



The Old Dominion University Guide for Preparation of Theses and Dissertations

**Office of Graduate Studies
Office of the University Registrar
University Libraries**

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GENERAL INFORMATION

Introduction

Old Dominion University requires a dissertation from all doctoral candidates and a thesis from all thesis option master's candidates. The thesis/dissertation should be presented in a scholarly, well-integrated, properly documented manner, which reports the original work done by the student under the supervision of the advisory committee.

This *Guide for Preparation of Theses and Dissertations* has been authorized by the Graduate Administrators Council of Old Dominion University to assist graduate students and their committee members in the preparation of theses and dissertations. The primary purpose of this manual is to provide uniform standards regarding style and format while allowing enough flexibility to satisfy the acceptable practices of each academic discipline. The word “thesis” will be used in reference to general instructions equally applicable to all theses and dissertations. “Journal model” will be used in reference to general style instructions.

Presentation of Material

The finished work must reflect a comprehensive understanding of the pertinent literature and express in clear and legible English the method, significance, and results of the student's research. Full documentation and appropriate tabular and/or graphic presentation are especially important. The completed manuscript should be no longer than is necessary to present all pertinent information. The length will vary widely according to research topic, academic discipline, and the degree sought.

The thesis should be presented as a single unit; continuity from chapter to chapter is important. Several studies or experiments may be presented in separate chapters or major sections. Continuity in the thesis is provided by common Abstract, Introduction, Conclusion, and Reference sections. Each study or experiment may have subdivisions such as Introduction, Materials and Methods, Discussion, and Summary. The thesis may have only one Abstract and one Reference section; a study or experiment cannot have a separate Abstract or Reference section.

Style

Each graduate program maintains an approved list of journal styles and/or accepted style manuals. The style specifications for the thesis should be approved during the preparation of the research proposal, and the appropriate instructions should be cited in the graduate student's permanent file.

The journal will be followed for:

- placement of table titles
- placement of figure titles
- reference format

Whenever there are differences in format and layout between the specifications of this *Guide for Preparation of Theses and Dissertations* and the journal model, this guide overrules the journal. Consistency of style and form should be the rule throughout the manuscript. The thesis is not expected to duplicate a published journal in typographic arrangement and display. The more sophisticated publication and layout practices of some journals (such as the use of double columns on a text page, etc.) are not to be followed. A journal's "Instructions to Contributors" are not to be followed exactly when writing a thesis. These instructions are for the convenience of the editors and printers of a journal and do not necessarily apply to the format of a thesis.

Check with the graduate program director in your department for further style instructions.

Publication of Research

Graduate students may publish material that subsequently will be used as part of the thesis provided that the student's graduate committee is notified at the time the student submits the paper for publication.

In addition, students should be aware of the agreement that is signed when a journal accepts an article for publication. At that time, the student assigns rights to the journal as publisher and the student may no longer possess rights. See Copyright section for more information.

Use of Material From Other Sources

Copyright protection extends for a statutory period on creative, original works of authorship fixed in a tangible medium. Since a thesis is legally classified as a literary work, care must be taken not to violate copyright laws. If the manuscript contains any material (figures, tables, text, etc.) taken from other sources, the student has the responsibility to determine if a license or a letter of permission from the copyright holder is needed. This is true even if the student is an author of the other source -- a letter of permission from the publisher may still be needed should the publisher own the copyright. Note: A work need not bear the copyright symbol in order to be protected under copyright law. If a letter is needed, it must be included in a separate appendix. In addition, an extra copy of the letter must be provided to the Office of the University Registrar.

Copyright

Your thesis, being an original, written work, is automatically protected by copyright law even without a copyright notice or registration with the U.S. Copyright Office. Your document, once written, is automatically protected. Including the copyright notice and/or registering with the U.S. Copyright Office does add additional protections, however. Students who desire an additional layer of protection may register their work through ProQuest. If you wish ProQuest to act as your agent in securing additional copyright protection, you must indicate this when completing the ETD process and pay the copyright registration fee directly to ProQuest. Registration offers certain advantages to the copyright holder in the event of infringement.

The copyright notice, if included, must be placed on a separate page immediately after the Abstract page. Refer to the sample pages in this manual for specific directions. A copyright notice should

also appear on all other material included in the thesis (e.g., audio, video/film, other digital content).

A thorough explanation of how copyright law applies to theses and dissertations is available in “Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities,” available from ProQuest at http://media2.proquest.com/documents/copyright_disstheis_ownership.pdf.

Submission of Theses or Dissertations

INITIAL CREATION/REVISIONS

The student and committee ensure quality of content and correctness of form of the thesis. The student may be given ongoing evaluations by the committee, but final approval may be given only on the completed document. The student must apply for graduation prior to the semester of graduation and be enrolled in the University.



SUBMISSION TO THESIS/DISSERTATION COMMITTEE

The finalized document must be submitted to the thesis or dissertation director a minimum of two weeks prior to the oral defense. If the director, committee, and graduate program director agree that the document is in acceptable form for presentation at an oral defense, announcements will be published and distributed.



THESIS/DISSERTATION DEFENSE

Theses/dissertations must be defended in front of designated examining committees. The decision as to whether a student has passed or failed the examination rests with the committee, but it shall take into account the opinions of other participating faculty members. A majority of the committee, including a majority of those from the student's major department, must approve the thesis or dissertation. A unanimous decision is not necessary.



COMMITTEE RECOMMENDATIONS

Immediately following the examination, the chair of the committee shall communicate the results to the student. In some cases, further revision of the document may be required. The Thesis/Dissertation Acceptance form and the thesis or dissertation should be transmitted to the graduate program director for review and approval.



BEGIN PROQUEST ETD PROCESS

The student is advised to begin the ProQuest ETD process but should not upload the pdf version of the thesis/dissertation. The student may create the ProQuest account and familiarize her/himself with ProQuest publishing options and complete contact information and graduate work details sections.



REVIEW BY DEAN'S OFFICE

The Dean's Office shall review the thesis/dissertation for compliance with this guide and return it for correction if necessary. The manuscript must be corrected and resubmitted as a new document, and the Dean's Office review process begins anew. All original submission deadlines must be met during the re-submission process in order to graduate that semester. The student should not submit the thesis/dissertation to ProQuest until it has been approved by the Dean's Office. Note: Graduation will be postponed if corrections are not made on time.



FINALIZE ETD SUBMISSION TO PROQUEST

The student must submit a final, error free pdf version of the document to Proquest. *Do not submit the pdf until all previous steps have been completed.*



DEPARTMENT SUBMITS FORMS

The student's department must email Thesis/Dissertation Acceptance and Processing form (M3 or D5) and Result of the Master's/Doctoral Examination (M2 or D3) form to the ETD Manager (etd@odu.edu). Forms emailed by students will not be accepted. Once forms have been submitted, the ETD Manager will approve and send the submitted thesis to ProQuest Dissertation Publishing, and the student will receive an email confirmation

* Please consult with the appropriate GPD for more specific procedures.

Human Subjects Research and Research Involving Animals, Hazardous Chemicals, Biohazardous Materials, Radioactive Materials

Any proposal for research involving human subjects must be reviewed and approved according to the ODU Procedures for Review of Human Subjects Research. The process and approval must be cited in the text of the thesis.

All research involving human subjects, and certain human cultured cell lines, must conform to federal, state, and university policies providing for the protection of human subjects. While some forms of research may be classified by federal and state regulations as being exempt (i.e., survey research involving standard educational testing materials), all student research must first be reviewed and approved. The student's thesis/dissertation director, acting as lead investigator, determines whether or not the project should qualify as exempt from Institutional Review Board (IRB) review. If the investigator believes it to be exempt and the study does not have a federal funding source, it can be submitted to the College Human Subjects Review Committee (HSRC) for review. If the College committee approves the project, the process stops there. If the College committee believes the project to be non-exempt, the project is forwarded to the IRB for review. The exception to this process is that federally funded exempt research needs to be reviewed by the IRB. These projects bypass college committees.

The student will receive an approval number that must be cited in the thesis or dissertation.

Any proposal for thesis or dissertation research involving vertebrate animal subjects, hazardous chemicals, biohazardous materials, or radioactive materials and/or radiation producing machines must be reviewed and approved according to the guidelines established by the appropriate committee. The process and approval must be cited in the text of the thesis or dissertation.

Guidelines Established By:	
Human subjects	Institutional Review Board
Animal research	Institutional Animal Care and Use Committee
Hazardous chemicals	Environmental Health and Safety Office
Biohazardous materials	Institutional Biosafety Committee
Radioactive materials	Radiation Safety Committee

Additional questions regarding the review and approval processes outlined here should be directed to the University Research Compliance Officer. More information and appropriate forms can be found at <http://www.odu.edu/research/compliance>.

ETD (Electronic Thesis & Dissertation) Submission to ProQuest

All theses and dissertations must be submitted electronically to ProQuest. Fees for registering with the U.S. Copyright Office and ordering bound copies of the thesis or dissertation are payable directly to ProQuest.

GENERAL SPECIFICATIONS

Digitized Reproductions

Digitized reproductions of photographs or other materials are acceptable if there is enough resolution and contrast for viewing. The recommended minimum resolution for digitized images and/or photographs is 300dpi.

Tables and Figures

General All figures and tables should be sharp black and white, clearly legible, and of professional quality. Hand-drawn material must be of publishable quality. If color is used for tables and figures, a consistent color scheme should be used. For example, tables should not differ drastically from one another in form, color, or general appearance.

Titles Each table and figure in the text must have a unique title. If a figure or table is reduced in size, the title must remain normal size (10-12 point or 12-14 point). Ensure consistent formatting of table/figure titles – capitalization, placement, use of a period at the end.

Numbering Each table and figure in the text must have a unique number. Figures and tables are numbered consecutively throughout the text, and each table or figure must be mentioned by number in the text. When possible, first mention of each table or figure must be either within 1.5 pages before the table/figure or on the page immediately following the table/figure. Exceptions must be approved, in advance, by the Dean of the College.

Size The minimum font size within a table or figure is 10 point.

Placement Tables and figures may be included on a page with text, or they may appear on separate pages. If a table or figure is placed on a page with other material, the table or figure should be separated from the text (or other materials) by a minimum of 2 double spaces (4 single spaces) at the top and bottom.

Placement of titles on tables and figures (above or below) is determined by the style format chosen as a model. If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand, binding side of the page. The caption is placed in the same direction as the figure or table. The page number stays in regular (portrait) position.

Oversized Tables and Figures Tables or figures longer than one page in length must have the complete title and number of the table/figure on the first page only. Subsequent pages have the table or figure number and the word "Continued" and necessary column headings for

ease of reading. The end line of a table appears only on the last page of the table.

Captions Captions or titles on a facing page are to be used only when absolutely necessary. Facing page captions may be used for figures only, never tables. This format applies only when the caption cannot be placed directly onto the page on which the figure appears. If a facing page caption is necessary, the facing page must face in the normal manner. The caption page comes first with only the page number on the front side of the page; (facing page is blank) the caption is placed on the back side of the page in the same direction as the figure. The facing page with the caption and the page with the figure are both numbered consecutively, with the page numbers in the standard position. The number of the page on which the figure itself appears is the only one recorded in the List of Figures.

MANUSCRIPT DETAILS

Font Face The entire thesis must be of uniform font or typeface. Do not attempt to replicate a journal's use of varying sizes and styles of typeface or font. Any standard bookface font may be used. The graduate program director will make the final decision regarding the legibility and acceptability of fonts. Acceptable printers will produce solid, unbroken lines of type. Consult with your graduate program director if there is doubt about the acceptability of a printed document.

Italics or boldface print (in the same point size as the text) may be used for major headings, subheadings and for emphasis. Underlining is an acceptable alternative to italics, but do not use underlining and bold together.

Exceptions: tables, figures, and material in appendices may be in different fonts.

Font Size The thesis must be of uniform font size (10 point minimum – 12 point maximum).

Exceptions:

- Tables, figures, and appendix material can vary in point size.
- Major headings may be up to two point sizes larger than the text (maximum suggested size is 14 point). If this option is chosen, it must be used for all headings throughout the entire manuscript.
- Point size reduction may be made in narrative text footnotes, tables, figures and appendix material only. The minimum size for numbers and upper-case letters is 1.5 millimeters; symbols must be large enough to remain legible. The font of the preliminary pages, narrative text, endnotes, reference section, and vita may not be reduced.

Margins Margins are 1.0" on all sides -- left side, right side, top, and bottom. All typing except page numbers must be within the area defined by the margins.

Justified right-hand margins may be used in theses only with the approval of the Graduate Program Director.

Pagination Every page in the thesis except the Title/Approval Page and the Abstract must be numbered. Preliminary pages are numbered with lower-case Roman numerals beginning with the Title/Approval Page, understood to be i (no page number appears on this page), and the Abstract, understood to be ii (no page number appears on this page). The text and supplementary pages are numbered with Arabic numerals beginning with the first page of text (numbered 1). Every page following will have a page number. The Vita is the

last numbered page.

Page numbers are placed in the upper right-hand corner of the page, one-half inch below the top edge of the paper and one inch from the right-hand edge.

Major Headings

All headings must be consistent regarding point size and the use of bold type. All major headings must be centered at the top of a new page in all capital letters. Point size may be the same size as the body text or up to 2 points larger: 12 point if text is 10 point or 14 point if text is 12 point.

Spacing

The manuscript may be double spaced or one and one-half spaced. Mixing of spacing in the text is unacceptable. Single spacing is used only for long, blocked, and inset quotations; footnotes; endnotes; and itemized or tabular material. For spacing of specialized pages (Table of Contents, List of Figures, etc.) see the sample pages included at the end of this guide.

Content Order

The following table lists the contents in the proper order of presentation. All sections *in italics* are optional.

Preliminary Pages (with Roman numeral page numbers)
Title/Approval Page (no page number – understood to be i)
Abstract (no page number – understood to be ii)
<i>Copyright Notice</i>
<i>Dedication</i>
<i>Acknowledgments</i>
<i>Nomenclature</i>
Table of Contents
List of Tables (if two or more tables appear in the text)
List of Figures (if two or more figures appear in the text)
List of Graphs (if two or more graphs appear in the text)
List of Plates (if two or more plates appear in the text)
Text (with Arabic numeral page numbers)
Introduction (as first chapter or section)
Main body of text divided into various chapters or sections
Summary or Conclusion (as last chapter or section)
References and Supplemental Sections
Reference section
<i>Appendix material (i.e. copyrights)</i>
Vita

Text

The following general rules must be followed in the body of the document:

1. Divide the body into chapters.
2. Use Roman or Arabic numerals in chapter titles and any reference to chapters.
3. Each text page needs at least 4.5 inches of text on it unless the page contains a table or a figure or the next text begins a new chapter or major section.
4. Numbering of equations must be consecutive. No two equations may be numbered the same unless identical term for term.
5. Do not use double columns in text.

Major Headings and Subheadings

The requirements for major headings and subheadings are as follows:

1. Major headings in the text are bold if other major headings are bold. Boldface or italics may be used for subheadings.
2. Each new chapter begins on a new page.
3. The chapter designation (CHAPTER I) is upper-case and centered at the top of the page. The chapter title is also upper-case and centered at least one double-space (no more than two double-spaces) below chapter designation.
4. Titles and subheadings more than one line in length must be double-spaced.
5. There is no punctuation after a heading or subheading that is on a line by itself.
6. Only major headings may be centered and in all capital letters. First level subheadings may be typed in all capital letters provided they are placed flush left.
7. Spacing before/after headings and subheadings must be consistent throughout.
8. The style used for subheadings must clearly show their various levels and must be consistent from chapter to chapter.
9. Subheadings do not begin on a new page. Text continues within a chapter or section.
10. A subheading at the bottom of a page must be followed by at least one line of text.

References

All theses and dissertations must include a references section. The requirements for the section are as follows:

1. The title is the same heading used in the journal model (REFERENCES, WORKS CITED, BIBLIOGRAPHY). The heading is in all capital letters and bold if major headings are bold.
2. The reference list must be consistent, accurate and complete.
3. A journal article or accepted style guide approved by the graduate program director is used as a model for the reference list. Capitalization, punctuation and ordering (alphabetized, or alphabetized and numbered, or non alphabetized and numbered) of information must follow this model.
4. The use of italics (or quotation marks) for book titles, journal names and article titles and the use of bold type must match the journal model.
5. In an alphabetized list, the system of ordering multiple entries must be consistent.

6. Citations should contain: volume number and page range for journal articles; publisher and city for books; city for universities, laboratories or corporations. Refer to the appropriate style manual for rules governing internet citations.
7. Unpublished material must contain sufficient information for retrieval.
8. Designation of state names (abbreviated or not) should be consistent.
9. Single space within citations and between citations or use the spacing of text throughout the entire section.
10. All references must be cited in the text and all textual citations must be referenced. All textual citations must be from sources the student has actually used.
11. General references consulted and used as background study may be listed under a separate subdivision of the reference section. A subheading such as "Supplemental Sources Consulted" should be added at the end of the sources cited section. Follow the same style used in the reference section.

Appendices

Appendices are used for supplementary material. The requirements for appendices are as follows:

1. Heading(s) is/are bold if major headings are in bold.
2. Appendix headings may either be on a separate cover sheet before appendix material or at the top of the first page of each appendix. Be consistent from appendix to appendix.
3. Appendix headings are centered. Appendix titles are centered, in all capital letters and appear at least one double space below heading.
4. Page numbering is continued from the last page of references.
5. All material must be within margins.
6. Tables and figures in appendices may be numbered consecutively following the text, or they may be numbered with an appendix designation. If numbered consecutively from the text, they must be included in the List of Tables or List of Figures
7. Material may be reduced but must conform to minimum size and legibility requirements.
8. Material may have mixed fonts and point sizes and may be single spaced.

Vita

The requirements for the vita section are as follows:

1. The heading (VITA) is in bold if major headings are in bold.
2. Wording of the student's name must agree with the name on the first three thesis pages.
3. The vita should contain the address for department of study and a brief biographical sketch listing educational background (including background for all previous degrees: degree, major subject, university and date of graduation).
4. Other information is optional but encouraged: professional experience, publications, business or academic information.
5. Name of the word processor may be stated at the bottom of the page. (Example, The word processor for this thesis was Mary Jones.)
6. The vita is limited to one page.
7. Use either paragraph style with same spacing as text or resume style.

DEAN'S OFFICE CHECKLIST

Theses and dissertations submitted to the Dean's Office will be reviewed for acceptable execution of the following requirements:

- ✓ General neatness and legibility.
- ✓ Quality of digitization or reproduction.
- ✓ Consistency in style and format.
- ✓ Title/Approval Page and Abstract must match the format of samples in this guide.
- ✓ Correspondence between titles and page numbers in the text and in the Table of Contents, List of Tables, and List of Figures.
- ✓ Journal model or style guide formatting for tables, figures and references.
- ✓ Each major heading is centered, in all capital letters, and at the top of a new page.
- ✓ Major headings and first level subheadings appear in the Table of Contents.
- ✓ Formatting and legibility of figures and tables should follow requirements in this guide.
- ✓ Consecutive numbering of tables and figures throughout the body of the thesis.
- ✓ Use only page numbers outside the margins.
- ✓ Documents should begin with the Title/Approval Page and end with the Vita.
- ✓ Inclusion of a major introductory chapter or section and a major concluding chapter or section.
- ✓ Consistent subheading formatting throughout.

ETD PROQUEST SUBMISSION PROCESS

All theses must be submitted to ProQuest. The following section outlines the submission process. If you have questions about the submission process, please e-mail the ETD Manager at etd@odu.edu.

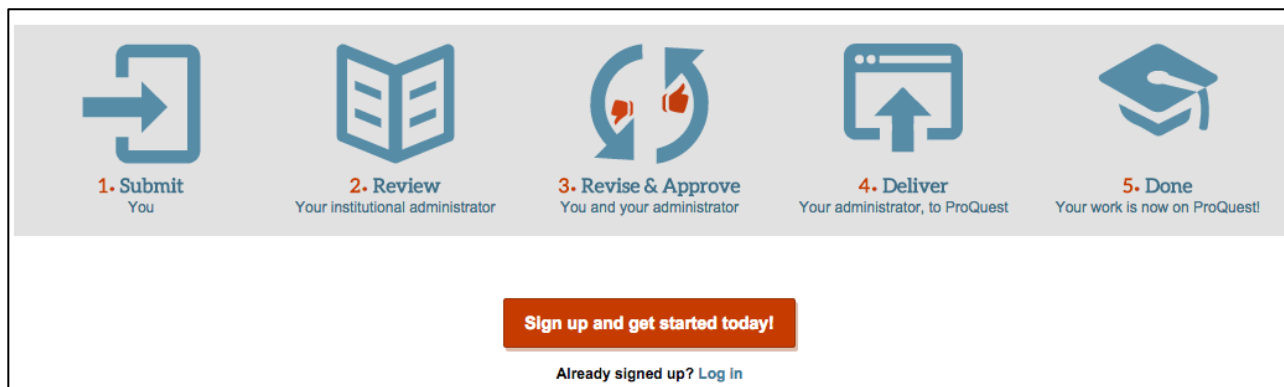
Before You Begin

Be sure to have the following:

1. The full text of the abstract and thesis in PDF format. This must be in one file.
2. Optional supplemental files (images, sound files, etc.) that are an integral part of the thesis but not part of the full text.
3. Names of committee advisor and other members.
4. The [subject category](#) list. You must choose one main category and two optional supplementary subject areas.
Note: For assistance selecting appropriate subjects, contact the Perry Library Lead Cataloger.
5. Up to six keywords. These are optional but useful.

Creating an Account

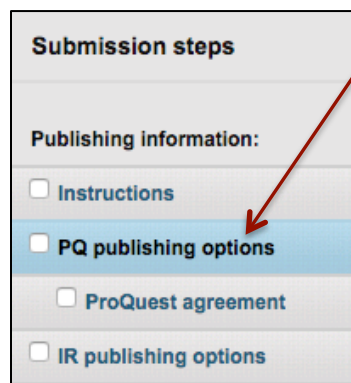
1. Go to <http://www.etdadmin.com/odu>. Click the “Sign up and get started today!” button.



2. On the “Create new student account” page, fill out the required fields, and click “Create.”
3. You will receive an email asking you to confirm and activate your account.
4. After activating your account, you are ready to begin the submission process – an eight step procedure that should take less than an hour to complete.

ETD Submission Process

Once you are logged in to the ETD Administrator site, the navigation tabs on the left allow you to save your submission as you work. Remember to hit the “Save & Continue” button before leaving each section. You may leave the ETD Administrator at any time and then return to your submission later.



The sidebar titled "Submission steps" contains a section "Publishing information:" with four links: "Instructions", "PQ publishing options" (highlighted with a blue bar), "ProQuest agreement", and "IR publishing options". A red arrow points from the "PQ publishing options" link to the main content area.

STEP 1: Select PQ publishing options and accept publishing agreements

ProQuest provides the option to have major search engines discover your work.

If you select “Yes,” Google and Google Scholar will provide a link to your work in ProQuest and a link to your work in ODU Digital Commons. Select “Yes” for the greatest possible access to your work.

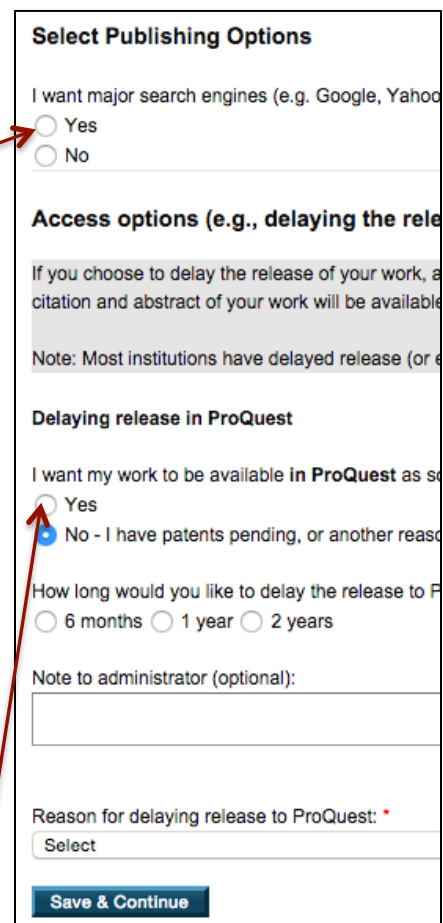
If you select “No,” only the ODU Digital Commons link will be available in Google and Google Scholar. It will also be listed in the ProQuest database.

The publishing agreement allows you to embargo the release of the thesis for up to two years. If you wish to embargo for longer, you must request permission from the Office of Graduate Studies.

Unless you have publishing or patent restrictions, it is best to make the thesis available as soon as it is published.

Click “Save & Continue.”

You will be prompted to accept the ProQuest Publishing Agreement. You must accept the agreement to continue.



The form titled "Select Publishing Options" contains the following sections:

- I want major search engines (e.g. Google, Yahoo)** with radio buttons for ☐ Yes and ☐ No.
- Access options (e.g., delaying the release)** with a text box containing: "If you choose to delay the release of your work, a citation and abstract of your work will be available". Below it is a note: "Note: Most institutions have delayed release (or embargo) options." and a section titled "Delaying release in ProQuest".
- Delaying release in ProQuest** with radio buttons for ☐ Yes and ☒ No - I have patents pending, or another reason.
- How long would you like to delay the release to ProQuest?** with radio buttons for ☐ 6 months, ☐ 1 year, and ☐ 2 years.
- Note to administrator (optional):** with a text input field.
- Reason for delaying release to ProQuest: *** with a dropdown menu showing "Select".
- A **Save & Continue** button at the bottom.

Red arrows from the text blocks point to the "PQ publishing options" link in the sidebar, the "Yes" radio button for search engines, and the "No" radio button for delaying release.

Submission steps

Publishing information:

☐ Instructions

☒ PQ publishing options

☐ ProQuest agreement

☐ IR publishing options

STEP 2: Select IR publishing options and accept publishing agreements

In addition to the ProQuest database, all dissertations and theses must be deposited in the university's institutional repository (IR), [ODU Digital Commons](#), an open-access digital collection administered by the University Libraries. This submission is made simultaneous with publication through ProQuest. You do not have to handle this yourself, but you do have to agree to the deposit of your work. Like the ProQuest/UMI agreement, review the agreement carefully, and know what you are agreeing to.

Submission steps

Publishing information:

☐ Instructions

☒ PQ publishing options

☒ ProQuest agreement

☒ IR publishing options

☒ University agreement

☐ Contact information

STEP 3: Contact information

This section prompts you to enter current contact information, including email and mailing addresses and a future mailing address if you will be moving soon. This information will be stored in ProQuest's internal database.

Enter your name exactly as it appears in your student record.

Include your UIN in the Institutional Student ID section.

Contact information:

First name*:	Jane
Middle name:	Elizabeth
Last name*:	Doe
Institutional Student ID*:	11882200

About my dissertation/thesis:

☐ Dissertation/Thesis details

☐ PDF

☐ Supplemental files (optional)

☐ Notes (optional)

STEP 4: Graduate Work Details

Enter all necessary metadata about your graduate work – thesis title, advisor(s), committee members, abstract, etc. Be sure to complete ALL required fields, and proofread for typos.

Note: If you need assistance with selecting subject categories and keywords, please contact libraries' Lead Cataloger.

Information included here should match what is included in the thesis itself – that is, the title should be exactly the same as it is on the title page of the submitted manuscript.

You may copy and paste your abstract, but be sure to verify that it pasted correctly. This information is used to create the bibliographic record in the ProQuest Dissertations & Theses database.

About my dissertation/thesis:

☐ Dissertation/Thesis details

☒ PDF

☐ Supplemental files (optional)

☐ Notes (optional)

STEP 5: Uploading the PDF

In this step you will upload a PDF version of your thesis. The thesis must be contained in a single file.

If you do not have a PDF version, the ETD Administrator provides a PDF conversion tool. Your Word or Latek document must be one file in order to use the conversion tool.

Before submitting your pdf, you must ensure that

- 1) all fonts are embedded in the PDF
- 2) the PDF security settings allow printing and modification of the document.

Both are critical to the publishing process. PDF Help is on the page.

PDF Help
+ Can I change this file later?
+ File name limit
+ Embedding fonts
+ Security settings

About my dissertation/thesis:

☐ Dissertation/Thesis details

☐ PDF

☒ Supplemental files (optional)

☐ Notes (optional)

STEP 6: Uploading Supplemental Files (Optional)

Step 6 provides you with the opportunity to upload supplemental files that support your thesis. Examples might be sound clips or spreadsheets of research data. You can upload as many supplemental files as you need.

You should only upload supplemental files to which you hold rights. Do not upload files that someone else holds rights to. This includes but is not limited to materials such as maps; tables, graphs, figures found in journals, books, and other printed materials; movies; music; photographs.

Common formats:

Image: GIF (.gif); JPEG (.jpeg); TIFF (.tif)

Audio: AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)

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by

Jane Ann Doe

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M.A. May 2005, University of Virginia

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RICHARD B. SHERIDAN AND WILLIAM CONGREVE

by

Jane Ann Doe
B.A. August 2003, State University of New York
M.A. May 2005, University of Virginia

A Dissertation Submitted to the Faculty of
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NOMENCLATURE

A	Amplitude Ratio, (No Units)
C	Centroid of pipe, inches
Do	Outside Diameter of Pipe, inches
E	Modulus of Elasticity, lb/in ²
EH	Elastic Modulus at Operating Temperature, lb/in ²
f	Stress-Range Reduction Factor, (No Units)
F	Force, lbs
I	Moment of Inertia of Pipe, in ⁴
N	Number of Cycles, cycles
P	Pressure, lb/in ²
R	Stress Ratio, (No Units)
Sa	S_h = Allowable Static Stress, lb/in ²
Sc	Allowable stress at Minimum Temperature (70°), lb/in ²
Se	Endurance Limit, lb/in ²
SY	Yield Strength, lb/in ²
V	Shear, lbs
$ZNom$	Section Modulus, in ³

NOMENCLATURE

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Se	Endurance Limit, lb/in ²
SY	Yield Strength, lb/in ²
V	Shear, lbs
Z_{Nom}	Section Modulus, in ³

SAMPLE 1

This approach uses Roman numerals to number chapters and is the most frequently used method.

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TABLE OF CONTENTS

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	Chapter		
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	THEORETICAL FORMULATIONS.....	3	
	PURPOSE	6	
	PROBLEM.....	7	
List major headings in all capital letters.	II. BACKGROUND OF THE STUDY	11	
	REVIEW OF THE LITERATURE	17	
	LIMITATIONS OF EXISTING STUDIES.....	19	
Capitalization of headings and subheadings must be consistent.	III. METHODOLOGY	22	
	RESEARCH DESIGN	25	Verify that all page numbers are correct.
	SAMPLE COLLECTION.....	28	
	DATA COLLECTION	29	
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	THE SURVEY INSTRUMENT	34	
	POTENTIAL BENEFITS SUBJECTS.....	37	
	POTENTIAL RISKS TO SUBJECTS.....	38	
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	BIVARIATE CORRELATIONS.....	50	
	REGRESSION RESULTS	54	
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	V. DISCUSSION.....	63	
	OVERVIEW OF FINDINGS	68	
	RESEARCH IMPLICATIONS	74	
	RESEARCH LIMITATIONS.....	83	
The last major heading contains the word SUMMARY or CONCLUSIONS.	VI. CONCLUSIONS	85	
	PRIMARY CONTRIBUTIONS OF THIS STUDY	85	
	WIDENING THE SCOPE.....	92	
	SUGGESTIONS FOR FUTURE RESEARCH	96	
			Use dot leaders between headings/subheadings listings and page numbers. Do not simply insert periods. Page numbers will line up properly only with the use of dot

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Appendix titles are optional, but if listed they should appear in all capital letters.

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If there is more than one page, place the "Page" heading at the top of subsequent pages. If additional chapters are listed on subsequent pages, also include "Chapter" heading.

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SAMPLE 2
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INTRODUCT
ION.

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all capital
letters.

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of headings
and
subheadings
must be
consistent.

Wording and
spelling of all
headings and
subheadings
must match
the text
exactly.

The last
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SAMPLE 3

This approach uses
unnumbered
chapters.

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TABLE OF CONTENTS

	Page	
The first major heading of text contains the word INTRODUCTION.	LIST OF TABLES viii	“Page” should appear above the page number column. Align the “e” in “Page” with the rightmost page number digits.
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	PURPOSE 6	
	PROBLEM 7	
List major headings in all capital letters.	BACKGROUND OF THE STUDY 11	
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	LIMITATIONS OF EXISTING STUDIES 19	
Capitalization of headings and subheadings must be consistent.	METHODOLOGY 22	Verify that all page numbers are correct.
	RESEARCH DESIGN 25	
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