

GUIDELINES FOR PREPARING A THESIS OR DISSERTATION



The University of Akron
Graduate School

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INTRODUCTION

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.

The purpose of these guidelines is to ensure that every thesis or dissertation that will carry the name of The University of Akron meets the same high standards of presentation. These 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 final copy. The 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. The Graduate School is the final authority on what is acceptable. The Dean of the Graduate School will not approve any thesis or dissertation that fails to meet these guidelines.

STYLE

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 manuals

Different disciplines use different forms for such items as source citations and bibliographic entries. Students should follow the forms in the style manual adopted or preferred by their department in establishing basic style, except where the manual conflicts with these guidelines. Where conflict occurs these guidelines take precedence over style manuals. It is important that whichever manual or style is adopted that the manuscript be consistent throughout.

The departments listed below have specified the use of particular style manuals. Where no manual is specified, Turabian and APA are good standard guides. In every case use *only* the most recent edition.

Communication: APA or MLA
Counseling: APA
Dance, Theatre and Arts Administration: MLA
Economics: MLA
English: MLA
History: Turabian
Nursing: APA
Psychology: APA
Public Administration and Urban Studies: APA; other with committee approval
Sociology: ASA; Turabian with permission

PAGE FORMAT

A major purpose of these guidelines is to assure that all theses and dissertations present a consistent appearance. Therefore, it is essential that the specifications below be followed exactly.

Margins

Correct margins are:	Left side	1.5 inches
	Right side	1.0 inch
	Top	1.0 inch
	Bottom	1.0 inch

In running text, these margins should be followed exactly. However, there are certain necessary variations.

Top margin: Pages that carry major headings, such as preliminary pages (Table of Contents, etc.) and chapter titles must have a 2.0-inch margin.

Bottom margin: When a one-inch margin would leave a sub-heading or a single line of print on a page (see widow/orphan, below), then a margin of *no more than* 2.0 inches may be left and the text continued on the following page.

Illustrations, figures, and tables must have the correct margins.

Widow/Orphan Protection

At least two lines of a paragraph must appear together at the top and bottom of every page. In word processing programs this is usually referred to as "widow and orphan protection."

Each subheading must be followed by at least 2 lines of text.

Spacing

Text material is double spaced, on the basis of six single spaces per inch or 66 spaces per eleven-inch page. Single spacing may be used in notes, long quotations, statement of hypotheses, the bibliography, and in certain situations involving titles and sub-titles.

Typeface

Font size must be 10 or 12 point. Nearly all types of font face are acceptable. However, unusual fonts styles such as Script, Italic, Orator, Block Letter Gothic, OCR-A and OCR-B are not acceptable. If other fonts are used, it is recommended that the student submit a sample to the Graduate School for approval. Proportional spacing is acceptable.

Do not use bold font for major titles, figure legends, or table titles.

Justification

Justification refers to whether or not the side margin presents a straight or ragged line. On this page the left margin is justified; the right is not. In the manuscript left margins *must* be justified; right margins may be justified if that style is acceptable to the department or college. If right justification is used, the manuscript must conform to all other aspects of these guidelines. Right-justified margins in manuscripts containing long technical and scientific words may result in unsightly white spaces between words that are not acceptable.

Centering

Centered items must be centered between the text margins rather than between the paper edges. As the left margin is 1.5 inches, while the right is 1.0, centering will place text approximately a quarter inch to the right of the center of the page.

Paragraphing

Indent the first line of every paragraph consistently, so that each paragraph is indented the same number of spaces.

Page Numbering

Page numbering should follow standard publishing practice. Pages before the first page of Chapter I ("preliminary pages") are numbered with lower-case Roman numerals (i, ii, iii, iv, v). The title page, which is page "i," does not have a number placed on it; actual numbering begins with the next page (the signature page), which is "ii." All pages beginning with the first page of Chapter I should be numbered with Arabic numerals (1, 2, 3, 4, 5). That numbering continues consecutively to the end of the manuscript, including text, illustrations, figures, tables, notes, bibliography, appendices, etc. Page

numbers must not be followed by a period or any other symbol. Embellished page numbers, such 10a, 10b, etc., are not acceptable.

The page number should be placed at the bottom of the page, centered under the text, and as the last line of text above the one-inch margin.

Subheadings

Subheadings within chapters are not necessary, but may be used. A subheading must be followed by at least two lines of a paragraph. Subheadings should be placed as specified in the style manual consulted and should be consistent throughout. Double space before and after subheadings. It is 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.

If subheadings are used, they should be referenced in the Table of Contents (TOC). Only first level subheadings must be referenced in the TOC. Second level and beyond may be referenced provided they are done so consistently. That is, if some second level subheadings are referenced in the TOC, all second level subheadings should be referenced, and so on for all levels.

Direct Quotations

Prose: Short, direct prose quotations of three typewritten lines or less should be incorporated into the text, enclosed in quotation marks. Prose quotations that exceed three lines should be set off from the text, indented from the left margin, and single-spaced. If the quotation includes the beginning of a paragraph, then the first line of the paragraph is indented further.

Poetry: Quotations of poetry that are two lines or longer should normally be set off from the text, line for line as in the original, single spaced, and centered between the side margins.

MANUSCRIPT ORGANIZATION

Every thesis or dissertation must follow the same basic organization. Below is the only acceptable order in which the different parts of the manuscript should be arranged.

Preliminary Pages (numbered with lower-case Roman numerals)

Copyright Notice, if copyright is sought (page is neither counted nor numbered)

Title Page (counted, but not numbered)

Signature Page (page ii)

Abstract (mandatory in dissertations, optional in theses, but students should check for departmental requirements)

Dedication (optional)

Acknowledgements (optional)

Table of Contents

List of Tables (as needed)

List of Figures (as needed)

List of Illustrations (as needed)

List of Schemes (as needed)

Chapters of Text Material (begin Arabic page numbering)

Summary/Conclusion

End Notes (if placed at end of manuscript)

Bibliography/References/Literature Cited (select most appropriate)

Appendices (including Human Subjects Approval and/or other approvals as required)

Index (if required)

PREPARATION OF THE MANUSCRIPT

Copyright Notice

A sample copyright notice appears as APPENDIX A. Copyright notice, if copyright is sought, appears in front of the title page, and is neither counted as a page nor assigned a page number.

Copyright is recommended. Under United States Copyright Law, duplication without a notice of copyright ordinarily results in dedication of the work to the public domain, which may defeat any later attempt to gain copyright protection.

Copyright must be secured from the Registrar of Copyright, Washington D.C., with the fee paid directly to that office. The copyright form and any other additional information may be obtained from the Copyright Office at (202) 707-3000 or www.loc.gov/copyright.

Title Page

A sample title page appears as APPENDIX B. The title must be centered between the text margins, with a two-inch top margin and must be typed in ALL capital letters (except for certain biological terms). The title page is counted as page "i" but the number does not

appear on the page. The date on the title page must be the month and year in which the actual graduation ceremony will take place (May, August or December), not the date the manuscript is submitted.

Signature Page

Sample signature pages appear as APPENDIX C (thesis) and APPENDIX D (dissertation). The approval, or signature, page must be signed by those approving the manuscript. As with the Title Page, the title must be centered between the text margins, with a two-inch top margin and is to be typed in ALL capital letters.

For a master's thesis, the Faculty Advisor, Faculty Co-Advisor (if any), Faculty Reader, Committee Members (if the department requires a committee), Department Chair, Dean of the College and Dean of the Graduate School must all sign the approval page.

For a doctoral dissertation, the Faculty Advisor, Faculty Co-Advisor (if any), Faculty Reader (if any), Committee Members, Department Chair, Dean of the College, and Dean of the Graduate School must sign.

The names of those signing the manuscript must be typed a single space below their titles. Titles are not required but may be used provided they are used consistently. If titles are used and not all signers are "Dr.," type "Mr." or "Mrs." (or appropriate title) before other signers.

The Graduate School copy must bear original signatures. The last person to sign is the Dean of the Graduate School who also fills in the date, which becomes the official acceptance date.

The electronic copy should not bear signatures. The electronic copy of the manuscript submitted to OhioLINK will contain an unsigned signature page.

Abstract

An abstract is a mandatory part of each dissertation; it is optional in theses, although some programs may require one. OhioLINK requires an abstract to submit any manuscript. This does not necessarily need to be a part of the manuscript (for those thesis students not required to include an abstract).

The abstract gives a succinct account of the thesis or dissertation. It must not exceed 350 words (two pages), must not include diagrams, and should not include mathematical formulae unless essential. The heading ABSTRACT is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

Dedication

This optional section gives the author an opportunity to dedicate the manuscript to an individual or group.

The heading DEDICATION is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

Acknowledgements

This optional section gives the author the opportunity to thank those who have provided help during the research and writing of a thesis or dissertation.

The heading ACKNOWLEDGEMENTS is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

Table of Contents

A sample Table of Contents appears as APPENDIX E. Chapter headings, other main headings such as Bibliography/References/Literature Cited, and if desired, chapter subheadings, are all listed in the Table of Contents. All entries in the Table of Contents, including wording, punctuation, capitalization and spelling, must be *exactly* as they are in the text; page numbers must also correspond exactly. Be sure that all major headings (such as chapter titles) in the Table of Contents are typed in ALL capital letters; do not type subheadings in all capital letters.

The Table of Contents is double-spaced, with the exception of entries that require more than one line (carry-over lines) which are to be single-spaced. The title page, abstract, and any other pages that appear before the Table of Contents, including the Table of Contents itself, are *not* included in the list.

Indenting in a Table of Contents is done on a consistent basis. For example, under CHAPTER the numbers are indented two spaces, and subheadings two spaces more. Chapter numbers must use Roman numerals. Note in the example that the Roman numerals indented two and are left aligned.

The title TABLE OF CONTENTS is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

List of Tables, List of Figures, etc.

A sample List of Figures appears as APPENDIX F. Additional lists showing tables, figures, illustrations, schemes or other items that appear in the text should be listed in the preliminary pages.

Each list requires a separate page with capitalization and top margins the same as the Table of Contents page. The rules for indentation and spacing of these lists are the same as for the Table of Contents. All entries in the List of Tables and/or List of Figures, etc. must be exactly as they are in the text including wording, punctuation, capitalization and spelling.

Arabic numerals must be used in the list and in the text. Only the first complete sentence of a table/figure title is required to be listed in the List of Tables/Figures, but it must match the List of Tables/Figures *exactly*. Further, letters and numbers cannot be used in combination for table/figure designation numbers (except in appendices). However, subtitles within a table/figure are acceptable. “Table” or “Figure” must be typed above the respective designation number column; do not type this heading before every entry. “Page” must be typed above the page number column.

Tables, figures, illustrations, schemes or other items that appear in the Appendices are not required to be listed in the List of Tables, etc. but may be listed if done so consistently. If items are listed numerically, the numbering should continue through the appendices. If items are listed corresponding to chapter (Table 4.1 appearing in Chapter IV, 5.1 in Chapter V, etc.) such numbering may continue through the appendices (A.1, A.2 etc.).

The title LIST OF TABLES (or FIGURES, SCHEMES, etc.) is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

Text

The text, or body of a thesis or dissertation, begins with Arabic page 1 and is divided into multiple chapters, following the natural division points in the manuscript, i.e. the chapter is the appropriate of sub-unit of a thesis or dissertation. The first page of a chapter is organized as follows:

1. The heading CHAPTER I is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.
2. The chapter title (all chapters must be titled) is typed in capital letters two spaces below the heading, centered between the text margins. Additional lines in the chapter title, should they be necessary, are also double-spaced.
3. The text of the chapter begins *three spaces* below the chapter title.
4. If a subheading follows a chapter title, it is placed three spaces below the chapter title. Text then begins two spaces below the subheading.

All text is double spaced within the prescribed margins, except for certain quotations. At least two lines of a paragraph must appear at the top and bottom of each page.

Tables, Figures and Illustrative Material in the Text

Figures and tables are to appear on the pages immediately following the page where the figures and/or tables are cited in the results. Figures and tables may be imbedded in the text (text above and below). However, text may not wrap around figures and tables. There are instances when it is appropriate to place large numbers of figures/tables at the end of each chapter or in an appendix at the end of the manuscript.

Each type (table, figure, map, illustration, etc.) of non-text entry must be numbered consecutively in Arabic numerals, matching the numbering in the contents section. All material must fit within the prescribed page margins. All wording in reduced images must be clear and readable.

Figure titles are to be placed on the figure page below the figure and table titles are to appear at the top of the table.

Do not type table/figure titles in bold font.

Photographs and graphic displays may be included. Color is acceptable and encouraged.

Audio-visual material may also be submitted as part of a thesis or dissertation. Such items can be linked into the manuscript provided the links fall within the formatting guidelines for page margins etc.

End Notes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the work. If at the end of the work pages are numbered in Arabic numerals consecutively with the text.

There is no single approved style for notes; use the style most common within the discipline and delineated in an approved style manual. The Graduate School requires that the format used is recognized and accepted within the discipline and that it be used consistently. Notes should be single spaced with double spacing between notes.

Bibliography (or References or Literature Cited)

The Bibliography/References/Literature Cited lists all sources used in the work. Page numbering continues in Arabic numerals. Each bibliographic entry should be single-spaced with double spacing between entries. The style adopted should follow an accepted format and be used consistently.

The first page of the bibliography should be set up as a chapter-title page. The word BIBLIOGRAPHY is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

If many sources are used, the bibliography may be divided into sections, such as "Manuscripts," "Primary Sources," "Books and Articles," etc. Sections should be separated by three spaces with the title of the section flush with the left margin, underlined, with only the first letter of each word capitalized.

Note: "Bibliography" refers to all sources read for research, including material not cited in the manuscript. "References: refers only to those sources cited in the manuscript. Students should contact their department to see which they should use.

Appendices

A sample appendices entry in the Table of Contents appears as APPENDIX G. Supplementary material may be placed in one or more appendices. This may include primary data, personal communications, primary documents, statistical analyses, or other material that would clutter the text but be useful to readers in understanding, evaluating or replicating the study.

If there is only one appendix, then the material must be set up as a new chapter with the word APPENDIX typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin. Text will follow on the same page as with the initial page of a chapter. A half-title page is not used.

When there is more than one appendix, a half title, or division page, must precede the first appendix. On this page, the word APPENDICES is centered between the margins slightly above the center of the page. The page number is centered between the text margins one inch from the bottom of the page, as with the first page of a chapter. Be sure to add this listing ("APPENDICES") to the Table of Contents.

Then the appended material should be divided into logical divisions, each titled as a separate Appendix using letters (A,B, C, etc.) to designate each new appendix. Set up the first page of each appendix as a chapter title page, with "APPENDIX A" etc., typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin. The appendix title is then typed in capital letters two spaces below the heading. Be sure to add the heading ("APPENDIX A") and its title (typed in ALL capital letters) to the Table of Contents.

Human Subjects Approval

Any project that uses human subjects or their by-products (e.g., tissue, blood samples) requires review and a letter of permission from the Institutional Review Board for the Protection of Human Subjects before research is conducted. The permission letter *must* be included in the thesis or dissertation as an appendix. The letter should be scanned and

inserted into the manuscript with reduction as necessary so it fits within the prescribed margins. The reduced page should then receive a sequential page number.

Other Approvals

Projects involving animals, hazardous materials, radiation, or affecting general campus safety, may require review of the research design by, and a letter of permission from, one of the following committees:

Animal Welfare Committee

Radiation Committee

Biohazard Committee

Safety Committee

Students who believe their projects may require such review should check with their advisors and with the Office of Research Services. Letters of permission *must* be included as an appendix (see Human Subjects Approval, above).

Index

An index, if included, follows the appendices with continued Arabic page numbers.

The first page of the index should be set up as a chapter-title page. The word INDEX is typed in capital letters without punctuation, centered between the text margins, leaving a two-inch top margin.

SUBMISSION TO THE GRADUATE SCHOOL

Deadlines

Preliminary Format Checks

All Theses & Dissertations

All students (thesis and dissertation) must submit at least one preliminary check before uploading the final electronic copy. Students are encouraged to submit a hard copy of the thesis or dissertation as early as possible for a preliminary check. It is also strongly recommended that students submit multiple preliminary checks until they are advised that no further formatting corrections are required.

Manuscripts are not required to have been defended (or even completed) before being submitted for a preliminary format check. Students should submit as much of the manuscripts as is completed no later than the preliminary deadline.

Doctoral Dissertations

It is required that all doctoral students submit a hard copy (unbound) of the dissertation on or before the preliminary dissertation deadline (which is usually four weeks before the final copy submission deadline). Submit the copy of the dissertation with the student's name, contact telephone numbers, email and the dissertation advisor's name.

Doctoral students who miss the preliminary dissertation deadline for a given term will not graduate until the next scheduled commencement.

Master's Theses

It is required that all masters thesis students submit a hard copy (unbound) of the thesis on or before the preliminary thesis deadline (which is usually ten days before the final copy submission deadline). Submit the copy of the thesis with the student's name, contact telephone numbers, email and the dissertation advisor's name.

Masters thesis students who miss the preliminary thesis deadline for a given term will not graduate until the next scheduled commencement.

Final Submission

The deadline for uploading error-free theses and dissertations to OhioLINK is approximately one month prior to commencement. The Graduate School checks the formatting of each submission. Manuscripts returned for corrections must be corrected, resubmitted and approved before graduation. The exact deadline date may be obtained at <http://www.uakron.edu/gradsch/gdlnThesDiss.php>.

Students who miss the Graduate School deadline for any given term will not graduate until the next scheduled commencement.

Departments may also have their own deadlines in order to allow the committee sufficient time to read the manuscript and to allow the student sufficient time to make corrections after 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.

What to Submit

A thesis or dissertation is not considered as officially submitted to the Graduate School unless all items are included as follows.

Master's Thesis

- One copy of the thesis submitted electronically to OhioLINK.

- Including a copy of the Letter of Approval from the University of Akron Institutional Review Board for Protection of Human Subjects, as an appendix, if applicable.
- The signature page on the electronic submission will be unsigned.
- One perfect copy of the signature page, bearing all signatures except that of the Dean of the Graduate School and the date.
- Accompanied by a note with the author's name, telephone number. and email.

Doctoral Dissertation

- One copy of the thesis submitted electronically to OhioLINK.
 - Including a copy of the Letter of Approval from the University of Akron Institutional Review Board for Protection of Human Subjects, as an appendix, if applicable.
 - The signature page on the electronic submission will be unsigned.
- One perfect copy of the signature page, bearing all signatures except that of the Dean of the Graduate School and the date.
- Accompanied by a note with the author's name, telephone number. and email.
- A correctly completed copy of the “Survey of Earned Doctorates.”
- The form can be found in the Graduate School, online at the Graduate School Thesis/Dissertation webpage or via the attached link.
<http://www.uakron.edu/gradsch/docs/DocSurvey.pdf>

Final Approval

The 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 and/or the student's department. Therefore, it is important for students to inform the Graduate School and their departments on how they may be reached at all times. The 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 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 made before the Dean of the Graduate School will approve and sign the manuscript.

ELECTRONIC SUBMISSION PROCEDURES

The student may make an appointment with the Graduate School to convert the document to PDF and submit it electronically. Students who prefer to convert and submit the document on their own should follow the procedures outlined below.

1. The manuscript must be submitted to the Graduate School in hard copy form for at least one preliminary formatting check before it can be submitted electronically.
2. Once the manuscript has been deemed by the Graduate School to have no further formatting corrections required, the student is permitted to submit electronically.
3. The final approved and formatted manuscript must be converted to a PDF.
 - The Graduate School recommends using Adobe Acrobat Distiller.
4. Go to the OhioLINK website for electronic submission, and follow the steps to submit the “complete, finalized ETD.” <http://www.ohiolink.edu/etd/submit/>
5. Select the option for: “I am submitting: My paper’s bibliographic information, abstract, and full text in PDF format.”
6. Read the terms and click on the box to agree and continue.
7. Select the school: University of Akron. Continue.
8. Complete “Item 1: Information about you.”
9. Complete “Item 2: Information about your degree and paper.”
 - Note: OhioLINK requires an abstract to 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. The Graduate School highly recommends that you utilize these options. Entering keywords will allow people to find your manuscript via search engines without requiring that they know your complete title.
10. Complete “Item 3: UMI Release Form” by selecting the option for:
 - Master’s Theses: “NO, OhioLINK should not submit paper to UMI. I retain the option of submitting the paper to UMI myself.”
 - Doctoral Dissertations: “YES, I agree to the statement above, and I request that OhioLINK submit the *full text* of my paper to Proquest/UMI. At this time, I am *not* requesting that Proquest/UMI register my copyright.”
11. Complete “Item 4: Fulltext Upload.”
 - The Graduate School recommends using the alternate submission method offered at this point.
12. Click to “preview your record before submitting it.”
13. Click to “SUBMIT MY PAPER NOW.”
14. A page will appear stating, “Submission Completed.”
15. Students will be sent an email confirmation from OhioLINK that the manuscript was received and another once the Graduate School has approved it.

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 specific circumstances, a delay is warranted. These 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 filed.

Graduate students can apply to the Graduate School for a delay in the electronic publication of a thesis or dissertation for up to a five 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 sufficient.) Evidence of intent to file patent materials is also required. The request for delay form must be signed by the student's thesis or dissertation advisor. The request will be reviewed by the Graduate School before it is granted. Extensions may be requested with appropriate documentation.

APPENDIX J is the Request to Delay Publication of Thesis or Dissertation form.

ADDITIONAL INFORMATION

Binding Copies of a Thesis or Dissertation

The Graduate School does not accept personal copies of a thesis or dissertation. Students may directly contact the bindery used by the University of Akron for a discounted rate. <http://www.uakron.edu/gradsch/docs/Binding.pdf>. Students may also seek other commercial binderies and/or printing services to have personal copies of the manuscript bound.

Plagiarism

University Rule 3359-42-01 prohibits plagiarism. A definition of plagiarism along with methods on how to avoid it can be found at the Office of General Council website. The site covers such topics as how to detect plagiarism, why it is wrong and what can result from it. Please review this site carefully.

<http://www.uakron.edu/ogc/PreventiveLaw/plagiarism.php>

Use of Copyrighted Materials

Plagiarism and copyright infringement are not the same thing. Copyright provides the owner exclusive right to copy the protected materials. Copyright infringement is copying without the owner's permission and is a variety of theft. Plagiarism is passing off someone else's work as your own and amounts to fraud. Thus, improper use of another's work could be copyright infringement, plagiarism, or both. Sources used or referenced by student-authors must be properly cited and referenced according to disciplinary-specific 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 figures, 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-specific usual practice, and to obtain and appropriately display these permissions in accordance with disciplinary-specific 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/gradsch/docs/Gradbulletin.pdf>
- <http://www.uakron.edu/ogc/PreventiveLaw/copyright.php>

The following are useful websites dealing with copyright issues:

- <http://www.copyright.gov/>
- <http://www.ala.org/ala/washoff/WOissues/copyrightb/copyright.htm>
- <http://www.library.unt.edu/copyright/default.htm>
- <http://www.templetons.com/brad/copymyths.html>
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- <http://www.apa.org/about/copyright.html>
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APPENDICES

APPENDIX A. SAMPLE COPYRIGHT NOTICE

© Year

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APPENDIX B. SAMPLE TITLE PAGE

TITLE

A Thesis or A Dissertation

Presented to

The Graduate Faculty of The University of Akron

In Partial Fulfillment

of the Requirements for the Degree

Master of _____ or Doctor of Philosophy or Doctor of Education

Author's Name

Month, Year

APPENDIX C. SAMPLE SIGNATURE PAGE (THESIS)

COMPLETE TITLE
THAT MAY REQUIRE
THREE LINES

Author's Name

Thesis

Approved:

Accepted:

Advisor
Name

Dean of the College
Name

Co-Advisor or Faculty Reader
Name

Dean of the Graduate School
Name

Department Chair or School Director
Name

Date

ii
(page number will be at 1-inch bottom margin)

APPENDIX D. SAMPLE SIGNATURE PAGE (DISSERTATION)

COMPLETE TITLE
THAT MAY REQUIRE
THREE LINES

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Dissertation

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Name

Co-Advisor/Committee Member
Name

Dean of the College
Name

Committee Member
Name

Dean of the Graduate School
Name

Committee Member
Name

Date

Committee Member
Name

APPENDIX E. SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS		Page
LIST OF TABLES (if any)		ix
LIST OF FIGURES (if any)		x
CHAPTER		
I. INTRODUCTION (IF MORE THAN ONE LINE IS REQUIRED, SINGLE SPACE AND INDENT TWO SPACES)		1
Statement of the Problem		3
Importance of the Study		5
II. BACKGROUND OF THE STUDY		7
Historical Survey of Previous Work in the Area		9
Second-level Subheading		11
III. DESCRIPTION OF WORK OF THE WRITER		13
First-level Subheading		13
Second-level Subheading		15
IV. SUMMARY		25
First-level Subheading		27
Second-level Subheading		29
END NOTES (if any)		35
BIBLIOGRAPHY (if any)		37
APPENDIX (if any)		39
INDEX (if any)		50

APPENDIX F. SAMPLE LIST OF FIGURES

LIST OF FIGURES

Figure	Page
1.1 Regression analysis	12
1.2 Comparison of the family therapy data to the individual therapy data	18
4.1 IR spectra (top) during the Step switch from He to 1%NO in He at 538 K. MS Response of effluents from the IR Cell, on (a) 4 wt% Pt/Al ₂ O ₃	50
(b) 4 wt% Tb-Pt/Al ₂ O ₃	51
4.2 Infrared spectra depicting the band growth during the pulse and flow chemisorption of NO at 323 K following reduction at 673 K on (a) TbOx (b) 2 wt% Tb-Pt	64

APPENDIX G. SAMPLE OF MULTIPLE APPENDICES

Multiple appendix entries must have the heading “APPENDICES” typed above them in the TOC. Each appendix entry must include the heading “APPENDIX” and its title must be typed in all capital letters. For example:

APPENDICES	100
APPENDIX A. APPLES	101
APPENDIX B. ORANGES	102

APPENDIX H. CHECKLIST (PRELIMINARY SUBMISSION)

CHECKLIST

BEFORE SUBMITTING A PRELIMINARY COPY OF A THESIS OR DISSERTATION TO THE GRADUATE SCHOOL

WHAT TO SUBMIT:

Bring a preliminary copy of the manuscript to The Graduate School in the Polsky Building, Room 469. Submit by the posted deadlines for thesis or dissertation. Do not bind, staple, or hole-punch the document.

BE SURE YOUR MANUSCRIPT FOLLOWS THE REQUIRED FORMAT

Read the *Guidelines* before submitting the manuscript for a preliminary format check.

Areas to Watch in Formatting:

- _____ Specified widths of margins are mandatory (top, bottom, right and left) on all material, including photographs, etc.
- _____ Pages must be in numerical sequence.
- _____ Copy must be organized in sequential order prescribed in *Guidelines* . . .
- _____ Abstract (mandatory for dissertation) must not exceed 350 words.
- _____ All titles (chapter, figure, table etc.) in the body of the text must read exactly as they do in the preliminary pages.

Title Page:

- _____ Title must be typed in full capitals, double-spaced.
- _____ Degree designation must be accurate.
- _____ Degree date must be month and year Commencement held.
- _____ Title page counts as page *i*, but number does not appear on page.

Signature Page:

- _____ Title must be in full capitals, double-spaced.
- _____ Must have all the required signature lines including signers' names (does not need to be signed for a preliminary check)

NOTE--If human subjects, animals involved: Evidence of approval of Human Protection Committee of The University of Akron. Letter should be included in Appendix.

NECESSARY FOR GRADUATION:

- _____ Applied for Advancement to Candidacy (Departmental Office).
http://www.uakron.edu/gradsch/pdf/ATC_masters.pdf (masters)
http://www.uakron.edu/gradsch/pdf/ATC_doctoral.pdf (doctoral)
- _____ Applied for Graduation (Registrar's Office).
<http://www.uakron.edu/registrar/docs/GraduationAppI GRAD.pdf>

APPENDIX I. CHECKLIST (FINAL SUBMISSION)

CHECKLIST BEFORE FINAL SUBMISSION TO THE GRADUATE SCHOOL

WHAT TO SUBMIT

THESIS

- _____ One copy of the thesis submitted electronically to OhioLINK.
 - Including a copy of the Letter of Approval from the University of Akron Institutional Review Board for Protection of Human Subjects, as an appendix, if applicable.
- _____ One perfect copy of the signature page, bearing all signatures except that of the Dean of the Graduate School and the date.
 - Accompanied by a note with the author's name, telephone number, and email.

DISSERTATION

- _____ One copy of the thesis submitted electronically to OhioLINK.
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- _____ One perfect copy of the signature page, bearing all signatures except that of the Dean of the Graduate School and the date.
 - Accompanied by a note with the author's name, telephone number, and email.
- _____ A correctly completed copy of the “Survey of Earned Doctorates.”
 - The form can be found in the Graduate School, online at the Graduate School Thesis/Dissertation webpage or via the attached link.
<http://www.uakron.edu/gradsch/docs/DocSurvey.pdf>

APPENDIX J. REQUEST TO DELAY PUBLICATION OF THESIS OR DISSERTATION

THE UNIVERSITY OF AKRON
GRADUATE SCHOOL

Request to Delay Publication of Thesis or Dissertation

Student Information:

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Signature: _____

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___ Publisher Policy or NEOMFA in creative writing
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Desired Delay End Date ____/____/____ (no greater than five years)
(Renewal requests are the responsibility of the student. They will not be made automatically)

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