



**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, Summer 2019

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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. Dissertations 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. Submit to the A&S Office of Graduate Affairs by the intended deadline
  - a. Signed Report of Dissertation Final Examination or Report of Thesis Final Examination
  - b. Signed Dissertation or Thesis Preparation Approval form.
  - c. Two signature pages, printed on 50% bond paper, signed in black ink by committee members and Department Chair, to be signed by the Dean of the College of Arts and Sciences.
  - d. Survey of Earned Doctorates packet
- J. 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
- L. Required forms and any optional forms ([www.library.kent.edu/etd](http://www.library.kent.edu/etd) > forms) with appropriate payments are forwarded to the ETD center by A&S Office of Graduate Affairs
- M. OhioLINK posts online the ETD and its metadata (cataloging) as provided by the student and approved by A&S Office of Graduate Affairs.
- N. OhioLINK forwards ETDs for dissertations to ProQuest for inclusion in their online commercial catalog of dissertations.

## **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 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 advisor and committee approve and submit a "Dissertation- or Thesis Preparation Approval Form" (available from the A&S Graduate Studies website forms library) to the graduate coordinator and department chair, who certify the dissertation or thesis. The appropriate forms should be submitted with two copies 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.

## 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 point 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, however, such 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 associate 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, 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](mailto: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 two signed, HARD-COPY versions to the College of Arts and Sciences Office of Graduate Affairs for the Dean of the College of Arts and Science's signature (see Appendix E for the dissertation and Appendix F for the thesis printed versions of the signature pages). The hardcopy versions should be signed in black ink on archival paper (>50% bond paper) 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 ETD dissertation or thesis includes an ELECTRONIC VERSION of the signature page. For privacy, the electronic version of the signature page should include print 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. 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.



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 footnoting. 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 Sty e).

## **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 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**

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 only are also 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 page 16 and 17). 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 and is less expensive 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: Kent State University Policy Register, Chap. 3, section 3-01-8.

# APPENDICES

## **Appendix A (Sample Abstract Page -Dissertation)**

WILLIAMS, TODD O., Ph.D., December 2007

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. MAY 2007

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

December 2007

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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

August 2007

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Except for previously published materials

**Appendix E (Sample Hardcopy Signature Approval Page - Dissertation)**

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

**Appendix F (Sample Hardcopy 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  
Type Advisor's Name Here

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

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

**Appendix G (Sample Electronic Signature Approval Page - Dissertation)**

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 Chair's Name Here \_\_\_\_\_, Dean, College of Arts and Sciences

**Appendix H (Sample Electronic 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

Type Advisor's Name Here \_\_\_\_\_, Advisor

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

Type Chair'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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    I.    [Chapter title] -----1

        [Subheading]-----2

        [Subheading]-----3

    II.   [Chapter title] -----4

        [Subheading]-----5

        [Subheading]-----6

    III.  [Chapter title] -----10

        [Subheading]-----13

        [Subheading]-----15

        [Subheading]-----20

**[Repeat as necessary]**

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