
THESIS/DISSERTATION FORMAT GUIDELINES

I. PROCEDURES

These guidelines set forth the format requirements for all masters' theses and doctoral dissertations at Cleveland State University. (For purposes of brevity and clarity, the terms "thesis" or "theses" may be used to discuss both the master's thesis and the doctoral dissertation, except in cases where the requirements differ for the two.) This document is a basic guide to format; it is not an exhaustive guide to style or the process of developing and writing a thesis. Individual departments or programs may stipulate additional requirements. For matters of format, style, and procedures not specified in this document, students should consult their thesis advisor for the format used in their area of study. It is recommended that students consult the latest edition of *MLA Handbook for Writers of Research Papers*, Joseph Gibaldi, The Modern Language Association of America, N.Y., or the *Publication Manual of American Psychological Association*, Washington D.C. (available at the CSU Library Reference Desk or online at <http://library.csuohio.edu/>). It is important to remember that the thesis/dissertation must be **consistent** both in the style employed and the format selected. Do not rely on a previous thesis, which was accepted following guidelines at that time. The thesis must meet the current guidelines in effect at the time of submission.

FORMAT CHECK

Master's thesis and doctoral dissertations must receive preliminary format approval by the College of Graduate Studies Office **prior to acceptance of the final version for submission of the electronic version to OhioLINK**. This review is intended to minimize the likelihood of thesis rejection. However, a preliminary check does not guarantee the acceptability of the final version.

The thesis/dissertation should be **emailed** to the College of Graduate Studies Office in **Word format** after the thesis/dissertation committee has approved the defense of the document. To allow ample time for completing the final submission, students are to submit a preliminary electronic version well in advance of the *final* deposit deadline to the appropriate email address below:

- **Master Thesis submissions should be emailed to: masterthesis@csuohio.edu**
- **Doctoral Dissertation submissions should be emailed to: phddissertation@csuohio.edu**

The email should contain the student's name and CSU ID# in the subject line. Additionally, please include student name, CSU ID, telephone number, and current email address in the body of the email.

Many students are anticipating reviews at the end of a term, PLEASE plan accordingly! Preliminary reviews are processed on a first-come first-served basis. Thesis and dissertations are reviewed in the order in which they are received. The student is sent an email of the corrections that are needed, OhioLINK submission instructions, and contact information.

Final Submission of the ELECTRONIC THESIS DISSERTATION (ETD) to OhioLink

Once the thesis receives preliminary format approval from Graduate Studies, submission of a single file, PDF format of your thesis/dissertation on OhioLINK is required; the degree will not be awarded until this is completed. **Your PDF may never be replaced or removed from OhioLINK.** Material in the ETD Center is considered to be a record of completed work and in most cases may not be edited after publication. Published ETD's are generally not corrected for misspellings or typographical errors. Requests to replace the PDF of published ETD's must be made to the College of Graduate Studies, not to OhioLINK.

All pages of the document, including preliminary pages, must be submitted. Do not scan a signed approval page. Use the un-signed typed version for the PDF file. If you upload a scanned/signed version, your submission will be rejected and you will be notified to re-submit. Information on fees for the electronic UMI submission (through OhioLINK) of doctoral dissertations is on page 11 of this handbook. Instructions for submission of the electronic PDF file to OhioLINK will be provided after preliminary review of the thesis.

The University Library provides assistance converting theses and dissertations from MS Word to PDF files. Please visit their web page at:

<http://library.csuohio.edu/services/thesishelp.html>