

Oakland University

Guide for the Preparation of Theses and Dissertations

Updated April 2019

There will be occasional updates to the *Guide for the Preparation of Theses and Dissertations*; the date of the amendment will be listed on its cover page. Students must follow the copy of the *Guide for Preparation of Theses and Dissertations* that is in effect on the first day of the semester for which they have applied for degree.

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1. INTRODUCTION

This manual establishes a set of standards designed to ensure the consistency, legibility, and professional appearance of theses and dissertations and to allow for their printing and binding. Students should refer to their academic department's choice of style manuals for discipline specific formatting issues, such as those surrounding citations. Students should be aware of the following as they begin work on their thesis or dissertation:

- The thesis or dissertation must be the original work of the student. The student must also be first author or major contributor of any journal articles included as chapters.
- **Ultimate responsibility for adhering to the correct format rests with the student**, not the printer, computer, or software (including LaTeX) being used. It is the responsibility of the student to select appropriate equipment or services, to proofread the result, and to make alterations.
- The student must obtain approvals from the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), or Radiation Safety Committee (RSC), respectively, when undertaking research that involves experimentation on humans, vertebrate animals other than humans, or the use of biohazardous or radioactive materials.
- It is the student's responsibility to ensure that both departmental and Graduate School deadlines are met, and proper procedures are followed for the defense and submission of the thesis or dissertation. More information regarding procedures and due dates is available on the Graduate School website.
- It is the student's and adviser's responsibility to ensure that the copyrights of documents used in the preparation of the thesis or dissertation are protected by correct citations and by acquiring written copyright permission letters from the copyright holders.
- The adviser is responsible for ensuring that the student adheres to the requirements stated in this guide. By completing, signing, and submitting a content approval memo, the adviser attests to their having read the final version (including the preliminary pages) and to the student having met Oakland University's standards.

Thesis or dissertation

The term thesis refers to written work associated with the master's degree. Theses are required in some master's programs and are optional in others.

The term dissertation refers to the written work submitted in partial fulfillment of the requirements for the doctor of philosophy degree. Dissertations are required of candidates for degrees in most doctoral programs.

Family Educational Rights and Privacy Act

The university considers student theses and dissertations to be public statements of research findings. Therefore, students who submit such work in fulfillment of degree requirements shall be deemed to have consented to disclosure of the work.

Graduate policy

Students should refer to the current edition of the *Graduate Catalog* for university policies and requirements for completion of graduate programs.

Graduate School approval

The Oakland University Graduate School will only approve theses and dissertations that meet the standards outlined below. Students will be recommended for the degree sought only when the thesis or dissertation completely satisfies the requirements stated in the current edition of the *Guide to the Preparation of Theses and Dissertations*.

Do not copy format from old theses and dissertations. Theses and dissertations accepted in the past do not set precedent for exceptions to the rules given here.

Thesis and Dissertation Coordinator

The Graduate School, through the services of the Thesis and Dissertation Coordinator, is responsible for

- verifying compliance with Oakland University format requirements and technical quality standards;
- processing, binding, and storing theses and dissertations; and
- submitting doctoral dissertations to ProQuest® for publication.

The Thesis and Dissertation Coordinator's review will be limited to format only. If the Thesis and Dissertation Coordinator discovers other errors (numerous typographical errors, poor use of English language) by chance while reviewing the thesis or dissertation for format, they will return the manuscript to the student for corrections.

The Thesis and Dissertation Coordinator maintains the right to request corrections and can reject manuscripts that do not follow the standards set forth in this guide.

The drafts submitted at format review and approval appointments are the **only** examinations of the thesis or dissertation for format details **prior** to official submission to the Graduate School. During the format review and approval appointments, the Thesis and Dissertation Coordinator will give format advice pertaining to understanding or interpreting the standards set forth in this *Guide*. However, students should direct questions regarding word-processing techniques to the particular software's help menu or technical support team. Students who have only limited word-processing skills should consider the services of a professional typist.

Students **will not** be seen by the Thesis and Dissertation Coordinator on a walk-in basis and will be required to make appointments to have their thesis or dissertation reviewed, approved, and accepted. The appointment ensures that the Thesis and Dissertation Coordinator will be available and that adequate time will be allocated for the proper processing of the thesis or dissertation and accompanying materials.

Contact information:

Oakland University Graduate School
520 O'Dowd Hall
E-mail: gradstudy@oakland.edu
Telephone: (248) 370-2700
Fax: (248) 370-3226

2. UNIVERSITY APPROVAL FOR RESEARCH ACTIVITIES INVOLVING HUMAN AND ANIMAL SUBJECTS, BIOSAFETY, AND RADIATION SAFETY

Protection of human subjects

The Institutional Review Board (IRB) must review all research projects involving the participation of human subjects or use of materials of human origin **before the research can be conducted**. This requirement includes all research, from low-risk investigations, such as surveying people on the street about their favorite television shows, to high-risk studies, like clinical trials of experimental medical treatments. **Applications must be submitted online** (<https://www.irbnet.org/release/index.html>).

All students conducting research must have a faculty sponsor. The student and faculty sponsor are jointly responsible for contacting the IRB and for keeping abreast of the approval process as it pertains to the study. For more information about human subjects review and to access the Oakland University Guidelines for Research Involving Human Subjects, visit <https://www.oakland.edu/research/compliance/> or contact Dr. Judette Haddad at (248) 370-4898 or haddad@oakland.edu.

Protection of animal subjects

Research using vertebrate animals must have the approval of the Institutional Animal Care and Use Committee (IACUC) and be conducted according to university guidelines. For more information visit <https://www.oakland.edu/research/compliance/> or contact Cliff Snitgen at (248) 370-4441 or snitgen@oakland.edu.

Biosafety

The Institutional Biosafety Committee (IBC) must approve all research, teaching, and testing at Oakland University involving recombinant DNA, infectious agents and/or cultured cell lines. Students must obtain approval by submitting a biosafety research application. **Applications must be submitted online** (<https://www2.oakland.edu/secure/research/gcsram/login.cfm>). For more information, visit <https://www.oakland.edu/biosafety/> or contact Dominic Luongo, Biosafety Officer at (248) 370-4314 or luongo@oakland.edu; or Dr. Judette Haddad at (248) 370-4898 or haddad@oakland.edu.

Radiation safety

Only authorized Oakland University permit holders or students under the supervision of a permit holder can use radioactive material (including machinery producing ionizing radiation). User permits are issued by the Radiation Safety Committee (RSC) only to the fulltime OU faculty members or principal investigators. All others must work under the supervision of a full-time faculty member.

For more information, visit <https://www.oakland.edu/labsafety/radiation-safety/> or contact Dominic Luongo, Radiation Safety Officer at (248) 370-4314 or luongo@oakland.edu.

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| Online application for conducting research | To access the compliance committee applications referred to above, researchers should visit the Research Application Manager (RAM) at https://www2.oakland.edu/secure/research/gcsram/login.cfm . Depending on the elements involved and the scope of the project, students will gain access to the relevant applications required to conduct the study. |
| Requesting copies of compliance approval letters | Signed IRB, IACUC and IBC approval letters are mailed to faculty sponsors only. Students must request a copy from their sponsor to include as the first appendix of their thesis or dissertation. |
| Continuing Review/ Completion Form | Students must notify the compliance officer when their research is complete. To do so, students must fill out a Continuing Review/Completion form, obtain the signature of the faculty sponsor, and send it to Dr. Judette Haddad at haddad@oakland.edu . |

3. COPYRIGHT

Copyright registration

Copyright registration is optional. Registration of the copyright puts on public record the exact details of a copyright claim. **In order to sue an infringer, copyright registration is necessary.**

Students should consult with their advisers regarding the feasibility of registering the copyright for their thesis or dissertation. The need to register copyright depends on the nature of the materials and on plans for future publication or revision of the manuscript.

Thesis students can register the copyright by paying the registration fee and sending two copies of the thesis or dissertation to the Library of Congress. Forms are available from the Copyright Office of the Library of Congress, Washington, D.C. 20559. Phone: (202) 707-3000 or FAX: (202) 287-9100. <http://www.copyright.gov/>. If they wish, doctoral students can register the copyright through ProQuest®. See **Publishing Dissertations with ProQuest®**

Use of material copyrighted by others (general information)

There is a difference between students using copyrighted materials during their research and reproducing those same materials in their thesis or dissertation.

“You must dispel one common misconception: scholarly uses, even after giving full credit and citations, are not exempt from the obligations of copyright law . . . Copyright is concerned about something other than credit—a proper footnote is not enough. If you use someone else's protected work beyond lawful limits, you may have committed an infringement, even if you attribute full credit to the original author.”

Source: *Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation*. Ann Arbor, MI: UMI®.

Because the shelving of theses and dissertations in Kresge Library constitutes a form of publication, students must obtain permission to include quoted, modified, or reproduced copyrighted material in their theses or dissertations, if it is beyond “fair use.” There is no “fair use” of illustrations (including tables, figures, cartoons, photographs, charts, graphs, etc.); therefore, the copyright holder must authorize the inclusion of their material in theses and dissertations. See **Copyright permission to reproduce or adapt all or part of a table or figure from a copyrighted source.**

If copyright permissions are required, the student is responsible for contacting the copyright holder (which is not necessarily the author) and obtaining the necessary written releases. Copies of copyright permission letters must be included in an appendix of the thesis or dissertation. Verbally transmitted permission is not acceptable.

If students are unsure about the legality of reproducing previously published materials, they should consult the permissions editor at the publisher or speak to a copyright information specialist at the Copyright Office in Washington D.C. at (202) 707-3000.

<http://www.copyright.gov/>

<http://www.copyright.gov/help/faq/>

A detailed discussion of “fair use” and the copyright law can be found in Dr.

Kenneth Crews' on-line manual, *Copyright Law & Graduate Research: New Media, New Rights, and Your New Dissertation*. The manual—sponsored by UMI® et al.—provides an excellent overview of copyright law as it affects graduate research
http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf

Students are also encouraged to take the free online University of Texas system Copyright Crash Course at <http://copyright.lib.utexas.edu>

Use of material copyrighted by others (doctoral students only)

While all thesis and dissertation students must give special attention to the use of copyrighted materials, doctoral students must certify that any previously copyrighted material used in their work, beyond “fair use,” is with the written permission of the copyright owner. See **Publishing Dissertations with ProQuest®**.

If the necessary permissions are not included, ProQuest® will delete all previously copyrighted materials before publication online.

Copyright permission letters

Four months or more before submitting the thesis or dissertation, students should begin sending requests for copyright permission letters, and then send a reminder request each month until they have a response. Students must have an affirmative response from the copyright holder to use copyrighted materials. Students should not assume that failure to respond is “tacit permission.”

A sample of a copyright permission letter is provided. [\[Master's\]](#) [\[Doctoral\]](#)

Inclusion of previously published or coauthored material in theses or dissertations

If students plan more than incidental use of their own previously published or coauthored material in their thesis or dissertation—a practice common in the sciences and engineering and sometimes followed in other fields—they must have prior permission from their advisory committee. The procedure requires that the advisory committee chair review the material in order to determine whether the work is comparable to all or part of a thesis or dissertation carried out under the supervision of a member of the Oakland faculty.

- The student must be the principle author or have made the major contribution to the published work.
- Incorporation of material published elsewhere requires written copyright permission from the copyright holder.
- The text of the thesis or dissertation must make clear to the reader the original contributions of the author.
- When a paper has co-authors in addition to the student and adviser, the other authors should give written approval to include the published material.
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- Students must reformat a published article for incorporation within the body of the thesis or dissertation, so that it conforms to the structure of the format requirements.

Inclusion of publishable

Publishable papers and article-length essays arising from students' research projects are acceptable, but not as discrete unlinked units. Students must

papers or article-length essays in theses or dissertations

incorporate the unpublished material into a larger argument that binds together the whole thesis or dissertation. Students must include introductory, transitional, and concluding sections with the papers or essays.

4. FORMAT REVIEW AND APPROVAL FOR THESIS OR DISSERTATION

Published deadlines Students must meet with the Thesis and Dissertation Coordinator, obtain approval, and submit all accompanying documents to the Graduate School, no later than the deadline dates appearing on the Graduate School web site at <https://www.oakland.edu/grad/current-graduate-students/masters/> for the term in which students expect to finish their degree requirements. **These deadlines are final and will not be extended**; failure to meet them will result in the moving of a student's degree conferral to the following semester.

Application for Graduation Students must submit an *Application for Graduation* for the semester in which they will complete their degree requirements. The Registrar's Office website lists application deadlines at <https://www.oakland.edu/registrar/important-dates/>, and the online *Application for Graduation* can be found and submitted on the Graduate School web site at <https://sail.oakland.edu/>.

If students are unable to meet the published submission deadline or degree requirements by the specified deadlines, they must notify Academic Records to have their name rolled to another semester.

Registration requirement for doctoral students Doctoral students must register for graduate credits, as designated by their department, for the semester in which they intend to defend their dissertation.

Format Review Appointment Students must meet with the Thesis and Dissertation Coordinator three times – for format review, approval, and final submission.

The format review appointment with the Thesis and Dissertation Coordinator is mandatory and must take place before the defense. Students should thoroughly examine the thesis or dissertation for format compliance with the *Guide to the Preparation of Theses and Dissertations* before the format review appointment. During the format review appointment, the Thesis and Dissertation Coordinator will review all sections of the thesis or dissertation (preliminary pages, chapters, appendices, and references), and identify formatting revisions that need to be resolved before the Thesis and Dissertation Coordinator can give the student format approval.

Students must bring the following to their format review appointment:

- an unbound copy of all sections of their thesis or dissertation. The copy must be clean without editorial notations and must include complete preliminary pages. (All sections of the thesis or dissertation will undergo further revision before final submission.)
- an e-copy on a flash drive or your personal laptop computer

Students must request this appointment through the form on the Graduate School website.

Students who live outside the Michigan area must contact the Thesis and Dissertation Coordinator to arrange a format review appointment.

Defense of thesis or dissertation The student's public defense meeting must take place **at least** six weeks prior to the last day of semester and before the posted defense deadline, at a time when all committee members can attend.

Even if students pass their defense, advisers or advisory committees may require changes or additions/deletions. Students make these revisions in consultation with the faculty adviser and any concerned advisory committee members. Because of the time that such revisions may require, students should schedule their defense well in advance of the published deadline dates. There must be adequate time for the committee members to read the thesis or dissertation and students to make necessary content and/or format changes.

Approval Memo

Students are no longer required to have their adviser and committee sign the title page of their thesis or dissertation. The title page should only list the adviser and committee members, and follow the exact formatting of the template found in the Word templates on the Graduate School web site at <https://www.oakland.edu/grad/current-graduate-students/masters/>

In place of the signed title page, the Thesis and Dissertation Coordinator will send a content approval memo directly to the adviser. For Master's students, this memo is a content approval memo; for PhD students it is a publication approval memo. Once the student passes the defense and makes any necessary changes to the thesis or dissertation content as required by their adviser or committee, the adviser will sign the memo and send it to the Thesis and Dissertation Coordinator, either through intercampus mail or by giving the signed memo directly to the student to bring to their approval appointment. Scanned copies will not be accepted.

The signed approval memo certifies to the Graduate School that the advisor has examined the final copy of the entire thesis or dissertation (all preliminary pages, chapters, appendices and references) for form and content and has found the document acceptable for final submission. It does not, however, take the place of departmental paperwork that must be sent directly to the Graduate School confirming that the entire committee has approved the candidate's thesis or dissertation and passed the student on their defense.

Format Approval Appointment

After the thesis or dissertation has been defended successfully and all revisions required by the advisory committee and the Thesis and Dissertation Coordinator have been completed, the student must make an appointment with Thesis and Dissertation Coordinator to present a clean, unbound copy for final format approval. The Graduate School will grant final approval once the Thesis and Dissertation Coordinator concludes that the manuscript complies with preparation guidelines and conforms to the university's standards.

Students must bring the following to their format approval appointment:

- an unbound copy of all sections of their committee approved thesis or dissertation, including preliminary pages, chapters, appendices, and references, with few errors, if any;
- an e-copy on a flash drive or personal laptop computer.
- The content approval memo from their advisor stating that the content and form of the thesis or dissertation meets acceptable presentation standards of scholarly work in the specified discipline, revisions have been completed, and the thesis or dissertation is approved for final submission. The Graduate School will not give format approval to theses or dissertations without this memo.

- 2 copies of the thesis or dissertation cover page. The template for the cover page can be found on the Graduate School web site at <https://www.oakland.edu/grad/current-graduate-students/masters/>
-

Students who live outside the Michigan area must contact the Thesis and Dissertation Coordinator to arrange this meeting.

5. FINAL SUBMISSION OF THESIS OR DISSERTATION

Final submission appointment To meet their degree requirements, students must submit one copy of the defended thesis or dissertation that meets all format requirements, as well as all other required documents, to the Thesis and Dissertation Coordinator in the Graduate School office, 520 O'Dowd Hall, by the posted deadline to be considered for approval for graduation that semester.

Students must bring the following to their final submission meeting:

- one unbound copy of the thesis printed on 24 lb. 25% Capitol Cotton paper with the OU watermark. (see **Paper requirements**).
 - personal copies, if desired
 - departmental copies (see **Number of copies**)
 - a check made out to Oakland University for the exact amount of the bindery fee. The Thesis and Dissertation Coordinator can give the most up-to-date fee information.
-

Once the Graduate School accepts theses or dissertations, one copy becomes the property of Oakland University.

Fees Students are responsible for the costs of producing and binding their manuscripts. Current fee information is available from the Thesis and Dissertation Coordinator.

6. ADDITIONAL DISSERTATION SUBMISSION REQUIREMENTS

In addition to the requirements listed above, doctoral students must fill out a survey and submit their dissertation to ProQuest for publication.

Survey of Earned Doctorates

Doctoral students at Oakland University must participate in the Survey of Earned Doctorates by completing the SED questionnaire. Completion of the Survey is mandatory. Responses from the Survey of Earned Doctorates (SED) become part of a database that began in 1920. Information gathered by the SED is used for policy formation and research funding at national and state levels.

Students will receive a certificate of completion via email when they finish their SED. They must forward this certificate to the Thesis and Dissertation Coordinator as soon as they receive it and before their final submission meeting.

If students choose not to complete the questionnaire, they are required to write their name and a sentence indicating they do not wish to participate in the survey on the front page, and submit it uncompleted to the Graduate School

Additional information regarding the survey can be found in NORC's pamphlet [*Purpose and Use*](#).

Take the [Survey of Earned Doctorates](#) here.

Publishing Dissertations with ProQuest®

Doctoral students completing a dissertation must publish their dissertation through ProQuest® as a condition for final approval by the Graduate School.

Note: Publication by ProQuest® does not preclude publication as a monograph or journal article. The publishing agreement that the author signs grants ProQuest® **only** the exclusive rights to publish from a master copy; the author retains all other publishing rights.

ProQuest® includes the dissertation in their web-based digital library and produces copies upon request. ProQuest® also agrees to pay a royalty of 10% on all sales of the dissertation. Royalty payments must exceed \$25 in a calendar year to be paid. Additionally, ProQuest makes the dissertation abstract available to national and international researchers in *ProQuest Dissertations and Theses Global*, among other databases. One copy of the dissertation may be deposited with the Library of Congress. For an additional fee of \$55.00, ProQuest® will register copyright with the U.S. Copyright Office on behalf of the student.

7. SUBMISSION OF A THESIS OR DISSERTATION BY STUDENTS LIVING OUTSIDE THE MICHIGAN AREA

Students who live outside the Michigan area must contact the Thesis and Dissertation Coordinator to make arrangements for the submission of their thesis or dissertation copies and the corresponding paperwork.

8. BINDING AND DISTRIBUTION OF BOUND COPIES

Binding and distribution

The Graduate School is responsible for sending theses and dissertations to a bindery company and depositing the bindery fee. The binding process usually takes from three to six weeks after submission. When the bound copies are ready for pick up, the Thesis and Dissertation Coordinator will notify the student via email. Students should not arrive to pick up copies until they have been notified by the Thesis and Dissertation Coordinator that they are ready.

The Graduate School will not release bound copies to anyone other than the author without written notification.

Distribution of bound thesis or dissertation for students living outside the Michigan area

Students living outside the Michigan area must arrange for another student or faculty member to pick up the bound thesis or dissertation copies and have them mailed. When making these arrangements, students must send an email to the Thesis and Dissertation Coordinator providing the name of their proxy and details of the agreed upon arrangement. In turn, the proxy must send an email to the Thesis and Dissertation Coordinator agreeing to take responsibility for picking up and mailing the thesis or dissertation copies to the student. The proxy must present photo ID when picking up the copies.

9. STYLE MANUALS FOR TEXT PORTION

Writers of theses/dissertations must follow a standard style manual or a standard journal in their field in addition to these preparation guidelines. Some departments have recommended one or two style manuals or professional journals for student use. By following the standards that prevail in their field, students are incorporating cues that their colleagues and other audiences recognize: headings that organize the document logically; a familiar in-text citation style and a reference list that consistently matches it; and standard-looking tables and figures supported by accurate, descriptive titles or captions. It is important that the student consult with his or her adviser throughout each phase of planning, preparing, and presenting the thesis or dissertation for specific instructions, required writing style, and required content.

Should a department not require use of a standard style manual, the student will use the format outlined in this manual.

If there is a conflict between this Oakland University Guide to the Preparation of Graduate Theses/Dissertations and the student's department-recommended style manual, the Guide to the Preparation of Graduate Theses/Dissertations supersedes the style manuals recommended by the student's department.

Some of the most common style manuals are:

- American Psychological Association. *Publication Manual of the American Psychological Association*. 6th ed. Washington, D. C., 2009.
- Modern Language Association of America. *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*. 8th ed. New York: Modern Language Association, 2016.
- University of Chicago Press. *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*. 17th ed. Chicago: University of Chicago Press, 2017.
- Turabian, Kate L., Grossman, John, and Bennett, Alice. *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Guides to Writing, Editing, and Publishing*. 8th rev. ed. Chicago: University of Chicago Press, 1996.
- Institute of Electrical and Electronics Engineers, Inc., *IEEE Information for Authors*, February 2000.
- American Chemical Society. *The ACS Style Guide*. Washington, D.C.: American Chemical Society.
- Dodel, Janet S. ed., *CBE Style Manual*. Bethesda, MD: Council of Biology Editors, Inc.

The Appendix contains a chart indicating when students should follow their discipline's style manual, and when they should use Oakland University's standards as laid out in this manual.

10. GENERAL FORMATTING

When you begin formatting your thesis or dissertation, it can be helpful to turn on the formatting marks in Word. To do so, click the ¶ button at the top of the “Paragraph” section of the toolbar.

Paper requirements The copy that is to be submitted to the Graduate School must be printed on 24 lb. 25% Capitol Cotton paper with the OU watermark. Students should check with their department and adviser for department-specific copy and paper requirements. Students may choose any paper type for their own personal copies. Students must note **the pdf page number** of pages they wish to have printed in color on the order form. Do not list the page number automatically inserted by Word.

Margins Margin requirements apply to all materials bound with the thesis or dissertation, including text, figures, tables, illustrations, plates, and all material in appendices. Correct margins are essential for binding and printing purposes.

Margin requirements are:

- 1.5” on the left edge.
- 1” inch on the top and right edges.
- 1.25” on the bottom edge.
- Page numbers must appear in the footer.

[\[click here for recommended margin, header and footer settings for Word\]](#)

Header and Footer Requirements are:

- 0” header
 - 1” footer
-

Page numbering Number the preliminary pages (except for the title page) consecutively in lower case Roman numerals (i, ii, iii, iv). The text, references and appendix sections are numbered consecutively in Arabic numerals (1, 2, 3, 4), beginning of the first page of the first chapter.

All pages are counted. However, no page number appears on the title page. The copyright page is the first to have a page number, which should be page ii.

Center page numbers at the bottom of the page. Setting your footer at 1” will place the page numbers one inch up from the edge of the paper. Placement of page numbers must be consistent throughout the manuscript. When formatting page numbers, check for an extra space under the page number. If present, it changes where the page number falls and disrupts the formatting.

Page numbers must be the same font and size as the text. Do not embellish with dashes or parentheses, i.e., -39- or (39).

Justification The text is justified left, in order to avoid large gaps in text, which sometimes occur with full justification.

Line spacing The thesis or dissertation should be double-spaced, including the references. Single spacing is used in only a few specific case, including:

- multiline headings (i.e., chapter headings, section headings, and appendix

- headings that are more than one line in length) [\[sample\]](#)
- block quotations [\[sample\]](#)
- table format [\[sample\]](#)
- lengthy lists or tables (i.e., a list or a table that is more than one page long) [\[sample\]](#)
- footnotes
- reference or bibliographic entries (single space each entry and double-space between entries) [\[sample\]](#)
- the table of contents, list of tables, and list of figures (single space each entry and double-space between entries) [\[sample\]](#)
- documents reproduced illustratively in appendices (e.g., survey questionnaires, lesson plans).

Insert two double-spaced lines before and/or after all tables and figures imbedded in a page of text. If the figure appears at the top of a page, two double spaces are required below the figure, before the text. If the figures appears at the bottom of the page, two double spaces are required above the figure, between the text and the figure. [\[figure sample\]](#) [\[table sample\]](#)

All headings and subheadings should be spaced the same as the rest of the text. No additional space before a new section or subsection is required.

Centering Center tables, figures, graphs, charts, etc., between the left and right margins.

Paragraphs Distinguish new paragraphs by a 0.5” indentation.

Do not insert extra lines between paragraphs.

Hyphenation and text division Excessive hyphenation is not acceptable.

Disable automatic hyphenation tools in software packages. Use a standard dictionary, when necessary.

Do not hyphenate the last word on the page.

Text division across pages is not permitted in specific circumstances:

- Do not split names across pages (Theodore D. [split](#) Roosevelt; Grand [split](#) Rapids
 - Do not split citations and reference information across pages (p. [split](#) 10; Chapter [split](#) Four). If a reference splits across two pages, insert extra space above the reference to move it to the next page.
-

Widows and orphans Avoid "widows" and “orphans”. A “widow” is a single line ending a paragraph at the top of a page. An “orphan” is a heading, subheading, or single line of a paragraph at the bottom of a page. [\[sample\]](#)

Font typeface Text, headings, page numbers, table titles, figure captions, references, equations, footnotes, and endnotes should all be in Times New Roman font. Only tables and figures produced by different technology and documents reproduced illustratively in appendices (e.g., survey questionnaires, computer programs) may be in a different font. Computer programs, when quoted and discussed, should be set in a distinctive typeface appropriate to the computer language.

Font size The entire thesis or dissertation, including text, major headings, section headings, tables, figure captions, table titles, and all page numbers must be typed in 12 point size. Exceptions are allowed only for the following:

- Footnotes and endnotes (no smaller than 10 point)
- Footnote indicators and super- and subscript characters in text, equations, and formulas (no smaller than 10 point)
- Tables that are too wide to fit between the left and right margins. Students can use 10, 11, or 12 point, but the size must be consistent throughout the table).
- Text in figures and photo-reproduced material (must be legible and large enough to read; no smaller than 10 point.)
- Documents photo-reproduced illustratively in appendices, e.g., survey, questionnaires, IRB approval letters, etc., (must be legible and large enough to read; no smaller than 10 point size).

The Graduate School will make the determination for font type and size compliance.

Font style Bold face type may be used only in equations (i.e., symbols for vectors) and, in figures that are photo-reproduced from other sources and material produced illustratively in appendices.. The Graduate School will make the determination of font style compliance.

The italic font style is restricted to foreign words, book or periodical titles, taxonomic names, letters used as statistical symbols or algebraic variables, test scores and scales, and judiciously placed special emphasis. In some disciplines, section headings use the italic font style. The Graduate School will make the determination of font style compliance.

Headings and subheadings The Graduate School does not set any specific standards for the format of chapter or chapter equivalent headings, except for font size (same size as text), font type (no bold) and capitalization. If their department does not recommend a style manual, students will use the chapter or chapter equivalent heading format provided in the sample. [\[chapter heading\]](#) [\[chapter equivalent heading\]](#)

Students should refer to the standards set by their department's choice of style manual or professional journal for section level format (i.e., section, subsection, etc.). If their department does not recommend a style manual, students will use the section heading format provided in the appropriate template found on the Grad Study website.

A heading/subheading that falls at the top of a new page should begin at the top margin; do not add any additional space before a heading or subheading.

A heading/subheading should never appear as the last line of text on a page; instead, move it to the top of the following page.

A heading near the bottom of a page must be followed by at least two lines of text.

Regardless of formatting style, all heading and subheading formatting must be consistent throughout the thesis or dissertation.

| | |
|-------------------------------------|--|
| Running Heads | Do not use running heads in your thesis or dissertation. A running head is an abbreviated title printed in the header of every page. |
| Lists (numbered or bulleted) | <p>Students should refer to their department's choice of style manual or professional journal for formatting lists. If their department does not recommend a style, students will use the format provided in the sample. [sample]</p> <p>The lettering/numbering and indentation of lists in text must be consistent throughout the thesis or dissertation.</p> |
| Block quotes | <p>Format quotations longer than forty words or four lines as block quotes.</p> <p>Block quotes may be material quoted from interviews or material from open-ended questions from the data collection instruments, as well as from published or unpublished sources.</p> <p>Indent all lines of block quotes 0.5" from the left margin and type the entire quotation on the indented margin. Block quotes are single-spaced.</p> |
| Footnotes and endnotes | <p>Students should check with their advisers for general rules of notation within their discipline.</p> <p>Footnotes are single spaced in 10-point type size and must use the same typeface as the text.</p> <p>Footnote numbering can be continuous throughout the dissertation or thesis or may start again for each chapter or page, but the method must be consistent. Inserted footnotes may not be numbered 25a, for example. Renumber the footnotes following the insertion.</p> <p>Continue lengthy footnotes on the next page.</p> <p>The use of endnotes is discouraged, if not required by a department's style manual of choice.</p> |
| Equations | <p>Align equation numbers with the right margin. Number equations in accordance with the recommended style manual. If the student's department does not recommend a style manual, students should number equations either by chapter or consecutively throughout the text. [sample]</p> <p>Center mathematical equations and chemical formulas with characters such as doubled superscripts or square roots horizontally on the page between the appropriate lines of text to avoid irregular line spacing.</p> <p>Spacing before and after equations must be consistent with the rest of the text. Do not insert extra space above or below an equation.</p> <p>All subscripts and superscripts must be no less than 10-point type.</p> |
| Partially filled text pages | <p>Theses and dissertations are formatted as books. The text fills each page from the top margin to the bottom margin, adjusting the latter when necessary to avoid "widows" and "orphans." <u>Except for the last page of a chapter, all pages must</u></p> |

be filled; no partially filled pages will be approved.

Partially filled text pages occur when students attempt unsuccessfully to insert a figure or table immediately after mentioning it in the text, thus leaving a large blank space on the page. In degree of importance, figures and tables are secondary to the text. This means that **students must fill all text pages with text; in no case should student leave pages significantly free of text because of the mention of a figure or table.**

When a figure or table cannot fit on the page on which it was cited, thus leaving a large blank space, fill the page with text from the following page, place the cited figures or tables on the next page, and then resume the text. [\[sample\]](#)

Abbreviations

No abbreviations should appear in chapter headings or subheadings; also, sentences should not begin with abbreviations, symbols, letters or numbers. Ampersands (&) may not be used in the body of the text except in citations.

11. ILLUSTRATIVE MATERIALS (TABLES, FIGURES, GRAPHS, MAPS, ILLUSTRATIONS, ETC.)

General information Do not use any designation other than Figure or Table to identify tabular or graphic representations in the manuscript.

All figures and tables must meet the margin requirements described above.

Figures and tables must be uniquely numbered in either of the following manners:

1. consecutive numbering throughout the thesis or dissertation,
 2. combination chapter and figure/table number designation, e.g., Figure 1.1, 1.2, 1.3; 2.1, 2.2, 2.3 etc.. Adopt and use one method consistently.
-

Tables and figures must be referenced in text by number, not by expressions such as “the table above”, “in the following figure”, or “the figure on page 32.”

Color in figures and tables You may use color in figures or tables as agreed with your adviser or advisory committee.

Copyright permission to reproduce or adapt all or part of a table or figure from a copyrighted source. Authors must obtain permission to reproduce or adapt all or part of a table (or figure) from a copyrighted source. If students wish to reproduce material from copyrighted sources, they must contact the copyright holders to determine their requirements for both print and electronic reuse. The copyright holder’s letter of permission must be included as an appendix in the thesis/dissertation.

Any reproduced table (or figure) must be accompanied by a note at the bottom of the reprinted table (or in the figure caption) giving credit to the original author and to the copyright holder. The following form for tables (or figures) must be used:

Material reprinted from a journal article: [\[sample\]](#)

Note: From [or The data in column 1 are from] “Title of Article,” by A. N. Author and C. O. Author, 2000, *Title of Journal*, 50, p. 22. Copyright 2000 by the Name of Copyright Holder. Reprinted [or Adapted] with permission.

Material reprinted from a book: [\[sample\]](#)

Note: From [or The data in Column 1 are from] *Title of Book* (p. 103), by A. N. Author and C. O. Author, 1999, Place of Publication: Publisher. Copyright 1999 by the Name of Copyright Holder. Reprinted [or Adapted] with permission.

APA, 5th edition, 2001

Copyright permission letters Each figure and table copied from a publication must have an associated copyright permission letter, and all letters must be included in an appendix. A sample of a copyright permission letter is provided.
[\[Master’s\]](#) [\[Doctoral\]](#)

Is copyright permission needed? A copyright permission letter is needed when the student makes a copy (photocopy, digital scan, download) of a published figure or table, even if they delete or add data.

Students do not need a copyright permission letter if the figure is the student's original work and it is not published elsewhere.

Students **may** need a copyright permission letter if the figure or table is the student's original work but published elsewhere. In some cases, the student holds the copyright, in others the publisher does. The student must contact the publisher to ascertain copyright ownership.

Students do not need a copyright permission letter if the figure produced by the student is a modified version of a figure that has been published previously. These modifications (e.g., redrawing schematics, addition of data, omission of data, etc.) should be significant. In this case, it is sufficient for the student to give reference to the figure inspiration by adding a phrase to the figure caption such as (modified after Duff et al. 1999).

When in doubt, contact the copyright holder to determine if permission is necessary.

FIGURES

General information

The word "figure" designates all nonverbal material such as charts, graphs, maps, photographs, line drawings, works of art, chemical formulas, process flow charts, metabolic pathways, computer print-outs or musical scores or passages.

Figures may be included in the manuscript only if they are of high quality.

All figures must be listed in the List of Figures.

Formatting these items may be difficult, and students are urged to consult the Thesis and Dissertation Coordinator, Oakland University Graduate School, 520 O'Dowd Hall, (248) 370-2595, before they begin formatting figures.

Boxed figures

Do not enclose figures in boxes.

Figure captions

All figures must have a number and a caption. Unless an approved style manual directs otherwise, the number and caption of a figure must be inserted, single-spaced, below the figure. The figure caption must also appear in the same typeface and size as the text of the thesis or dissertation. While there are no specific rules for the format of figure captions, students must use a consistent format throughout the thesis or dissertation.

When photocopying a figure, do not copy the caption with it. The number and caption are part of the main text and must be produced with the same typeface as the rest of the thesis or dissertation.

Figure placement Figures should be inserted **as near as reasonably possible** after they are first mentioned in the text – usually within a page.

Where possible, place figures on their own pages to avoid problems in shifting during revision. However, a figure may be (a) embedded in the text, (b) placed on a separate page following the text where it is first cited, or (c) at the end of its respective chapter.

a) Embedded in text

- Students may embed **very small figures** (with their captions) in text, with text above and below. The text above or below the figure must take up at least a half page. [\[sample\]](#)
- Students may place **medium-sized figures** (with their captions), if no more than one half page in size, at the top or bottom of a page with text. There should always be a balance of no less than one-half page of text and no more than one-half page of figure on the page. Figures of this size **may not** have text above **and** below them. Instead, place the figure at the top or bottom margin. [\[sample\]](#)
- Text cannot surround figures to the left or right. [\[sample\]](#)

b) On a separate page

Center large figures (figures larger than a half page) vertically and horizontally on their own page. Figures of this size **may not** have text above **or** below them. [\[sample\]](#)

c) At the end of a chapter

In cases where a disproportionately large number of figures compared with a small amount of text create problems with the layout of pages and disrupt the flow of the text, students may group them at the end of the chapter, in the order of their mention in the text.

Multi-part (nested) figures

Multi-part figures, e.g., Figure 1a, 1b, etc., must be nested vertically or horizontally on the same page and labeled Figure 1 with a caption that covers all parts of the figure. [\[sample\]](#)

More than one figure on a page

Separate figures, e.g., Figure 1 and Figure 2, may appear vertically on a page, if they are each less than half a page and separated by two double-spaced lines. [\[sample\]](#)

Oversize figures

If figures cannot be made to conform to the required text margins, the following alternatives are suggested:

- **Reduction**

If a figure is too large to conform to the margins and formatting requirements, students may reduce the figure's size. However, any text included in the figure cannot be reduced to smaller than 10-point size.

- **Landscape**

Students may place a figure that will not fit within the margins lengthwise (landscape) on the page. Landscape pages should have page numbers in the same place and orientation as other portrait-oriented pages. The figure number and caption will be placed lengthwise (landscape) below the figure. [\[sample\]](#)

- **Facing Page**

If a figure takes up the entire page leaving no room for its caption, a facing page may be used. A facing page is a page that is prepared so that the caption (centered vertically and horizontally) faces the figure when the thesis is bound. On a facing page, the right margin becomes the binding edge (1.5" margin), and the margin settings should be adjusted accordingly. When a facing page is used, the List of Figures will list the page number containing the caption. Students may produce facing pages and figures in portrait [\[sample\]](#) or landscape orientation [\[sample\]](#).

- **Folding**

If it is not possible to reduce the material, an 11" x 17" oversize page may be used. The page number should appear on the printed side of the page in the same position as the page numbers on the other pages. These pages are very difficult to print. [\[sample\]](#)

Reproduction quality of figures

Computer-generated, photocopied or scanned figures may be used, but the figures and characters must be letter quality, sharp and dense, and large enough to be read (no smaller than 10-point type). The Graduate School will make the determination for reproduction quality.

Figures in an appendix

If you choose to include figures in an appendix, you must use an appendix numbering system. If there are figures in multiple appendices, the letter designation of the appendix takes the place of the chapter number in the Figure number. The first figure in the first appendix would be Figure A.1, the first figure in Appendix B would be figure B.1 and so on. Students must list all figures in the List of Figures.

TABLES

General information

The word "table" designates tabulated numerical data used in the body of the thesis or dissertation and in the appendices. A table consists of numbers, words, or both and presents information separated into columns with distinct column headings. List all tables in the List of Tables, except those tables grouped under one appendix title.

Tables and their titles must fit into the same margin requirements as the text.

Use the same typeface and size for the entire table, including the table number and title, as you have used in the text. Reduced font size is allowed in large tables that will not fit between the left and right margins, as stated in **Oversize tables**, but the

font size cannot be smaller than 10 point.

Table format The student must follow the table style demonstrated in the sample. **This guide supersedes the department style manual format.** [\[sample\]](#)

Table numbers Number tables consecutively, using Arabic numerals, throughout the text or within the chapter or section, i.e., Table 12. [Table caption] or Table 2.4. [Table Caption]. Adopt one method and use it consistently throughout.

If you choose to include tables in an appendix, you must use an appendix numbering system. The first table in the first appendix should be Table A.1, the first table in Appendix B should be Table B.1, and so on.

Table titles The number and title must appear above the table.

Each table must have a unique title descriptive of its contents; no two titles can be the same.

Table titles are single spaced.

Tables and their titles must appear on the same page.

When photo-copying a table, the title cannot be copied with it. Produce the title and number with the same typeface as the rest of the thesis or dissertation.

Table placement Tables should be inserted as near as reasonably possible to the text to which they relate. In order to distinguish them from text, leave two double spaces below each table if they appear at the top of the page, and two double spaces above the table if they appear at the bottom of the page

- You may embed **small tables (with titles)** in text, with text above and below. [\[sample\]](#)

- You may place **medium-sized tables (with titles)**, if no more than one-half page in size, at the top or bottom of a page with text. The table must begin and end on the same page. The page here should always be a balance of no less than one-half page of text and no more than one-half page of table. Tables of this size may not have text above **and** below them. [\[sample\]](#)
- Place **large tables (with titles)**, if less than one half page long, but no more than one page long, alone on the page immediately following their in-text reference. Center them vertically and horizontally on the page. [\[sample\]](#)
- **Large tables continuing to other pages** should start on a new page. You may continue the table on as many pages as necessary, provided the columnar headings remain the same and are repeated at the top of each succeeding page. The first page contains the table number and title, and subsequent pages contain the remainder of the table and the designation:

Table # — Continued

Do not continue the title on successive pages. [\[sample\]](#)
- **More than one table (with titles) can appear on the same page**, as long as they are separated by two double spaces, and the second table starts and ends on the same page. [\[sample\]](#)
- **At the end of a chapter.** A disproportionately large number of tables compared with a small amount of text can cause problems with the layout of pages; text that is constantly broken up with tables will be hard for the reader to follow. In cases where numerous tables would disrupt the flow of the text, they may be grouped at the end of the chapter, in the order of their mention in the text.

Oversize tables

You may place a table that will not fit within the margins lengthwise (landscape) on the page. Place the table number and title lengthwise (landscape) above the table. “Landscape” pages should have page numbers in the same place and orientation as other portrait-oriented pages. [\[sample\]](#)

You may reduce font sizes to 11 or 10-point size in tables that are too wide to fit between the left and right margins. Do not use more than one font size within a single table.

A table that is more than one page long may be single-spaced. [\[sample\]](#)

12. OTHER ILLUSTRATIVE MATERIAL AND NON PRINT MEDIA

Photographs Students may include photographs in the thesis or dissertation, by either scanning them into the file or photocopying them onto cotton paper. Be sure the final product is clear and the image has good contrast.

Slides Place slides a plastic slide sleeve.

Compact disk Students may include a compact disk (CD) with the thesis or dissertation only

- with the written approval of the adviser,
- if the dissertation is understandable without the material contained on the diskette, and
- when the amount or nature of the information contained therein would make a paper copy of the information difficult to use.

Data appropriate for inclusion on a CD will include, but are not necessarily limited to, such items as long computer runs, raw data, spreadsheets, complex graphs, and source code. These items should be supplementary to the thesis or dissertation itself.

Do not list items appearing on the CD in the List of Tables or the List of Figures.

The computer files on the CD must be in pdf format.

The CD should be clearly marked with the student's name, major, dissertation title, and a reference to the CD's place in the dissertation. The diskette should be "read only."

Since these items can be lost or removed, students should also leave a copy of the CD in their department.

The library offers no guarantee that it will support the hardware and software necessary to retrieve the information in the future.

13. EDITING, CORRECTING, DUPLICATING, AND PRINT QUALITY

Manuscript corrections

All submissions must be neatly executed and correct in spelling, punctuation, and format. The student must PROOF CAREFULLY before printing and submitting the document to the Thesis and Dissertation Coordinator in the Graduate School

Discernible erasures, use of any cover-up or whitening substance, correction tape strips, strikeovers, interlineations, or track changes are not acceptable in the final copy.

The Thesis and Dissertation Coordinator cannot accept replacement sheets or other changes once they have approved the final thesis or dissertation.

Printing

Do not submit your printing order to OU Printing Services until the Thesis and Dissertation Coordinator has reviewed and approved your formatting.

Inkjet or dot matrix printing is not acceptable for any portion of the thesis or dissertation, because the ink is water-soluble.

Students are required to submit their approved thesis or dissertation to Oakland University Printing Services for printing. The Thesis and Dissertation Coordinator will go over the print ordering process at the end of the format approval meeting. When students pick up their printing order, they should check for missing, crooked, or misprinted pages before leaving the print shop.

Number of copies

Students must submit one copy reproduced on 24 lb. 25% Capitol Cotton paper with the OU watermark to the Graduate School to meet university degree requirements. Once bound, the Thesis and Dissertation Coordinator will send that copy to the Kresge Library on your behalf.

Departments have the right to request copies of theses or dissertations. Since each department has different requirements, students should ask their department for information about the number of copies needed. The department copies may be bound by any method the department may require or suggest.

Students may submit as many personal copies as they wish for binding.

Print Quality

The print quality of theses and dissertations must be flawless and of professional quality.

The print must appear on one side of the paper only and must be produced with a laser printer that produces clear, consistently dense, black print or professional quality photo reproduction. The Thesis and Dissertation Coordinator will not accept submissions of poor print quality.

The Thesis and Dissertation Coordinator will reject manuscripts submitted with dots, background shading, and lines generated by a printer or photocopier.

Reproduced illustrations (figures, charts, graphs) must be of the highest quality. Only clear, sharp, high-contrast images are acceptable.

Holes, staples, or other perforation marks are not permitted on any of the pages of

the final copy.

**Professional
editors and typists**

Students are responsible for producing a thesis or dissertation that demonstrates clarity, correctness, and organization. Students may use the assistance of a professional editor if they receive the prior approval of the research adviser; the editorial assistance must be limited to the use of language and not to subject matter content or meaning; and all editorial assistance must be acknowledged in the preface of the final document. Students who have only limited word-processing skills should consider the services of a professional typist.

Approved professional editing assistance is permitted only in the pre-approval stage of thesis or dissertation preparation. **Once the advisory committee's required corrections have been made and the committee has formally approved the manuscript, no further content corrections are permitted.**

Students who contract with private editors or typists must provide those persons with the appropriate style guides. Private editors and typists must communicate with the student, not with the Thesis and Dissertation Coordinator. Students must assume the responsibility for their contractual agreement with a private editor or typist and for the quality of the editor or typist's work.

Students should not ask the editor or typist to send documents to the Graduate School. It is the student's responsibility to ensure that the thesis or dissertation is correct prior to submission.

14. MANUSCRIPT ORGANIZATION

The thesis or dissertation must be assembled in the following order and conform to the samples provided.

1. Preliminary pages
 - Title page
 - Copyright page
 - Dedication page (**optional**)
 - Acknowledgments page (**optional**)
 - Abstract
 - Preface (**optional**)
 - Table of Contents
 - List of Tables
 - List of Figures
 - List of Abbreviations or List of Terms or List of Symbols or Glossary or Nomenclature
 - Data on a Compact Disk (**optional, with permission of adviser**)
2. Text
 - Students, in consultation with their department or committee, determine the internal arrangement within the text.
3. Reference section
 - Appendices
 - References and/or Bibliography

| | |
|---|--|
| Cover page | Students will submit <u>two copies</u> of the cover page at the time of their format approval appointment. The bindery company will use this page to create the gold lettering on the bound cover. It is not part of the thesis or dissertation. Do not include the cover page in the copy of your thesis or dissertation that you send to OU print services for printing. |
| Dissertation Cover Page [sample] | |
| Thesis Cover Page [sample] | The cover page must conform in spacing and capitalization to the sample. The type size is 14 point; the typeface must match that used in the thesis or dissertation. Nothing on this page is in boldface. No page number appears on this page. |
| | The title, student name, and degree conferral information should match the title page exactly. |

PRELIMINARY PAGES SECTION

Students can find templates for preliminary pages, organized by degree level and area of specialty, on the Graduate Study and Lifelong Learning website, under “Templates and Documents.”

| | |
|--|--|
| Title page (Required) [Master’s] [Doctoral] | The title page must conform in spacing and capitalization with the sample. Do not list it in the Table of Contents. The page number is counted as “i” but the page number should not appear on the page. Illustrations may not be included on the title page. Nothing on this page is typed in boldface. |
| | The title—200 letters and spaces, or less—is typed in inverted pyramid style, single-spaced, and in uppercase letters. |
| | Express formulas, symbols, superscripts, subscripts, Greek letters, and chemical |

names in words.

Examples:

1. Surface and colloid chemical studies of gamma ferric oxide dispersions
2. Chromosomal localization of the alpha- and beta-globulin of the chicken, *Gallus domesticus*
3. A study of high critical transition temperature superconductivity in the neodymium—barium-copper oxide system
4. Neutral kaon and lambda production in electron-positron annihilation at 29 GeV and the A boson resonance

The student's name must appear as it is on file in the Registrar's Office. The Academic Records office must process name changes. If you are unsure how your name appears on file, check your Sail account.

Academic programs may vary in the precise wording of the degree awarded; the Thesis and Dissertation Coordinator can confirm the exact degree name.

The year is the year of degree conferral, not the year the thesis or dissertation is submitted and not the commencement year.

The title page should list the student's advisory committee, beginning with the student's adviser. No signatures should appear on the title page.

Copyright page
(Required)

The copyright page must conform in spacing and capitalization with the sample. It has no heading and is not listed in the Table of Contents. Page numbers commence on this page as "ii". Nothing on this page is typed in boldface.

[\[sample\]](#)

Whether students decide to register the copyright or not, a notice of copyright should appear as the sole item on the page immediately following the title page. The copyright notice is centered vertically and horizontally within the margins as follows:

© by Jane B. Student, 2004
All rights reserved

The student name and date must be identical to that appearing on the title page.

Dedication page
(Optional)

The dedication honors those who inspired or encouraged the writing of the thesis or dissertation. It does not have a heading. Do not list it in the Table of Contents. It is centered (vertically and horizontally); double-spaced, usually typed in italics, and does not have to be in English. Nothing on this page is typed in boldface.

[\[sample\]](#)

Acknowledgments
(Optional)

[\[sample\]](#)

The Acknowledgment page must conform exactly in spacing and capitalization with the sample page. It has a heading, is double-spaced, and is included in the Table of Contents. Nothing on this page is typed in boldface.

Although acknowledgments are optional, they are a courteous way of recognizing people to whom the author is indebted for guidance, assistance, or special aid.

The thesis or dissertation is a formal document, and the acknowledgment should reflect the same degree of professionalism. If included in the manuscript, it should be a concise statement of **no more than one page in length**. Only the following can be acknowledged:

- Thesis/dissertation adviser,
 - members of thesis/dissertation committee,
 - laboratory technicians,
 - fellow students who have made a technical contribution to the thesis,
 - external sources of information, products, or financial support,
 - copyright owners who have provided permission to reprint their copyrighted material,
 - immediate family members.
-

The heading is spelled ACKNOWLEDGMENTS not ACKNOWLEDGEMENTS.

Students whose research has been funded by outside grants should check with the principal investigator of the grant regarding proper acknowledgment of the funding source. Most outside funding sources require some statement of acknowledgment of the support.

Students should place their names on the third line (a triple space) below the last line of text. The name must be identical to that appearing on the title page.

Preface
(Optional)

[\[sample\]](#)

If a Preface is included in the thesis or dissertation, it must conform exactly in spacing and capitalization with the sample. It has a heading, is double-spaced, and is included in the Table of Contents.

It should contain a brief statement of the scope or purpose in writing the paper. It may also explain the author's choice of subject and his/her belief in its importance.

The Preface must not contain any material covered elsewhere in the paper, in the Abstract, the Introduction, or the Summary and Conclusions.

If a student uses articles submitted for publication as sections or chapters in the manuscript, the Preface should include the name of the journal(s) the article(s) were submitted to or accepted for publication.

Abstract
(Required)

[\[Master's\]](#)

[\[Doctoral\]](#)

The Abstract page must conform exactly in spacing and capitalization with the sample page. It has a heading, is double-spaced, and is included in the Table of Contents.

A thesis abstract contains no more than 150 words; a dissertation abstract contains no more than 350 words.

The title of the thesis or dissertation and the student's name must appear exactly as it does on the title page.

The abstract must have a (1) statement of the problem, (2) an exposition of methods and procedures and (3) a summary of the findings.

Graphs, charts, tables, illustrations, compound numbers or equations should not be included.

**Table of Contents
(Required)**

Table of Content format varies, depending on the heading style used. Entries with numbered chapter headings (CHAPTER ONE, CHAPTER TWO, etc.) and decimal numbered section headings will vary somewhat from entries with numbered chapter headings and unnumbered section headings. A third choice—unnumbered chapter heading equivalents (INTRODUCTION, HYPOTHESIS, GOALS AND SPECIFIC AIMS,

[\[sample: numbered chapter headings and unnumbered section headings\]](#)

MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSION) with unnumbered section headings—is used by the Department of Biology.

[\[sample: numbered chapters with decimal numbered section headings\]](#)

The Table of Contents page must conform exactly in spacing and capitalization with the appropriate sample page. It has a heading, the entries are single spaced with a double space between entries, and the page numbers—if used—are aligned at the right-hand margin. Nothing on this page is typed in boldface. This page is not included in the Table of Contents.

[\[sample: unnumbered chapter equivalents with unnumbered section headings\]](#)

Do not use dot leaders between the heading and the associated page number.

Do not use underlining or italics in section headings in the Table of Contents text.

Only first, second, and third-level headings (chapters or chapter equivalents, sections and subsections) are included in the Table of Contents.

Include all preliminary pages in the Table of Contents except the following: title page, copyright page, dedication page and the table of contents.

**List of Tables
(Required, if tables are included in the theses or dissertation)**

The List of Tables page must conform exactly in spacing and capitalization with the sample page. It has a heading, the entries are single-spaced with a double space between entries, and the page numbers are aligned at the right-hand margin. Nothing on this page is typed in boldface. This page is included in the Table of Contents.

[\[sample\]](#)

List all tables appearing in the text and appendices in the List of Tables, even if there is only one example, in the order they appear. Reproduce table titles.

Do not use dot leaders between the heading and the associated page number.

**List of Figures
(Required, if figures are included in the thesis or dissertation)**

The List of Figures page must conform exactly in spacing and capitalization with the sample page. It has a heading, the entries are single-spaced with a double space between entries, and the page numbers are aligned at the right-hand margin. Nothing on this page is typed in boldface. This page is included in the Table of Contents.

[\[sample\]](#)

List all figures appearing in the text and appendices in the List of Figures, even if there is only one example. Type the first sentence of the caption as it appears in the manuscript.

Dot leaders between the heading and the associated page number are not used.

If the caption appears on the page preceding the figure, list the page number of the caption page.

List of Abbreviations or List of Terms or List of Symbols or Glossary or Nomenclature (Required)

The List of Abbreviations, List of Terms, List of Symbols, Glossary, or Nomenclature page must conform exactly in spacing and capitalization with the sample page. It has a heading, the entries are single-spaced with a double space between entries, and the page numbers are aligned at the right-hand margin. Nothing on this page is typed in boldface. This page is included in the Table of Contents.

[\[sample\]](#)

When abbreviations of words or phrases which are not in common usage are used in the text, a LIST OF ABBREVIATIONS must be included.

TEXT SECTION

The text section, which is the body of the thesis or dissertation, must be divided into major divisions, i.e., chapters or chapter equivalents, appropriate for the topic or field. The chapter number (CHAPTER ONW) and its chapter heading or the chapter equivalent (INTRODUCTION, HYPOTHESIS, GOALS AND SPECIFIC AIMS, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSION) must be centered and typed in upper case. They should be separated by 1 double space. Only chapters or chapter equivalents may begin on a new page.

A major division entitled INTRODUCTION may precede the first numbered chapter or section. If this method is used, the student must end the document with another unnumbered major division entitled CONCLUSION.

The text fills each page from the top margin to the bottom margin, adjusting the latter when necessary to avoid "widows" and "orphans." **Except for the last page of a chapter, fill all pages with text; the Thesis and Dissertation Coordinator will not approve partially filled pages.**

REFERENCES SECTION

Appendices

[\[sample\]](#)

Place materials that are peripheral but relevant to the main text of the thesis or dissertation in appendices. These may include survey instruments, additional data, computer printouts, details of a procedure or analysis, a relevant paper written by the student, etc. and may be assembled appropriately so that each type of collected information is placed in a separate, lettered appendix, e.g.,

APPENDIX A
SURVEYS

APPENDIX B
DATA TABLES

APPENDIX C
QUESTIONNAIRES

If the manuscript contains only one appendix, it should be named

APPENDIX
TITLE OF THE APPENDIX

Appendix material must meet the same requirements of margins, pagination, and paper quality as the text itself. Reduction of materials to meet margin requirements is acceptable only if the print remains clear and legible.

All material included in the appendices must meet font requirements, except for reproduced material produced in a different font.

If the student's research involved protected subjects or materials such as those regulated by the university's Institutional Review Board for the Protection of Human Subjects (IRB), the Institutional Animal Care and Use Committee (IACUC), or the Institutional Biosafety Committee (IBC), **a copy of the signed research protocol clearance must be included as the first appendix.**

Copyright permission letters must be included as an appendix.

References

(Required)

[\[sample\]](#)

All theses and dissertations must include either a REFERENCES section or a BIBLIOGRAPHY section. They may also include both.

The REFERENCES section contains a list of texts explicitly cited in the thesis or dissertation. Students should list only those sources that they have actually read in this section.

Sources not read—reading a review instead or trusting another author's citation—should be listed in the Bibliography and appear in the text as “reviewed in” or “as cited in.”

Use the guidelines presented in the department's selected style manual to format this section.

Individual references are single spaced with a double space between each entry. Do not split entries between pages.

Bibliography

List any background materials not explicitly cited in the manuscript in a separate BIBLIOGRAPHY, following the same style manual used for the REFERENCES.

15. WORD TEMPLATES

The thesis/dissertation templates are a collection of Word files that meet many of the current guidelines of the Graduate School. Use of these optional templates will:

- place page numbers and set margins and line spacing,
- provide formats for the preliminary pages, main text and reference sections into which the manuscript's individual files can be inserted.

The Graduate School provides these as a convenience to students, but use of the templates does not guarantee that theses or dissertations will be properly formatted. These templates can be used, in conjunction with this manual, as an aid to format theses and dissertations; however, students are entirely responsible for meeting the format requirements. These templates can be found on the Graduate School website under "Documents and Templates".

16. LaTeX

Computer-generated manuscripts are subject to the format requirements to which all other manuscripts are held.

A LaTeX Template is available, but only for those familiar with the LaTeX program. Please remember, there is no user support available for the LaTeX Template. The Thesis and Dissertation Coordinator reserves the right to ask students using LaTeX to make formatting changes.

APPENDIX A

EXPLANATION OF WHEN TO USE OAKLAND FORMAT AND WHEN TO USE DEPARTMENTAL STYLE GUIDE FORMAT

| | Guide to the Preparation of Graduate Theses/Dissertations | Departmental style manual |
|---|--|---|
| Appendix cover page | OU format supersedes style manual format. | |
| Block quotes (indenting) | OU format supersedes style manual format. | |
| Block quotes (spacing) | OU format supersedes style manual format. | |
| Chapter headings | OU format supersedes style manual format. | |
| Displayed equations | OU format supersedes style manual format | |
| Figure captions (format and placement) | OU format supersedes style manual format. | |
| Figure captions (spacing) | OU format supersedes style manual format. | |
| Justification and alignment | OU format supersedes style manual format for text justification. | If your department requires use of a style manual, follow its instructions for the alignment of text in tables (e.g., left, centered) and alignment of numbers (e.g., aligned at the decimal point) |

| Guide to the Preparation of Graduate Theses/Dissertations | Departmental style manual format |
|--|---|
|--|---|

| | | |
|---|--|--|
| Line spacing | OU format supersedes writing style manual format: <ul style="list-style-type: none"> • block quotes • references and/or bibliography | |
| | <ul style="list-style-type: none"> • multiline headings (chapter/major section, section, table, figure) • long lists or tables | |
| Margins | OU format supersedes writing style manual format. | |
| Running page headers | OU format supersedes writing style manual format. | |
| Section/subsection headings (format and placement) | Use OU format instructions for format, style and placement of section/subsection headings, if your department does not require use of a style manual. | If your department requires use of a style manual, follow its instructions for the format, style and placement of section/subsection heading levels. For spacing instructions, see Section/subsection (spacing) . |
| Section/subsection headings (spacing) | OU format supersedes style manual format. | |
| Table of Contents (spacing) | OU format supersedes style manual format. | |
| Table titles (format and placement) | OU format supersedes style manual format. | |
| Table titles (spacing) | OU format supersedes style manual format. | |
| Widows and orphans | OU format supersedes style manual format. | |