

## Physical Standards for Theses and Dissertations

**Students must consult with their departments/programs for additional specific style guidelines.**

### DELIVERY

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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 for review and approval by no later than 5:00 p.m. 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 recommended 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.

Students are cautioned to consult their advisors well in advance to arrange a schedule that will allow submission of the thesis/dissertation by the deadline. 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 three working days prior to the published deadline.

Students will be notified by e-mail within 3 business days whether the final thesis/dissertation has been approved by the Office of Graduate Studies and Research.

### PAPER

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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

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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

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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

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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

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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

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### Preliminary Pages:

#### Required Page Order

All theses and dissertations must contain the following pages in the order listed. These pages should not be numbered or listed in the Table of Contents.

1. Title Page Template
2. Copyright page (if applicable) – Consult program office for page format
3. Approval Page Template
4. Compliance Page Template (if applicable)
5. Abstract Template

#### Suggested Page Order

After the required pages, the remaining order of pages is subject to the discipline guidelines. The general suggested order is as follows. If included after the Table of Contents, all of the following pages must be listed in the Table of Contents and be numbered using lower case Roman numerals (i, ii, iii, etc.) at the bottom center of each page [1 inch from bottom of page] beginning with the Table of Contents as Roman numeral one. **Note:** Pages placed before the Table of Contents must not be numbered or listed in the Table of Contents.

1. Table of Contents
2. Dedication Page
3. Acknowledgements
4. List of Tables
5. List of Figures

## PAGE NUMBERING (continued)

**Text Pages:** Text and reference/bibliography pages must be numbered consecutively using Arabic numerals 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)

## TITLE PAGE

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Title pages must strictly conform to the format provided in the [Title Page template](#). The student's full legal name, or name as it appears in BANNER, must be used.

## COPYRIGHT PAGE (IF APPLICABLE)

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

## APPROVAL PAGE

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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. [On April 27, 2010, COGS members voted unanimously that the Director of Graduate Studies rather than the committee chair should serve as the proxy who signs the approval page when thesis/dissertation committee members cannot sign because they are out of town. 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 the name of the absent committee member, followed by a "/" and the initials of the proxy's name.]

## COMPLIANCE PAGE (IF APPLICABLE)

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To determine whether the [Compliance Page template](#) must be used, all students must complete the [Compliance Committee form](#).

## ABSTRACT PAGE

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The [Abstract Page template](#) must be used for all theses and dissertations and the abstract must fit within the template text box.

## COMPLIANCE COMMITTEE FORM

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REQUIRED FOR ALL GRADUATE STUDENTS -- As stated in the Graduate Program Catalog section entitled "Institutional and Federal Compliance Requirements", graduate students cannot begin certain types of research (work involving human subjects, radioactive materials, vertebrate animals, recombinant DNA, infectious agents, any human fluid or tissue, or direct or indirect contact with wild-caught animals that may harbor infectious agents) until the faculty research advisor has submitted a proposal to the appropriate W&M compliance committee(s) and has received written approval. Every A&S graduate student must provide a [Compliance Committee form](#) as a separate form (not inserted into the thesis or dissertation) submitted to the Office of Graduate Studies and Research with the final original and two copies of the thesis or dissertation. The Compliance Committee Form must be signed by the student and the faculty research advisor, certifying that either (1) the research does not involve the above types of research, or (2) the research has been approved by the appropriate W&M compliance committee(s). If the graduate student's research involves the above types of activities, the final original and two copies of the thesis or dissertation must include a completed [Compliance Page template](#).

## COPYRIGHT FORM (IF APPLICABLE)

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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>. See the Dissertation Publishing Agreement at the bottom of the above site for copyright options. [The student must enter "dissertations" as the username and "publish" as the password (case sensitive)].

## PROQUEST/UMI FILING FEE

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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>. To access ProQuest/UMI, enter "dissertations" as the username and "publish" as the password [case sensitive]. Instructions and forms are located in the "Dissertation Publishing Agreement" document on this site. 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**

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FOR DOCTORAL STUDENTS ONLY -- This survey is a requirement and must be completed and ready to turn in to the Office of Graduate Studies and Research with the final original and two copies of the manuscript. The form can be obtained at the student's department/program, or from [http://grad.uic.edu/pdfs/SED2010-2011\\_fr.pdf](http://grad.uic.edu/pdfs/SED2010-2011_fr.pdf)

## **GUIDELINES FOR SUBMITTING DISSERTATIONS AND THESES TO THE UNIVERSITY ARCHIVES**

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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>