Handbook for Preparation
of Graduate Dissertations,
Projects, and Theses

THE UNIVERSITY OF
TOLEDO
1872

College of Graduate Studies

Main Campus

Table of Contents

Introduction

  Your dissertation, thesis, or project represents a significant contribution to knowledge in your particular discipline. Accordingly, it is important to ensure that its presentation meets certain standards and requirements in order that it will enjoy the widest possible dissemination and readership. The purpose of this handbook is to set down the requirements which will insure that these standards are met and that your document will be acceptable to the College of Graduate Studies, the Carlson Library, and Pro Quest/UMI Dissertations Publishing in the case of dissertations.

General Directions

  In an effort to provide greater access to your work, we encourage you to participate in the electronic submission program available through the OhioLINK Electronic Thesis and Dissertations (ETD) Center. This Handbook will assist you in the submission process whether you elect to submit your completed document electronically or through printed copies.

  If someone other than you is composing your document, be certain that they have a copy of this handbook and are familiar with its instructions. Sample pages are included in the appendices of this document. Check to make sure that the word processing software you intend to use can handle the margin, page-numbering, and other requirements outlined in this handbook; checking the software's capabilities before you begin writing can save a great deal of time at the end of the process.   Finally, for students preparing a dissertation, please review the information in the Proquest/UMI "Publishing Your Doctoral Dissertation" booklet available on the College of Graduate Studies' Web-site. This booklet also contains required forms that you must complete and submit with your dissertation. Also, please check the College of Graduate Studies Web-site to see a listing of forms and be sure that you have submitted all those required for your

for your program and degree requirements. If you have any questions, please contact your advisor or the [College of Graduate Studies Office](#).

General Formatting

As matters of style and form for projects, theses and doctoral dissertations vary from one discipline to another, specific formatting requirements are determined by your committee and/or department. While the College of Graduate Studies requires no particular style, a consistent style should be used throughout the entire document. The College of Graduate Studies recommends the following "best practice" guidelines.

Font: The text font and text size used in your dissertation, thesis or project should be one chosen for ease in reading. 12-point or larger is recommended for readability. A serif font is recommended. Examples of acceptable text fonts include Book Antiqua, Century Schoolbook, Courier, Garamond, and Times New Roman. Times New Roman, being preferred. (Common sans serif fonts are Arial and Helvetica) Other styles need to be presented to the College of Graduate Studies for approval; script styles are not acceptable.

Spacing: All textual materials should be double-spaced; long quotations (usually forty words or more) and footnotes may be single-spaced.

Margins: It is important that all pages have a margin of one inch (1") at the top except the first page of each chapter which should have a two inch (2") margin at the top. See the *Sample First Page of Chapter* page on page 31. The margins of all other pages should be as follows:

Bottom margin   1"

Right margin   1"

Left margin   1 ½"

These margins are important in order to allow space for binding and trimming of the final volume. Please note that holes or other perforations will not be permitted in any of the margins.

Title: Please do not use all capital letters for your title. Portions of all CAPS in the title are appropriate for acronyms, proper nouns, first letter, etc. Whenever possible, use full

proper names of people, organisms, places, etc. Try to special out abbreviations for specialized vocabulary, and use word substitutes for formulas, symbols, superscripts, subscripts, Greek characters, etc. Be sure to include all appropriate accents and diacritical marks.

Page Numbering: All pages must be present and numbered in the proper sequence. Do not use periods, brackets, hyphens, etc. before or after page numbers. The title page is page one (i) of the document; however, the page number is **not** printed on this page. If a copyright page is included in your document, it should immediately follow the title page. It will be page two (ii) of your document. However, the page number is not printed on this page. Other preliminary pages such as acknowledgments, table of contents, etc., should be numbered separately using lower case Roman numerals (ii, iii, iv, v, etc.). The preliminary pages begin the numbering at page ii or iii (depending on whether or not a copyright page is included). For engineering students this may begin at page iv due to the college required signature page. The lower case Roman numerals on all pages of the preliminary material (other than the title page and copyright page) are placed in the center of the page and spaced ¾ " from the bottom edge. The first page of each chapter should be numbered at the center of the page ¾ " from the bottom edge. Arabic numerals are to be used. The first page of the first chapter will be numbered page one (1) with an Arabic numeral. All other pages of the document's body including plates, blueprints, appendices and bibliography references must be numbered consecutively with Arabic numerals (1, 2, 3, etc.—please use the same font style as your text). The page numbers should be placed either in the top center or top right side of the page and spaced at least ¾" from the edge of the page , or it will also be acceptable to print all page numbers centered at ¾ " from the bottom edge of the page.

Additional Information: For more detailed information, refer to the style manual(s) appropriate for your discipline. Manuals of style are available in Carlson Library and the Bookstore. It is also recommended that you examine a few of the recent dissertations, theses, and projects from your department before proceeding.

An acceptable copy of a project, thesis or dissertation must be legible, appropriately formatted, written in good quality English grammar, printed on one side only (no double-sided copies will be accepted), and in suitable condition for binding. **The College of Graduate Studies reserves the right to require the author to make appropriate changes and to refuse any document that is not suitable for binding.**

Organization of Document

The document will normally consist of the following sections, which should be arranged in the sequence indicated below. Different style manuals and departments will have slightly differing requirements as to document order. These differing requirements normally will be accepted; however, when they differ from the list below, please include a short note with your submitted document indicating the source and reason for deviation.

1. Title page*

2. Copyright page* (optional)

3. Abstract* (As appropriate - all dissertations require an abstract. Authors of master's theses and projects should check with their respective department or college for requirements.)

4. Dedication page* (optional)

5. Acknowledgments* (optional)

6. Table of Contents*

7. List of Tables* (generally required if more than three tables)

8. List of Figures* (generally required if more than three figures)

9. Preface (optional)*

10. Document text (body of thesis, project, or dissertation)

11. Bibliography or References

12. Appendices (if necessary)

* The above pages which are followed by an asterisk are referred to as preliminary pages.

Title Page

All documents must have a title page and must be signed by the advisor or committee chairperson and the College of Graduate Studies. (Projects do not require a signature from the

College of Graduate Studies.) The signatures certify the final approval of your document.

Please note that a special title page format is required by the Judith Herb College of Education and the College of Health Science and Human Service. The College of Engineering requires a signature page in addition to the title page. Sample pages for the Judith Herb College of Education and the College of Health Science and Human Service as well as the College of Engineering signature pages are included in the appendices of this document.

- For theses and dissertations, provide signature lines for the advisor and the College of Graduate Studies. Projects should not include a line for a signature from the College of Graduate Studies as these documents are not submitted to the College of Graduate Studies.

- Make sure the advisor's name is typed under the signature line. Similarly, the College of Graduate Studies should be typed under the appropriate signature line.

- Title pages may include names and signatures of other committee members. These should have signature lines and typed names as with the advisor and the College of Graduate Studies.

- The title page text should be double-spaced. Single spacing is allowed for the title and the section which begins "Submitted as partial . . ." if needed to accommodate more than two signature lines (see the Sample Judith Herb College of Education Title Page—Required Format as an example of this).

- The date at the bottom of the title page should be only the month and year (Example: December 1999) that the degree will be awarded. Please do not use commas, brackets, etc.

- In addition to the title page with signatures, a title page with only typed names (no

signatures) must be submitted with all dissertations.

Abstracts

The abstract should contain a concise statement of the problem, procedure or methods utilized, results obtained and a short conclusion. It should be double spaced and the format shown in the sample page of the appendices should be used.

- The abstract page should show only the month and year in which the degree will be awarded, match the date on the title page, and be formatted similarly to the title page.

- All Doctoral dissertations require an abstract. There is no longer a word limit on your abstract, however, as ProQuest/UMI will continue to publish print indices and these require word limits of 350 words for dissertations, your abstract will be truncated if it exceeds this word limit. Please see the additional guidelines for preparing your abstract available in the Proquest/UMI "Publishing Your Dissertation" booklet available on the College of Graduate Studies Web-site.

- Theses and projects in the Judith Herb College of Education typically require an abstract.

- Abstract requirements for theses and projects in other colleges and departments vary. Generally, an abstract of not more than 150 words should accompany the manuscript.

If unsure about whether an abstract should be part of your document, be certain to check with your advisor.

Charts, Graphs, Tables, Photographs, and Maps

Please note the following guidelines for using illustrative material in your manuscript:

- Illustrative material drawn or computer-generated in black will reproduce

satisfactorily whereas colors will appear as slightly varying shades of gray.

- Lines on a graph should be identified by labels or symbols rather than colors.

- Shaded areas, such as countries on a map, will have better contrast if cross-hatching is used instead of color.

- Photographs should be professional-quality black and white.

- Appropriate permission letters must be included for any copyrighted materials in the document that exceed "fair use."

- Charts, graphs, and maps that are larger than the standard 8 ½" x 11" page size may be used in your manuscript. These items may be included in a pocket at the end of the document.

Electronic Submission

An ETD (electronic thesis or dissertation) is an electronic document that explains the research of a graduate student. In general, it is the same product as a paper thesis or dissertation, simply in electronic form. The ETD is different, however, as it provides a technologically advanced medium for expressing your ideas. Due to the numerous benefits of an electronic thesis or dissertation (ETD), the College of Graduate Studies at the University of Toledo strongly encourages all students to use this medium for expressing your ideas.

Steps for ETD Submission

- Complete your paper and secure approval from committee.

- Convert your paper to a PDF file. If you need assistance converting your document to a PDF, please contact Wade Lee in the library at 419.530.4490.

- Submit your paper to the OhioLINK ETD Center.

- Deliver one hard copy of the paper (with original signed title page) to the College of Graduate Studies. This copy is sent to the Library for binding and processing for the University Archives. Please be sure your hard copy meets the requirements outlined in this document.

Additional information and a submission tutorial are available on the [library website](). It is strongly recommended that you review the information available on this site before you begin writing your document.

Number of Copies

The number of copies (unbound) indicated below must be submitted to the College of Graduate Studies, unless filing electronically.

- Master's Project – Only a copy of the signed title page and abstract should be submitted to the College of Graduate Studies. Completed projects should be submitted directly to the department.
- Master's Thesis – 2 originals
- Doctoral Dissertation – 2 originals and 1 copy

Paper Specifications

The paper requirement for both the original and all copies submitted to the College of Graduate Studies is white, at least twenty-four (24) pound, acid-free, 8 ½" x 11" paper. The paper must be of good quality; a texture or quality feel to the paper must be present. Please do not use erasable papers. There are many brands of paper that meet these specifications. The UT Print Shop, copy shops, and most office supply stores can supply such paper if told the specifications above. To insure the highest print contrast and quality, the document should be

printed on a laser printer.

For LaTeX Users

To facilitate uniform graduate documents, a "thesis document" style file has been written for students who use the LaTeX system of document preparation. This file satisfies all University of Toledo College of Graduate Studies requirements for dissertations, projects, and theses as set forth in this handbook. LaTeX users are encouraged to use this style file. Note that this file is not relevant for students who use Microsoft Word.

The LaTeX "thesis document" style file automatically generates the exact title page, abstract page, table of contents, list of figures, and list of tables (if necessary) required by the Graduate College. In addition to a number of other features, this style file can also generate three optional pages: an acknowledgment page, a dedication page, and an epigraph page. The page numeration and margin specifications of the required (and optional) preliminary pages and those of the document's text also are automatically generated to conform to the Graduate College requirements.

A copy of the style file and supporting documents can be obtained by contacting Regina Stambaugh in the Department of Economics 419.530.5156 or rstamba@pop3.utoledo.edu.

Submission Deadlines and Requirements

Theses and dissertations must be submitted in paper and electronic format to the College of Graduate Studies **by noon on the last day of classes for the term**. (The *Intellectual Protection and Patent Sign-Off Form* must also be submitted at this time.) Copies of the signed title page and abstract for master's projects must also be submitted **by noon on the last day of**

classes for the term. College offices may have submission deadlines prior to the graduate

college deadline as well. For example, the Judith Herb College of Education requires all theses,

projects, and dissertations be submitted to the associate dean at least four weeks prior to the

submission deadline of the College of Graduate Studies. Please check with your college office in

order to allow sufficient time for processing.

To protect your documents while they are being processed at the College of Graduate

Studies, please submit your documents in a strong, heavy manila envelope(s) or in a similarly

sturdy box(es) that allows little room for movement of your unbound documents**. Do not secure**

document with binder clips. The College of Graduate Studies will examine your document to

ensure that standards of form, written quality, and organization are met. You will be notified via

email if changes or corrections need to be made. Once the document is approved and the degree

has been awarded, the College of Graduate Studies will forward two copies of all documents

(one copy for those submitting electronically) to the Library for binding. The University Library

keeps two copies of all dissertations and theses from UT graduates: one can be checked out, and

the other is permanently stored in the archives. Students wishing to retain extra copies of their

document should retain these copies and submit only the additional cover sheets (with original

signature) to the College of Graduate Studies for signature by the Graduate Dean. A maximum

of five cover pages will be signed.

Dissertation Publishing Requirement

The University of Toledo, as part of its obligation to disseminate research results,

requires all Ph.D. dissertations be published. In order to satisfy this requirement, one copy of the

dissertation will be sent to Proquest/UMI Dissertation Publishing and will be returned to the

student by the College of Graduate Studies. ProQuest/UMI will preserve, archive, and publish

the dissertation. For students submitting electronically, the OhioLINK ETD Center will submit your dissertation to UMI. The cost for publishing is the obligation of the author. The current charge for publishing can be obtained by contacting the College of Graduate Studies. You may also wish to register the copyright for your dissertation (See section below on Copyrighting Your Document). If your document is being copyrighted, a copyright page should be included in the document.

In order for the dissertation to be published, the author must certify that any copyrighted materials used in the document that exceed "fair use", is with the written permission of the owner(s). Copies of permission letters must be submitted with the [Pro Quest/UMI Dissertation Agreement Form](). If permissions are not supplied, copyrighted materials will not be reproduced. For assistance and for a sample permission letter, please refer to the [ProQuest/UMI "Publishing Your Doctoral Dissertation"]() booklet.

Copyrighting Your Document

Your document is automatically copyrighted once it is in a tangible form. While this automatic copyright is expected to be understood and honored by readers, one may wish to include a copyright page (after the title page and before the abstract) as part of one's document to ensure copyright protection. This action does not, however, serve to register one's copyright; registration of copyright is a formal process which takes place through the U.S. Copyright Office. "Registration of copyright provides a public record and is usually a prerequisite for any legal action" (p. 299), of the 2001 Publication Manual of the American Psychological Association (6th ed.).

Registering the copyright to your project, thesis, or dissertation is optional. Registering

the copyright for one's dissertation can be arranged through ProQuest/UMI for an additional charge.

Personal Copies

Arrangements for bound, personal copies of one's dissertation, thesis, or project can be made with Rocket Copy located on the second floor of the Student Union, call 419.530.4606. Copies of dissertations can also be ordered through Proquest/UMI.

Information in this document was taken in part from:

ProQuest/UMI's "Publishing Your Doctoral Dissertation with UMI Dissertation Publishing"

http://gradschool.utoledo.edu/pdfs/ProQuest%20UMI%20Dissertation%20Publishing%20Agreement.pdf

Virginia Tech's ETD Web Site - http://etd.vt.edu/

University of Cincinnati's ETD Web Site – http://www.etd.uc.edu/ETDCenter.aspx

University of Toledo Libraries' Web Site - http://www.cl.utoledo.edu/serv/etd.html

Other Useful Web-Sites:

University of Toledo, College of Graduate Studies - http://gradschool.utoledo.edu/

OhioLINK ETD Center - http://www.ohiolink.edu/etd/

Appendix A

Examples of

Title and Signature Pages

A Dissertation

Entitled

Your Title

By

Student Name

Submitted as partial fulfillment of the requirements for

the Doctor of Philosophy in ….

_____

Advisor: Your advisor's name

_____

College of Graduate Studies

The University of Toledo

Month & Year degree being awarded

NOTE: The title page is page (i) of the document; however, the page number is not printed on this page.

A Project

Entitled

Your Title

By

Student Name

Submitted as partial fulfillment of the requirements for

The Master of ……….

Advisor: Your advisor's name

The University of Toledo

Month & Year degree being awarded

NOTE: The title page is page (i) of the document; however, the page number is not printed on this page.

A Thesis

Entitled

Your Title

By

Student Name

Submitted as partial fulfillment of the requirements for

The Master of ……….

Advisor: Your advisor's name

College of Graduate Studies

The University of Toledo

Month & Year degree being awarded

NOTE: The title page is page (i) of the document; however, the page number is not printed on this page.

A Project or Thesis

Entitled

Your title

By

Student Name

Submitted as partial fulfillment of the requirements for
The Master of Education in ….

Advisor: Your advisor's name

Type Name of Committee Member

Type Name of Committee Member (*if thesis*)

Judith Herb College of Education

College of Graduate Studies (*if thesis*)

The University of Toledo

Month & Year degree being awarded

NOTE: The title page is page (i) of the document; however, the page number is not printed on this page.

Sample Judith Herb College of Education Dissertation Title Page—Required Format

A Dissertation

Entitled

Professional Commitment as a Factor

In Institutional Loyalty

by

Student Name

Submitted as partial fulfillment of the requirements for
The Doctor of Philosophy Degree in…

_____
Advisor: Your Advisor's name here

_____
Type Name of Committee Member

_____
Type Name of Committee Member

_____
Type Name of Committee Member

_____
Judith Herb College of Education

_____
College of Graduate Studies

The University of Toledo

Month and Year degree is awarded

NOTE: The title page is page (i) of the document; however, the page number is not printed on this page.

A Project or Thesis

Entitled

How to Write a Thesis for the College of Health Science and Human Service at

The University of Toledo in Ten Easy Lessons

By

Excellent Student

Submitted as partial fulfillment of the requirements for
The Master of Science degree in
Exercise Science

_____
Advisor: Your Advisor's name

_____
Type Name of Committee Member

_____
Type Name of Committee Member

_____
College of Health Science and Human Service

_____
College of Graduate Studies *(if thesis)*

The University of Toledo

Month and Year degree is awarded

NOTE: The title page is page (i) of the document; however, the page number is not printed on this page.

A Dissertation

Entitled

How to Write a Dissertation in Ten Easy Lessons

By

Excellent Student

Submitted as partial fulfillment of the requirements for

The Doctor of Philosophy degree in

Counselor Education

_____

Advisor: Your Advisor's name

_____

Type Name of Committee Member

_____

Type Name of Committee Member

_____

Type Name of Committee Member

_____

College of Health Science & Human Service

_____

College of Graduate Studies

The University of Toledo

Month and Year Degree is Awarded

NOTE: The title page is page (i) of the document; however, the page number is not printed on this page.

The University of Toledo

College of Engineering

I HEREBY RECOMMEND THAT THE PROJECT PREPARED UNDER MY

SUPERVISION BY *Insert Your Name*

ENTITLED *Project Title*

BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR

THE DEGREE OF   Master of Science in *Discipline* Engineering

_____
Project Advisor: *Advisor's Name*

Recommendation concurred by

_____   _____
Department Chairman   Date

_____
Dean, College of Engineering

NOTE: This is considered page ii; however, the page number is not printed on this page.

The University of Toledo

College of Engineering

I HEREBY RECOMMEND THAT THE THESIS PREPARED UNDER MY

SUPERVISION BY   *Insert Your Name*

ENTITLED   *Title of Thesis*

BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR

THE DEGREE OF   Master of Science in *Discipline* Engineering

_____
Thesis Advisor: *Advisor's Name*

Recommendation concurred by

_____   Committee
Committee member 2

_____   On
Committee member 3

                                                Final Examination

_____
Dean, College of Engineering

NOTE: This is considered page ii; however, the page number is not printed on this page.

The University of Toledo

College of Engineering

I HEREBY RECOMMEND THAT THE DISSERTATION PREPARED UNDER MY

SUPERVISION BY   *Insert Your Name*

ENTITLED   *Title of Dissertation*

BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR

THE DEGREE OF   DOCTOR OF PHILOSOPHY IN ENGINEERING

_____

Dissertation Advisor: *Advisor's Name*

Recommendation concurred by

_____

Committee member 2

_____   Committee

Committee member 3

                                                               On

_____

Committee member 4   Final Examination

_____

Committee member 5

_____

Dean, College of Engineering

NOTE: This is considered page ii; however, the page number is not printed on this page.

Appendix B

Examples of

Abstract Page,

Copyright Page,

Table of Contents Page,

Chapter First Page

An Abstract of

Your Title

Your Name

Submitted as partial fulfillment of the requirements for

The Master of ……..

The University of Toledo

Month & Year degree being awarded*

The text of one's abstract should begin in this relative position on the same page as the above heading. Dissertations must have an abstract.   As noted earlier, abstract requirements for master's theses and projects vary by college and department. Please check with your advisor if you have any questions about whether or not an abstract is required for your document.

*The date on your abstract should match and be formatted similarly as the date on the title page. Use the month and year in which your degree will be awarded; not the date you did your defense. Do not use commas.

NOTE: Preliminary pages should be numbers separately using lower case Roman numerals (ii, iii, iv, v, etc.) The preliminary pages begin the numbering at page ii or iii (depending on whether or not a copyright page is included).

Note: The copyright page should be considered page (ii) but will not have a page number printed on it.

Sample Table of Contents Page

Table of Contents

*Note that all preliminary pages (dedication, etc.) other than title page and copyright page are included in the table of contents. See section Organization of Document

iv

Chapter One

Title of Chapter One

Text begins here.

Margin: Note that the chapter title begins at least two inches down from the top of the page. The text should begin at one inch from the top of the page on all other chapter pages.

Page numbering: Note that the page number should be an Arabic numeral at the bottom center of the first page of each chapter. On all other pages of each chapter (including illustrations, tables, etc.), the page number will be at the top center or top right of the page. It is also acceptable to print all page numbers centered at ¾ ” from the bottom of the page. This difference is easily accomplished with most word processing software; check the User’s Manual provided with your software.

NOTE: The first page of the first chapter will be numbered page one (1) with an Arabic numeral.