



COLLEGE OF GRADUATE STUDIES

THE UNIVERSITY OF TOLEDO

Format and Style Guidelines

Doctoral Dissertations
Master Theses

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Preparation for Defense/Deadlines for Graduation

The completed Acceptance of the Thesis/Dissertation for Defense form and a draft copy of the thesis/dissertation must be presented to the College of Graduate Studies no later than March 31st.

The final examination (defense) must be scheduled and passed not later than April 30th. If you meet these dates you may participate in graduation activities for that year.

The Acceptance of the Thesis/Dissertation for Defense form is obtained from the College of Graduate Studies. The completed form, along with a draft copy of the dissertation/thesis, must be delivered to the Assistant to the Dean of the College of Graduate Studies at least 4 weeks prior to the defense date. At that time, a brief review of the paper will be made to determine if format and style guidelines have been followed.

Additionally during these 4 weeks, the College of Graduate Studies will prepare and distribute the announcement of defense, secure a College of Graduate Studies Representative for the defense, and prepare the examination report forms.

The final draft copy of the thesis/dissertation will be proofread in the College of Graduate Studies office to evaluate the document for compliance with format, grammar and style guidelines *after* the defense. This copy of the thesis/dissertation should include all changes recommended by the Academic Advisory Committee. Please allow 4 weeks from the date of submission to the College of Graduate Studies for the paper to be completely proofread.

The final copy of the thesis/dissertation, along with the completed Final Acceptance of Thesis/Dissertation form, and the UMI form must be in the College of Graduate Studies office by the end of the semester following your defense. The final copy is to be submitted on diskette or CD (paper copies will not be accepted). In addition, Ph.D. students must complete the National Science Foundation Survey form.

The final copy of the thesis/dissertation CD and forms in the College of Graduate Studies office no later than May 15th to receive your actual diploma on graduation day. If this deadline is not met, you may participate in graduation activities, however, your diploma will be mailed to you once the final CD has been received and processed by the College of Graduate Studies.

Format for the Thesis and Dissertation

Parts of the Manuscript

A thesis or dissertation falls into three main parts: 1) preliminaries (front matter), 2) text (body matter), and 3) reference materials (back matter). Each part has several sections. Some sections may be omitted, but the following outline order must be observed.

1. PRELIMINARIES

- Title page should contain the following four items **only**:
 - a. Title of thesis or dissertation, using both upper and lower case
 - b. Author (your name as you intend to use it throughout your professional career)
 - c. Institution (University of Toledo)
 - d. Year of completion

These items should be centered on the page both vertically and horizontally.

- Copyright Notice Page (if applicable)
- Dedication (if desired)
- Acknowledgments (if applicable)

This is the proper place to acknowledge work done by someone other than the student. If papers are included with multiple authors, work done by others must be specifically identified and acknowledged.

- Table of Contents

2. TEXT

- Introduction
- Literature
- Manuscripts (if applicable)

Manuscripts can be included as chapters if they are self-contained modular units, each written as a single paper, published or submitted (or intended to be submitted) to a refereed scientific journal. Each manuscript (presumptive journal article) must be prepared exactly in the style required for the intended journal, including formats for illustrations (charts, graphs, tables, etc.) and the mode of citation of the references. Typing, margins, and page numbers, however, must meet the requirements for the entire

dissertation. Each chapter/journal article shall include the following parts: Abstract; Introduction; Material; Method; Results; Discussion; and complete References.

It is the responsibility of the student's Advisory Committee to determine the number of chapters and authorship, as well as the quality and probability that these chapters will be published (if they have not already been submitted for publication). If the manuscript has been accepted for publication or has been published, you must include on the title page of the manuscript, the name of the journal and note "in press" or the complete citation if already published.

When including manuscripts, the Materials, Methods, Results, and Conclusions sections are omitted.

A Discussion/Summary chapter should provide a thread of continuity with all parts of the dissertation and must clearly state the new addition to knowledge.

- Materials
- Methods
- Results (Author's own)
- Discussion
- Conclusions (Author's own – not material collected). List numerically – one conclusion for each hypothesis.
- Summary (must clearly state the new addition to knowledge in the present work)

3. REFERENCE MATERIAL

- References
- Appendices (if needed)
- Abstract (maximum length – 350 words for dissertation or 150 words for thesis)

Master's thesis and doctoral dissertations are published by University Microfilms and the abstract is printed in "Master's Abstracts" or "Dissertation Abstracts International." A word is defined as any characters that have a space before and after, i.e., the words "a," "of," etc., count as one word each. Hyphenated words such as "post-translational" or "1,1-bis(p-chlorophenyl)-2,2,2-trichloroethane" count as one word each.

Preparing Your Manuscript

The restrictions for manuscript format and style take into account the requirements of Proquest Information and Learning where your manuscript will be microfilmed upon completion. The manuscript should have a uniform and consistently carried-out style. **Do not use other theses and/or dissertations as a guide for format. The existence of a particular style or usage in a previously approved thesis or dissertation does not establish precedent for its continuation.**

Paper: The final copy of the thesis/dissertation is required to be submitted on diskette or CD to the College of Graduate Studies. Therefore, no paper copy will be accepted.

Reference Management Software: The use of EndNote software is required. Contact the College of Graduate Studies to provide the output style if you cannot format the references as noted on page 11.

Typing: Double space all textual material; footnotes and long quotations may be single spaced. The same type style must be used throughout the thesis or dissertation. Left margin justification is preferable, but full justification is acceptable. Hyphenations are permitted, except when the hyphenated word is split over two pages.

It is suggested that you use the widow/orphan protection feature of your word processing software so the first line of a paragraph is not at the end of a page or that the last line of a paragraph does not begin a new page. It is acceptable to have a page end shorter to prevent paragraphs starting or ending in this manner. At the time of the thesis/dissertation preparation, it is the responsibility of each student to contact the College of Graduate Studies office to obtain the currently permitted format.

Margins: The left margin should be 1½"; all other margins should be 1". **Nothing may be in the margins.** This means your page numbers must be at least 1" from the bottom, center or top of the page. Please be careful that all figures and tables are confined within these margins.

Charts, Figures, Graphs, Illustrations, Tables: Illustrative material must be computer generated. All charts, figures, graphs, illustrations, and tables should have a brief descriptive title at the top of the chart, figure, etc. and are placed within the text rather than on a separate page.

Figures are to be numbered with Arabic numbers and placed within the text on the page they are cited. Figure titles are placed two double spaces after the text and before the figure. Figure legends are placed on the same page below the figure, and are single spaced.

Tables must be concise and accurate. Tables are to be numbered with Roman numerals and are placed within the text on the page they are cited. Titles for the table should appear at the top of the table.

Page Size: Use only 8½" by 11" paper size. If oversize pages are absolutely necessary for charts, graphs, or tables, they should be typed 11" by 8½" (landscape) or reduced to fit the margins of the paper.

Page Numbering: Number **all** pages consecutively, including tables, figures, legends, chapters, appendices, references, etc. Whole page photographs need not show a page number, but must have a page number reserved in the sequence. Page numbers should be placed on each page in a consistent manner, e.g., upper right corner or centered at the bottom. Page numbers must be within the body, maintaining margin requirements. Lower case Roman numerals (i, ii, etc.) are used for the *Copyright page (if applicable)*, *Dedication*, *Acknowledgments*, and *Table of Contents*. The numbering begins on the *Copyright* page if used as page ii (the title page is page i, but the number does not appear on the page). Otherwise, the *Dedication* page is numbered ii. The *Introduction* begins with Arabic page 1.

Footnotes: Footnotes to the text should be numbered consecutively and should appear throughout the text at the bottom of the page, not in a separate section. Footnotes to a table should be typed directly beneath the table and numbered consecutively. They are not to be numbered in sequence with the footnotes throughout the text.

Photographs: When used, photographs should have a full range of contrast for satisfactory reproduction.

Numbers: Numbers should always be written out when they stand as the first word in the sentence. The numbers one (1) through nine (9) are to be written out in the text when not used with abbreviations. All higher numbers will be Arabic. Numbers indicating time, weight, and measurement are to be expressed in Arabic figures when followed by an abbreviation, e.g., 1 mm, 1 sec; 3 gm; 10 mm³.

Dates: Typing style for dates may take any of the following forms: Month, day, and year: September 13, 1992; month and day; May 1, first day of May.

Abbreviations and Acronyms: Abbreviations and acronyms must be explained the first time they are used in the text by enclosing in parentheses immediately after the phrase for which they stand; thereafter they must be consistently substituted for the phrase. As an example: Eastern Standard Time (EST). **The phrase must be written out, however, at the beginning of a sentence.**

The metric system should be used for measurements and weights. Metric abbreviations must follow approved lower case style **without periods**. Examples are the following:

g = gram(s)	mg = milligram(s)
µg = microgram(s)	m = meter(s)
mm = millimeter(s)	mm ³ = cubic millimeter(s)
µm = micrometer(s)	l = liter(s)
ml = milliliter(s)	µl = microliter(s)
h = hour(s)	sec = second(s)
min = minute(s)	wk = week(s)
d = day(s)	mo = month(s)
yr = year(s)	

General Rules

Beginning a Sentence

No sentence, except in a footnote, should begin with a numeral, symbol or abbreviation (except titles such as Dr., Mrs., Mr.).

Capitalization

A good general rule for titles and/or headings is that nouns, verbs, and any word of four or more letters are capitalized.

Colon

When a colon is used to introduce a list, it should be preceded by an independent clause (e.g., “Our study included five elements: (1) ...”; “The ingredients were as follows: ...”, not “The ingredients were: ...”).

Ellipses

Within a sentence, omissions are indicated by three spaced periods. Between and at the end of sentences where omissions have been made, the final period precedes the three ellipsis points. When typed correctly, it will look like this.... In most cases, do not use ellipses at the beginning or end of a quote.

Microfilming

Microfilming is a requirement for those writing a Master's Thesis or Doctoral Dissertation in the College of Graduate Studies. The College of Graduate Studies has made arrangements with Proquest Information and Learning (a/k/a UMI) for the microreproduction of theses and dissertations. Proquest makes a master microfilm and retains it in its vaults. It announces the publication in *Dissertation Abstracts International* and provides positive microfilms and paper bound xerographic copies to all who wish to buy them at reasonable prices, comparable to the costs of printed books. There is no additional charge to you for this service.

Because microfilming and placement in a library are a form of publication, certain legal and financial implications need to be considered. If a microfilm is not copyrighted by its author, its substance lies in the public domain and may henceforth be reproduced by anyone without permission or fee. If control over the use of the material is desired, the thesis/dissertation should be copyrighted. By paying the \$45 copyright fee the student authorizes UMI to secure a copyright in his or her name.

All copies of a thesis that are to be copyrighted should include a separate *copyright notice page*, which is inserted immediately after the title page in the following form:

Copyright 2004, Full Legal Name
or
© 2004, Full Legal Name

Since copyright law is so complicated, students should consult with Proquest's booklet, "Copyright Law and Graduate Research," which is excerpted in this section and below. Additional information from Indiana University - Purdue University Indianapolis also can be found at their website: <http://copyright.iupui.edu>.

Copyright

The copyright law of the United States is quite complex. This section is only a brief overview; more detailed information will have to be obtained from other sources. Copyright protection exists from the moment the dissertation is created. Whether or not notice of copyright is affixed to the dissertation, you retain the right to publish all or any part of it by any means at any time, except for reproduction from a negative microfilm as described in the agreement form with Proquest Learning and Information. To retain the **exclusive** rights to reproduce, publish, or sell the dissertation, you must affix notice of copyright in the proper form and place on published copies of the dissertation.

The copyright notice consists of the following three elements: the symbol ©, or the word "Copyright;" the year of first publication of the work; and the name of the copyright owner in the work. The notice shall be affixed to the copies in such manner and location as to give reasonable notice of the claim of copyright (17 U.S.C. 401).

In order to affix the notice of copyright correctly on your dissertation, place the following notice on the page immediately following the title page at the center of the page just above the bottom margin:

Copyright 2004, Full Legal Name
or
© 2004, Full Legal Name

By adding the copyright notice, which must be included on all copies, you have copyrighted the dissertation. At this point, you have a number of options:

1. You may choose to copyright your dissertation by adding the notice but not registering it. You then will hold the legal rights to your work. However, to protect your rights more in a copyright dispute and in order to be compensated for damages caused by infringement, your copyright must be registered.
2. You may have the copyright registered for you by UMI for a fee. To do so, sign the appropriate authorization on the completed UMI form, and attach a CERTIFIED (bank) check for the fee amount stated on the form. UMI registers your copyright and submits your dissertation to the Library of Congress.
3. You may register the copyright yourself by paying the registration fee and sending two copies of the dissertation to the Library of Congress. In order to have greater protection against infringement, this should be done as soon as possible after the submission of your dissertation to the College of Graduate Studies.

Copyright Permission

Since the submission of your thesis/dissertation to OhioLink constitutes a form of publication, you must obtain permission to include (or quote) copyrighted material such as that in most journal articles or books unless you are the owner of the copyright or unless the material meets the “fair use” described in the next paragraph. The author is responsible in the matter of copyrighted materials. The agreement form that you sign with UMI specifically absolves them of any such responsibility.

Use of copyrighted work in your thesis/dissertation without securing permission and without paying royalties is permissible when the circumstances amount to what the law calls “fair use.” That is, when the following factors are weighed: the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and the effect of the use upon the potential market for or value of the copyrighted work (17 U.S.C. 107). Instances of quotations that exceed fair use require permission of the copyright owner. You must contact the copyright owner, describe the use you are making of the material, and request permission to use it in your dissertation or thesis.

A statement listing such materials should be included in the acknowledgments of the thesis/dissertation and at the end of each applicable chapter. The statement shall (1) inform the reader the permission has been granted, and (2) state the source of the permission.

Literature Cited

Literature cited in text should be by author's name and the year of publication as follows:

- ...studies by Briggs (1975) reveal that...
- ...studies by Brown et al. (1978) reveal that...
- ...earlier studies (Briggs, 1975; Adams and Leblond, 1976; Smith et al., 1980)...

A reference cited for the first time must show both authors (if only two); et al. (not italicized) should be used for three or more authors as follows:

(Lewis et al., 1977) OR Lewis et al. (1977)

References made to the same author(s) in the same year, are designated as follows:

Lewis (1977a,b) OR Lewis and Clark, (1977a,b) OR Lewis et al. (1977a,b)

All references must be used alphabetically within the text and alphabetically within the reference section.

References

Abbreviations in journal titles must be the same as those used in *Index Medicus*. If the journal is not listed in *Index Medicus*, do not abbreviate. Use hanging indent style for references, double spaced.

The references should be arranged alphabetically by author. If the first author is the same, the second author's name is alphabetized next, regardless of chronological order. For example:
Smith, K.R. (1982). Palatopharyngeal fusion in a human fetus and its relation to cleft palate formation. *Alab J Med Sci* 7, 398-429.

Smith, K.R., Bates, N., and Newman, A.E. (1990). Palatopharyngeal fusion in a human fetus and its relation to cleft palate formation. *Alab J Med Sci* 7, 398-429.

Smith, K.R. and Newman, A.E. (1975). Palatopharyngeal fusion in a human fetus and its relation to cleft palate formation. *Alab J Med Sci* 7, 398-429.

If all authors are the same for multiple references, use chronological order for each. For example:

Smith, K.R. (1955). Palatopharyngeal fusion in a human fetus. *Anat Res* 6, 13-14.

Smith, K.R. (1956). Cleft palate formation. *Proc US Anim Health Assoc* 12, 429-827.

Smith, K.R. (1957). A human fetus. *Alab J Med Sci* 1, 3-42.

Examples of Types of Journal Citations

Single Author

Humphrey, T. (1970). Palatopharyngeal fusion in a human fetus and its relation to cleft palate formation. *Alab J Med Sci* 7, 398-429.

Two Authors

Andersen, H. and Matthiessen, M.E. (1967). Histochemistry of the early development of the human central face and nasal cavity with special reference to the movements and fusion of the palatine processes. *Acta Anat* 68, 473-508.

Multiple Authors

Anderson, H., Ehlers, N., Matthiessen, M.E., and Claesson, M. (1967). Histochemistry and development of the human eyelids. *Acta Ophthal* 45, 288-293.

Two Publications in Same Year - Same Author(s)

Forrester, I.T. and Bradley, M.P. (1980a). Acetylcholinesterase activity in the plasma membrane of ram spermatozoa. *Proc US Anim Health Assoc* 58, 73-74.

Forrester, I.T. and Bradley, M.P. (1980b). Identification of calmodulin-like activity in human seminal plasma. *Biochem Biophys Res Commun* 92, 994-1001.

Abstract

Ito, S. and Karnovsky, M.J. (1968). Formaldehyde glutaraldehyde fixatives containing trinitro compounds. *J Cell Biol* 39, 168a-169a.

Waterman, R.E. (1972). Fine structure of oral membrane formation and rupture in the hamster. *Anat Rec* 172:421 (abstract).

Second Edition

Zwilling, E. (1961). Limb morphogenesis. *Advances in Morphogenesis*. New York, Academic Press, Vol 1, 2nd ed., pp. 301-330.

Examples of Monographic (Book) Citations

Single Author

Burnet, F.M. (1949). *The clonal theory of acquired immunity*. London, Cambridge University Press.

Double Author

Hudson, L. and Jay, F.C. (1976). Practical immunology. Oxford, Blackwell Scientific Publications.

Anonymous

Anonymous (1974). World plan of action and health strategy approaches at population conferences. Popul. Rep., E13-E24.

Thesis or Dissertation

Cafruny, W.A. (1975). The induction of cell-mediated immunity to cardiac determinants by streptococcal immunization. M.S. Thesis, The University of Toledo.

Single Author – Edited Book

Anderson, L.O. (1979). Transport proteins. In: Blomback, B. and Hanson, L.A., eds., Plasma Proteins. New York, John Wiley and Sons, pp. 43-117.

Multiple Authors – Edited Book

de Gier, J., Blok, M.C., van Dijck, P.W.M., Mombers, C., Verkley, A.J., van der Neut-Kok, E.C.M., and van Deenen, L.L.M. (1978). Relations between liposomes and biomembranes. In: Papahadjopoulos, D., ed., Liposomes and Their Uses in Biology and Medicine. New York, Academy of Science, pp. 85-99.

Author's Own Paper in Book Edited by Him

Talal, N. (1977). Autoimmunity and lymphoid malignancy: Manifestations of immunoregulatory disequilibrium. In: Talal, N., ed., Autoimmunity and Malignancy. New York, Academic Press, pp. 184-206.

Multiple Volume Handbook With Different Sections

Bedford, J.M. (1975). Maturation and fate of spermatozoa in the epididymis. In: Geiger, S.R., ed., Handbook of Physiology: Endocrinology: Section 7. Male Reproductive system. American Physiological Society, Washington DC. Vol. 5, pp. 303-317.

Abstract and Program

Holt, W.W. and North, R.D. (1982). Effects of slow cooling on the lateral distribution of proteins and lipids in the sperm plasma membrane. Society for the Study of Fertility Winter Meeting. Program and Abstracts of Papers, p. 8.

Government Document

Finlayson, J.S. (1975). Physical and biochemical properties of human albumin. In: Squoris, J.T. and Rene, A., eds., Proceedings of the Workshop on Albumin. Washington, DC. DHEW Publication No. (NIH) 76-925, pp. 31-56.

National Institute of Occupational Safety and Health (NIOSH) (1987). A guide to industrial respiratory protection, Washington DC. (DHHS CDC, NIOSH Publication No. 87-116) U.S. Government Printing Office.

National Institutes of Health (1982). Television and behavior: Ten years of scientific progress and implications for the eighties (DHHS Publication No. ADM 82-1195). Washington, DC, U.S. Government Printing Office.

Personal Communication

Smith, K. K. (1988). Medical University of Ohio, Personal Communication.

Submission

You have the ultimate responsibility for submitting a thesis/dissertation that fits the format described herein and is free of spelling and other errors. After your final thesis/dissertation is submitted to the College of Graduate Studies, no changes in the text or substitution of pages may be made.

The first step in the submission of your thesis/dissertation to the College of Graduate Studies is to set up an appointment 4 weeks prior to your defense date with the Assistant to the Dean for a preliminary check of your work. You need to bring a complete, formatted copy of your dissertation or thesis and a completed *Acceptance of Thesis/ Dissertation for Defense* form. At that appointment your non-academic elements such as pagination, margins, consistency of style, figure and table placement, and all preliminary and ending pages will be checked. You will be given instructions on the final preparation and submission of your dissertation/thesis, as well as a date to pick up the forms you will need to take with you to your defense.

Following the successful defense of your dissertation/thesis, make the revisions to your work that were suggested by your committee. Then submit the final draft on plain paper to the College of Graduate Studies.

The College of Graduate Studies then will proofread your work and return the copy to you (usually within 4 weeks) to make final corrections.

When you have made these corrections, submit your work on a disk or CD to the College of Graduate Studies. At that time you also will need to submit a completed *Final Acceptance of Thesis/Dissertation* form, the signed UMI form, and for doctoral students, the National Research Council Survey. Only when these forms have been completed and submitted will you be considered as having fulfilled all academic and administrative requirements for your degree.

Final Words of Advice

Check carefully for correct margins, page numbering, references, and citations. The College of Graduate Studies will return any thesis or dissertation that does not meet the requirements listed herein; therefore, the manuscript in final form should be carefully proofread and corrected before it is submitted to the College of Graduate Studies.

MSN Thesis

MSN theses must adhere to the *Publication Manual of the American Psychological Association*, latest edition.

1. Title page should contain the following four items **only**:
 - a. Title of thesis typed in upper and lower case.
 - b. Author (Your name as you intend to use it throughout your professional career)
 - c. Institution (Medical University of Ohio)
 - d. Year of completion
2. Dedication (**Note**: Justification of lines is **not** permitted.)
3. Acknowledgments
4. Table of Contents including list of figures and tables
5. Chapter I – Introduction
 - Statement of Problem
 - Statement of Purpose
 - Research Question(s)
 - Hypothesis (if appropriate to the research)
 - Significance
 - Summary
6. Chapter II – Literature
 - Conceptual or Theoretical Framework
 - Review of Research
 - Summary

7. Chapter III – Method
 - Design
 - Subjects
 - Material
 - Data Collection
 - Data Analysis
 - Summary
8. Chapter IV – Results (Author's Own)
 - Sample
 - Findings
 - Summary
9. Chapter V – Discussion
 - Findings
 - Conclusions
 - Limitations
 - Implications
 - Recommendations for Future Research
10. References
11. Appendices
12. Abstract – **maximum** words: 150 words

