



**College of Arts
and Sciences**

Office of Graduate Affairs
108 Bowman Hall
330-672-2540

Style Guide and Instructions for Preparing
Dissertations and Theses
for Electronic Submission to OhioLINK

Revised, Spring 2023

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Checklists for Electronic Dissertation or Thesis Preparation

- A. At least one term prior to the defense, a signed Notification of Approved Dissertation Topic and Prospectus or Notification of Approved Thesis Topic form must be on file with the A&S Graduate Affairs office. Dissertation candidates must also have a Graduate Representative and Moderator assigned to their examination committee. The Dean of the College of Arts and Sciences will not sign the final signature page without these steps in place.
- B. Standard scalable font and point size between 10 and 12
- C. Margins: 1.0 inch from top, bottom, left and right edges. This includes all figures, tables, and appendices, except for the first page of each chapter as described below in this A&S Style Guide.
- D. Page numbers as Arabic numerals centered in the footers of the document, except for the front matter as described below in this A&S Style Guide.
- E. No running heads
- F. Front matter formatted as described below in this A&S Style Guide.
- G. Text, tables, and figures should be in black except where color improves the electronic document
- H. Format of tables, figures, footnotes, references, and appendices follow the guidelines described below in this A&S Style Guide.
- I. Submitted by the department to the A&S Office of Graduate Affairs by the intended deadline
- j. Signed Report of Dissertation Final Examination or Report of Thesis Final Examination
- k. One Signature Page, signed by committee members and Department Chair, either electronically or hand signed and the final signature to be signed by the Dean of the College of Arts and Sciences. This page is now sent electronically by the department to the college office.
- l. Complete the Survey of Earned Doctorates:
<https://sedsurvey.org/DoctoralGraduates/CurrentQuestionnaire>. This is a federally funded initiative to collect information about educational histories, funding sources, and post-doctoral plans from new research doctorate graduates.
- M. Electronic thesis or dissertation (ETD) document is submitted electronically to OhioLINK via the University Library according to guidelines found at this link:
<https://www.library.kent.edu/about/departments/copyright-services/electronic-theses-dissertations> If necessary, the ETD is revised by the degree candidate, then approved by the A&S Office of Graduate Affairs
- N. Requests for a Delay of Publication (i.e., an embargo) requires a “[Request for Delay of Posting](#)” form to be filled out and forwarded to Michelle Etling (metling1@kent.edu) in the A&S Office of Graduate Affairs. The A&S Office of Graduate Affairs will forward the request to the ETD metling1@kent.edu. More information about a Delay of Posting can be found here:
<https://www.library.kent.edu/about/departments/copyright-services/delays-publication-embargoes>.
- O. OhioLINK posts online the ETD and its metadata (cataloging) as provided by the student and approved by A&S Office of Graduate Affairs.

Preface

This is the official style guide for dissertations and theses prepared in the Kent State University College of Arts and Sciences (hereafter, A&S Style Guide). The A&S Graduate Council and A&S Office of Graduate Affairs approved and adopted this version of the A&S Style Guide at the conclusion of the Fall 2013 term. The Style Guide is often revised as needed. The A&S Style Guide is provided to assist degree candidates in the preparation of their dissertation or thesis. Degree candidates are encouraged to become familiar with the guide before they begin writing their dissertation or thesis and to consult their advisor, the graduate coordinator of their department, or the A&S Office of Graduate Affairs if they have questions regarding the style guide.

Reasons for Regulations

The rules presented here are necessary because dissertations and theses are catalogued by the University Libraries and submitted as an Electronic Thesis or Dissertation (ETD) document in PDF/A format to the OhioLINK Electronic Theses and Dissertations Center (hereafter OhioLINK) and are thus available to scholars worldwide. Therefore, they must be produced with the same care as printed books or journal articles.

Style

A consistent style must be employed throughout the document. Degree candidates must employ a style manual or journal format from a leading, peer-reviewed journal in their discipline accepted by the degree candidate's department to format the references, endnotes, and footnotes for their document. The final document must be consistent with any other specified formats or guidelines provided in this A&S Style Guide. Where the selected style manual conflicts with the A&S Style Guide, the A&S Style Guide takes precedence.

Responsibilities and Approval

Degree candidates are responsible for the accurate preparation of all aspects of dissertation or thesis and for submission of the document to OhioLINK via the University Library. Degree candidates should not expect their advisors to edit their dissertation or thesis for errors of English or formatting. It is the responsibility of the advisor and committee to confirm that the dissertation or thesis is presented in a suitable style and format prior to the final oral defense.

The appropriate forms should be submitted after the defense, Report of Final Exam along with one copy of the signed signature page to the A&S Office of Graduate Affairs (see Checklist on pg. 3 above). The Dean of the College of Arts and Sciences will only sign a dissertation or thesis submitted with the proper documentation. The Deans Signature will be obtained by the Graduate Affairs Office.

Software Packages and Embedded Font Styles

The dissertation or thesis is submitted online as an electronic thesis or dissertation (ETD). The dissertation or thesis may be written using any software package capable of employing scalable, embedded fonts, such as LaTeX, Microsoft Word, Open Office, etc. and able to produce a PDF/A file. The final ETD is submitted as a PDF/A document as required by OhioLINK. The default font style and size must be the same throughout the thesis or dissertation. Embedded, scalable fonts should be 10 to 12 points in size. Do not use exotic fonts (slanted, square, or script type) as the default font for the document. Special fonts may be used for emphasis or when otherwise appropriate, as to format equations. As necessary, a smaller font may be used in tables and charts. Please refer to University Library's ETD page <https://www.library.kent.edu/about/departments/copyright-services/electronic-theses-dissertations> for additional advice regarding the preparation of the ETD.

Margins

The University Library, College of Arts and Sciences and most academic programs no longer request a hardbound version of the dissertation or thesis. With the exception of dissertations or theses intended to be hard bound, degree candidates should employ one-inch margins for the top, bottom, left and right margins on all pages except for the first page of each chapter. Some academic programs still provide the option for degree candidates to format the dissertation or thesis for hardbound copies (e.g., Biological Sciences and Biomedical Sciences). If the dissertation or thesis is to be bound, the left margin should be set at one- and one-half inches, to accommodate the binding process. All other margins should be set at one inch as is standard for dissertations or theses that are intended for electronic distribution (See section on Optional Hardcopies of the Dissertation or Thesis for additional information). The first page of each chapter must have a two-inch top margin to denote the start of a new chapter. The title of the chapter should be centered below the top margin before the start of the text. Left justify the document and use only ragged right margins. All illustrations, graphs, tables and pictorial materials must conform to the specified margins. When necessary, reduce image size before importing it to the page. Oversized material or multimedia components can be provided as supplemental documents to OhioLINK to be archived in conjunction with the ETD. Please contact the Multimedia Studio in the University Library for assistance with inclusion of non-standard or multimedia material in the ETD. All files associated with the ETD are limited to 1 Gigabyte each by OhioLINK. Please refer to University Library's ETD page <https://www.library.kent.edu/about/departments/copyright-services/electronic-theses-dissertations> for additional advice regarding the preparation of the ETD.

Spacing

The text should be double-spaced unless otherwise indicated. Hyphenation of words at the end of a line is discouraged. Division of words is permitted to avoid short lines that end considerably more than one inch from the right margin. To obtain proper spacing for the front matter, refer to the appropriate subsections and appendices of this style guide.

Pagination

Every page in the dissertation or thesis must be assigned a page number. Numbers should be printed centered in the page footer on all pages except for the title page, signature page, and the title page of the appendices. Numbers must run consecutively throughout the front matter using Roman numerals starting with "i" and in the text/appendices using Arabic numerals starting with "1". All pages in each section must be included in the count, although a page number is not printed on the title page, signature page, or the title page of the appendices. Each new chapter or appendix must begin on a new page. Each number can be used only once; use of numbers such as 9a, 9b, and so forth is not allowed.

Front Matter

The specific format to be followed for each type of page containing front matter is illustrated in the appendices to this document. The month and year appearing on the title page and abstract should correspond with the graduation date on which the degree is conferred, not the date of the defense of the thesis or dissertation.

The front matter must be presented in the following order:

1. Abstract page (Optional, page i if included in the ETD, number does not appear)
2. Title Page (page i, page number does not appear)
3. Signature Page (page ii, page number does not appear)
4. Table of Contents (starting with Roman numeral iii, iv, or v depending on the abstract if used numbered in sequence)
5. List of Figures (if applicable, numbered in sequence)
6. List of Tables (if applicable, numbered in sequence)
7. Preface (optional, numbered in sequence)
8. Acknowledgments (numbered in sequence)

Abstract Page

The abstract metadata information must be provided online to OhioLINK. Degree candidates must insert the abstract and associated metadata in the space provided on the OhioLINK website as part of the submission process. Consult the University ETD website <https://www.library.kent.edu/about/departments/copyright-services/electronic-theses-dissertations> and/or the ETD librarian for assistance inserting special characters in the abstract or title. Cindy Kristof, Head Copyright & Document Services, Office Hours by Appointment ckristof@kent.edu. Some departments require that the abstract text also be incorporated as part of the ETD. Please consult your department to determine if you must include the abstract as part of your ETD.

The format for the Abstract page for dissertations and theses is indicated in Appendices A and B below. The abstract page should list the degree candidate's name, graduation date and the degree candidate's academic department as well as the title of the dissertation or thesis and the advisor's name in addition to the abstract text. Arts and Sciences limits the abstract for the ETD to 3,000 characters, although OhioLINK does allow longer abstracts. The abstract should describe the problem or topic, any important or distinctive methods used in the research, and the principal conclusions reached. Formatting instructions for the dissertation or thesis apply equally to the abstract when included in the ETD.

Title Page

The Title page must be prepared as shown below in Appendices C or D for dissertations or theses. Note that all material is centered. Distribution of the ETD through OhioLINK carries an implicit copyright. Degree candidates should indicate this by inclusion of the copyright symbol ©, and the phrase "All rights reserved" on the title page, noting any exclusions for previously published material (see Appendix C or D).

Signature Pages

Each degree candidate must provide one signed PDF version to the A&S Office of Graduate Affairs through email along with the Report of Final Examination. (see Appendix E for the dissertation and Appendix F for the thesis PDF versions of the signature page). This PDF version should be signed with either an electronic signature or script font name (**the office of Graduate Affairs will take care of the Dean's signature**) and submitted to the Office of Graduate Affairs prior to electronic submission of the dissertation or thesis. With respect to margins, the top margin must be 2 inches, the left margin must be 1.5 inches, and the right margin and bottom margins should be 1 inch. The Dean of the College of Arts and Science's signature will be added after the final version of the dissertation or thesis has been submitted and approved in OhioLink.

The ETD dissertation or thesis document that is uploaded into OhioLink includes a signature page. However, to protect signatures, this version of the signature page should only have typed names on the signature lines, rather than signatures (see Appendix G for the dissertation and Appendix H for the thesis electronic versions of the signature pages). The same margins outlined above apply. The Dean of the College of Arts and Science's signature will be provided after the final version of the dissertation or thesis has been submitted and approved in OhioLink.

Table of Contents

All parts of the dissertation or thesis, except the Title page and Signature page, are listed in the Table of Contents. The titles of major divisions (List of Figures, List of Tables, Preface, Acknowledgments, Titles of Chapters, Appendices, and References) should be presented in the Table of Contents in capital letters. If more than one level of heading is used in the Table of Contents, each level should be indented to the right of the preceding higher level. Each level of heading used in the Table of Contents must appear in the order of its rank. As shown in Appendices G and H, page numbers listed in the Table of Contents should be right justified and

aligned vertically. A line of leader dots should be used to guide the reader's eye from each entry in the Table of Contents to the corresponding page number.

Figures

Any type of illustration, photograph, drawing, chart, or graph is referred to as a figure. All figures must fit inside the regular margins of the document. A low-resolution version of any oversized materials should be reduced to conform to the margins. However, full versions of any oversized material or multimedia components can be provided as supplemental documents to OhioLINK to be archived in conjunction with the ETD. Please contact the Multimedia Studio in the University Library for assistance with inclusion of non-standard or multimedia material in the ETD. All files associated with the ETD are limited to 1 Gigabyte each by OhioLINK. If more than three figures are used, a List of Figures should follow the Table of Contents. Wording of entries in the List of Figure should agree exactly with the captions and the wording used in the body of the document. A sample List of Figures is provided in the Appendices below. All full-page figures must have Arabic page numbers, centered in the footer of the dissertation or thesis. Each figure should be labeled as "Figure 1," "Figure 2," and so on, consecutively throughout the document, including the Appendix. The figure number and caption should appear below the figure. Figures may be included in either landscape or portrait mode.

Tables

Tables are any organized arrangement of facts or data in rows and columns. Every table in the document should be referred to in the text. If more than three tables appear in the paper, a List of Tables, must follow the List of Figures in the Table of Contents. List of Tables is arranged on a page in the same way as the List of Figures. Tables must be labeled as "Table 1," and so on, consecutively throughout the document, including the Appendix. Each table must also have a title set above the body of the table. The wording of entries in the List of Tables should agree exactly with the wording used in the table titles. The general instructions regarding margins and page numbers also apply to tables. Tables may be included in either landscape or portrait mode.

Preface

An optional Preface page may be included in the dissertation or thesis to provide a succinct message to place the document in context, or to document the contribution of others to dissertations or theses written in manuscript format (see section on body format below). The generic heading Preface should be centered on the first line of the Preface page. The text may be left-justified and ragged-right or centered on the page as appropriate. The margins, font, font size, and line spacing for the text of this section should be the same as for the body of the dissertation or thesis.

Acknowledgments

An Acknowledgments page is used to thank individuals or institutions that have helped the writer carry out the project. The generic heading Acknowledgments should be centered as the first line of the Acknowledgments page. The text should be left-justified and ragged-right.

The margins, font, font size, and line spacing for the text of this section should be the same as for the body of the dissertation or thesis.

Body of the Document

The dissertation or thesis may be presented in one of two formats. The traditional format presents the work as a single body, with a common Introduction, Methods, Research, Discussion, Conclusions, and Reference sections, or similarly named sections as appropriate to the field, followed by any appendices (see Appendix I, a sample Table of Content for the dissertation or thesis in traditional format, below).

The College of Arts and Sciences also permits the submission of dissertations and theses in manuscript format. Dissertations or Theses submitted in manuscript format must include a general introduction and a concluding synthesis chapter to tie the body of work together. The titles of the first and final chapters should make these roles apparent. The chapters in the dissertation or thesis between the general introduction and concluding synthesis chapter consist of self-contained manuscripts, each with their own introduction, Methods, Research, Discussion, and Conclusions (see Appendix J, a sample Table of Contents for the for the dissertation or thesis in manuscript format). References may be included as a subsection in each manuscript chapter or combined at the end of the document, following the concluding synthesis chapter as agreed upon by the degree candidate, advisor, and committee. The manuscript format aids in shortening the time to publication of the research generated in the dissertation or thesis and assists the committee in evaluating the various contributions from the dissertation or thesis by emphasizing the components that are published or that the degree candidate feels are publishable. Papers already published by the student while conducting research associated with the dissertation or thesis, and for which credit toward no other degree was granted, may be included in the thesis or dissertation at the discretion of the committee, and following appropriate copyright clearance permission (see Copyright Clearance and Registration section). If the manuscripts are not sole author works, the student must include a description of the various authors' contributions as part of the Preface, providing details of the role each co-author played in the research and preparation of the manuscript. Manuscripts submitted for review must be listed as such and copyright permission must be obtained to reprint any papers as part of the dissertation or thesis.

Footnotes

There is a wide diversity of practice in footnotes. The College of Arts and Sciences has no overall requirements regarding the use or formatting of footnotes beyond requiring that a consistent format be applied throughout the dissertation or thesis if they are employed. Degree candidates

should refer to a style manual appropriate for their discipline and approved by their department to guide their use of footnotes (See section on Style).

Bibliography/References

Dissertations or theses in the traditional format should include one Bibliography or Reference list for the entire document. Dissertations or theses in manuscript format may include a separate Bibliography or Reference list for each individual chapter or a single, combined Bibliography or Reference list (See section on Style and Body of the Document).

Appendices

Appendices may be used to present detailed information whose inclusion in the text of the dissertation or thesis would unnecessarily obstruct the flow of the document or the clear presentation of its arguments. All Appendices should be labeled and independent of each other. Ordinarily, an Appendix should not have footnotes (documentation can be inserted in the text). Material placed in the Appendices may be single-spaced, but otherwise must follow the style guidelines outlined in this document regarding margins, font size and pagination, etc.

Defense Copy

The defense copies of the dissertation or thesis forms part of the basis for the questioning of the candidate at the final oral defense. As such, all components of the dissertation or thesis (Table of Contents, List of Figures, List of Tables, Chapters, Appendices and data, and references) that are part of the document must be included in the defense copy. All pages must be numbered appropriately. Although it is assumed that some changes in the final version of the dissertation or thesis may result following the final oral defense, the defense copy should be in as complete and final a form as possible, including content, grammar, style, and format. A copy of the completed thesis must be submitted to the examining committee at least 10 working days before the oral defense. For dissertations, the document must be submitted to committee members at least 10 working days prior to the pre-oral defense meeting and the defense may not be scheduled prior to 10 working days after the pre-oral defense meeting without the permission of the Dean.

Preparation of the Final Copy

The production of a high-quality dissertation or thesis document is the responsibility of the degree candidate. The degree candidate must complete all revisions to the defense copy requested by the committee within the deadlines for graduation. Because dissertations and theses represent the highest level of research and scholarship produced by students at a university, and are now accessible through Internet searches, scholars throughout the world may refer to these documents. Thus, it is important that the style, format, and mechanics are handled in a highly professional manner. The final copy should be error free. Careful attention to

details such as grammar, punctuation, vocabulary, and coordination of headings with tables is necessary if the document is to reflect well upon the candidate and the committee. Asking trusted acquaintances to review the final document can help to identify errors and inconsistencies.

Degree candidates may also elect to hire a professional service to assist them in the production of their final ETD document. Because these individuals cannot be expected to be familiar with the stylistic requirements of all disciplines, the degree candidate should provide them with a copy of the A&S Style Guide and any additional style manuals as appropriate to the discipline. The ETD document obtained from the professional typing service must incorporate any revisions requested by the advisor and committee following the oral defense and conform to the A&S Style Guide. Degree candidates remain responsible for assuring that the final document conforms to the A&S Style Guide even if they decide to use a professional service to edit it.

Optional Hardcopies of the Dissertation or Thesis

The University Library, College of Arts and Sciences and most academic programs no longer request a hardbound version of the dissertation or thesis. Some academic programs still provide the option for degree candidates to format the dissertation or thesis for hardbound copies (e.g. Biological Sciences and Biomedical Sciences). If the dissertation or thesis is to be bound, the left margin should be set at one- and one-half inches, to accommodate the binding process (See section on Margins). Candidates may wish to obtain their own hardbound version through a commercial service and should be aware that a wider left-hand margin is required if the dissertation or thesis is to be bound. Please consult with your department for further information regarding any requirements for hardbound copies.

Submission of the ETD

In order to be officially cleared for graduation, all dissertations and theses must be approved by A&S Graduate Affairs and then submitted electronically to the University Library according to their guidelines <https://www.library.kent.edu/about/departments/copyright-services/electronic-theses-dissertations> . The deadline date for each term for filing final copies is distributed to the Graduate Coordinators in each department. The deadline can be expected to fall approximately four weeks prior to the date of the graduation ceremony. There is currently no charge to the degree candidate for submitting the ETD. Once the dissertation or thesis has incorporated all the final edits requested by the advisor and committee, it is ready for final approval by A&S Graduate Affairs and electronic submission to OhioLINK via the University Library. After the dissertation or thesis is approved for submission, OhioLINK will release your document on the OhioLINK ETD Center website. Dissertations are only archived in a commercial database to assist with their distribution. Within a month or so, OhioLINK will forward a copy of the dissertation ETD to ProQuest, (formerly UMI), to be incorporated into its commercial database of dissertations. It may take ProQuest some months to add the ETD to their database. Degree candidates can request that their ETD be delayed for release during a moratorium period. This provides the opportunity to publish time-sensitive material before it is released to

the Internet. Contact the library ETD page for more information regarding this option <https://www.library.kent.edu/about/departments/copyright-services/electronic-theses-dissertations> . Some externally funded projects may require that data be archived at specific government or private data repositories. Degree candidates are encouraged to incorporate information such as the URL for any associated data repository product as part of their ETD.

Copyright Clearance and Registration

Degree candidates must in most cases request copyright clearance permission to include previously published material as part of their dissertation or thesis. Assistance with copyright clearance can be requested from the Kent State University Library Copyright Clearance Office <https://www.library.kent.edu/about/departments/copyright-services/electronic-theses-dissertations> . Doctoral dissertations incur an archiving fee charged by ProQuest, which the University currently pays. Distribution of the ETD through OhioLINK carries an implicit copyright. Candidates should indicate this by inclusion of the copyright symbol ©, and the phrase "All rights reserved" on the title page, noting any exclusions for previously published material (see Appendix C or D below). Degree candidates may also seek to register their dissertation or thesis through the United States Government Copyright Office. Copyright registration is required before you can pursue legal action for infringement of your work. Because of this, degree candidates can choose to complete the copyright registration process for their dissertation or thesis themselves or through a commercial service. This can usually be done online through the US Electronic Copyright Office less expensively than through a commercial service. Copyright law is a complex topic. For basic information, see the US Government Copyright Office's FAQ. There are additional advantages to copyright registration within five years of publication: see the United States Government Copyright Office for more information <https://www.copyright.gov/registration/> You may also consult the Kent State University Library Copyright Clearance Office (see link above) or a copyright lawyer for additional information. Student Legal Services may be able to provide you with advice or help you to find a copyright lawyer to assist you.

Academic Standards

All students at Kent State are expected to abide by the academic honor code, as specified in the University's Policy Register. Unethical treatment of data, or the use of others' intellectual property without giving them appropriate credit is a serious academic offense. This includes fabrication or manipulation of data or misrepresenting the source, nature, or other conditions of your academic work to get undeserved credit. It is the University's policy that cheating, or plagiarism can result in serious disciplinary action including dismissal depending on the nature of the offense. Repeat offenses can result in dismissal from the University. For complete information see the: <https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism> .

APPENDICES

Appendix A (Sample Abstract Page -Dissertation)

WILLIAMS, TODD O., Ph.D., (month and year you are graduating)

ENGLISH

POETIC RENEWAL AND REPARATION IN THE CLASSROOM: POETRY THERAPY, PSYCHOANALYSIS, AND
PEDAGOGY WITH THREE VICTORIAN POETS (257 PP.)

Dissertation Advisor: Mark Bracher

By looking at the way therapists use poetry in their practices we can find new approaches to teaching and exploring poetry that will make literary study more valuable to students. Poetry therapists' approach poetry by focusing on the reader's experience of a poem rather than on the poem's meaning per se. Using this approach to poetry in the classroom has a number of potential benefits for students. First, poetry offers students the opportunity to increase their self-awareness by helping them examine their experience in terms of emotions and images as well as language. Such a process can enable students to have new perceptions and emotional experiences that can benefit them greatly. . . .

Appendix 8 (Sample Abstract Page - Thesis)

CARMEN, HEIDI MARIJA, M.A. (month and year you are graduating)

PSYCHOLOGY

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

Thesis Advisor: 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...

Appendix C (Sample Title Page- Dissertation)

POETIC RENEWAL AND REPARATION IN THE CLASSROOM: POETRY THERAPY, PSYCHOANALYSIS,
AND PEDAGOGY WITH THREE VICTORIAN POETS

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

by

Todd O. Williams

(month and year you are graduating)

© Copyright

All rights reserved

Except for previously published materials

Appendix 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

(month and year you are graduating)

© Copyright

All rights reserved

Except for previously published materials

Appendix E (Sample Signature Approval Page - Dissertation)

On this page you will type your members names under the lines and the members signatures will go on top of line. This standalone page is turned in to the College of A&S along with the Report of Dissertation Final Exam.

Dissertation written by

Jason W. Ellis

B.A., Iowa State University, 1966

M.A., University of Missouri, 1967

Ph.D., Kent State University, 2012

Approved by

_____, Chair, Doctoral Dissertation Committee
Type Chair's Name Here

_____, Members, Doctoral Dissertation Committee
Type Committee Member Name Here

Type Committee Member Name Here

Type Committee Member Name Here

Type Committee Member Name Here

Accepted by

_____, Chair, Department of (Insert Department Name)
Type Chair's Name Here

Dean Signature obtained by college office _____, Dean, College of Arts and Sciences
Type Dean's Name Here

Appendix F (Sample Signature Approval Page - Thesis)

**On this page you will type your members names under the lines
and the members signatures will go on top of line. This page is turned in by the
department along with the Report of Dissertation Final Exam.**

Thesis written by

Heidi Marija Carman

B.S., The Ohio State University, 1989

M.A., Kent State University, 1993

Approved by

_____, Advisor
Type Advisor's Name Here

_____, Chair, Department of (Insert Dept. Name)
Type Chair's Name Here

Dean Signature obtained by college office _____, Dean, College of Arts and Sciences
Type Dean's Name Here

Appendix G (Sample Electronic Signature Approval Page - Dissertation)

**On this page you will type the members names on top of the line,
no signatures are on this page that is uploaded.**

Dissertation written by

Jason W. Ellis

B.A., Iowa State University, 1966 M.A.,

University of Missouri, 1967

Ph.D., Kent State University, 2012

Approved by

Type Chair's Name Here _____, Chair, Doctoral Dissertation Committee

Type Chair's Name Here _____, Members, Doctoral Dissertation Committee

Type Chair's Name Here _____

Type Chair's Name Here _____

Accepted by

Type Chair's Name Here _____, Chair, Department of (Insert Department Name)

Type Dean's Name Here _____, Dean, College of Arts and Sciences

Appendix H (Sample Electronic Signature Approval Page - Thesis)

**On this page you will type the members names on top of the line,
no signatures are on this page that is uploaded.**

Thesis written by

Heidi Marija Carman

B.S., The Ohio State University, 1989

M.A., Kent State University, 1993

Approved by

Type Advisor's Name Here _____, Advisor

Type Chair's Name Here _____, Chair, Department of (Insert Dept. Name)

Type Dean's Name Here _____, Dean, College of Arts and Sciences

Appendix I (Sample TABLE OF CONTENTS for a Dissertation or Thesis in traditional format)

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