

**TABLE OF CONTENTS**

	PAGE
I. PROCEDURES.....	3
Format Check .....	3
OhioLINK Electronic Submission .....	4
II. RESPONSIBILITIES .....	4
Departments and Programs.....	4
College of Graduate Studies .....	4
Student .....	5
III. ARRANGEMENT OF SECTIONS.....	5
Arrangement (Order of Pages) .....	5
Title Page .....	6
Copyright .....	6
Approval Page .....	6
Dedication, Acknowledgement .....	7
Abstract .....	7
Table of Contents .....	7
Text.....	7
Tables and Figures .....	8
Notes.....	8
Bibliography .....	8
Appendix .....	8
Index .....	8
IV. PREPARATION OF THE <i>FINAL</i> MANUSCRIPT .....	8
Typing.....	9
Corrections .....	9
Margins .....	9
Spacing and Indentation, Pagination .....	9
Photographs .....	10
Registration of Copyright.....	10
Using Copyright Materials .....	10
Fees.....	10
Forms .....	10
UMI Dissertation Publishing Information .....	11
V. APPENDIX .....	12
A. Sample Title page (Master) .....	13
B. Sample Title page (Doctoral) .....	14
C. Sample Copyright page .....	15
D. Sample Approval page .....	16
E. Sample Abstract page .....	17
F. Sample Table of Contents page .....	18-19
G. Sample List of Tables page .....	20
H. Sample List of Figures page .....	21
I. Sample Copyright Permission for Dissertation pages.....	22
J. Sample Title page for MFA Thesis.....	23
K. Sample Approval page for MFA.....	24