

# **Publication Guide For Graduate Students**

## **Utah State University**

(updated 27 July 2016)

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## INTRODUCTION

This Publication Guide is designed to assist graduate students in the preparation of theses and dissertations. The first decision that impacts the format and style of a thesis or dissertation is whether the document will be written in the monograph or multi-paper format.

**Monograph Format:** This, the 'traditional' format, consists of a multi-chapter document that uses the same style throughout.

**Multiple-Paper Format:** A thesis or dissertation using this format consists of at least two chapters, typically written as independent papers, preceded by an introductory chapter that sets the context for the research, and followed by a summary and conclusions chapter that integrates all of the studies.

**Style:** The style defines the way that text is presented on the page (e.g., fonts, font sizes, margins, indents, line spacing, page numbering). For a document in the monograph format, the style should be consistent throughout the document. For a document in the multiple-paper format, the style may differ for chapters that are targeted for publication in different journals, however the style should be consistent within each chapter.

**Front Matter:** The front matter consists of the title page, copyright notice, abstract, public abstract, table of contents, list of tables, and list of figures, and may also include a dedication, frontispiece, acknowledgments, preface or forward, and list of symbols, notations, and definitions. These pages must comply with the Publication Guide, whether the document is in the monograph or multiple-paper format.

The *USU Publication Guide* and department-approved style manuals are the final authority for format and style. Do not use previously approved theses or dissertations as models. Handling of special problems/materials not covered by this guide or by the departmental style manual should be discussed with and approved by Mike Marino, the thesis and dissertation reviewer in the Office of Research and Graduate Studies.

## **PAPER VS ELECTRONIC SUBMISSION (2016)**

Review of theses and dissertations by the School of Graduate Studies is done using an electronic copy of the document uploaded to Box.com by the Graduate Program Coordinator. After the Graduate School has approved the document it should be submitted for signature by the Dean. You have the option of submitting an electronic version of the title page, which the Dean will sign electronically via DocuSign, or you may submit a paper copy of the title page, which the dean will sign with a real ink pen. If you choose to submit the title page electronically, you do not need to bring a paper copy of the document to the Graduate School, and you will receive a copy of the electronically signed cover page after it is signed by the Dean.

Submission of a bound copy of a thesis or dissertation to the Merrill-Cazier Library is only required if the full thesis or dissertation is not made available in an electronic format. This policy ensures that academic research conducted at Utah State University remains accessible to the public even if the thesis or dissertation is embargoed from electronic distribution.

Once your document is approved by the Graduate School the Library will receive an electronic copy of the document (this copy will not include copies of signatures). If you choose not to submit a bound copy of your document to the Library, your document is considered fully approved and completed at that time.

If you do submit a bound copy of your thesis or dissertation to the Merrill-Cazier Library, it must be bound in accordance with the standards and practices of the Library.

## **GUIDELINES FOR PREPARATION**

A thesis or dissertation is a complete research report, prepared without the space constraints of journal publication. In the report, the student fully explains the research, both to demonstrate understanding of what was done and to provide sufficient information for those who want to utilize the study. With the multiple-paper format, in which the length of chapters may be restricted by journal limits, appendices may be utilized to provide necessary details.

To provide an adequate context for the research problem and objectives, a comprehensive review of the relevant literature should be presented. The research procedures should be described in sufficient detail so that a researcher at another location can understand what was done and can replicate the study if desired. Statistical and other analyses should be identified clearly, along with the underlying assumptions, whether they are met, and the implications if they are not.

The results should be presented in sufficient detail so that they can be understood and interpreted by readers unfamiliar with the project. If tests of statistical significance have been used, reporting only probability levels is not sufficient. Descriptive statistics (e.g., means, standard deviations, and correlation coefficients) should be reported, along with the inferential statistics (e.g., t or f values) obtained. Reports of analysis of variance (ANOVA) should include, as a minimum, degrees of freedom and mean squares. Sums of squares are desirable. Effect sizes (ESs), that is, metrics of the magnitude of results that are independent of sample size and scale of measurement (such as the standardized mean difference [SMD], correlation coefficients, percentages, and ratios such as bushels per acre), are desirable as aids in interpretation and for use by researchers doing quantitative literature reviews (meta-analyses).

## FORMAT AND STYLE DEFINED

A thesis/dissertation may be prepared in either the traditional, monograph **format** or a multiple-paper **format**. A single manuscript for journal submission or a single article is not acceptable.

The **style** in which a thesis/dissertation is written is dependent upon the student's departmental guidelines and the specifications of the *USU Publication Guide*.

The following definitions and procedures should help clarify any misunderstanding about format and style.

1) A critical distinction exists between multiple-paper and monograph (more commonly known as traditional) formats. Students are required to identify on their format/style approval form whether they have used a multiple-paper or a monograph format.

2) The terms 'journal style' or 'manual style' refer only to the style guide a graduate student follows for citations, a reference list, headings/subheadings, table titles, figure captions, mathematical symbols, and other stylistic elements not specified by the *USU Publication Guide*. A journal style or a conventional style manual may be used as a guide for *either* a multiple-paper or a monograph format.

Students are required to identify on their format/style approval form whether they have used a multiple-paper or a monograph format.

## MULTIPLE-PAPER FORMAT

A multiple-paper thesis/dissertation must contain reports (a minimum of TWO) of research that have conceptual coherence. The thesis/dissertation must have:

- 1) an inclusive abstract;
- 2) an introductory chapter that sets the context for the thematic research; and
- 3) a summary and conclusions chapter that integrates all of the studies.

The content of a thesis or dissertation must be approved by the student's supervisory committee. Publications or manuscripts of which the student is a coauthor may be included if the committee determines that the student made a substantial intellectual contribution to the work. Permission to include a publication or manuscript in a thesis or dissertation does not depend on the order of authorship. Any included publication or manuscript must be a logical component of the overarching theme or themes addressed by the entire thesis or dissertation, which, as a whole, must represent the student's individual and original effort. The student is responsible for obtaining reprint permission from the copyright holder for any published works included as part of the thesis or dissertation.

When preparing a thesis/dissertation composed of multiple papers, a student has the following options:

- 1) including a separate abstract or summary for each paper (chapter), in addition to the always-required general thesis abstract; and
- 2) including separate reference lists for each paper (chapter) rather than a single reference list for the entire thesis/dissertation.

When a student prepares a multiple-paper thesis/dissertation, reference citations in text and reference lists for each paper (chapter) are prepared according to the journal style for that paper (chapter). A style manual for the journal, a copy of the journal being used, or an off-print of an article from the journal (the article must include examples of all pertinent style components) must be submitted with the thesis/dissertation. If the paper (chapter) has been published, permission to reprint must be obtained from the journal holding the copyright. The signed permission letter is then included in an appendix.

*While the Office of Research and Graduate Studies strongly encourages publication of research results, it reminds students that preparation of a thesis/dissertation and preparation of the manuscript for publication should be considered two separate operations. Certain mechanical*

*stipulations for submitting manuscript copy will differ from those specified herein and may not be acceptable to the Office of Research and Graduate Studies.*

## STYLE AND FORMAT REQUIREMENTS

### Departmental Requirements

Those style and format components that **MUST** conform to the style manual or journal style approved by the student's committee and department include:

- 1) reference citations in text
- 2) reference list
- 3) table titles
- 4) figure captions
- 5) location of headings/subheadings (e.g., centered, left side, etc.)
- 6) the use of numbers, metrics, symbols, and the positioning and enumeration of equations.

### Office of Research and Graduate Studies Requirements

The final approval copy of the thesis/dissertation must be printed neatly and error-free on paper with a high degree of opacity. A 10-, 11-, or 12-point font or equivalent size (10 cpi) typeface must be used; script or oversize fonts are not acceptable. (Note: Macintosh users should NOT use Geneva or any other font named after a city, e.g., Chicago, New York, Monaco, etc.). The same size and typeface must be used throughout the major sections of the paper, but may differ in some cases in appendices or in tables and figures. Italics or other unusual styles of type may be used only for special purposes. All hand-drawn components must be in black ink.

Liquid paper may be used for minor repairs on the original manuscript. It is also permissible to cut and paste or tape corrections onto the original manuscript to make corrections as long as the cut lines do not show in the copied manuscript. The Office of Research and Graduate Studies will not accept copies for binding with lines or shadows. If a repaired manuscript is bound, it should not be submitted for archival (library) purposes.

### Margins

Exact margins must be maintained for hard-binding processes. The binding process can result in as much as 1/2 inch being trimmed from the top, right, and bottom edges of pages. A ragged right margin is **strongly recommended**.

Left margin	1 1/2 inches
Right, top, and bottom margins	1 inch (page number is set at 1 inch from top of page—text begins on next available line)

Proper margins must be maintained during the photocopying process. Make allowances during typing for image expansion that may result from photocopying. If you make copies by photocopying, always use the original to make copies for the library.

### **Spacing**

Double space the text of the paper. Single space and offset direct quotes of more than three lines, and footnotes.

Triple space (two blank lines) before and after all centered headings and before all left margin subheadings.

Double space (one blank line) after margin subheadings and before paragraph subheadings.

### Single Spacing

These lines are all single spaced (i.e., no blank lines between lines of text). These lines are all single spaced. These lines are all single spaced.

### Double Spacing

These lines are all double spaced (i.e., one blank line between lines of text). These lines are all double spaced. These lines are all double spaced.

### Triple Spacing

These lines are all triple spaced (i.e., two blank lines between lines of text). These lines are all triple spaced. These lines are all triple spaced. These lines are all triple spaced. These lines are all triple spaced.

**A minimum of** a triple space must precede and follow all figures, tables, and illustrations included on a page of text. The obvious exception is for a figure or table that appears as the first

or last item on a page, in which case the page margin serves as the appropriate white space at the top or bottom. The key is consistency. Leave the same amount of white space top and bottom on **all** figures, tables, and illustrations.

### **Indentation**

The first line of every paragraph in the text must be indented.

### **Pagination**

Page numbers always appear in the upper right corner of the page, one inch down from the top of the page and one inch from the right edge of the page. Numbers appear with no period, parentheses, hyphens, or the word “Page.” Page numbers must be the same size and typeface as the body of the text. Use lower case Roman numerals for the preliminary pages, with the Title Page being page “i” but not numbered as such. All other preliminary pages are numbered consecutively and carry numerals. The first page of the text (following the preliminary pages, numbers 1-11 below) is Arabic 1 but not numbered as such. All other pages are numbered consecutively through the appendices.

### **Divisions**

Divisions of the paper are arranged in the following order:

- 1) TITLE PAGE
- 2) COPYRIGHT NOTICE
- 3) ABSTRACT
- 4) PUBLIC ABSTRACT
- 5) DEDICATION (optional)
- 6) FRONTISPIECE (optional)
- 7) ACKNOWLEDGMENTS (optional unless research is funded by a grant).  
*The preferred spelling of acknowledgments has no “e” after the “g.”*
- 8) PREFACE or FOREWORD (optional)

- 9) CONTENTS
- 10) LIST OF TABLES
- 11) LIST OF FIGURES
- 12) LIST OF SYMBOLS, NOTATION, DEFINITIONS, etc. (optional)
- 13) TEXT
- 14) REFERENCES
- 15) APPENDICES
- 16) VITA (required only with dissertations)

Numbers 1) through 11) above are referred to as the *preliminary pages*. Samples of format for COPYRIGHT, TITLE PAGE, ACKNOWLEDGMENTS, CONTENTS, LIST OF TABLES, LIST OF FIGURES, ABSTRACT, PUBLIC ABSTRACT, APPENDIX FACE PAGE, and VITA (or CURRICULUM VITAE) are at the back of this document.

Title Page: Type the title of the paper all in capital letters, double spaced, in inverted pyramid form. Use words instead of symbols whenever possible, and do not use abbreviations. Use capitalization and spacing as shown in the sample (see Appendix A). Do NOT use boldface type. A specialization may be indicated in parentheses below the department/degree line. Type the name of the major professor, each committee member, and the Vice President for Research and Dean of the School of Graduate Studies below the signature line for each name, respectively. (If you have an odd number of signatories, center the odd-numbered one.) The date indicates the year in which the paper is submitted to the Office of Research and Graduate Studies and may differ from the date of the defense. See sample in Appendix A.

Abstract: An abstract is required with all theses and dissertations. It should not exceed 350 words, and should not contain subheadings, citations, drawings, diagrams, tables, or abbreviations. Be sure to include the total number of pages in the paper (including preliminary pages and appendices) in parentheses at the end of the abstract as shown in the sample.

Prepare the abstract title information per the example, following all line spacing requirements (Appendix A). Do NOT use boldface type on the abstract title.

Public Abstract: The one-page public abstract is written in the style of an executive summary. It explains in common language the research objectives and societal benefits and costs of the

research. See the sample in Appendix A.

Contents: Contents includes all major headings (fully capitalized, centered headings) in the paper, with the exception of CONTENTS. Any number of levels of subheadings may be included in Contents, but if a particular level is included for one section, it must be included for all sections in which it appears. Double space between major section headings and whenever changing levels; single space between like-level subheadings. Headings in Contents must be worded exactly as they are in the text. Do not underline, use boldface type, or italicize headings in Contents.

If using chapter number designations, set a **decimal tab stop** for the chapter numbers (so that periods after the numbers will be aligned). Set page numbers flush right. See samples in Appendix A.

List of Tables, Figures: Table titles and figure captions must be typed in the List of Tables and List of Figures exactly as they are in the text. Descriptive or explanatory material in figure captions (usually following the first sentence) does not need to be included in the List of Figures. Single space within entries and double space between entries. Carryover lines for table titles and figure captions are typed flush left under the first line. Table titles, figure captions, and page numbers must be the same font size as the body of the text. See samples in Appendix A.

References: A section titled REFERENCES or LITERATURE CITED should contain only those materials cited in the text. A BIBLIOGRAPHY contains materials relevant to the subject but not necessarily cited in the text, as well as materials cited. If a paper has both a REFERENCES (or LITERATURE CITED) section and a BIBLIOGRAPHY, the bibliography should be included in an appendix. Reference lists may be single spaced within individual entries and double spaced between entries, or may be totally double spaced.

Appendices: If used, an appendix **follows** the completed thesis/dissertation. An appendix contains supplementary materials such as forms used for collecting information, letters, case studies, and questionnaires. See sample in Appendix A for format of the **required** Appendix Face Page. Appendices are to be titled Appendix A, Appendix B, etc. (Use no letter designation if only one appendix is used.) Each must then bear an extended title and should be treated as a subheading-level heading (with capitalization the same as that found in similar subheadings in the text). Appendix titles may be on a face page or at the top of the first page of the appendix.

List complete appendix titles in CONTENTS. Tables and figures in an appendix may be numbered consecutively with tables and figures in the text. An acceptable alternative method of numbering is to start the numbering sequence over in the appendix, using the appendix letter, A, B, C, etc., as part of the numbering sequence, e.g., Table A.1., Table A.2., etc.

Every table and/or figure in an appendix **must** be separately numbered, called out in the body of the thesis/dissertation, and included in the List of Tables/List of Figures.

Vita: A vita (also called curriculum vitae) is required with all dissertations. It should include the full name of the author, educational background, degrees and honors, titles of publications, and professional experience. It may be a job resume, but it should not include a photograph. See sample in Appendix A. It is paginated with the rest of the dissertation.

### **Chapter Titles, Headings, and Subheadings in the Text**

Chapter Titles: Chapter titles should be fully capitalized and centered. A chapter title has the word CHAPTER and a Roman or Arabic numeral on the first line followed by one double space above the wording of the chapter title, which is also fully capitalized. Students using the monograph format are not required to use numerical chapter designations (see “Headings” below). However, using only a Roman or Arabic numeral immediately preceding a title is not acceptable. Chapter titles are required in multiple-paper format.

Headings: When not using numeric designations for chapters, headings are appropriately called section headings but are still fully capitalized and centered. Section headings, like chapter titles, must begin on a new page. (*Note:* This publication guide follows the section heading format, i.e., no numeric designations are used to distinguish the parts.)

Type long, centered headings (more than 5 inches in length) in two or more double-spaced lines in inverted pyramid form.

Subheadings: The levels of subheadings used must be consistent throughout the paper. Never type a subheading at the bottom of a page without at least one line of text below it.

Type margin headings of more than half a line in length (3 inches) in two or more single-spaced lines.

*Note:* Journals (and some style books, such as MLA, which provides no heading/subheading system whatsoever) frequently provide inadequate levels of subheadings for thesis/dissertation authors. When a thesis/dissertation needs more than the minimum number of headings/subheadings shown in a particular journal, the Office of Research and Graduate Studies recommends using the examples shown below in lieu of the journal

headings/subheadings.

Sample of headings/subheadings, to be used only when the style guide is inadequate:

## CHAPTER I

### SAMPLE OF NUMBERED CHAPTER HEADING

Sample of Level One Subheading That is Also

Long Enough for Two Lines

**Sample of Level Two Subheading  
Long Enough for Two Lines**

(use of **bold** is optional)

Sample of Level Three Subheading  
Long Enough for Two Lines

*(italics may be used in lieu of underlining)*

*Sample of level four subheading.*

*(text begins on same line)*

## Illustrations

All tables, figures, and photographs, including their captions, must fit within the prescribed margins (figures or tables turned horizontal—landscape mode—must use a page number in its normal position, i.e., upper right corner.) Figure captions that will not fit within margins on the same page as the illustration may be centered on the back of the preceding page. (Do not number the page with the centered figure caption—it is a left-hand page that will be photocopied [duplexed]<sup>1</sup> onto the back of the previous page of text.) Tables that will not fit within margins may be reduced, but the table title cannot be reduced. **Table titles and figure captions must be the same font size as the body of the text.**

In either the monograph or multiple-paper format, tables and figures may be numbered locally or consecutively. If local numbering is used, Arabic (**do not use Roman**) chapter numbers are used in conjunction with the table or figure, e.g., Table 2-1, 2-2, 3-1 or Figure 3-1, 3-2, 4-1, etc. For both formats, all tables and figures must be titled and included in the List of Tables and List of Figures (even those found in an appendix). Also, all tables and figures must be called out in text. In a monograph, figures and tables of less than half a page in length (i.e., 4 1/2" including caption) should be treated as part of the continuing text, but do not ‘sandwich’ a figure or table into the middle of a paragraph. Preferred placement is top or bottom of the page. Place a figure or table either at the bottom of the page following the paragraph(s) in which it is first mentioned or at the top of the next page. Do not discontinue the text and leave half a blank page of space. (Note also that a **page break does not constitute a ‘sandwich’** if a paragraph begins, then a small figure or table is placed at the bottom of a page [or at the top of the next], and the paragraph resumes at the top of the next page [or resumes under the figure or table].)

At least a triple space must surround all figures, tables, and illustrations (top and bottom) on a page of text. The obvious exception is for a figure or table that appears as the first (or last) item on a page. In this case, the top (or bottom) margin serves as the appropriate white space at the top (or bottom). The key is consistency. Leave the same amount of white space top and bottom on **all** figures and tables.

Oversize tables and figures to be bound with the text may be folded on the right, top, or bottom of the page; or, they may be folded and placed in a pocket (provided by the binder) on the

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<sup>1</sup> If you use this method of figure caption placement you **MUST** submit duplexed (double-sided) pages for Assistant Dean inspection upon final submission. Also, be certain all copies for binding have correctly duplexed pages.

inside back cover of the bound thesis. (Items placed in a pocket are listed as ‘in pocket’ in lists of tables or figures.)

If color images are used in the thesis/dissertation, color reproductions should be used in copies to be bound for the library and the department - black and white copies may be used in personal copies.

The University copy centers have equipment with which satisfactory copies of original photographs can be made, or photographs can be mounted (with Elmer’s brand school glue) in all copies to be bound (**do not use tape or rubber cement**). Color slides must be bound in an appendix in plastic pocket pages (provided by the student). All copies of the thesis/dissertation must have the slides.

*Note:* The preferred treatment for photographic material is an electronic scan of the photograph and a resulting laserprint (creating a ‘seamless’ page). Another acceptable method is a copy of the photograph done on a color copier (black-and-white copiers may not produce high quality copies of photographs).

### **Submission of Thesis/Dissertation to the Office of Research and Graduate Studies**

The first submission of the thesis/dissertation to the School of Graduate Studies should be done electronically, in pdf format, by the department Graduate Program Coordinator or Reviewer. The title page must be signed by the advisor and by all members of the supervisory committee. Once the paper has reached the point where no further corrections are necessary (which often takes more than one series of corrections), a single-sided paper copy of the thesis/dissertation (including original, inked signatures on the title page) must be submitted for the dean’s signature.

*Note:* Theses and dissertations are reviewed in the order in which they are received. Do not ask for your paper to be read sooner than its normal place in line.

### **Duplication and Binding**

After the original has been approved by the Office of Research and Graduate Studies, other copies for binding should be made on a copy machine that produces clear, clean copies. It is recommended (not required) that the one University-required copy of the approved thesis/dissertation be produced on acid-free, non-yellowing, 20-pound weight paper with a 2% alkaline reserve and cotton rag content that does not exceed 25%. (Consult USU Copy Center personnel about paper specifications.) Personal copies can be bound at the same time. Take the original and all copies of the thesis/dissertation to be bound to the Current Periodicals Desk on the second floor of the Merrill-Cazier Library. Face all pages in the same direction, separating individual copies with colored paper or cardboard.

*Note:* Title pages with cut-and-paste corrections of any kind will not be bound. Those

corrections are acceptable for signature purposes, but are not permanent for archival purposes and may not be bound into a thesis or dissertation. Students must provide a copy of the corrected title page.

## RIGHTS AND COPYRIGHTS

### Rights

When accepted in partial fulfillment of the degree requirements, the completed manuscript becomes the property of the University, subject to the following limitations: Publication rights are reserved to the author, except when the research was sponsored and paid for by the federal government (in which case the thesis/dissertation becomes part of the public domain) or rights are subject to the provisions of research contracts, patent rights, or other agreements made by the author with Utah State University. No thesis/dissertation subject may be approved that will prevent the completed manuscript from being made available for public use by the time the degree is granted. All copies of the completed thesis/dissertation submitted to the Merrill-Cazier Library are for public use.

### Copyrights

The sources of copyright law include the U.S. Constitution, Article I, Section 8, Clause 8; the 1909 Copyright Act; the 1976 Copyright Act; the Beane Convention Implementation Act of 1988; Copyright Office rules; and court cases interpreting all of the above. Copyright protection comes into existence when a copyrightable work is fixed in a tangible medium of expression (i.e., published or fixed in print form). Formal inclusion of notice of a copyright is not legally required as a condition of copyright creation. Nevertheless, notice is recommended because that alerts third parties of the copyright claim and serves to limit the “innocent infringement” defense<sup>2</sup>. Though not required as a condition of copyright creation, registration of a copyright through the U.S. Copyright Office is recommended. Registration of a copyright is a prerequisite to filing an infringement action, and the certificate of registration constitutes prima facie evidence of the validity of the copyright. Once obtained, a copyright is valid for 50 years beyond the life of the author.

Copyright registration forms (Form TX), with instructions, are available from The Register of Copyrights, Library of Congress, Washington, DC, 20559; or from the USU Campus Copyright Clearance Center, which is located in the Textbook Office of the Bookstore.

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<sup>2</sup> The School of Graduate Studies will require a copyright page as the first page in any submitted document for clearance, unless one of the limitations noted above applies (see “Rights”).

## USE OF COPYRIGHTED MATERIAL

Students must obtain (and include in an appendix) written permission from the author or publisher to quote any extensive portion from copyrighted materials. Such permission is usually granted on the condition that appropriate acknowledgment is made. Students are responsible for any fees or payment that may be required. Use of copyrighted materials without permission may be regarded as copyright infringement, and the use subject to damages in an infringement suit.

Use of one table, figure, photograph, or other illustration from a copyrighted source is considered “extensive” and permission must be sought to reprint. For prose quotations, a general guideline is that 300 to 500 words may be directly quoted without requesting permission (“fair use”). However, Thomas Hemnes and Alexander Pyle, in a publication entitled “A Guide to Copyright Issues in Higher Education,” stated:

The Copyright Act of 1976 does not set a numerical or percentage limit for copying; in fact the extent of permissible copying is often obscure. The Supreme Court has in one instance held the copying of 300 words from a book to be an infringement and in another instance held the copying of an entire work to be fair use. Even a small portion of a work may be deemed substantial, however, if the portion constitutes a central or critical part of the original work. Note that substantiality is measured relative to the original work, not the infringing work.<sup>3</sup>

Extensive quotation of poems, musical compositions, words or music of songs, questionnaires or other instruments, recordings, etc. should be done only with permission from the copyright owners.

In some cases material may be substantially adapted and copyright permission is not necessary (such as a table or figure that has been used from a copyright source). In the case of adaptations, a statement such as “Adapted from Jones, 1986” must be typed on the table or figure.

Obtaining permission to quote copyrighted material is a federal law, as well as a professional courtesy. Students should be aware that obtaining permission can rarely be accomplished in less than a month’s time, and will often take much longer. Authors may specify the “credit line” they require to be placed on reprinted materials, and the student must comply exactly.

If a student makes a good faith effort and receives no communication from the

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<sup>3</sup> Thomas M. S. Hemnes and Alexander H. Pyle. A guide to copyright issues in higher education. National Association of College and University Attorneys; August 1991.

copyright holder and there is no explicit notice in the publication that lack of a response is not permission, the quotation may be used. The student should retain copies of all requests, and include them in an appendix to the completed thesis/dissertation in place of a signed permission form.

## **APPENDIX A. EXAMPLES**

(Examples used with permission)

[Sample Dissertation title page with six signatures]

DEVELOPMENT AND VALIDATION OF A SYSTEMATIC TRAINING PROGRAM  
FOR THE DIAGNOSIS OF ANOREXIA NERVOSA, BULIMIA NERVOSA,  
AND CONCOMITANT CONDITIONS

by

Linda K. Todd

A dissertation submitted in partial fulfillment  
of the requirements for the degree

of

DOCTOR OF PHILOSOPHY

in

Psychology

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double  
spaced

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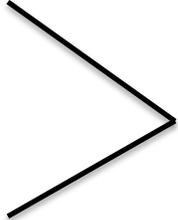
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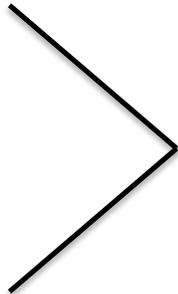
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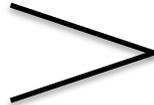
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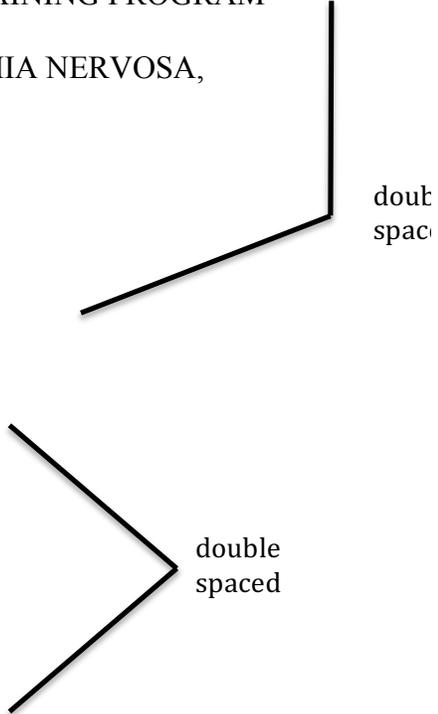
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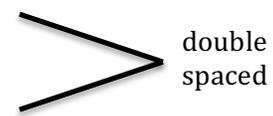
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[Sample copyright page]

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[Sample Abstract page]

ABSTRACT

The Influence of Social Support on the Stress Level  
of Parents with Disabled Children

by

Shannon J. Pratt, Master of Science

Utah State University, 1992

Major Professor: Dr. Richard N. Roberts  
Department: Psychology

The example above shows the correct arrangement of the abstract display area. Triple space between ABSTRACT and the title. Double space between multiple lines of the title, which should be typed in inverted pyramid form. Triple space before and after the word by. Double space between the line for the author and degree, and the line for the university; triple space after the latter. Single space between the line for the major professor and the line for the department, then triple space before beginning to type the text of the abstract. Center all lines except the major professor line and the department line. Capitalization must follow the example shown here. Program may be substituted for Department if the degree is from an interdepartmental program.

An abstract is a summary, not an introduction. It should give a complete overview of the thesis/dissertation and should be written principally in the past tense. It may not exceed 350 words.

Type the total number of pages for the thesis/dissertation (including all preliminary pages) flush with the right margin.

(123 pages)

## PUBLIC ABSTRACT

### The Influence of Social Support on the Stress Level of Parents with Disabled Children

Shannon J. Pratt

The Center for Advanced Energy systems (CAES) at Rutgers University demonstrated opportunities to promote energy efficiency within a supply chain in the Delaware and New Jersey regional food industry. CAES coordinated the development and implementation of the project with the assistance of co-sponsoring organizations, the Food Policy Institute at Rutgers and the Center for Energy and Environmental Policy at the University of Delaware. CAES has significant state and national experience in developing and implementing industrial energy and productivity improvement programs.

The Project team proposed a two-year, \$422,883 project to promote energy-efficient practices and technologies through the existing relationships of peers participating in a distinct supply chain. The project identified strong supply chains operating in the regional food industry and recruited the supply chain leader that most clearly appreciated the potential benefits from a widespread energy conservation program. We relied upon the strength of preexisting relationships within the supply chain to disseminate the results of our technical assistance.

We performed [ten] assessments, based on the IAC model, within one food industry supply chain. These assessments, the subsequent reports, and follow-up assistance formed the basis of our demonstration of the processes, practices, technologies, financing sources, and public subsidies available to become more energy efficient. Technical assistance demonstrating the engineering and economics behind energy efficiency is more likely to be embraced when delivered from peer to peer. The benefits from the technical assistance offered to participants are expected to extend beyond the facility walls and to be replicated by affiliates in the supply chain as a model for a revitalized food industry.

[Sample Acknowledgments page]

## ACKNOWLEDGMENTS

I would like to thank Dr. Karl White for making available to me the Early Intervention Research Institute's (EIRI) data set for the research in this thesis (contract #300-85-0173). I would especially like to thank my committee members, Drs. Richard Roberts, Keith Checketts, and Lani Van Dusen, for their support and assistance throughout the entire process.

I give special thanks to my family, friends, and colleagues for their encouragement, moral support, and patience as I worked my way from the initial proposal writing to this final document. I could not have done it without all of you.

Shannon J. Pratt

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Set decimal tab for periods after Roman Numeral chapter numbers.

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[Sample of headings & subheadings, to be used if your style guide is inadequate]

## CHAPTER 1

### SAMPLE OF NUMBERED CHAPTER HEADING

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Long Enough for Two Lines

**Sample of Level Two Subheading on One Line**

**Sample of Level Two Subheading Long  
Enough for Two Lines**

Sample of Level Three Subheading

*Sample of level four subheading*

**Note: Chapter numbering (Roman Numerals vs Arabic Numbers) on the first page should match what is in the Table of Contents.**

[Sample Appendix face page]

## APPENDICES

Note:  
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[Sample Vita]

## CURRICULUM VITAE

Lane Brostrom  
(February 1992)

### CAREER OBJECTIVE:

To obtain a position in an economically competitive high-tech corporation which requires technical expertise, leadership, and communication skills. Special areas of interest: satellites, space science, energy applications, and communication systems.

### EDUCATION:

BS in Physics, Utah State University, Logan, Utah. (6/85) GPA: 3.74 (4.0=A) Emphasis in Electrical Engineering courses, Honors Curriculum, Graduate Cum Laude. PhD in Physics, Utah State University, Logan, Utah. (expected 3/92). Grad GPA: 3.90. Dissertation research conducted at

Max-Planck-Institute in Germany 1988-1990.

### EXPERIENCE:

PROGRAM COORDINATOR, Utah State University Get-Away Special (GAS) micro-gravity experiment program, Logan, Utah (two occasions: 9/85-9/86, 6/91-Present).

Management and Organization: Coordinated in weekly meetings multiple experimental teams preparing zero gravity experiments; served as advisor to students designing and building electronic controllers; leader in the construction of "Distillation Experiment."

Systems Engineering: Organized structural and electrical integration of six independent micro-gravity experiments; guided the "factor of safety" investigations and safety analysis of space canister.

Administration: Served as liaison between Utah State University and NASA; wrote "Payload Accommodations Report" and "Safety Review" for Goddard Space Center.

Theory of Magnetic Holes: Investigated the phenomenon of large magnetic holes found at the border of the earth's magnetic field in its plasma and wave characteristics; proposed theoretical explanation for its existence (dissertation).

Instrumentation: Worked closely with the AMPTE/IRM (Active Magnetospheric Particle Tracer Explorers/Ion Release Module) satellite data; carried through studies of plasma and wave instruments on board the satellite; wrote data access routines.

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  - \_\_\_ Format of all references in the text, notes, and reference list or bibliography is consistent with instructions or examples in the department-approved style guide.
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