Guidelines for the Preparation of Dissertations, Theses and Research Papers

ORGANIZATION OF PAGES (See Templates)
The pages of your paper should be in the following order:

1. Title page
2. Copyright statement (when applicable)
3. Approval page
4. Abstract
5. Dedication (Optional)
6. Acknowledgments (Optional)
7. Preface (Optional)
8. Table of Contents
9. List of Tables (with page references – required if you have more than one table)
10. List of Figures (with page references – required if you have more than one figure)
11. Text/Body
12. Exhibits (tables, figures, photographs, etc. required if you are presenting all of your tables and figures after the body of your paper)
13. References (or appropriate title prescribed by style manual chosen)
14. Appendices (Optional – required if you have copyright permission or other documents that do not fit elsewhere in your paper)
15. Vita

TITLE PAGE
• Make sure that your paper title on the title page, the approval page, the abstract page, the vita page, and your Oral Defense and Thesis/Dissertation Approval forms match exactly.
• Month year at the bottom of this page is the month and year of graduation

APPROVAL PAGE
• Only the names (not the signatures) of your committee are needed for ETD. (The signatures will be on the original paper Thesis/Dissertation Approval form that is submitted to the Graduate School.)
• Date on this page is the date on which your committee signs your approval form. It should be in the format Month Date, Year, for example, March 8, 2019

ABSTRACT
• Date on this page is the date of your defense in the format Month Date, Year

TABLE OF CONTENTS
• Do not list the Table of Contents as an entry on the Table of Contents page.
• Put the ones digit of every page number in a straight vertical line at the right margin.
• Where chapter titles are longer than one line, end the first line before it reaches the page number vertical line, and then indent the first word of the second line so that it starts under the first word of the first line.
• Indent the chapter listings under the word CHAPTERS, and indent the appendices listings under the word APPENDICES.

LIST OF TABLES and LIST OF FIGURES
• Put the ones digit of every page number in a straight vertical line at the right margin.
• Where chapter titles are longer than one line, end the first line before it reaches the page number vertical line, and then indent the first word of the second line so that it starts under the first word of the first line.

For example…
Figure 23. The effect of switch cost on the total annual cost and the optimum number of switches. ................................................................................................................... 65

Formatting Guidelines

FONTS
• Use the same font throughout your paper. Some standard fonts to choose from: Times New Roman, Bookman, Courier, or Arial.
• The body of the document should use a 10 or 12 font size. Headings and subheadings may go up to 14 point but must be of the same font style as the body of the text.
• **Bold** and **Italics** may be used. In general, *italics* is used for Genera, species, letters, words or phrases cited as a linguistic example, and foreign words. Bold and italics may be used to distinguish heading and sub-heading levels; follow your department guidelines, and be consistent throughout your paper.
• For tables, Six (6) point font should be the smallest used. Try to use the same size as the rest of the body, if possible.

SPACING
• The body of the document must be double spaced.
• There should be no extra spacing between paragraphs.
• There should be no extra spacing before and after each sub-heading.
• Spacing within the table may be single or double spaced based on the readability of the data.
• There should be a judicious use of spacing to "set off" tables, charts, and figures; typically, one double space before and after the table. Again, once spacing is chosen, you must be consistent throughout.
• Other places where single spacing is acceptable:
  • Between the lines of a title or heading that takes up more than one line.
  • Between the lines of a long quote that is indented on both sides.
  • Within a figure or table.
  • Between the lines of a figure/table title or explanation/description.
• Within a reference in the References section. If you single space between the multiple lines of a reference, then you should insert a blank space between reference entries.
• Within footnotes.

TEXT JUSTIFICATION

• The text in chapters should be left justified only, unless your department/program requires full justification of text (e.g., Mathematics).
• Text on title page and approval page are centered.
• Chapter titles are centered, and other headings may be centered, as fits your departmental designated style.

MARGINS AND INDENTATIONS

• Margins are one inch all around. So, text should start one inch below the top of the page and end one inch above the bottom of the page.
• Pages with charts, tables, and figures may have greater margins than listed but may not go into the required margins.
• Paragraph indentations should be a uniform five spaces.
• With a heading at the bottom of a page, when there is not room for at least one line of text under it, move the heading to the next page. In this situation, it is acceptable to have a larger bottom margin.

PAGINATION

• No page numbers on Title page, Copyright page, or Approval page.
• The pages after the Approval page and preceding the text, i.e. Abstract, Acknowledgements, Table of Contents etc. should be numbered using lower case Roman numerals (i, ii, iii, ..) starting with Abstract.
• Roman numeral page numbers must be centered and one-half inch from the bottom of the page centered.
• Text pages, References/Bibliography, Appendices and Vita should consist of Arabic numerals (1, 2, 3..) only, without punctuation, embellishment, or running headers.
• Arabic numeral paging should be continuous and located either right-aligned on the top of the page or centered one half-inch from the bottom of the page.
• Page numbers need to be consistent with the same font style and size as in the text.
• If a page of your document is formatted with landscape orientation, the header and footer of the page are also formatted with landscape orientation. Page numbers on landscape oriented pages should be in the same position as page numbers on portrait oriented pages. For example, if portrait pages have page numbers centered at the bottom, then the landscape pages will also have page numbers centered at the bottom.

HEADINGS AND SUBHEADINGS

• Chapter titles – All chapter titles and top headings should be in all capital letters.
  (including front and back content, e.g., PREFACE, CHAPTER 1, APPENDIX, etc.)
• Either bold all top headings or don’t bold any.
• Use numerals (1,2,3..) instead of words (ONE, TWO, THREE) to represent Chapter numbers. E.g. CHAPTER 1 instead of CHAPTER ONE (in the Table of Contents and on the heading for the chapter).
• Be consistent with chosen format style for headings and sub-headings throughout your document.

MULTIMEDIA OBJECTS

Multimedia object types include oversized tables, complex equations, graphs, diagrams, digital pictures, digital video, digital audio, virtual reality, and even computer software that you have developed.

• Multimedia objects and oversize maps/files may be included as a supplementary file.
• Supplementary files may be uploaded to ProQuest in addition to your ETD pdf file.

SIMPLE OBJECTS

Most simple objects like tables, graphs, and diagrams can be embedded in your ETD using your Word Processor. Here are some guidelines when you embed the objects.

• Float the object to the top of the page.
• Your page can have multiple objects provided they all completely fit, without compromising on margins.
• Title should be directly below the object for figures and above for tables. Number the object according to its position in the chapter (e.g., in Chapter 5 you may have a Table 5.1, Table 5.2, and Figures 5.1, 5.2, and 5.3).

APPENDIX

• List of terms, definitions, questionnaires, and other supplemental information which is useful, but not essential, to the body of the thesis or dissertation may be included in an appendix.
• When you have more than one appendix, name each Appendix with a letter (A, B, C, etc.) and list each Appendix separately with a title in the Table of Contents.
• An APPENDICES cover page prior to Appendix A in your paper is optional.
• Remove hand signatures from any documents that you include in your paper.

VITA

• Only mention the degrees you have already earned, not the degree in progress.
• Only list publications that were already published or accepted, not the ones in process. If a publication has been accepted but not yet published, note it with (in press).
Submission Guidelines

After you pass your defense...

- Your committee members will sign the Thesis/Dissertation Approval and Oral Defense forms, and you or your department representative will submit one original of each of these forms to the Graduate School.

SOME ITEMS TO HAVE HANDY WHEN YOU LOGIN TO SUBMIT YOUR ETD:

- A PDF copy of your dissertation/thesis. This must be a single file.
- Abstract
- Optional Supplementary files (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text.
- Advisor and other Committee Members’ names
- Three subject categories that best include your dissertation/thesis.
- A credit card to make the payment.

SUBMISSION PROCESS

- Login to ProQuest Submission site.
- Fill out the form according to the instructions provided
- Preview and make certain all information is correct
- Browse and submit your ETD
- Submit any associated supplementary multimedia files (optional)
- Select "Submit" to submit to the Graduate School
- You will see a web page indicating that your ETD arrived and awaits review

FEES

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- As author of your thesis/dissertation, you own the copyright, but you have the option to request that ProQuest register your copyright on your behalf. If you choose this option, an additional copyright fee of $55.00 will be added to your submission costs. For more information about copyright and your thesis/dissertation, select the “Resources & Guidelines” tab in ProQuest.

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![Delaying release in ProQuest](image)

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- To use an already published work (text, photograph, drawing, data etc.) in your paper, you must obtain permission from the publisher of that work.
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- This is optional.
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LETTER OF COMPLETION

If you need to have official university confirmation that you have completed your degree, prior to graduation day, then you may send an email with your dawg tag to grad.graduation@siu.edu
to request a Letter of Completion. This letter cannot be written until after you are completely cleared for graduation.

**OTHER NOTES**

- If you were required to secure permission for using human subjects or animals in your study, then you must submit a copy of your approval letter to the Graduate School. Send it attached to an email addressed to etdsupport@siu.edu. It is recommended that you make a statement within your methods section that the study methods have been approved by the SIUC Human Subjects Committee or SIUC Institutional Animal Care and Use Committee. You are not required to include this approval letter in your paper. If you do include it in your appendix, be sure to white out any signatures.
- If you include equations in your paper, and you number them, place the equation numbers in a straight vertical line at the right margin. Be consistent with your numbering system.
- If you have questions about graduation, contact grad.graduation@siu.edu.
- If you have questions about commencement, visit https://commencement.siu.edu/
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Questions or feedback regarding this Guidelines document should be directed to Dr. Rose Moroz, Assistant Dean of the Graduate School, rmtmoroz@siu.edu.

Revised May 15, 2019