GUIDELINES FOR PREPARING

A THESIS OR DISSERTATION

Guidelines Presented in Proper Thesis and Dissertation Format

Presented to

The Graduate Students of The University of Akron

In Partial Fulfillment

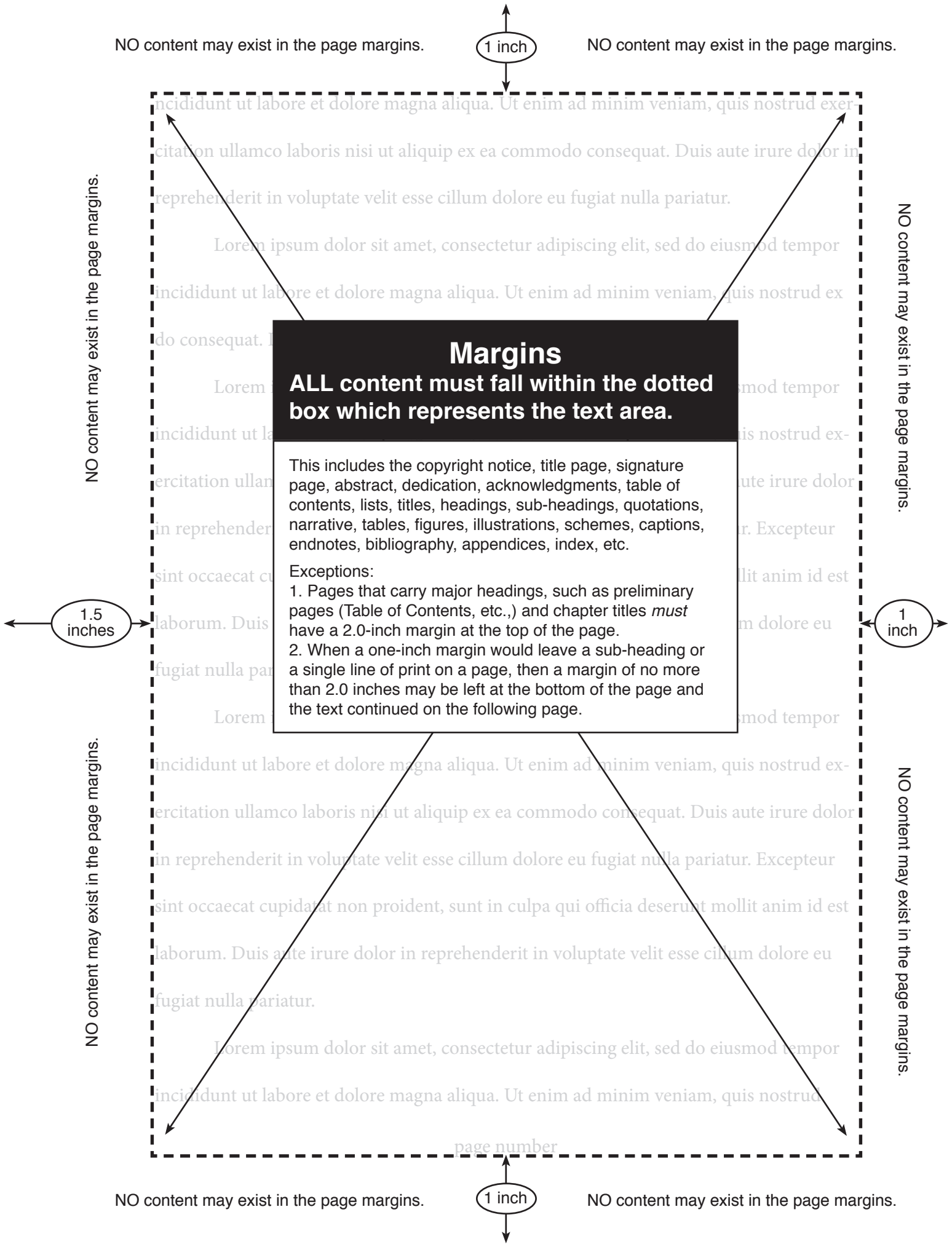
of the Requirements for the Degrees

Master of Thesis Formatting and

Doctor of Dissertation Formatting

The University of Akron Graduate School

August, 2016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Margins
ALL content must fall within the dotted box which represents the text area.
This includes the copyright notice, title page, signature page, abstract, dedication, acknowledgments, table of contents, lists, titles, headings, sub-headings, quotations, narrative, tables, figures, illustrations, schemes, captions, endnotes, bibliography, appendices, index, etc.
Exceptions:
1. Pages that carry major headings, such as preliminary pages (Table of Contents, etc.,) and chapter titles *must* have a 2.0-inch margin at the top of the page.
2. When a one-inch margin would leave a sub-heading or a single line of print on a page, then a margin of no more than 2.0 inches may be left at the bottom of the page and the text continued on the following page.
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Page Numbering

Page numbering should follow standard publishing practice. Pages before the first page of Chapter I ("preliminary pages") are numbered with lower-case Roman numerals (i, ii, iii, iv, v). The title page, which is page "i," does not have a number placed on it; actual numbering begins with the next page (the signature page), which is "ii." All pages beginning with the first page of Chapter I should be numbered with Arabic numerals (1, 2, 3, 4, 5). That numbering continues consecutively to the end of the manuscript, including text, illustrations, figures, tables, notes, bibliography, appendices, etc. Page numbers must not be followed by a period or any other symbol. Embellished page numbers, such 10a, 10b, etc., are not acceptable.

The page number should be placed at the bottom of the page, centered under the text, and as the last line of text above the one-inch margin.

The page number [Roman numerals (i, ii, iii, iv, v) before page 1 of Chapter I, Arabic numerals (1,2,3,4,5) page 1 of Chapter 1 and following] is centered and the last line of text above the margin.

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Copyright Notice

Copyright notice, if copyright is sought, appears in front of the title page, and is neither counted as a page nor assigned a page number.

Copyright is recommended. Under United States Copyright Law, duplication without a notice of copyright ordinarily results in dedication of the work to the public domain, which may defeat any later attempt to gain copyright protection.

Copyright must be secured from the Registrar of Copyright, Washington D.C., with the fee paid directly to that office. The copyright form and any other additional information may be obtained from the Copyright Office at (202) 707-3000 or www.loc.gov/copyright.

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TITLE

A Thesis or A Dissertation

Presented to

The Graduate Faculty of The University of Akron

In Partial Fulfillment

of the Requirements for the Degree

(Degree Title) of _____

Title Page

The title must be centered between the text margins, with a two-inch top margin and must be typed in ALL capital letters (except for certain biological terms). The title page is counted as page "i" but the number does not appear on the page. The date on the title page must be the month and year in which the actual graduation ceremony will take place (May, August or December), not the date the manuscript is submitted.

Author's Name

Graduation Month, Year

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Signature Page: Thesis

The approval, or signature, page must be signed by those approving the manuscript. As with the Title Page, the title must be centered between the text margins, with a two-inch top margin and is to be typed in ALL capital letters.

For a master's thesis, the Faculty Advisor, Faculty Co-Advisor (if any), Faculty Reader, Committee Members (if the department requires a committee), Department Chair, Dean of the College and Interim Dean of the Graduate School must all sign the approval page.

The names of those signing the manuscript must be typed a single space below their titles. Titles are not required but should be used provided they are used consistently. If titles are used and not all signers are "Dr.," type "Mr." or "Mrs." (or appropriate title) before other signers.

The Graduate School copy must bear original signatures. The last person to sign is the Dean of the Graduate School who also fills in the date, which becomes the official acceptance date.

The electronic copy should not bear signatures The electronic copy of the manuscript submitted to OhioLINK will contain an unsigned signature page.

The following page is a sample signature page for a master's thesis.

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COMPLETE TITLE

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Approved:

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Advisor
Advisor's Name

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Co-Advisor or Faculty Reader
Name

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Department Chair or School Director
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Accepted:

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Signature Page: Dissertation

The approval, or signature, page must be signed by those approving the manuscript. As with the Title Page, the title must be centered between the text margins, with a two-inch top margin and is to be typed in ALL capital letters.

For a doctoral dissertation, the Faculty Advisor, Faculty Co-Advisor (if any), Faculty Reader (if any), Committee Members, Department Chair, Dean of the College, and Dean of the Graduate School must sign.

The names of those signing the manuscript must be typed a single space below their titles. Titles are not required but should be used provided they are used consistently. If titles are used and not all signers are “Dr.,” type “Mr.” or “Mrs.” (or appropriate title) before other signers.

The Graduate School copy must bear original signatures. The last person to sign is the Dean of the Graduate School who also fills in the date, which becomes the official acceptance date.

The electronic copy should not bear signatures The electronic copy of the manuscript submitted to OhioLINK will contain an unsigned signature page.

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COMPLETE TITLE

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Author's Name

Dissertation

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Co-Advisor/Committee Member Name	Dean of the College Name
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Abstract

Mandatory in dissertations. Optional in theses; check departmental requirements.

An abstract is a mandatory part of each dissertation; it is optional in theses, although some programs may require one. OhioLINK requires an abstract to submit any manuscript. This does not necessarily need to be a part of the manuscript (for those thesis students not required to include an abstract).

The abstract gives a succinct account of the thesis or dissertation. It must not exceed 350 words (two pages), must not include diagrams, and should not include mathematical formulae unless essential. The heading ABSTRACT is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

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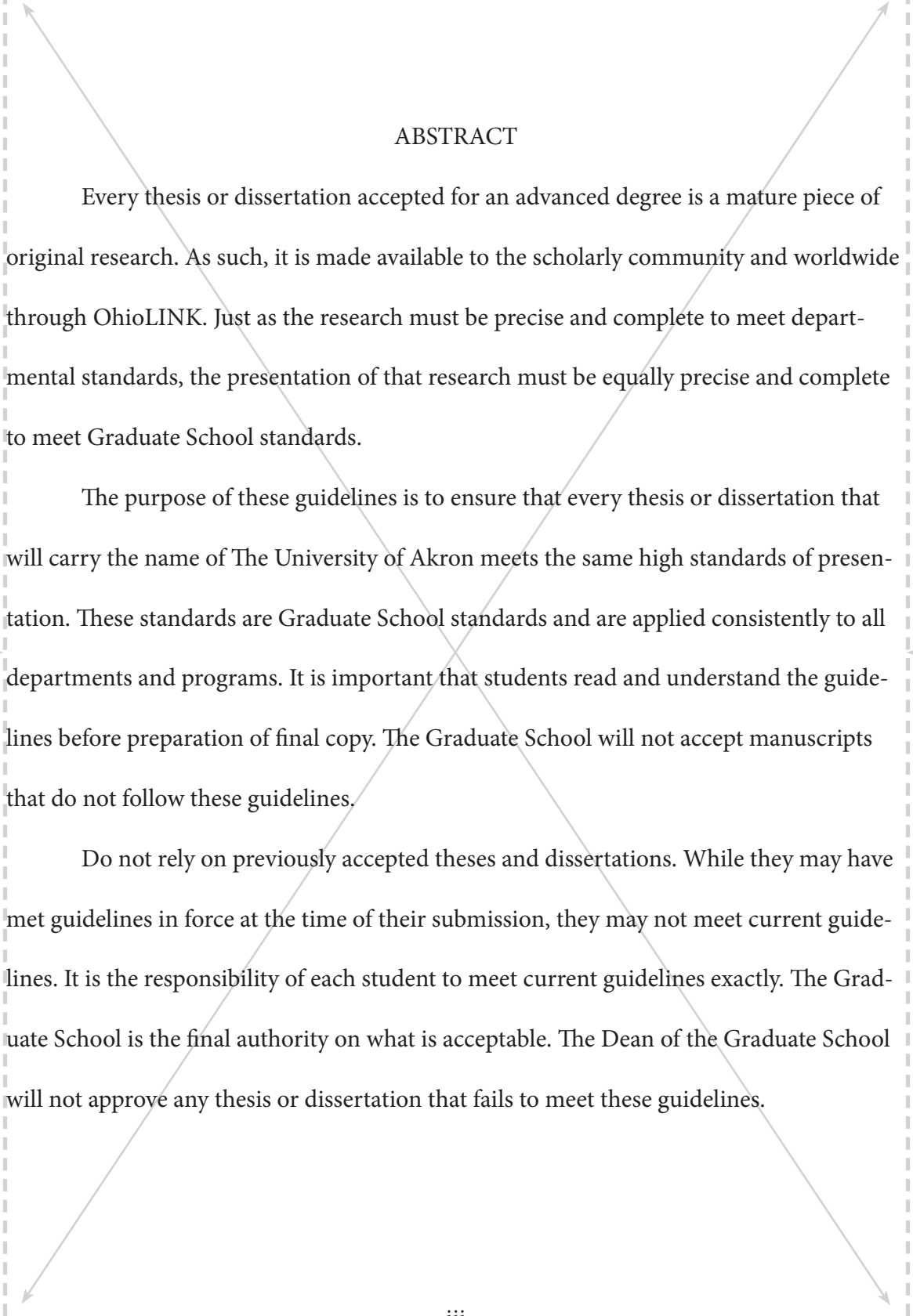

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ABSTRACT

Every thesis or dissertation accepted for an advanced degree is a mature piece of original research. As such, it is made available to the scholarly community and worldwide through OhioLINK. Just as the research must be precise and complete to meet departmental standards, the presentation of that research must be equally precise and complete to meet Graduate School standards.

The purpose of these guidelines is to ensure that every thesis or dissertation that will carry the name of The University of Akron meets the same high standards of presentation. These standards are Graduate School standards and are applied consistently to all departments and programs. It is important that students read and understand the guidelines before preparation of final copy. The Graduate School will not accept manuscripts that do not follow these guidelines.

Do not rely on previously accepted theses and dissertations. While they may have met guidelines in force at the time of their submission, they may not meet current guidelines. It is the responsibility of each student to meet current guidelines exactly. The Graduate School is the final authority on what is acceptable. The Dean of the Graduate School will not approve any thesis or dissertation that fails to meet these guidelines.

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Dedication

Optional

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The heading DEDICATION is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

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Optional

This optional section gives the author the opportunity to thank those who have provided help during the research and writing of a thesis or dissertation.

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Table of Contents

A sample Table of Contents appears on the following page. Chapter headings, other main headings such as Bibliography/References/Literature Cited, and if desired, chapter subheadings, are all listed in the Table of Contents. All entries in the Table of Contents, including wording, punctuation, capitalization and spelling, must be exactly as they are in the text; page numbers must also correspond exactly. Be sure that all major headings (such as chapter titles) in the Table of Contents are typed in ALL capital letters; do not type subheadings in all capital letters.

The Table of Contents is double-spaced, with the exception of entries that require more than one line (carry-over lines) which are to be single-spaced. The title page, abstract, and any other pages that appear before the Table of Contents, including the Table of Contents itself, are not included in the list.

Indenting in a Table of Contents is done on a consistent basis. For example, under CHAPTER the numbers are indented two spaces, and subheadings two spaces more. Chapter numbers must use Roman numerals. Note in the example that the Roman numerals indented two and are left aligned.

The title TABLE OF CONTENTS is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

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TABLE OF CONTENTS

Page

LIST OF TABLES (if any) viii

LIST OF FIGURES (if any) . . . . . i x

CHAPTER

I. CHAPTER TITLE WITHOUT SUBHEADINGS (IF MORE THAN ONE LINE IS REQUIRED, SINGLE SPACE AND INDENT TWO SPACES) 20

II. CHAPTER TITLE WITH SUBHEADINGS 21

Historical Survey of Previous Work in the Area 21

Second-level Subheading 21

Second-level Subheading 21

III. MANUSCRIPT ORGANIZATION 22

IV. FORMATTING A THESIS OR DISSERTATION 23

Style 23

Page Format 24

IV. SUMMARY 25

First-level Subheading 27

Second-level Subheading 29

Second-level Subheading 32

END NOTES (if any) 33

BIBLIOGRAPHY (if any) 34

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APPENDICES (if any) 37

APPENDIX A. SUBMISSION TO THE GRADUATE SCHOOL 38

APPENDIX B. ELECTRONIC SUBMISSION PROCEDURES 40

APPENDIX C. DELAYING ELECTRONIC PUBLICATION 43

APPENDIX D. ADDITIONAL INFORMATION 46

APPENDIX E. HUMAN SUBJECTS APPROVAL 49

APPENDIX F. OTHER APPROVAL 50

INDEX (if any) 51

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List of Tables, List of Figures, List of Illustrations and List of Schemes

As Needed

A sample List of Figures appears on the following page. Additional lists showing tables, figures, illustrations, schemes or other items that appear in the text should be listed in the preliminary pages.

Each list requires a separate page with capitalization and top margins the same as the Table of Contents page. The rules for indentation and spacing of these lists are the same as for the Table of Contents. All entries in the List of Tables and/or List of Figures, etc. must be exactly as they are in the text including wording, punctuation, capitalization and spelling.

Arabic numerals must be used in the list and in the text. Only the first complete sentence of a table/figure title is required to be listed in the List of Tables/Figures, but it must match the List of Tables/Figures exactly. Further, letters and numbers cannot be used in combination for table/figure designation numbers (except in appendices). However, subtitles within a table/figure are acceptable. “Table” or “Figure” must be typed above the respective designation number column; do not type this heading before every entry. “Page” must be typed above the page number column.

Tables, figures, illustrations, schemes or other items that appear in the Appendices are not required to be listed in the List of Tables, etc. but may be listed if done so consistently. If items are listed numerically, the numbering should continue through the appendices. If items are listed corresponding to chapter (Table 4.1 appearing in Chapter IV, 5.1 in Chapter V, etc.) such numbering may continue through the appendices (A.1, A.2 etc.).

The title LIST OF TABLES (or FIGURES, SCHEMES, etc.) is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

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LIST OF FIGURES

Figure Page

3.1 Manuscript Organization 12

4.1 Department Style Guides 18

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Text

The text, or body, of a thesis or dissertation begins with Arabic page 1 and is divided into multiple chapters, following the natural division points in the manuscript, i.e. the chapter is the appropriate of sub-unit of a thesis or dissertation. The first page of a chapter is organized as follows:

1. The heading CHAPTER I is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

2. The chapter title (all chapters must be titled) is typed in capital letters two spaces below the heading, centered between the text margins. Additional lines in the chapter title, should they be necessary, are also double-spaced.

3. The text of the chapter begins three spaces below the chapter title.

4. If a subheading follows a chapter title, it is placed three spaces below the chapter title. Text then begins two spaces below the subheading.

All text is double spaced within the prescribed margins, except for certain quotations. At least two lines of a paragraph must appear at the top and bottom of each page.

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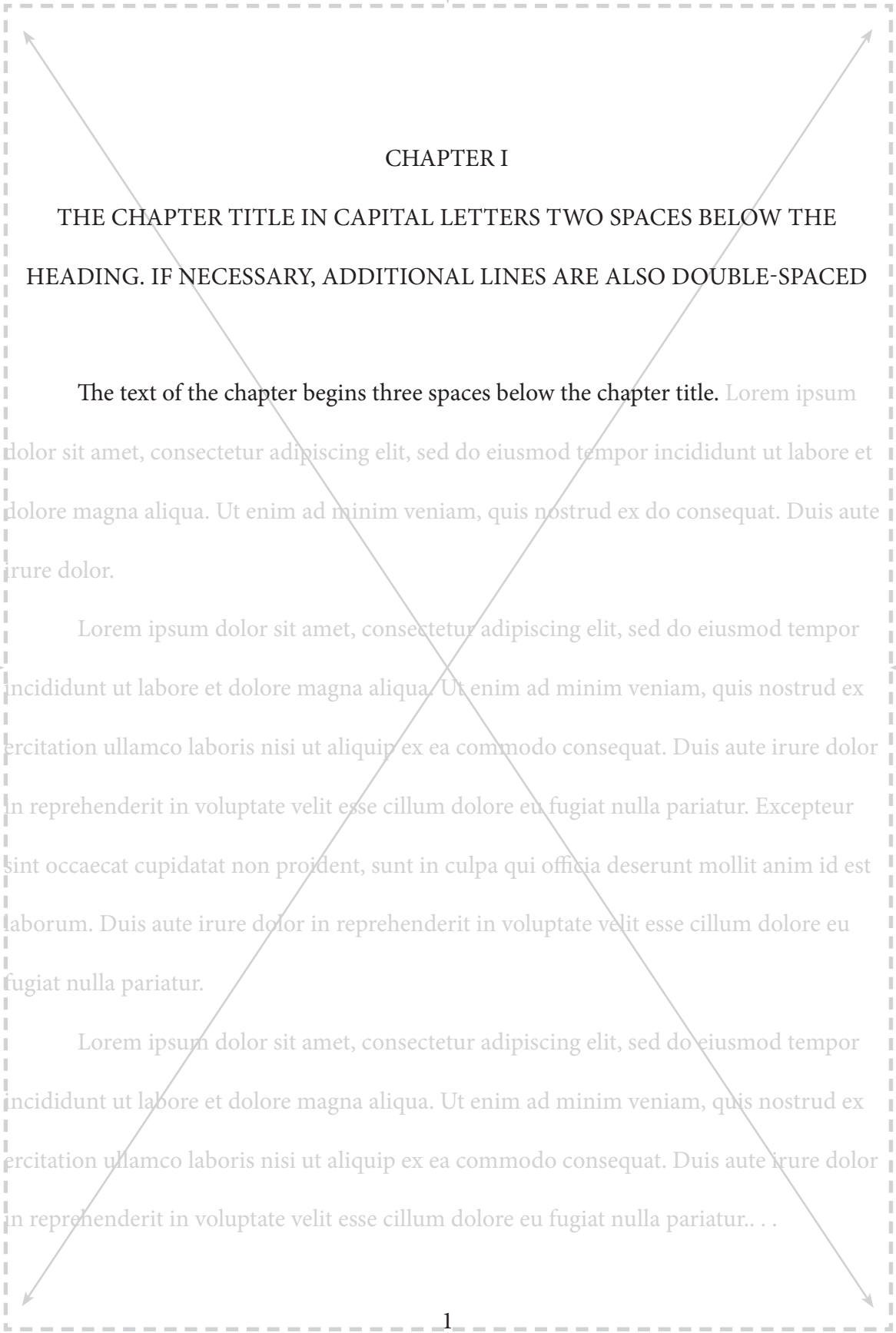

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CHAPTER I

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CHAPTER III

MANUSCRIPT ORGANIZATION

Every thesis or dissertation must follow the same basic organization. Below is the only acceptable order in which the different parts of the manuscript should be arranged.

Preliminary Pages (numbered with lower-case Roman numerals)

TABLE 3.1
MANUSCRIPT ORGANIZATION

- Preliminary Pages (numbered with lower case Roman numerals)
  - Copyright Notice, if copyright is sought (page is neither counted nor numbered)
  - Title Page (counted, but not numbered)
  - Signature Page (page ii)
  - Abstract (mandatory in dissertations, optional in theses, but students should check for departmental requirements)
  - Dedication (optional)
  - Acknowledgements (optional)
  - Table of Contents
  - List of Tables (as needed)
  - List of Figures (as needed)
  - List of Illustrations (as needed)
  - List of Schemes (as needed)
- Chapters of Text Material (begin Arabic page numbering)
- Summary/Conclusion
- End Notes (if placed at end of manuscript)
- Bibliography/References/Literature Cited (select most appropriate)
- Appendices(including Human Subjects Approval and/or other approvals as required)
- Index (if required)

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CHAPTER IV

FORMATTING A THESIS OR DISSERTATION

A thesis or dissertation is a formal research presentation. It should be written in formal style appropriate to the discipline (e.g., active voice, impersonal style). Adopt the past tense throughout ("Results of the experiment demonstrated . . .") and avoid slang and colloquialisms. Technical terms should be used where appropriate, but avoid using obscure words and phrases when a simpler vocabulary will do just as well.

STYLE

Different disciplines use different forms for such items as source citations and bibliographic entries. Students should follow the forms in the style manual adopted or preferred by their department in establishing basic style, except where the manual conflicts with these guidelines. Where conflict occurs these guidelines take precedence over style manuals. It is important that whichever manual or style is adopted that the manuscript be consistent throughout.

The departments listed below have specified the use of particular style manuals. Where no manual is specified, Turabian and APA are good standard guides. In every case use only the most recent edition.

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TABLE 4.1
DEPARTMENT STYLE GUIDES

Communication: APA
Counseling: APA
Dance, Theatre and Arts Administration: MLA
Economics: MLA
English: MLA
History: Turabian
Nursing: APA
Psychology: APA
Public Administration and Urban Studies: APA; other with committee approval

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PAGE FORMAT

A major purpose of these guidelines is to assure that all theses and dissertations present a consistent appearance. Therefore, it is essential that the specifications in the entirity of this document be followed exactly.

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Typeface

Font size must be either 10 or 12 point. Nearly all types of font face are acceptable. However, unusual fonts styles such as Script, Italic, Orator, Block Letter Gothic, OCR-A and OCR-B are not acceptable. If other fonts are used, it is recommended that the student submit a sample to the Graduate School for approval. Proportional spacing is acceptable.

Do not use bold font for major titles, figure legends, or table titles.

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This is an example of a 12 point typeface in a serifed font. This is an example of a 12 point typeface in a sans-serifed font. Both are acceptable. Serifed typefaces are generally considered to be more formal and classic. Serifed typefaces have been shown to be more readable because each letterform is more distinct and the serifs create direction for the eye. Sans-serifed typefaces are often associated with a more modern, clean feel. While these are stereotypes in some ways, there is also some truth in these generalizations. Choose a typeface that embodies the aesthetic qualities you desire and visually supports your content.

This is an example of a 10 point typeface in a serifed font. This is an example of a 10 point typeface in a sans-serifed font. 10 point fonts are also acceptable. Choose a font size with the scale and readability with which you feel comfortable.

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This long quotation is single spaced. It is acceptable to use single spacing for long quotations, statement of hypotheses, the bibliography, and in certain situations involving titles and sub-titles. In typography leading is the space between baselines of text. Standard practice is for single spaced leading is 120% of the body text point size—10 pt. text/12 pt. leading, 12 pt. text/14.4 pt. leading.

This paragraph of body text is properly spaced; it is double spaced. Double spacing demands 240% of the body text point size—10 pt. text/24 pt. leading, 12 pt. text/28.8 pt. leading. All body text must be double spaces.

leading

YES!
Properly double spaced paragraph.

YES!
Properly single spaced long quotation.

Spacing

Text material is double spaced, on the basis of six single spaces per inch or 66 spaces per eleven-inch page.

Single spacing may be used in notes, long quotations, statement of hypotheses, the bibliography, and in certain situations involving titles and sub-titles.

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NO!
Do not single space body paragraphs.

Single spacing of body text is not acceptable. The academic standard for theses and dissertations is to double space. Double spacing is more readable and leaves room for making hand notations. Single spacing leaves little space for notations and can create a flow from one line to the next that is harder to follow. While this practice has its origins in the age of typewriters, it remains standard practice today.

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This paragraph is left-aligned. Note that the lfet edge of the paragraph aligns with the left margin while the right edge is ragged. It is acceptable to use left-alignment. You may choose to turn hyphenation on or off. Try to avoid a rag that has extreme variation by hyphenating words when this problem occurs.

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Alignment

Text may be either left-aligned or justified. Both are acceptable. Left margins must be aligned; right margins may be aligned if that style is acceptable to the department and college. If you choose to justify your text, you must also turn on hyphenation; this will help prevent large white spaces between words that will disrupt the flow of content. Avoid using justified margins in manuscripts containing long technical and scientific words that may result in excessive white spaces between words.

GOOD
use of justified text!

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This paragraph is justified. Note that both the left and right edged of the paragraph align with their respective margins. If you choose to justify text, make certain that you turn hyphenation on so that you avoid large white spaces between words in you text. These are distracting and can be especially problematic when you need to use long technical and scientific words in your text.

This is considered a poor use of justification because of the big gaps between words making the text harder to read and the flow of content more challenging to understand.

BAD
use of justified text!

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Centering

Centered items must be centered between the text margins rather than between the paper edges. As the left margin is 1.5 inches, while the right is 1 inch, centering will place text approximately a quarter inch to the right of the center of the page.

This text is centered properly

This text is not centered properly

Paragraphing

Indent the first line of every paragraph consistently, so that each paragraph is indented the same number of spaces.

STRONG
attention to formatting!

1 inch

This paragraph is intended the same number of spaces as all of the previous paragraphs on this page. Consistent indentation is clean and precise and communicates to the reader that each indentation indicates the beginning of a new paragraph, a new thought.

Wait, what's going on here? Is this a new paragraph or a typo? Are the spaces at the beginning of this line an error or . . . ? Regardless, it looks like I was not paying close attention to my writing and editing. My reader is now distracted and questioning my attention to detail in both form and content.

And what's going on here? Is this a quote or am I just being really careless? Am I trying to place special emphasis here or being sloppy?

POOR
attention to formatting!

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-ably does not make sense to your reader.

Typographic Flow

Widows and orphans create visual disruptions in typographic flow that in turn disrupt the communication of content. A widow is one word at the end of a paragraph that falls to the beginning of the next line. An orphan is a single line of text at the beginning of a page that is detached from the rest of its paragraph which is on the previous page. Both are poor form and must be avoided by editing text to properly adjust line and page breaks.

These are orphans. Orphans are not allowed. You must have at least two lines of a paragraph at the top or bottom of a page. Additionally, each heading or subheading must be followed by at least two lines of text.

This is a widow. Having only one or two words on a line creates excessive white space in a body of content. This can create a visual pause or break that distracts your reader and disrupts the flow of content. Edit to avoid these breaks.

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Widows & Orphans

At least two lines of a paragraph must appear together at the top and bottom of every page. In word processing programs this is usually referred to as “widow and orphan protection.” Each subheading must be followed by at least two lines of text.

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Next Topic

This topic does not begin well because I am disrupting the flow of my content by

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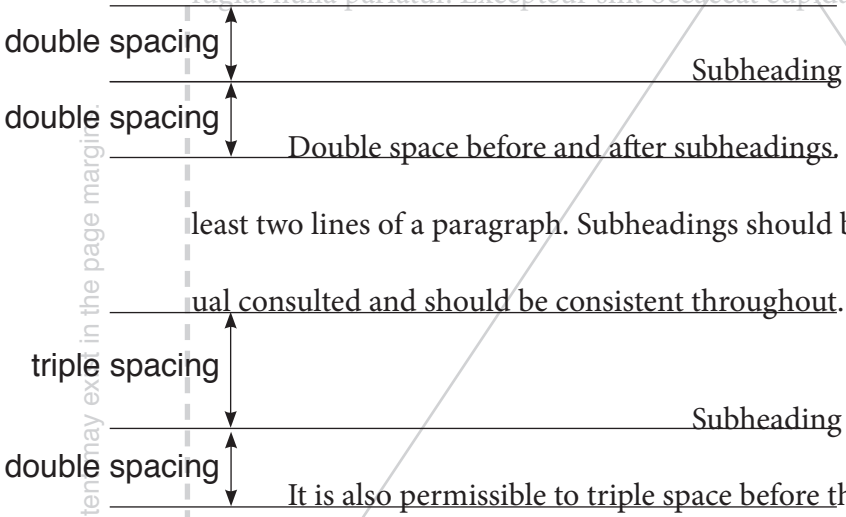
Subheadings

Subheadings within chapters are not necessary, but may be used. A subheading must be followed by at least two lines of a paragraph. Subheadings should be placed as specified in the style manual consulted and should be consistent throughout.

If subheadings are used, they should be referenced in the Table of Contents (TOC). Only first level subheadings must be referenced in the TOC. Second level and beyond may be referenced provided they are done so consistently. If some second level subheadings are referenced in the TOC, all second level subheadings should be referenced, and so on for all levels.



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Direct Quotations: Prose

Short, direct prose quotations of three typewritten lines or less should be incorporated into the text, enclosed in quotation marks. Prose quotations that exceed three lines should be set off from the text, indented from the left margin , and single-spaced. If the quotation includes the beginning of a paragraph, then the first line of the paragraph is indented further.

"Short, direct prose quotations of three typewritten lines or less should be incorporated into the text, enclosed in quotation marks." In contrast,

> Prose quotations that exceed three lines should be set off from the text, indented from the left margin, and single-spaced. If the quotation includes the beginning of a paragraph, then the first line of the paragraph is indented further.

Direct Quotations: Poetry

Quotations of poetry that are two lines or longer should normally be set off from the text, line for line as in the original, single spaced, and centered between the side margins.

Quotations of poetry:

> that are two lines or longer:
> should normally be set off from text
> line for line as in the original,
> single spaced,
> and centered between the side margins.

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Tables, Figures and Illustrative Material in the Text

Figures and tables are to appear on the pages immediately following the page where the figures and/or tables are cited in the results. Figures and tables may be imbedded in the text (text above and below). However, text may not wrap around figures and tables. There are instances when it is appropriate to place large numbers of figures/tables at the end of each chapter or in an appendix at the end of the manuscript.

Each type (table, figure, map,illustration, etc.) of non-text entry must be numbered consecutively in Arabic numerals, matching the numbering in the contents section. All material must fit within the prescribed page margins. All wording in reduced images must be clear and readable.

Figure titles are to be placed on the figure page below the figure and table titles are to appear at the top of the table.

Do not type table/figure titles in bold font.

Photographs and graphic displays may be included. Color is acceptable and encouraged.

Audio-visual material may also be submitted as part of a thesis or dissertation. Such items can be linked into the manuscript provided the links fall within the formatting guidelines for page margins etc.

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ENDNOTES

1. First Endnote. There is no single approved style for notes; use the style most common within the discipline and delineated in an approved style manual.
2. Second Endnote. The Graduate School requires that the format used is recognized and accepted within the discipline and that it be used consistently.
3. Third Endnote. Notes should be single spaced with double spacing between notes.
4. Etc.

Footnotes or Endnotes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the work. If at the end of the work pages are numbered in Arabic numerals consecutively with the text.

If endnotes are used, the first page of the endnotes should be set up as a chapter-title page. The word ENDNOTES is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

There is no single approved style for notes; use the style most common within the discipline and delineated in an approved style manual. The Graduate School requires that the format used is recognized and accepted within the discipline and that it be used consistently. Notes should be single spaced with double spacing between notes.

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BIBLIOGRAPHY

Primary Sources

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2. Second Source. The style adopted should follow an accepted format and be used consistently.

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Bibliography
(or References or Literature Cited)

The Bibliography/References/Literature Cited lists all sources used in the work. Page numbering continues in Arabic numerals. Each bibliographic entry should be singlespaced with double spacing between entries. The style adopted should follow an accepted format and be used consistently.

The first page of the bibliography should be set up as a chapter-title page. The word BIBLIOGRAPHY is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

If many sources are used, the bibliography may be divided into sections, such as “Manuscripts,” “Primary Sources,” “Books and Articles,” etc. Sections should be separated by three spaces with the title of the section flush with the left margin, underlined, with only the first letter of each word capitalized.

Note: “Bibliography” refers to all sources read for research, including material not cited in the manuscript. “References: refers only to those sources cited in the manuscript. Students should contact their department to see which they should use.

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12. Twelth Source. If many sources are used, the bibliography may be divided into sections, such as “Manuscripts,” “Primary Sources,” “Books and Articles,” etc.

13. Thirteenth Source. Sections should be separated by three spaces with the title of the section flush with the left margin, underlined, with only the first letter of each word capitalized.

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Books and Articles

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Appendices

A sample appendices entry in the Table of Contents appears in the Sample Table of Contents. Supplementary material may be placed in one or more appendices. This may include primary data, personal communications, primary documents, statistical analyses, or other material that would clutter the text but be useful to readers in understanding, evaluating or replicating the study.

If there is only one appendix, then the material must be set up as a new chapter with the word APPENDIX typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin. Text will follow on the same page as with the initial page of a chapter. A half-title page is not used.

When there is more than one appendix, a half title, or division page, must precede the first appendix. On this page, the word APPENDICES is centered between the margins slightly above the center of the page. The page number is centered between the text margins one inch from the bottom of the page, as with the first page of a chapter. Be sure to add this listing ("APPENDICES") to the Table of Contents.

The appended material should be divided into logical divisions, each titled as a separate Appendix using letters (A,B, C, etc.) to designate each new appendix. Set up the first page of each appendix as a chapter title page, with "APPENDIX A" etc., typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin. The appendix title is then typed in capital letters two spaces below the heading. Be sure to add the heading ("APPENDIX A") and its title (typed in ALL capital letters) to the Table of Contents.

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APPENDICES

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APPENDIX A:

SUBMISSION TO THE GRADUATE SCHOOL

All Theses & Dissertations

Final Submission

The deadline for uploading error-free theses and dissertations to OhioLINK is approximately one month prior to commencement. The deadlines are listed on the Graduate School website. Manuscripts must be submitted error-free or will not be approved by the Graduate School.

Students who miss the final thesis and dissertation deadline for a given term will not graduate until the next scheduled commencement. There will be no extensions.

Departments may also have their own deadlines in order to allow the committee sufficient time to read the manuscript and to allow the student sufficient time to make corrections after the defense. Generally speaking, a thesis or dissertation must be ready for the committee at least a full month before the deadline for submission to the Graduate School.

Final Approval

The Graduate School will check each thesis and dissertation for conformity to these guidelines and other errors. If corrections are required, the Graduate School will

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notify the student via university email. Therefore, it is important for students to inform the Graduate School and their departments on how they may be reached at all times. The correction of errors is the responsibility of the student.

When the manuscript is error-free and otherwise acceptable, the signature page will be signed by the Interim Dean of the Graduate School and notice sent to the Registrar that the student has met this degree requirement. All corrections to formatting must be made before the Dean of the Graduate School will approve and sign the manuscript.

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APPENDIX B:

ELECTRONIC SUBMISSION PROCEDURES

The student will need to convert the document to PDF and submit it electronically. Students should follow the procedures outlined below.

1. Go to the OhioLINK website for electronic submission, and follow the steps to submit the "complete, finalized ETD." https://etdadmin.ohiolink.edu
2. Select the option for: "I am submitting: My paper's bibliographic information, abstract, and full text."
3. Read the terms and click on the box to agree and continue.
4. Select the school: University of Akron. Then click on the button "Continue to main form."
5. Complete "Information About Your Paper" and click on the box to save and continue.
    - When entering your name and the title of the manuscript, please use the format "An Analysis of VTOL Aircraft" DO NOT ENTER IN ALL CAPS.
    - Note: OhioLINK requires that an abstract be entered here even if one does not appear in your manuscript.
    - Note: OhioLINK allows you to select subject headings and keywords relating

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to your manuscript. The Graduate School highly recommends that you utilize these options. Entering keywords will allow people to find your manuscript via search engines without requiring that they know your complete title.

6. Complete "Degree Information" and click on the box to save and continue.
   - Please complete the section for "Other Advisors/Committee Members". Please include all advisors and committee members.
7. Complete "Publication Information" and click on the box to save and continue.
   - OhioLINK Permissions: we recommend keeping the default of "Copyright, all rights reserved." You may select one of the other options, but please read the links carefully before selecting one of those options.
   - Publication Delay: Manuscripts are not released for publication until after graduation. You will leave this as "I am not requesting any publication delay."
     - If you will need a further delay than that, select "I am requesting that my school delay publication…" and select the length of the delay.
     - When choosing this option, a delay of publication request form must be submitted with the signature page along with the publisher's policy. This can be found on their website.
   - UMI Publication: UMI Publication is mandatory for doctoral dissertations.
     - Doctoral Dissertations: "Upload my paper to UMI for the traditional pulishing option."
8. Complete "Document Upload" by clicking the "Browse" button, selecting your pdf file, and clicking the "Upload Now" button.

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9. "Review and Complete Submission" and select "NO - Return to Editing" if there are errors or "YES – Submit My ETD Now" if everything is correct.
    - Note: Your paper is not submitted until you click on the "YES – Submit My ETD Now" button.
10. A page will appear stating, "Submission Complete." At this point, manuscripts will not be visible to the public.
11. Students will be sent an email confirmation from OhioLINK that the manuscript was received and another once the Graduate School has approved it.

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APPENDIX C:

DELAYING ELECTRONIC PUBLICATION OF A THESIS OR DISSERTATION

In some circumstances, a student may wish to delay the electronic publication of a thesis or dissertation. While the University generally promotes the timely publication of theses and dissertations, it is recognized that under certain specific circumstances, a delay is warranted. These include: when the student wishes to publish an article from the thesis or dissertation in a journal whose policy is not to publish anything that has already been published electronically; when the student wishes to publish the thesis or dissertation with a publisher whose policy is not to publish anything that has already been published electronically and; when the student is in the process of applying for a patent on research contained in the thesis or dissertation and does not wish to disclose its contents until the patent application has been filed.

Graduate students can apply to the Graduate School for a delay in the electronic publication of a thesis or dissertation for up to a five year period (renewable). Requests must be supported by evidence from the journal or publisher to show that publication policy requires no previous electronic publication. (For the NEOMFA program in creative writing, the advisor's endorsement is sufficient.) Evidence of intent to file patent materials is also required. The request for delay form must be signed by the student's

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thesis or dissertation advisor. The request will be reviewed by the Graduate School before it is granted. Extensions may be requested with appropriate documentation.

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THE UNIVERSITY OF AKRON
GRADUATE SCHOOL

Request to Delay Publication of Thesis or Dissertation

ID #_____

Name _____

Program/Department _____

Graduation Date: _____

Street Address: _____ _____ _____ _____

Phone Number _____

Email Address _____

I hereby request a delay in the electronic publication of my thesis or dissertation.

Title of thesis or dissertation: _____

_____

Reason for requesting delay: ___ Patent Pending (signature of UA patent officer required)

Signature:_____

Title _____

___ Publisher Policy or NEOMFA in creative writing
(policy of journal or publisher must be attached if not NEOMFA)

Desired Delay End Date _____/ _____/_____ (not greater than five years)
(Renewal requests are the responsibility of the student. They will not be made automatically)

The delay of publication request and the time of the delay period are appropriate.

Advisor Signature: _____ Printed Name _____ Date _____

Student Signature: _____ Date _____

Graduate School Signature: _____ Date _____

Date manuscript due to be released on OhioLINK: _____/ _____/_____

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APPENDIX D:

ADDITIONAL INFORMATION

Binding Copies of a Thesis or Dissertation

The Graduate School no longer offers binding of theses and dissertations.

Plagiarism

University Rule 3359-42-01 prohibits plagiarism. A definition of plagiarism along with methods on how to avoid it can be found at the University Libraries website. The site covers such topics as how to detect plagiarism, why it is wrong and what can result from it. Please review this site carefully.

http://www.uakron.edu/libraries/help/tutorial-detail.dot?inode=654079

Use of Copyrighted Materials

Plagiarism and copyright infringement are not the same thing. Copyright provides theowner exclusive right to copy the protected materials. Copyright infringement is copying without the owner's permission and is a variety of theft. Plagiarism is passing off someone else's work as your own and amounts to fraud. Thus, improper use of another's work could be copyright infringement, plagiarism, or both. Sources used or referenced

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by student-authors must be properly cited and referenced according to disciplinaryspecific usual practices; otherwise this might constitute plagiarism (see page 22 of graduate bulletin). However, just because something is cited properly does not mean a student has followed copyright rules. In some cases, such as reprinted figures, drawings, tables, graphs, and extensive quotations, students may be required to obtain copyright permission and to display copyright permission prominently in relation to such work. It is the responsibility of the student-author to ascertain if and where such copyright permission is required legally and/or according to disciplinary-specific usual practice, and to obtain and appropriately display these permissions in accordance with disciplinary-specific publishing usual practices and all copyright laws. Where copyright permission is required, it is the responsibility of the student-author to obtain this permission in written form and s/he must be able to show this documentation upon request. Neglect of these responsibilities, i.e., failure to properly cite, attribute, account for or reference non-original work, misuse of others' work, may violate plagiarism rules, copyright laws, or both.

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LINKS TO GRADUATE BULLETIN AND
THE OFFICE OF GENERAL COUNCIL WEBSITE
FOR COPYRIGHT COMPLIANCE:

http://www.uakron.edu/academics_majors/gb/
http://www.uakron.edu/ogc/guidelines/copyright.dotIndex

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USEFUL WEBSITES
DEALING WITH COPYRIGHT ISSUES:

http://www.copyright.gov/
http://www.ala.org/ala/washoff/WOissues/copyrightb/copyright.htm
http://www.library.unt.edu/copyright/default.htm
http://www.templetons.com/brad/copymyths.html
http://www.utsystem.edu/ogc/intellectualproperty/ccmcguid.htm
http://www.stfrancis.edu/cid/copyrightbay/
http://www.apa.org/about/copyright.html
http://www4.law.cornell.edu/uscode/17/ch1.html

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APPENDIX E:

HUMAN SUBJECTS APPROVAL

Human Subjects Approval

Any project that uses human subjects or their by-products (e.g., tissue, blood samples) requires review and a letter of permission from the Institutional Review Board for the Protection of Human Subjects before research is conducted. The permission letter must be included in the thesis or dissertation as an appendix. The letter should be scanned an inserted into the manuscript with reduction as necessary so it fits within the prescribed margins. The reduced page should then receive a sequential page number.

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APPENDIX F:

OTHER APPROVAL

Other Approvals

Projects involving animals, hazardous materials, radiation, or affecting general campus safety, may require review of the research design by, and a letter of permission from, one of the following committees:

- Animal Welfare Committee
- Radiation Committee
- Biohazard Committee
- Safety Committee

Students who believe their projects may require such review should check with their advisors and with the Office of Research Administration. Letters of permission must be included as an appendix (see Human Subjects Approval, above).

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Index

An index, if included, follows the appendices with continued Arabic page numbers.

The first page of the index should be set up as a chapter-title page. The word INDEX is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

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