Page.
- Paragraphs should be indented consistently throughout.
- Block quotations should be formed in accordance with the style guide you have chosen for your document.

Spacing

- Use the line spacing acceptable for publication by your style guide or publications in your profession. If no spacing rules are specified, you may use double spacing throughout the manuscript except for the Title Page.
- Please do not double-space any Title Page components.

Tables and Figures

- Format tables and figures as required by your chosen style guide.
- Number tables and figures sequentially.
- If you use copyrighted material in a table or figure (i.e., photos, illustrations, diagrams, etc.), you must place documentation of your permission to use that material in the appendices of your thesis or dissertation. If you do not have permission, you cannot use the copyrighted material and must remove or replace it.
- If you use open or [Creative Commons-licensed](#) material in a table or figure, you must use it in accordance with its license and [attribute it correctly](#).

Headings and Chapter Titles

- Format headings and chapter titles as directed by your chosen style guide.

Footnotes

- Footnotes should be formatted as directed by your chosen style guide.

Headers and Footers

- Except for page numbering, do not use page headers, page footers, running headers, or running footers.

Page Numbering

- Place page numbers in the location specified by your chosen style guide. If it does not specify a location, place them at the bottom center of the page.
- Front matter pages (all pages up to and including the Abstract) should be numbered in lowercase Roman numerals except for the Title Page.
- The Title Page should not display a page number, though it counts as page i.
- Visible page numbering should begin on the Approval Page, which should be page ii.
- Page numbering using Arabic numerals (1, 2, 3, etc.) should begin with the body of your manuscript. This is the first page after your Abstract. Start with 1.

Document Body

The body of your document will be checked for the following:

- All in-text citations must have corresponding bibliography/reference list entries.
- You must have written permission to use copyrighted material (i.e., photos, illustrations, diagrams, etc.). If you have this permission, you must provide a copy in the appendices.
- Your document should be free of language and grammatical errors.

Bibliography/Reference List

- Reference List entries must be formatted according to your chosen style guide.
- Make sure references are in the order suggested or required by your chosen style guide.
- Every entry in the Reference List must have a corresponding in-text citation.

Your ETD Must Be Complete by the Deadline

- ETDs must be complete (i.e., including all committee signatures, IRB letters, etc.) and submitted to ProQuest at or before 11:59 PM on the deadline to qualify for graduation.
 - Find the current semester's deadlines for thesis and dissertation submission at <https://www.marshall.edu/graduate/deadlines-dates/>.
 - Incomplete documents submitted on the deadline (i.e., missing committee signatures, IRB letters, etc.) will be considered late.
- Students submitting late ETDs will not qualify for graduation until the following semester.

Last-Minute Double-Check Before Submission

- Make sure your Title Page matches the format of the Title Page in [the Sample Thesis](#) exactly.
- Is your graduation month correct on the Title Page?
- Refresh your Table of Contents one last time so that the page numbers are correct.
- Refresh the page numbers in your List of Tables and List of Figures if you have them.
- Make sure your IRB Letter is included and that it is Appendix A (or the only appendix if there are no other appendices in your document).

Prepare Your File for Submission

NAME YOUR FILE

Name your file using the following format:

lastname-firstname-year-degree.pdf

For example:

Ima Goodstudent, who is submitting a dissertation for **the Ph.D. degree** in 2018, would name the file:

Goodstudent-Ima-2018-PhD.pdf

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

Goodstudent-Ima -2018-MA.pdf

CONVERT YOUR FILE TO PDF

PDF is the only acceptable file format for ETD submission.

To convert a word processor file to PDF:

- You can “Save As” PDF in your word processor or print to PDF (i.e., **Microsoft Word:** [Save or convert to PDF or XPS in Office Desktop apps](#)).
- You can also use the free [Adobe Word to PDF Converter website](#) to upload your Word file and download a PDF.

Submit Your ETD File in ProQuest ETD Admin

1. START IN PROQUEST ETD ADMIN

When your final, publication-ready document is ready for final submission, submit it as a PDF file via the ProQuest ETD Admin portal at <https://www.etdadmin.com/main/home>.

- **Create a free account** at <https://www.etdadmin.com/main/home> or log in if you already have one.
- Click the “**Submit my ETD**” link to begin the submission process.
- Read and follow instructions carefully.
- Select your **Publishing Options** (described in more detail below).

2. PUBLISHING OPTIONS IN ETD ADMIN AND WHY THEY’RE IMPORTANT

Type of Publishing

We recommend selecting **Traditional Publishing** here because it is free of charge and because your thesis or dissertation will be available via open access (OA) in [Marshall Digital Scholar](#).

You may choose **Open Access Service** if, for some reason, you also want your thesis or dissertation to be available via open access in the ProQuest Dissertations & Theses database. ProQuest’s charge for this service is \$95 at the time of this writing, but it is not necessary.

Open access is a type of licensing where an author retains copyright but allows free, usually online access to their work for individuals or libraries worldwide. See [the SPARC website on Open Access](#) for more information.

Access Options

DELAYING RELEASE IN PROQUEST (AKA EMBARGOS)

- Select “Yes” if you want your ETD published in ProQuest and Marshall Digital Scholar as soon as it passes review.
- Select “No” if you want to delay publication (aka “embargo” your ETD).
 - Please explain why you are requesting a delay in the “Note to administrator” field.
 - Also, choose the reason for the delay from the drop-down list.
 - Marshall University allows ETD publishing embargos from six months to a maximum of two years. During this time, the full text of your ETD would not be publicly available in either Marshall Digital Scholar or ProQuest. However, your ETD's title and abstract would appear and be searchable.

Should You Embargo Your ETD?

Ideally, you will want to publish and make your ETD available to the public as soon as possible. However, there are some reasons why you may want to delay this. Some examples follow.

- Pending patent applications
- Sensitive information or privacy
- Potential commercial publication

Advisors, committee members, and faculty in your department can best advise you on whether to request an embargo.

Can I Extend My Embargo?

An embargo generally cannot be extended beyond two years. However, if you chose a shorter embargo period (i.e., six months) and find that your ETD must be embargoed for a longer period, you may request an extension.

To request an extension:

- Email etdreview@marshall.edu. Please include your name, the title of your thesis or dissertation, the year and semester of your graduation, and a brief explanation of why you need to extend your embargo.
- If an extension is approved, you must contact ProQuest's Author & School Relations team via email at disspub@proquest.com or via phone at 800-521-0600 (press 2 then 1). Let them know you want to request a longer publication delay.
- ProQuest will contact the university for confirmation and delay publication accordingly if your request is approved.
- The ETD Librarian will also inform MDS administrators that your publication delay has been extended.

After a total embargo of two years, no further extensions will be granted.

Can I Embargo an ETD That Has Already Been Published?

Generally, no. The work has already been publicly available in both ProQuest and Marshall Digital Scholar. However, you are welcome to reach out to etdreview@marshall.edu if you feel that you would like to embargo it for up to two years anyway.

SEARCH ENGINE DISCOVERY

This option allows your ETD to be discoverable and accessible through Google Scholar. It is turned on by default. If you do not want your work to be discoverable through Google Scholar and other major search engines, click the “Show More” link and scroll down to the setting to change it.

3. ENTER YOUR INFORMATION AND UPLOAD YOUR PDF

- Confirm that you have read and accepted your chosen options by clicking **Accept**.
- Enter your **Contact Information**. This will be used by both ProQuest and Marshall’s ETD reviewers to communicate with you about the status of your submission.
 - Please consider creating and using an **ORCID ID**.
 - This free identifier will connect your ETD to scholarly work you write in the future and make your work easier for researchers to find.
 - For more information and to register, see <https://orcid.org/>.
- Enter your **Dissertation or Thesis Details**.
 - All other information here should match what is on your ETD’s Title Page and Approval Page.
 - Format your title as dictated by the style guide chosen (Title Case or Sentence Case).
- **Upload a PDF of your Dissertation or Thesis**. Do not upload a Word or RTF file.
- **Copyright permission documents**: Answer No here. If you have these, they should be included in the appendices in your document and submitted as part of your ETD.
- You may also upload **Supplemental Files** if necessary (i.e., audio, video, datasets, etc.).
- Please insert any **Notes to Administrator**. This is especially important if your contact information changes, but it also allows you to leave a message for the person reviewing your ETD.

4. REGISTERING COPYRIGHT

- **Register U.S. Copyright?** For a fee (\$75 at the time of this writing), ProQuest can handle the registration of your dissertation or thesis with the U.S. Copyright Office.

It is not mandatory to register your copyright, but there are some important advantages to doing so.

Although your work is automatically copyrighted as soon as it is complete, you will need to have registered your copyright if you ever want to sue for copyright infringement or claim statutory damages and attorney's fees. The time frame in which you register is also important in both of these situations. Registering the copyright before publication is always

best. If you wait until after publication, certain time limits come into play.

There are other benefits to registration. In addition to establishing a time frame for court cases regarding your copyright, it creates a public record that will help those wishing to license your work to determine its rights status now or many years in the future. The registration process also usually satisfies Library of Congress deposit requirements.

For more information about copyright registration:

- See the section labeled "Benefits of Registration" in the U.S. Copyright Office's [Circular 1, Copyright Basics](#).
- [Circular 2, Copyright Registration](#) goes into the nuts and bolts of registering for copyright for different types of works.
- There is also a U.S. Copyright Office video discussing the benefits of copyright registration at <https://youtu.be/mM5fs2TCMKs>.

5. ORDERING BOUND COPIES AND WRAPPING UP SUBMISSION

- If you would like to **Order Copies** (in print) of your dissertation or thesis, make your selections.
- **Review the Submission Summary** and pay for anything you have ordered from ProQuest.
- When you are satisfied, click the blue **Submit Thesis/Dissertation** button.

Important Communication from ProQuest and the ETD Review Team

Please add etdadministrator@proquest.com to your email safe senders list since most communication about your document will come directly from this address. **Failing to respond to this communication could delay your graduation.**

Ask your committee chairperson to do the same, as they will be copied on this communication.

You should hear from your ETD reviewer within two weeks whether revisions are required or if it has been sent to ProQuest for publication.

Can Changes Be Made After Submission?

- Changes to your document after submission other than those requested by reviewers generally are not permitted.
- Changes after an ETD has passed review and been published generally are not permitted.
 - On the rare occasion that a change after publication is allowed, it may result in significant fees from ProQuest, which the student will be responsible for paying.
- Make sure your document is ready for publication before you submit it.

Need Help with ProQuest?

See the support page at https://support.proquest.com/s/article/Submitting-your-ETD?language=en_US. There are chat and phone support options linked from this page. You can also create and submit a Support Case with ProQuest.

Letter of Completion for Employer

If an employer requests a letter confirming that you have completed all degree requirements (including ETD review) before you have officially graduated, reach out to graduatestudies@marshall.edu.

The ETD Review Process

ETD Review is your last line of defense before publication to ensure your document meets requirements, is well-formatted, and will best serve you in your future career.

An ETD must pass review for a student to qualify for graduation. Please adhere to all deadlines and submit any requested revisions promptly.

What to Expect While Your ETD Is in Review

ETDs are usually reviewed in the order in which they are received. Reviewers ensure an ETD complies with the requirements in the Review Checklist.

Ideally, you will receive the results of your first review via email within two weeks of the submission deadline.

The ETD Review process is not copyediting. Your document should be proofread before you submit it in ProQuest. Reviewers may spot-check your document and ask you to fix recurring errors, but they do not proofread it and cannot make corrections for you.

Revisions

If revisions are required, you will usually have one week to complete them unless otherwise specified.

Most ETDs will require at least some clean-up before passing review, so students should not be alarmed if minor revisions are requested. This is normal.

Please do not make significant changes to the document outside of what has been requested by your reviewer (i.e., adding or rewriting substantial sections of the document). Beyond style and formatting corrections, your ETD should be published as it was approved by your thesis or dissertation committee.

Policies

Roles and Responsibilities of the Thesis or Dissertation Committee Members

- Help the student plan and execute their project while developing expertise in the discipline.
- Advise the student in choosing a sufficiently challenging project that requires appropriate disciplinary research and creative methods and can be completed in the time allowed.
- Ensure that the final, submitted version of the student's thesis or dissertation is of publication quality and conforms to the style and editorial guidelines of the discipline and of Marshall University.
- Sign the approval page affirming this and provide the signed copy to the student in ample time to include it in the finished document before ETD submission deadlines.
- Adhere to the ethical guidelines of the academic community, your academic discipline, and standards maintained by Marshall University through the Office of Research Integrity.
- Disclose any potential conflicts of interest to your program director/chair promptly.

Roles and Responsibilities of the Graduate Student

- Adhere to the ethical guidelines of the academic community, your academic discipline, and standards maintained by Marshall University through the Office of Research Integrity.
- Understand and follow Marshall University's policies covering academic honesty regarding plagiarism and falsification of information.
- Present a thesis that follows the style and editorial guidelines of your discipline and of Marshall University.
- Disclose any potential conflicts of interest to the program director or department chair of your academic program promptly.

Questions?

Questions about being a graduate student? graduatestudies@marshall.edu

Questions about a submitted thesis or dissertation, ProQuest ETD Administrator, or the ETD submission process? etdreview@marshall.edu

Questions about graduation? registrar@marshall.edu

Questions about copyright? dena.laton@marshall.edu

Questions about citations, research, reference formatting, or your style guide? [Marshall University Libraries](#)

Questions about language, writing, and grammar? [Marshall University Writing Center](#)

Questions about why Microsoft Word or other technology is not working as it should? [Marshall University Information Technology Service Desk](#)

Questions about LinkedIn Learning? crystal.stewart@marshall.edu