

Old Dominion University

Guide for Preparation of Theses and Dissertations

Revision: 02/99 - Update: 07/00

- (1) Update 8/99 removed the use of the APA Publication manual as a Model Journal in the College of Sciences.
 - (2) Update 11/99 affected only a fee correction on p 5 and addition of a fee for oversized manuscripts on p 6.
 - (3) Update 07/00 confirmed the required use of the APA Publication Manual as the style guide for the Virginia Consortium Program in Clinical Psychology (p. 4); also clarified placement of the copyright notice for the College of Sciences (p. 5).
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GENERAL INFORMATION

Introduction

Old Dominion University requires a dissertation or record of study from all doctoral candidates and a thesis from all thesis option master's candidates. The thesis/dissertation, record of study, should be presented in a scholarly, well-integrated, properly documented manner, which reports the original work done by the student under the supervision of the advisory committee.

This Thesis/Dissertation manual has been prepared by the Office of Research and Graduate Studies of Old Dominion University to assist graduate students and their committee members in the preparation of theses, dissertations, and records of study. The primary purpose of this manual is to provide certain uniform standards regarding style and format and to allow enough flexibility to satisfy the acceptable practices of each academic discipline. The word thesis will be used in reference to general instructions equally applicable to all theses, dissertations, and records of study. Journal Model will also be used in reference to general style instructions.

Presentation of Material

The finished work must reflect a comprehensive understanding of the pertinent literature and express in clear and legible English the method, significance, and results of the student's research. Full documentation and appropriate tabular and/or graphic presentation are especially important. The completed manuscript should be no longer than is necessary to present all pertinent information. The length will vary widely according to research topic, academic discipline, and the degree sought.

The thesis should be presented as a single unit; continuity from chapter to chapter is important. Several studies or experiments may be presented in separate chapters or major sections. Continuity in the thesis is provided by common Abstract, Introduction, Conclusion, and Reference sections. Each study or experiment may have subdivisions such as Introduction, Materials and Methods, Discussion, and Summary. The thesis may have only one Abstract and one Reference section; a study or experiment cannot have a separate Abstract or Reference section. The Reference section of the thesis will be an integrated list, not a series of lists.

Style

Each graduate program maintains an approved list of journal styles and/or accepted style manuals. The style specifications for the thesis should be approved during the preparation of the research proposal and the appropriate instructions should be cited in the graduate student's permanent file.

The journal will be followed for:

- placement of table titles
- placement of figure titles
- reference format

Whenever there are differences in format and layout between the specifications of this Thesis Manual and the journal model, the Thesis Manual overrules the journal. Consistency of style and form should be the rule throughout the manuscript. The thesis is not expected to duplicate a published journal in typographic arrangement and display. The more sophisticated publication and layout practices of some journals (such as the use of double columns on a text page, etc.) are not to be followed. A journal's "Instructions to Contributors" are not to be followed exactly when writing a thesis. These instructions are for the convenience of the editors and printers of a journal and do not necessarily apply to the format of a thesis.

The Thesis Manual does not address all questions pertaining to style for the preparation of a thesis. Many manuals and handbooks are available for this purpose. For specific questions not answerable in the Manual, current editions of the following may be helpful: Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*; American Institute of Biological Sciences Style Manual; Publication Manual of the APA; *The MLA Handbook*; *Style Manual for Biological Journals*; and *The Chicago Manual of Style*. Note: Effective Fall Semester, 1999, the Publication Manual of the APA is no longer acceptable as a Model Journal Guide for the College of Sciences. However, the APA Publication Guide must be used by students in the Virginia Consortium Program in Clinical Psychology.

Publication of Research

Graduate students may publish material that subsequently will be used as part of the thesis provided that the student's graduate committee is notified in writing at the time the student submits the paper for publication. The notification should include the article title, the journal name, the authors' names, and the date of submission.

In addition, students should be aware of the agreement that is signed when a journal accepts an article for publication. At that time, the student assigns rights to the journal as publisher and the student may no longer possess rights. Written permission must be obtained from the copyright holder to include the material in the thesis. Doctoral students should inform the copyright holder that the dissertation will be sent to University Microfilms Inc. and will be sold on demand. Proper credit (as instructed in the letter of permission) must be given in the text. A copy of the letter of permission should be included in a separate appendix and an extra copy of the letter should be provided to the Office of the Registrar.

Copyright

Copyright protection extends for a statutory period on creative, original works of authorship fixed in a tangible medium. Since a thesis is legally classified as a literary work, care must be taken not to violate copyright laws. If the manuscript contains any material (figures, tables, text, etc.) taken from other sources, the student has the responsibility to determine if a license or a letter of permission from the copyright holder is needed. This is true even if the student is an author of the other source - a letter of permission from the publisher may still be needed should the publisher own the copyright. Note: A work need not bear the copyright symbol in order to be protected under copyright law. If a letter is needed, it must be included in a separate appendix. In addition, an extra copy of the letter must be provided to the Office of the Registrar.

Doctoral candidates who wish to register their work may do so through University Microfilms Inc. Copyright arrangements and payment must be made at the time the manuscript is submitted to the Office of the Registrar. If you wish University Microfilms to act as your agent in securing the copyright, you must indicate this on the agreement form and provide a fee of \$45. This fee includes the copyright registration fee plus the cost of two positive microfilm copies required by the copyright office. These are in addition to the initial required microfilm fee. Master's degree candidates should contact the Office of the Registrar for information on procedures for registering a copyright. Registration offers certain advantages to the copyright holder in the event of infringement.

Microfilm Copies

The manuscripts of all doctoral candidates are microfilmed by University Microfilms Inc. Agreement forms concerning the microfilming arrangements are available from the Office of the Registrar and must be completed when the manuscripts are submitted. Currently, a non-refundable fee of \$45* is charged for microfilming. Microfilm publication of thesis is optional at an additional cost of \$35*. One of the extra copies of the Title Page and Abstract is forwarded to UMI for inclusion in Dissertation Abstracts.

Implementation: How to Place a Copyright Notice on a Thesis

Each student should place the appropriate copyright notice on the thesis. The copyright notice may be placed either on the bottom of the Title/Approval Page or immediately after the Abstract Page. College of Sciences Students should place the notice immediately after the Abstract page(s). The notice consists of four elements:

- the symbol "c" with a circle around it © and/or the word "copyright,"
- the year of publication,
- the name of the copyright owner, and
- the words "All right reserved." (This may assist in protection against infringement in foreign countries.)

Examples:

student is copyright owner: ©1996 Joe Smith. All rights reserved.

Old Dominion is copyright owner: ©1996 Old Dominion University. All rights reserved.

A copyright notice should also appear on all material in non-paper formats included in a thesis (e.g., audiotape, videotape, floppy disks).

Binding and Distribution

The Office of the Registrar is responsible for binding and distribution of the completed thesis and dissertation. Students shall pay a fee, currently \$40.00* for the first five copies, to the Office of Finance for this service and submit the receipt together with their thesis and dissertation copies as specified above. Additional copies are \$10.00* per copy. If the manuscript is thicker than three inches, there will be an additional charge of \$5.00 per copy.

*** Fees listed in this publication are subject to change.**

Procedures

Submission of Theses or Dissertations

The responsibility for the quality of content and the correctness of form of the thesis or dissertation lies with the student and the supervising faculty committee. This includes ensuring that the research and written work is the student's own work, is of high professional quality, and meets the applicable academic, stylistic and other preparation standards. The dean of the academic college offering the degree is responsible for ensuring the theses and dissertations meet the standards established by the University.

The student may be given ongoing evaluations of the thesis or dissertation by his or her committee as various sections or chapters of the work are completed; however, final approval may be given only to the completed document.

Copies of the completed thesis or dissertation in final form (subject to minor corrections after the defense), together with an abstract, must be submitted to the thesis or dissertation director a minimum of two weeks (some programs require four weeks) prior to the scheduled date of the oral defense. If the candidate's director, committee, and graduate program director concur that the thesis or dissertation is in acceptable form for presentation at an oral defense, appropriate announcements will be published and distributed. Master's theses must be defended in front of designated examining committees. The committee can then administer the examination on the scheduled date. The decision as to whether a student has passed or failed the examination rests with the members of the thesis or dissertation committee; but they shall take into account the opinions of other participating

faculty members. It is not necessary for the members of the student's committee to unanimously approve the final copy of the thesis or dissertation. A majority of the members of the committee, including a majority of those from the student's major department, must approve the thesis or dissertation.

Immediately following the examination, the chairperson of the thesis or dissertation committee shall communicate the results to the student. In some cases, further revision of the thesis or dissertation may be required by the committee. The Thesis/Dissertation Acceptance form should be transmitted to the graduate program director, together with the thesis or dissertation, for review and approval and then to the dean of the college offering the degree after the student has been examined.

The dean of the college shall review theses and dissertations for compliance with the general regulations on preparation and shall return them for correction if necessary. The student should not make final copies of the thesis or dissertation until it has been reviewed by the dean.

A final approved, error-free original and four copies (more are required by some programs) of the thesis or dissertation must be received by the Office of the Registrar no later than the day prior to the beginning of the final examination period; that is, the last day of classes of the semester in which the degree will be awarded. The completed documents approved by the dean and the necessary copies should be accompanied by the following forms: Binding Fee Receipt, Thesis/Dissertation Acceptance, Results of the Comprehensive Examination, and Thesis/Dissertation Delivery.

All corrections must be made promptly in accordance with the deadlines in the Office of the Registrar. Graduation will be postponed for a semester if corrections are not made on time. If postponement occurs, new Title and Approval page and a new Abstract page must be submitted in such cases.

Theses deemed unacceptable by the Dean's Office will be returned to the student's department/school chair. The manuscript must be corrected and resubmitted as a new document. The whole review process must begin anew. All original submission deadlines must be met during the re-submission process in order to graduate that semester. Manuscripts returned to the student after deadline day will not be accepted for graduation in that semester.

Human Subjects Research

Any proposal for thesis or dissertation research which involves human subjects must be reviewed and approved according to the guidelines established by the University's Human Subjects Institutional Review Board (IRB). The process and approval must be cited in the text of the thesis or dissertation.

All thesis or dissertation research involving human subjects must conform to Federal, State, and University policies providing for the protection of human subjects. While some forms of research may be classified by the IRB as being exempt from full Board review (i.e., survey research involving standard educational testing materials) all student research must be reviewed and

approved by the Departments' and/or Colleges' Human Subjects Review Committees before being submitted to the University IRB for final approval.

Procedures for submitting thesis or dissertation research for human subjects review and approval may be obtained from the graduate program director or the Office of Research and Graduate Studies.

Research Involving Animals, Biohazardous Materials, Radioactive Materials

Any proposal for thesis or dissertation research which involves animal subjects or biohazardous or radioactive materials must be reviewed and approved according to the guidelines established by the appropriate committee of the University Institutional Review Board. The process and approval must be cited in the text of the thesis or dissertation.

Procedures for submitting thesis or dissertation research for review and approval from this review board may be obtained from the graduate program director or the Office of Research and Graduate Studies.

Final Clearance

In addition to making and inserting the corrected pages, the student must:

- apply for graduation prior to the semester of graduation
- pay a binding fee
- be enrolled in the University

Comments

The thesis or dissertation should be as professional a document as possible. It represents you, the university, and your discipline. Great care should be exercised in its preparation.

Preparing a thesis or dissertation costs money. Costs may total several hundred dollars. Financing a thesis or dissertation is the student's responsibility. Major costs are word processing, drafting materials, photography, photocopying, reproduction, and interlibrary loans. With planning, these costs can be minimized. Consult your thesis/dissertation director, graduate program director or dean on any questions.

It is suggested that the student select a word processor who is experienced in the preparation of theses and dissertations. An understanding about corrections in the finished document should be obtained in advance. The word processor should be furnished a copy of this guide and informed of the necessity of strict adherence to the regulations herein. The word processor should also be

furnished a copy of any other published or departmental rules of style used by the student.

The student is expected to be well acquainted with proper format and style required for the thesis or dissertation. The word processor must not be expected to research style manuals or to edit material for the student. The word processor is responsible for excellent preparation/presentation of material assigned in accordance with proper instructions given by the thesis/dissertation writer.

NOTE: Any exceptions to preparation procedures contained in this Guide must be approved by the dean of the appropriate college.

General Specifications

The finished manuscript is to be a professional effort; no crossing out of letters, liquid paper or erasures may be on the final copies. Broken type or faint print is not acceptable nor are photocopies with dark or blurred lines.

Type and Spacing

The entire thesis must be of uniform font or typeface. Do not attempt to replicate a journal's use of varying sizes and styles of typeface or font. Any standard bookface font may be used. The Dean's Office will make the final decision on the legibility and acceptability of fonts. Acceptable printers will produce solid, unbroken lines of type. Dot matrix printers are not acceptable. Consult with your graduate program director if there is doubt about the acceptability of a printed document.

The manuscript may be double spaced or one and one-half spaced. Mixing of spacing in the text is not acceptable. Single spacing is used only for long, blocked, and inset quotations; footnotes; endnotes; and itemized or tabular material. Any quotations of six or fewer typed lines should use the same spacing as the narrative text.

The acceptable point size for the text is 10 point minimum and 12 point maximum. Italics or boldface print (in the same point size as the text) may also be used for major headings, subheadings and for emphasis. Underlining is an acceptable alternative to italics; but, do not use underlining and bold together. Major headings may be up to two point sizes larger than the text (maximum suggested size is 14 point). If this option is chosen, it must be used for all headings throughout the entire manuscript.

Point size reduction may be made in narrative text footnotes, tables, figures and appendix material only. The minimum size for numbers and upper-case letters is 1.5 millimeters; symbols must be large enough to remain legible after microfilming. The font of the preliminary pages, narrative text, endnotes, reference section, and vita cannot be reduced.

Paper, Margins, and Pagination

First Copy: Original copies of thesis submitted to the Dean's Office must be on one side of white, acid free (alkaline pH) 100 percent cotton fiber paper, available from the Old Dominion University Bookstore. This paper must be used for all pages except for special photographic paper or fold-out pages. Any figures or tables on those pages must conform to the margins. **The paper MUST HAVE A WATERMARK that confirms that the paper is EITHER one of the [exact] brands listed below OR that it is acid-neutral OR 100% rag content.** To find the manufacturer's watermark, hold the paper up to the light. The following 20-lb. watermarked acid-neutral papers are acceptable:

- Crane's Thesis Paper (strongly recommended)
- Hammermill Bond
- Strathmore Bond
- Hollinger Acid-Free Bond
- Xerox Image Elite or Archival Bond
- Permalife
- Trojan Bond Technaclear

Second copy: While the acid-neutral papers are also suggested for the second copy, a good quality bond paper containing 25% rag (cotton content) is acceptable. The following are not acceptable for either copy:

- recycled paper
- erasable paper
- regular paper from photocopy machines

The required left-hand margin is 1.50"; the other three margins are 1". All typing must be within the 9"x 6" area defined by the margins, except for the page number. Justified right-hand margins may be used in theses only with standard internal spacing, i.e., regular and consistent spacing between words in the text. Excessive variable spacing is not acceptable because it inhibits legibility.

Every page in the thesis except the Title/Approval Page and the Abstract must be numbered. The preliminary pages are numbered with lower-case Roman numerals. The first page is the Title/Approval Page, which is understood to be i (no number appears on page). The second page is the Abstract, which is understood to be ii (no number appears on page). The text and supplementary pages are numbered with Arabic numerals. The first page of the text has the number 1; every page following will have a page number. The Vita is the last numbered page.

Page numbers are placed in the upper right-hand corner of the page, nominally one-half inch below the top edge of the paper, and one inch from the right-hand edge. Page numbers are the only characters which appear outside the 9"x 6" area. This also includes preliminary pages.

Photographs

Photocopies or digitized reproductions of photographs are acceptable (and microfilm better) if there is enough contrast for a good reproduction. If photographs are used, they must be securely and permanently fastened to the paper. The use of color photographs is discouraged unless color is essential for the presentation of research. Consult with your graduate program director about the use of color photographs.

Tables and Figures

All figures and tables should be sharp black and white, clearly legible, and of professional quality. Color is not acceptable in microfilming because colors will appear as nearly identical shades of gray. Check all figures and tables to ensure the minimum size and legibility requirements are met.

Each table and figure in the text must have a unique number and title. Figures and tables are numbered consecutively throughout the text, and each table or figure must be mentioned by number in the text. When possible, first mention of each table or figure must be within a page and a half of text before it appears or on the next page of text following its appearance. Exceptions must be approved, in advance, by the Dean of the College.

Tables and figures may be included on a page with text or they may appear on separate pages. If a table or figure is placed on a page with other material, the table or figure should be separated from the text (or other materials) by a minimum of a triple space at the top and bottom.

Placement of titles on tables and figures (above or below) is determined by the style format chosen as a model. If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand, binding side of the page. The caption is placed in the same direction as the figure or table. The page number stays in regular (portrait) position.

Tables or figures longer than one page in length must have the complete title and number of the table or figure on the first page only. Subsequent pages have the table or figure number and the word "Continued", plus the necessary column headings for ease of reading. The end line of a table appears only on the last page of the table.

Captions or titles on a facing page are to be used only when absolutely necessary. Facing page captions may be used for figures only, never tables. This format applies only when the caption cannot be placed directly onto the page on which the figure appears. If a facing page caption is necessary, the facing page must face in the normal manner. The caption page comes first with only the page number on the front side of the page; (facing page is blank) the caption is placed on the back side of the page in the same direction as the figure. The facing page with the caption and the page with the figure are both numbered consecutively, with the page numbers in the standard position. In the List of Figures, the number of the page on which the figure itself appears is the only page number recorded.

Manuscript Details

Font and Point Size

- Choose one font and use it throughout the manuscript. The font selected must be one found in a scholarly journal. The exception appendix material, tables, and figures may be in different fonts.
- Choose one point size (10-12 point) and use it throughout the manuscript. The exception: tables, figures, and appendix material can vary in point size. An option: point size of all major headings may be slightly larger (12-14 point).

Margins

Margins are 1.50" on the left side, 1.0" on the right, top, and bottom. All typing must be within the margins, except page numbers. It is advised to set margins at least two characters inside the margin to account for printing variations.

Page Numbers

- The first pages (Title/Approval Page and Abstract) are unnumbered.
- Preliminary pages are numbered with lower case Roman numerals, beginning with the Title and Approval Page (numbered i - with no number appearing) and the Abstract (numbered ii -with no page number appearing). The page following the abstract begins the printed numbering with iii.
- Text pages are numbered with Arabic numerals, beginning with the first page of text (numbered 1).
- Page numbers are placed outside the margins, in the upper right hand corner, approximately one-half inch below the top edge and even with the right-hand margin.

Journal Model or Style Specifications

- When applicable, the model used must be a respected, scholarly journal. Philosophy majors may use the MLA Handbook or The Chicago Manual of Style. English majors may use the MLA Handbook.
- The model may be used to determine placement of figure titles, placement of table titles, and the format of the reference section.
- Thesis Manual requirements override elaborate journal model formats.
- Need to provide journal article (published within the last 5 years) with a comprehensive reference list that contains samples of types of citations used; may provide reference lists from several journal articles if necessary.
- The model used must be noted at the bottom (as a footnote) of the first page of text (Page 1).

Major Headings

- All headings must be consistent regarding point size and the use of bold type.
- All major headings must be centered at the top of a new page in all capital letters.
- Point size may be either the same size as text or 12 point if text is 10 point or 14 point if text is 12 point.

Content Order

The following table lists the contents in the proper order of presentation. All sections marked with an asterisk (*) must be included in the manuscript.

- Preliminary Pages (with Roman numeral page numbers)
 - *Title/Approval Page (no page number)
 - *Abstract (no page number)
 - Copyright Notice
 - Dedication
 - Acknowledgments
 - *Table of Contents
 - *List of Tables (if two or more tables in text)
 - *List of Figures (if two or more tables in text)
 - *List of Graphs (if two or more tables in text)
 - *List of Plates (if two or more tables in text)
- Text (with Arabic numeral page numbers)
 - *Introduction (as first chapter or section)
 - *Main body of text divided into various chapters or sections
 - *Summary or Conclusion (as last chapter or section)
- References and Supplemental Sections
 - *Reference section
 - Appendix material (i.e. copyrights)
 - *Vita

Title/Approval Page

- Vertical spacing must match that of the sample page.
- No bold on this page; exception: title is bold if major headings are bold.
- No page number appears on this page (understood to be i).

Title of Manuscript

- Use all capital letters, centered.
- Use double space if more than one line.
- Do not place a period at the end of the title.

Thesis/Dissertation Statement

- Capitalize the A and the T in Thesis (or the D in Dissertation or the R and S in Record of Study).
- Use single space.
- Put student's name in upper and lower-case letters; name must be same as in official records of the University.

Submittal Statement

- Use single spacing.
- Use double space between submittal statement and degree.
- Put degree in all capital letters; full name of the degree is to be used, check Catalog for correct wording of degree.

Date

- Write out the month and year. (Month should be May, August, or December.)
- Do not place a comma between month and year.

Major Subject

- Wording must match the degree listed in the University Catalog.
- Use all capital letters.

Approval

- Signature of thesis director, thesis/dissertation committee is required.
- No substitute signatures for director, co-directors or members of committee may be used.
- Signatures must be in ink.
- Names do not include Dr. or Prof. or Ph.D. title.
- Name and position of committee are single-spaced and under the line.
- If co-director, then put Co-Director of Committee (instead of Director) under both co-director's names.

Abstract

- No page number appears on this page (understood to be ii).
- Use no bold on this page; exception: heading (ABSTRACT) is bold if major headings are bold.
- The Abstract contains a statement of the problem, procedure or methods, results, and conclusions. All explanatory matter and opinion should be omitted.

Preliminary Lines

- Title of manuscript appears in upper case letters; wording must match title on the Title/Approval Page.
- Place year of graduation after the name of the institution.
- Student's name must be the same as on the first two pages, but typed in upper and lower case letters.
- Place Dr. before the director's name (if director does not have a Ph.D., use the title Prof.).
- If co-directors exist single space between co-director's names and align one directly under the other. Example:

Co-Directors of Advisory Committee: Dr. M. Smith
Dr. J. Wilson

Text

- Begin one triple space below preliminary lines, with a paragraph indentation.
- Text may be no more than 350 words; any term with a space on each side is counted as a word.
- Use the same spacing as that used in the text.

Dedication, Acknowledgments, and Nomenclature

Dedication (Optional)

- Follow the Abstract.
- Do not put the heading DEDICATION at the top of page.
- If listing preliminary pages in Table of Contents, include Dedication.
- Limit to one page.

Acknowledgments (Optional)

- Limit to four pages.
- Follow the Dedication Page (or Abstract, if no Dedication).

- Headings (ACKNOWLEDGMENTS) are bold if major headings are bold.
- Spacing is the same as used in text.

Nomenclature (Optional)

- Place in one of the following places: before the Table of Contents, as last preliminary pages, before the reference section or in the Appendix.
- The heading is bold if major headings are bold.

Table of Contents

General Format

- Do not use bold on this page; exception, heading (TABLE OF CONTENTS) is bold if major headings are bold.
- Do not use italics on this page (except for Latin terms and titles of works)
- Type Page above page number column.
- Use leader dots between listings and page numbers.
- Double space or use same spacing as in text between all major headings, single space subheadings.
- If there is more than one page, place appropriate headings at the top of page. (Type the word Page above page number column; Chapter).

Content

- Use major headings and first level subheadings; subordination of subheadings should be indicated by appropriate indentation.
- Major headings are in all capital letters.
- Pages preliminary to the Table of Contents do not have to be included on this page; however, if included, begin with ABSTRACT and include all preliminary pages.
- Check spelling of ACKNOWLEDGMENTS against spelling on ACKNOWLEDGMENTS page.
- If using chapter method, chapter numbers must be Roman (not Arabic).
- If using section method, sections may be numbered or unnumbered; numbers may be Roman or Arabic.
- The first major heading of text contains the word INTRODUCTION.
- The last major heading contains the word SUMMARY or CONCLUSIONS.
- Show a reference section, APPENDIX (if applies) and VITA.

Consistency

- Check against text for agreement of page numbers, levels and styles of headings and subheadings and the wording of headings and subheadings (levels of subheadings are shown by indentation).

- Check for consistency in capitalization.
- Check the wording of APPENDIX listing matches exactly what is in text; Appendix titles are optional, but if they are listed, they need to be in all capital letters.
- Examples follow the Appendix.

Tables and Figures

- Mention tables and figures consecutively by number within text (first mention).
- When possible first mention must be either within 1.5 pages of text before or on the page of text immediately following.
- Follow the journal model for placement of titles.
- Title in the text must agree word for word with the title in the LIST OF TABLES (or FIGURES). Only the first complete sentence of the title is needed in the LIST OF TABLES (or FIGURES).
- Check all tables and figures for legibility, straightness on the page, general professional quality.
- The minimum size for numbers and capital letters is 1.5 mm.
- Hand-drawn material must be of publishable quality.
- Do not use material with inked in or smudged letters or numbers; no faint lettering.
- Use of color in figures is limited to cases where it is necessary for a specific discipline; must consult with the Dean's Office.
- Consistency is needed in formatting of table/figure titles - capitalization, placement, use of period at end.
- Tables or figures should be offset with a minimum of three spaces above and below text.
- If the figure or table is reduced in size, the title must remain normal size (10-12 point or 12-14 point).

Text

General Comments

- Divide into either chapters or sections; a combination of both is not acceptable.
- If using chapter method, use Roman numerals in chapter titles and any reference to chapters.
- Do not use underlining and bold together.
- Each text page needs at least 4.5 inches of text on it unless there is a table or a figure on the page or the next text begins a new chapter or major section.
- Numbering of equations must be consecutive; no two equations can be numbered the same unless identical, term for term.
- Do not use double columns in text.

Major Headings and Subheadings

- Major headings in text are bold if other major headings are bold; boldface or italics may be used for subheadings.
- Each new chapter or major section begins on a new page.

- The chapter designation (CHAPTER I) is upper-case letters, centered at top of page; chapter title is also upper-case and centered at least one double-space (no more than two double-spaces) below chapter designation.
- Section titles need not be numbered, but must follow the same format as for chapter titles.
- Titles and subheadings more than one line in length must be double-spaced.
- Do not have any punctuation after a heading or subheading that is on a line by itself.
- Do not use centered, all capital letters for a subheading (this is reserved for major headings); first-order subheadings may be typed in all capital letters provided they are placed flush left.
- Maintain consistency in spacing around headings and subheadings.
- The style used for subheadings must clearly show their various levels and must be consistent from chapter to chapter or from section to section.
- Subheadings do not begin on a new page; text continues within a chapter or section.
- A subheading at the bottom of a page must have at least one line of text under it.

Journal Model Sentence

- Place within the margin, at the bottom of the first page of text (page 1).
- Separate from the text by a solid line 10-15 spaces long.
- Be certain to make a complete sentence with a period at the end.
- Format for journal name (*Italics*, underlined or regular type) is the same as journal titles in reference section; journal name should be spelled out completely.
- Use single space if there is more than one line.

References

- The Title section contains the same title used in model journal; heading is in all capital letters and bold if major headings are bold.
- The Reference list will be examined for consistency, accuracy and completeness.
- A journal article provided by the student is used as a model for reference list; follow capitalization, punctuation and ordering of information.
- Check the following against the journal model: name given to reference section; order of citations (alphabetized, or alphabetized and numbered, or non alphabetized and numbered); use of italics (or quotation marks) for book titles, journal names and article titles; use of bold type.
- In an alphabetized list, the system of ordering multiple entries must be consistent.
- Citations should contain: volume number and page range for journal articles; publisher and city for books; city for universities, laboratories or corporations.
- Unpublished material must contain sufficient information for retrieval.
- Check for consistency in designation of state names (abbreviated or not).
- Use single space within citations and the spacing of text between citations or use the spacing of text throughout the entire section.
- All references must be cited in the text; all text citations must be referenced. All text citations must be from sources student has actually used.
- General references consulted and used as background study may be listed under a separate subdivision of the reference section. A subheading such as "Supplemental Source Consulted"

should be added at the end of the sources cited section. Follow the same style used in the reference section.

Appendices and Vita

Appendices

- Use for supplementary material. (Optional)
- Place Appendix after reference section.
- Heading(s) are bold if major headings are in bold.
- Appendix headings may either be on a separate cover sheet before Appendix material or on the top of first page of each Appendix. Be consistent from Appendix to Appendix.
- Appendix designations are centered. Appendix titles are centered, all capital letters and at least one double space below designation.
- Page numbering is continued from the last page of references.
- All material must be within margins.
- Appendix tables and figures may be numbered consecutively following the text or they may be numbered with appendix designation. If numbered consecutively from the text, they must be included in the List of Tables or List of Figures
- Material may be reduced, but must conform to minimum size and legibility requirements.
- Material may have mixed fonts and point sizes and may be single spaced.
- Material may be on a computer disc.

Vita

- The heading (VITA) is in bold if major headings are in bold.
- Place as the last page of the manuscript.
- Include a brief biographical sketch which lists educational background.
- Wording of name needs to agree with original name on first three pages.
- Include address for department of study.
- Include educational background for all degrees from bachelor level: degree, major subject, university and date of graduation - may include current degree.
- Other information is optional but encouraged: professional experience, publications, business or academic information.
- Name of the word processor may be stated at the bottom of the page. (Example, The word processor for this thesis was Ms. Mary Jones.)
- Limit to one page.
- Use either paragraph style with same spacing as text or resume style.

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Theses and Dissertations submitted to the Dean's Office will be reviewed for acceptable execution of the following requirements:

- General neatness and legibility are very important.
- Pay close attention to the quality of duplication or reproduction.
- Be consistent in style and format throughout the manuscript.
- Title and Approval Page, and Abstract must match the format of samples in the Thesis Manual.
- Correspondence between the titles and page numbers in the text and the Table of Contents, List of Tables and List of Figures.
- Follow the journal model format for Tables, Figures and References.
- Each major heading is centered, in all capital letters, and at the top of a new page.
- Major headings and first level subheadings appear in the Table of Contents.
- Formatting and legibility of figures and tables should follow Thesis Manual requirements.
- Use consecutive numbering of tables and figures throughout the main body of the manuscript.
- Use only page numbers outside the margins.
- No liquid paper or visible corrections on copies submitted to the Dean's Office.
- Documents should begin with the Title/Approval Page and end with the Vita.
- Be certain to include a major introductory chapter or section (the title includes the word "Introduction") and a major concluding chapter or section (the title contains "Summary" or "Conclusion").
- Use consistent subheading format throughout.

***GUIDE FOR PREPARATION
OF THESES AND
DISSERTATIONS:***

***SAMPLE
PAGES***

**ANIMAL IMAGERY IN THE COMIC WORKS OF
RICHARD B. SHERIDAN AND WILLIAM CONGREVE**

by

John Eugene Doe
B.A. June 1993, State University of New York
(Degrees held, with dates conferred, and Institutions)

A Thesis (or Dissertation) Submitted to the Faculty of
Old Dominion University in Partial Fulfillment of the
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(DOCTOR OF PHILOSOPHY)

ENGLISH

OLD DOMINION UNIVERSITY
May 1999
(May or August or December 1999)

Approved by:

John T. Jones (Director)

Anne Dailey (Member)

David R. Smith (Member)

William Coza (Member)

ABSTRACT

ANIMAL IMAGERY IN THE COMIC WORKS OF RICHARD B. SHERIDAN AND WILLIAM CONGREVE

John Eugene Doe
Old Dominion University, 1997
Director: Dr. John T. Jones

The text of the Abstract starts one triple-space below the heading, with a paragraph indentation. The text of Abstract is typed double-spaced or one-and-a-half spaces according to the spacing style followed in the narrative text; it must not exceed 350 words in length. Any term (or numeral) with a space on either side of it will be counted as a word. If there are co-chairs, then the wording and spacing of the last preliminary lines should look like this:

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(p iii - no page number appears)

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This thesis is dedicated to the proposition
that the harder you work, the luckier you get.

(DO NOT use the heading “DEDICATION”)

ACKNOWLEDGMENTS

(Sample)

There are many people who have contributed to the successful completion of this dissertation. I extend many, many thanks to my committee members for their patience and hours of guidance on my research and editing of this manuscript. The untiring efforts of my major advisor deserve special recognition.

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