

IV. PREPARATION OF THE *FINAL* MANUSCRIPT

TYPING

The style may be Courier or Times New 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.

CORRECTIONS

All corrections (including typographical errors) must be made prior to submission of the final electronic version.

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 ability to produce a paper document.**

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 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 original approval pages for 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. This form is then kept on file in the appropriate offices.

Proposal Approval Form: <http://www.csuohio.edu/sites/csuohio.edu/graduate-studies/files/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.

Master’s NOC Form: <http://www.csuohio.edu/graduate-studies/sites/csuohio.edu/graduate-studies/files/nocmasters.pdf>

Doctoral NOC Form: <http://www.csuohio.edu/graduate-studies/sites/csuohio.edu/graduate-studies/files/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). 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 Science Foundation 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.