



THE GRADUATE SCHOOL

GUIDELINES FOR THE PREPARATION

of the

MASTER'S THESIS

and

DOCTORAL DISSERTATION

August, 2010



Dr. Janet A. Haggerty

Associate Vice President for Research &
Dean of the Graduate School

631-2304

janet-haggerty@utulsa.edu

Dr. Richard A. Redner

Associate Dean of Research & Graduate Studies

631-2634

richard-redner@utulsa.edu

John Bury

Assistant Dean of the Graduate School

631-2712

john-bury@utulsa.edu

Administrative supervisor, Datatel training and documentation, interpretation of Graduate policies and procedures, Graduate School publications, Graduate Council secretary, oversees marketing, admissions, and enrollment policies and procedures, and manages graduation process.

Hope Geiger

Admissions & Student Services Coordinator

631-2715

hope-geiger@utulsa.edu

Coordinates Graduate School events and student services, Recruitment liaison for graduate programs, Educational Testing Service liaison, governmental/professional agency questionnaires/surveys, marketing, statistical data on graduate programs, graduate school newsletter.

Marjean McDonald

Student Award and Budget Advisor

631-2291

marjean-mcdonald@utulsa.edu

Graduate School budget officer, processing of assistantship, tuition scholarship, fellowship and travel awards, student enrollment, answer student award questions

Diahan Moffitt

Administrative Assistant

631-2336

diah-moffitt@utulsa.edu

Processing of admission letters, student enrollment, Dean's appointment calendar, assists with Graduate Student Orientations, troubleshooting problems and answering student questions, liaison with International Student Services

Following are the guidelines to be followed for the preparation of all thesis and dissertation manuscripts at The University of Tulsa. These instructions are to be applied to all Master's theses (MA, ME, MS, MSE, and MFA) and Doctoral dissertations. These guidelines are designed to assist students in the submissions of their manuscripts.

A Word template and sample that includes the Title Page, Signature Page, Copyright Statement, Abstract, Acknowledgements, Table of Contents, Tables, Figures, Plates, Chapters and Subheadings, and Appendix is available on the Graduate School web site located at <http://www.utulsa.edu/academics/colleges/Graduate-School/Current-Student-Information/Thesis-and-Dissertation-Information.aspx>.

To ensure that your manuscript information is secure, the Graduate School suggests you download the templates to your "filer" which can be accessed through the UTulsa Home site. Each template contains template fields bound by brackets. Simply highlight the template field and enter the appropriate information. A LaTeX sample, along with the TU thesis style page, can be found at the same web site.

ACKNOWLEDGEMENTS

These guidelines were revised based upon valuable input from many of our former graduate students, who are now graduated with a Master's degree or Doctorate.

Dr. Paul Alworth is posthumously acknowledged for his time and dedication to our graduate students in the final review of their theses and dissertations. Dr. Manly Johnson is also acknowledged for his previous work in reviewing theses and dissertations. Staff in the Graduate School are also thanked for their aid in facilitating templates for student use.

Richard D. Redner and Hope Geiger are acknowledged for their current responsibilities in the Graduate School for reviewing theses and dissertations.

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INTRODUCTION

The following instructions are intended to standardize the format, page arrangement, typing details, and techniques of citation and bibliography in the thesis and dissertation. Students are required to read these instructions and follow them; this material supplements the *Graduate Bulletin* of The University of Tulsa.

Public Access to Theses and Dissertations

All theses and dissertations will be bound and available in the library upon submission and acceptance by the Graduate School. Any exceptions must be agreed to in writing by the Dean of Research and Graduate Studies, an appropriate University officer, and the external funding source, if any, at the time of the thesis or dissertation proposal submission and prior to the commencement of the research. The University of Tulsa policy on intellectual property rights applies to research conducted by The University of Tulsa students.

For details of The University of Tulsa Research and Intellectual Property Policy, please see <http://www.utulsa.edu/research/PPG/intellectualproperty.html#ownership>.

In addition to public access to the thesis or dissertation, Master's and doctoral students may copyright their own thesis or dissertation. The act of writing usually confers copyright, but a student may formally register the copyright and a fee is usually charged. A student may insert an optional Copyright Statement page after the Signature page if the student wants to clearly assert copyright, although the student must then pay a \$65 fee to formally register the copyright with the government.

Doctoral students are required by University policy to complete a Doctoral Dissertation Agreement form with UMI Dissertation Publishing. UMI's program offers digital and analog publishing of the dissertation, and the dissertation is accessible through the UMI dissertation database, a globally used research database. Details regarding the procedure with UMI are given at the end of this document.

Responsibilities of the Student

The graduate student preparing a thesis or dissertation is responsible for: selecting a research area, conducting a thorough search in related literature, defining a research problem, selecting methods of investigation and research, developing investigative

techniques and methods, evaluating results of investigations, and preparing the thesis or dissertation. The student is solely responsible for the form, style, clarity, proper use of English, and other details.

Plagiarism

Plagiarism is presenting as one's own efforts the work of someone else without proper acknowledgment of that source. Exact copying is to be enclosed in quotation marks with an appropriate indication of its origin. Paraphrasing, wherein the basic sentence structure, phraseology, and unique language remain the same, is also plagiarism. The failure to acknowledge unique, unusual, or new ideas and facts not the product of one's own investigation or creativity is plagiarism. When in doubt in a particular course on these matters, it is the student's responsibility to seek guidance from his/her advisor or thesis/dissertation committee.

Responsibilities of the Thesis or Dissertation Advisor

The graduate faculty member supervising a student's research is responsible for: suggesting appropriate research areas, evaluating general appropriateness of the research topic, suggesting limitations or expansions of the scope of the study, suggesting possible sources of information, advising on investigative routines and methods, suggesting methods of testing or evaluating results, advising on the preparation of the written material, and minor editing of the written material. Advisors are responsible for evaluating the form, style, clarity, use of English, etc., but they are not responsible for any extensive editorial rewriting of the student's material.

If a draft of the document is poorly written, the advisor may recommend that the student seek the assistance of a professional editor. Early drafts of the thesis or dissertation that are submitted to the advisor should be reviewed in a timely manner (generally two to three weeks) and returned to the student with comments.

Responsibilities of the Thesis or Dissertation Committee

The primary responsibility of the committee is to uphold the University's standards of graduate research in evaluating and approving the thesis or dissertation. The committee members are responsible for: counsel, advice, and suggestions in all areas of the research project, as well as minor editing, provided it is sought while the project is in process.

The committee members are also responsible for reading the thesis or dissertation in a timely manner prior to the defense. They are also expected to evaluate the quality and validity of the research and scholarship.

Timeline for Graduation

Cooperation between the student, the advisor, and the committee is necessary to satisfactorily complete a thesis or dissertation. **The student must accept the responsibility of initiating all actions required to complete the research.** Conducting, supervising, reviewing and evaluating a research study is time consuming. The expediency with which advisors and committees can provide counsel and reviews is dependent upon their other University duties and responsibilities.

The student who plans to complete a thesis or dissertation in order to be graduated at a particular commencement must work well in advance of the "deadlines" reported below and as outlined in the *Graduate Bulletin*.

All graduate students **must be enrolled** during the semester in which they complete the degree requirements and in which they plan to graduate.

Please read the sections in the front of the *Graduate Bulletin* titled "Master's Degree Requirements" and "Doctoral Degree Requirements". In addition, read the Bulletin sections for your degree program concerning the general requirements and the specific requirements of your own discipline.

You must have your original copy reviewed by The Graduate School before final reproduction. **In order to ensure the formatting of your Signature Page is correct, please have it reviewed by the Graduate School prior to obtaining committee member signatures.** The signature page must be signed by the thesis or dissertation committee before the review will be performed by The Graduate School.

Deadlines

As noted in the *Graduate Bulletin*, all work must be completed and the thesis/dissertation deposited in McFarlin Library by the following dates:

Fall semester: December 1, but preferably by November 15
Spring semester: April 15, but preferably by April 1
Summer term: Last day of the summer term

Plan to finish ahead of deadlines in case of unexpected delays. Those reviewing the theses or dissertations in the Graduate School may need 72 hours to complete the review (disallowing weekends and holidays).

Please note that work submitted to the Graduate School for a formatting review is to be publication ready, including color plates, unless the student makes other arrangements.

GUIDES TO STYLE

Students must always consult with their advisor for the proper style to follow in their field of research. **Do not use a previously accepted thesis or dissertation as a guide**, unless told to do so by your advisor. Formatting and stylistic guidelines can change from year to year, so always request the most up to date guidelines before submitting your thesis or dissertation.

The basic guides to style in preparing theses are Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, Sixth Edition (1996), and Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 5th Edition (1999). For dissertations, however, these style guides are not considered sufficiently thorough. The following list contains discipline-specific style guides.

Any departure in style from that presented in the above manuals or those listed below must be approved by the Graduate School. Contact the Graduate School or your advisor for further information.

The rules for the preparation of manuscripts are normally found in various professional journals and style guides, among which are the following:

- Education and Psychology ----- *Publication Manual of the American Psychology Association*, Fifth Edition, American Psychological Association (2001)
- Electrical Engineering ----- *IEEE Transactions, Journals, and Letters: Information for Authors*, The Institute of Electrical and Electronics Engineers, Inc. (February, 2000); *Preparation of Papers for IEEE Transactions and Journals* (April, 2002)
- Geosciences ----- Any Standard Geoscience Guide
- Mathematics ----- *A Manual for Authors of Mathematical Papers*, American Mathematical Society Providence, R.I. (1990)
- Mechanical Engineering----- *Journal of American Society of Mechanical Engineers; Journal of Pressure Vessel Technology* (most recent issue)

Petroleum Engineering ----- *How to Write, Communicating Ideas and Information*, Herbert and Jill Meyers, Barnes and Noble, copyright 1993, ISBN 1-56619-272-2

For points not covered in these style manuals, Turabian (which contains a chapter on scientific writing) may be used. In the event that Turabian conflicts with a discipline-specific style guide, the latter will take precedence.

The guidelines to follow regarding style should be as follows: First, follow the Graduate School guidelines outlined in this document; second, for issues not addressed by these guidelines, consult the discipline-specific style guide; and third, for all other issues, consult Turabian.

Consistency in style throughout the thesis or dissertation is important.

ORGANIZATION AND CONTENT

All pages of all submitted copies of theses and dissertations must be of excellent quality: clear, readable, distinct copy, whether in the main body, appendices, figures, tables, or plates.

Order of Materials

The order of the contents of the thesis or dissertation should be as follows:

Preliminaries

- Title Page
- Signature Page
- Copyright Statement (optional page)
- Abstract
- Acknowledgments
- Table of Contents
- List of Tables
- List of Figures
- List of Plates

Text Section

- Introduction
- Main body, usually divided into chapters or sections

Reference Section

- Bibliography
- Appendices

A template and sample pages for each of the preliminary pages are available at <http://www.utulsa.edu/academics/colleges/Graduate-School/Current-Student-Information/Thesis-and-Dissertation-Information.aspx>.

Unless otherwise stipulated below, all headings for the units of the Preliminaries and Reference Sections and all chapter titles are: 1) written in full capital letters, 2) centered, and 3) positioned two inches from the top of the page.

Preliminaries

Title Page

A sample of a Title Page is included in Appendix A. All margins must remain consistent with the body of your paper, but spaces between sections of text may be manipulated if more space is needed as a result of longer titles. If any of the spaces need to be changed, make sure the spaces between each section of text are of equal size in comparison to each other for visual balance. Note that there is no page number on the Title Page.

Signature Page

A sample of the Signature Page is included in Appendix A. The Signature Page provides space for the signatures of the advisory committee. The committee members' names should be typed below the signature lines. Professional title designations (Dr., Prof., Mr., etc...) are NOT to be included. The page number for this page is "ii". **There must be original signatures on each of the three required copies.** In cases where one or more committee members are not available to sign, an exception to the rule may be made by the Dean of the Graduate School.

All margins must remain consistent with the body of your paper, but spaces between sections on the signature page may be manipulated if more space is needed as a result of longer titles or numerous committee members. If any of the spaces need to be changed, make sure the spaces are of equal size in comparison to each other for visual balance.

Bring a copy of one signature page by the Graduate School office for review before securing the signatures of the advisory committee. If the signature page is formatted incorrectly, you will have to get original signatures again before the thesis or dissertation may be released to the library for binding.

Copyright Statement

A Copyright Statement, if included, should appear between the Signature Page and the Abstract in the Preliminaries section. If included, the Copyright Statement will bear a page number of "iii", with the subsequent pages in the Preliminaries section numbered accordingly. Inclusion of a Copyright Statement is optional. If a Copyright Statement is included, it must be formatted in a manner consistent with the body of the thesis.

Abstract

The Abstract is a summary of the chief findings of the thesis or dissertation, with conclusions (if any are offered) reached by the investigation. Explanatory material, illustrations, and opinions are to be excluded from this abstract. The abstract should give the information that will enable a scholar to tell whether he/she wishes to read the complete work. The page number for this page is "iii", assuming there is no Copyright Statement. A sample of an Abstract is included in Appendix A.

The abstract should be no more than 2 pages long, double-spaced.

Acknowledgments

The thesis or dissertation may contain a brief acknowledgment of assistance and guidance given to the student during the research process. If Acknowledgments are to be included in the document, type the name ACKNOWLEDGMENTS in capital letters, centered and positioned two inches from the top of the page. The body of this section is positioned three lines below the title and is double spaced with one-half inch paragraph indentions. The page number for this page is "iv", assuming there is no Copyright Statement. A sample is included in Appendix A.

Any external funding sponsor should be acknowledged. Each department may specify the nature of acknowledgment to both the advisor and to the University. Comments of a religious nature are discouraged; a very brief acknowledgement of family members is acceptable. This is a professional document and should reflect a professional tone and nature.

If the thesis or dissertation or any part of it is published, it is customary to acknowledge both the University and the advisor in the published work. Each program is authorized to specify the nature of this credit; however, the student should be considered the principal author.

Table of Contents

Both the chapter and the sub-chapter titles (or the section headings where no chapter divisions are used) are presented exactly as they appear in the text of the thesis or dissertation. The title TABLE OF CONTENTS is typed in capital letters, centered, and is positioned two inches from the top of the page. A template and sample for the Table of Contents are available at <http://www.utulsa.edu/academics/colleges/Graduate-School/Current-Student-Information/Thesis-and-Dissertation-Information.aspx>. The page number for this page is normally "v", assuming there is no Copyright Statement. A sample of a Table of Contents is included in Appendix A.

Chapter Titles, Headings, and Subheadings should be single spaced when they are longer than one line, with a double line between footnotes. If there are Chapter Titles, Headings or Subheadings that require more than one line, leave at least a half an inch between the end of the first line and the page number on the right. The remaining text should be moved to a lower line and should line up with the start of the first line.

List of Tables, Figures, and Plates

These units are presented on separate pages. The title(s) LIST OF TABLES, LIST OF FIGURES, and/or LIST OF PLATES are typed in capital letters, centered and positioned two inches from the top of the page. The page numbers for these pages should follow sequentially the Table of Contents (i.e., "vi", "vii").

While listing the individual items, only include the number designations and captions, not the verbal designations (Figure, Table, Plates, etc...) Verbal designations are for use in the body of the text only. A sample of a List of Tables and a List of Figures is included in Appendix A.

Captions should be single spaced when they are longer than one line, with a double line between footnotes. If there are captions that require more than one line, leave at least one-half inch between the end of the first line and the page number on the right. The remaining text should be moved to a lower line and indented one-half inch from the start of the first line. This rule applies to each subsequent line of text.

Text Section

Chapter Headings

The body of the text is divided into well-defined chapters or sections, each beginning on a new page. If chapters are used, the word CHAPTER typed in capital letters (followed by the number of the chapter in Arabic numerals) is centered horizontally, typed in uppercase letters, and positioned two inches from the top of the page.

The title of the chapter is typed in capital letters with **bold** type face, centered horizontally, and positioned two spaces below. If sections rather than chapters are used, the section title is typed in capital letters, centered horizontally, and positioned two inches from the top of the page. A sample is included in Appendix A.

Headings of Major Divisions

Headings of major divisions of the chapter or section are centered horizontally on the page; type them in upper and lower case letters and **bold** the print. Space these headings three single lines below the chapter or section headings.

Further subdivisions will be marked by headings aligned at the left margin, italicized, spaced three single lines below the major division headings. Type them in upper and lower case letters ~do not bold. Further divisions are indented one-half inch from the left margin and typed in upper and lower case letters. Type the title of these divisions, followed by a colon, immediately followed by the text of the division.

Do not "orphan" any headings on the lower portion of a page. That is to say, do not type the division heading at the very bottom of the page and have the remaining text flow to the next page. Move the division head to the next page.

Be sure to have at least two lines of text at the bottom of a page, otherwise the text appears to be "orphaned". In addition, if a paragraph must be broken at the bottom of a page, be sure at least two lines of the paragraph appear on the next page of text, otherwise text on the ensuing page appears "widowed".

Tables, Figures, and Plates

Each figure or table used should carry a title and a numbered designation. The writer and his advisor will determine the form and system of numbering and if plates are to be used. Plates may be used if photography was used as a form of documentation and the number of photographs is best presented as plates rather than individual figures. If the directing department approves, large sheets of illustrative material may be included. Such material must be folded to conform to the specified margins.

Any lettering or numerics used in a figure or table should not be smaller than 6-point font size. Margins are to be maintained throughout, so resizing tables and figures may be necessary.

Regardless of how a table, figure, or plate is oriented on the page (portrait or landscape), a page number must be included in the same position as previous pages and in numerical sequence with the body of the text.

Captions

Captions may not be placed in the margins of the document or on the facing page. If additional room is required for a caption, place it on the page prior to the table or figure to which it refers.

Footnotes

Footnotes are used in many fields to acknowledge materials directly quoted, cite a source of authority for a statement, define words or terms, expand a point with additional illustrations, and refer to other portions of the text. Footnotes should not be typed in less than a 10-point font size, and are preferably the same font size as the body of the thesis or dissertation. Footnotes should be typed single-spaced, with a double line between footnotes. A solid black line should cross the page directly above the first footnote on any given page.

Reference Section

Bibliography

A complete Bibliography of sources cited in the preparation of the thesis or dissertation must be given. In some fields, the bibliography may also include works that the student consulted in the preparation of his/her paper but which are not actually cited in the final text. The student should confer with his/her advisor on this matter. In some fields, the bibliography may be headed REFERENCES or LITERATURE CITED. The title BIBLIOGRAPHY (or REFERENCES, etc.) is typed in capital letters, centered and positioned two inches from the top of the page. Also, please refer to the previous section on Plagiarism.

Note: If the student uses the term “et al.” (defined as “and others”) or any variation of it, the term should only be used in the text of the thesis or dissertation. This term **should not** be used to reference authors in the Bibliography. All authors quoted should be identified individually. This condition is especially important when referencing co-authors.

Appendices

An Appendix is used to present materials that serve illustrative purposes or are too lengthy for the text. Lists of data, sample calculations, schedules and forms for collecting data, and large passages of quoted materials which augment citations already presented

are included here. If the student has more than one appendix, a summary page may be used, followed by a list of each individual appendices. The title of each Appendix is typed in capital letters (e.g., APPENDIX A, APPENDIX B, etc.), centered horizontally, and positioned two inches from the top of the page. Appendices are to meet all formatting requirements for chapters unless they are reproductions of source documents.

Appendices which are extremely lengthy can be saved on a CD and submitted with the manuscript. A note addressing this inclusion should be included in the Table of Contents.

SPECIFIC REQUIREMENTS

Paper Specifications

The **three (3) copies** of the thesis or dissertation required by the University must be typed or reproduced on at least 25%, 20 lb white rag/cotton content bond paper (8-1/2" x 11" size). Although the University requires the student to submit three (3) copies of the thesis or dissertation reproduced on the 25% rag/cotton content paper, the student may choose to have additional copies of the manuscript reproduced. The student may select the grade of paper preferred for these additional copies. Paper must be white in color, not ivory or cream.

The candidate may reproduce the thesis or dissertation in one of the following ways: 1) Photocopy Duplication (Xerox, Kodak, IBM), or 2) Word Processing System use of printer. Pages which carry mounted illustrations must be of the quality and size specified above.

Mechanical Details

Margins

The left margin is one and one-half inches (one-half inch is allowed for binding); the other three margins (top, bottom, and right) are one inch. This applies to tables, figures, plates, and/or folded materials, as well as to the text. However, note that on the first page of a chapter or section, the chapter or section heading must be positioned two inches from the top of the page.

Centering

Because the left margin allows an extra one-half inch for binding, the typed material should be centered across the remaining eight inches.

Typing

The thesis or dissertation must be typed on only one side of the paper, and black ink must be used for text. The same style font and print size (10-12 inch pitch) must be used throughout the document. No font size smaller than 6 should be used for tables, figures, or plates. Table captions must use the same font size as that used throughout the document. New Times Roman and Times Roman are the standard font types. Only with the approval of the Graduate School may typefaces other than standard be used. The use of typewriter font is discouraged. **Do not** use enlarged or elongated print. Text may either be free-flowing or right-justified. Copies from an ink jet printer are acceptable, although copies from a laser printer are preferred. **Do not use grammatical contractions in any part of the document.** For example, use "is not" rather than "isn't".

Spacing and Indentation

The body of the thesis or dissertation is typed double-spaced. All paragraphs should be indented one-half inch.

Quotations

All quotations that are less than four lines of text should be enclosed in quotation marks. Quoted materials four or more lines in length should be set off from the rest of the text and single-spaced. Such quotations should be indented one-half inch from both the left and right margins. .

Footnotes

Footnotes should be single spaced when they are longer than one line, with a double line between footnotes. The font size for footnotes may be the same as the thesis or dissertation, but should not be smaller than 10 point.

Page Numbering

All the pages in the "Preliminaries" section of the thesis or dissertation are designated by lower-case Roman numerals. The Title Page carries no page number, but the Signature Page is numbered "ii", the Abstract is numbered "iii", the Acknowledgments page is "iv", the Table of Contents is normally "v", and any list of Tables, Figures, or Plates are numbered consecutively using lower-case Roman numerals. If a Copyright Statement is included, it will be numbered page "iii", with the subsequent

Preliminary pages numbered accordingly. These numbers are placed at the bottom of the page, centered and one-half inch from the lower edge.

If a Copyright Statement is included, it will be numbered page "iii, with all subsequent Roman numeral pages adjusted accordingly.

The pages of the text are numbered consecutively in Arabic numerals, centered horizontally and positioned one-half inch from the bottom of the page. Facing page figure or plate captions also require page numbers, likewise aligned. Figures, Plates, or Tables that are landscape oriented also require page numbers, likewise aligned.

Binding, Copies, and Distribution

Instructions for the “Procedures to Follow after Passing the Oral Examination” are outlined at the end of these guidelines.

The three original copies of the thesis or dissertation reproduced on 25% rag/cotton paper must be delivered to the library to be bound at the student's expense. (Please allow 3-6 weeks for binding.)

One copy of the manuscript is placed in an uncirculated file as part of the archival collection of all theses and dissertations. The second is shelved as the circulating copy, and the third is deposited with the department. The advisor may use this copy, but it is the property of the department. Also, the department may require the student to provide complimentary copies of the thesis or dissertation for agencies funding the research. In Art, slides, photographs, or a CD of the creative works are included in the thesis. The University will retain the original creative works.

In addition, the student may elect to have additional copies of his/her manuscript bound. These copies do not have to be reproduced on 25%, 20 lb white rag/cotton paper.

As of August 2010, the library charges \$39.00 for binding of the three (3) required copies. Each additional copy, including personal copies, is \$13.00. Additional fees may be incurred for the microfilming of dissertations or to copyright any thesis or dissertation. Please check with The Graduate School regarding binding, microfilming, and copyright fees as they are subject to change.

PUBLICATION OF DISSERTATIONS

Doctoral dissertations accepted by the candidate's advisory committee will be published. The doctoral candidate is required to execute an agreement with UMI Dissertation Publishing, Ann Arbor, Michigan. This agreement provides for the publication of the dissertation and the publication of the abstract in *Dissertation Abstracts*. The fee for this service is \$65.00. Candidates may also purchase a copy of the dissertation from UMI.

The Graduate School will provide doctoral candidates with a Doctoral Dissertation Agreement Form to be completed by the student. The student will need to attach a copy of their manuscript Title Page and Abstract to the agreement form. UMI requests that the student include the name of the student's advisor on the Title Page or Abstract. The agreement form must be signed and dated.

Candidates may copyright their dissertations for an additional charge of \$65.00. The act of writing normally confers copyright. A fee may be charged to register copyright to facilitate legal proceedings in the event of an infringement. The copyright form may be obtained from the Graduate School, 201 Lorton Hall, and should be submitted to McFarlin Library with the copies of the dissertation.

These fees are subject to change. Check with The Graduate School for the current fees.

Use of Copyrighted Material

University Microfilms International specifies that the "writers of dissertations must assume full responsibility for use of any copyright material in their manuscripts. Written permission of the copyright owner must be obtained when extensive use is contemplated." Customarily, authorization is granted on the condition that proper acknowledgment is made. In some instances, however, copyright owners require payment for quotations taken from their work. Letters granting permission to include such material should be kept on file by the candidate for later reference in case questions arise.

Other Publication of Dissertations

Dissertations, or extracts there from, may be published elsewhere if proper credit is given to The University of Tulsa. Since many dissertations will be important to other scholars and to a more general body of readers, candidates for degrees should plan to publish their work in refereed outlets.

PROCEDURES BEFORE SUBMITTING TO THE LIBRARY

- Obtain a copy of the "Guidelines for the Preparation of the Master's Thesis and Doctoral Dissertation" from the Graduate School Office, Lorton Hall 201 or online at <http://www.utulsa.edu/academics/colleges/Graduate-School/Current-Student-Information/Thesis-and-Dissertation-Information.aspx>. Use guidelines and templates to help with formatting your thesis or dissertation as you work with your committee on the content.
- Prior to the Oral Defense, bring a copy of your signature page on plain paper to the Graduate School for formatting review. If the signature page is formatted incorrectly, you will have to get original signatures again before the thesis or dissertation may be released to the library for binding.
- Successfully complete oral defense to thesis/dissertation committee.
- Complete all changes requested by the thesis/dissertation committee members.
- Deliver thesis/dissertation draft on plain paper to the Graduate School for a formatting review with an original, signed signature page with approval from all committee members. Plan to leave it with the Graduate School for approximately 72 hours, not including weekends or holidays.
- Complete corrections requested by Graduate School reviewer.
- Make a minimum of three copies of final thesis/dissertation on 25%, 20 lb white rag/cotton paper. Additional copies can be submitted for binding but do not have to be on the rag/cotton paper. If using different types of paper for extra copies, make sure the signed signature pages are on matching paper.
- Bring all copies of the thesis/dissertation you wish to be bound to the Graduate School. The Graduate School will certify the final amount due for binding and/or copyright fees on the "Approval & Binding of Thesis & Dissertation" form.
- Take completed binding form to the Business Office for payment of fees and certification of receipt. The binding form must be signed and dated by the Business Office after payment of fees.

Take binding form and thesis/dissertation copies to the library (Periodical Desk). The binding form must be signed and dated by a library representative to verify delivery of the copies for binding.

Deadlines for deposit of thesis/dissertation in the library:

Spring graduates - April 15, but preferably by April 1

Fall graduates - December 1, but preferably by November 15

Summer graduates - last day of summer classes

- Return completed "Approval & Binding of Thesis & Dissertation" form showing the three signatures to the graduate school.

All of the above steps must be followed prior to the awarding of the degree.

***NOTE TO DOCTORAL CANDIDATES:** All Doctoral Candidates must complete The Survey of Earned Doctorates and return it to the Graduate School. A Microfilm Agreement form must also be completed and submitted to the library with the dissertation. These forms must be completed before you are eligible for graduation.

APPENDIX A

FORMATTING SAMPLES FOR INTRODUCTORY PAGES

THE UNIVERSITY OF TULSA
THE GRADUATE SCHOOL

HOW TO PREPARE THE PERFECT
THESIS OR DISSERTATION DOCUMENT

by
John Q. Smart

A thesis submitted in partial fulfillment of
the requirements for the degree of Master of Science
in the Discipline of Electrical Engineering

The Graduate School
The University of Tulsa

2010

THE UNIVERSITY OF TULSA
THE GRADUATE SCHOOL

HOW TO PREPARE THE PERFECT
THESIS OR DISSERTATION DOCUMENT

by
John Q. Smart

A THESIS

APPROVED FOR THE DISCIPLINE OF
ELECTRICAL ENGINEERING

By Thesis Committee

_____, Chair
John Doe

Jane Doe

Doe Do

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ABSTRACT

John Q. Smart (Master of Science in Electrical Engineering)

How to Prepare the Perfect Thesis or Dissertation

Directed by I. M. Brilliant

92 pp., Chapter 5: Conclusions

(19 words)

In order to prepare a perfect thesis or dissertation, we do hereby follow these illustrious instructions to the letter.

ACKNOWLEDGEMENTS

The author thanks Dr. I. M. Brilliant, dissertation advisor, for his continuous patience and assistance in this endeavor.....

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APPENDIX B

FORMATTINGS SAMPLES FOR BODY OF THESES AND DISSERTATIONS

CHAPTER 1

THE FIRST CHAPTER

First Heading

This is the first section of the introduction. For additional information see [2,1] of just for fun you may wish to read [3].

Here is the beginning of second paragraph.

Needs To Be Single-Spaced if More than One Line

This is the text for the second section.

First Subheading

This is text for the first subsection.

Second Subheading

This is the text which lies in the second subsection.

First Sub-subsection: This language lies in the first subsection. Since they are the same font and indentation, the header looks al ittle bit like the text itself, so there is a colon and a little extra space after the subsection.

Normally a figure would go here.

Figure 1.1: Title of the First Figure

CHAPTER 2

BACKGROUND

Enewetak Atoll

Enewetak Atoll, located in the northwestern Marshall Islands (11 degrees 30' N, 162 degrees 15' E), consists of 33 islands connected by shallow reefs surrounding a lagoon with a maximum depth of about 65 m (Figure 1). The elevations of the islands are no more than about 3 m above sea level.

Passages

Three main passages interrupt or penetrate the ring-shaped reef, and permit navigation between the lagoon and the open ocean. 1) The Deep Entrance on the southeast side is 31 fathoms (about 60 m) deep between Japtan Island (David) and Medren Island (Elmer). 2) The South Channel is about six miles wide and between 6-12 fathoms (15-20 m) deep. 3) The Southwest Passage on the leeward side of the atoll is very shallow, only one fathom (2 m) deep. (Emery et al., 1954).

Reefs

The reefs on the windward and leeward rims of the atoll differ due to the effect of the prevailing northeast tradewinds.

Windward Reefs: The windward reefs of Enewetak Atoll are characterized by rock bars or groins (Emery, et al., 1954). Where and when accessible, the zone ...

APPENDIX A

FIRST APPENDIX

Text in the appendix. Now we will type in a little more text so that we can see if the paragraph is properly indented. If you have not text, you may start your figures, tables, or plates on this page or the succeeding page.

Normally a table would go here.

Table A.1: Title of the Only Table in the Appendix

APPENDIX B
THE SECOND APPENDIX

Of course this is the material that goes in the second appendix. What did you expect to find here?

B.1 An Appendix Heading

A recent modification corrects the numbering of headings, subheadings, and subsections in the appendix.

B.1.1 A Subheading in an Appendix

The subheading appears to work.

A Sub-subsection in an Appendix: And the subsection also works. Finally we test that figures and tables also work.

Normally a table would go here.

Table B.1: Title of the First Table in this Appendix

Normally a figure would go here.

Figure B.1: Title of the First Figure in the Appendix

Normally a table would go here.

Table B.2: Title of the Second Table in this Appendix

Normally a figure would go here.

Figure B.2: Title of the Second Figure in this Appendix.