



Revised July 10, 2015

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## **INTRODUCTION**

Every thesis or dissertation accepted for an advanced degree is a mature piece of original research. As such, it is made available to the scholarly community and worldwide through OhioLINK. Just as the research must be precise and complete to meet departmental standards, the presentation of that research must be equally precise and complete to meet Graduate School standards.

The purpose of these guidelines is to ensure that every thesis or dissertation that will carry the name of The University of Akron meets the same high standards of presentation. These standards are Graduate School standards and are applied consistently to all departments and programs. It is important that students read and understand the guidelines before preparation of final copy. The Graduate School will not accept manuscripts that do not follow these guidelines.

Do not rely on previously accepted theses and dissertations. While they may have met guidelines in force at the time of their submission, they may not meet current guidelines. It is the responsibility of each student to meet current guidelines exactly. The Graduate School is the final authority on what is acceptable. The Dean of the Graduate School will not approve any thesis or dissertation that fails to meet these guidelines.

## **STYLE**

A thesis or dissertation is a formal research presentation. It should be written in formal style appropriate to the discipline (e.g., active voice, impersonal style). Adopt the past tense throughout ("Results of the experiment demonstrated . . .") and avoid slang and colloquialisms. Technical terms should be used where appropriate, but avoid using obscure words and phrases when a simpler vocabulary will do just as well.

### Style manuals

Different disciplines use different forms for such items as source citations and bibliographic entries. Students should follow the forms in the style manual adopted or preferred by their department in establishing basic style, except where the manual conflicts with these guidelines. Where conflict occurs these guidelines take precedence over style manuals. It is important that whichever manual or style is adopted that the manuscript be consistent throughout.

The departments listed below have specified the use of particular style manuals. Where no manual is specified, Turabian and APA are good standard guides. In every case use *only* the most recent edition.

Communication: APA  
Counseling: APA  
Dance, Theatre and Arts Administration: MLA  
Economics: MLA  
English: MLA  
History: Turabian  
Nursing: APA  
Psychology: APA  
Public Administration and Urban Studies: APA; other with committee approval  
Sociology: ASA; Turabian with permission

## **PAGE FORMAT**

A major purpose of these guidelines is to assure that all theses and dissertations present a consistent appearance. Therefore, it is essential that the specifications below be followed exactly.

### Margins

Correct margins are:	Left side	1.5 inches
	Right side	1.0 inch
	Top	1.0 inch
	Bottom	1.0 inch

In running text, these margins should be followed exactly. However, there are certain necessary variations.

*Top margin:* Pages that carry major headings, such as preliminary pages (Table of Contents, etc.) and chapter titles must have a 2.0-inch margin.

*Bottom margin:* When a one-inch margin would leave a sub-heading or a single line of print on a page (see widow/orphan, below), then a margin of *no more than* 2.0 inches may be left and the text continued on the following page.

Illustrations, figures, and tables must have the correct margins.

### Widow/Orphan Protection

At least two lines of a paragraph must appear together at the top and bottom of every page. In word processing programs this is usually referred to as "widow and orphan protection."

Each subheading must be followed by at least 2 lines of text.

### Spacing

Text material is double spaced, on the basis of six single spaces per inch or 66 spaces per eleven-inch page. Single spacing may be used in notes, long quotations, statement of hypotheses, the bibliography, and in certain situations involving titles and sub-titles.

### Typeface

Font size must be either 10 or 12 point. Nearly all types of font face are acceptable. However, unusual fonts styles such as Script, Italic, Orator, Block Letter Gothic, OCR-A and OCR-B are not acceptable. If other fonts are used, it is recommended that the student submit a sample to the Graduate School for approval. Proportional spacing is acceptable.

Do not use bold font for major titles, figure legends, or table titles.

### Justification

numbers must not be followed by a period or any other symbol. Embellished page numbers, such 10a, 10b, etc., are not acceptable.

The page number should be placed at the bottom of the page, centered under the text, and as the last line of text above the one-inch margin.

### Subheadings

Subheadings within chapters are not necessary, but may be used. A subheading must be followed by at least two lines of a paragraph. Subheadings should be placed as specified in the style manual consulted and should be consistent throughout. Double space before and after subheadings. It is permissible to triple space before the subheading and double space between the subheading and beginning of text if that form is used consistently throughout the document.

If subheadings are used, they should be referenced in the Table of Contents (TOC). Only first level subheadings must be referenced in the TOC. Second level and beyond may be referenced provided they are done so consistently. That is, if some second level subheadings are referenced in the TOC, all second level subheadings should be referenced, and so on for all levels.

### Direct Quotations

*Prose:* Short, direct prose quotations of three typewritten lines or less should be incorporated into the text, enclosed in quotation marks. Prose quotations that exceed three lines should be set off from the text, indented from the left margin, and single-spaced. If the quotation includes the beginning of a paragraph, then the first line of the paragraph is indented further.

*Poetr*



Abstract (mandatory in dissertations, optional in theses, but students should check for departmental requirements)

Dedication (optional)

Acknowledgements (optional)

Table of Contents

List of Tables (as needed)

List of Figures (as needed)

List of Illustrations (as needed)

List of Schemes (as needed)

Chapters of Text Material (begin Arabic page numbering)

Summary/Conclusion

End Notes (if placed at end of manuscript)

Bibliography/References/Literature

appear on the page. The date on the title page must be the month and year in which the actual graduation ceremony will take place (May, August or December), not the date the manuscript is submitted.

### Signature Page

Sample signature pages appear as APPENDIX C (thesis) and APPENDIX D (dissertation). The approval, or signature, page must be signed by those approving the manuscript. As with the Title Page, the title must be centered between the text margins, with a two-inch top margin and is to be typed in ALL capital letters.

For a master's thesis, the Faculty Advisor, Faculty Co-Advisor (if

### Dedication

This optional section gives the author an opportunity to dedicate the manuscript to an individual or group.

The heading DEDICATION is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

### Acknowledgements

This optional section gives the author the opportunity to thank those who have provided help during the research and writing of a thesis or dissertation.

The heading ACKNOWLEDGEMENTS is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

### Table of Contents

A sample Table of Contents appears as APPENDIX E. Chapter headings, other main headings such as Bibliography/References/Literature Cited, and if desired, chapter subheadings, are all listed in the Table of Contents. All entries in the Table of Contents, including wording, punctuation, capit

Each list requires a separate page with capitalization and top margins the same as the Table of Contents page. The rules for indentation and spacing of these lists are the same as for the Table of Contents. All entries in the List of Tables and/or List of Figures, etc. must be exactly as they are in the text including wording, punctuation, capitalization and spelling.

Arabic numerals must be used in the list and in the text. Only the first complete sentence of a table/figure title is required to be listed in the List of Tables/Figures, but it must match the List of Tables/Figures *exactly*. Further, letters and numbers cannot be used in combination for table/figure designation numbers (except in appendices). However, subtitles within a table/figure are acceptable. “Table” or “Figure” must be typed above the respective designation number column; do not type this heading before every entry. “Page” must be typed above the page number column.

Tables, figures, illustrations, schemes or other items that appear in the Appendices are not required to be listed in the List of Tables, etc. but may be listed if done so consistently. If items are listed numerically, the numbering should continue through the appendices. If items are listed corresponding to chapter (Table 4.1 appearing in Chapter IV, 5.1 in Chapter V, etc.) such numbering may continue through the appendices (A.1, A.2 etc.).

The title LIST OF TABLES (or FIGURES, SCHEMES, etc.) is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

### Text

The text, or body of a thesis or dissertation, begins with Arabic page 1 and is divided into multiple chapters, following the natural division points in the manuscript, i.e. the chapter is the appropriate of sub-unit of a thesis or dissertation. The first page of a chapter is organized as follows:

1. The heading CHAPTER I is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.
2. The chapter title (all chapters must be titled) is typed in capital letters two spaces below the heading, centered between the text margins. Additional lines in the chapter title, should they be necessary, are also double-spaced.
3. The text of the chapter begins *three spaces* below the chapter title.
4. If a subheading follows a chapter title, it is placed three spaces below the chapter title. Text then begins two spaces below the subheading.

All text is double spaced within the prescribed margins, except for certain quotations. At least two lines of a paragraph must appear at the top and bottom of each page.

## Tables, Figures and Illustrative Material in the Text

Figures and tables are to appear on the pages immediately following the page where the figures and/or tables are cited in the results. Figures and tables may be imbedded in the text (text above and below). However, text may not wrap around figures and tables. There are instances when it is appropriate to place large numbers of figures/tables at the end of each chapter or in an appendix at the end of the manuscript.

Each type (table, figure, map, illustration, etc.) of non-text entry must be numbered consecutively in Arabic numerals, matching the numbering in the contents section. All material must fit within the prescribed page margins. All wording in reduced images must be clear and readable.

Figure titles are to be placed on the figure page below the figure and table titles are to appear at the top of the table.

Do not type table/figure titles in bold font.

Photographs and graphic displays may be included. Color is acceptable and encouraged.

Audio-visual material may also be submitted as part of a thesis or dissertation. Such items can be linked into the manuscript provided the links fall within the formatting guidelines for page margins etc.

## End Notes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the work. If at the end of the work pages are numbered in Arabic numerals consecutively with the text.

There is no single approved style for notes; use the style most common within the discipline and delineated in an approved style manual. The Graduate School requires that the format used is recognized and accepted within the discipline and that it be used consistently. Notes should be single spaced with double spacing between notes.

## Bibliography (or References or Literature Cited)

The Bibliography/References/Literature Cited lists all sources used in the work. Page numbering continues in Arabic numerals. Each bibliographic entry should be single-spaced with double spacing between entries. The style adopted should follow an accepted format and be used consistently.

The first page of the bibliography should be set up as a chapter-title page. The word BIBLIOGRAPHY is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.



## Other Approvals

Projects involving animals, hazardous materials, radiation, or affecting general campus safety, may require review of the research design by, and a letter of permission from, one of the following committees:

Animal Welfare Committee

Radiation Committee

Biohazard Committee

Safety Committee

Students who believe their projects may require such review should check with their advisors and with the Office of Research Services. Letters of permission *must* be included as an appendix (see Human Subjects Approval, above).

## Index

An index, if included, follows the appendices with continued Arabic page numbers.

The first page of the index should be set up as a chapter-title page. The word INDEX is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.





## ELECTRONIC SUBMISSION PROCEDURES

The student will need to convert the document to PDF and submit it electronically. Students should follow the procedures outlined below.

1. Go to the OhioLINK website for electronic submission, and follow the steps to submit the “complete, finalized ETD.” <https://etdadmin.ohiolink.edu>
2. Select the option for: “I am submitting: My paper’s bibliographic information, abstract, and full text.”
3. Read the terms and click on the box to agree and continue.
4. Select the school: University of Akron. Then click on the button “Continue to main form.”
5. Complete “Information About Your Paper” and click on the box to save and continue.
  - x When entering your name and the title of the manuscript, please use the format “An Analysis of VTOL Aircraft” **DO NOT ENTER IN ALL CAPS.**
  - x Note: OhioLINK requires that an abstract be entered here even if one does not appear in your manuscript.
  - x Note: OhioLINK allows you to select subject headings and keywords relating to your manuscript. The Graduate School highly recommends that you utilize these options. Entering keywords will allow people to find your manuscript via search engines without requiring that they know your complete title.
6. Complete “Degree Information” and click on the box to save and continue.
  - x Please complete the section for “Other Advisors/Committee Members”. Please include all advisors and committee members.
7. Complete “Publication Information” and click on the box to save and continue.
  - x **OhioLINK Permissions:** we recommend keeping the default of “Copyright, all rights reserved.” You may select one of the other options, but please read the links carefully before selecting one of those options.
  - x **Publication Delay:** Manuscripts are not released for publication until after graduation. You will leave this as “I am not requesting any publication delay.”
    - o If you will need a further delay than that, select “I am requesting that my school delay publication...” and select the length of the delay.
    - o When choosing this option, a delay of publication request form must be submitted with the signature page along with the publisher’s policy. This can be found on their website.
  - x **UMI Publication:** UMI Publication is mandatory for doctoral dissertations.
    - o Doctoral Dissertations: “Upload my paper to UMI forC(6rt6ni7h “Sa)2.1(1y.(doc(s)1.5( c)TJ0 ra)-4.3

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## **ADDITIONAL INFORMATION**

### Binding Copies of a Thesis or Dissertation

The Graduate School no longer offers binding of theses and dissertations.

### Plagiarism

University Rule 3359-42-01 prohibits plagiarism. A definition of plagiarism along with methods on how to avoid it can be found at the University Libraries website. The site covers such topics as how to detect plagiarism, why it is wrong and what can result from it. Please review this site carefully.

<http://www.uakron.edu/libraries/help/tutorial-detail.dot?inode=654079>

### Use of Copyrighted Materials

Plagiarism and copyright infringement are not the same thing. Copyright provides the owner exclusive right to copy the protected materials. Copyright infringement is copying without the owner's permission and is a variety of theft. Plagiarism is passing off someone else's work as your own and amounts to fraud. Thus, improper use of another's work could be copyright infringement, plagiarism, or both. Sources used or referenced by student-authors must be properly cited and referenced according to disciplinary-specific usual practices; otherwise this might constitute plagiarism (see page 22 of graduate bulletin). However, just because something is cited properly does not mean a student has followed copyright rules. In some cases, such as reprinted figures, drawings, tables, graphs, and extensive quotations, students may be required to obtain copyright permission and to display copyright permission prominently in relation to such work. It is the responsibility of the student-author to ascertain if and where such copyright permission is required legally and/or according to disciplinary-specific usual practice, and to obtain and appropriately display these permissions in accordance with disciplinary-specific publishing usual practices and all copyright laws. Where copyright permission is required, it is the responsibility of the student-author to obtain this permission in written form and s/he must be able to show this documentation upon request. Neglect of these responsibilities, i.e., failure to properly cite, attribute, account for or reference non-original work, misuse of others' work, may violate plagiarism rules, copyright laws, or both.

Links to Graduate Bulletin and the Office of General Council website for copyright compliance:

- x <http://www.uakron.edu/gradsch/docs/Gradbulletin.pdf>
- x <http://www.uakron.edu/ogc/guidelines/copyright.dot>

The following are useful websites dealing with copyright issues:

- x <http://www.copyright.gov/>
- x <http://www.ala.org/ala/washoff/WOissues/copyrightb/copyright.htm>

x <http://www.library.unt.edu/copyright/default.htm>  
x

## APPENDICES

APPENDIX A. SAMPLE COPYRIGHT NOTICE

© Year

AUTHOR'S NAME

ALL RIGHTS RESERVED

APPENDIX B. SAMPLE TITLE PAGE

TITLE

A Thesis or A Dissertation

Presented to

The Graduate Faculty of The University of Akron

In Partial Fulfillment

of the Requirements for the Degree

Master of \_\_\_\_\_ or Doctor of Philosophy or Doctor of Education

Author's Name

Graduation Month (May, August or December), Year

APPENDIX C. SAMPLE SIGNATURE PAGE (THESIS)

COMPLETE TITLE  
THAT MAY REQUIRE  
THREE LINES

Author's Name

Thesis

Approved:

Accepted:

---

Advisor  
Name

---

Dean of the College  
Name

---

Co-Advisor or Faculty Reader  
Name

---

Dean of the Graduate School  
Name

---

Department Chair or School Director  
Name

---

Date

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(page number will be at 1-inch bottom margin)





APPENDIX E. SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS		Page
LIST OF TABLES (if any) .....		ix
LIST OF FIGURES (if any) .....		x
CHAPTER		
I. INTRODUCTION (IF MORE THAN ONE LINE IS REQUIRED, SINGLE SPACE AND INDENT TWO SPACES) .....		1
Statement of the Problem .....		3

## APPENDIX F. SAMPLE LIST OF FIGURES

### LIST OF FIGURES

Figure	Page
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## APPENDIX G. SAMPLE OF MULTIPLE APPENDICES

Multiple appendix entries must have the heading “APPENDICES” typed above them in the TOC. Each appendix entry must include the heading “APPENDIX” and its title must be typed in all capital letters. For example:

APPENDICES .....	100
APPENDIX A. APPLES .....	101
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APPENDIX J. REQUEST TO DELAY PUBLICATION OF THESIS OR DISSERTATION