



Georgia State
University

Guide for Thesis and Dissertation Preparation and Submission

Office of Graduate Studies
College of Arts and Sciences

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Atlanta, Georgia 30303
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TABLE OF CONTENTS

Introduction	3
A. Formatting Your Document	4
Materials	4
Appearance and Typeface	4
Margins	4
Pagination	4
Spacing and Style	4
B. Arranging Your Document	6
Notice to Borrowers	6
Title Page	6
Copyright Page	7
Table of Contents	7
Text	7
Tables and Figures	7
Appendices	7
Slides, Photographs, Maps and Inserts	8
C. Submitting Your Document	9
Number of Copies to be Submitted	9
Binding	9
Distribution of Copies	9
Microfilming	9
Copyright Service	10
Survey of Earned Doctorates	10
Sample Notice to Borrowers Page	11
Sample Title Page	12
Supplemental Information	13
Binding Deposit Form	14

INTRODUCTION

These guidelines contain specifications for the acceptability of the thesis or dissertation manuscript by the Office of Graduate Studies. Each student must assume full responsibility for the correct form of the original and all copies. The signatures of the committee members on the title page signify departmental approval of the final document. However, approval by the Office of Graduate Studies constitutes the official approval of the College of Arts & Sciences.

A thesis or dissertation may be submitted for final approval no earlier than one semester prior to the beginning of the semester in which the student will graduate, and no later than the thesis/dissertation deadline. In addition, each student must have completed the application for graduation by the established deadline; this form is available in the Graduation Office, Room 231 Sparks Hall.

Deadlines for submitting the thesis or dissertation are published in the Georgia State University *Graduate Catalog*. The original and all copies must be submitted by the appropriate deadline to the Office of Graduate Studies in the College of Arts and Sciences. The date is set as late as possible to allow time for graduation clearance. Copies should be submitted in their final form and should be collated and ready to be bound according to the instructions provided in the Supplemental Information sheet contained within these guidelines.

Students wishing to have a preliminary copy of their thesis or dissertation reviewed for correct formatting should submit those copies as early as possible for review. The Office of Graduate Studies does not read any thesis or dissertation for content or check for style, with the few exceptions listed under the “style” section of this handout. Preliminary thesis/dissertation copies will not be accepted during the two weeks prior to the final thesis/dissertation deadline. You need not have defended your thesis/dissertation before having it reviewed by the appropriate Graduate Office representative. Any student who has questions concerning the thesis or dissertation should contact his/her graduate advisor or graduate director for guidance.

A. FORMATTING YOUR DOCUMENT

Materials

The original must be printed on paper of standard size, 8½ x 11". The original must be printed on 100% cotton white or off-white paper with a watermark showing 100% cotton or 100% rag content. Paper showing an institutional watermark only (e.g. GSU, Georgia Tech, etc.) will not be accepted. If the appropriate quality paper is not used, the original will be returned to the student for reprinting, which could possibly cause a delay in graduation. Copies may be reproduced on plain white or off-white paper.

Appearance and Typeface

An acceptable manuscript must contain no visible corrections and be free of typographical errors. Type size should be 12 pt., and should be Times, Times New Roman, etc. Most personal computers have this typeface as the default. Special symbols, such as Greek letters or mathematical signs, should be typed or printed. Hand written copies and copies with correction fluids and/or tapes will not be accepted.

Margins

Margins must be 1½" at the top, 1½" at the left, and 1" at the bottom and right.

Pagination

PRELIMINARY PAGES: The Notice to Borrowers, Title Page, and Copyright Page are not numbered. All other preliminary pages are numbered with small Roman numerals, beginning with "ii" (if you are copyrighting your paper, begin numbering your preliminary pages with Roman numeral "iii"). Preliminary page numbers may appear centered at the bottom of the page or in the upper right-hand corner.

TEXT AND REFERENCE MATTER: The first page of text begins on page 1 and each page is numbered consecutively all the way to the end, including Notes, Bibliography, and Appendices. Text page numbers should appear in the upper right-hand corner, even if the text on the page is in landscape format. Running heads should not be used, nor should the word "page" or the chapter title ever precede the page number.

Spacing and Style

The manuscript must be double-spaced throughout, with the exception of block quotations, appendices and footnotes. Special attention should be given to ensure that chapter headings and subheadings are punctuated consistently throughout the work. Other elements of style (footnotes, bibliographical form, etc.) should conform to the conventions prescribed by either a standard style manual or departmental guidelines. Format requirements explicitly stated in these guidelines take precedence over the recommendations of the style manual. Students

should not use a thesis or dissertation from previous years as a model. Examples may be incorrect, out of context, or may no longer meet the requirements of the revised guidelines. Please note that the student, rather than the typist or the advisor, is solely responsible for conformity to the current guidelines.

B. ARRANGING YOUR DOCUMENT

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**
 - Notice to Borrowers (signed by the student in black ink)
 - Title Page (signed by the committee in black ink)
 - Copyright Page (optional)
 - Abstract (required for the dissertation; 350 words)
 - Acknowledgements/Dedication (optional)
 - Table of Contents
 - 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**
 - Notes (unless footnotes are used)
 - Bibliography
 - Appendices
 - Slide Pages(s) (MFA Studio theses)

Notice to Borrowers

University policy states that the author must give permission for the use of a thesis or dissertation. The conditions under which copies may be borrowed are clearly stipulated in the Notice to Borrowers (see attached sample). The typist must follow the sample exactly, placing the page before the Title Page. The student should sign the Notice to Borrowers in black ink.

Title Page

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

Master of Art Education
Master of Arts
Master of Arts for Teachers
Master of Communication
Master of Fine Arts

Master of Heritage Preservation
Master of Music
Master of Science
Doctor of Philosophy

Include one signature line for each member of the thesis or dissertation committee other than the chair. The date requested is the date the thesis or dissertation is approved by the committee.

Copyright Page

Students desiring copyright service must insert a copyright page after the title page, bearing the following information at the bottom center:

Copyright by
(Your Full Legal Name)
(Year Degree Awarded)

Table Of Contents

If subheadings are included in the Table of Contents, the structure of the table must reflect the structure of the subheadings. 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.

Text

The introduction may be treated as either a separate section of the text or as the first chapter. Chapter headings should all be punctuated identically. Same-level subheadings should be punctuated consistently not only within chapters but from one chapter to the next.

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.

Tables and figures may 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.

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 captions on the first or a preceding page, and all pages must 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”.

Slides, Photographs, Maps, And Inserts

Slides should be submitted separately from the final copies in a three-ring binder with clear plastic slide pages or in the slide box from the film developing company. Students should submit slides at the thesis/dissertation deadline and include enough slides for each copy of the manuscript. Each slide should be numbered in the upper right hand corner. Slides will be held in the Office of Graduate Studies during the binding process, and will be inserted into the bound volumes once the binding has been completed. Please refer to the Supplemental Information form for additional guidelines.

Empty slide pages should be included with the final copies. Slide pages must be hand-sewn and hand-trimmed by the bindery, at an additional cost of \$4.00 per page.

Photographs used as figures in the text should conform to the standards previously stated. Each page containing photographs should be submitted in a clear, top-opening plastic page protector with a side tab for binding. Pages containing photographs will be removed from page protectors and held in the Office of Graduate Studies during the binding process. Theses and dissertations containing page protectors must be hand-trimmed by the bindery at an additional cost of \$4.00 per copy.

If acceptable to the student’s thesis or dissertation committee, photocopies may be substituted for photographs in the text. Pages containing photocopies may be bound like regular text pages. Color photographs and photocopies are acceptable; however, dissertations will be microfilmed in black and white only.

Maps and similar oversized inserts may require a pocket on the inside cover of each bound volume. The standard charge for pockets is \$2.00 per manuscript.

C. SUBMITTING YOUR DOCUMENT

Number of Copies to be Submitted

All Master's and Ph.D. candidates must submit one original and a minimum of four copies of the approved thesis or dissertation for a **minimum total of five documents**. A student may submit additional copies for binding; these copies should adhere to the same guidelines as the required five documents.

Binding

The Office of Graduate Studies will arrange for the binding of the original and copies of the approved theses and dissertations. The cost of binding is the responsibility of the student. A binding form, available in the Office of Graduate Studies, should be taken to the Cashier's Window (Room 100 Sparks Hall) for cash and check payments. A receipt must be obtained from the Cashier and turned in with the copies. Payment by Visa/MasterCard can be made in the Office of Graduate Studies. The current charge for binding is \$7.80 per copy for theses and \$6.50 per copy for dissertations.

Distribution of Copies

The original and one copy of the bound thesis or dissertation will be delivered to the Pullen Library; two copies will be delivered to the student's major department; the final copy will be held for the student in the Office of Graduate Studies. Students living out-of-state may request to have one copy mailed to them by submitting a written request to the Office of Graduate Studies. Students living outside of the United States, or who request the binding of a substantial quantity of copies, will be responsible for making arrangements to have their copies shipped to them and for paying the costs of shipping and handling.

Microfilming

DISSERTATIONS: Proquest (formerly UMI) must microfilm all doctoral dissertations. The Office of Graduate Studies will handle the transaction, with the fee to be paid by the student. A receipt indicating that the microfilming fee has been paid must be obtained from the Cashier's Window (Room 100 Sparks Hall) for cash/check payments; payments by Visa/MasterCard can be made in the Office of Graduate Studies. The current fee is \$55.00.

Doctoral students must complete the Doctoral Dissertation Agreement Form (found in the publication "Publishing Your Dissertation," available in the Office of Graduate Studies). Two copies of the abstract and the title page must be attached to the form.

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 and should complete the appropriate forms. The current fee is \$45.00.

ABSTRACT: All dissertations must include an abstract of no more than 350 words. This limit is strictly enforced by Proquest. If being microfilmed by Proquest, master's theses must include an abstract of no more than 150 words.

Copyright Service

Copyright services are available (but optional) for both the master's thesis and the doctoral dissertation if the manuscript is also being microfilmed. If the student desires copyrighting, a receipt must be obtained from the Cashier's Window indicating that cash/check payment has been made for copyright services. Payment by Visa/MasterCard can be made in the Office of Graduate Studies. The current price for copyrighting services is \$45.00.

Students desiring copyrighting must be sure to sign the copyright service authorization on the back of the appropriate Agreement Form 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 from the Office of Graduate Studies.

NOTICE TO BORROWERS

In presenting this [thesis/dissertation] as partial fulfillment of the requirements for an advanced degree from Georgia State University, I agree that the library of the university will make it available for inspection and circulation in accordance with its regulations governing materials of this type. I agree that permission to quote from, to copy from, or to publish from this [thesis/dissertation] may be granted by the author, by the professor under whose direction it was written, or by the Dean of the College of Arts & Sciences. Such quoting, copying or publishing must be solely for scholarly purposes and must not involve potential financial gain. It is understood that any copying from or publication of this [thesis/dissertation] that involves potential financial gain will not be allowed without written permission of the author.

[Signature of the author in black ink]

All dissertations and theses deposited in the Georgia State University Library may be used only in accordance with the stipulations prescribed by the author in the preceding statement.

The author of this [thesis/diss.] is

Matthew Street
1012 Blank Avenue
Eureka, Maine 01492

The director of this [thesis/diss.] is

Dr. George Brown
Department of Geography
College of Arts & Sciences

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

1997

by

Matthew Street

Committee:

_____ **[Signed in black 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, School of Art & Design”

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

Thesis/Dissertation Guidelines Supplemental Information

When submitting the final copies of your thesis/dissertation, please observe the following guidelines:

1. **Each copy must be packaged individually** in either a 9 x 12 or a 10 x 13 envelope, or in its own box. You should have one (1) box or envelope for each complete copy of your manuscript.

Each copy should fit the packaging in which it is submitted and should be separated and labeled prior to submission.

If you are submitting a lengthy thesis or dissertation, do not divide your copies between two envelopes or boxes. **There should be one complete copy per package.**

2. **Please tape or glue a copy of your signed title page to the front of each envelope or box.** This will assist with the identification and shipping of your completed thesis/dissertation.

3. If you are receiving a degree in Art, or are using slide pages in your thesis/dissertation, please submit all slides in the slide box provided to you by the developing service, or in a separate slide notebook. Do not place the slides in the slide pages.

Slides must be numbered in the upper right hand corner, and should be clearly labeled and submitted in the order in which they will appear in your bound thesis/dissertation copies. Each slide box or notebook should be clearly marked with your name, social security/ID number & thesis/dissertation title. If you submit your slides in a notebook, please tape or glue a copy of your signed title page to the front of the notebook.

4. The completed thesis/dissertation copies must be submitted with all the appropriate paperwork, receipts and forms. Final thesis/dissertation copies will not be accepted without the accompanying paperwork.
5. The deadline to submit a thesis or dissertation will be strictly enforced. Any project submitted after the deadline will be processed for the following semester's graduation.

6. **PLEASE DON'T FORGET TO SIGN THE NOTICE TO BORROWER'S PAGE!**

7. **Please remember to bring your receipt for binding payment.** The binding payment form is on the following page.

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

Name: _____ Social Security Number _____

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	
		SUBTOTAL	
		Speed type AGAS	
		230000 - 60 331400000 - 19000 2000	

Doctoral Microfilming Service (Requirement for all doctoral candidates)	\$55.00	
Copyright Service (Optional)	\$45.00	
Thesis Microfilming Service (Required if Copyright Service requested)	\$45.00	
		SUBTOTAL
		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.