

THE COLLEGE OF PUBLIC HEALTH  
DISSERTATION AND THESIS STYLE GUIDE

April 2022

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## **Responsibilities**

Degree candidates are responsible for the accurate preparations including typing.

Communication and readability must be the ultimate criteria. Avoid the temptation to use the special effects available in most advanced software packages. While three-dimensional effects, shading, and layered text may look interesting to the author, overuse, inconsistent use, and misuse may distort the data, and distract or even annoy readers. Design properly done is inconspicuous, almost invisible, because it supports communication. Design improperly, or amateurishly, done draws the reader's attention from the data, and makes him or her question the author's credibility.

## **Approval**

Certification that the dissertation is in the correct style and format is made by the student and the dissertation/thesis advisor. Such certification is made by the submission of a Dissertation/Thesis Preparation Approval Form to the College of Public Health. NOTE: The Graduate Dean will NOT approve a dissertation/thesis submitted without this form. A dissertation/thesis advisor may request that the Dean's Office also review the dissertation/thesis for style and format.

## **Pages**

Pages must be 8-1/2 inches by 11 inches in size.

## **Font**

### **Style.**

Scalable fonts should be 10 to 12 points in size. Do not use exotic fonts (slanted, square or script) 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. The type style and size must be the same throughout the dissertation/thesis. The type color should be black throughout the paper.

### **Hyperlinks.**

If a document is to be distributed and read electronically, active hyperlinks may be useful. However, an active hyperlink is of no use in a document intended to be read on paper; furthermore, the default blue color for active hyperlinks usually prints as gray, making them difficult to read. The underlining is distracting as well. Therefore, avoid the use of active hyperlinks in the dissertation/thesis.

## **Margins**

Use 1-inch margins on all sides except on page beginning every major division (i.e., contents, list of tables, list of illustrations, introduction, **each new chapter**, bibliography, and appendices)

where the top margin must be 2 inches. 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 reduced in size.

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

## **Spacing**

Double-space the text throughout.

### **Remove extra line spacing.**

When the return key is clicked Word will start a new line and insert extra line spacing between the line above and the new line. One way to remove extra line spacing is to open the Paragraph dialog box (click the little arrow icon in the bottom-right corner of the Paragraph group, on either the Home or the Page Layout tab) and set the Before and After values to zero (0).

## **Pagination**

Page numbers must be centered at the bottom of the page. Every page in the dissertation/thesis must be assigned a page number (**except the title page**). Preferably Times New Roman, black, 12-point font.

On the Front Matter, page numbers are to be lower case **Roman** numerals (i, ii, iii...) without punctuation or dashes. Examples of Front Matter are Table of Contents, List of Figures, List of Tables, List of Abbreviations, Acknowledgements. Preferably Times New Roman, black, 12-point font.

For the body of your paper use **Arabic** numerals (1, 2, 3...) without punctuation or dashes and centered at the bottom of the page. Page numbers must be 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. 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.

### **Landscaped page numbers.**

When you change the orientation of the page to landscape, the header and footer of that page does not change orientation. The header and footer are at the top and bottom of the page on your screen, but when you print, they are in the left and right margins of the page, not at the top and bottom. Any page numbers in the footer will appear sideways on the left of the printed page. See Exhibit D.

## Front Matter

The following is a list of the order in which the front matter should appear in the dissertation/thesis. Dates on title page, approval page, and abstract should be the month and year when the degree is received.

1. Title Page (Exhibit A)
2. Approval Page (Exhibit B)
3. Table of Contents (Exhibit C)
4. List of Figures (if any)
5. List of Illustrations (if any)
6. List of Tables (if any)
7. Acknowledgements

## Tab Leaders

1. Select **Layout** or **Page Layout**.
2. Select the **Paragraph** dialog Button and then select **Tabs** in the lower left-hand corner.
3. The **Tabs** dialogue box will appear. Type the position where you want the leader dots to end in the “Tab stop position:” and then select leader character option under **Leader** you want displayed (click “2.....” for leader dots). Click “Set”. Click “OK”.
4. In the document, place your cursor after the chapter or section title. Click “Tab” on the keyboard to produce the leader dots and then add the page number.
5. If you already have the chapter and section titles typed in the, for example, Table of Contents, you can highlight all of the titles and set the dot leaders all at once, then repeat step 4 for each title.

## Headings

The Introduction section never gets a heading and headings are not indicated by letters or numbers. Levels of headings will depend upon the length and organization of your paper. Regardless, always begin with level one headings and proceed to level two

APA Headings	
Level	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Headings</b>
2	<b>Left-aligned, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase heading with a period.</b>
4	<b><i>Indented, boldface, italicized, lowercase heading with a period.</i></b>
5	<b><i>Indented, italicized, lowercase heading with a period.</i></b>

## Results (Level 1)

### Spatial Ability (Level 2)

Test one. (Level 3)

*Teachers with experience.* (Level 4)

*Teachers in training.* (Level 4)

Test two. (Level 3)

### Kinesthetic Ability (Level 2)

### Figures

All figures, (photographs, drawings, charts, graphs, computer graphics, etc.) must be in good quality and used when appropriate. All such materials must fit inside the regular (1-inch margins) of the page. Oversize materials should be reduced in size to conform to the margins.

Make sure to include the figure number and a title with a legend and caption. For the figure number, type *Figure X*, then type the title of the figure in sentence case. Each illustration should be labeled as “Figure 1,” “Figure 2,” and so on, consecutively through the dissertation/thesis.

### Tables

Two or more small tables may be placed 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 dissertation/thesis. Tables which are too long or too wide for a single page may be typed in a smaller font, reduced in size, or continued on the next page. If continued, the table title should not be repeated. The table heading should read “Table 1 Continued” and column and row heading must be repeated.

Heading example for a table continued on the next page:

Table 1 Continued

---

Variable	n	General	Chi-square	<i>df</i>	<i>p</i>
----------	---	---------	------------	-----------	----------

---

Leave one single-spaced blank line before and after a table or figure.

If more than a few tables appear in the dissertation/thesis, a List of Tables should follow the Table of Contents.

### **Titles.**

Tables must be titled. Each title of the paper must have a clear and concise title. When appropriate, you may use the title to explain an abbreviation parenthetically.

Example: Comparison of Median Income of Adopted Children (AC) v. Foster Children (FC)

### **Numbers.**

Number all tables with Arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead combine the related tables.

### **Headings.**

Keep headings clear and brief. The heading should not be much wider than the widest entry in the column. Use of standard abbreviations can aid in achieving that goal. All columns must have headings, even the sub column, which customarily lists the major independent variables.

### **Body.**

Consistency is key: numerals should be expressed to a consistent number of decimal places that is determined by the precision of measurement. Never change the unit of measurement or the number of decimal places in the same column.

Data in a table that would require only two or fewer columns and rows should be presented in the text. More complex data is better presented in tabular format. In order for quantitative data to be presented clearly and efficiently, it must be arranged logically.

### **Notes in Tables.**

There are three types of notes for tables: general, specific, and probability. All of them must be placed below the table in that order.

#### ***General.***

General notes explain, qualify or provide information about the table as a whole. Put explanations of abbreviations, symbols, etc. here.

#### ***Specific.***

Specific notes explain qualify or provide information about a particular column, row, or individual entry. To indicate specific notes, use superscript lowercase letters (e.g. <sup>a</sup>, <sup>b</sup>, <sup>c</sup>), and order the superscripts from left to right, top to bottom. Each table's first footnote must be the superscript <sup>a</sup>.



Example: <sup>a</sup> n = 823. <sup>b</sup> One participant in this group was diagnosed with schizophrenia during the survey.

### ***Probability.***

Probability notes provide the reader with the results of the tests for statistical significance. Asterisks indicate the values for which the null hypothesis is rejected, with the probability (p value) specified in the probability note. Such notes are required only when relevant to the data in the table. Consistently use the same number of asterisks for a given alpha level throughout your paper.

Example: \**p* < .05. \*\**p* < .01. \*\*\**p* < .001

### **Graphs**

Graphs should always include a legend that explains the symbols, abbreviations, and terminology used in the figure. These terms must be consistent with those used in the text and in other figures. The lettering in the legend should be of the same type and size as that used in the figure.

### **Quotations**

#### **Short quotations.**

If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by “p”). Introduce the quotation with a signal phrase that includes the author’s last name followed by the date of the publication in parentheses.

According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

If the author is not name in a signal phrase, place the author’s last name, the year of publication, and the page number in parentheses after the quotation.

She stated, “Students often had difficulty using APA style” (Jones, 1998, p. 199), but she did not offer an explanation as to why.

#### **Long quotations.**

Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented ½-inch from the left margin. Type the entire quotation on the new margin and indent the first line of any subsequent paragraph within the quotation ½-inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones’ (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their dissertation/thesis chair for help. (p. 199)

## **Seriation**

Seriation in the body text helps authors organize and present key ideas.

### **Seriation within sentences.**

If you have a series of elements in the body of a paragraph, separate each element with lowercase letters enclosed in parentheses. Although only necessary for more complex elements, here is a simple example: (a) administrators, (b) faculty, and (c) staff.

### **Seriation in a vertical list.**

Use only numbers to separate elements in a series if in a vertical list. This would be appropriate when you need to show a specific order of elements, such as in steps in a procedure or conclusions.

1. Turn off the car.
2. Open the door.
3. Step out of the car.

## **Abstracts**

Dissertation/thesis abstracts should describe the problem or topic, any important or distinctive methods used in the research, and the principal conclusions reached. Abstracts are not part of the dissertation/thesis. They are a separate file that gets uploaded to OhioLINK.

## **Appendices**

Appendices may be used to present detailed information whose inclusion in the text of the dissertation/thesis would unnecessarily obstruct clear presentation of the argument. An appendix should be labeled, and such appendix should be independent of others. Materials placed in the appendices must meet the standard of pagination, margins, etc. Appendices are a part of the dissertation/thesis and are placed after the final page of the document.

## **Reference List**

Reference styles must be consistent throughout the document. When in doubt, provide more information rather than less. Because one purpose of listing references is to enable readers to

retrieve and use the sources, most entries contain the following elements: author, year of publication, title, and publishing or retrieval data-all the information necessary for unique identification and library search. Reference examples may be found on the APA Style website ([www.apastyle.org](http://www.apastyle.org)).

The reference list should appear at the end of your paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your paper.

### **Embargos**

For *Electronic Dissertation/thesis Request for Delay of Posting*, as of this writing, the Kent State University Patent Officer is:

Michael Kavulic, PhD  
Assistant Vice President, Research Administration  
Division of Research & Sponsored Programs  
[mkavulic@kent.edu](mailto:mkavulic@kent.edu)

**EXHIBIT A**

Sample of **Title Page**

DISSERTATION STYLE GUIDE FOR DOCTORAL STUDENTS

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

by

Suzy Q. Smith

August 2019

## **EXHIBIT B**

### **Sample of Dissertation Approval Page**

Dissertation written by  
Karen D. Baker  
B.S., Kent State University, 1987  
M.P.H., Kent State University, 2014  
Ph.D., Kent State University, 2019

#### Approved by

Sheryl Chatfield, Ph.D., Chair, Doctoral Dissertation Committee

Eric Jefferis, Ph.D., Member, Doctoral Dissertation Committee

Melissa Zullo, Ph.D., Member, Doctoral Dissertation Committee

Anthony Fauci, M.D., Member, Doctoral Dissertation Committee

#### Accepted by

Sonia Alemagno, Ph.D., Dean, College of Public Health

Jeffrey Hallam, Ph.D., FRSPH, Associate Dean, College of Public Health

## EXHIBIT C

### Sample Table of Contents for Three Manuscript Dissertation

#### TABLE OF CONTENTS

Chapter 1 Introduction .....	1
Chapter 2 Manuscript I .....	8
Introduction .....	10
Materials and Methods .....	11
Discussion .....	18
References .....	20
Appendix .....	23
Chapter 3 Manuscript II .....	24
Background .....	28
Methods .....	30
Findings .....	33
Discussion .....	40
References .....	44
Appendix .....	49
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Introduction .....	52
Methods .....	54
Results .....	61

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## EXHIBIT D

### Landscape Pages

When you change the orientation of a section of page to landscape, the header and footer of that section do not change orientation. Instead, the header and footer are at the top and bottom of the page on your screen, but when you print, they are in the left and right margins of the page, not the top and bottom. Any page numbers in the header or footer will appear sideways on the left or right of the printed page.

#### Creating a Landscape Section

1. Click on the last line of the page *before* the page you want to have landscape orientation.
2. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow next to the Breaks icon and select *Next Page* under the *Section Breaks* section.
3. This will create a new page and a section break. If you need to, use the *Delete* key, **not** the *Backspace* key (sometimes called the *backwards delete* key), on the keyboard to bring the next page's content back up to the page you are currently on.
4. Click on the last line of the last page that you want to have landscape orientation (or if you don't have content yet press *Return* on the keyboard a few times), and repeat steps 2 and 3.
5. Click anywhere in section you want to have the landscape orientation.
6. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow next to the Orientation icon and select *Landscape*. Word 2010 understands that you want landscape only for this section.

#### Disconnecting the Landscape Section

1. Click somewhere in the first page of the section with landscape pages. On the Insert Ribbon, in the **Header & Footer Group**, click on the arrow below the Header icon and select *Edit Header*.
2. In the Header & Footer Tools Design Ribbon, in the **Navigation Group**, unlink this section's Header from previous sections' headers by clicking the highlighted Link to Previous icon.
3. Click on the Go to Footer icon and repeat step 3.
4. Scroll down to the first portrait page following your landscape section and repeat steps 3 and 4 for this section.

You have now disconnected the headers and footers in the sections prior to and following the landscape section of pages. This will prevent any changes you make to the page numbers on the landscape pages from affecting the numbering on other pages.



### **Adding Page Numbers to the Landscape Page(s)**

You will have to alter the placement of the page numbers on your landscape pages.

1. Delete the page numbers from the footer of the landscape section.
2. On the Insert Ribbon, in the **Header & Footer Group**, click on the arrow next to the Page Number icon, choose *Page Margin*, and then in the *Plain Number* section, choose *Large, left* (unfortunately, they don't seem to have just a plain left option).
3. A large number will now appear in the left margin, and should be correctly centered.
4. Highlight the number, go to the Home Ribbon, and apply the Footer style so it matches all of your other footer.
  - Go to the **Styles Group**, click on the More icon ( ) and then *Apply Styles*.
  - Type in "Footer" in the *Style Name:* box, and then click *Apply*.
5. In the Drawing Tools Format Ribbon, in the **Text Group**, click on Text Direction icon until the number is rotated in the right orientation.

