

## THESIS GUIDE 2014–2015

### Preparing a Thesis or Dissertation

Congratulations! You have arrived at an important step in the pursuit of your graduate degree—the writing of your thesis or dissertation. Your scholarly publication reflects the results of your research and academic pursuits at Oregon State University.

#### STUDENT RESPONSIBILITY

You will be guided and advised by your major professor, your examining committee, and the staff at the OSU Graduate School while you work on your thesis document. However, the ultimate responsibility for the document rests with you.

You are responsible for:

- Obtaining the necessary information to prepare the document,
- Meeting the deadlines associated with its preparation (see *the [Guide to Success](http://gradschool.oregonstate.edu/success)*, at <http://gradschool.oregonstate.edu/success> )
- Submitting the necessary forms described in the *[Guide to Success](#)*, and
- Ensuring that your document conforms to all requirements in this Thesis Guide.

Your document must clearly state your objectives and conclusions, and present your results in a lucid and succinct manner. It must have a professional appearance and be user-friendly.

#### GENERAL FORMAT

**Standard Document Format** refers to one thesis document that addresses a single theme. The Pretext Pages, Introduction, Conclusion, and Bibliography are **mandatory**. Your committee determines the additional chapters; you choose the chapter titles. The following parts comprise the Standard Document Format:

- Pretext Pages (see model pages illustrated in Figures 2–11)
- Chapter 1 – Introduction
- Chapter 2 – Literature Review
- Chapter 3 – Materials and Methods
- Chapter 4 – Results
- Chapter 5 – Discussion
- Chapter 6 – Conclusion
- Bibliography
- Appendices (optional)

**Manuscript Document Format** is a single thesis document made up of several scholarly manuscripts or journal articles addressing a common theme. *All manuscripts/articles must be related or address a single, common theme.* You must be the primary author of each manuscript. Co-authors other than your major professor must be mentioned in a Contribution of Authors page (see Figure 9, page 8) in the pretext section of the document. Formatting should be consistent for each journal article and must follow the thesis guide formatting not the separate journal formats. The following parts comprise the Manuscript Document Format:

- Pretext Pages (see model pages illustrated in Figures 2-11)
- Chapter 1 – General Introduction (common introduction linking all manuscripts thematically)
- Chapter 2 – First Manuscript
- Chapter 3 – Second Manuscript
- Chapter 4 – General Conclusion (common conclusion linking all manuscripts thematically)
- Bibliography (common bibliography covering all manuscripts, although each manuscript may have its own reference section)
- Appendices – (optional)

Note: Within the larger Manuscript Format thesis document, Chapter Heading Pages (see Figure 1 below) precede individual manuscripts that have already been published. If not published, page is not required. Manuscripts must uniformly conform to these thesis guidelines.

Page #
<b>MANUSCRIPT TITLE CENTERED HERE</b>
Your name and other authors
Journal Address of Journal Issue manuscript appears in

Figure 1. Chapter Heading Page  
for Manuscript Document Format

## PAGE LAYOUT AND TEXT REQUIREMENTS

### Margin Requirements:

The left margin must be at least 1 inch unless printing and binding a personal or departmental copy then change to 1.5 inch. All other margins must be at least 1 inch, preferably 1.2 for top margin. Nothing may invade a margin. Every page must meet margin requirements. Margin requirements are especially important if binding a copy of your thesis.

### Page Numbering:

Pretext pages: Do not number pretext pages.

Body: The body of the text begins with page 1 and all successive pages are numbered consecutively with Arabic Numbers (e.g. 2, 3, etc.) including Appendix/Appendices and Bibliography. Page numbers should be the same size and font as the body of the text. Page numbers must appear at the top right corner of pages, approximately 1 inch from the top edge of the page and at least 1 inch from the right edge of the page. Page numbers must not invade any margins. There should be at least one return between the page number and the first line of text.

### Title:

Your title must be worded exactly the same throughout the document as it appears on the Abstract page, Title page and centered on page one (optional). Titles longer than one line should be single-spaced. The document's title does not count as a heading level.

### Text Spacing:

Use *either* double *or* 1.5 line spacing for the body of text. Do not mix the spacing. Use single spacing in the following situations:

- For headings longer than one line
- For figure/table titles/legends
- For bibliographical and reference citations
- For direct quoted material
- For items listed within the body of the text (optional)
- Where indicated in the pretext section

## TEXT FORMAT REQUIREMENTS

**Font:** Use regular, unadorned print, 10- to 12-point size for text (headings may be 14-point only if *all* headings are 14-point). Font size within figures & tables can be smaller but must be readable. Use the same font style and font size throughout.

**Headings:** Chapter names are Level 1 headings. Subheadings of a chapter are Level 2 headings. Subheadings of chapter subheadings are Level 3 headings, and so forth. Each level must look different from the other levels. Headings of the same level must look the same throughout the document. All headings, regardless of level, must be the same font size. Either number all headings *or* number none (See figures 10a and 10b). Single-space headings that are more than one line. Use adequate and consistent spacing between the headings and the text. A minimum of two subheadings may be used within a given level. Each level 1 heading begins a new page.

**Appendix Heading Page:** A numbered, counted page should be inserted in front of your document's appendix/appendices. The word APPENDIX (or APPENDICES) should be centered about 1/3 down this page. This heading page and its page number should appear in the Table of Contents.

**Blocked Quotes:** Use Blocked Quotes for quoted material longer than three lines. Use the same font size as within the text. Single-space the quotation, and indent it evenly on both sides. There is no need to justify quotations.

**References:** Use the same font size as within the text. Choose a reference style with the guidance of your major professor and your committee and be *consistent*. Single-space each citation, and use adequate and consistent spacing between citations.

**Endnotes:** Footnotes collected at the end of a chapter are called endnotes. Use the same font size as within the text. Single-space each endnote, and use adequate and consistent spacing between endnotes.

**Orphan Lines/Headers/Footnotes:** No orphan lines may appear at the top or bottom of a page. No headers or footers may be used. Footnotes are acceptable.

## FIGURES/TABLES

Figures/Tables may be located in one of two places in your document. You must choose one system and use it consistently throughout your work.

1. Insert the figure within the text, as close as possible after the first reference is made to it.
2. Place your figures at the end of the chapter in which it is first discussed or referenced.

**Figure Definition:** The definition of a figure is quite broad. “Figures” include charts, diagrams, drawings, examples, graphs, illustrations, maps, photographs, etc. In the majority of cases, if it’s not a table, it is a figure. All figures must be listed in the pretext pages’ *List of Figures*

**Table Definition:** A table is broadly defined as a compact, systematic list of data (facts, figures, values, etc.), generally arranged in columns and/or rows. All tables must be listed in the pretext pages’ *List of Tables*.

**Figure/Table Labels and Captions:** A **figure’s/table’s label** denote the type of figure/table and its number, and a **figure’s/table’s caption** is its title and description. Every figure/table must have a label and caption unless there is only one of its type in the document. Use consecutive label numbers by order of appearance within the text. Each figure/table must have a unique number, i.e., Table 1.1 for the first table in Chapter 1, Table 2.1 for the first table in Chapter 2, or start with 1 and number consecutively. As always, pick one method and use it consistently throughout your document. Label and caption font size is the same as body text size. Add one space between the figure/table and its label and caption, and between the figure/table and text. The label and caption should be placed outside its boundaries, commonly above a table and below a figure.

**Oversized Figures/Tables:** Illustrations that take up more than one page should have the label followed by “(Continued)” on the second page. If both a figure/table and its label and caption do not fit on one page, place only the label on the page with the figure or table, and place the label and caption on a separate page that precedes the figure or table (called a legend page). Single-space the label and caption and center it 1/3 of the way down the page. Include no other text on this page. List the page number of the legend page in the pretext list.

There are 2 ways of managing the inclusion of oversized figures for printing personal copies:

- **Reduction:** Photographically reduce the size of figures to meet margin requirements. Page numbers and figure captions must remain the same font size as the text.
- **Accordion Fold:** The final folded page must be 11 inches in height and no more than 8 inches wide. Fold the page from right to left, making the final folded width 8 inches. Fold the page a second time from left to right so the page number appears in the same position as all other pages in the text.

**Landscaping:** Because of their shape, some figures/tables may need to be placed crosswise on a page. If so, the top of the figure/table should be at the left margin as viewed normally (i.e. portrait orientation), and the caption should be parallel to the right margin. Reformatting pages numbers to match location of portrait oriented page numbers is not required. Margin requirements apply.

**Color:** Choose high-contrast colors to differentiate lines, bars, or segments or use symbols with or without the color.

## PRETEXT PAGE DOCUMENTS –IN ORDER OF APPEARANCE

Regardless of general format, the thesis includes particular parts in an established order as listed below. Model pages are provided for most pretext pages. In all cases, margin requirements apply (see above) and the same font style/size must be used in the body of the text and elsewhere. All titles of pretext pages should be formatted identically with respect to font size and style.

### I. Pretext Pages

A. Flyleaf -- a blank page, not numbered

B. **Abstract** (see Figures 2, 3, 4). An abstract is a summary of the document's purpose, methods, major findings, and conclusions. Your name (designated "Student Name") must appear exactly the same throughout the document. In all cases, use the official name of the major, found on the graduate school website under **Graduate Programs** at <http://gradschool.oregonstate.edu/admissions> . Underline where indicated.

AN ABSTRACT OF THE THESIS OF

Thomas A. Edison for the degree of Master of Science  
in Physics presented on January 30, 2015<sup>A</sup>

Title: Upon Recording Telegraph Messages  
Automatically

Abstract approved:

-----  
Major I. Professor<sup>B</sup>

Begin text here, using the same line spacing (either double space or 1.5), font style and font size as within the body of the text in your document.

- Use official major name, not area of concentration
- Your name must appear exactly the same throughout the document
- For defense date use month spelled out, date, and year – January 30, 2015
- Title must be the same throughout the document

Figure 2. Abstract Page for Master's Degree

<sup>A</sup>The line breaks in these four lines do not imply hard returns. Hard return after the defense date only.

<sup>B</sup>Include major professor's middle initial unless there is none. Do not include his/her title. Co-major Professors may share the same signature line; put both names below the line.

### i. Abstract Page for MAIS Degree

<p style="text-align: center;">AN ABSTRACT OF THE THESIS OF</p> <p><u>Student Name</u> for the degree of <u>Master of Arts in Interdisciplinary Studies</u> in <u>First Concentration<sup>A</sup></u>, <u>Second Concentration</u>, and <u>Third Concentration</u> presented on <u>Defense Date<sup>B</sup></u>.</p> <p>Title: <u>Underlined Title here</u>.</p> <p>Abstract approved:</p> <p>-----</p> <p style="text-align: center;">Major I. Professor<sup>C</sup></p> <p>Begin text here, using the same line spacing, either double space or 1.5, font style and font size as within the body of the text in your document.</p> <ul style="list-style-type: none"> <li>• Use official major or minor name, not areas of concentration</li> <li>• Your name must appear exactly the same throughout the document</li> <li>• For defense date use month spelled out, date, and year – January 30, 2015</li> <li>• Title must be the same throughout the document</li> </ul>
--

Figure 3. Abstract Page for MAIS Degree

<sup>A</sup>Use official Major names for Areas of Concentration (see *Graduate Catalog*, pages 9–14).

<sup>B</sup>The line breaks in these six lines do not imply hard returns. Hard return after the defense date only.

<sup>C</sup>Include major professor's middle initial unless there is none. Do not include his/her title. Co-major Professors may share the same signature line; put both names below the line.

## ii. Abstract Page for Doctoral Degree

AN ABSTRACT OF THE DISSERTATION OF

Student Name for the degree of Doctor of Philosophy in Official Name  
of Major presented on Defense Date<sup>A</sup>.

Title: Underlined Title here.

Abstract approved: \_\_\_\_\_  
Major I. Professor<sup>B</sup>

Begin text here, using the same line spacing (either double space or 1.5),  
font style and font size as within the body of the text in your document.

- Use official major name, not area of concentration
- Your name must appear exactly the same throughout the document
- For defense date use month spelled out, date, and year – January 30, 2015
- Title must be the same throughout the document

Figure 4. Abstract Page for Doctoral Degree

<sup>A</sup>The line breaks in these four lines do not imply hard returns. Hard return after the defense date only.

<sup>B</sup>Include major professor's middle initial unless there is none. Do not include his/her title. Co-major Professors share the same signature line; put both names below the line with several spaces between names.



### C. Copyright Page

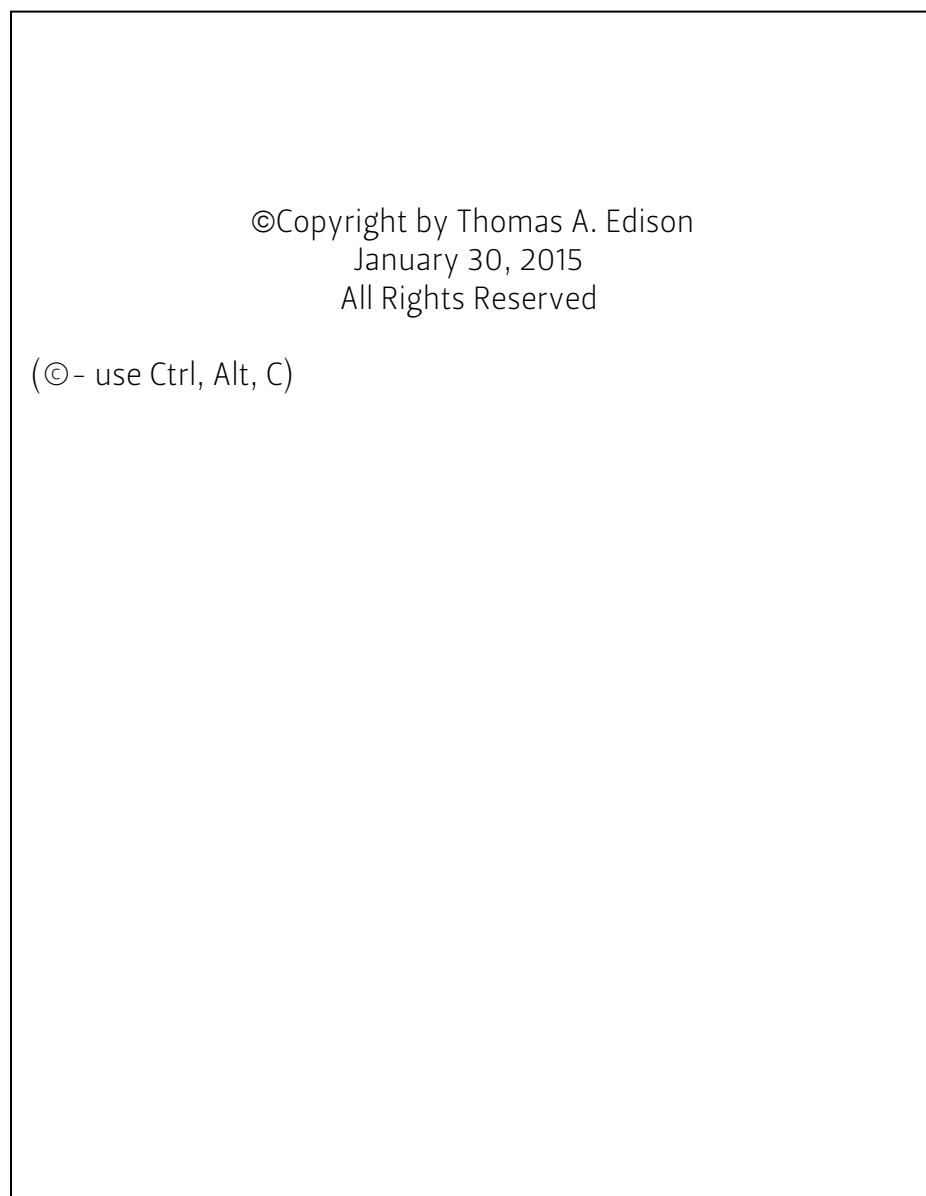


Figure 5. Copyright Page

The Copyright page is required. Inclusion of this page does not obligate you to go through a formal copyright process. Name must appear exactly the same throughout the document. Second line is the final defense date. Wording should begin one third down from the top and is centered.

## D. Title Page

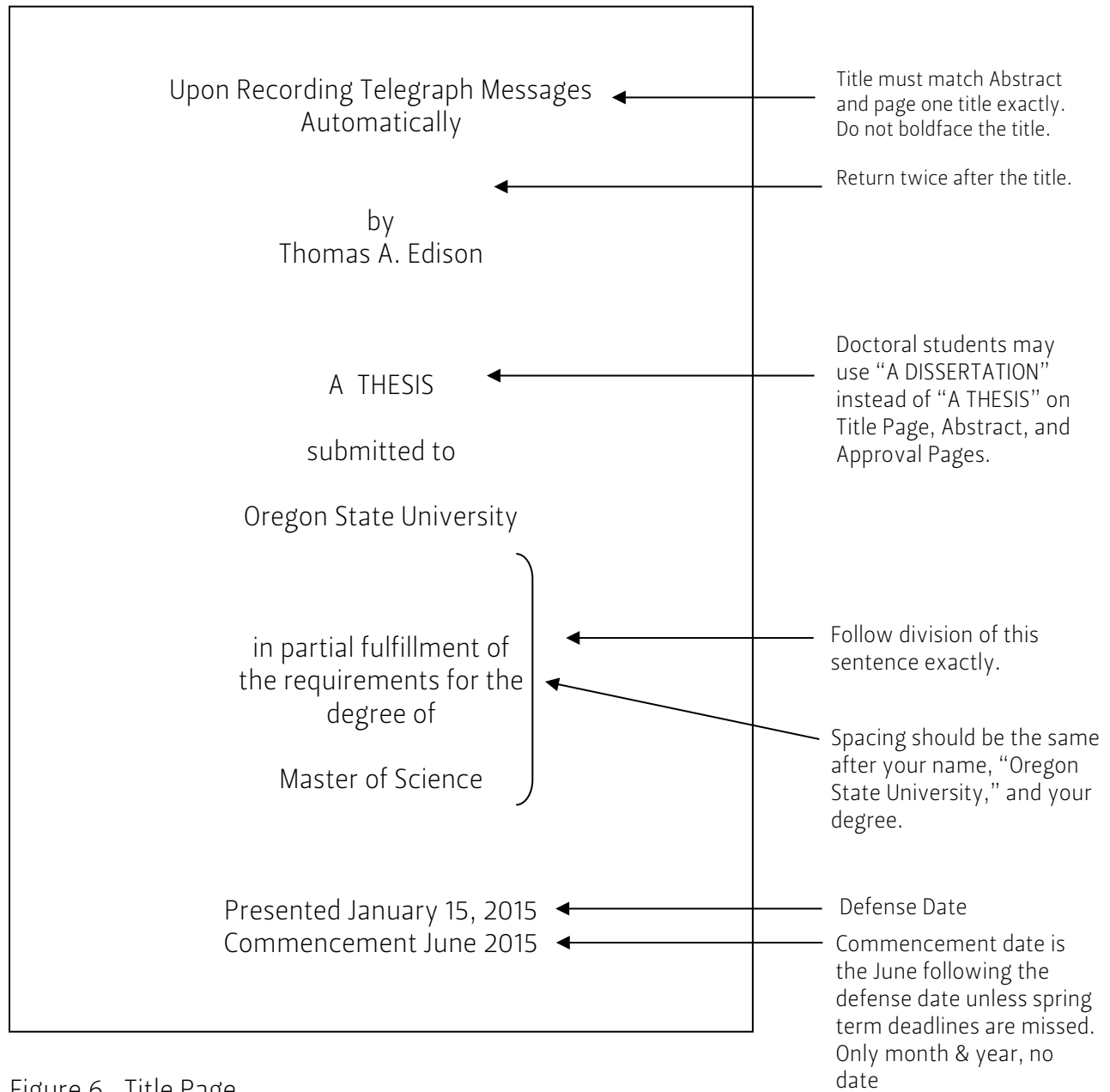


Figure 6. Title Page

## E. Approval Page

Master of Science thesis of Thomas A. Edison presented on January 30, 2015.

APPROVED:

-----

Major Professor, representing Physics

-----

Chair of the Department of Physics (can also be Head or Director)

-----

Dean of the Graduate School

I understand that my thesis will become part of the permanent collection of Oregon State University libraries. My signature below authorizes release of my thesis to any reader upon request.

-----

Thomas A. Edison, Author

**Alternate wordings for signature lines:**

### Wording with 2 Major Professors

Co-Major Professor, representing  
Name of Major  
Co-Major Professor, representing  
Name of Major  
Head/Chair of the Name of Major  
Dean of the Graduate School

### Wording with Dual Majors

Co-Major Professor, representing  
Name of 1<sup>st</sup> Major  
Co-Major Professor, representing  
Name of 2<sup>nd</sup> Major  
Head/Chair of the 1<sup>st</sup> Dept. Name  
Head/Chair of the 2<sup>nd</sup> Dept. Name  
Dean of the Graduate School

### Department Is A College or School

Example: Major is Pharmacy  
Major Professor, representing  
Pharmacy  
Dean of the College of Pharmacy  
Dean of the Graduate School

### Wording for MAIS

Major Professor, representing Name  
of Major Area of Concentration  
Director of the Interdisciplinary  
Studies Program  
Dean of the Graduate School

Figure 7. Approval Page

On the Approval Page the Major Professor represents the major. The Approval Page considers your advisor as your major professor, regardless of his/her official rank or tenure home. Official major names and department names can be found in the *Graduate Catalog*. Some majors and departments have the same name while others differ. Your signature constitutes consent to have your document available for public reference in Valley Library.

## F. ACKNOWLEDGEMENTS

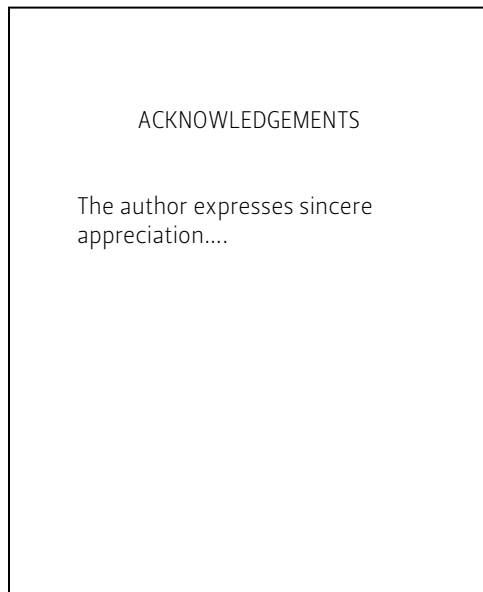


Figure 8. Acknowledgement Page  
Optional but recommended. The exact content of this page is up to you. Use same text spacing either 1.5 or double space.

## G. CONTRIBUTION OF AUTHORS

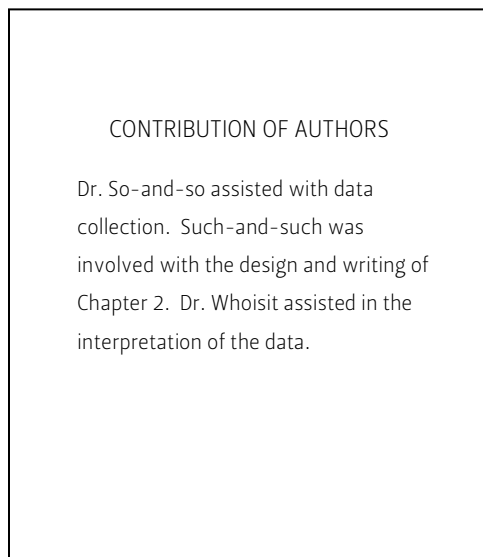


Figure 9. Contribution of Authors  
Manuscript document format only.

**H. TABLE OF CONTENTS** Ensure that the page numbers accurately reflect where the headings appear in the text. Listing the chapter headings in the Table of Contents is required; listing the subheadings is optional, and you may list some levels but not others. Levels are denoted by indentation in the Table of Contents. Wording, spelling, and capitalization of headings in the Table of Contents must match the heading in the body of the text exactly. If headings are numbered in the Table of Contents, they must be numbered correspondingly in the text.

List appendix or appendices (if applicable) in the Table of Contents, if more than five then create a separate List of Appendices. In either case, list the Appendices Heading Page (see page 3) in the Table of Contents. When listing an individual appendix, include its title.

If the Table of Contents is more than one page, subsequent pages should be headed “TABLE OF CONTENTS (Continued).” Return twice between the TABLE OF CONTENTS heading and the first item in the table.

**Do not underline, bold, or italicize in the Table of Contents** (unless the heading is a scientific species name)

TABLE OF CONTENTS	
	<u>Page</u>
1 Chapter Title.....	1
1.1 Level 2 Heading.....	12
1.2 Level 2 Heading .....	15
1.2.1 Level 3 Heading .....	17
1.2.2 Level 3 Heading .....	18
1.2.3 Level 3 Heading .....	25
1.3 Level 2 Heading .....	28
2 Chapter Title .....	32
2.1 Level 2 Heading .....	36
2.2 Level 2 Heading .....	41
2.2.1 Level 3 Heading .....	45
2.2.2 Level 3 Heading .....	46
3 Chapter Title .....	53
3.1 Level 2 Heading .....	53
3.2 Level 2 Heading .....	59
Bibliography .....	67
Appendices .....	70
Appendix A Title .....	71
Appendix B Title .....	83

Figure 10a. Table of Contents with Numbering

TABLE OF CONTENTS	
	<u>Page</u>
Chapter Title .....	1
Level 2 Heading .....	12
Level 2 Heading .....	15
Level 3 Heading .....	17
Level 3 Heading .....	18
Level 3 Heading .....	25
Level 2 Heading .....	28
Chapter Title .....	32
Level 2 Heading .....	36
Level 2 Heading .....	41
Level 3 Heading .....	45
Level 3 Heading .....	46
Chapter Title .....	53
Level 2 Heading .....	53
Level 2 Heading .....	59
Bibliography .....	67
Appendices .....	70
Appendix A Title .....	71
Appendix B Title .....	83

Figure 10b. Table of Contents without Numbering

**I. LIST OF FIGURES** (see figures 11a and 11b). Lists are required if two or more figures appear within the text.

**J. LIST OF TABLES** (see figures 11a and 11b). Lists are required if two or more tables appear within the text.

Choose one of the two methods of numbering in the model pages illustrated in Figures 11a and 11b and use it for both Lists of Figures and Lists of Tables. If a list is longer than one page, subsequent pages should be headed “LIST OF FIGURES (Continued)” or “LIST OF TABLES (Continued).” The first sentence of the figure or table caption must be listed, and the wording must match the text exactly. List only one page number per figure or table. When there is a legend page in front of a figure (see information on FIGURES below), list the legend page only.

Figures in the appendices are listed on a separate List of Appendix Figures list.

Return twice between the LIST OF FIGURES/TABLES heading and the first listing. Single-space listings with a single return if double spacing is used in the text, or 2 returns if 1.5 spacing is used.

LIST OF FIGURES	
<u>Figure</u>	<u>Page</u>
1. Name of the figure.....	29
2. First sentence of the legend matches the text exactly .....	34
3. List only one page number .....	41
4. Keep numbers and words in separate columns .....	47

Figure 11a. List of Figures/Tables with Consecutive Numbering

LIST OF TABLES	
<u>Table</u>	<u>Page</u>
1.1 Title of the Table.....	22
1.2 Spacing requirements are the same as for the List of Figures.....	29
2.1 A List of Appendix Tables would look the same .....	38
2.2 All pretext headings should look the same...	44

Figure 11b. List of Figures/Tables with Numbering by Chapter

**K. LIST OF APPENDICES** (optional). If list of appendices is short, it may be attached to the Table of Contents. For more than 5 appendices, or list different heading levels are listed in the appendices, a separate List of Appendices is required. If two or more figures appear in the appendices, a List of Appendix Figures and/or a List of Appendix Tables are required.

L. LIST OF APPENDIX FIGURES For two or more figures in the appendices.

M. LIST OF APPENDIX TABLES. For two or more tables in the appendices.

N. Other Lists. If you are including other lists, such as lists of **abbreviations, nomenclature, symbols**, and so forth, each list must have its own page. The elements of these lists do not need numbering or page numbers.

O. DEDICATION (optional) If desired you may dedicate your document to the honor of someone. Dedications are usually short. Margin requirements apply. Use the same font/font size as text body. Arrangement of page is at your discretion.

P. Preface (optional)

II. Body of Text (follow standard *or* manuscript document format)

III. Bibliography

IV. Appendix/Appendices (optional)

V. Flyleaf – a blank page, not numbered

## FINAL THESIS/DISSERTATION REQUIREMENTS

**Printing Specifications:** The Graduate School no longer requires you to submit a paper copy of your thesis/dissertation. You may have two personal or departmental copies printed at no charge at the Student Multimedia Services, located on the 2<sup>nd</sup> floor of the Valley Library.

**Formatting Template:** Can use [template for formatting](#) pretext pages. For PhD students, change “Thesis” to “Dissertation”.

**Electronic Submission:** Submit one PDF copy of your thesis/dissertation, without signatures, electronically to ScholarsArchive. Ensure accessibility with Adobe Acrobat Pro. For uploading and accessibility instructions refer to our website at – [http://oregonstate.edu/dept/grad\\_school/current/etd\\_guide.html](http://oregonstate.edu/dept/grad_school/current/etd_guide.html). For the file name use your last name, first name, middle initial, and year – example; EdisonThomasA2014.

**Creative Commons License:** *DO NOT SELECT PUBLIC DOMAIN OR CCO.* You may add a Creative Commons License to your item that allows copyrighted works to be shared and re-used. Either select **License Type:** Creative Commons or **License Type:** No Creative Commons License. *DO NOT* assign a Creative Commons license if you plan to place an embargo on your thesis or dissertation that allows only the OSU community access to your work.

**Final Documents submitted to Graduate School:** One signed Electronic Thesis and Dissertation (ETD) [Submission Approval Form](#) by your Major Professor, Head/Chair/Director/Dean of Majors Program, and yourself. I will get the Dean of the Graduate Schools signature. Submit a title page for the certification process.

**Embargo:** You can request an embargo so your work will be accessible only to Oregon State University faculty, staff and students for up to two years. The document will not be accessible via the World Wide Web during this time. Request on the ETD Submission Approval Form.

### Survey for PhD students

- **Doctoral Students only** – Complete the online <https://sed.norc.org/showRegister.do>. At the survey registration website you will be asked to provide your name, institution, department, graduate month and year, and an email address and then go directly into the survey. An email with the URL of the online survey, plus a PIN and password will be sent in case you suspend the survey and need to go back at a later time without losing previous responses. When complete print the Certificate of Completion and submit to the graduate school.



## COPYRIGHT PERMISSION

To answer questions regarding copyright law, contact Copyright Specialist Sue Kunda, Digital Scholarship Librarian – 541-737-7262 – Sue.Kunda@oregonstate.edu

You should assume that any material from other sources used in your thesis, including text, pictures, musical compositions, graphs, charts, cartoons, and so forth, is copyrighted. To determine if you must obtain *written permission* from the copyright owner fill out the [Fair Use Document](#). In order to use copyrighted material in your work you need to answer “yes” to questions 4 & 5. If you answer “no” you can either consider using another work that’s either in the public domain or has a Creative Commons license or contact the owner for permission. To obtain written permission, send the copyright owner a concise letter specifying your intended use and allow ample time for a response. If you get no response or if you are denied permission, *you must remove the copyrighted material from your document*. A doctoral student should send out copyright permission requests *at least four* months before his or her defense date.

You must submit a copy (keep the original in a safe place) of all letters granting the use of copyrighted material to the Graduate School.

In the US, if you have created an original document, it is automatically copyrighted for the period of your lifetime plus seventy years. *Formal notice or registration is not necessary*; nevertheless, you should include a copyright page (see figure 5) in your document to alert readers that you are the copyright owner and that you acknowledge your legal rights. You may wish to register your copyright, though this step is optional. Certificate of Registration establishes public record of your document, its copyright and your name and address. Students who choose to register the copyright personally should contact: Library of Congress, U.S. Copyright Office, 101 Independence Ave, S.E. Washington, D.C. 20559-6000 or register online at – <http://www.copyright.gov/>

## ETHICS

Ethical research practice requires you to avoid:

**Plagiarism:** failure to acknowledge the work of others by using proper citations and obtaining written permission to use copyrighted material.

**Fabrication:** the creation of fictitious research results.

**Falsification:** alteration of research results by misrepresentation or selective reporting of findings.