Physical Standards for Theses and Dissertations

https://www.wm.edu/as/graduate/studentresources/physicalstandards/index.php

Students must consult with their departments/programs for additional specific style guidelines. Such guidelines cannot contradict the Physical Standards described here.

DELIVERY

Before inspection and approval of the final manuscripts at the Office of Graduate Studies and Research, all fees must be paid to the University Cashier. Students should consult the University Cashier or the Office of Graduate Studies and Research to determine the amount of current fees. A copy of the paid University Cashier receipt must be delivered with the three original bind-ready manuscripts to the Office of Graduate Studies and Research.

Required Fees (fee amounts are subject to change)

- Binding (3 copies), Filing Fee (Dissertation only), Copyright (Dissertation only, optional). Publishing Options – Open Access [requires additional fee] or Traditional, refer to ProQuest/UMI section below for website and details.
- If manuscript exceeds two inches in thickness, an additional binding fee is required for each volume.

Final thesis and dissertation copies (3) must be submitted to the Office of Graduate Studies and Research located in the Stetson House at 232 Jamestown Road in a small box with a printed label with your full name, graduation date, degree and department/program for review and approval by no later than 4:00 p.m. (EST), on the published deadline date for the semester of graduation. Students who cannot personally deliver their thesis/dissertation should make arrangements for someone else to do so or can choose to mail the copies to the OGSR. Students should provide their email address as a means of contact. Copies should not be sent via campus mail. Pages should not be bent, wrinkled, or crumpled as the manuscript will be bound in the same condition as received. It is the responsibility of the student to confirm with the OGSR via email that the thesis/dissertation was received by the deadline. **Please note: It is required that students submit one complete draft of their thesis/dissertation for review of format by the OGSR 3 weeks prior to the published deadline before submitting the final copies (See the Events Calendar for the most up to date deadlines for the draft and Final submissions.**)

The OGSR prefers to receive this required draft by e-mail to apgrad@wm.edu. The OGSR will check the entire document for formatting and required content elements hence the student can still be revising content of the text while this review occurs.

The required pages are standardized for all theses and dissertations and must be completed using one of the form/template formats (Word or PDF - Consult your Department/Program to see if they have a LaTeX template) which are listed in required page order for the theses/dissertation.

Students are cautioned to consult their advisors well in advance to arrange a schedule that will allow submission of the draft and final copies of their thesis/dissertation by the deadlines. If advisors travel away from campus students need to be particularly aware of the need to arrange for relevant meetings and examinations well before submission deadlines. Exceptions to the published deadline dates are allowed only with the approval of the Dean of Graduate Studies and Research, and these requests must be submitted in writing to the Dean at least one week prior to the published deadline.

Students will be notified by e-mail within five business days whether the final thesis/dissertation has been approved by the Office of Graduate Studies and Research.
PAPER

One original and two copies of the thesis or dissertation, ready for binding, must be printed on white 8.5" x 11", 20-pound weight, and acid-free paper.

LINE SPACING

Theses and dissertations must be typewritten and double spaced on one side of the paper. Captions, footnotes, table of contents, vita and other such text may be single spaced.

PRINT AND TYPE SIZE

Print should be black and the characters consistently clear and dense. Dot matrix printers are not acceptable. Lower case letters must have "true descenders", e.g., y's and p's etc. must extend below the printed line. The text body must be at a font size of at least 10pt, but no more than 12pt.

MARGINS

All text pages must have a left margin of 1.5 to 2.0 inches; top, right and bottom margins must be 1.0 to 1.25 inches.

FOOTNOTES

Footnotes may be placed at the bottom of each page or at the end of the document. Placement of footnotes must follow page margin requirements.

PAGE NUMBERING

Preliminary Pages:

Required Page Order
All theses and dissertations must contain the following pages in the order listed. The Title, Copyright, Approval, Compliance and Abstract pages should not be numbered and should not be listed in the Table of Contents. The Table of Contents should start at Roman numeral i. The Acknowledgments and all optional pages should be included in the Table of Contents and numbered with sequential pagination with lower case Roman numerals (i, ii, iii, etc.) at the bottom center of each page [1 inch from bottom of page].

1. Title page (must use existing template)
2. Copyright page (if applicable) – Consult program office for page format
3. Approval page (must use existing template)
4. Compliance page (if applicable) (must use exiting template)
5. Abstract (must use existing template)
6. Table of Contents (paginated starting at Roman numeral i)
7. Acknowledgements (continued sequential pagination with Roman numerals)
**Required Page Order for Optional Pages**

When included, each of the following pages must be listed in the Table of Contents and be numbered using continued sequential lower case Roman numerals.

1. Dedication (must use existing template)
2. List of Tables (must use existing template)
3. List of Figures (must use existing template)

**Text Pages:**

Text and reference/bibliography pages must be numbered consecutively using Arabic numerals (starting at the number 1) and consistently in either the upper right corner of each page [1 inch from top of page and 1 inch from right margin] or the bottom center of each page [1 inch from bottom of page], being careful not to go beyond the margins. **Note:** The following pages must be listed in the Table of Contents.

1. Body of text
2. Appendices (if applicable)
3. References/Bibliography
4. Vita (if applicable)

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**TITLE PAGE**

Title pages must strictly conform to the format provided in the [Title Page (WORD)](http://www.proquest.com/titlepage) or the [Title (Dissertation) Page PDF](http://www.proquest.com/titlepage) and the [Title (Thesis) Page PDF](http://www.proquest.com/titlepage) templates. The student’s full legal name, or name as it appears in BANNER, must be used. Please note, titles may be unlimited in length, however, the Library spine binding will only permit a limit of 50 characters. Therefore, you must also provide an abbreviated title for the spine binding at submission.

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**COPYRIGHT PAGE (IF APPLICABLE)**

Students are strongly advised to copyright and should consult the department/program office for copyright page format.

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**COPYRIGHT FORM (IF APPLICABLE)**

FOR DOCTORAL DISSERTATIONS ONLY (if applicable) -- Students are strongly advised to copyright and should consult the department/program office for copyright page format. Students registering for copyright can find the copyright registration authorization form at [http://www.il.proquest.com/dissertationagree](http://www.il.proquest.com/dissertationagree). See the Dissertation Publishing Agreement at the bottom of the above site for copyright options.
APPROVAL PAGE

The Approval page template must be used for all theses and dissertations. The approval page must be signed by the student and each individual committee member. If necessary, the approval sheet should be mailed to the committee member for the required signature. The student needs only to get one set of required original signatures, as signature pages may be copied onto acceptable paper.

If a committee member is unable to receive a hard copy of the approval sheet via mail and is not available to sign the Thesis Recommendation Form or Recommendation and Defense of Dissertation Form, the committee member must send an e-mail message to the Office of Graduate Studies and Research which approves the thesis/dissertation and allows a proxy signature prior to the deadline for completion of degree requirements. If the Director of Graduate Studies is a member of the student’s thesis/dissertation committee, is the committee chair, or is out of town, the Department Chair/Program Director should serve as the proxy. The proxy should sign his/her name followed by (for John Doe).

Note: The committee chair cannot serve as proxy.

COMPLIANCE PAGE (IF APPLICABLE)

To determine whether the Compliance page template must be used, all students must complete the Compliance Committee form.

COMPLIANCE COMMITTEE FORM

REQUIRED FOR ALL GRADUATE STUDENTS:

Federal Regulations require formal review for certain classes of activity BEFORE employees or students begin work. Review is required whether these regulated activities are supported by external or internal funds, whether they are performed as research or as part of normal instruction in a classroom, lab, or practicum, whether they are performed on or off College grounds, and whether they are part of a formal research program or undertaken as the result of academic curiosity on the part of a professor or student.

Areas of concern include:

a) Work that involves living human subjects (including survey research or questionnaires);

b) Work that involves the use and care of vertebrate animals;

c) Work that uses or produces radioactive materials; and

d) Work that involves institutional bio-safety concerns such as:
   • Recombinant DNA
   • Work with any human fluid, tissue or infectious agent
   • Research involving direct or indirect contact with wild-caught animals that may harbor infectious agents

By law, proposed work in any of the four categories above must be reviewed by duly constituted committees appointed by and reporting to senior College administrators. Investigators must submit compliance proposals that include detailed, step-by-step procedures to be used in the research. Further, committee review is required for survey work that may be done year-after-year in scheduled classes or laboratories.

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Office of Social Studies (PDP)
A detailed description of the compliance committees, along with guidance for investigators, is available on the College's Compliance website:

http://www.wm.edu/offices/sponsoredprograms/researchcompliance/guidanceandprocedures/

Individuals who will perform, or intend to perform, a particular activity involving regulated areas may not judge for themselves whether that work is exempt from formal review. If you have questions you should either submit your proposed activity through the Protocol and Compliance Management electronic submission program for review or contact a Committee Chair to discuss it. Written committee approvals must be in place prior to beginning any project.

Given these federal regulations, every A&S graduate student must submit to the Office of Graduate Studies and Research an Institutional Compliance Committee Form (PDF) as a separate form (not inserted into the thesis or dissertation), along with the original and two copies of the final version of their thesis or dissertation.

The Institutional Compliance Committee Form requires original signatures from the student and the student's faculty research advisor certifying that either (1) the research did not involve any of the classes of work detailed above or (2) the research was approved in advance by the appropriate W&M compliance committee(s). In the second case, the thesis or dissertation must include a Compliance Page, based on the Compliance Page template.

**ABSTRACT**

The Abstract page template PDF must be used for all theses and dissertations and the abstract must fit within the template text box.

**TABLE OF CONTENTS**

The Table of Contents page template WORD must be used for all theses and dissertations and the abstract must fit within the template text box. Paginated starting at Roman number i.

**ACKNOWLEDGEMENTS**

The Acknowledgements page template WORD must be used for all theses and dissertations and the abstract must fit within the template text box. Acknowledgements should be included in the Table of Contents and continue sequential pagination with lower case Roman numerals. Acknowledgements should express gratitude to those that helped support and guided the completion of the thesis/dissertation (i.e.: your dissertation advisor/committee, other faculty, mentors, college staff, family and friends).

**DEDICATION PAGE**

The Dedication page template WORD must be used for all theses and dissertations and the abstract must fit within the template text box. When included, the Dedication must be listed in the Table of Contents and be numbered using continued sequential lower case Roman numerals. A dedication can be to whomever you would like (i.e. your parents, your spouse, your children, your cat). It is ok to dedicate your thesis/dissertation to someone mentioned in the acknowledgments.

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Office of Graduate Studies and Research
LIST OF TABLES PAGE

The List of Tables page template WORD must be used for all theses and dissertations and the abstract must fit within the template text box. When included, the List of Tables must be listed in the Table of Contents and be numbered using continued sequential lower case Roman numerals.

LIST OF FIGURES PAGE

The List of Figures page template WORD must be used for all theses and dissertations and the abstract must fit within the template text box. When included, the List of Figures must be listed in the Table of Contents and be numbered using continued sequential lower case Roman numerals.

PROQUEST/UMI FILING FEE

FOR DOCTORAL DISSERTATIONS ONLY -- Each Ph.D. dissertation must be filed with ProQuest/UMI, Ann Arbor, Michigan. Students may obtain the filing forms from http://www.il.proquest.com/dissertationagree. The ProQuest/UMI agreement form, an extra copy of the title page, and an extra copy of the abstract page are required and must be submitted to the Office of Graduate Studies and Research along with the final original and two copies of the dissertation.

SURVEY OF EARNED DOCTORATES FOR DISSERTATIONS

FOR DOCTORAL STUDENTS ONLY – The required Survey of Earned Doctorates must be submitted electronically at the following website: Survey of Earned Doctorates for Dissertations. You will be asked to provide your name, institution, department, graduation month and year, and an e-mail address. You will be able to advance directly into the survey after registering. Upon submitting the survey you and the OGSR will receive a Certificate of Completion via email. Please print a copy for your records.

NOTE: The paper form will not be accepted by the OGSR.

GUIDELINES FOR SUBMITTING DISSERTATIONS AND THESSES TO THE UNIVERSITY ARCHIVES

Students no longer have to register their thesis or dissertation with the cataloging department at Swem Library. Library staff will now handle this internally.

For additional information and to obtain the forms and templates mentioned in this document please visit the Arts and Sciences Graduate Program website: http://www.wm.edu/as/graduate/studentresources/physicalstandards/index.php