# GUIDELINES FOR PREPARING

# A THESIS OR DISSERTATION

Guidelines Presented in Proper esis and Dissertation Format

Presented to

e Graduate Students of e University of Akron

In Partial Ful llment

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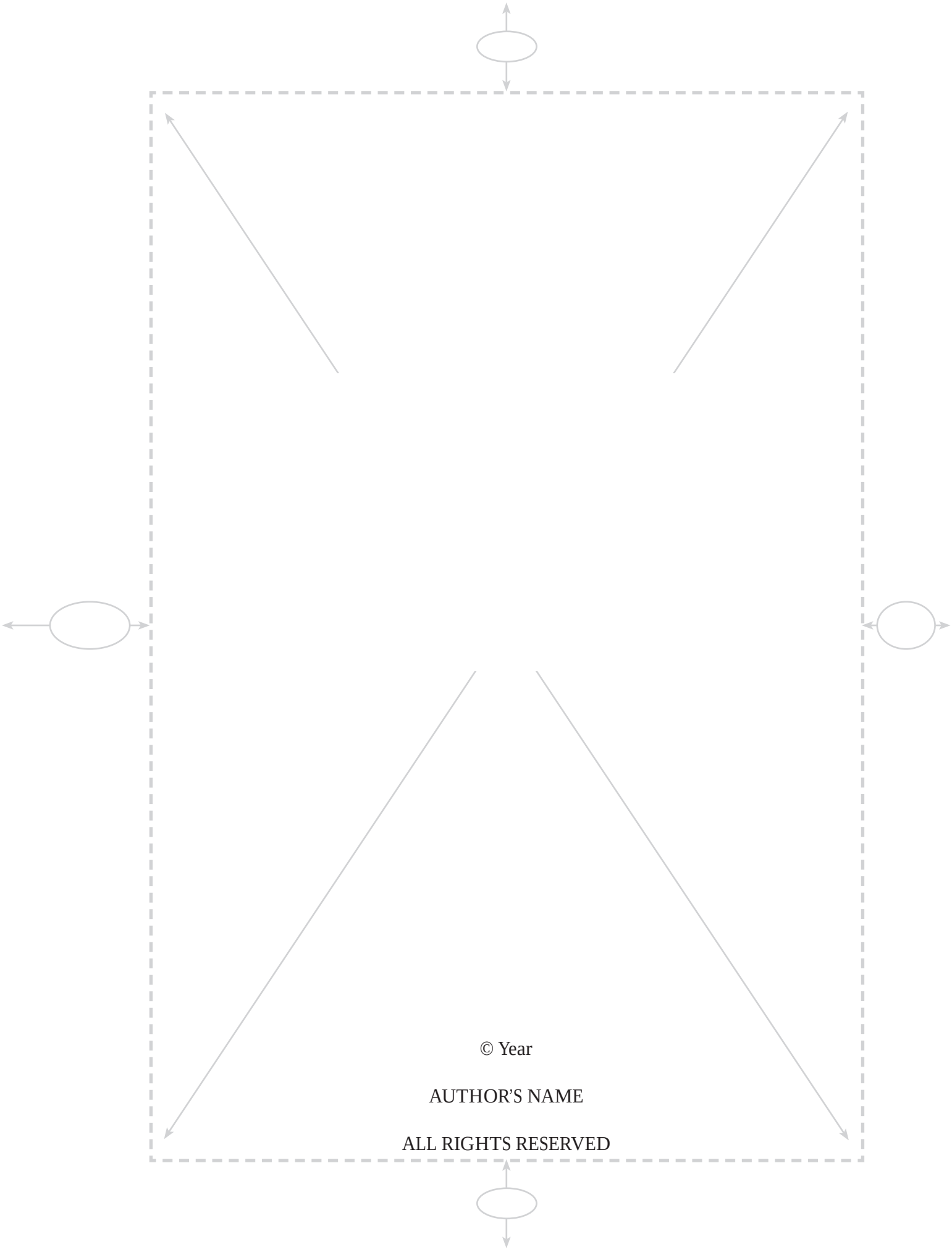

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TITLE

A esis or A Dissertation

Presented to

e Graduate Faculty of e University of Akron

In Partial Ful llment

of the Requirements for the Degree

(Degree Title) of _____

## Title Page

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Author's Name

Graduation Month, Year

For a masterðs thesis, the Faculty Advisor, Faculty Co-

are used and not all signers are ðDr.,ó type ðMr.ó or ðMrs.ó

who also þlls in the date, which becomes the ofþcial

COMPLETE TITLE

THAT MAY REQUIRE

THREE LINES

Author's Name

esis

| Approved: | Accepted: |
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| Advisor<br>Advisor's Name | Dean of the College<br>Name |
| Co-Advisor or Faculty Reader<br>Name | Dean of the Graduate School<br>Name |
| Department Chair or School Director<br>Name | Date |

COMPLETE TITLE

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Committee Member
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Accepted:

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Department Chair
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Dean of the College
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_____

Dean of the Graduate School
Name

_____

Date

# Abstract

**Mandatory in dissertations.
Optional in theses; check
departmental requirements.**

ABSTRACT

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

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

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

DEDICATION

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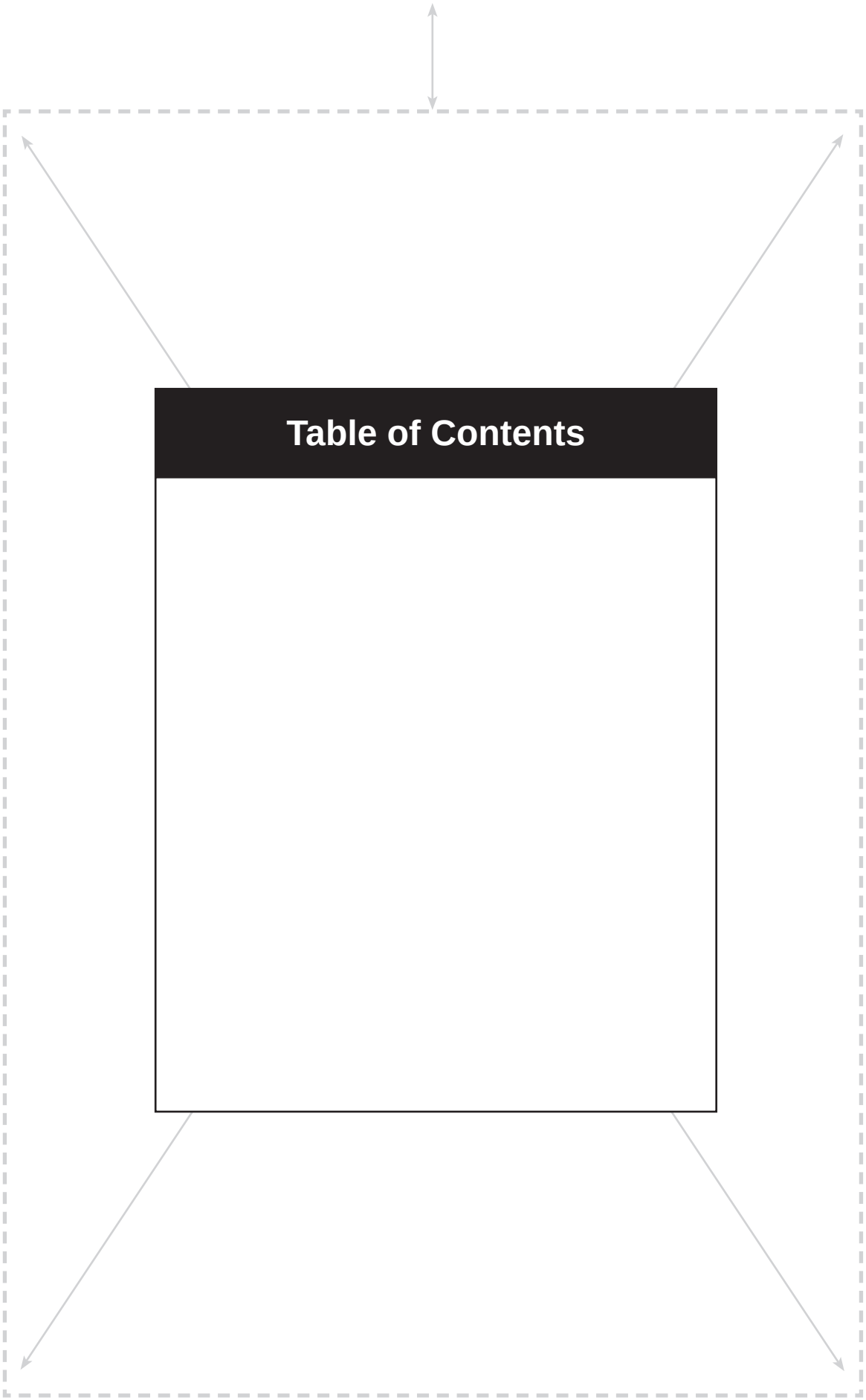
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# List of Tables, List of Figures, List of Illustrations and List of Schemes

**As Needed**

Additional lists showing tables, þgures, illustrations,

the þrst complete sentence of a table/þgure title is required to

cannot be used in combination for table/þgure designation

table/þgure are acceptable. òTableó or òFigureó must be typed

type this heading before every entry. òPageó must be typed

Tables, þgures, illustrations, schemes or other items that

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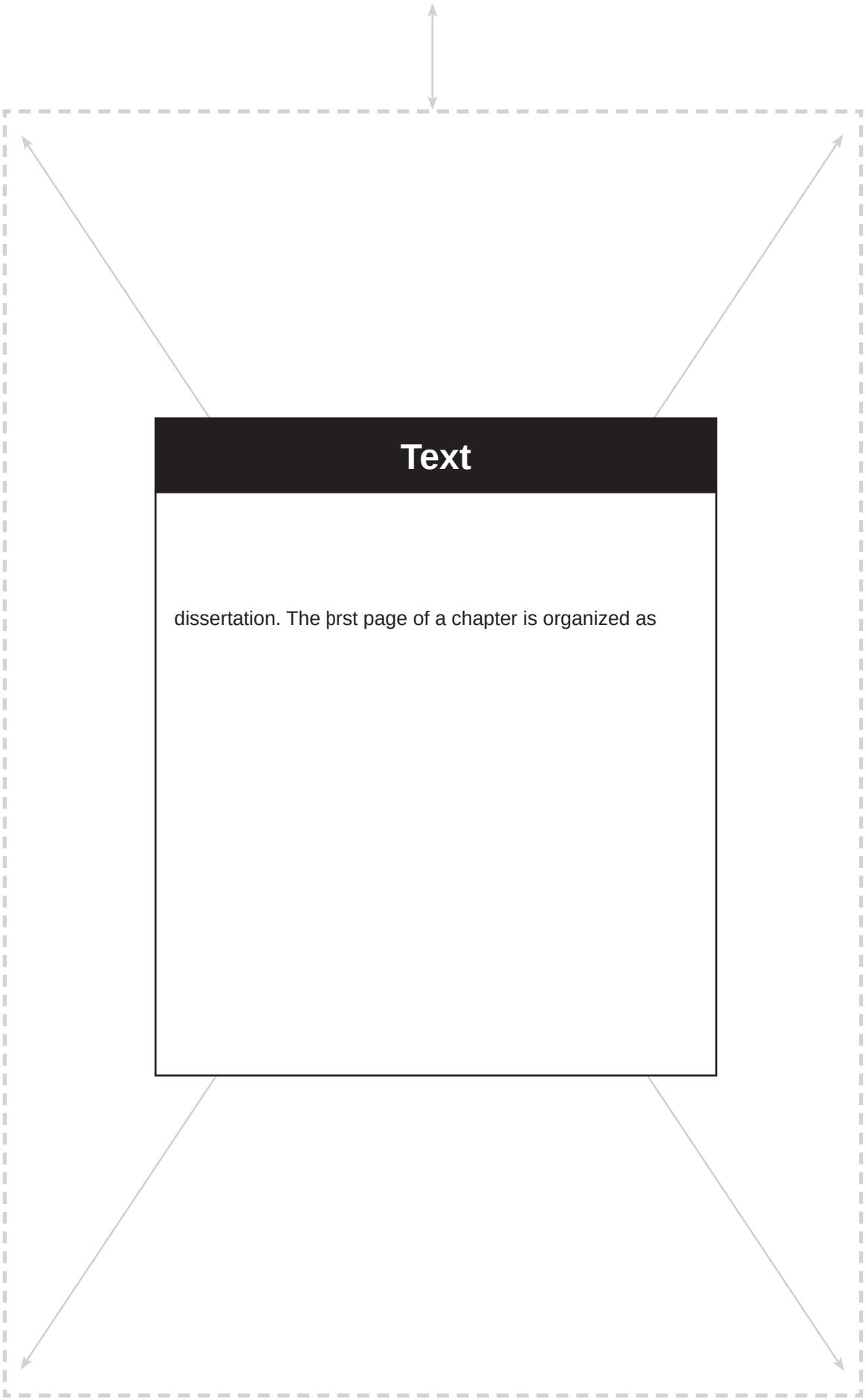

Text
dissertation. The þrst page of a chapter is organized as

# CHAPTER III

# CHAPTER IV

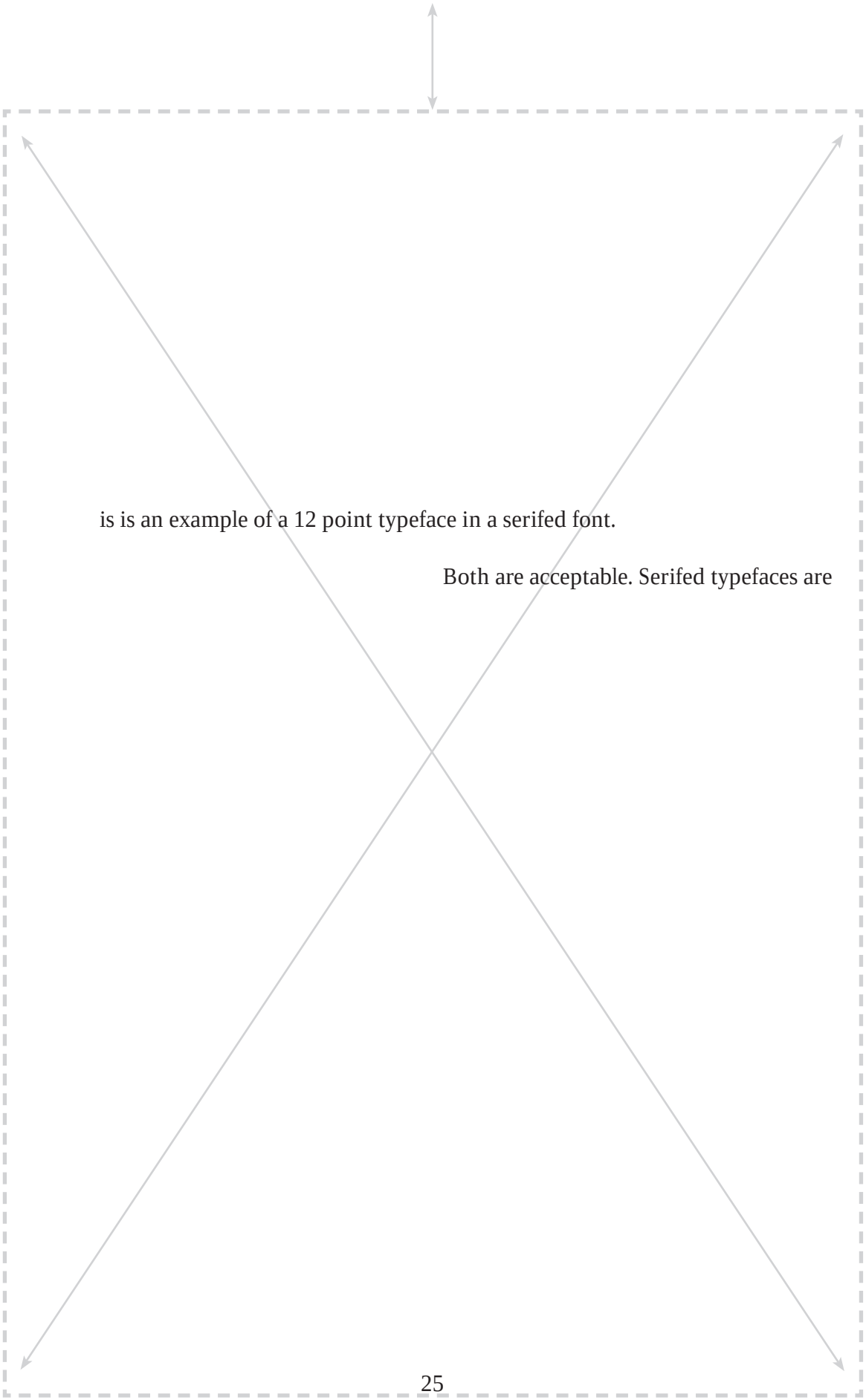
# FORMATTING A THESIS OR DISSERTATION

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

## STYLE

Di erent disciplines use di erent forms for such items as source citations and bibliographic entries. Students should follow the forms in the style manual adopted or

PAGE FORMAT



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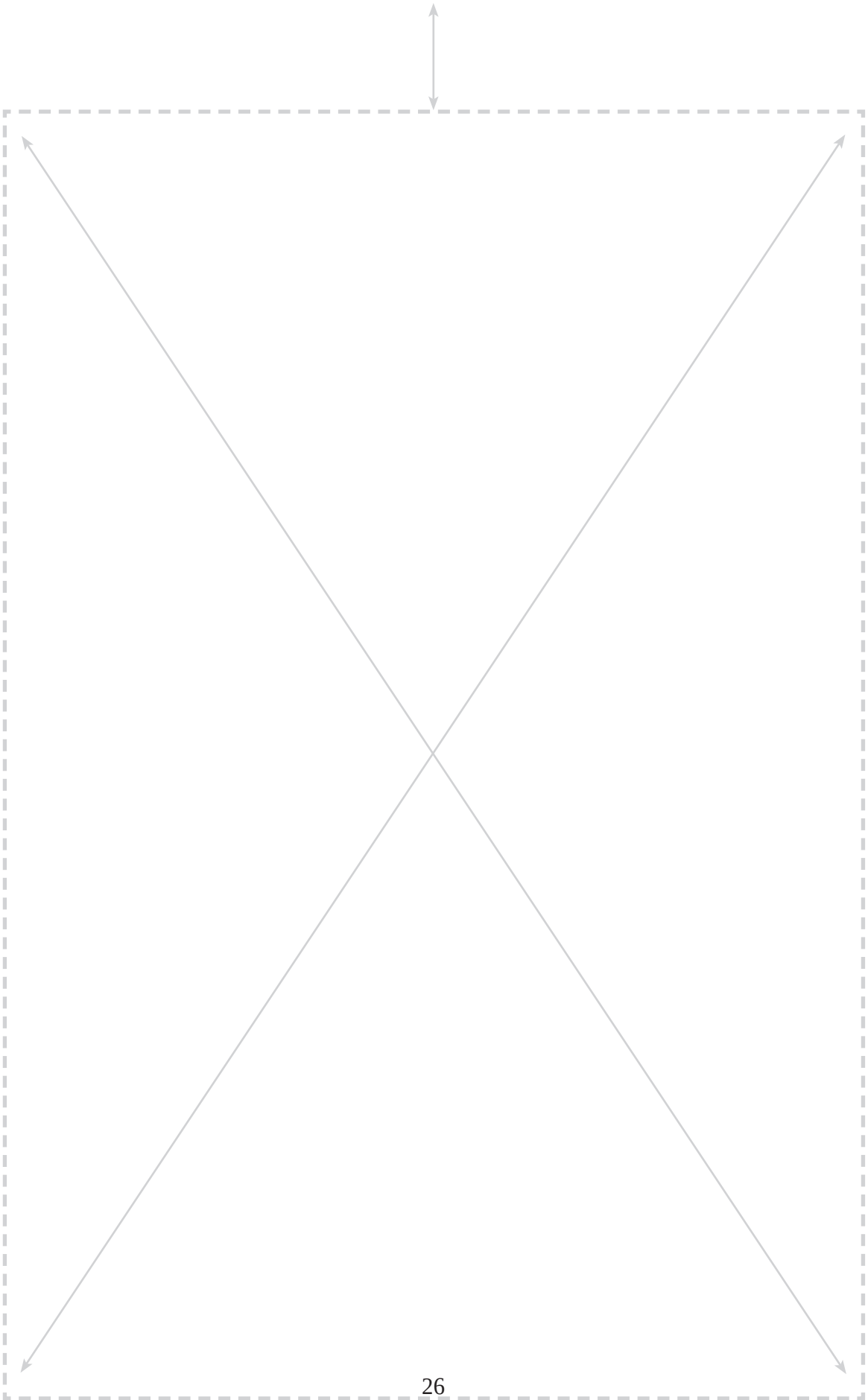

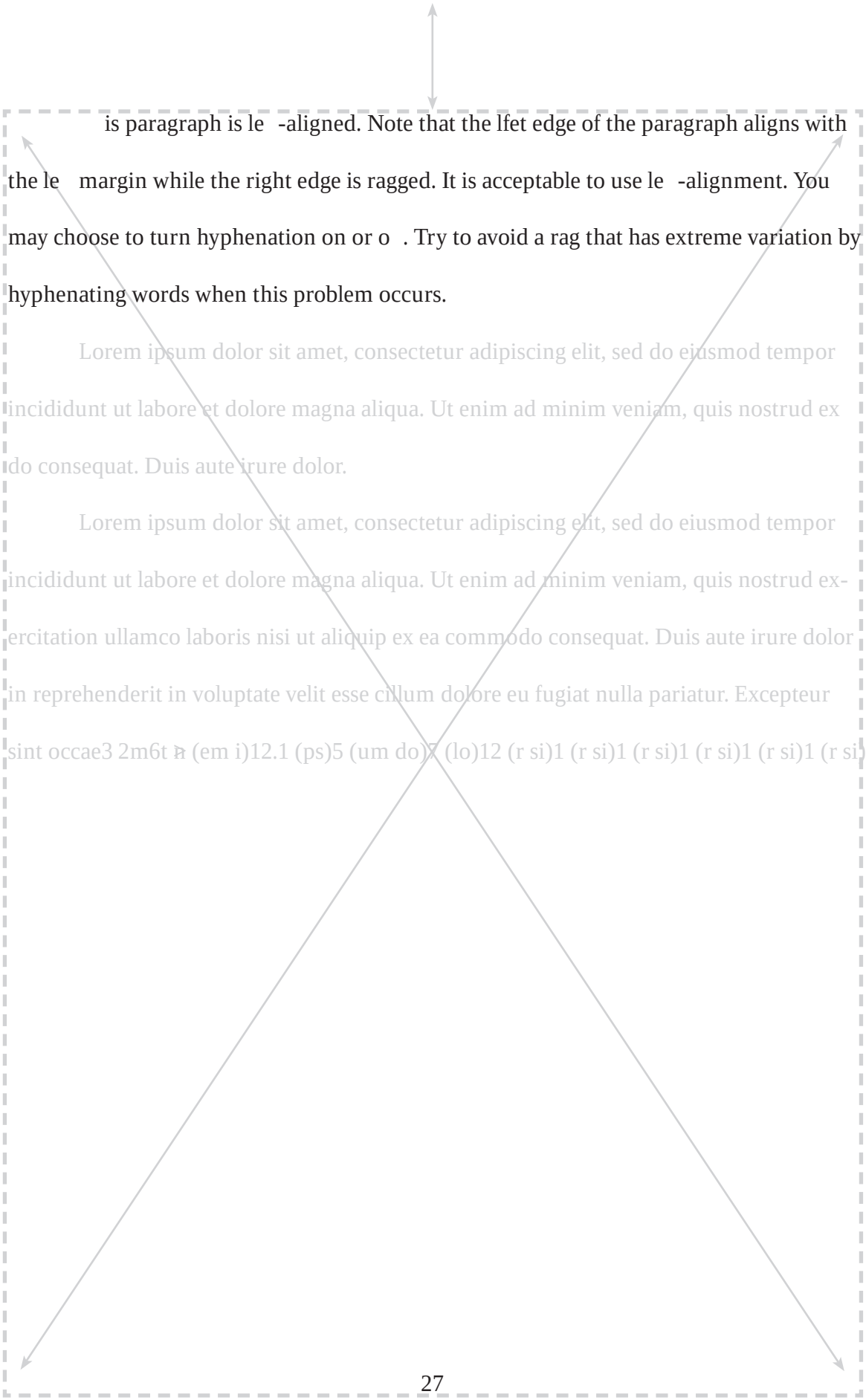

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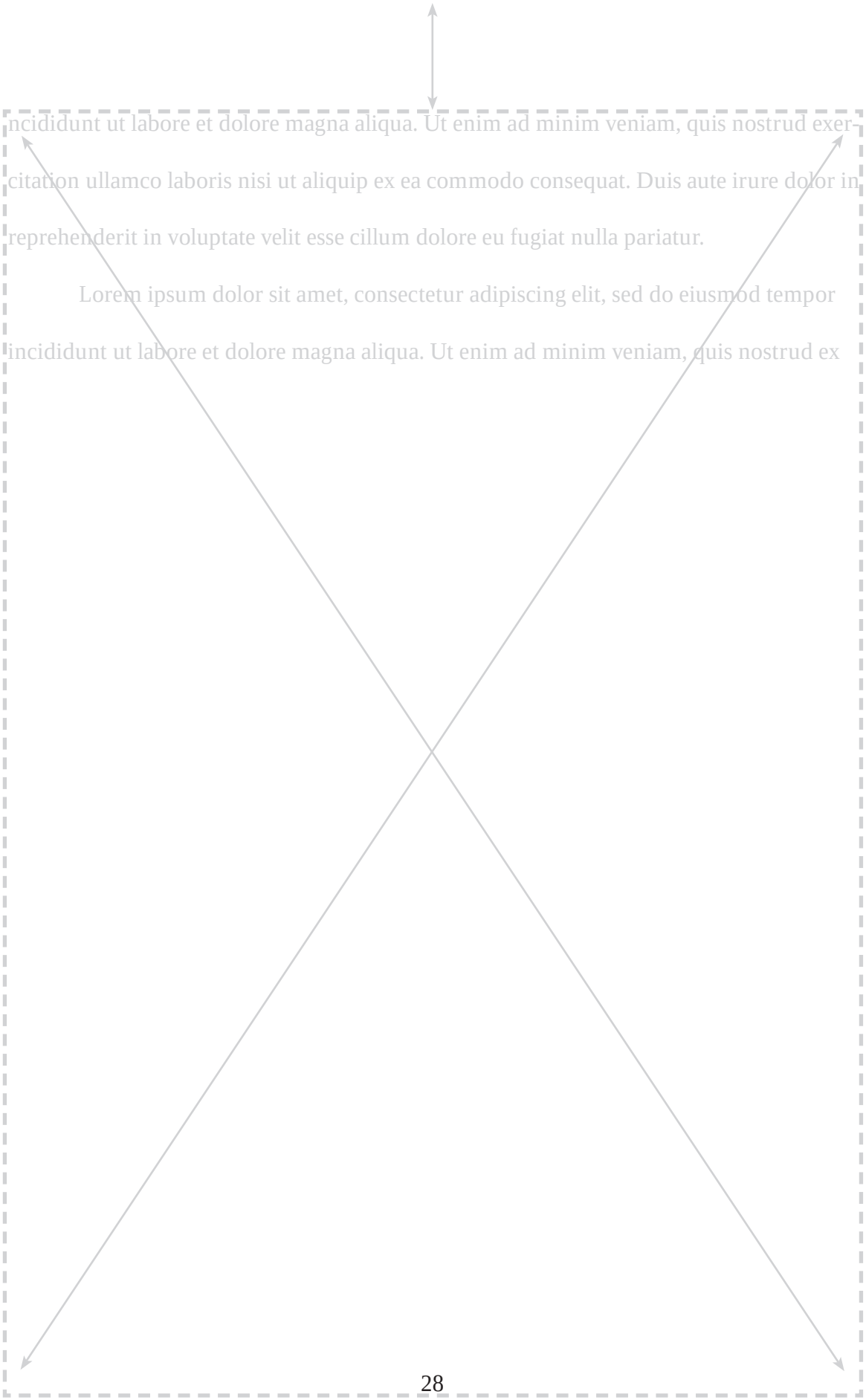

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-ably does not make sense to your reader.

Typographic Flow

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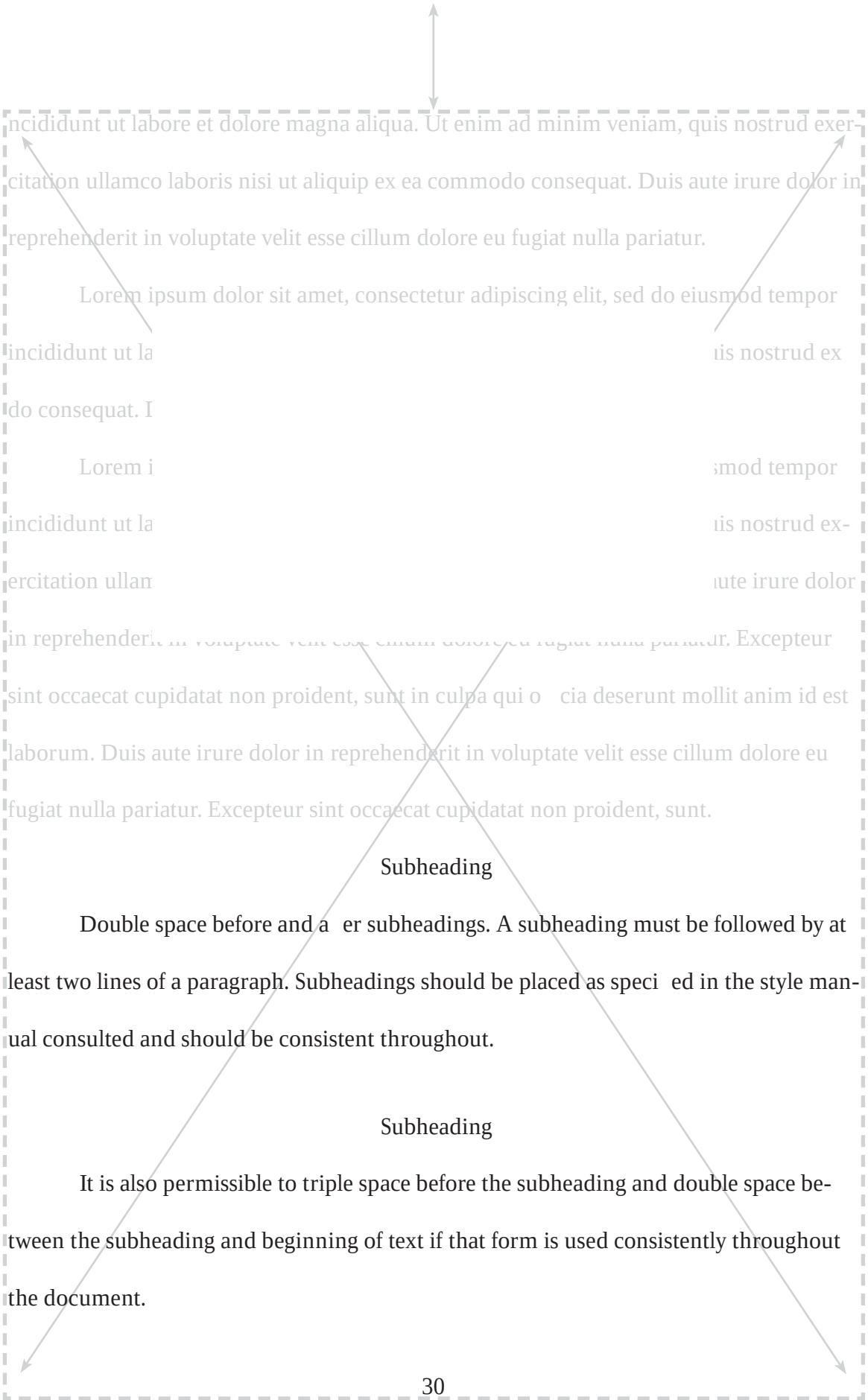

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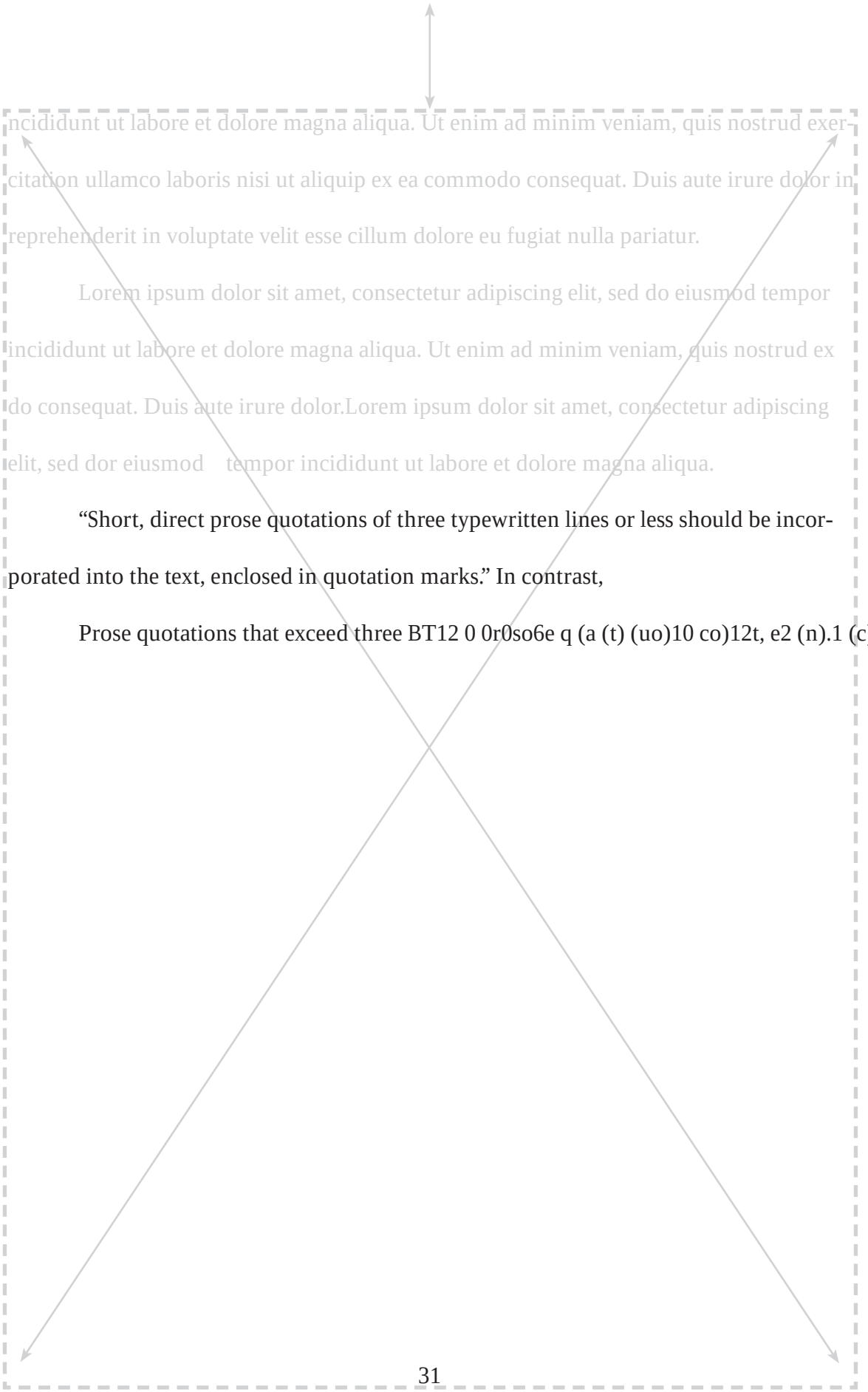
## Subheading

Double space before and a er subheadings. A subheading must be followed by at least two lines of a paragraph. Subheadings should be placed as speci ed in the style manual consulted and should be consistent throughout.

## Subheading

It is also permissible to triple space before the subheading and double space between the subheading and beginning of text if that form is used consistently throughout the document.



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"Short, direct prose quotations of three typewritten lines or less should be incorporated into the text, enclosed in quotation marks." In contrast,

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# Tables, Figures and Illustrative Material in the Text

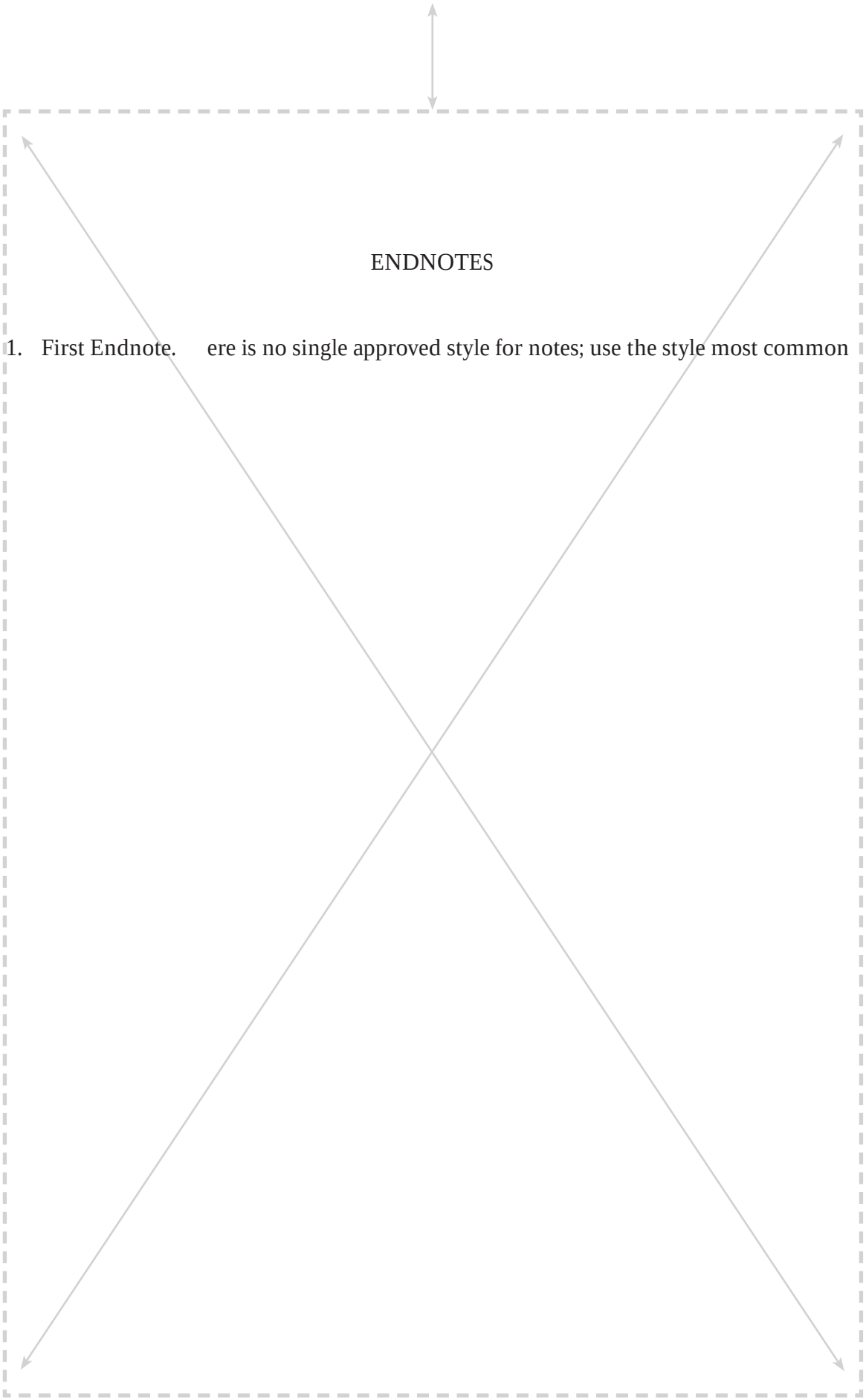
following the page where the þgures and/or tables are cited

around þgures and tables. There are instances when it is appropriate to place large numbers of þgures/tables at the

Each type (table, þgure, map,illustration, etc.) of non-text

must þt within the prescribed page margins. All wording in

Figure titles are to be placed on the þgure page below the þgure and table titles are to appear at the top of the table. Do not type table/þgure titles in bold font.



ENDNOTES

1. First Endnote. ere is no single approved style for notes; use the style most common

# BIBLIOGRAPHY

Primary Sources


1. First Source. Each bibliographic entry should be singlespaced with double spacing between entries.

2. Second Source. e style adopted should follow an accepted format and be used consistently.

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# APPENDICES

APPENDIX A:

SUBMISSION TO THE GRADUATE SCHOOL

All eses & Dissertations

Final Submission

e deadline for uploading error-free theses and dissertations to OhioLINK is approximately one month prior to commencement. e deadlines are listed on the Graduate School website. Manuscripts must be submitted error-free or will not be approved by the Graduate School.

Students who miss the nal thesis and dissertation deadline for a given term will not graduate until the next scheduled commencement. ere will be no extensions.

Departments may also have their own deadlines in order to allow the committee su cient time to read the manuscript and to allow the student su cient time to make corrections a er the defense. Generally speaking, a thesis or dissertation must be ready for the committee at least a full month before the deadline for submission to the Graduate School.

Final Approval

e Graduate School will check each thesis and dissertation for conformity to these guidelines and other errors. If corrections are required, the Graduate School will

notify the student via university email. erefore, it is important for students to inform the Graduate School and their departments on how they may be reached at all times. e correction of errors is the responsibility of the student.

When the manuscript is error-free and otherwise acceptable, the signature page will be signed by the Interim Dean of the Graduate School and notice sent to the Registrar that the student has met this degree requirement. All corrections to formatting must be

APPENDIX B:

ELECTRONIC SUBMISSION PROCEDURES

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

1. Go to the OhioLINK website for electronic submission, and follow the steps to submit the “complete,  nalized ETD.” https://etdadmin.ohiolink.edu
2. Select the option for: “I am submitting: My paper’s bibliographic information, abstract, and full text.”
3. Read the terms and click on the box to agree and continue.
4. Select the school: University of Akron.  en click on the button “Continue to main form.”
5. Complete “Information About Your Paper” and click on the box to save and continue.

   When entering your name and the title of the manuscript, please use the format “An Analysis of VTOL Aircra  ” DO NOT ENTER IN ALL CAPS.

   Note: OhioLINK requires that an abstract be entered here even if one does not appear in your manuscript.

   Note: OhioLINK allows you to select subject headings and keywords relating

to your manuscript. e Graduate School highly recommends that you utilize these options. Entering keywords will allow people to nd your manuscript via search engines without requiring that they know your complete title.

6. Complete “Degree Information” and click on the box to save and continue.

   Please complete the section for “Other Advisors/Committee Members”. Please include all advisors and committee members.

7. Complete “Publication Information” and click on the box to save and continue.

   OhioLINK Permissions: we recommend keeping the default of “Copyright, all rights reserved.” You may select one of the other options, but please read the links carefully before selecting one of those options.

   Publication Delay: Manuscripts are not released for publication until a er graduation. You will leave this as “I am not requesting any publication delay.”

   - If you will need a further delay than that, select “I am requesting that my school delay publication…” and select the length of the delay.
   - When choosing this option, a delay of publication request form must be

9. “Review and Complete Submission” and select “NO - Return to Editing” if there are errors or “YES – Submit My ETD Now” if everything is correct.

   Note: Your paper is not submitted until you click on the “YES – Submit My ETD Now” button.

10. A page will appear stating, “Submission Complete.” At this point, manuscripts will not be visible to the public.
11. Students will be sent an email con rmation from OhioLINK that the manuscript was received and another once the Graduate School has approved it.

APPENDIX C:

DELAYING ELECTRONIC PUBLICATION OF A THESIS OR DISSERTATION

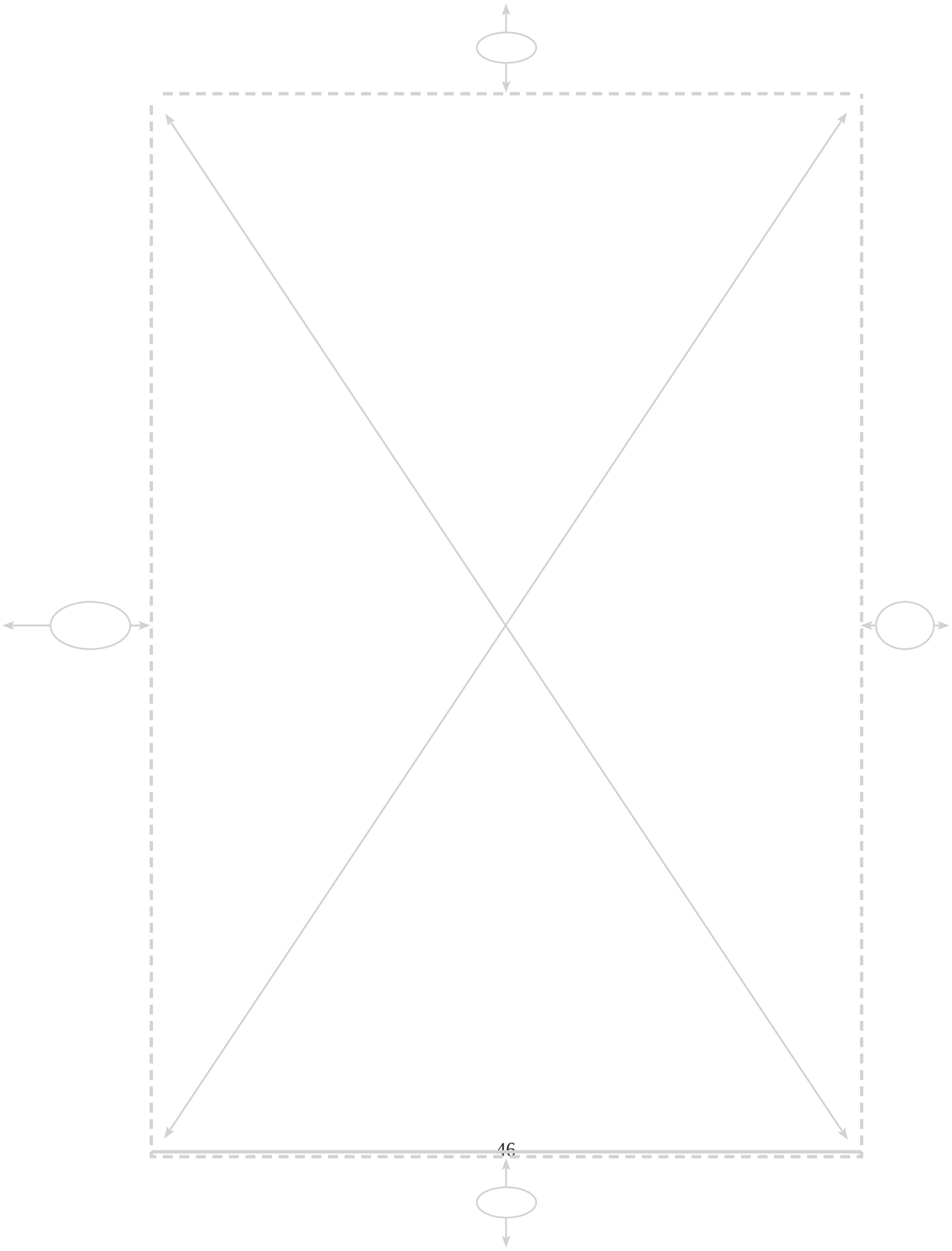
In some circumstances, a student may wish to delay the electronic publication of a thesis or dissertation. While the University generally promotes the timely publication of theses and dissertations, it is recognized that under certain speci c circumstances, a delay is warranted. ese include: when the student wishes to publish an article from the thesis or dissertation in a journal whose policy is not to publish anything that has already been published electronically; when the student wishes to publish the thesis or dissertation with a publisher whose policy is not to publish anything that has already been published electronically and; when the student is in the process of applying for a patent on research contained in the thesis or dissertation and does not wish to disclose its contents until the patent application has been led.

Graduate students can apply to the Graduate School for a delay in the electronic publication of a thesis or dissertation for up to a ve year period (renewable). Requests must be supported by evidence from the journal or publisher to show that publication policy requires no previous electronic publication. (For the NEOMFA program in creative writing, the advisor's endorsement is su cient.) Evidence of intent to le patent materials is also required. e request for delay form must be signed by the student's

thesis or dissertation advisor.  e request will be reviewed by the Graduate School

THE UNIVERSITY OF AKRON
GRADUATE SCHOOL

Request to Delay Publication



by student-authors must be properly cited and referenced according to disciplinaryspeci c usual practices; otherwise this might constitute plagiarism (see page 22 of graduate bulletin). However, just because something is cited properly does not mean a student has followed copyright rules. In some cases, such as reprinted gures, drawings, tables, graphs, and extensive quotations, students may be required to obtain copyright permission and to display copyright permission prominently in relation to such work. It is the responsibility of the student-author to ascertain if and where such copyright permission is required legally and/or according to disciplinary-speci c usual practice, and to obtain and appropriately display these permissions in accordance with disciplinary-speci c publishing usual practices and all copyright laws. Where copyright permission is required, it is the responsibility of the student-author to obtain this permission in written form and s/he must be able to show this documentation upon request. Neglect of these responsibilities, i.e., failure to properly cite, attribute, account for or reference non-original work, misuse of others' work, may violate plagiarism rules, copyright laws, or both.

LINKS TO GRADUATE BULLETIN AND
THE OFFICE OF GENERAL COUNCIL WEBSITE
FOR COPYRIGHT COMPLIANCE:

http://www.uakron.edu/academics_majors/gb/
http://www.uakron.edu/ogc/guidelines/copyright.dotIndex

USEFUL WEBSITES
DEALING WITH COPYRIGHT ISSUES:

http://www.copyright.gov/
http://www.ala.org/ala/washo /WOissues/copyrightb/copyright.htm
http://www.library.unt.edu/copyright/default.htm
http://www.templetons.com/brad/copymyths.html
http://www.utsystem.edu/ogc/intellectualproperty/ccmcguid.htm
http://www.stfrancis.edu/cid/copyrightbay/
http://www.apa.org/about/copyright.html
http://www4.law.cornell.edu/uscode/17/ch1.html

APPENDIX E:

HUMAN SUBJECTS APPROVAL

## Human Subjects Approval

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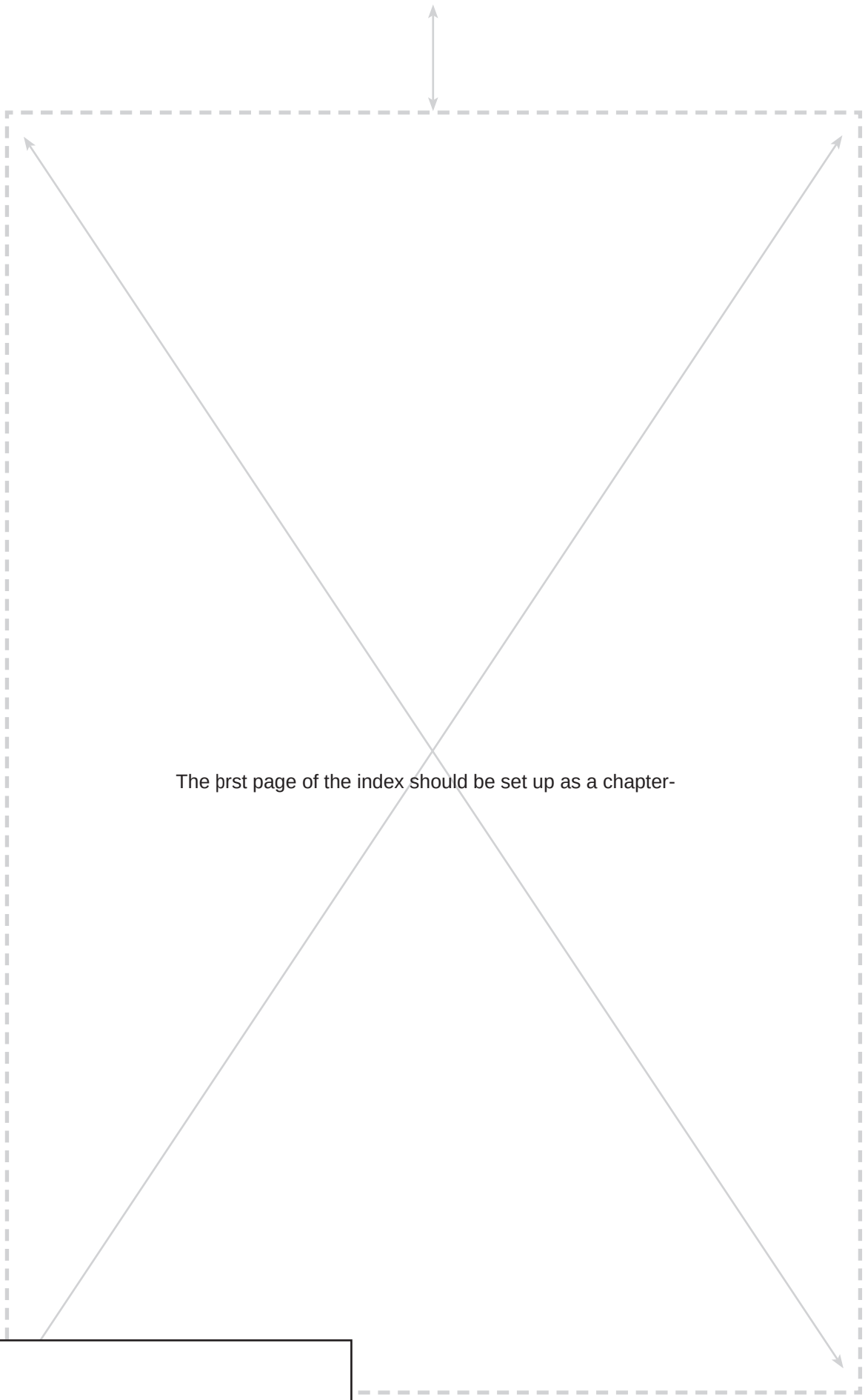
APPENDIX F:

OTHER APPROVAL

## Other Approvals

review should check with their advisors and with the Ofþce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