

**KENT STATE UNIVERSITY  
COLLEGE OF ARTS AND SCIENCES**

**STYLE GUIDE AND INSTRUCTIONS FOR  
TYPING  
THESIS AND DISSERTATION**

**JUNE 1998**

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## **STYLE GUIDE AND INSTRUCTIONS FOR TYPING THESES AND DISSERTATIONS**

This is the official style guide for theses and dissertations in the College of Arts and Sciences. It was approved and adopted by the Arts and Sciences Graduate Council on April 24, 1996. Special style guides are used by various departments for footnote forms and other matters of detail. These should be consulted for matters not covered in the College of Arts and Sciences Style Guide, but anything covered in the College of Arts and Sciences Style Guide takes precedence over the guides used by the various departments.

Some departments prefer that students not prepare the final typed copy until after their final oral examinations. Copies of the theses or dissertations supplied to examination committees, however, must be neatly typed and legible. Consult with the graduate coordinator concerning departmental policies and guidelines.

### **Reasons for Regulations**

The rules given here are not arbitrary but necessary. Theses and dissertations are deposited in the University Library as bound volumes and must be produced with the same care as printed books. Margins must be uniform to allow for binding and trimming. Paper must be of uniform color because all dissertations and some theses are microfilmed. (Theses and Dissertations which do not conform to these guidelines may be rejected by the Library.)

### **Responsibilities**

Degree candidates are responsible for the accurate preparation of copies, including printing or typing, footnote form, etc. Candidates should not expect their advisors to copy-read their theses or dissertations for errors, nor should they expect their typists to correct or edit the copies. They should supply their typists with copies of this Style Guide as well as style sheets appropriate for the various disciplines in which the theses or dissertations are being written.

### **Approval**

Certification that the thesis or dissertation is in the correct style and format is made by the student, the thesis or dissertation advisor, and the department chairperson. Such certification is made by the submission of a Thesis Preparation or Dissertation Preparation Approval Form along with the copies of the thesis or dissertation to the College of Arts and Sciences. (See Exhibits I and J, pages 22 and 23). NOTE: The Dean will NOT sign a dissertation or thesis submitted without this form. A dissertation advisor may request that the College of Arts and Sciences also review the dissertation for mechanical style and format.

## Paper

- Paper must be 8½ inches by 11 inches in size.
- Copies of the thesis or dissertation submitted to the College of Arts and Sciences must be on twenty pound white bond paper with a 50% or higher cotton fiber content.

NOTE: Any paper meeting the above requirements will be acceptable, but the same paper must be used throughout to avoid variations in color and texture. *Do not use coated papers advertised as having "Easy-Erase" qualities. If you use the wrong paper, the thesis or dissertation will have to be completely recopied!*

## Copies and Binding

- Two copies of the thesis or dissertation must be deposited in the College of Arts and Sciences Office.
- These copies can be printed or photocopied so long as a sharp, high contrast, black image is produced.
- All illustrations, photographs, and other materials in the original must also be included in the second copy.
- The fee for binding is \$10 for a thesis and \$65 for a dissertation. The dissertation fee is explained more fully on page 8.
- Students desiring bound copies for themselves may take their additional copies to the Special Order Counter at the University Bookstore for binding.
- Copies must be made before obtaining signatures.

## Font Styles

Scalable fonts should be 10 to 12 points in size. Do not use exotic fonts (slanted, square, or script type) for the entire document, but special fonts may be used for emphasis or when otherwise appropriate. Students should make sure that the print is uniformly letter quality. Laser print, ink jet print, or high-quality photocopying is acceptable. Dot matrix or near letter quality print is not acceptable. The type style and size must be the same throughout the thesis or dissertation.

## Margins

On the top and left-hand side of the page, use 1½ inch margins except on pages beginning every major division (i.e., contents, list of tables, list of illustrations, preface, introduction, each new chapter, bibliography, and appendices) where the top margin must be two inches. On the bottom and right-hand side of the page, use one inch margins. Margins that are smaller than, or substantially larger than these specifications are not acceptable.

Illustrations, graphs, and tables must not extend beyond these margins. Materials that extend beyond these margins should be retyped or reduced in size. Materials reduced in size photographically (except half-tone photographs) may be copied onto regulation paper for both copies.

## Spacing

Triple-space between major division heading (i.e., contents, list of tables, list of illustrations, preface, introduction, each new chapter, bibliography and appendices) and text. When using chapter divisions, triple space between the chapter number (example: CHAPTER I) and the title and triple space between the title and the text.

All subheadings are triple spaced from the preceding text and double spaced between the subheadings and the text following.

Footnotes and long quotations that are set off are usually single-spaced, but check the style manual accepted by the department in which the thesis or dissertation is being written.

Any centered information (titles, chapter headings, page numbers centered at the bottom of the page) should be centered between the right and left margins.

Double-space the text throughout, except as noted above for footnote and long quotations.

## Pagination

Every page in the thesis or dissertation (except blank pages in the front matter) must be assigned a page number.

It is sometimes necessary to place the title for a figure or table on the back of the preceding page. The face of that page would then be blank except that the page number is to be placed in the upper right-hand corner, as on other pages. (See page 20 in Appendix.)

Use lower case Roman numerals without punctuation or dashes on all front matter of the thesis or dissertation. These page numbers must all be centered with respect to the text,

no less than 5/8 inches but no more than 1 inch from the bottom. The title page is page, i (not to be typed on the page); the approval page is page ii; Table of Contents, page iii, etc.

Use Arabic numerals without punctuation or dashes at the upper right-hand corner one inch from the right edge of the paper and no higher than 5/8 inches or no lower than 1¼ inches from the top, except for pages carrying chapter headings, first page of the Bibliography, and the first page of each section of an Appendix where the page number must be centered at least 5/8 inch but no more than 1 inch from the bottom of the page. Numbering must run consecutively with no missing numbers, and the use of 12a, 12b, etc. is not permitted. Arabic numerals are used beginning with the first page following the front matter and beginning with number 1. This would include the Introduction if there is one. Page numbers are assigned but not typed on cover sheets, if used, preceding the Bibliography and the Appendices.

### **Front Matter**

See the list of exhibits in the Appendix. Particular attention should be paid to spacing if using a scalable font. The following is a list of the order in which the front matter should appear in the thesis or dissertation. Dates on title page, approval page, and abstract should be the month and year when the degree is received, not when the thesis or dissertation is completed.

1. Blank Sheet
2. Title Page
3. Blank Sheet
4. Approval Page
5. Blank Sheet
6. Table of Contents
7. List of Figures (if any)
8. List of Illustrations (if any)
9. List of Tables (if any)
10. Preface, including Acknowledgments or Acknowledgments alone if there is no Preface.

### **Figures**

All figures, (computer graphics, photographs, color maps, color illustrations, drawings, charts, graphs, etc.) must be neatly drawn and lettered, (no ball-point pen); good quality color illustrations can be used when appropriate. All such materials must fit inside the regular margins of the page. Oversize materials should be reduced in size to conform to the margins. Materials reduced photographically (except half-tone photographs) may be copied onto the appropriate paper in both copies. Maps in geology and geography, however, may be oversized and in color. They should be folded with care so that they may be placed in a rear cover pocket to be supplied by the bindery. These departments produce finished maps at reasonable prices

Photographs should be mounted with dry adhesive paper, though usually it is preferable to draw illustrative material directly on the page. Do not use press-type or the like for graphs and lettering as it is not permanent. However, a copy on the appropriate paper of a graph made with press-type may be submitted. Foldout graphs may be used sparingly.

Computer printouts should be used only if necessary and should be copied onto paper used for the rest of the thesis or dissertation. Fairly good results may be obtained by having the printouts made on white computer paper.

Each illustration should be labeled as "Fig. 1," "Fig. 2," and so on, consecutively through the thesis or dissertation. If more than a few figures are used, a List of Figures should follow the Table of Contents. All pages carrying figures must have page numbers in the upper right-hand corner. Plates, figures or illustrations which are too large to allow a caption or title on the same page should have the caption or title on the preceding page, see Exhibit G.

Students should consult their departments for further information concerning the use of figures. All figures must appear in both copies of the thesis or dissertation submitted to the College of Arts and Sciences.

### **Tables**

Tables of one-half page or less in length may appear on the same page with the text. If larger than one-half page, a table must be placed on a separate sheet. Two or more small tables may be placed together on a single page. Tables should be inserted as near as possible to the text they illustrate. All tables must be labeled as "Table 1," and so on, consecutively through the thesis or dissertation.

Tables must also be titled. The general instructions for the use of figures apply to tables, except that tables must be typed on the paper used for the thesis or dissertation as a whole.

If more than a few tables appear in the work, a List of Tables should follow the Table of Contents. (See page 6 for the order of appearance.)

### **Footnotes**

There is a wide diversity of practice in footnoting. The College of Arts and Sciences has no overall requirement beyond consistency. Students should refer to the style manuals indicated by their disciplines for a guide to proper footnoting (see pages 9 and 10).

## Appendices

Appendices may be used to present detailed information whose inclusion in the text of the thesis or dissertation would unnecessarily obstruct clear presentation of the argument. An appendix should be labeled, and such appendix should be independent of others. Ordinarily, an appendix should not have footnotes (documentation can be inserted in the text.) *Materials placed in the appendices must meet the standards of pagination, margins, etc.*

## Bibliographies/References

For the proper form and divisions of the Bibliography referenced, students should consult the style guide approved by their departments.

## Abstracts

Master's thesis abstracts should be 200 to 400 words long, but dissertation abstracts are now limited to 350 words. Both should describe the problem or topic, any important or distinctive methods used in the research, and the principal conclusions reached. Typing instructions for the thesis apply equally to the abstract, which must be submitted to the College of Arts and Sciences with the thesis but not paginated as part of it. The abstract itself should begin three spaces below the last line of the title matter. The title "Dr." should not appear before the advisor's name. The number of pages following the title of the thesis or dissertation should conform with the number of the last page of the thesis or dissertation, including the Bibliography and Appendix.

For the doctoral dissertation, the abstract must conform to the requirements of Dissertation Abstracts without further editing or revision. Sample abstracts are in the exhibits section.

Two copies of the abstract should be included with the thesis or dissertation.

## Publication Requirement for Doctoral Dissertation

Doctoral dissertations must be published by the microfilm method through University Microfilms, Ann Arbor, Michigan. The fee for publication, which must be paid by the student, is \$65. This fee covers the cost of microfilming the dissertation, storage of one negative copy in the vaults of University Microfilms, Inc., printing the abstract in Dissertation Abstracts, presentation of one positive copy to the Library of Congress, and preparation and distribution of catalog cards for the dissertation by the Library of Congress. *This fee does not cover the cost of copyrighting the dissertation; please read the Doctoral Dissertation Agreement Form for copyrighting information.*



## SPECIAL STYLE GUIDES FOR THE VARIOUS DISCIPLINES

Each department or school offering graduate work has prescribed special style guides for format and style, which should be used to supplement this set of instructions. These should be consulted for matters not covered in the College of Arts and Sciences Style Guide, but anything covered in the College of Arts and Sciences Style Guide takes precedence over the guides used by various departments and schools. Where a department or school allows a choice, select one and follow it consistently.

<b>DISCIPLINE</b>	<b>SUPPLEMENTAL STYLE GUIDE</b>
Anthropology	American Anthropological Association
Biological Sciences	<i>Council of Biological Editors Style Manual, Fourteenth Edition</i>
Biomedical Sciences	<i>Council of Biological Editors Style Manual, Fourteenth Edition</i>
Chemistry	Chemistry students are to follow the rules of leading journals of their subdivision
English	<i>MLA Handbook for Writers of Research Papers, Theses and Dissertations</i>
Geography	Turabian, <i>A Manual for Writers of Term Papers, Theses and Dissertations</i>
Geology	See the departmental statement, <i>Requirements for Thesis/Dissertation Format</i>
History	See the departmental statement, <i>Recommendations Relative to the Mechanics of Thesis Writing Within the History Department</i>
Mathematics and Computer Science	<i>A Manual for Authors of Mathematical Papers</i> , published by the American Mathematical Society

Philosophy	<i>Turabian, A Manual for Writers of Term Papers, Theses and Dissertations</i>
Physics	<i>Style Manual</i> , published by the American Institute of Physics
Political Science	<i>Turabian, A Manual for Writers of Term Papers, Theses and Writers of Research Papers, Theses and Dissertations</i>
Psychology	<i>Publication Manual of the American Psychological Association</i>
Sociology	American Sociological Association

## Appendix A Checklist for Theses and Dissertations

1. \_\_\_\_\_ Two Copies, printed or photocopied onto 8½" x 11," white 50% to 100% cotton fiber 20lb weight bond finish paper (see style guide. p. 4)
2. \_\_\_\_\_ Submitted in a box *(to protect the thesis/dissertation, which will be packed up, delivered to the library, unpacked, inspected, repacked and shipped for binding)*.
3. \_\_\_\_\_ Type is uniformly dark throughout the manuscript. Laser print, ink jet print, or high quality photocopying is acceptable -- *dot matrix print is not acceptable*. (See style guide. p. 4)
4. \_\_\_\_\_ Standard typeface or font and point size (10 or 12). Examples:
 

Courier 10	Courier 12
Times Roman 10	Times Roman 12
Arrus 10	Arrus 12

Script (Script) is not acceptable (cf. p. 4)
5. \_\_\_\_\_ Margins: 1½" top and left, 1" right and bottom, including figures, tables, appendices, bibliography, signature pages, and 2" top margins on pages with major headings (see style guide p. 5).
6. \_\_\_\_\_ Page numbers not higher than 5/8" nor lower than 1¼" from the top in the right hand corner, or no lower than 5/8" nor higher than 1" from the bottom center (see style guide pp. 5-6).
7. \_\_\_\_\_ Format of tables, figures, footnotes, bibliography, references within the text should follow the style guide of the discipline (Turabian, MLA, APA, APS, etc.) and conform to margins as stated above in item 6 (see style guide pp. 9-10).
8. \_\_\_\_\_ Blank pages have been inserted before title page, approval page, and table of contents (See style guide p. 6).
9. \_\_\_\_\_ Signature approval pages in correct format, signed in BLACK INK by department (advisor/committee, chair), with "Dean, College of Arts and Sciences" (see style guide pp. 18-19).
10. \_\_\_\_\_ "Thesis Preparation Approval Form" or "Dissertation Preparation Approval Form" signed by the student, advisor, and department chairperson *(the Dean will not sign final approval sheet without this form; cf. pp. 22-23)*.

- 11.\_\_\_\_\_Abstract in correct format: student NAME, ABBREVIATION OF DEGREE (M.A., M.S., Ph.D.), MONTH and YEAR of graduation (MAY, AUGUST, DECEMBER), NAME OF DEPARTMENT flush right in ALL CAPS; title of thesis/dissertation in all caps, number of total pages in parentheses; name of thesis/ dissertation director, three blank lines, abstract text double-spaced. (See style guide page 8)
- 12.\_\_\_\_\_University Microfilm Agreement (UMI) form, for dissertations only. Optional \$45 copyright must be paid by certified check or money order (*personal checks are not acceptable*; see style guide. p. 8).
- 13.\_\_\_\_\_Survey of Earned Doctorates, for doctoral students only.

**APPENDIX B  
(Exhibits)**

**EXHIBIT A**  
**(Sample Abstract Title Page - Dissertation)**

MC CALE, DONALD M., Ph.D., May, 1982\*

HISTORY\*\*

THE NAZI PARTY COURTS: INSTRUMENTS FOR ESTABLISHING DISCIPLINE AND  
UNITY, 1926-1934 (268 pp.)

Director of Dissertation: Kenneth R. Calkins

Since the collapse of the Third Reich in 1945, German historians have spent a considerable amount of time and effort attempting to explain how Adolf Hitler and the National Socialist German Worker's Party (NSDAP) were able to seize...

**\* THIS SHOULD BE MONTH AND YEAR DEGREE IS AWARDED**

**\*\*THIS SHOULD BE NAME OF THE DEPARTMENT/SCHOOL/PROGRAM**

**EXHIBIT B**  
**(Sample Abstract Title Page - Thesis)**

CARMAN, HEIDI MARIJA, M.A., May 1989\*

PSYCHOLOGY\*\*

BACTERIAL LIPOPOLYSACCHARIDE REDUCES GENERAL ACTIVITY,  
CONSUMPTION, AND TEMPERATURE IN LONG-EVANS RATS (45 pp.)

Director of Thesis: Benjamin H. Newberry

Due to the highly integrated nature of the central nervous system and the immune system, the effects felt by the CNS probably both direct and indirect monocyte/macrophage activation. Given the connections between the nervous and immune systems, behavior...

**\* THIS SHOULD BE MONTH AND YEAR DEGREE IS AWARDED**

**\*\*THIS SHOULD BE NAME OF THE DEPARTMENT/SCHOOL/PROGRAM**

**EXHIBIT C**  
**(Sample Title Page - Dissertation)**

THE NAZI PARTY COURTS: INSTRUMENTS FOR ESTABLISHING  
DISCIPLINE AND UNITY, 1926-1934

A dissertation submitted  
to Kent State University in partial  
fulfillment of the requirements for the  
degree of Doctor of Philosophy

by

Donald M. McKale

December 1986\*

**\*THIS SHOULD BE MONTH AND YEAR DEGREE IS AWARDED**



**EXHIBIT D**  
**(Sample Title Page - Thesis)**

BACTERIAL LIPOPOLYSACCHARIDE REDUCES GENERAL ACTIVITY,  
CONSUMPTION, AND TEMPERATURE IN LONG-EVANS RATS

A thesis submitted  
to Kent State University in partial  
fulfillment of the requirements for the  
degree of Master of Arts

by

Heidi Marija Carman

August, 1993\*

**\*THIS SHOULD BE MONTH AND YEAR DEGREE IS AWARDED**

**EXHIBIT E**  
**(Sample Signature Approval Page - Dissertation)**

Dissertation written by  
Donald M. McKale  
B.A., Iowa State University, 1966  
M.A., University of Missouri, 1967  
Ph.D., Kent State University, 1971

Approved by

\_\_\_\_\_, Chair, Doctoral Dissertation Committee  
\_\_\_\_\_, Members, Doctoral Dissertation Committee  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accepted by

\_\_\_\_\_, Chair, Department of History  
\_\_\_\_\_, Dean, College of Arts and Sciences\*

**\* NOTE: Signature pages using "Graduate College" will be rejected.**  
**Signatures should be in BLACK INK.**

**EXHIBIT F**  
**(Sample Signature Approval Page - Thesis)**

Thesis written by  
Heidi Marija Carman  
B.S., The Ohio State University, 1989  
M.A., Kent State University, 1993

Approved by

\_\_\_\_\_, Advisor

\_\_\_\_\_, Chair, Department of Psychology

\_\_\_\_\_, Dean, College of Arts and Sciences\*

**\*NOTE: Signature pages using “Graduate College” will be rejected.**  
Signatures should be in BLACK INK.

**EXHIBIT G**  
**(Title Page for Plates, Figures or Illustrations)**

Note: To be used only when original photograph, plate or illustration is too large to put the caption or title on the same page, such as an 8 x 10 photograph.

**EXHIBIT H**  
**(Sample TABLE OF CONTENTS)**

TABLE OF CONTENTS

PREFACE (OR ACKNOWLEDGMENTS).....	ix
Chapter	
I. Introduction.....	1
Purpose.....	1
Methods.....	1
II. (Continue format)	
BIBLIOGRAPHY.....	104

OR

TABLE OF CONTENTS

PREFACE (OR ACKNOWLEDGMENTS).....	ix
INTRODUCTION.....	1
METHODS.....	18
Materials.....	1
Results.....	1
(Continue format)	
BIBLIOGRAPHY.....	104

\*Samples provided for students who do not have a specific format to follow through their departmental guidelines.

**EXHIBIT I**  
**(Sample Thesis Preparation Approval Form)**

THESIS PREPARATION APPROVAL FORM

Title of Thesis: \_\_\_\_\_

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I. To be completed by the student:

I certify that this thesis meets the preparation guidelines as presented in the Style Guide and Instructions for Typing Theses and Dissertations.

\_\_\_\_\_  
 (Signature of the Student)

\_\_\_\_\_  
 (Date)

II. To be completed by the thesis advisor:

This thesis is suitable for submission.

\_\_\_\_\_  
 (Signature of the Advisor)

\_\_\_\_\_  
 (Date)

III. To be completed by the Director of the School or Chair of the Department:

I certify, to the best of my knowledge, that the required procedures have been followed and the preparation criteria have been met for this thesis.

\_\_\_\_\_  
 (Signature of the Director/Chair)

\_\_\_\_\_  
 (Date)

**NOTE: This form is to be submitted with the FINAL VERSION of the Thesis ( 2 copies printed on 50% bond paper ) to the Arts & Sciences Graduate Office ( AFTER the student has passes the final Oral Defense).**

**EXHIBIT J**  
**(Sample Dissertation Preparation Approval Form)**

DISSERTATION PREPARATION APPROVAL FORM

Title of Dissertation: \_\_\_\_\_

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I. To be completed by the student:

I certify that this dissertation meets the preparation guidelines as presented in the Style Guide and Instructions for Typing Theses and Dissertations

\_\_\_\_\_  
 (Signature of Student)

\_\_\_\_\_  
 (Date)

II. To be completed by Chair or Dissertation Committee:

\_\_\_\_\_ This dissertation is suitable for submission to the College

\_\_\_\_\_ This dissertation should be checked for conformity with the College guidelines

\_\_\_\_\_  
 (Signature of Dissertation Chair)

\_\_\_\_\_  
 (Date)

III. To be completed by the Director of the School or Chair of the Department:

I certify, to the best of my knowledge, that the required procedures have been followed and the preparation criteria have been met for this dissertation.

\_\_\_\_\_  
 (Signature of the Director/Chair)

\_\_\_\_\_  
 (Date)

**NOTE: This form is to be submitted with the FINAL VERSION of the Dissertation ( 2 copies printed on 50% bond paper ) to the Arts & Sciences Graduate Office ( AFTER the student has passes the final Oral Defense).**



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MICHELE HURST \*COLLECTION MANAGEMENT \*EMAIL:[MHURST@LMS.KENT.EDU](mailto:MHURST@LMS.KENT.EDU) \*PHONE (330)672-1699 \*FAX (330)672-4811

October 18, 2001

Bernedette Kline  
Graduate Affairs  
College of Arts and Sciences  
108 Bowman Hall

Dear Ms. Kline:

Kent State University Libraries and Media Services has established the following procedures for labeling CD-ROMs and diskettes that accompany theses and dissertations:

1. CD-ROMs need to have a donut label affixed with a clearance of ½ inch from the center. Diskettes need to have a standard diskette label affixed.
2. The Labels should include the author's name, manuscript title and file name and extension information.
3. Labels should be typed.
4. If there is more than 1 CD-ROM or disk they should be numbered accordingly ( e.g., 1 of 3, 2 of 3, 3 of 3).

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me via phone at 330-672-1699, or Rhenee McGraw-Harris via phone at 330-672-1688

Sincerely,

Michele L. Hurst  
Acquisitions Manager

University Libraries and Media Services  
P.O. Box 5190 \* Kent, Ohio 44242-0001  
<http://www.kent.edu>