Thesis/Dissertation Guide

Instructions for Preparation and Submission

Graduate Services

College of Arts and Sciences

8th Floor Haas Howell Building

Atlanta, Georgia 30303

404-413-5040

TABLE OF CONTENTS

1   INTRODUCTION

This guide provides specific format requirements for the preparation and submission of your official graduate thesis or dissertation at Georgia State University in the College of Arts and Sciences. **These guidelines are intended to be the final word on the uniform style that graduate Arts & Sciences theses and dissertations must possess.** You should conform to the convention of your discipline's style manual as well as the recommendations of your advisor and committee for detailed editorial advice.

The *Thesis and Dissertation Guide* is reissued every year, and it is the student's responsibility to obtain the most recent edition to be sure that his or her document follows the current and acceptable format. The rules set forth in this guide take precedence over any previous publications issued by the Office of Graduate Services, College of Arts & Sciences. **Please do not consult or rely on older bound copies of theses or dissertations that may be available in your department.**

Questions regarding the format of the thesis/dissertation not adequately answered in these instructions should be directed to the staff of the Office of Graduate Services at manuscriptreview@gsu.edu.

2   SUBMISSION PROCEDURES & DEADLINES

2.1   Initial Format Review

All students are required to provide one complete copy of the thesis or dissertation to Graduate Services by the initial format review deadline (Please visit the Graduate Services webpage and click on the appropriate semester's graduation calendar for a list of actual deadlines: http://www.cas.gsu.edu/graduation_requirements.html). Your thesis/dissertation is not required to have been defended by the initial format review deadline, but it does have to be a complete, formatted draft. If it has been determined by Graduate Services that your document requires formatting corrections, these corrections must be completed in time for the final submission.

You may use one of two methods to submit your thesis or dissertation to Graduate Services for the initial format review:

1. **Transfer your thesis/dissertation to the FTP server –** If your thesis or dissertation file is too large to be sent through email, you can transfer the file to our FTP server. If you intend to transfer the file to our FTP server, please follow the detailed instructions listed in Appendix B of these guidelines. **Any files transferred to the FTP server after 5 p.m. on the day of the**

> **deadline will be deleted from the server and the student's graduation date will be moved to the next semester.**

2. **Email your thesis/dissertation –** If your thesis or dissertation file size is relatively small, and does not contain many images, you can email it as a single Word or PDF document to the Graduate Services' general email account at manuscriptreview@gsu.edu. "MANUSCRIPT FOR REVIEW" should appear in the subject line and the email should contain your intended semester and year of graduation. **Any files emailed after 5 p.m. on the day of the deadline will be deleted from the account and the student's graduation date will be moved to the next semester.**

2.2   Final Submission

All students are required to upload a PDF of the final thesis or dissertation to the library Digital Archive server by the final completion deadline (http://www.cas.gsu.edu/graduation_requirements.html). No paper copies are accepted in lieu of the electronic submission. For tips on how to convert your final document to a PDF, see Appendix A in this guide. Your final thesis/dissertation may be uploaded to the Digital Archive server **only after:**

1. All revisions have been completed,

2. All formatting corrections identified by Graduate Services have been made,

3. Your document has been successfully defended, and

4. Your official signature page, containing all of your original committee members' signatures, has been submitted to Graduate Services (a template for the signature page is available in section 6 of this guide).

Once you have received approval for your thesis/dissertation format and you have submitted the original hard copy of your official signature page, you will be e-mailed the directions and a password for uploading your document to the library server. Please follow the instructions for performing the upload carefully. You will receive an automatic confirmation email after Graduate Services has reviewed your Digital Archive to ensure it was uploaded correctly and has manually transferred it to the University Library System. *PLEASE NOTE: Once your Digital Archive has been uploaded, it is part of the University record and no further changes may be made to it.*

2.3   Additional Requirements for Doctoral Candidates

Survey of Earned Doctorates: A completed Survey of Earned Doctorates must be submitted to Graduate Services by the final completion deadline. This survey gathers data from all doctorate graduates each year and the responses become part of the Doctorate Records File, a virtually complete data bank on doctorate recipients from 1920 to the present. These data serve policymakers at the federal, state, local and university levels. The survey data are reported only in aggregate form or in a manner that does not identify information about any individual. Please download the survey from our website at http://www.cas.gsu.edu/docs/grad/SED.pdf.

Microfilming Agreement Form and Fee: Graduate Services requires that every doctoral candidate submit the Doctoral Dissertation Agreement Form and associated $55 fee by the final completion deadline. The form can be downloaded from our website at http://www.cas.gsu.edu/docs/grad/Agreement_Form.pdf and the fee can be paid in our office via check or credit card. The completed form, fee and a PDF of your dissertation will be sent to ProQuest for microfilming. Your abstract will be made publicly available through ProQuest's *Dissertation Abstracts* database.

2.4   Restricting Access to the Digital Archive

The Georgia State University library's Digital Archive database publishes your work to the internet, making it publicly available and affording you a better chance of citation and use by the scholarly community. If you wish to restrict access to the distribution of your DIGITAL ARCHIVE, you must obtain written approval by an Associate Dean of the College of Arts and Sciences **before** uploading it to the library server.

2.5   Obtaining Bound Copies of your Thesis or Dissertation

Bound paper copies of your thesis or dissertation are not required by Graduate Services however, your department or committee members may still require or request a bound version of your manuscript. To obtain bound copies of your thesis or dissertation, you must print out each copy you intend to have bound on whatever type of paper you prefer and submit them to the Office of Graduate Services by the manuscript binding deadline (http://www.cas.gsu.edu/graduation_requirements.html). Please be prepared to make payment for the binding service at the time of drop-off, via check or credit card. You will also need to submit your completed binding deposit form, downloadable from our website at http://www.cas.gsu.edu/docs/grad/Binding_Deposit_Form.pdf.   A list of costs associated with this service can be found on the binding deposit form. Bound copies of your thesis or dissertation will be

available for pick up from the Office of Graduate Services approximately 6 weeks after your official date of degree conferral. Bound manuscript(s) will not be shipped or mailed.

3   GENERAL FORMATTING REQUIREMENTS

REGARDLESS OF THE STYLE USED, THE FINAL DRAFT OF THE THESIS OR DISSERTATION MUST COMPLY WITH ALL THE REQUIREMENTS DESCRIBED IN THIS FORMATTING GUIDE.

You are responsible in the preparation of your thesis or dissertation for proofreading and editing the final version of your document, thus it is ultimately your responsibility to present for approval a document of professional quality, free of errors. Graduate Services does not prescribe a particular style of writing, but departments and committee members often do. Consult your committee chair to determine the internal arrangement within the text and reference sections, and on matters of style. The following sections specify the general format and organization that must be followed in preparing the final copy of your dissertation.

3.1   Page Size

All pages of a thesis or dissertation must be printable on the standard U.S. paper size: 8.5 x 11 inches.

3.2   Margins

Margins must be consistent throughout the document (they should be exactly the same on each page of the same type). Centering is always done relative to the text area (i.e., within the margins), not the page edge.

Side Margins: The left and right margin must be set at 1 inch for all pages. EXCEPTION: If you are submitting a copy for binding, you will need to change the left margin to 1.5 inches on the **printed copy only**. Please note, the minimum 1 inch side margin applies to your tables, figures and schemes as well.

Top Margin: The top margin must be set at a minimum of 1 inch for all pages. You may elect to use a 1.75 inch top margin on your preliminary pages as well as the first page of each chapter.

Bottom Margin: The bottom margin must be set at 1 inch. Text must not fall below the 1 inch bottom margin, including footnotes when they appear at the bottom of the page. EXCEPTION: Page numbers inserted into the footer may fall below the 1 inch margin.

3.3   Justification

The preferred justification is the default "ragged-right," with your type aligned on the left and unjustified on the right. You may fully-justify your type (creating extra spacing between words so that

the text is perfectly aligned along the left and right margins) only if the resulting spacing is pleasing and not excessive.

3.4   Page Numbering

Your abstract, title page, copyright notice and electronic approval page **should not** physically display a page number. The first page of your document that should physically display a page number should be your dedication or acknowledgments (it may also be your table of contents if you choose to omit the dedication and/or acknowledgments). This page will show a roman numeral iv (not a roman numeral v, as the abstract is not technically assigned a page number). Your subsequent preliminary pages will be assigned consecutive roman numerals (v, vi, vii…). The first page of your introduction or first chapter will begin with an Arabic numeral 1. Your subsequent text will then be assigned consecutive Arabic numerals (2, 3, 4…). For tips on how to accomplish this in Word, see Appendix C in this guide.

Placement of your page numbers must be consistent throughout the document, whether they are roman numbers in the preliminary pages or Arabic numbers in the text. You can choose to insert your page numbers in the top right-hand corner of your header, or in the bottom center or right-hand corner of your footer. Please do not insert page numbers in the left side of your header or footer. Regardless of placement of the page number, you may elect to suppress the page number on the first page of sections and chapters if you so choose.

3.5   Landscape-Oriented Pages

Page numbering for landscape-oriented pages must be set for the best on-screen readability, thus page numbers should appear in the correct position (consistent with the position of your other page numbers) when the page is viewed on a screen. This is usually what word processing software does by default when pages are changed to landscape layout within a document. NOTE: Landscape pages are turned so that they are portrait-oriented in bound copies, thus if your department requires you to obtain a bound copy, you may want to change the location of the page number in your **printed version only.**

3.6   Line Spacing

The body of the thesis or dissertation, the abstract and the acknowledgments must be **double-spaced**. Single spacing is allowed only in the following text:

- the abstract index words,
- footnotes,
- block quotations,

- o   tables and figures and their captions,
- o   bibliography entries (if single spaced, double-space between entries).

3.7   Font

Font Size: The body of the thesis or dissertation, the abstract and the acknowledgments must be in either 11 or 12 point font. No font size larger than 12 point is acceptable throughout the body of the thesis or dissertation. A smaller font size is permitted **only** in the following cases: footnotes, subscripts, tables, figures, documents reproduced illustratively and portions of the main text where the content absolutely requires a different font (e.g., computer code, different voices in a dialogue, etc.)

Font Type: The entire thesis or dissertation, including figure and table captions and all page numbers, must be typed in the same font style. The selection of the font type is very important. The font type should be one normally associated with a standard word processing program. Non-typical or non-standard fonts may not survive the conversion into PDF format or may cause the document to be excessively large. Anyone who is in doubt about the suitability of a font style should contact Graduate Services for assistance.

3.8   Headings and Subheadings

Graduate Services does not set specific style standards for the format of chapter headings and subheadings except for font size. Students should refer to the standards set by their department's choice of style manual. Regardless of the formatting style chosen, Graduate Services **does require** that the style be applied consistently to all headings and subheadings throughout the document.

3.9   Widows and Orphans

No heading or subheading can appear at the bottom of a page with less than two lines of text underneath. If this occurs, the heading must be pushed to the top of the next page. In addition, the first or last line of a paragraph cannot be isolated by a page break.

3.10   Tables and Figures

All figures and tables must fit within the margins described earlier in the manual. Large tables and figures must be reduced in size in order to meet the margin requirements however, captions and page numbers should still appear at a normal size. Tables and figures may be rotated 90 degrees so that the bottom of the table or figure runs along the right edge of the page.

Numbering: Figures and tables must be uniquely numbered in one of the following two manners:

- consecutive numbering throughout the thesis/dissertation,

- associated chapter and figure/table number designation, e.g., Figure 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, etc…

Placement: A table or figure may be in one of the following positions:

- embedded in the text (should not have excessive blank space above or below the figure/table)
- placed on a separate page immediately following the text where it is first cited (no extra space should be left at the bottom of the previous page; the text should run continuously),
- at the end of its respective chapter.
- Tables and figures should not be found entirely at the end of the document.

Table Captions: The number and caption of a table must be placed above the table. The table and the associated caption must appear in the same page as the table. Captions must be formatted in a consistent style throughout your document.

Figure Captions: The number and caption of a figure must be placed below the figure OR on a separate page preceding the figure. Captions must be formatted in a consistent style throughout your document.

3.11 References

Treat the title of this section as you do those of all other sections/chapters. Format the entries according to your department or discipline's choice of style manual.

3.12 Appendices

Appendices should be placed after the bibliography. Your appendices must fit within the required margins, even if they contain reproduced content or tables and figures. Appendices must be listed on the Table of Contents. If only one appendix is used, it should be titled "Appendix," not "Appendix A."

3.13 Journal Articles used as Chapters

In some departments, theses or dissertations may include as chapters, articles that have been or will be submitted to scholarly journals. This is an acceptable style however, you must be listed either as the sole author or the first co-author of each article used as a chapter. In addition, the general formatting requirements listed above also apply to articles used as chapters. You MUST apply a consistent style in your font, headings, subheadings, tables and figures throughout each article used as a chapter, as well as your general introduction and conclusion.

4   ORGANIZATION OF THE THESIS/DISSERTATION

Documents submitted to Graduate Services are organized into three sections - the preliminary pages, the text and the back matter. The list of the pages within each section and the order in which they should appear is as follows:

1. Preliminary Pages
Abstract (required)
Title Page (required)
Copyright Page (required)
Approval Page (required)
Dedication (optional)
Acknowledgments (optional)
Table of Contents (required)
List of Tables (required if tables used)
List of Figures (required if figures used)
List of Abbreviations (optional)

2. Text
Introduction (if appropriate)
Main Text (divided into chapters or sections)

3. Back matter
Endnotes (unless footnotes are used)
Bibliography
Appendices

5   GUIDELINES FOR THE PRELIMINARY PAGES

5.1   Abstract (required for every thesis/dissertation)

The abstract is a statement of the problem, the procedure or methods, and the results and conclusions. The abstract must also include a list of index words related to the topic and which can be used to find the document when searching the library's database. **The maximum word count for the abstract (not including the index words) is 350 words for dissertations and 150 words for theses.** No page number is assigned to the abstract.

5.2   Title Page (required for every thesis/dissertation)

The title page should not display a page number and MUST BE formatted precisely like the sample found in section 6 of this guide entitled "Sample Pages." The year at the bottom of the title page is your

graduation year, and the degree listed must be chosen from the following list of official degree titles (DO NOT abbreviate the degree or add your department name to the degree):

- Doctor of Philosophy
- Master of Art Education
- Master of Arts
- Master of Arts for Teachers
- Master of Fine Arts
- Master of Heritage Preservation
- Master of Music
- Master of Science

5.3 Copyright Page (required for every thesis/dissertation)

The copyright page should not display a page number and MUST BE formatted precisely like the sample found in section 6 of this guide entitled "Sample Pages." You automatically own the copyright on your thesis or dissertation by virtue of the fact that you wrote it. It is not necessary to register the copyright with the Library of Congress in order to protect your exclusive right to the material in the document, but you may obtain this service for an additional fee through our office. For more information on registering your copyright, please contact Graduate Services.

5.4 Approval Page (required for every thesis/dissertation)

The approval page should not display a page number and MUST BE formatted precisely like the sample found in section 6 of this guide entitled "Sample Pages." The approval page includes the names of all the committee members as well as your month and year of graduation. PLEASE NOTE: The approval page is separate from the signature page. The signature page is the hard copy form you will have signed by your committee members and turn into Graduate Services, but it will not appear in your electronic thesis/dissertation. The approval page is what will appear in your electronic thesis/dissertation and should list your committee members' names, but will not contain their signatures.

5.5 Dedication Page (optional)

If you choose to include a dedication page, it will be the first page to display a page number and MUST show a lowercase roman numeral iv. All preliminary pages that follow the dedication will show consecutive roman numerals. The dedication should not be listed in the Table of Contents.

5.6   Acknowledgments Page (optional)

If you choose to include an acknowledgements page, it will display a lowercase roman numeral page number and must be listed in the Table of Contents.

5.7   Table of Contents (required for every thesis/dissertation)

The Table of Contents is the map to your document. Each entry must match the corresponding entry in the text **exactly** in terms of wording, capitalization, punctuation, page number, etc. A complete Table of Contents, including correct page numbers for each of the entries is required for the initial format check. The Table of Contents should be formatted so that the page numbers for each of the entries align perfectly along the far right margin. This is best accomplished by inserting a the table of contents using the Table of Contents tool in Word 2007. The Table of Contents should not appear as an entry on the Table of Contents.

5.8   List of Tables (required if tables are used in the thesis/dissertation)

The List of Tables must be formatted to match the Table of Contents. Each entry must match the corresponding entry in the text **exactly** in terms of wording, capitalization, punctuation, page number, etc. The List of Tables should be listed on the Table of Contents.

5.9   List of Figures (required if figures are used in the thesis/dissertation)

The List of Figures must be formatted to match the Table of Contents. Each entry must match the corresponding entry in the text **exactly** in terms of wording, capitalization, punctuation, page number, etc. The List of Figures should be listed on the Table of Contents.

6   SAMPLE PAGES

This section contains samples/templates of the preliminary pages that are to be included in your thesis/dissertation, as well as the signature page that is to be turned in to Graduate Services in hard copy form. The spacing of the examples on each of the sample pages should be followed to the best of your ability however, you do not need to use a ruler or count spaces in order to obtain a precise match. Please DO match the general structure and wording as closely as possible.

6.1   Abstract Page

THESIS AND DISSERTATION EXAMPLE TO BE USED BY STUDENTS IN THE COLLEGE OF ARTS AND SCIENCES

AT GEORGIA STATE UNIVERSITY

by

NORMAN BATES

Under the Direction of Hannibal Lecter

ABSTRACT

The abstract is a summary of your manuscript. It is mandatory. The word limit is 150 for a thesis and 350

for a dissertation. It should be double spaced.

INDEX WORDS: Abstract, Georgia State University, Graduate students, Thesis, Dissertation

6.2   Title Page

THESIS AND DISSERTATION EXAMPLE TO BE USED BY STUDENTS IN THE COLLEGE OF ARTS AND SCIENCES

AT GEORGIA STATE UNIVERSITY

by

NORMAN BATES

A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of

Master of Art Education

in the College of Arts and Sciences

Georgia State University

2010

6.3   Copyright Page

Copyright by
Norman Bates
2010

6.4   Approval Page

THESIS AND DISSERTATION EXAMPLE TO BE USED BY STUDENTS IN THE COLLEGE OF ARTS AND SCIENCES

AT GEORGIA STATE UNIVERSITY

by

NORMAN BATES

Committee Chair: Hannibal Lecter

Committee: Annie Wilkes

Travis Bickle

Joan Crawford

Electronic Version Approved:

Office of Graduate Studies

College of Arts and Sciences

Georgia State University

May 2010

6.5   Dedication Page

iv

DEDICATION

This page is optional. You do not have to provide a dedication or acknowledgments for your thesis or

dissertation. You may write whatever you would like on this page. It should be double-spaced.

6.6   Acknowledgements Page

v

ACKNOWLEDGEMENTS

Again, this page is optional. You do not have to provide an acknowledgements section in your thesis or

dissertation. You may use this section to express acknowledgement of those who have helped you with

this document and your academic career. The acknowledgments should be double-spaced.

6.7   Table of Contents Page

TABLE OF CONTENTS

6.8   List of Tables Page

6.9   List of Figures Page

6.10 Signature page

THESIS AND DISSERTATION EXAMPLE TO BE USED BY STUDENTS IN THE COLLEGE OF ARTS AND SCIENCES

AT GEORGIA STATE UNIVERSITY

A Thesis
Presented in Partial Fulfillment of Requirements for the Degree of Master of Art Education in the

College of Arts and Sciences

Georgia State University

2009

by

Loretta Lynn

Committee:

_____
Joan Collins, Chair

_____
Elvis Presley, Member

_____
Alfred Hitchcock, Member

_____
September 21, 2009
Date

_____
Pablo Picasso
Department Chair

7   APPENDICES

The following appendices contain tips, hints and instructions for accomplishing some of the more difficult formatting requirements described in these guidelines. For answers to questions not addressed in these instructions, please contact Graduate Services (http://www.cas.gsu.edu/graduate_studies.html).

7.1   Appendix A: Converting Your File to a PDF

Before uploading your final thesis/dissertation to the library's DIGITAL ARCHIVE database, you must convert your file to PDF format. Conversion can be undertaken in several ways. Most departmental computer labs in the College of Arts and Sciences are equipped with Adobe Acrobat software, which works to provide options for converting any word processed files into .pdf format. Sometimes OCR (optical character recognition) scanning programs can offer the same function.

1. Click the Microsoft Office icon in the top left corner of the screen.
2. In the drop down menu, go to "Save As". This will give you another menu to the right; click "Adobe PDF".
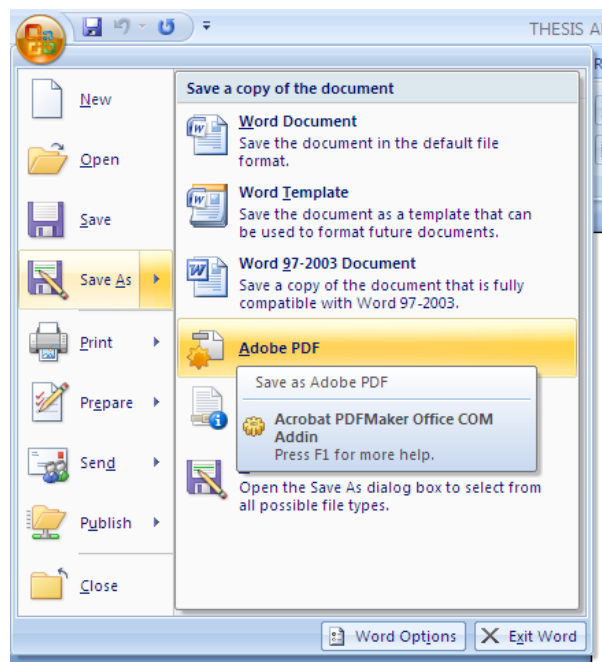
3. Once you've saved your file, a PDF will generate and open in a new window. **Be careful to examine the .pdf version carefully to see that it conforms exactly to the approved document.**

7.2   Appendix B: Instructions for Transferring a File to the FTP server

1. Ensure that your entire manuscript is saved as a single Word or PDF file

2. You must save your document using the correct naming convention:

   LAST NAME_FIRST NAME_YEAR AND MONTH OF GRADUATION_DEGREE ABBREVIATION_SUBMISSION NUMBER

   (EXAMPLE - If Joe Smith is submitting the first version of his dissertation for format review in the fall semester of 2007, he would save his file as: smith_joe_200712_phd_1. If corrections were required, the next draft would be: smith_joe_200712_phd_2)
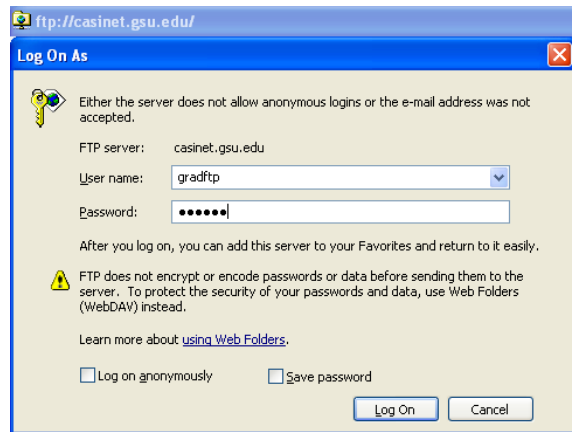
3. Click on the "Start" menu on your monitor's task bar and go to "My Computer"
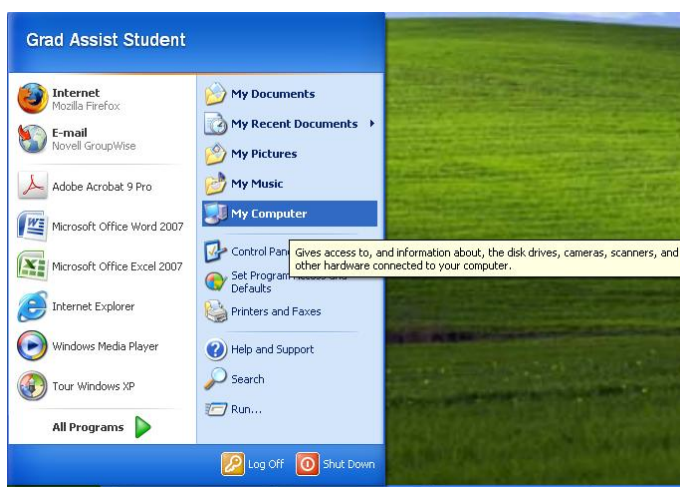
4. In the address window, type the following: ftp://casinet.gsu.edu
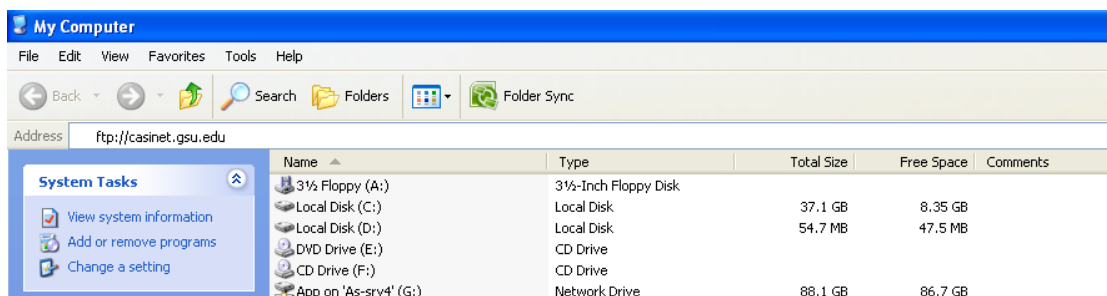
5. A window will appear asking for your username and password. Please type the following:

- Username: gradftp

- Password: thesis

6. Once you log on to the FTP server, you can either drag and drop your file or copy and paste it into the window.

7. After your file is saved to the FTP site, you cannot delete or modify the file. If corrections are required, you must save the file under a new name (see #2 above) and transfer the new file to the FTP server.

**7.3   Appendix C: Accomplishing Pagination Requirements in Word 2007**

1. Remove any page numbers you've already inserted into your Word file.

2. Remove all page breaks and section breaks from your preliminary pages. You will have to use the space bar or return key to move your information to the next page

3. Do not assign or show numbers on the abstract, title, copyright, or approval pages.

4. Place your cursor at the bottom of the electronic approval page. On the toolbar go to Page Layout, then Breaks, then click Next Page.
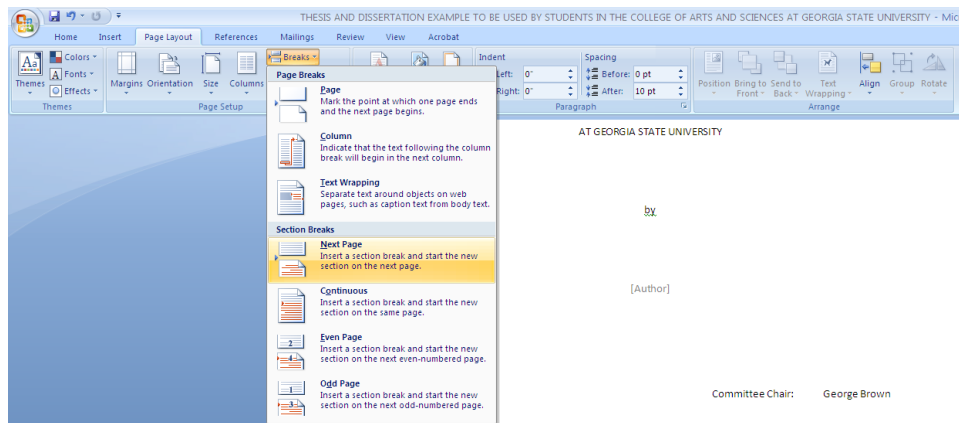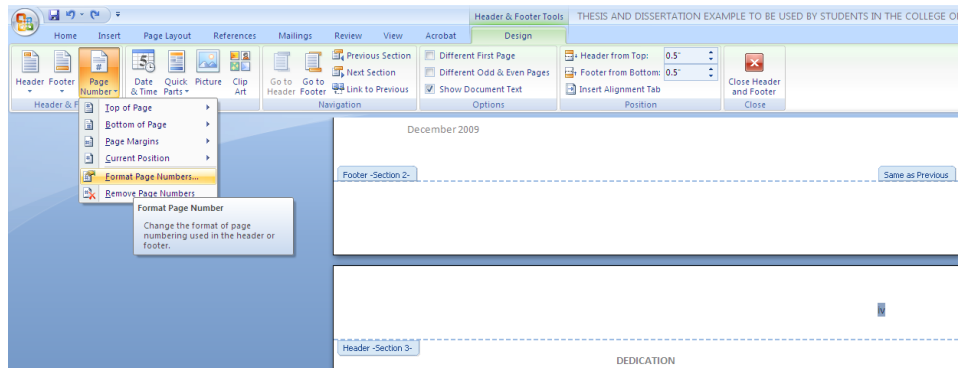

5. In the toolbar, go to Insert, then Page Number, Top of Page and click Plain Number 3.
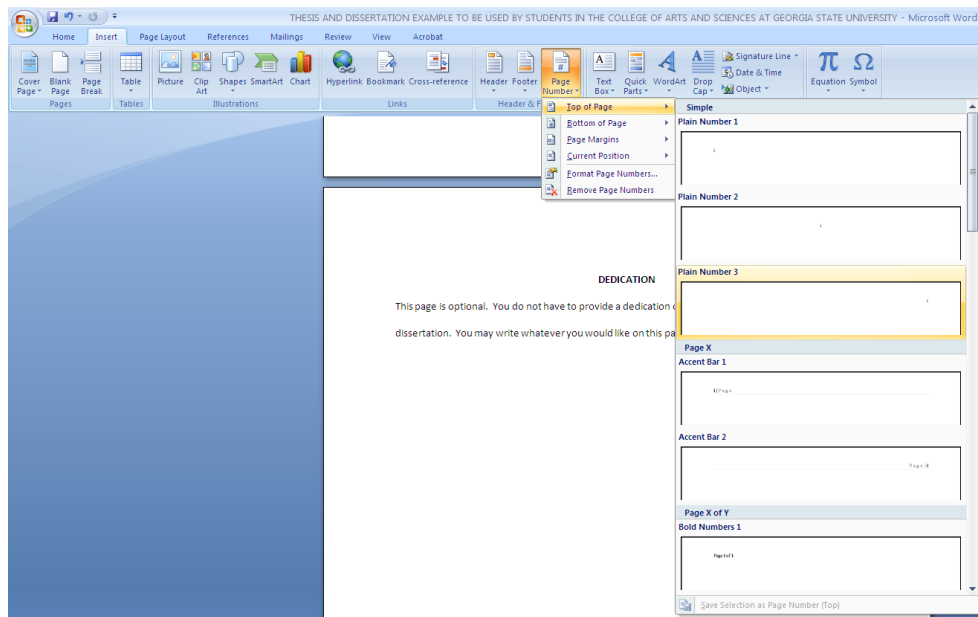

6. When the header and footer toolbar appears, click on the icon "Link to Previous," ensuring that it is grayed out and your section 2 header and footer no longer says "Same as Previous".
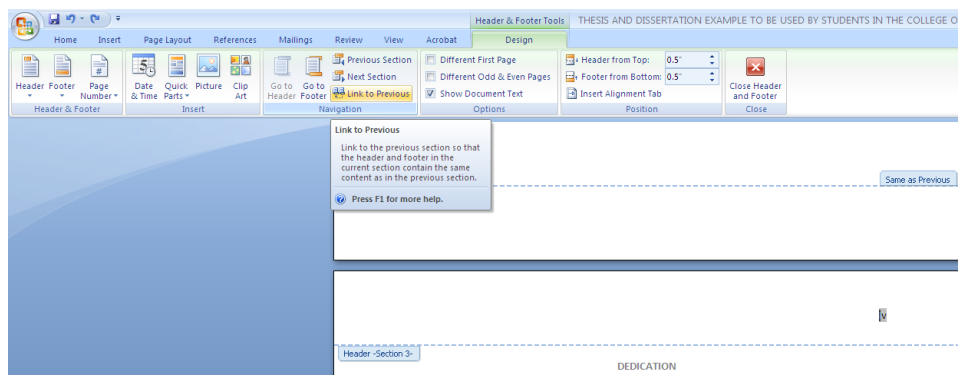
7. In the toolbar, go to Page Number then click Format Page Numbers.

8. In the Page Number Format box, choose the desired number format (this will be lowercase roman numerals for the preliminary pages). Indicate the correct starting page number in the "Start at:" field.
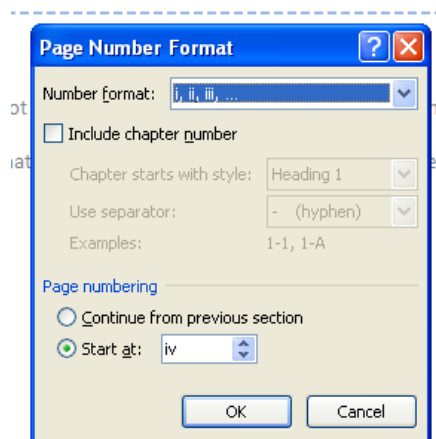
9. Once you have seen that page numbers proceed correctly through the end of the preliminary pages, put your cursor on the bottom of the last of your preliminary pages (immediately preceding the first page of your first chapter).

10. Repeat instructions four through seven, only this time choose Arabic numbers and "start with page 1." AGAIN, BE CERTAIN THE LINK TO THE PREVIOUS SECTION IS TURNED OFF.

11. This should give you a "1" on the first page of the text and carry you through sequentially to the end.

7.4   Appendix D: Thesis/Dissertation Checklist

To ensure you successfully graduate in your intended semester:

○ Make sure you are in compliance with the continuous enrollment policy.

○ Check the Graduate Services website (http://www.cas.gsu.edu/graduation_requirements.html,) to familiarize yourself with the appropriate requirements and deadlines.

○ Download the thesis/dissertation guide and all required paperwork for your degree.

○ Examine your thesis/dissertation closely to ensure that it conforms to the formatting and organizational requirements listed in the thesis/dissertation guide.

○ Submit an initial electronic draft of your document to Graduate Services by the appropriate deadline.

○ Schedule your defense if you haven't already done so. Please be aware of the deadlines for the final submission of your document so that you have enough time after your defense in case you need to make any changes to your work.

○ Submit the "Information for Commencement" form to the Commencement Office in Sparks Hall **(doctoral candidates only)**.

○ Turn in the original hard copy of your signature sheet, signed by each of your committee members, to Graduate Services.

○ Turn in your completed "Survey of Earned Doctorates," "Publishing Agreement Form" and microfilming fee to Graduate Services **(doctoral candidates only).**

○ Convert your final thesis/dissertation to a PDF and upload it to the DIGITAL ARCHIVE server.

○ Submit printed copies of your thesis for binding, as well as the completed "Binding Deposit" form and fee, to Graduate Services by the appropriate deadline.