

# TeXing Your Thesis at KU

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August 21, 2006

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## 1 Basic Instructions

This file describes one way to format your  $\text{\TeX}$ -prepared thesis or dissertation to meet KU guidelines by using the `kuthesis.cls`  $\text{\LaTeX}$  class file. This is certainly not the only way, nor perhaps the best way, but my goal was to provide a convenient way that would satisfy most people. Thus, although I'm a fan of those packages listed in the "optional features" section and would recommend their use, there are very few packages that are automatically loaded—only those required to get the correct format or that are commonly available. Thus, this approach should work on any  $\text{\TeX}$  distribution.

Of course, under the GNU public license, you may do what you please to any of these files. Please be aware, however, that you use these files at your own risk.

If you're new to  $\text{\TeX}$ , this file isn't for you—yet. Have a look at one of the many free (or non-free) introductions to  $\text{\LaTeX}$ . Once you're fairly comfortable with  $\text{\TeX}$ , I would suggest only glancing through this file before you start typing. The majority of your work can be, and probably should be, typed without worrying about final formatting—in fact, if you use `kuthesis.cls` from the beginning, you'll probably become annoyed at the waste of paper from the double-spacing, the stupid title pages, and a million other things. However, you will want to know ahead of time what sorts of graphics files, fonts, and the like are permitted, so that you don't have to go back and change much at the end. So, before you begin,

- *Read all of this documentation!* Even if you are very familiar with  $\text{\TeX}$ , there is a good chance the KU thesis class file does things a little differently than you're used to.

Next, you can save yourself a good deal of time by planning ahead for the bibliography, index (if you want one), and references within the document. Perhaps the most powerful element of  $\text{\TeX}$  is its ability to easily handle cross-references and keep them up-to-date no matter how your advisor rearranges what you've typed. Put a `\label` on all of your equations, theorems, and sections with some predetermined convention for easy recall later, have a copy of your references and their labels handy before you begin, and think about how detailed you want your index to be so you'll know as you type what words should be `\indexed`.

Finally,

- *Avoid spacing and formatting commands at all cost!* To correctly format your work is the job of the class file.

Using spacing commands like `\vspace` introduces inconsistency in the look of your document. If you really wish to change how your document looks, there is almost always a global way to do this that saves time. Also, avoid any forced `\linebreaks` or `\pagebreaks`, or any other forced positioning—even an overfull `\hbox` (a line that is too long) should be ignored—as such considerations should be left for the very end of the entire process when the content of your thesis is not subject to further change.

## 1.1 How to TeX it

Your file that uses `kuthesis.cls` *must be processed using PDF<sub>La</sub>TeX*. This will produce a PDF file directly as output. There is no need to invoke any conversion program like `dvips`, `ps2pdf`, or `dvipdfm`, or worry about inclusion of or quality of fonts (if you've read about that sort of thing elsewhere).



## 1.2 The Basic File

Every  $\LaTeX$  file must begin by loading the class, in this case by using

```
\documentclass{kuthesis}
```

if you're doing a dissertation, or

```
\documentclass[thesis]{kuthesis}
```

for a thesis. Adding `draft` to the list of options will print a marker for lines that are too long. Use `notitlepage` until you're ready for the full blown title pages. Other options should not be used.

Next will come the title page information for your document. If you're preparing a dissertation, it should appear as

```
\author{YOUR NAME}  
\title{THE TITLE}  
\committee{MEMBER 1}{MEMBER 2}{MEMBER 3}{MEMBER 4}{MEMBER 5}
```

while a thesis will have only three committee members:

```
\author{YOUR NAME}  
\title{THE TITLE}  
\committee{MEMBER 1}{MEMBER 2}{MEMBER 3}
```

There are two optional bits of information that would come next. The first is a copyright notice. The other is listing any prior degrees you may have received. Neither are required, and to copyright your thesis or dissertation requires payment of an extra fee. They have the form

```
\copyrightinfo{THIS YEAR}{YOUR NAME}  
\previousdegrees{M.A., University of Kansas, 2005}
```

Next comes a series of commands, amongst which you will place your actual thesis:

```
\begin{document}  
\frontmatter  
\tableofcontents  
\mainmatter  
\backmatter  
\end{document}
```

After `\tableofcontents` and before `\mainmatter` belong any chapters that are not to be numbered, such as an abstract. In the `\mainmatter` belongs the bulk of your work. The `\backmatter` is for appendices, the bibliography, and an index (if you so desire). Use commands like

```
\chapter{CHAPTER NAME}
\section{SECTION NAME}
\subsection{SUBSECTION NAME}
```

in these areas. Included are template files containing these commands. It is highly recommended that you test `kuthesis.cls` with your version of  $\text{\TeX}$  to make sure you have the required packages installed using one of these template files before you start customizing.

## 2 Features

### 2.1 Page Layout

The overall page layout is set using the `geometry` package to have margins of 1.25 inches on all sides except on the left, where the binding offset requires 1.5 inches. You should not need to change these settings. Spacing is done with the `setspace` package, and is double spacing except in the `\backmatter`. Any changes to the spacing must be approved by your committee.

### 2.2 Table of Figures

Much like the table of contents, you can add a list of figures and a list of tables using either or both of the commands

```
\listoftables
\listoffigures
```

where you find `\tableofcontents`.

### 2.3 Graphics

External graphic files in PNG, PDF, or JPEG format may be included using the command

```
\includegraphics{GRAPHICS FILE}
```

using the `graphicx` package. *No other graphics type is permitted.* If you have files of another type, for example EPS, the department has a number of tools to convert graphics among the various types. The `graphicx` package can rotate, scale, and crop among other things—see the package documentation.



## 2.4 Fonts

While there are now a few complete font sets (including mathematical symbols) for use with  $\text{\TeX}$  you must get permission from your committee to use anything other than Times, which along with Helvetica and Courier supply the three main font types using the `mathptmx`, `helvet`, and `courier` packages.

The  $\mathcal{M}\mathcal{S}$  packages `amsmath` and `amssymb` as well as the `euca1` package are loaded to provide extra symbols and the following math font options:

<code>\mathcal{A}</code>	<i>ABCDEFGHIJKLMNOPQRSTUVWXYZ</i>
<code>\mathbb{A}</code>	<i>ABCDEFGHIJKLMNOPQRSTUVWXYZ1</i>
<code>\mathfrak{A}</code>	<i>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</i>
<code>\mathscr{A}</code>	<i>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</i>

## 2.5 Theorem-Like Structures

The `amsthm` package is loaded and defines a typical proof environment as

```
\begin{proof}
TEXT HERE...
\end{proof}
```

and gives an easy way to define and control the numbering of theorem-like structures. This is well documented elsewhere. As an example, consider

```
\theoremstyle{plain}
\newtheorem{theorem}{Theorem}[section]
\newtheorem{lemma}[theorem]{Lemma}
\theoremstyle{definition}
\newtheorem{definition}[theorem]{Definition}
```

which allows the typical looking

**Theorem 2.1.** *Here's the theorem.*

*Proof.* There it was...

□

## 2.6 Hyperref

The `Hyperref` package is automatically loaded and generates hyperlinks within your document. These are set to be the same color as normal text for printing purposes. Any reference, such as in the table of contents, or in citations, get this treatment. `Hyperref` also sets some variables of the PDF file, such as the author and title that appear when you look at the document properties in the PDF viewer. Finally, `hyperref`, generates bookmarks for your PDF and displays them at the left. However, mathematics may not appear in the bookmarks due to limitations of the PDF format. Thus (and it's good stylistic practice anyway), *avoid mathematics and symbols in section or chapter titles!* If you feel you cannot, then see the `hyperref` manual for workarounds.



## 3 Optional Features

### 3.1 Microtype

The `microtype` package makes justified text look much better to the eye by subtly changing the font width for each line and allowing punctuation to hang over the ends of lines. You most likely won't notice the effect unless you have two bodies of text to compare. See the `microtype` manual for such examples.

### 3.2 Bibliography

The process of creating a bibliography with  $\text{\TeX}$  is well-documented elsewhere, but I highly recommend using `BiB $\text{\TeX}$` . Learning the syntax takes little more time than learning to build a bibliography on your own. Best of all, however, if you can find the item you are referencing on `MathSciNet`, you can download the reference in `BiB $\text{\TeX}$`  format, this process doing most of the work for you and ensuring a consistent style and look to your bibliography.

### 3.3 Index

An index is easy to make—so easy to make, in fact, it's almost silly. This is done with the `makeidx` package, and is well-described elsewhere. If possible, however, add the index markers as you type (every time you type a key word or put in a definition), and you'll have done all the work required along the way.

### 3.4 Citations and References

Citations can be made to look better by using the `breakcites` package, which allows lists of citations to break across lines, and/or the `cite` package, which condenses and sorts long lists of citations. The `cite` package automatically enforces a space before a citation, which may not be what you want if you're doing any parenthetical citations ([1]—like this one), so use the `noadjust` option for the package. Also, the `cite` package must be loaded after `breakcites`, or else its code is overwritten and doesn't work.



The `prettyref` package goes a long way towards standardizing all of your references, and makes sure you don't accidentally call a theorem a lemma.

If you're having trouble finding or remembering the labels of your equations, bibliography items, or the like, using the `showkeys` package will cause the labels to be printed in the PDF file. When finished, remove it.

### 3.5 Presentations

There are many options for preparing slides using  $\text{\LaTeX}$ , and a few for Powerpoint-like presentations. Beamer is an excellent choice for the latter, and the department has its own style files.

## 4 Tips and Common Errors

### 4.1 Integrals

Integrals are typically printed with a small amount of space between the function and measure.  $\text{\TeX}$  doesn't do this automatically, so add some with the `\,` command. Compare `\int f(x) dx`:

$$\int f(x)dx$$

and `\int f(x) \,, dx`:

$$\int f(x) \, dx .$$

### 4.2 Punctuation

If a displayed equation occurs before a punctuation mark in a sentence, use the space command `\;` to set off the punctuation somewhat. See the last integral above for an example.

### 4.3 Periods

$\text{\TeX}$  usually takes a period followed by a space to be the end of a sentence, and so adds a double space automatically. This can make for poor spacing after abbreviations, e.g. this space compared to e.g. that space. Use the space command `\_` (`\` followed by a space) to force a single space, or use `\frenchspacing` to force spaces after sentences to be single spaces.

In certain instances, there should not be a line break between the period and what follows, as in pp. 247–249. Here, insert a non-breaking space, `~`, as in `pp.~247--249`, to get the desired effect.

On the other hand, a period following a capital letter is taken to be an initial, and is not followed by too much space, like in J.P. Morgan, unless you're unlucky enough to end a sentence with a capital letter: I'm in the U.S. In that case, you must force the end-of-sentence space with `\@`, as in `U.S.\@`. so that you get: I'm in the U.S. Fortunately, bibliographies are programmed to handle periods correctly. Finally, as a matter of style, first-name initials are most often found with no space between them.

### 4.4 Text or Math?

The spacing rules within math mode are different from those within text. For example, if you type `$x, y \in X$`, you get  $x, y \in X$ , and the spacing is not correct.  $\text{\TeX}$  is in math mode when it encounters the comma, while you want the space appropriate for text. You must type `$x$, $y \in X$`, although perhaps even better is  $x \in X$  and  $y \in X$ .

Similar trouble occurs with punctuation left in math mode, like `$x.$` ending a sentence. Because it's in math mode,  $\text{\TeX}$  treats it as a period in math, not as sentence-ending.

There are many small questions to be considered. For example, are digits math or not? In some Roman fonts, there is no difference between 1 and \$1\$, so you may not need to answer the question. But if your digits are in italic text you need to make a decision: 1 creates an italic digit, whereas \$1\$ creates a Roman one. For a negative number, you must use math mode to get a minus sign instead of a hyphen.

All text within math must be in a text box, because T<sub>E</sub>X rules for spaces between characters are different in math mode and text mode. TeX treats \$The\$ as “T” times “h” times “e,” and spaces the characters accordingly. This most often occurs with operators, such as *Ker* $\alpha$  for the kernel of a mapping. To get the right look, *Ker*  $\alpha$ , I put the command

```
\DeclareMathOperator{\Ker}{Ker}
```

in the preamble, requiring the `amsmath` package. Now `\Ker` behaves like all of the other T<sub>E</sub>X math operators, like `\lim` and `\int`.

## 4.5 Italic Correction

When switching from a sloping (italic, or slanted) font to an upright one you need to insert an “italic correction” after any character that hangs over into space needed for the next character. For example, if you type `{\em If}` I, we get *If* I, and the top part of the “f” in “If” is too close to the “I.” Using the italic space `\,`, type `{\em If\,}` I to get *If* I. However, if the character following the sloping font is a period or a comma, you don’t need the correction. Even better, the L<sup>A</sup>T<sub>E</sub>X commands of the form `\textit` handle the correction automatically as does the command `\emph`, which does not force a particular shape, but gives emphasis to the text based on what is around it.

## 4.6 Spacing After Commands

For many commands, like `\TeX` which gives T<sub>E</sub>X logo, T<sub>E</sub>X needs a space to follow the command to understand where the command name ends. Otherwise, we could never define commands with names like `\TeXa`. What this means, however, is that, when used in text, commands like `\TeX` will “eat” spaces that follow, so that `\TeX hello` appears as T<sub>E</sub>Xhello and `\TeX ing` gives T<sub>E</sub>Xing. This can be remedied by forcing a space, as in `\TeX\ hello`. However, if you’re defining commands to be used in text, the `xspace` package can save you the trouble. See the documentation for details.

## 4.7 Hyphens

A *hyphen* separates the parts of a compound word, like “daughter-in-law.” To get one, type -. An *en-dash* is a bit longer than a hyphen, and is used to separate the elements of a range, like “see pages 5–7.” To get one, type -- (two hyphens in a row). An *em-dash* is a punctuation mark, as in “a specter is haunting Europe—the specter of Communism.” To get one, type --- (three hyphens in a row); the typographical convention is that there is no space between an em-dash and the



surrounding text. To get a minus sign, which is longer than a hyphen, you need to go into math mode, since if you type -5 in text, the “-” is typeset as a hyphen. Instead, use `$-5$`.

## 4.8 Delimiters

Use delimiters that expand with their arguments, like `\left(` and `\right)` as opposed to text parenthesis, even when you may not think you need them. Compare `(x+\frac{1}{x})`, which gives

$$(x + \frac{1}{x})$$

to `\left(x+\frac{1}{x}\right)`, which gives

$$\left(x + \frac{1}{x}\right) .$$

## 4.9 Inline Matrices

Beware large fractions or matrices that are put inline so as to disrupt the vertical spacing of text, as in  $\begin{pmatrix} 1 & 0 \\ 0 & 1 \end{pmatrix}$ . Use the `\smallmatrix` command to get  $\begin{pmatrix} 1 & 0 \\ 0 & 1 \end{pmatrix}$ .

## 4.10 Units

The `units` package will help standardize the look of numerical values with units. For example, 200 m and 9.8 m/s.

## 4.11 Quotation Marks

The typical quotation mark, “”, is taken by `TEX` as a closing quotation, so using two of them looks bad: “like this.” Instead, `TEX` uses ‘ as an opening quotation and ’ as a closing one, usually used two at a time, so that ‘‘like this’’ looks “like this.” Also possible is using the `csquotes` package and the `\enquote` command. Finally, as a matter of convention, punctuation marks belong inside of quotation marks so that “this”, is incorrect, while the following is “correct.”

## 4.12 Ellipses

Use `\ldots` in text mode to get the correct look ... as opposed to three periods ...

# 5 Official Requirements

These files give the official requirements as of June 2006.

## Instructions to Candidates for Master's Degrees

UNIVERSITY OF KANSAS

THE GRADUATE SCHOOL

**This revision of guidelines supersedes prior instructions for formatting of dissertations. Do not use copies on file in departments and libraries as guides for formatting your dissertation.**

Contents:

1. General Guidelines For Preparing And Submitting Your Thesis
2. Instructions For Formatting Your Thesis
3. Instructions For Converting Your Thesis to PDF
4. Publication Requirement: Instructions For Submitting Your Thesis
5. Copyright Option
6. Degree Requirements To Be Submitted To The University of Kansas

### 1. General Guidelines for Preparing and Submitting Your Dissertation

The thesis is to be in its final draft form at the time of the final oral examination. The thesis is a final document: not a paper for submission to a journal. The dissertation is to be a coherent scholarly work, not a collage of separate, distinct pieces. Its unity of theme and treatment may still accommodate several subtopics by demonstrating their relationships and interactions. (Formats required by publishers for book and journal items are usually not satisfactory for dissertations and use of them may result in your thesis being rejected. Before using guidelines of this kind be sure they are acceptable to your department and Graduate School.)

Students are required by University policy and by ProQuest/UMI policy to ascertain that use of all copyright-protected materials either falls within the "Fair use" guidelines of U. S. copyright law or are reproduced with the permission of the owner. See <http://www.ku.edu/~vcinfo/Copyright> and K. D. Crews, *Copyright Law and Graduate Research* (<<<http://www.umi.com/umi/dissertations/copyright/>>>) for further guidance.

After the final oral examination has been passed, and after any changes required by the examination committee have been made in the theses, the thesis should be submitted electronically **in PDF format** to ProQuest/UMI on or before the date specified by the Graduate School. Supplementary materials may be added in other formats. (See Section 4, Publication Requirement.) You are responsible for submitting any bound copies that may be required by your department and/or adviser> Binding for personal or departmental copies may be requested through the University Libraries (see <http://www.lib.ku.edu/preservation/ThesisBind.shtml> for further information).

### 2. Instructions for Formatting Your Thesis

In consultation with your adviser and thesis committee, identify the style manual that you will follow. Text pages, bibliography, footnotes, and appendices should follow the style manual chosen. You may also contact Library Instructional Services at [training@ku.edu](mailto:training@ku.edu).

*General style requirements:*

*TITLE PAGE:* Follow the *Title Page Format*, below.

*ACCEPTANCE PAGE:* Follow the *Acceptance Page Format*, below.

*FONT:* The body of the dissertation should be in 11 or 12-point type. The same font style and size should be used throughout the thesis, for text, captions, labels and references. Tables, captions and footnotes should use the same font style but may be smaller in size; however, font sizes smaller than 10-point type tend to be difficult to read in print and PDF format. Chapter and section headings may be bolded and no more than 2 points larger than the text size. Non-standard typefaces, such as script, are generally not acceptable except for commonly accepted symbols. Times New Roman font is widely accepted. Some other fonts may also be used. It is recommended that approval of the font be obtained in advance from your thesis committee and your graduate division.

All fonts used in a thesis must be embedded in the PDF files submitted to ProQuest/UMI. This ensures that the document will be readable on all computers. See instructions on converting your thesis to PDF (section 3).

*LINE SPACING:* Normally theses are formatted double-spaced. Single or space-and-a-half spacing for the body of your thesis is accepted only with the prior approval of your thesis committee and graduate division. However, single spacing may be used in the table of contents, footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices and bibliography.

*MARGINS:* Each page must have at least a 1.5 inch left-hand margin and at least 1.25 inch top, bottom and right margins. Margins may be wider but not narrower than these standards and must be consistent throughout the document. With the exception of copyrighted materials found within appendices, all pages must meet these requirements.

*PAGE NUMBERING:* Number the pages  $\frac{3}{4}$  inch down from the top or  $\frac{3}{4}$  inch up from the bottom. Page numbers should be consecutive and appear on every page, including appendices, tables, figures, photographs, maps, charts, etc. The title page is the **ONLY** page not numbered. Blank numbered pages that will be included within the thesis must have the following statement on each page: "Page left intentionally blank." Landscape formatted pages will have the page numbers placed on the page in the location consistent with the rest of the thesis.

*ILLUSTRATIONS:* Charts, graphs, diagrams, maps, figures, musical scores, photographs and other pictorial components must be clear and pertinent to the subject matter of the thesis. Symbols or labels may be used in graphs/charts for identification rather than color. Lettering and symbols, after reduction, should generally be no smaller than 10-point type.

Illustrations are placed within the text where they belong rather than appearing in the text with the following type of notation: "Table 1 here" etc. Table titles are generally found above the table and titles of figures are placed below but in any case the placement used should be followed consistently. If landscape formatted illustrations are used, the title of the table or title of the illustration should be positioned on the landscape edge. Page numbering should be placed on the page in the location consistent with the rest of the dissertation. Legends or keys for illustrative material may be placed on the facing page if the page with the illustration has space limitations.

*IMAGES:* Images must be clear and of high quality.

### 3. Instructions for Converting Your Thesis to PDF

#### **Note: Why Use Portable Document Format (PDF)?**

PDF preserves the layout and formatting of your original document (including fonts, and special characters, like formulas) while allowing anyone with the free Adobe Reader software to access your content. PDF also makes it easier to maintain archived documents, helping ensure that those documents can continue to be read years from now, despite changes in software used to create them.

Acrobat software is available in several public computing labs on the KU campus (For a listing, visit [www.computerlabs.ku.edu/lablist](http://www.computerlabs.ku.edu/lablist) and filter the lab list by software, "Acrobat"). Acrobat is also available for sale through retail outlets.

To create a PDF using Acrobat 7,

1. Open your thesis file in the application in which you created it (Word, WordPerfect, etc.)
2. Click the **File** menu, choose **Print**, and select **ADOBE PDF** as the printer. (If Adobe PDF is not on the list of available printers reinstall Acrobat 7.)
3. In the Print dialog box, click **Properties**, click the **Adobe PDF Settings** tab, and choose **Standard** as the Default Settings, then click **OK**.
4. Click **OK** in the Print dialog box. When prompted, type in the file name and choose Where the PDF will be saved, and click **Save**.

For a **quick visual tutorial** of Acrobat 7, see [www.lib.ku.edu/techology/PDF](http://www.lib.ku.edu/techology/PDF).

For **more detailed instructions** on using Acrobat 7 to create PDFs (including instructions on combining multiple files in a single PDF) see [dissertations.umi.com/tutorial.html](http://dissertations.umi.com/tutorial.html).

For assistance in creating PDFs, contact Instrurctional Services (864-0410 or [training@ku.edu](mailto:training@ku.edu)).

#### **4. Publication Requirement: Instructions for Submitting your Thesis**

Before qualifying for a master's degree, you must arrange for publication of your thesis through UMI Dissertation Publishing on or before the date specified by the Graduate School. All theses must be submitted electronically through the ProQuest/UMI web site at <http://dissertations.umi.com/ku/>. Before logging in, you should know or have available:

- The finished thesis in PDF form including the title and acceptance pages without signatures
- Abstract of no more than 150 words. The abstract should explain the problem with which the thesis deals, the methods used in the investigations and the results obtained and conclusions reached.
- Title of thesis
- Year degree awarded
- Year manuscript completed
- Type of degree
- Department
- Name of adviser

Your school's graduate division representative will review submitted theses for format and completeness. You will be notified by email when your thesis has been accepted for submission to Proquest/UMI.

#### **5. Copyright Option**

If you intent to register copyright through Proquest/UMI, you should place a copyright notice on the title page or on the page immediately following the title page with the year date and the author's full legal name below. For a thesis completed in 1987 by John Richard Doe, the notice would appear as:

©1987  
John Richard Doe

Or

Copyright 1987  
John Richard Doe

If placed on the title page, the copyright notice and date may be inserted directly above the author's name. If placed elsewhere, even on the title page, the name must appear below the notice as shown, even though the name appears twice on the page. (See page 7 for title page example.)

## **6. Degree Requirements To Be Submitted To The University of Kansas**

### *I. "Application for Degree" Form*

Submit an "Application for Degree" form on-line by the deadline date set by the University Registrar's Office. To file your "Application for Degree" form on-line, access Enroll & Pay>Learner Services>Academics>Apply for Graduation and follow instructions. If you have questions or experience problems, contact the University Registrar's Office at 785 864 5128. If you filed an application in an earlier semester but did not graduate, you must file a new form with correct, up-to-date information

### *II. Acceptance Page/Title Page*

A copy of the Title Page and Acceptance Page with original signatures on white, unlined paper must be submitted to the Graduate School in 300 Strong Hall. (See Acceptance Page Format, below.) The adviser and if applicable, the co-adviser, must sign the acceptance page verifying review and approval of the finals version of the thesis. Other committee signatures are optional **only** on the acceptance page. After approval of the title and acceptance pages by the Graduate School, the original copies will be forwarded to the appropriate graduate division.

### *III. Other Responsibilities*

Each candidate for a master's degree awarded by the Graduate School is responsible for:

- A. Seeing that the final examination for the degree has been scheduled and the result of the examination has been forwarded to your Graduate Division Office.
- B. Checking with your degree program that all work for the degree is completed and that grades have been sent to the Graduate Division Office.
- C. Submitting your thesis electronically to UMI to fulfill the publishing requirement and the paying of the related fees to your graduate division office.

*TITLE PAGE FORMAT:*

MARK TWAIN, NOVELIST

BY

Edward Jones#

Submitted to the Department of English  
and the Faculty of the Graduate School of the University of Kansas  
In partial fulfillment of the requirements for the degree of  
Master's of Arts

\_\_\_\_\_  
Chairperson

Committee members\*

\_\_\_\_\_\*  
\_\_\_\_\_\*  
\_\_\_\_\_\*  
\_\_\_\_\_\*

Date defended: \_\_\_\_\_

#Please use full name as you normally use it on official documents.

\*Use number of lines needed, one for each member of the committee

TITLE PAGE FORMAT TO COPYRIGHT

MARK TWAIN, NOVELIST

BY

©2006

#John Richard Doe

Submitted to the Department of English and the  
Faculty of the Graduate School of the University of Kansas  
In partial fulfillment of the requirements for the degree of  
Master's of Arts

\_\_\_\_\_  
Chairperson

Committee members\*

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\_\_\_\_\_\*

Date Defended\_\_\_\_\_

#Please use full name as you normally use it on official documents.

\*Use number of lines needed, one for each member of the committee



*ACCEPTANCE PAGE FORMAT*

The Thesis Committee for Edward Jones certifies  
That this is the approved Version of the following thesis:

MARK TWAIN, NOVELIST

Committee:

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Chairperson\*

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Date approved: \_\_\_\_\_

\*Adviser (if applicable, co-adviser) original signature (s) are required. Other committee members' signatures are optional **ONLY** on Acceptance page.

## Instructions to Candidates for Doctoral Degrees

UNIVERSITY OF KANSAS

THE GRADUATE SCHOOL

**This revision of guidelines supersedes prior instructions for formatting of dissertations. Do not use copies on file in departments and libraries as guides for formatting your dissertation.**

Contents:

1. General Guidelines For Preparing And Submitting Your Dissertation
2. Instructions For Formatting Your Dissertation
3. Instructions For Converting Your Dissertation To PDF
4. Publication Requirement: Instructions For Submitting Your Dissertation
5. Copyright Option
6. Degree Requirements To Be Submitted To The University of Kansas

### **1. General Guidelines for Preparing and Submitting Your Dissertation**

The dissertation is to be in its final draft form at the time of the final oral examination. The dissertation is a final document: not a paper for submission to a journal. The dissertation is to be a coherent scholarly work, not a collage of separate, distinct pieces. Its unity of theme and treatment may still accommodate several subtopics by demonstrating their relationships and interactions. (Formats required by publishers for book and journal items are usually not satisfactory for dissertations and use of them may result in your dissertation being rejected. Before using guidelines of this kind be sure they are acceptable to your department and Graduate School.)

Students are required by University policy and by ProQuest/UMI policy to ascertain that use of all copyright-protected materials either falls within the “fair use” guidelines of U.S. copyright law or are reproduced with the permission of the owner. See

<<[<http://www.ku.edu/~vcinfo/Copyright>](http://www.ku.edu/~vcinfo/Copyright)>> and K.D. Crews, *Copyright Law and Graduate Research* (<<[<http://www.umi.com/umi/dissertations/copyright>](http://www.umi.com/umi/dissertations/copyright)>>) for further guidance.

After the final oral examination has been passed, and after any changes required by the examination committee have been made in the dissertation, the dissertation should be submitted electronically **in PDF format** to ProQuest/UMI on or before the date specified by the Graduate School. Supplementary materials may be added in other formats. (See Section 4, Publication Requirement.) You are responsible for submitting any bound copies that may be required by your department and/or adviser. Binding for personal or departmental copies may be requested through the University Libraries (see <http://www.lib.ku.edu/preservation/ThesisBind.shtml> for further information).

## 2. Instructions for Formatting Your Dissertation

In consultation with your adviser and dissertation committee, identify the style manual that you will follow. Text pages, bibliography, footnotes, and appendices should follow the style manual chosen. You may also contact Library Instructional Services at [training@ku.edu](mailto:training@ku.edu).

*General style requirements:*

*TITLE PAGE:* Follow the *Title Page Format*, below.

*ACCEPTANCE PAGE:* Follow the *Acceptance Page Format*, below.

*FONT:* The body of the dissertation should be in 11 or 12-point type. The same font style and size should be used throughout the dissertation, for text, captions, labels and references. Tables, captions and footnotes should use the same font style but may be smaller in size; however, font sizes smaller than 10-point type tend to be difficult to read in print and PDF format. Chapter and section headings may be bolded and no more than 2 points larger than the text size. Non-standard typefaces, such as script, are generally not acceptable except for commonly accepted symbols. Times New Roman font is widely accepted. Some other fonts may be acceptable. It is recommended that approval of the font be obtained in advance from your dissertation committee and your graduate division.

All fonts used in a dissertation must be embedded in the PDF files submitted to ProQuest/UMI. This ensures that the document will be readable on all computers. See instructions on converting your dissertation to PDF (section 3).

*LINE SPACING:* Normally dissertations are formatted double-spaced. Single or space-and-a-half spacing for the body of your dissertation is accepted only with the prior approval of your dissertation committee and graduate division. However, single spacing may be used in the table of contents, footnotes and endnotes, charts, graphs, tables, quotations, captions, glossary, appendices and bibliography.

*MARGINS:* Each page must have at least a 1.5 inch left-handed margin and at least 1.25 inch top, bottom and right margins. Margins may be wider but not narrower than these standards and must be consistent throughout the document. With the exception of copyrighted materials found within appendices, all pages must meet these requirements.

*PAGE NUMBERING:* Number the pages 3/4 inch down from the top or 3/4 inch up from the bottom. Page numbers should be consecutive and appear on every page, including appendixes, tables, figures, photographs, maps, charts, etc. The title page is the **ONLY** page not numbered. Blank numbered pages that will be included within the dissertation must have the following statement on each page: "Page left intentionally blank." Landscape formatted pages will have the page numbers placed on the page in the location consistent with the rest of the dissertation.

*ILLUSTRATIONS:* Charts, graphs, diagrams, maps, figures, musical scores, photographs and other pictorial components must be clear and pertinent to the subject matter of the dissertation.

Symbols or labels may be used in graphs/charts for identification rather than color. Lettering and symbols, after reduction, should generally be no smaller than 10-point type.

Illustrations are placed within the text where they belong rather than appearing in the text with the following type of notation: “Table 1 here” etc. Table titles are generally found above the table and titles of figures are placed below but in any case the placement used should be followed consistently. If landscape formatted illustrations are used, the title of the table or title of the illustration should be positioned on the landscape edge. Page numbering should be placed on the page in the location consistent with the rest of the dissertation. Legends or keys for illustrative material may be placed on the facing page if the page with the illustration has space limitations.

*IMAGES:* Images must be clear and of high quality.

### 3. Instructions for Converting Your Dissertation to PDF

#### **Note: Why Use Portable Document Format (PDF)?**

PDF preserves the layout and formatting of your original document (including fonts and special characters, like formulas) while allowing anyone with the free Adobe Reader software to access your content. PDF also makes it easier to maintain archived documents, helping ensure that those documents can continue to be read years from now, despite changes in software used to create them.

Acrobat software is available in several public computing labs on the KU campus (for a listing, visit [www.computerlabs.ku.edu/lablist](http://www.computerlabs.ku.edu/lablist) and filter the lab list by software, “Acrobat”). Acrobat is also available for sale through retail outlets.

To create a PDF using Acrobat 7,

1. Open your dissertation file in the application in which you created it (Word, WordPerfect, etc.).
2. Click the **File** menu, choose **Print**, and select **Adobe PDF** as the printer. (If Adobe PDF is not on the list of available printers, reinstall Acrobat 7.)
3. In the Print dialog box, click **Properties**, click the **Adobe PDF Settings** tab, and choose **Standard** as the Default Settings, then click **OK**.
4. Click **OK** in the Print dialog box. When prompted, type in the file name and choose where the PDF will be saved, and click **Save**.

For a **quick visual tutorial** of Acrobat 7, see [www.lib.ku.edu/technology/PDF](http://www.lib.ku.edu/technology/PDF)

For **more detailed instructions** on using Acrobat 7 to create PDFs (including instructions on combining multiple files in a single PDF) see [dissertations.umi.com/tutorial.html](http://dissertations.umi.com/tutorial.html).

For assistance in creating PDFs, contact Instructional Services (864-0410 or [training@ku.edu](mailto:training@ku.edu)).

#### **4. Publication Requirement: Instructions for Submitting Your Dissertation**

Before qualifying for a doctoral degree, you must arrange for publication of your dissertation through UMI Dissertation Publishing on or before the date specified by the Graduate School. All dissertations must be submitted electronically through the ProQuest/UMI web site at <http://dissertations.umi.com/ku/>. Before logging in, you should know or have available:

- The finished dissertation in PDF form which includes the title page and acceptance page without signatures
- Abstract of no more than 350 words. The abstract should explain the problem with which the dissertation deals, the methods used in the investigations, and the results obtained and conclusions reached.
- Title of the dissertation
- Year degree awarded
- Year manuscript completed
- Type of degree
- Department
- Name of advisor

Your school's graduate division representative will review submitted dissertations for format and completeness. You will be notified by email when your dissertation has been accepted for submission to Proquest/UMI.

#### **5. Copyright Option**

If you intend to register copyright through ProQuest/UMI, you should place a copyright notice on the title page with the year date and the author's full legal name below. For a dissertation completed in 1987 by John Richard Doe, the notice would appear as:

©1987  
John Richard Doe

or

Copyright 1987  
John Richard Doe

If placed on the title page, the copyright notice and date may be inserted directly above the author's name. If placed elsewhere on the title page, the name must appear below the notice as shown, even though the name appears twice on the page. (See page 8 for title page example.)

## **6. Degree Requirements To Be Submitted To The University of Kansas**

### *I. "Application For Degree" Form*

Submit an "Application for Degree" form on-line by the deadline date set by the University Registrar's Office. To file your "Application for Degree" form on-line, access Enroll & Pay>Learner Services>Academics>Apply for Graduation and follow instructions. If you have questions or experience problems, contact the University Registrar's Office at 785 864 5128. If you filed an application in an earlier semester but did not graduate, you must file a new form with correct, up-to-date information.

### *II. Acceptance Page/Title Page*

A copy of the Title Page and Acceptance Page with original signatures on white, unlined paper must be submitted to the Graduate School in 300 Strong Hall. (See *Acceptance Page Format*, below.) The adviser and if applicable, the co-adviser, must sign the acceptance page verifying review and approval of the final version of the dissertation/project. Other committee signatures are optional **only** on the acceptance page. After approval of the title and acceptance pages by the Graduate School, the original copies will be forwarded to the appropriate graduate division.

### *III. Other Responsibilities*

Each candidate for a doctoral degree awarded by the Graduate School is responsible for:

- A. Seeing that the final oral examination for the degree is scheduled far enough in advance that the examination may be publicized as required--usually three weeks (but check early with your Graduate Division Office for its time requirements).
- B. Checking that the result of the examination has been forwarded to your Graduate Division Office.
- C. Checking with your degree program that all work for the degree is completed and that grades have been sent to the Graduate Division Office.
- D. Submitting a completed Survey of Earned Doctorate National Research Council form obtained from and submitted to your graduate division office.
- E. Submitting your dissertation electronically to UMI to fulfill the publishing requirement and the paying of the related fees to your graduate division office.

F. Completing the University of Kansas Exit Survey found at <http://www.graduate.ku.edu>

*TITLE PAGE FORMAT:*

MARK TWAIN, NOVELIST

By

Edward Jones#

M.S., University of Kansas, 2002

Submitted to the Department of English and the  
Faculty of the Graduate School of the University of Kansas  
In partial fulfillment of the requirements for the degree of  
Doctor of Philosophy

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chairperson

Committee members \*

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Date defended: \_\_\_\_\_

#Please use full name as you normally use it on official documents.

\*Use number of lines needed, one for each member of the Committee



TITLE PAGE FORMAT TO COPYRIGHT

MARK TWAIN, NOVELIST

By

©2006

#John Richard Doe

M.S., University of Kansas 2002

Submitted to the Department of English and the  
Faculty of the Graduate School of the University of Kansas  
In partial fulfillment of the requirements for the degree of  
Doctor of Philosophy

\_\_\_\_\_  
Chairperson

Committee members\*

\_\_\_\_\_ \*

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\_\_\_\_\_ \*

Date defended\_\_\_\_\_

#Please use full name as you normally use it on official documents.

\*Use number of lines needed, one for each member of the Committee

*ACCEPTANCE PAGE FORMAT:*

The Dissertation Committee for Edward Jones certifies  
that this is the approved version of the following dissertation:

MARK TWAIN, NOVELIST

Committee:

\_\_\_\_\_  
Chairperson\*

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\_\_\_\_\_

Date approved \_\_\_\_\_

\*Adviser(if applicable, co-adviser) original signature(s) are required. Other committee members' signatures are optional **only** on Acceptance Page.