

IV. PREPARATION OF THE *FINAL* MANUSCRIPT

PAPER

Once the thesis/dissertation has been approved by the department and the College of Graduate Studies, one error-free copy of professional quality and one copy on standard paper, or two copies of professional quality must be submitted for the Library. Professional quality requirement is that **at least one copy must be printed on white 25% cotton (or rag) content bond paper that is at least 20 pound weight, pure white, unlined paper (higher weight and rag content is acceptable), size 8 ½" x 11"**. The quality of the paper must be consistent throughout the thesis for all pages with text and pages with photographs. No holes, staples, stray marks, or other perforations are permitted on any of the pages of the final copies. Failure to use appropriate bond paper, as prescribed, will result in rejection of the thesis by the College of Graduate Studies. As a rule, good quality paper will have cotton, rag content. If there are questions concerning the appropriate type of paper, or quality, please contact the College of Graduate Studies.

TYPING

The thesis must be printed on one side of the paper. A letter-quality or laser printer should be used. The style may be courier or times roman, or another equivalent word processor style. The font size should be 12. Standard black font is used throughout the text. Color may be used in tables, figures, charts and diagrams. The style **must be consistent** throughout the thesis. Printing should be both legible and free of any smudges, stray marks, etc. The quality of print (clarity, intensity, contrast, etc.) must be consistent and of equal quality throughout all copies.

CORRECTIONS

All corrections (including typographical errors) must be made prior to printing the final copies. The final copies for deposit must be free of strikeouts, highlighting, pen and ink changes. In order to assure high quality, correction fluid and tape cannot be used on any copies.

DUPLICATION

Duplicated copies of the thesis must be standard photocopies. The copies must be sharp and clean with legible black lettering equal to the original in quality. Supplementary materials must also meet this standard.

Photocopies with shadows, extra light/dark portions, stray dots and other such marks are NOT acceptable. These requirements should be clearly communicated to the persons responsible for photocopying the thesis. This will avoid needless expense and inconvenience for all concerned.

MARGINS

The binding of a thesis requires a left hand margin of one and one-half inches (1 ½"). The top, bottom and right margins must be one inch (1"). The text should begin one inch from the top of the page (except on the first page of each chapter, see page 6) and end one inch from the bottom. Supplementary materials (printouts, tables, figures, photographs, questionnaires, appendices, etc.) must also meet these margin requirements. **Margin guidelines must strictly be observed to insure the proper binding of the thesis.**

SPACE AND INDENTATION

The text of the thesis must be double-spaced. All paragraphs begin indented five spaces from the left margin. The spacing of long quotations, footnotes, tables, bibliographies, captions, etc. should conform to the specifications of this document or conform to the style manual specified for a student's discipline (see "Text").

PAGINATION

Preliminary pages: The pages preceding the first chapter (title page, approval page, abstract, table of contents, etc.) are counted, however, the first page with the number **printed on the page** is the ABSTRACT. Preliminary pages are numbered consecutively using lower case **Roman numerals** (iii, iv, v...) centered ½ inch from the bottom of the page. The title, copyright, approval, dedication and acknowledgment pages are **counted, but not numbered**. The page numbering begins appearing on the Abstract page. **DO NOT** use punctuation marks with the Roman numerals.

Text and reference pages: Starting with the first page of the text, all pages are numbered; including the bibliography, appendices, and index. Pages are numbered consecutively in **Arabic numbers (1, 2, 3...)**. The Arabic numbers used for text must be centered and ½ inch from the **bottom** of the page. Do not use punctuation marks before or after page numbers, do not use the word "page" followed by the number and do not use letter suffixes such as 10a, 10b, etc.

PHOTOGRAPHS

All photographs must be clear prints. All photographs must be reduced to meet margin requirements. Color photographs are permitted in a thesis and dissertation.

REGISTRATION OF COPYRIGHT

A student may register copyright by filling out an application form provided by the United States Copyright Office, depositing a copy of the work, and paying the filing fee. For more information regarding copyright laws and regulations please visit the website at: www.copyright.gov.

USING MATERIALS COPYRIGHTED BY OTHERS

As the author, the student must certify that any copyrighted materials used in the manuscript, beyond "fair use" are with the written permission of the copyright owner. Copies of permission letters from the copyright holder(s) must be incorporated into the manuscript as an appendix. For further information, please refer to PQ/UMI® GradWorks Guide F2006 **Guide 5: Copyright and Your Dissertation or Thesis**. This information may be found on-line at: http://www.umi.com/assets/downloads/products/UMI_CopyrightGuide.pdf

FEES

The University pays the binding fee for the two Library copies of the thesis/dissertation. Departments are billed for their one copy (*some departments do not require a copy, and will not pay for a copy. Check with the department for more information*).

The doctoral dissertation UMI electronic abstract fee is \$65.00. The student pays the fee at the Cashier's Office, MC 115. The cashier's receipt must accompany the unbound copies of the dissertation when submitted to the College of Graduate Studies for final approval. The student keeps one copy of the cashier's receipt for her/his records.

FORMS

Thesis/Dissertation Proposal Approval Form – this is the initial form required **prior** to the start of a student's registration of thesis or dissertation hours. The form is required for topic approval and to confirm the graduate faculty status of the thesis or dissertation committee members. Signatures of approval are required by the student's department chairperson, college dean, and the dean of the College of Graduate Studies (see Appendix I). This form is then kept on file in the appropriate offices.

Proposal Approval Form: <http://www.csuohio.edu/gradcollege/students/pdf/proposalform.pdf>

Notice of Completion for Master's Degree/or Doctoral Degree Requirements Form-this is the final form required once a student has completed all degree requirements. The department fills out the **top** half of the form. This form should then be forwarded to the College of Graduate Studies for the dean's approval at the time of the submission of the thesis/dissertation for format approval. The Library receives its copy of the form only if a student submits a thesis or dissertation. The form will accompany the student's unbound copies of the thesis or dissertation when submitted to the Library for binding.

Master's NOC Form: <http://www.csuohio.edu/gradcollege/students/pdf/nocmasters.pdf>

Doctoral NOC Form: <http://www.csuohio.edu/gradcollege/students/pdf/nocdoctoral.pdf>

-Doctoral Candidates Only-

UMI DISSERTATION PUBLISHING

The UMI electronic submission of doctoral dissertations is not optional; it is a requirement of the College of Graduate Studies. Each published graduate work is preserved in Adobe Acrobat Portable Document Format (PDF) format. Dissertations are submitted to UMI through OhioLINK. Online submission ensures the highest quality copy of your manuscript, with color images preserved. PDF files should have all fonts embedded and may not disable printing or text access. PDF files being uploaded to Proquest/UMI must be unlocked (no security options selected). For more direction on embedding fonts and other guidance, visit OhioLINK at:

<http://www.ohiolink.edu/etd/formatting.html>

The College of Graduate Studies Office will provide OhioLINK electronic submission instructions to the doctoral candidate at the time of the format review. The student must save and hold harmless UMI from any damages that may arise from copyright violations. For more detailed guidance on avoiding copyright infringement, visit UMI's website at:

http://www.proquest.com/assets/downloads/products/UMI_CopyrightGuide.pdf

Survey of Earned Doctorates- this is a survey for the National Research Center based on doctorate research across the U.S. All doctorate candidates will receive the survey from the College of Graduate Studies Office at the time of the format review.