

**SCHOOL OF GRADUATE STUDIES
CASE WESTERN RESERVE UNIVERSITY
NORD HALL 6th FLOOR**

**INSTRUCTIONS FOR THE PREPARATION OF
THESES AND DISSERTATIONS**

Revised 8/2004

Read these instructions carefully before you begin the writing process, so that you will not need to make extensive format changes in your final document. It is suggested that you have your format checked by the Office of Graduate Studies before printing it on bond paper. This set of instructions has been prepared as a model, using the same margin settings, type face, and font size required for your thesis or dissertation. Please note that this office will advise you only on format requirements. Content is the responsibility of the student and adviser.

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The style manual adopted for theses and dissertations at Case Western Reserve University is *A Manual for Writers of Term Papers, Thesis and Dissertations* (6th ed., rev.) by Kate L. Turabian, published by the University of Chicago Press. *The MLA Style Sheet*, published by the Modern Language Association of America, and the *APA Publication Manual*, published by the American Psychological Association are also acceptable guides for formatting style. These books can be purchased at the University Bookstore in Thwing. Regardless of the book consulted for formatting guidance, the following regulations apply:

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ORDER OF CONTENTS

The organization of the dissertation must follow the order below:

Title page
Committee Sign-off sheet
Copyright page (optional)
Case Authorization page (optional)
Dedication page (optional)
Table of Contents
List of Tables
List of Figures
Preface (optional)
Acknowledgements (optional)
List of Abbreviations (optional)
Glossary (optional)
Abstract
--TEXT--
Appendix
Bibliography

TYPE FACE & FONT

Any standard type face is acceptable; font size should be 12. The font size may be reduced for captions on figures and tables.

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The title page must contain the following information: Title, Name, Degree, Department, University Name, Month and Year of Graduation. The year of graduation will either be May, January or August. See the sample title page.

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This is a sample Title page.

THE ELECTRODEPOSITION OF NICKEL FROM
MIXED SOLVENT SYSTEMS

by

JOHN JAMES DOE

Submitted in partial fulfillment of the requirements

For the degree of Doctor of Philosophy

Thesis (or Dissertation) Adviser: Dr. Joseph Jones
The above line is optional

Department of Chemistry

CASE WESTERN RESERVE UNIVERSITY

January, 2005

(Please list the Date of your Graduation: either January, May, or August)

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The Electrodeposition of Nickel from
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(Please be sure that the title is in upper/lower case – as shown)

Abstract

by

JOHN JAMES DOE

The abstract text begins here.

No more than 350 words for a doctoral dissertation,

150 words for a master's thesis.

Double space text.