



## Guide for Writing Theses and Dissertations

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The Graduate School  
Miami University  
Oxford, OH 45056  
[www.miami.muohio.edu/graduate/](http://www.miami.muohio.edu/graduate/)

## **Other information sources**

### **The Graduate School**

102 Roudebush Hall

Miami University

Oxford, OH 45056

Email: [gradschool@muohio.edu](mailto:gradschool@muohio.edu)

Web: <http://www.miami.muohio.edu/graduate/>

Phone: 529-3734

### **Commencement Office**

Registrar's Office One-Stop Service Center

102 Campus Avenue Building

Miami University

Oxford, OH 45056

Phone: 529-8703

Web: <http://www.units.muohio.edu/reg/commencement/>

### **Library**

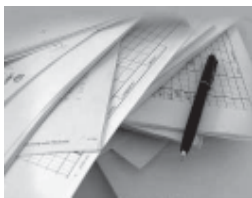
Web: <http://www.lib.muohio.edu>

Workshops Main Page:

<http://www.lib.muohio.edu/instruction/>

### **OhioLINK ETD Submission Page**

Web: <http://www.ohiolink.edu/etd/>

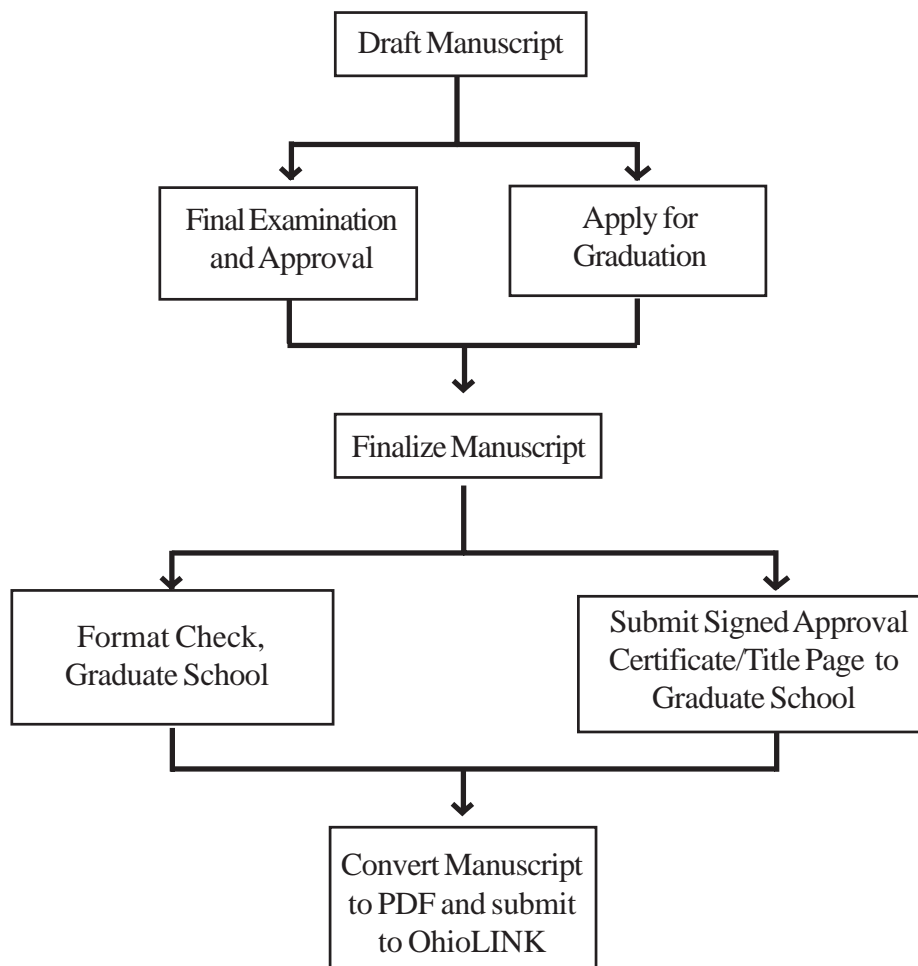


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## The Thesis and Dissertation Approval and Submission Process



## INTRODUCTION

The purpose of this guide is to acquaint you with the Graduate School's requirements for the format of the thesis or dissertation you will submit to the University. Those of you who are in master's degree programs that require an internship or practicum should also use the format guidelines for the master's thesis within when writing your report.

Miami University is a member of the Networked Digital Library of Theses and Dissertations (NDLTD) founded by Virginia Tech. Miami participates in the NDLTD through a statewide consortium of graduate schools and submits its theses and dissertations through OhioLINK. All manuscripts are to be submitted in electronic format through the following address:

**<http://www.ohiolink.edu/etd/>**.

General instructions for electronic submission are briefly discussed here; the Library also offers workshops during the spring and fall semesters on preparing and submitting electronic manuscripts to the Graduate School and OhioLINK. The Graduate School recommends that you attend these workshops; schedules are posted at the Library's Web site: <http://lib.muohio.edu>.

### Your Responsibilities

Many departments have additional guidelines for preparing manuscripts. It is your responsibility to follow department-specific guidelines together with those found in this guide when preparing your manuscript. The final responsibility for the format of your thesis or dissertation rests upon you as the author. Spelling, punctuation, and grammar must be used correctly. The Graduate School reserves the right to refuse any manuscript that does not observe these fundamentals and that does not follow the format guidelines found within.

It is also your responsibility to file your application for graduation and submit your thesis by the deadlines for the semester in which you will finish your thesis/dissertation. You can find the application deadlines in the next section; manuscripts must be submitted two weeks before the graduation date. You will also find other information on completing your degree requirements in *The Miami Bulletin: A Handbook for Graduate Students and Faculty*.

### Style Manuals

The Graduate School will accept theses and dissertations prepared in the format recommended by the style manual published by your discipline's professional society. Other style manuals recommended are the following:

- *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian (6<sup>th</sup> Edition, Chicago: University of Chicago Press, 1996)
- *The Chicago Manual of Style* (15<sup>th</sup> Edition, Chicago: University of Chicago Press, 2003)
- *Publication Manual of the American Psychological Association* (5<sup>th</sup> Edition, Washington, DC: American Psychological Association, 2001)

- *MLA Handbook for Writers of Research Papers* by Joseph Gibaldi (6<sup>th</sup> Edition, New York : Modern Language Association of America, 2003)

**Miami University has specific regulations concerning margins and page numbering.** Please format your margins and page numbers in accordance with the guidelines on page 6.

## GUIDELINES FOR PREPARING AND SUBMITTING YOUR MANUSCRIPT

The following sections describe the manuscript preparation and submission process. The first section provides details on applying for graduation, which you must do early in the semester in which you will finish your degree requirements and submit your manuscript. You will find details on manuscript format in the second section. The other sections describe other administrative procedures you must complete as well as procedures for electronically submitting your manuscript. Guidelines are similar for both theses and dissertations; instructions specific to theses or dissertations will be marked as follows:

- T** Thesis-specific instructions
- D** Dissertation-specific instructions

### 1 Apply for graduation

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It is your responsibility to make sure that you apply for graduation and pay the fees by the application deadline for the semester in which you will graduate. The graduation dates and the deadlines for application are published each year in *A Handbook for Graduate Students and Faculty*, available in departmental offices and from the Graduate School. The dates for 2007-2008 are as follows:

Commencement Date	Application Deadline
December 14, 2007 <i>Fall Commencement</i>	November 2, 2007
May 10, 2008 <i>Spring Commencement</i>	February 29, 2008
August 22, 2008 <i>Graduate Student Summer Commencement</i>	July 11, 2008

The application fee for the master's/specialist degree is \$30. The application fee for the doctorate degree is \$200. Please note that these fees are subject to change without notice. For further details, call the Commencement Office regarding the graduation application process at 529-8764 or visit their Web site at: <http://www.units.muohio.edu/reg/commencement/>.

### 2 Prepare your manuscript

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This section discusses requirements for the general layout of your electronic thesis or dissertation (ETD), the order of front and back matter, and page numbering. Sample pages are found at the end of this guide.

## General Layout

In order to make your layout consistent, the Graduate School recommends that you determine and set the global page settings for all of the pages of your electronic manuscript before you begin to write. Using global page settings ensures that all your pages will have the same properties for elements such as location of page numbers, margins, line spacing, and font styles. In contrast, not using global settings will cause problems the entire time you are writing.

The easiest way to set everything up is to use a template. A template provides the basic form of your ETD, but has none of the text included. Most word processors allow you to create a document template and set page and formatting properties for your template. Once this template is completed, you can just go through and fill in your text. The following are Graduate School requirements that you should take into consideration when creating your template:

- |                     |   |
|---------------------|---|
| <b>Margins</b>      | At least <b>one inch</b> (top, bottom, left and right).   |
| <b>Line spacing</b> | Single-spaced or 1 ½ lines. <ul style="list-style-type: none"><li>▪ Small line spacing is easier to read on a computer screen.</li><li>▪ Your committee may prefer the working paper drafts to be double-spaced, but a spacing of 1 ½ lines may be a good compromise if it is willing. Otherwise, you can prepare double-spaced drafts and change to single spacing for final submission.</li></ul> |
| <b>Fonts</b>        | At least 12pts for body text, preferably Times New Roman. <ul style="list-style-type: none"><li>▪ Any font that is easily readable is acceptable for your ETD.</li><li>▪ Use sufficient contrast to distinguish between body text and section headings.</li><li>▪ Use consistent font styles for section level headings.</li></ul>  |
| <b>Footnotes</b>    | Use footnotes instead of endnotes. <ul style="list-style-type: none"><li>▪ Footnotes are easier for the reader to follow than endnotes.</li><li>▪ If you do decide to use endnotes, including a hypertext link from each endnote to its citation is recommended.</li></ul>  |

## Front Matter

The front matter consists of the following pages **in this order** (items marked with an asterisk are optional):

1. Certificate for Approving the Dissertation (*dissertations only*)
2. Abstract
3. Title page
4. Copyright page\*
5. Table of contents
6. List of tables
7. List of figures
8. Dedication\*
9. Acknowledgments\*

*\*These are optional.*

Details on preparing the approval page, abstract, title page, and the copyright page are discussed below.

### Certificate for Approving the Dissertation

- D** The approval page for the electronic dissertation (Form D-5) will not have the signatures of the committee members. However, you must submit a signed copy of the form, **printed on white 25% cotton paper**, to the Graduate School. This approval page must be signed and submitted before the Graduate School will grant final approval of your electronic submission.

To facilitate signing of your approval page, you might bring it with you to your final examination. This will give your faculty committee the opportunity to sign the approval form after the successful completion of the defense. Depending on the committee and the state of your final dissertation, many committee members will welcome the opportunity to sign the approval at this time.

You can find a copy of the Certificate for Approving the Dissertation on page 13.

### Abstract

The abstract should be designed to give a concise account of the thesis or dissertation so that a reader can decide if s/he wants to read the complete work. It should state the problem, describe the procedure or methods used, and summarize the conclusions reached. See specific guidelines for theses and dissertations below.

- T** Maximum of **150 words**.

**Title** “ABSTRACT” is centered and placed one inch from the top of the page.

**Title of thesis** is in All CAPS, centered four spaces below the “ABSTRACT” heading.

**Author’s name** is centered on the second line below the thesis title.

**Text** is left-aligned.

*See sample thesis abstract at the back of this guide on page 10.*

- D** Maximum of **350 words**.

**Title** “ABSTRACT” is centered and placed one inch from the top of the page.

**Title of thesis** is in All CAPS, centered four spaces below the “ABSTRACT” heading.

**Author’s name** is centered on the second line below the thesis title.

**Text** is left-aligned.

*See sample dissertation abstract at the back of this guide on page 11.*

## Title page

The title page of theses and dissertations must contain the following information:

- ▶ Title of the thesis/dissertation
  - ▶▶ Depending on what type of manuscript you are submitting, include the following words after the title:

*A Thesis*

*A Dissertation*

*An Internship Report*

*A Practicum Report*

- ▶ Statement of submission
- ▶ Department
- ▶ Full name of the degree candidate
- ▶ Name of the university granting the degree
- ▶ Town and state in which the university is located
- ▶ Year **ONLY** the degree is to be granted
- ▶ The names of the advisor or dissertation director and reader(s).

**T** The title page for the master's degree candidate's electronic thesis will not have the signatures of the committee members. However, you must submit a copy of the title page, **printed on white 25% cotton paper**, with signatures of the advisor and at least one reader (on a blank line above their names) to the Graduate School. This paper title page must be signed before the Graduate School will grant final approval of your electronic submission.

To facilitate signing of your title page, you might bring it with you to your defense/final examination. This will give your examining committee the opportunity to sign the title page after the successful completion of the defense. Depending on the committee and the state of your final thesis or report, many committee members will welcome the opportunity to sign the title page at this time.

*You can find a sample title page on page 12 for theses and page 14 for dissertations.*

## Copyright page

If you choose to have ProQuest file a copyright application on your behalf, a copyright notice must be included in your thesis or dissertation. The notice must appear on the page immediately following the title page of the dissertation. The notice should include the following:

- ▶ The word "Copyright," the abbreviation "Copr." or the symbol "©". (Use of the symbol is preferred because there may be advantages in securing copyright in countries that are members of the University Copyright Convention)
- ▶ The name of the copyright owner.
- ▶ The year of publication.

*See sample copyright notice on page 15.* More information on procedures for applying for copyright is found on page 8.

The front matter is paginated using small roman numerals starting with the title page (counted as page **i**, but not numbered); the first printed number only appears after the title and copyright pages (typically page **iii**, if there is a copyright page). The abstract and Certificate for Approving the Dissertation are not assigned page numbers. Further guidelines for page numbering are found on the next page.

## Back Matter

The back matter consists of the bibliography (or reference list) and appendices. Typically, the back matter follows the conclusion of your thesis or dissertation; however, some departments require reference lists at the end of each chapter of the dissertation. You should consult your departmental guidelines regarding bibliographies and appendices, in addition to the appropriate style guide you are using to prepare your manuscript.

## Page Numbering

The Graduate School recommends that the page numbers be placed at the **bottom center** of the page, **3/4 inch above the edge**. With the exception of the abstract and the Certificate for Approving the Dissertation, every page is assigned a number.

The **front matter** is numbered in lower case Roman numerals (ii, iii, iv, etc.). The abstract is placed **before** the title page and is **not** counted in the pagination. There is no number shown on the title page, but it is counted as page **i**. If you are copyrighting your thesis or dissertation, the copyright page comes immediately after the title page and is counted as **ii**, although the number **ii** is not actually typed on the copyright page. Typed numbering begins on page **iii** in this situation.

The **manuscript proper** is numbered with Arabic numerals (1, 2, 3, etc.) beginning at page 1 (typically the Introduction). All pages of the body of the thesis or dissertation, including plates, blueprints, appendices, and bibliography are counted and numbered at the bottom of each page. Page numbers should stand alone (as you see them in this guide); i.e., no headers or footers or dashes (-2-) or use of the word “page” or an abbreviation for the word “page.”

**Note:** While all pages must be accounted for in your pagination, it is not a requirement that figures, graphs, charts, color plates, tables, and appendices actually have the number placed on the page. Please consult the Graduate School if you have questions about page numbers.

## 3 Submit your manuscript for a format check

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Before you finalize and submit your thesis, dissertation, or report, you must submit a draft to the Graduate School for a format check. Prepare one or two chapters of your thesis or dissertation to submit to Ms. Lou Haines. You may submit your manuscript for the format check electronically, or set up an appointment with her to go over the manuscript in person. For further details, contact Lou Haines at 529-3734 or through email: [gradschool@muohio.edu](mailto:gradschool@muohio.edu).

## 4 Submit signed title or approval page to Graduate School

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Submit the signed copy of the title page (master’s degree candidate) or the Certificate for Approving the Dissertation (doctoral degree candidate) to the Graduate School. For the master’s thesis, the advisor and at least one reader should sign the title page (on the blank spaces above their names). The certificate for approving the dissertation should be signed by all members of the final examination committee.

- D** When you bring your Certificate for Approving the Dissertation to the Graduate School, you should obtain a copy of the Survey of Earned Doctorates Awarded in the United States. It is required that you complete and submit this survey.

## **5** Convert your manuscript to PDF format

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OhioLINK at present only accepts submissions in Portable Document Format (PDF), so you will have to convert your document to PDF before you submit it. You should finalize your thesis before converting it into PDF. Once you get your manuscript into PDF format, it is much more difficult to make changes to your thesis unless you revise the original version and re-convert to PDF. For more information about or assistance in converting your document, stop by 112 King Library, Center for Information Management (CIM) or visit their Web site: <http://www.lib.muohio.edu/libinfo/hours/knghrs/index.php>.

Converting your manuscript is usually a fairly straightforward process. However, several things can complicate the procedure. If you don't use global page settings, proper page numbering, page breaks, or other related functions supplied by your word processor, the conversion process will be very difficult. However, if everything is set up properly, you should have minimal problems.

### Converting to PDF

To convert your thesis or dissertation, you will need a computer with specialized software, specifically a word processing program such as Microsoft Word and Adobe Acrobat Distiller or Adobe Acrobat. Not all of these programs need to be on the same computer. You can transfer to another computer after you have finished a complete step in the process.

The specific instructions for converting files to PDF may vary depending on the hardware and software that you are using. However, the following procedure will enable you to obtain an overview of the process:

**1. Configure your word processor to output your ETD in PostScript format.**

If you do not have both a word processor and Acrobat on your computer, or if you have an older operating system and/or Adobe software, you must first convert your ETD into a PostScript (PS) file.

**2. Use Adobe Distiller to change the PostScript file into PDF format.**

The latest full version of Adobe Acrobat provides a button in MS Word that you can click to automatically convert your file into PDF.

**OR**

If you only have Acrobat Distiller (instead of the full Adobe Acrobat) or if you use another word processor, you may be able to go to your word processor's print dialog box and choose Acrobat Distiller instead of your usual printer from the printer list.

Conversion occurs automatically if you use the Adobe Acrobat button in MS Word or if you are able to choose Acrobat Distiller as a printer from your print dialog.

**3. Submit the PDF to OhioLINK.**

## Using navigational tools

For ease of viewing your document online, it is highly recommended that you use links in your table of contents and create thumbnails of your pages. The latest version of Adobe Acrobat creates thumbnails automatically; otherwise consult the documentation of the Acrobat version that you have.

## 6 Submit your electronic manuscript to OhioLINK

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Your electronic thesis or dissertation must be submitted to OhioLINK and approved by the Graduate School **at least two weeks before graduation**. The following are deadlines for electronic submission of your manuscript:

Commencement Date	Submission Deadline
December 14, 2007 <i>Fall Commencement</i>	November 30, 2007
May 10, 2008 <i>Spring Commencement</i>	April 25, 2008
August 22, 2008 <i>Graduate School Summer Commencement</i>	August 7, 2008

When you are ready to submit your ETD, you should log on to the OhioLINK submission site:

<http://www.OhioLINK.edu/etd/>

When you submit your EDT online, it goes to the pending file of the Graduate School, and our staff will review it for accuracy. The Graduate School has the right to change information (such as degree designation) that you may have incorrectly entered.

### Delaying Publication

A thesis or dissertation submitted electronically will have immediate publication once the Graduate School has approved it. If you choose to delay publication you will need to seek the approval of the Graduate School. If you have checked the delay publication option, the Graduate School will not grant final approval of the dissertation until a written delay publication agreement is on file. Contact the Graduate School for the 'Request Publication Delay' form.

### Applying for Copyright

Although any written material is under the protection of the copyright laws, many students wish to register their material in a more formal manner. Miami University strongly recommends that doctoral students submit their dissertation to ProQuest (PQIL).

Students submitting a thesis or practicum also have the option of submitting to ProQuest.

If you wish to have ProQuest file a copyright application on your behalf, you should indicate that option on your electronic submission form. If you choose this option, ProQuest will bill Miami University for the copyright fee of \$65. The Graduate School will not release your dissertation

until you have submitted, to the Graduate School, a check for \$65.00 payable to PQIL. (Please note that this fee is subject to change without notice.)

Dissertations have an additional \$25 fee for a total of \$90.

A copyright notice must be included in the dissertation being presented for copyright through ProQuest. The notice must appear on the page immediately following the title page of the dissertation. Details for creating your copyright page are on page 5.

## **SAMPLE PAGES**

The next pages contain sample pages in the following order:

1. Thesis Abstract
2. Dissertation Abstract
3. Thesis Title Page
4. Certificate for Approving the Dissertation
5. Dissertation Title Page
6. Copyright Page

## Thesis Sample

### ABSTRACT

#### INTEGRATING AN INVOLVEMENT MODERATED DUAL PROCESS MODEL OF GROUP POLARIZATION BASED ON THE ELABORATION LIKELIHOOD MODEL

by Mark Landon Smith

This paper reports on an experiment designed to test an involvement moderated dual process model of group polarization based on the Elaboration Likelihood Model of persuasion. The study had two levels of involvement and three information conditions. Persuasive arguments and social comparison explanations of group polarization were also tested. Results were analyzed via multiple regression analysis. For one issue the social comparison explanation best fit the data; for the other issue the dual process model best fit the data. This paper also presents limitations with the study and directions for future research.

\*\*Thesis abstract text left-aligned, **not to exceed 150 words.**

ABSTRACT

DEVELOPING ENHANCEMENT MODELS FOR FIRST-YEAR CHEMISTRY CONCEPTS

by Donald A. Storer

This dissertation consists of three units, each of which addresses a topic in one of three major categories of chemical education research as required by the Ph.D. program in chemistry with emphasis in chemical education at Miami University.

Unit I, *Modification of First-Year Chemistry Laboratory Experiences to Implement a Capstone*, addresses the category on Development and Testing of Chemistry Courses or Learning Units and demonstrates an approach to implementing a multi-week capstone project as a part of the laboratory curriculum. The work outlined in Unit I demonstrates how this was accomplished in a traditional first-year chemistry setting by modifying the content of traditional first-year chemistry experiments and having the students complete a capstone project that addresses multiple content areas.

Unit II, *Assessment of a Materials Development Model*, addresses the Development and Testing of Chemistry-Based Instructional Materials category. This study determines the effectiveness of a materials development model in producing a publishable quality student monograph and instructor's guide to be used in chemical technology education. The materials development model described in Unit II was used to develop a student monograph (which contains ten laboratory activities) and instructor's guide that could be used in a chemical technology education curriculum.

Unit III, *Predicting Performance in General Chemistry at Miami University Using ACT and SAT Test Scores*, is a project in the category of Research in Student Learning of Chemistry. From a subject pool of 2,764 first-year chemistry students taking General Chemistry at Miami University, Oxford during the fall of the years 1993 and 1994, a sub-sample of 1,023 subjects for which complete data was available was used to develop regression equations based on ACT or SAT scores to predict performance in first-year chemistry.

\*\*Dissertation abstract text left-aligned, **not to exceed 350 words.**

Thesis Sample

WILLIAMERNESTHENLEY:  
THE RANGE OF HIS POETRY

A Thesis

Submitted to the  
Faculty of Miami University  
in partial fulfillment of  
the requirements for the degree of

Master of Arts

Department of English

by

Joseph Marek Williams

Miami University

Oxford, Ohio

2007

Advisor \_\_\_\_\_  
(Type name here)

Reader \_\_\_\_\_  
(Type name here)

Reader \_\_\_\_\_  
(Type name here)

**Certificate for Approving the Dissertation**

**We hereby approve the Dissertation**

**of**

Please type your name here

Candidate for the Degree:

**Doctor of Philosophy**

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Director  
(Type Name)

---

Reader  
(Type Name)

---

Reader  
(Type Name)

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Graduate School Representative  
(Type Name)

Dissertation Sample

A POLICY ANALYSIS OF A MERGER IN HIGHER  
EDUCATION: MIAMI UNIVERSITY  
AND THE WESTERN COLLEGE

A DISSERTATION

Submitted to the Faculty of  
Miami University in partial  
fulfillment of the requirements  
for the degree of  
Doctor of Philosophy  
Department of Educational Leadership

by

Larry J. Kennedy  
Miami University  
Oxford, Ohio

2007

Dissertation Director: Name

Sample

©

Larry J. Kennedy

2007



*The Graduate School-A Community of Scholars*

Revised August 2007