



College of Architecture & Environmental Design

College of the Arts

**STYLE GUIDE AND INSTRUCTIONS FOR PREPARING
THESES AND DISSERTATIONS**

June 2013

CHECKLISTS FOR THESIS AND DISSERTATION PREPARATION

Electronic Thesis

- A. Approved Thesis Topic form signed by student, advisor, and school director accompanied by a description of the topic and methodology must be submitted to the appropriate Dean's Office before final term (the dean will not sign the final signature page without this form)
- B. Standard typeface or font and point size between 10 and 12
- C. Text, tables, and graphs should be in black except where color improves the electronic document
- D. No running heads
- E. Margins: 1.0 inch from top, bottom, left and right edges. This includes all figures, tables, appendices, references, and signature pages
- F. Format of tables, figures, footnotes, and references within the text should follow guidelines in the recommended style guide and conform to the margins as listed above
- G. Page numbers placed 0.5 inch from top and right edges - flexibility based on specific software parameters is acceptable
- H. All front matter in correct format (see p. 7 for information about front matter)
- I. Document submitted electronically **according to guidelines** (<http://www.kent.edu/library/ETD>) by deadline
- J. Submit to the CAED or COTA Dean's Office by deadline:
 - a. Two signature pages, printed on approved paper (see p. 5 for information about paper), signed in black ink by advisor and school director, to be signed by dean
 - b. Any optional forms (www.library.kent.edu/etd > forms) with appropriate payments

Electronic Dissertation

- K. Approved Dissertation Topic form signed by student, advisor and school director accompanied by a description of the topic and methodology must be submitted to the CAED or COTA Dean's Office before final term (the dean will not sign the final signature page without this form)
- A. Standard typeface or font and point size between 10 and 12
- B. Text, tables, and graphs should be in black except where color improves the electronic document
- C. No running heads
- D. Margins: 1.0 inch from top, bottom, left and right edges. This includes all figures, tables, appendices, references, and signature pages
- E. Format of tables, figures, footnotes, and references within the text should follow guidelines in the recommended style guide and conform to the margins as listed above
- F. Page numbers placed 0.5 inch from top and right edges - flexibility based on specific software parameters is acceptable
- G. All front matter in correct format (see p. 7 for information about front matter)
- H. Document submitted electronically **according to guidelines** (<http://www.kent.edu/library/ETD>) by deadline
- I. Submit to the CAED or COTA Dean's Office by deadline:
 - a. Two signature pages, printed on approved paper (see p. 5 for information about paper), signed in black ink by committee members and school director, to be signed by dean
 - b. Survey of Earned Doctorates packet
 - c. Any optional forms (<http://www.kent.edu/library/ETD>> forms) with appropriate payments

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PREFACE

This is the official style guide for theses and dissertations in the two colleges served by the Office of Advising and Academic Services: the College of Architecture and Environmental Design, and the College of the Arts. Special style guides are used by various Schools for footnote form and other matters of detail. Students should consult these guidelines for matters not covered in this style guide. When variations between statements in this document and the style guides listed for a specific discipline occur, students should consult with their thesis or dissertation advisor.

Reasons for Regulations

The rules presented here are necessary because theses and dissertations are catalogued by University Libraries and submitted in an electronic format to OhioLINK Electronic Theses and Dissertations Center. Therefore, they must be produced with the same care as printed books. Margins must be uniform, and paper, if used, must be of uniform color and quality.

Responsibilities

Degree candidates are responsible for the accurate preparation of all aspects of the thesis or dissertation and submission of the document. Candidates should not expect their advisors to edit their theses or dissertations for errors, nor should they expect typists to correct or edit copies.

Approval

Certification that a thesis or dissertation is correct with regard to mechanical style and format is made by the student, the thesis or dissertation director, and the School Director. Such certification is made through submission of two copies of the signed signature page to the Dean's Office of the College of Architecture and Environmental Design or College of the Arts (with all signatures secured in black ink except the college dean's).

DOCUMENT PRODUCTION

Master's and Ph.D. students are required to submit theses and dissertations electronically. Information about electronic submission is available at www.library.kent.edu/etd.

Approved Paper

Use black print on 8.5-inch by 11-inch 20-24 pound acid-free archival-quality white laser paper for signature pages. To avoid variations in color and texture, the same paper must be used throughout each copy. If incorrect or unapproved paper is used, reprinting of the signature pages and thesis will be required.

Margins

Allow one inch for the top, bottom, left, and right margins. Double spacing down from the line the page number appears on is preferable; however, flexibility based on specific software parameters is acceptable. Use only a ragged right margin (unjustified). Take special care to ensure that illustrations, graphs, tables and pictorial materials do not extend beyond top, bottom, or side margins. When necessary, reduce image size before importing it to the page. Call the Office of Advising and Academic Services (330-672-2780) with specific questions.

Spacing

Double-space the text throughout. Hyphenation of words at the end of a line is discouraged. Division is permitted to avoid short lines that end considerably more than one inch from the right margin. To obtain proper spacing for front matter, refer to the appendixes of this manual. Footnotes should be single spaced. References may be single spaced, with a double space between entries.

Quotations

For quotations longer than 40 words, indent five spaces from the left margin with no quotation marks at the beginning or end. Long quotes are usually single spaced, but check the style manual accepted by the department in which the thesis or dissertation is being written.

Pagination

Every page in the thesis or dissertation must be assigned a page number, and numbers should appear on all pages except for the title page of the document and

the title page of the appendices.

Use lower case Roman numerals for page numbers on pages containing front matter (e.g., table of contents, list of figures, list of tables, preface, acknowledgments, etc.). Center page numbers on front matter approximately 0.5 inch from the bottom. Use Arabic numerals for the text beginning on page one of chapter one. Place page numbers in the top right-hand corner approximately 0.5 inch from the right and top edges. 6

Numbering must run consecutively throughout the front matter, text, and appendices with no missing numbers. Each number may be used only once; use of numbers such as 9a, 9b, and so forth is not allowed.

Font

A single font style must be used throughout the text. Standard font sizes are 10 and 12. As necessary, a smaller font may be used in tables and charts.

Underlining in the text, unless part of a formula or equation, is discouraged. For adding emphasis, use italics, boldface, or all caps.

Use of italics and boldface is permissible. Italics can be used to replace underlining throughout the document, including headings and references. Guidelines for headings are shown in the *APA Publication Manual (Sixth Edition)* and *The Chicago Manual of Style (16th Edition)*.

FRONT MATTER

The format for pages containing front matter is shown in the appendixes of this document. Prepare those pages exactly as shown. **The month and date appearing on the title page and abstract should correspond with the date on which the degree is conferred (not the date of the defense of the thesis or dissertation).**

Organization of Front Matter

The front matter must be presented as follows:

1. Title Page (page i, page number does not appear)
2. Signature Page (page ii, page number does not appear)
3. Table of Contents (page iii, numbered in sequence)
4. List of Figures (if applicable, numbered in sequence)
5. List of Tables (if applicable, numbered in sequence)
6. Preface, including Acknowledgments or Acknowledgments alone if there is no Preface (numbered if applicable)

Title Page

The title page must be prepared as shown in the appendix. Note that all material is centered and that the title of the thesis or dissertation is presented in uppercase letters.

Signature Page

Sample signature pages for the thesis and for the dissertation are shown in the appendixes. The signature pages of both submitted originals must be signed with original signatures in black ink. The student is responsible for obtaining all signatures except the dean's. The dean's signature is obtained after the final, proofed or edited originals of the thesis or dissertation have been submitted and approved in Ohio LINK. Candidates should include an unsigned signature page within the electronic document and submit two signed originals (on paper) to the Office of Advising and Academic Services with the thesis/dissertation preparation approval form (also on paper) by that semester's deadline.

Table of Contents

All parts of the thesis or dissertation, except the title page and signature page, are listed in the Table of Contents. The titles of major divisions (acknowledgments, list of figures, list of tables, titles of chapters, appendixes, 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 three spaces (or one standard tab) 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 the Appendices of this document, page numbers 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. Candidates who are unable to vertically align material and page numbers in the Table of Contents may hire a typing service for assistance.

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 paper. Oversize materials should be reduced to conform to the margins.

If more than three figures are used, a List of Figures should follow the Table of Contents. Wording of entries in the List of Figures 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 appendixes.

All full-page figures must have page numbers in the upper right corner. 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. Authors should follow the style guide designated for their discipline when preparing figure captions.

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. The 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. Authors should follow the style guide designated for their discipline for guidelines on centering and capitalization. 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 of figures also apply to tables.

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 one and a half inches from the top of the page. Margins for the text of this section should be the same as for the body of the thesis or dissertation.

THE BODY OF THE PAPER

Levels of Headings

Theses and dissertations are complex projects that may require different levels of headings throughout the body of the paper. The author has considerable latitude in determining the number of levels to include. Each level of heading used in the Table of Contents must appear in the order of its rank, and the wording must agree exactly with the wording used in the body of the document. Two systems of headings are shown below. Whichever the author chooses must be used consistently and exclusively.

System One

When using conventional typeface, italics may be used instead of underlining. However, no bolding is permitted in any part of the document. The format for system one is as follows:

- Level 1 -- Centered, all caps
- Level 2 -- Centered, caps and lower case
- Level 3 -- Centered, underlined or italicized, caps and lower case
- Level 4 -- Flush left, underlined or italicized, caps and lower case
- Level 5 -- Indented five spaces, underlined or italicized, lower case paragraph heading, ending with a period

Figure 1 illustrates the use of the five levels of headings shown above with italicized chapter headings. The numbers in parentheses at right indicate the level of heading.

	Heading Level
CHAPTER IV	(1)
RESULTS	(1)
Development of Composite Measures	(2)
<i>Construct Validity</i>	(3)
<i>Coefficients of Congruence</i>	(4)
<i>Equivalency across student groups.</i>	(5)

Figure 1. Sample headings with italics in System One

System Two

Combinations of regular and boldface (but not underlining) can be used in this system as follows:

- Level 1 -- Centered, all caps, boldface
- Level 2 -- Centered, all caps, regular
- Level 3 -- Centered, caps and lower case, boldface
- Level 4 -- Centered, caps and lower case, regular
- Level 5 -- Flush left, caps and lower case, boldface
- Level 6 -- Indented five spaces, caps and lower case, ending with a period, boldface

CHAPTER IV	Level (1)
RESULTS	(2)
Development of Composite Measures	(3)
Construct Validity	(4)
Coefficients of Congruence	(5)
Equivalency across student groups.	(6)

Figure 2. Sample headings using combinations of regular and boldface in System Two

Appendixes

Appendixes are used to present detailed information that, if included in the text, would obstruct clear presentation of the argument. The name of the appendix (Appendix A, etc.) should be placed in the center of a blank page preceding the appendix or on the top of the first page of each appendix. Each appendix should be independent of others. In most cases, an appendix should not have footnotes (documentation can be inserted in the text). Materials placed in the appendixes must meet the same standards of pagination, margins, etc., as other parts of the document.

References

In a dissertation or thesis, the term "references" implies a list of sources used in preparation of the document. Scholarly ethics require that authors not list works that have not actually been consulted; only works that have been cited in the footnotes or in the text should be included in the references. However, a **bibliography** may contain relevant sources in addition to those cited in the document.

References may be single or double spaced within a single entry and must be double spaced between entries. References are placed last in the document, after the appendices. All references should be in hanging paragraph form (first line on the margin, other lines are indented).

THE ABSTRACT

A thesis abstract should be approximately 200 words in length. A doctoral dissertation abstract should be no longer than 350 words. The abstract should describe the problem or topic, any important or distinctive methods used in the research, and the principal conclusions reached. It should be written without formulas or symbols and in language understandable to a reader outside the discipline. The doctoral dissertation abstract must conform to the requirements of Dissertation Abstracts International without further editing or revision.

Candidates must type the abstract in space provided on the OhioLINK website as part of the submission process and should not include an abstract as part of the thesis or dissertation document.

DEFENSE COPY

The "defense" copy is a basis for the questioning of the candidate. As such, all parts (Table of Contents, List of Figures, List of Tables, all data, appendixes, and References) that are part of the document must be included as they will appear in final form. All pages must be numbered appropriately. Although it is assumed that changes in the final copy may result from the oral defense, the defense copy should be in as complete and final form as possible, including content, grammar, style, and format of the manuscript.

A copy of the completed thesis or dissertation 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.

PREPARATION OF THE FINAL COPY

Some schools prefer that students not prepare the final copy until after the student's final oral examination. Copies of the thesis or dissertation supplied to examination committees, however, must be neat and legible. Consult your school or advisor concerning their preferences. Students may have professionals produce the final copies. Since these individuals cannot be expected to be completely familiar with the stylistic requirements of all disciplines, copies supplied to a professional typing service should adhere closely to the expected final versions.

Because theses and dissertations represent the highest level of research and scholarship produced by students of a university, scholars throughout the country and the world may refer to these documents. Thus, it is important that the style, format, and mechanics are handled in a highly professional manner as outlined in other sections of these guidelines. The final copy should be error free.

Production of a high-quality dissertation or thesis document is the responsibility of the degree candidate. Careful attention to details such as 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 written work can be helpful in identifying errors and inconsistencies. An alternative is to employ a professional editor who is familiar with the style standards identified for the discipline and the format requirements described in these guidelines.

Submission

In order to be officially cleared for graduation, a student must submit the document electronically according to guidelines available on the University Libraries ETD website (<http://www.kent.edu/library/about/depts/technicalservices/etd/index.cfm>). The deadline date for each term for filing final copies is published in the Graduate Catalog. The deadline can be expected to fall approximately four weeks prior to the date of the graduation ceremony.

REGISTRATION AND COPYRIGHT OF THE DISSERTATION

Ph.D. candidates must complete and submit the Survey of Earned Doctorates to the Office of Advising and Academic Services by the filing deadline. This form, which gathers data from all research doctorate graduates for a data bank, is provided to students by the Office of Advising and Academic Services. Be sure to call the Office of Advising and Academic Services if you do not have this paperwork (330-672-2780).

Doctoral dissertations incur a publication fee charged by UMI, but the university absorbs it. Ph.D. graduates can choose to purchase other optional services from UMI (copyright registration and bound copies of the dissertation).

The Office of Advising and Academic Services will be notified of your electronic dissertation submission, will review it, and will notify you if any changes need to be made before officially uploading it to OhioLINK. After the college approves the submission, OhioLINK will release your document on the OhioLINK ETD Center website. At some point after that, usually within a month or so, OhioLINK will forward a copy of electronic dissertations to UMI. It may take UMI some months to add the ETD to their database.

The optional UMI copyright registration form (www.library.kent.edu/etd > forms) is only completed if you are copyrighting (KSU does not recommend this option as OhioLINK does this), you need a publisher's permission, or you are ordering copies from UMI. If you choose to have UMI to act as an agent in securing a copyright, the copyright registration form must be submitted with a \$65.00 certified check or money order made out to ProQuest Information and Learning Company. This fee covers the copyright registration and the two copies required by the United States Copyright Office.

SPECIAL STYLE GUIDES FOR THE VARIOUS DISCIPLINES

The following style guides are approved for dissertations and theses done in the two Colleges. They should be consulted for matters not covered in this style guide. Use the current edition of each guide.

Discipline	Supplemental Style Guide
Architecture & Environmental Design	<i>Publication Manual of the American Psychological Association</i>
Art	Art Education <i>Publication Manual of the American Psychological Association</i>
	Art History Consult the graduate coordinator for the appropriate manual for your area
	Studio Areas Consult the graduate coordinator
Music	<i>The Chicago Manual of Style</i> Luper and Helm, <i>Words and Music: Form and Procedure</i> <i>Publication Manual of the American Psychological Association</i> Turabian, <i>A Manual for Writers of Term Papers, Theses, and Dissertations</i>

The Chicago-Style Citation Quick Guide can be accessed at
http://www.chicagomanualofstyle.org/tools_citationguide.html

APPENDIXES

*Sample***THESIS/DISSERTATION PREPARATION APPROVAL FORM**

Title of thesis or dissertation:

I. To be completed by the student:

I certify that this document meets the preparation guidelines as presented in the *Style Guide and Instructions for Preparing Theses and Dissertations*.

(Signature of Student)

(Date)

II. To be completed by thesis/dissertation advisor:

This document is suitable for submission.

(Signature of Advisor)

(Date)

III. To be completed by School Director.

I certify, to the best of my knowledge, that the required procedures have been followed and the preparation criteria have been met for this thesis/dissertation.

(Signature of Director)

(Date)

xc: Graduate Coordinator

DRAWING FROM LIFE VERSUS DRAWING FROM PHOTOGRAPHS:
THE EFFECT OF VISUAL REFERENT ON ADOLESCENT
DRAWINGS

(Sample Title Page)

A thesis submitted to the College of the Arts
of Kent State University in partial fulfillment of the
requirements for the degree of
Master of Arts

by

Edith I. Davidson

August, 2013

Thesis written by

Jill Hollister

B.F.A., Purchase College, 1995

M.F.A., Kent State University, 2013

(Sample Thesis Signature Page)

Approved by

Peter D. Jones, Ph.D., Advisor

Samantha N. Smith, M.A., Director, School of Art

Joseph T. Johnson, Ph.D., Dean, College of the Arts

Dissertation written by

Margaret E. Algren

B.S., Ohio University, 1981

M.A.C.T.M., Cleveland State University, 1995

Ph.D., Kent State University, 2013

(Sample Dissertation Signature Page)

Approved by

Jim D. Smith, Ph.D., Chair, Doctoral Dissertation Committee

George Alton, D.M., Member, Doctoral Dissertation Committee

Susan Jones, Ph.D., Member, Doctoral Dissertation Committee

Ann L. Jackson, M.A., Member, Doctoral Dissertation Committee

Accepted by

Richard Lance, Ph.D., Director, School of Music

Joseph T. Johnson, Ph.D., Dean, College of the Arts

Sample

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ACKNOWLEDGMENTS

I want to thank my wonderful husband, who has stood by me through all of the difficult, late nights. I want to thank the faculty in the School of Music who had a positive impact during my time at Kent State University, especially my advisor. I want to thank my family for being wonderful.

(Sample Acknowledgments)

Sample Abstract (do not use the word abstract on this document)

DAVIDSON, EDITH, M.A., AUGUST, 1991

ART

DRAWING FROM LIFE VERSUS DRAWING FROM PHOTOGRAPHS: THE EFFECT OF VISUAL REFERENT ON ADOLESCENT DRAWINGS (107PP.)

Director of Thesis: Frank D. Susi

Copying from two-dimensional sources, once considered the first step in learning representational drawing, is a centuries-old practice. In the early twentieth century, however, copying fell out of favor with many art educators as the Progressive Education movement emphasized self-expression over . . .