



# **Guide for Digital Thesis and Dissertation Preparation and Submission**

Office of Graduate Studies  
College of Arts and Sciences

8<sup>th</sup> Floor Haas Howell Building  
Atlanta, Georgia 30303  
404-651-2297



## TABLE OF CONTENTS

Introduction	2
Composition	4
General Formatting	5
Organization	9
Submitting a Digital Document	14
Authorization Page	17
Sample Manuscript Pages	18
Checklist	24
Invoice Form	26



before having it reviewed by the appropriate graduate office representative or before uploading on the library server if you are confident of its acceptability. Any student who has questions concerning the thesis or dissertation should first contact the department graduate director for guidance. Be certain to apply the Checklist at the back of this file before submitting your thesis or dissertation for any level of review.

This manual establishes a set of standards designed to ensure consistency, legibility, and professional appearance of theses and dissertations within the guidelines acceptable to the Board of Regents in the State of Georgia. These standards are not intended to comprehensively address all the minutia of style and formatting. Students should refer to their academic department's choice of style manuals for such specifics (i.e. MLA, APA, CBE, etc.)

However, there are certain requirements that must pertain to all forms of submission:

- The thesis or dissertation must be the original work of the student. The student must also be first author of any journal articles included as chapters.
- The major professor and Committee are responsible for ensuring that the student adheres to the presentation requirements stated in this guide.
- It is not sufficient simply to imitate the format of another thesis or dissertation. Theses and dissertations accepted in the past do not set precedent for exceptions to the rules given here.
- Ultimate responsibility for adhering to the correct format rests with the student, not the library, computer, or software being used. It is the responsibility of the student to select appropriate equipment or services, to proofread the result, and to make alterations as necessary.
- It is the student's responsibility to ensure that both departmental and college deadlines are met and proper procedures are followed for the defense and submission, and security of the thesis or dissertation.
- It is the student's and major professor's responsibility to insure that the copyrights of documents used in the preparation of the thesis or dissertation are protected by correct citations and by acquiring copyright releases from the copyright holders when required by law.

For help with any aspect of thesis or dissertation preparation, call 404-463-8086. Please do not rely on other students, previous guidelines, previous theses or dissertations or the library to correctly answer.

## COMPOSITION OF THE MANUSCRIPT

Theses and dissertations must be originally composed in a standard word processor. If your department or discipline uses particular proprietary programs related to scientific or mathematical representation, it is acceptable to use these programs. For general cases, the use of Microsoft Word (c) or WordPerfect (c) is acceptable. Loading Microsoft Word (c) with Adobe Acrobat (c) and EndNotes (c) (see below) is the best combination, since this group of programs allows you to effortlessly employ your discipline's reference style and produce a .pdf computer file as the final output.

Georgia State University owns a site license for EndNotes, an add-on program that instantly formats your references in a predetermined discipline-acceptable style. The program is available for free download for Georgia State Library users at <http://www.library.gsu.edu/endnote>

The program offers hundreds of available styles, including even publication style sheets (such as *American Literature*) to choose from. For example, English or Modern and Classical Languages Department students might select the MLA (Modern Language Association) style, Psychology or Sociology students may want APA (American Psychological Association) style, while Chemistry students can select ACS (American Chemical Society) style guidelines. Be certain to ask your major professor which style (if any) you are required to follow. There are even generic styles for certain discipline-specific compositions that have developed outside any formal institutions.

Once your file has been approved by the graduate office, and your manuscript defense is completed, "print" from the word processor your **final approved text** as a .pdf file. **Only .pdf files may be loaded to the library server or sent to *Dissertation Abstracts*.** (NOTE that printing to .pdf generally produces better output than clicking on the "convert to .pdf" button on Word.)

After this upload, you will not be permitted to make changes in your manuscript. Nor will corrections be permissible, so make certain that the file is correct in tyle, grammar, and spelling before you submit it.

## GENERAL FORMATTING

### Screen Size

All pages of a thesis or dissertation must be printable on the standard U.S. paper size: 8.5 x 11 inch sheets.

### Margins

Margins must be **consistent** throughout the document (they should be exactly the same on each page of the same type). Centering is always done relative to the text area (i.e., within the margins), not the page edge.

- **Side margins:** The **left and right margins** must be a minimum of **1 inch** for all pages. NOTE: If your department is requiring you to submit a bound copy to their archives in addition to the cataloged .pdf file, you must apply the following set of margins to your word processing: Left margin, 1 1/2"; right margin, 1".
- **Top margin:** The **first page** of the front matter and main body sections (with the exception of the copyright page) must have a **top margin of 1.75 inches**. The top margin of **all subsequent pages** must be set at a minimum of **1.0 inch**. For tips on accomplishing this, see the supplementary materials at the end of this guide and on the ETD website. NOTE: If your department is requiring you to submit a bound copy to their archives in addition to the cataloged .pdf file, you must consistently apply the minimum of 1 1/2" between the text and the paper's edge.
- **Bottom margin:** Text **must not fall below the 1 inch** bottom margin except for preliminary page numbers. This limit applies to footnotes when they appear at the bottom of the page.

### Pagination

Except for the abstract, every page of the thesis or dissertation must be **assigned** a page number. The page numbers for the **title page**, **copyright page**, and **approval page** are **assigned but not typed** on the page.

Placement of page numbers must be consistent throughout the document, whether they are roman numbers (i, ii, iii, iv) in the front matter or Arabic numbers (1, 2, 3, 4) in the text (See order of pages, below). The default setting of the word processing program is suggested to be used to place the page numbers at the **top right** of the page. The page number on the first page of sections and chapters may be suppressed (assigned but not typed) if the author so chooses.

**IMPORTANT EXCEPTION:** Regardless of discipline publication styles, **no "running heads"**

or any words or symbols can be placed with the page numbers in the header or footer of the page. The student must use the reference style of the discipline, but not the publication particulars, especially in regard to title pages and recurring titles.

### **Justification (horizontal positioning)**

The default position of type on the page is flush left to the assigned margin and “ragged” (unjustified) to the right. Full-justified typing (with extra space between words to create a smooth right margin) is optional and is permitted only as long as the resulting spacing between words is pleasing and not excessive. This choice will be made at the Graduate Office review.

### **Line Spacing (vertical positioning)**

The body of the thesis or dissertation and the abstract must be **double-spaced**. Single spacing is permitted but **optional** in the following instances:

- footnotes,
- block quotations,
- tables and figures and their captions,
- bibliography entries (if single spaced, double-space between entries).

Single spacing is NOT permitted in “Acknowledgements,” “Dedications,” or other personal elements you may wish to include in the document.

### **Typeface (font)**

The body of the thesis or dissertation must be set in either **11 or 12 point type**. No typeface larger than 12 point is acceptable throughout the thesis or dissertation.

The entire thesis or dissertation, including figure and table captions, and all page numbers, must be typed in the **same typeface and size (height; point size)**. Exceptions are allowed in the following cases:

- footnotes, (same typeface, smaller size permitted)
- body of tables, (same typeface, smaller size permitted)
- body of figures and other reproduced material,
- documents reproduced illustratively in appendices (e.g., survey questionnaires), and portions of the main text where the content absolutely requires a different font (e.g., computer code, different voices in a dialogue, etc.).

The selection of the typeface is very important. The typeface should be one normally associated with a standard word processing program and easy to read on a computer monitor. Non-typical or non-standard fonts may not survive the conversion into the .pdf format or may cause the document to be excessively large. Anyone who is in doubt about the suitability of any typeface should contact the Graduate Office for assistance.

**All fonts used in a thesis or dissertation must be embedded in the .pdf files.** This ensures that the document will be readable on all computers, regardless of their configuration.

## Landscape-Oriented Pages

Page numbering for landscape-oriented pages can be set in one of the two following manners:

- For best on-screen readability: page numbers appear in the correct position when the page is viewed on a standard monitor. This is usually what word processing software does by default when pages are changed to landscape layout within a document. Note that “screen-centric” page numbers may end up being obscured in any bound copies of the document.
- For best on-paper readability: page numbers appear in the correct position when the page is printed and bound, i.e., as if the page were actually portrait-oriented. **(NOTE: If your department requires a hard copy, you MUST follow this second option.)**

Please review the sample pages section at the end of this guidebook for examples.

## Headings and Sub-headings

The graduate office does not set any specific standards for the format of chapter headings and subheadings except for font size (11 or 12 point required). Students should refer to the standards set by their department’s or discipline’s choice of style manual. Regardless of formatting style, all heading and subheading formatting must be **consistent** throughout the document.

No heading or subheading should appear at the bottom of a page with less than two lines under it. If on first review this occurs, add additional line spacing to "push" the heading onto the next page.

## Paragraphs

Paragraphs are distinguished by indentation (optional in the first paragraph of a chapter or section).

**There are no skipped lines or extra spaces between paragraphs. All paragraphs must be indented a minimum of five (5) spaces.**

## Widows and Orphans

The first or last line of a paragraph, a heading, or a subheading must not be isolated by a page break. Such isolated lines are called “widows” and “orphans” and most word processors can be set to prevent them.

This is especially critical at subdivision and division breaks in the text. **No heading or subheading can appear at the bottom of a page without at least two lines of text underneath.**

## Table of Contents

In order to present a pleasing and conventional Table of Contents and other similar tables, the

student is encouraged to set up the page within the margins using a two-column **table** with variable cell width according to content.

By bordering each column and adjusting "cell alignment" the proper result will easily appear. Align the left (wider) column to flush left and the right (page number) column to flush right. **All numbers must be aligned exactly to the right margin as in an addition column.** Please see the example at the back of these guidelines. Be certain to remove the borders from your table once the page is complete (use "table properties").

## Tables and Figures

All figures and tables must fit within the margins described in this manual according to the medium of presentation (paper or computer). Figures and tables must be **uniquely numbered** in either of the following manners:

- **consecutive numbering** throughout the thesis/dissertation,
- combination chapter and figure/table number designation, e.g., Figure 1.1, 1.2, 1.3; 2.1, 2.2, 2.3 etc.. (This is generally the best choice for documents with manuscript-style chapters.)

A table or figure may be **(a) embedded in the text, (b) placed on a separate page following the text where it is first cited, or (c) at the end of its respective chapter.** If the table or figure is embedded in the text, reasonable but not excessive blank space (typically two double-spaced lines) should be left above and below it, and then the text should resume. If the table or figure is on a separate page, no extra space should be left at the bottom of the previous page; the text should run continuously. The text cannot contain editorial instructions about placement of tables or figures.

- The number and caption of a table must be placed **above the table.** The table and the table caption must appear in the same typeface as the text of the thesis or dissertation. If the caption consists of more than one sentence, the first sentence constitutes the title of the table and is the only part of the caption listed in a **List of Tables.**
- The number and caption of a figure must be placed **below the figure** or on a separate page preceding the figure. The figure caption must also appear in the same typeface and size as the text of the thesis or dissertation. It must be listed in an accompanying **List of Figures.**

It is also possible to use links in the text to take the reader to a gallery of illustrations at the back of the document, if permitted by your department.

## ORGANIZATION

A thesis or dissertation consists of three sections: the preliminary pages, the text, and the reference matter. The list of the pages **and the order in which they should appear** is as follows:

1. **Preliminary Pages**  
Abstract (required)  
Title Page (required)  
Copyright Page (required)  
Approval Page (required)  
Dedication (optional)  
Acknowledgements (optional)  
Table of Contents (required)  
List of Tables (**required if tables used**)  
List of Figures (**required if figures used**)  
List of Abbreviations (**required if abbreviations used**)
2. **Text**  
Introduction (if appropriate)  
Main Text (divided into chapters)
3. **Reference Matter**  
Endnotes (unless footnotes are used)  
Bibliography  
Appendices

### **Preliminary Pages**

Please note that all front matter (except for the copyright page) and main-body sections should follow the top margin format described in this manual: **top margin, first page = 1.75 inch, top margin, all subsequent pages in the same section = 1 inch.** (If a paper copy is required, the margins of 1.25" at the top and left and 1" at the right and bottom **MUST** be followed.)

#### **Abstract (Required)**

A statement of the problem, the procedure or methods, and the results and conclusions is required for every thesis or dissertation, including MFA, MMU, and ARH manuscripts. Must include **index words** which are related to the topic and which can be used to find the document when searching the library's databases. The maximum word count does not include the index words. **No page number assigned or typed.** (350 Word Maximum for Dissertation, 150 Maximum for Thesis).

**NOTE:** Creative theses or dissertations (poems, novels, radio programs) also require an abstract and key words, though not as elaborate as other disciplines.

#### **Title Page (Required)**

A sample thesis/dissertation title page is attached to the back of these guidelines. Please indicate the exact name of the degree earned:

Master of Art Education  
Master of Arts  
Master of Arts for Teachers  
Doctor of Philosophy

Master of Heritage Preservation  
Master of Music  
Master of Science  
Master of Fine Arts

DO NOT abbreviate or add to these designations on the title page, or you will be asked to resubmit your file. **Do not add your discipline (department) to the degree!**

The date given is the date the thesis or dissertation is approved by the committee. The year at the bottom of the page is your graduation year. **Assigned number “i” but not typed!**

### Copyright Page (Required)

You automatically own the copyright on your thesis or dissertation by virtue of the fact that you wrote it. A copyright page is placed in your document to call this to the reader's attention. It is not necessary to register the copyright at this time to protect your exclusive rights to the material in the document, but you may obtain this service through the Graduate Office. For more information about copyright laws, visit the U.S. government's web site [<http://www.loc.gov/copyright/>]. **Page assigned number “ii” but not typed!**

Copyright by  
Your Full Legal Name  
Year Degree Awarded

### Approval Page (Required)

Includes the names of **all the committee members**. Format it exactly like the sample page at the back of these guidelines. The date at the bottom is the graduation month and year (not the month in which you submit the document). **Page assigned number “iii” but not typed!** (Please refer to sample).

### Dedication Page

**Not listed** in Table of Contents. If present, page “iv”, **this page and front-matter pages hereafter carry typed lowercase Roman numerals.**

### Acknowledgements Page

**If present, must be listed in Table of Contents** and show a small roman numeral page number.

## Table Of Contents (Required)

This is the map to your document. Each entry in the Table of Contents must match the corresponding entry in the text exactly in terms of wording, capitalization, punctuation, page number, etc. **A complete Table of Contents, including correct page numbers of entries, is required for the first format check.**

If subheadings are included in the Table of Contents, the structure of the table must reflect the structure of the subheadings in the text. For example, if a subheading is listed in the Table of Contents, all other subheadings of that level should be listed and indented to the same level. There must always be one or two lines of text below a subheading, so be careful in preparing the table that topics are not left “hanging” at the bottom of a page with no text to head. Do not show more than one level of subdivision within a chapter (you may list chapter titles only or chapter titles and the next level of headings, but none below that).

## List of Tables

Entries must match the caption in the text and include page numbers. **If present, must be listed in Table of Contents.** It should follow the format of the Table of Contents and be built on a two-column table framework.

## List of Figures

**If present, must be listed in Table of Contents.** Entries must match the caption in the text and include page numbers. It should follow the format of the Table of Contents and be built on a two-column table framework..

## List of Abbreviations

**If present, must be listed in Table of Contents.** List should be given flush left with a single abbreviation on each line.

## Text Sections

- All pages of the main body of the document are numbered with arabic numerals, starting with “1”.
- The first page of all sections in the main body are listed in the Table of Contents.
- Please note again that all main-body sections follow the top margin format described previously in this manual: **top margin, first page = 1.75 inches, top margin, all subsequent pages in the same section = 1 inch.**

**Do not use blank pages or internal title pages to separate chapters.**

In order to change page number style in the word processor, on the last page of the preliminary matter insert a SECTION BREAK. Scroll to the first text page and change view to "header and

footer." Insert page numbers; change the style from Roman to Arabic with format button and use the checkbox "start at page" and select "1". Make certain the icon "same as previous" is NOT checked.

## **Tables and Figures**

A table or figure should appear on the page immediately following its first reference in the text. Captions should all be punctuated identically. Tables or figures less than half a page in size may appear on the same page as the first reference provided the caption is set off from the text. Journal publication notes, such as "Insert Table 1 about here," are not appropriate for a thesis or dissertation and should be omitted.

Large tables and figures must be reduced in size in order to meet the margin requirements, provided legibility is not compromised. Captions and page numbers should be printed at normal size and in the normal location whenever possible. Tables and figures may be rotated 90 degrees so that the bottom of the table or figure runs along the right edge of the page.

## **Reference Matter**

Follow your department's or discipline's style manual and the guidance of your committee in structuring references. The pages should continue the arabic number sequence to the end of the document.

## **Appendices**

Appendices must be reproduced on the appropriate paper and within the required margins. If necessary, documents used in the appendix should be reduced to conform to format requirements. Appendices should be identified by headings on the first or a preceding page, and all pages must continue to be numbered consecutively from the end of the reference matter. Appendices must be included in the Table of Contents either as a unit or separately. If only one appendix is used, it should be titled "Appendix", not "Appendix A".

NOTE: Some professional organizations and/or journals may view documents freely available on the Web as previously published manuscripts. In such cases, the organization and/or journal **may** elect to reject any manuscript submitted from such a document. The student should check with their professional organization and potential journals/publishers for their policy on Web available documents.

## **Inter-Library Loan**

The Library may make the theses/dissertations available to other lending institutions in a manner similar to bound copies. The Library may make the digital file available to an individual for

either a brief period of time, e.g., three days, or for a set number of accesses, e.g., three. Such a loan will be available for theses/dissertations once they are cataloged by the library. Inter-library loan is a long accepted procedure. This policy is in keeping with those previously applying to bound theses/dissertations.

**NOTE:** in the Availability section of your ETD account, **you MUST select worldwide availability** unless you have approval by an Associate Dean of the College of Arts and Sciences to restrict distribution. This letter must be on file in the Graduate Office at the time of approval. You cannot change your mind later and request limited availability.

## Copyright and Abstract

Every electronic thesis and dissertation will be required to have a copyright page and an abstract that includes key words. These key words will be used in the cataloguing and Web search operations.

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of original works. Section 106 of the Copyright Act gives the owner of the copyright the exclusive right to reproduce and prepare derivative works (in the case of literary works) and to authorize others to reproduce the work and to prepare derivative works.

The way in which copyright protection is secured under the present law is frequently misunderstood. No publication or registration or other action in the Copyright Office of the United States is required to secure copyright. Copyright is secured automatically when the work is created--fixed in a copy or other tangible medium for the first time. If a work is prepared over a period of time, the part of the work that is fixed on a particular date constitutes the created work as of that date. Although registration is not required to secure copyright in a work, there are certain advantages to registration, which relate to the enforcement of copyright. Registration establishes a public record of the copyright claim, and before an infringement suit may be filed in court, registration is necessary for works of U.S. origin. If registration is made within three months after publication of a work, certain statutory damages and attorneys' fees will be available to the copyright owner in a successful copyright infringement suit. Therefore, if it is anticipated that a thesis may be of commercial value, so that one would want to protect the contents to the extent of filing suit, registration is important.

To register a copyright officially, students should obtain this service from ProQuest for \$45 or pursue it on their own at <http://www.loc.gov/copyright/>

## SUBMITTING THE DIGITAL DOCUMENT

The first step in submission of the electronic thesis or dissertation is to send your word processed file to the Graduate Office for formatting review. This is done in the form of an attachment to an email sent to **gascas@langate.gsu.edu**. **Include the words "DOCUMENT FORMAT REVIEW" on the subject line.**

It is not necessary to complete and defend your file before format verification, but **you do have to be far enough along so that all the preliminary pages and the transition to the text pages**, as well as most of the figures and tables are in place. Start early enough on the typing to have the source file at the Graduate Office by the announced deadline found at <http://www.gsu.edu/casgrad>.

In response, you will receive an email either approving the format, assisting you with problems, or explaining what errors need to be fixed. At this time, if the format is acceptable, you will be assigned a login name and password for the library ETD server at <http://etd.gsu.edu>

If the server does not properly respond, contact the library staff through ETD support on the home page. Read the upload instructions thoroughly as they are explained at <http://etd.gsu.edu/ETD-db/help>.

Set up the details of your account and load the Abstract. Under the Availability section the preferred option is: "Release the entire work immediately for access worldwide." Any other option must have approval from the student's graduate director and Associate Dean in writing sent to the graduate office with the departmental authorization to archive.

### **Converting the File**

Once your defense is complete and all corrections are made, the student must submit one complete, formatted copy of the thesis or dissertation in the Portable Document Format (.pdf) to the Library ETD site by the appropriate deadline date as listed on the academic calendar for the semester of graduation.

Conversion can be undertaken in several ways. Most departmental computer labs in the College of Arts and Sciences are equipped with Adobe Acrobat software, which works with the native word processor to provide options of converting word processed files into .pdf format. Sometimes OCR (optical character recognition) scanning programs can offer the same function. There are even free programs available on the Internet for download that will convert files.

Basically, the best way to create an acceptable .pdf version of your file is to bring it up in the word processor and choose the "print" option. Select PDF as the printer, and the file will print out in the same directory being used by the word processor. Avoid using the buttons "convert to .pdf" found on the word processor toolbar, since this action is less accurate than straight printing. Examine the .pdf version carefully to see that it conforms exactly to the approved document.

### **Submitting the File**

**The thesis will not be cleared for uploading by the Graduate Office until the original, signed signature sheet is turned in and all appropriate fees paid. The student's committee must sign and date the paper and the final upload must take place AFTER that date before approval will be considered.** See the sample at the back of these guidelines.

Currently there are no fees for uploading a thesis. Although no binding fees are charged for the Electronic Dissertation, the candidate for graduation must pay the \$55 archiving/dissertation abstracts fee along with any associated copyright fees. **Also, all doctoral candidates must submit a CD-ROM copy of the .pdf file for national archiving.**

Theses and dissertations are not transferred physically to the library catalog until AFTER commencement for the semester of graduation, although the status of the document will be sent to you by email. **No changes will be permitted once this notification is provided.**

Final transfer of an electronic thesis or dissertation should come within about one week of Commencement or upon correction of any formatting problems still outstanding.

## **Microfilming**

DISSERTATIONS: ProQuest (formerly UMI) must microfilm all doctoral dissertations. This is done from the CD-ROM copy, which is sent to the company after Commencement. The college office will handle the transaction, with the fee to be paid by the student either by cash at the University disbursement window or by debit/credit card at the graduate office.

Doctoral students must complete the Doctoral Dissertation Agreement Form (found in the publication "Publishing Your Dissertation," available online at the graduate office Web site. A copy of the abstract (see below) and the title page must be attached to the form along with the CD-Rom disc containing the .pdf file of the dissertation.

THESES: Microfilming services are available to all master's degree candidates through ProQuest but are not required. Master's degree candidates who wish to microfilm their thesis should observe the same guidelines outlined above (including a CD-ROM) and should complete the appropriate forms. The current fee is \$45.00.

## **Copyright Service**

Copyright services are available (but optional) for both the master's thesis and the doctoral dissertation if the document is also being microfilmed. The current price for copyrighting services is \$45.00 through ProQuest.

Students desiring copyrighting must be sure to sign the copyright service authorization on the back of the appropriate Agreement Form (found in the publication “Publishing Your Thesis,” available in the Office of Graduate Studies) in addition to the normal authorization. A copyright page must be included in the thesis or dissertation. Master’s students please note that ProQuest requires that you also microfilm your thesis in order to obtain copyrighting.

### **Survey of Earned Doctorates**

All doctoral students must complete the Survey of Earned Doctorates, available online from the college Web site.

The Search for a Westward Route to Asia

A [Thesis/Dissertation]

Presented in Partial Fulfillment of Requirements for the Degree of [appropriate degree] in the  
College of Arts and Sciences Georgia State University

2006

by

Matthew Street

Committee:

**[Signed in ink]**

\_\_\_\_\_  
Dr. George Brown, Chair

\_\_\_\_\_  
Dr. Henry Hudson, Member

\_\_\_\_\_  
Dr. Jane Johnson, Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Joseph Smith  
Department Chair

**Note to title page:**

Students in the School of Art & Design should replace “Department Chair” with  
“Director, Ernest G. Welch School of Art and Design”

Students in the School of Music should replace “Department Chair” with “Director,  
School of Music”

**This page must be turned into the Graduate Office before uploading the thesis/dissertation.**

**SAMPLE PAGES AND TEMPLATES**

Sample Digital Page

THE TITLE OF YOUR THESIS OR DISSERTATION GOES AT THIS MARGIN

by

**Note:** lowercase!

YOUR NAME HERE

Under the Direction of Major Professor's Name

**Note:** no "Dr."

ABSTRACT

This is the format for the abstract for your paper. This portion of your document goes at the very beginning of your thesis or dissertation. It is neither counted nor numbered as a page. The abstract for a thesis should not exceed 150 words. A dissertation abstract should not exceed 350 words. It is double spaced. Index words must be included after the body of the abstract following the format below. Index words are key words or phrases used in your paper that would enable a person to successfully search out your document in a library or an Internet search engine. The first word of each index term should be capitalized. Be sure to indent your index words, following the format below.

INDEX WORDS:     Index term, Dissertation, Thesis guidelines, graduate office, Student,  
Graduate degree, Georgia State University

Sample Digital Page

THE TITLE OF YOUR DOCUMENT BELONGS HERE, CENTERED, ALL CAPS, AND  
DOUBLE SPACED

by

YOUR NAME

Thesis OR  
A Dissertation Submitted in Partial Fulfillment of the Requirements for the Degree of

Appropriate Degree  
in the College of Arts and Sciences  
Georgia State University

Select from p. 10  
only. NO additions  
or changes

Sample Digital Page

Copyright by  
Your Full Legal Name  
Current Year

THIS IS AN EXAMPLE SHOWING HOW TO FORMAT THE APPROVAL PAGE

by

PETER JUSTIN OFTEN

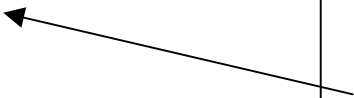
Major Professor: Bill Smither  
Committee: Molly Long  
Richard Wakens  
Hayette Melville  
Liz Jenkins

Electronic Version Approved:

[leave blank]

Office of Graduate Studies  
College of Arts and Sciences  
Georgia State University  
December 2005

**Note:** this should be the month and year of your graduation, not the month and year you turn in your file.



**NOTE: Lines (borders) of table do NOT show in final copy. They are shown here for illustration ONLY. (Erase with “table properties” dialog box)**

TABLE OF CONTENTS

ACKNOWLEDGEMENTS. ....	v
LIST OF TABLES. ....	viii
LIST OF FIGURES. ....	xi
CHAPTER	
1 INTRODUCTION . . . . .	1
Purpose of the Study . . . . .	2
Expected Results . . . . .	5
2 WORKING TO KEEP UP WITH THE DISCIPLINE AFTER THE DEGREE. ....	7
Attending Conferences. ....	9
Joining a Listserv. ....	14
3 USING JOURNALS TO INCREASE ACADEMIC AWARENESS. ....	19
Subscribing. ....	24
Borrowing. ....	27
Library Routines. ....	36
4 THE STRESS RETURNS: PUBLISH OR PERISH . . . . .	45
Creating a Website. ....	50
Linking to Compatible URLs. ....	73

5	CASE STUDIES.....	79
	Jane: Lost in Too Much Source Material.....	111
	Frank: Inability to Manage Time.....	133
	Aisha: Wrist Disease and Stress.....	140
6	LIFE AFTER "THE BOOK".....	160
	Teaching, Teaching, Teaching.....	163
	Writing as an Adjunct.....	171
7	CONCLUSIONS.....	183
	REFERENCES [OR WORKS CITED].....	200
	APPENDICES.....	211
	A MLA GUIDEBOOK ADVICE.....	212
	B APA INSTRUCTIONS.....	215
	C DECIDING ON CHICAGO.....	225

## THESIS / DISSERTATION CHECKLIST

### Check

- All chapters, sections, and paragraphs must be arranged in the appropriate sequence. Do all chapters, paragraphs, subparagraphs and other divisions follow in the correct order?
- Chapter headings, sub-headings, titles and all text must be presented in a consistent use of a standard typeface such as Roman or Helvetica. These are usually “default” or automatic typestyles in most word processing programs. Do not prepare your paper in a “designer” typeface (i.e. no “Benguiat Bk” or “Gaudy Oldstyle” or “Staccatto 222,” etc.) Is the typeface consistent and conventional throughout the thesis/dissertation?
- All pages that should NOT be numbered have no page number. Check to see the correct page number is on every page according to the instructions.
- Margins must be consistent and absolutely clear throughout the entire document: Follow the requirements according to the medium you are using to present the thesis or dissertation. You are certain that no charts, illustrations, figures or text overlap onto the margins?
- ALL page numbers, including those on pages where the text or illustration runs longwise, are placed in the upper right corner of the book as it is normally read (either on a computer monitor or in a binding). The numbers print approximately ½ inch from the top corner of the paper. Do all page numbers appear to the reader in the upper right hand corner, even on “landscape” or sideways pages?
- Illustrations and figures are presented in separate lists at the front of the thesis/dissertation. ALL illustrations and charts, etc. must be found on the exact page where they are indexed on the list of figures and list of illustrations. (Pay particular attention to this requirement, especially if you made even one substantial [a paragraph or more] correction to the text *anywhere*.) Do all charts and illustrations fall exactly on the page where they are listed in the tables?
- Tables, charts, figures and other illustrations in your text should appear on the page immediately following the FIRST reference to the table, figure, chart or illustration. Graphics less than ½ page in height may be inserted on the same page as the first reference. Are all tables, charts, figures and other illustrations correctly presented in your text?
- Where an example is printed in the guidelines, the same page in the dissertation/thesis must look ***exactly*** like the example in format and contents. Do the preliminary pages of the dissertation/thesis look exactly like the examples printed in the guidelines?
- Same-level subheadings (if used) are punctuated consistently throughout the manuscript. If you end a heading, for example, with a colon (:), every heading at that same level in your Table of Contents must end with a colon. Is punctuation consistent throughout all headings and subheadings of the same level of importance?

No "running heads," last names, or "page" should prefix the page numbers. Numbering begins on page one of the text and extends consecutively to the end. Page numbers cannot be skipped or labeled "a" or "b" (such as 10, 10a, 10b, etc. Are all page numbers in correct sequence without any being skipped or altered?

No "widows", "orphans" or headings appearing at the bottom of the page. Every heading has at least two lines of type beneath it.

#### DOCTORAL CANDIDATES

- 1. Preliminary format check approved.
- 2. Approval page signed.
- 3. CD-ROM turned in.
- 4. Survey of Earned Doctorates Complete.
- 5. Publication agreement for Dissertation Abstracts filled out.
- 6. Payment invoice filled out; receipt at graduate office.

#### MASTERS CANDIDATES

- 1. Preliminary format check approved.
- 2. Approval page signed.
- 3. CD-ROM turned in (if copyrighting).
- 4. Publication agreement filled out.
- 5. Payment invoice filled out; receipt at graduate office (if copyrighting).

**Graduate Office  
College of Arts and Sciences  
Georgia State University  
Binding and Microfilming Deposit Form  
(Org. # 119090000)**

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ (For Library Catalog Purposes)  
Notification Email (which will be actively checked after graduation) \_\_\_\_\_

Service	Quantity	Price	Subtotal
Thesis Binding		\$7.80	
Dissertation Binding		\$6.50	
Slide Pages ( M.F.A. Studio)		\$4.00	
Pockets ( Maps, Oversized Inserts)		\$2.00	
Page Protectors		\$4.00	
<b>SUBTOTAL</b>			
Speed type AGAS			
230000 - 60 331400000 - 19000 2000			

Doctoral Microfilming Service <b>(Requirement for all doctoral candidates)</b>	\$55.00	
Copyright Service (Optional)	\$45.00	
Thesis Microfilming Service <b>(Required if Copyright Service requested)</b>	\$45.00	
<b>SUBTOTAL</b>		
Speed type AGMIC		
230000 - 60 331350000 - 19000 2000		

TOTAL DEPOSIT \_\_\_\_\_

Method of Payment:: Check/Money Order \_\_\_\_\_ Cash \_\_\_\_\_ Visa/Mastercard \_\_\_\_\_

If you will be paying by check, money order, or cash please go to the University Cashier's Office at 101 Sparks Hall. Remember to bring the receipt from the Cashier's Office when you turn in your thesis or dissertation.

Payments by Visa or MasterCard can be processed by the Graduate Office. If you have any questions please feel free to contact us at (404) 651-2297.