

A GUIDE TO THE PREPARATION OF THESES AND DISSERTATIONS

“THE FORMAT GUIDE”

For use by students admitted to
IU Graduate School Programs located at IUPUI

The University Graduate School
Indiana University
Edited and Revised for Indiana University at Indianapolis
Fall 2008
[<http://www.iupui.edu/~gradoff/students/>]

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INTRODUCTION

Congratulations! By the time you read this manual, you may be almost finished with the writing of your master's thesis or doctoral dissertation. The end is in sight, and this manual will help you get through the last steps smoothly.

Actually, in terms of the requirements of the University Graduate School in Bloomington, the process is relatively straightforward and simple. Individual departments or committees, however, may have additional requirements to which you must conform. This manual is just a basic guide to the general standards of the University Graduate School; for additional information, please see also the relevant sections of the University Graduate School Bulletin. Be sure to check with both your department and your committee on any additional standards **before** you submit your final version. You will thus avoid confusion and frustration later.

This manual includes a discussion of the chronology in which the last few steps must proceed, as well as information about format and distribution regulations. It also contains several appendices, some of which show how various standardized pages should look. In case of special problems not covered here, contact your department secretary, or the IU Graduate School Recorder at IUPUI (317-274-1577) or by email, gradoff@iupui.edu.

CHRONOLOGY

Master's Thesis – See Appendices

A master's thesis must be approved by at least three members of the faculty, usually the professors who have directed your research and writing. Once three professors have read your final draft and approved it, have them sign the acceptance page. This page should be on the 100 per-cent cotton paper, a copy of this signed page will be bound in your thesis right after the title page. After they have signed the acceptance page and your work is in final form, set up an appointment with the IU Graduate School at IUPUI to check the format of your thesis. After this scheduled meeting, you should be ready to bind your thesis. NOTE: You may schedule a pre-check for your format.

Have at least one copy (this may be on regular paper) bound in a regular (oversewn) library binding. Direct the bindery to print the thesis title and your name on the front, and the title and your last name on the spine of each copy. (photocopies of the signed acceptance page may be used in the bound volumes.) File one bound copy with the Recorder at the IU Graduate School at IUPUI by the 10th of the month you want to graduate. The IU Graduate Office at IUPUI will then forward the bound copy to your graduate program once your degree has been conferred. Electronic versions of your document will be submitted in the University Library (see pp. 8-12 and Appendices for specific format requirements). You are responsible to give a copy of your bound document to your committee members if they so choose.

Please verify, through OneStart (<https://onestart.iu.edu/my-prd/Portal.do>), the correct spelling of your name and diploma-mailing address (student home). Your degree is dated the last day of the month in which you submitted the bound copies to the Graduate School. The diploma, which certifies that you have completed the degree, should be issued within approximately three to six months of your graduation month.

Doctoral Dissertation – See Appendices

When your research committee has read a final draft of your dissertation and agreed that it is ready to be defended, provide each of the members of your committee with a full, unbound copy and arrange a mutually agreeable time and place for your defense. There should be at least four weeks between the time you give the committee members their copies and the date of the defense so that they will have sufficient time to read and critique your work. The four-week waiting period will also allow other faculty members who might be interested in your work to plan to attend your defense as well. Once the defense time and date are set, submit to the IU Graduate Office at IUPUI a **one page** dissertation defense announcement thirty (30) days prior to your defense. The announcement must include the time and place of the defense, as well as your educational career data, (i.e., B.S., I.U., 1986, etc. – the major area is not needed). The chairperson of your research committee must approve and sign the announcement. The announced time and place cannot be changed without the approval of the Dean of the IU Graduate School (this responsibility is delegated to the Associate Dean of the Graduate School at IUPUI).

At your oral examination, your full committee should be present to sign the acceptance page that confirms their approval and acceptance of your dissertation. If you know in advance that any member of your committee will be absent, you should, with the approval of the Dean, arrange to have another faculty member sit on the committee. Occasionally an absent committee member can participate by telephone. At this time, you should also make sure that all the committee members sign a copy of the abstract of your dissertation. You need one signed abstract and at least one unsigned abstract. The University Graduate School retains the signed copy and sends the unsigned copy to the ProQuest CSA's UMI Dissertation Publishing (herein called ProQuest). You will include an unsigned copy in your text. In case your committee

should insist on extensive revisions before giving their full approval, your dissertation chairperson will probably hold on to the acceptance page until you fulfill the committee's recommendations. Students are rarely required to go through a second oral examination.

After your successful defense, you need to set up an appointment with the Recorder at the IU Graduate Office at IUPUI to check the format of your dissertation (see pp. 7-13 and Appendices for specific format requirements). This occurs before sending copies to be bound. NOTE: You may schedule a pre-check for your format. After the copies are bound you should contact the Graduate Office to schedule an appointment to turn in your materials by the 10th of the month you want to graduate. These include the electronic submission of the dissertation to ProQuest which includes an unsigned acceptance page (The **original signed acceptance page** must be turned in loose; photocopies may be used in the bound volumes); electronic submission of the dissertation to the University Library which includes an unsigned acceptance page; two loose abstracts of the dissertation, **not to exceed 350 words** in length (one unsigned, indicating chair of committee and one signed by all members of your committee); the Dissertation Publishing Agreement contract (with a copy of the title page), the fee receipt from the ProQuest site to prove that you have paid for the publishing; copyright contract if you have decided to copyright your work; the fee receipt from the ProQuest site if you have decided to copyright your work; Survey of Earned Doctorates; verification of electronic submission to the University Library; and one bound copy of your dissertation. (see pp. 8-12 and Appendices for specific format requirements). The University Graduate School must receive these materials before the degree can be certified or awarded.

The University Graduate School accepts only the library binding which uses the oversewn method. Velo binding, available from some photocopying businesses, is not

acceptable. Ask the bindery to put the dissertation title and your full name on the front covers and the title and your last name on the spines of the bound copies. You may arrange for the bindery to send them directly to the IU Graduate School Office at IUPUI. At this time, you should verify, through OneStart (<https://onestart.iu.edu/my-prd/Portal.do>), that the spelling of your name and diploma-mailing address (student home) are correct. Bear in mind, that the University Graduate School will recommend a candidate to the Board of Trustees for the degree **only** after the bound copy of the final approved version of the dissertation have been turned in. Your degree is dated the last day of the month in which you submitted the bound copies to the Graduate School. The diploma, which certifies that you have completed the degree, should be issued within approximately three to six months of your graduation month.

FORMAT FOR THESES AND DISSERTATIONS

The University Graduate School has relatively few rules about the visual format of theses and dissertations. Both kinds of work must be typewritten or word-processed with a letter-quality printer. Dot-matrix printers are not acceptable. The University Graduate School does not accept script or italic fonts, although italics may be used to emphasize certain words. Be sure to correct errors on the typewriter or word-processor, not by hand. Text should be either double-spaced or at space and a half intervals. Long quotations within the text should be typed single-spaced and with wider margins on both sides, with the same font and size as the text. Page numbers, both Roman and Arabic, should be the same font and size as the text. If you have any questions about the acceptability of your format, do consult the Recorder. A cautionary phone call could save you time and money.

Paper

The paper is **white**, watermarked, 100% cotton paper, 8-1/2 inches by 11 inches, acid free, and of 20lb or 24lb weight. This paper, depending on the store of purchase, may be labeled as “thesis paper” “cotton rag bond” or “watermark bond”.

Master’s theses must have at least one acceptance page on the 100% cotton paper. The bound copy of a Master thesis must meet department requirements.

Doctoral dissertations, at least one acceptance page, title page, a signed abstract and an unsigned abstract, must be on paper of this quality. The bound copy of a Doctoral dissertation must meet departmental requirements.

I.U. Bond is not 100% cotton and is not acceptable. The University Graduate School will not accept corrasable bond since it tends to smear and to produce blurry copies. You may photocopy your dissertation if the copies are of good quality.

Photographs

If photographs are part of the work, all copies must contain the best possible positive prints, not photocopies (except in special cases cleared by the University Graduate School in advance). Laser-scanned photos are acceptable. Photopaper may be used for the photographs. Regardless, the format guidelines must be followed for placement in the dissertation or thesis.

Margins

The top, right, and bottom margins should be at least one inch. The left margin should be at least 1.5 inches. Although this requirement may seem somewhat arbitrary, it is nonetheless necessary for successful binding and copying. Most copying processes tend to expand the material by 2% or 3%, leaving less white space around the text. Binderies sew along the left-hand margin and then trim the other sides. Inadequate margins can result in part of your material being lost after the combination of copying and binding; even if all the material remains, insufficient margins can certainly affect the readability and the appearance of your work.

Ordinarily, the text and any other materials will appear on the right-hand page only. If however, you and your committee agree that it is absolutely necessary to include facing material on the left-hand page as well, be sure to leave 1.5 inches on the right-hand side of the facing page.

These margin requirements apply to all materials included in the thesis or dissertation, including tables, figures, maps, graphs, plates, the abstract, curriculum vitae, and any preliminary material you choose to include.

Page Numbers

Page numbers must be clear and consecutive throughout and **printed on every page**, including tables, figures, maps, charts, photographs, appendices, etc. Exception: No page number on the title page and curriculum vitae. Lower-case Roman numerals

are used for the front matter (see Organization). Arabic numerals should be used in the body of the work, the bibliography, and any appendices, while the curriculum vitae page at the end is not paginated.

The title page counts as page i, but does not bear a number. Begin numbering with the **acceptance page as page ii**, and continue with lower-case Roman numerals until the start of the actual text. That page, whether part of your full introduction or part of your first chapter, **will be numbered page 1** and every page will be numbered consecutively until you reach the vita page. Page numbers are located at the top or bottom of the page, centered midway between the edge of paper and the text. Make sure if you are including graphs, tables, or figures that are in landscape format, that the page numbers are consistent with the rest of the text. Before you turn in your copies for binding, make sure that all of the pages are in correct numerical order and that they are right side up. NOTE: Page numbers must match the font and size of the document text.

Organization

Most of the preliminary materials, or front matter, will depend on the nature of your thesis or dissertation and on your personal preference, but a few items are mandatory. The front matter must include the title page, the copy of original signed acceptance page, and the copyright page (if you decide to copyright your work). Your department may also require that the abstract be bound with the dissertation. Normally a master's thesis does not include an abstract. In addition, the University Graduate School strongly recommends that you provide a table of contents. Beyond that, other kinds of material are optional. Depending on the nature of your work, you may also wish to include lists of tables, figures, abbreviations, or appendices (include page numbers on these). You may also wish to include a dedication, a preface, or a set of acknowledgements. The latter are designed to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid in the preparation

of your thesis or dissertation; as a matter of courtesy, you would ordinarily mention the members of your committee here, as well as institutions that provided funding, your typist, or anyone else who helped you. With the exception of the title page, Roman numerals must be used for the front matter. The front matter should appear in the following order:

Title page (**mandatory** – no page number)
Acceptance page with original signatures (**mandatory** – page ii)
Copyright page (**mandatory if copyrighted**)
Dedication (**optional**)
Acknowledgements (**recommended; double spaced**)
Preface (**optional**)
Abstract (**Master students – Optional – consult your department; Doctoral students – Required. Double spaced**)
Table of Contents (**strongly recommended**)
List of Tables, List of Figures, List of Abbreviations (**recommended if appropriate**)

The following matter should appear, in this order, at the end of the dissertation or thesis:

Appendix (appendices) (**recommended if appropriate**)
References (**if appropriate; these may be single spaced**)
Curriculum Vitae (**mandatory**) placed at the end of the thesis or dissertation.
You may write the curriculum vitae in paragraph form, but the standard curriculum vitae format is preferred.

Although there are a variety of formats that you may use for your text there are a few things to keep in mind. Most theses and dissertations should be written in English and should present your findings on original research. Other works, however, are more appropriately written in other languages or may present original works of art. Likewise, different disciplines have different methods and standards for citing reference materials. You must check with your department and your committee to determine which forms they prefer.

A few basic standards cut across departments, however. Although all texts should be either double-spaced or at space-and-a-half intervals, long quotations within the text should be typed single-spaced and with wider margins on both sides. Footnotes must appear either on the page where the annotation occurs, or at the end of each

chapter, or at the end of the thesis or dissertation. The University Graduate School imposes no single form for footnotes or bibliographic citations, but it does recommend one of several style manuals as a good starting point. These include: The Chicago Manual of Style; Kate L. Turabian, A Manual for Writers; the Modern Language Association (MLA); and the American Psychological Association (APA) (the latter, especially for works in the social sciences). Similarly, the University Graduate School recommends either Webster's Third International Dictionary or Webster's Ninth New Collegiate Dictionary as authorities on spelling and usage. Neither of these sets of recommendations is exhaustive. Your department may already have a style sheet of its own or another manual that it consistently recommends. Your safest strategy is to check with your department.

PUBLICATION AND COPYRIGHT

In terms of theses and dissertations, publication means making your work available to the broader scholarly community. Although both kinds of work represent original scholarly activity, the University Graduate School requires publication through ProQuest only for dissertations. You may, of course, choose to publish your master's thesis by this or other means, especially if your committee has recommended you do so. A master's student who wishes to publish his/her work should contact ProQuest directly. In addition, if you choose to copyright, the University Graduate School encourages, but does not require, that you copyright the Doctoral dissertation in your own name; in that way, choices about the future use of your materials will be up to you. Copyrighting (©) is most easily done through ProQuest, since they take care of the necessary procedures. Still, the question of copyright is a complicated one and should be discussed with your committee. Whether or not you decide to copyright your Doctoral dissertation, the University Graduate School insists that, except under extraordinary circumstances, ProQuest shall produce microfilm and photocopies of the work for sale by them.

This process of publication is fairly simple. Obtain the link to the ProQuest site for publishing and copyright contract, and survey information from the IU Graduate School Recorder at the IUPUI Graduate Office when you go there for the format check. Pay the fees directly to ProQuest online; the fees currently are \$65.00 for publishing (mandatory), and \$65.00 for copyrighting (optional) (rates effective September 1, 2008). Finally, once the bound dissertation is ready, schedule an appointment to turn in your materials; bring the fee receipt, the signed dissertation publishing agreement form and survey form, an extra title page, two loose abstracts, the original acceptance page, and confirmation of electronic submission to ProQuest, and verification of electronic submission to the library, to the IU Graduate School Recorder at the IUPUI Graduate

Office. The University Graduate School and ProQuest will handle the rest. (See Checklist in Appendices)

Before you reach that point, however, you should consider that the way most people will learn about your work is through Dissertation Abstracts International, published by ProQuest. You should therefore spend a good bit of effort in the composition of both the abstract and the title of your work. Try to convey the flavor of your work, not just the bare bones of your findings, but make sure the body of the abstract does not exceed 350 words for publication in DAI; in an average abstract there will be about 70 characters per line with a maximum of 35 lines. You should also work to phrase your title so that it truly describes the contents and will be easily found in the index of Dissertation Abstracts. The index is based on key words, so be as specific as you can be about your subject. At the same time, remember that the title will have to fit along the spine of the bound thesis or dissertation, so keep the title as short as possible without loss of clarity.

A final point is that, as a published author, you must conform to the copyright laws in terms of the works that you have cited yourself; in other words, make sure you have permission, written if possible, to quote your sources. The best way to know how the copyright laws apply to your particular situation is to contact the Copyright Office of the Library of Congress, Washington, D.C. Information is also found through the IUPUI website <http://www.copyright.iupui.edu/>.

TITLE CENTERED, ALL IN CAPITAL LETTERS, DOUBLE SPACED:
THE IMPORTANCE OF KEY WORDS IN THE SUCCESSFUL INDEX
(Font size should be no smaller than 12, and no larger than 16)

Author's Name as it appears in OneStart
(Author's Name same size as document text)

No bold on
this page.

Submitted to the faculty of the University Graduate School
in partial fulfillment of the requirements
for the degree
Master of (Arts or Science)
in the Department (or School) of _____,
Indiana University

Month Year

(Same size as document text)

(The date should reflect the actual date of the degree – which is the month the thesis is turned in to the IU Graduate School through the Graduate Office at IUPUI by the 10th of that month.)

MASTER'S
ACCEPTANCE PAGE

The Acceptance clause
may start 1" or 2"
from top margin

This page is a
right side margin.

Accepted by the Faculty of Indiana University, in partial
fulfillment of the requirements for the degree of Master of _____.

(Committee Chair's signature) _____

name typed [include their degree], Chair

(Second member's signature) _____

name typed [include their degree]

Master's Thesis
Committee

(Third member's signature) _____

name typed [include their degree]

(Three or more faculty members should participate in certification of student's fulfillment
of the requirements for a master's degree.)

The layout of this page is the required format as established by Indiana University.

MASTER'S DEGREE FINAL CHECKLIST

1. Verify all transfer credits posted to transcript.
2. Department submit an Application for Advanced Degree form (available from your department or the Graduate Office at IUPUI) to the IU Graduate School through the Graduate Office at IUPUI, at least sixty (60) days prior to the desired degree date (by the 10th of the month).
3. Department submit a Recommendation for Advanced Degree form, at least thirty (30) days prior to the desired degree date (by the 10th of the month).
4. Verify the correct spelling of your name and your correct diploma-mailing address through OneStart (<https://onestart.iu.edu/my-prd/Portal.do>). The diploma will be mailed to the student home address. Also verify that your name does not appear on the University Checklist, as the Registrar will not release your diploma or transcript until all entries are cleared.
5. Verify all "R" and "I" grades have been completed and converted to actual grades.
6. If you have prepared a thesis as one of your degree requirements, once your committee has approved your thesis and signed the acceptance page, schedule an appointment for the format check with the Recorder at the IU Graduate School at IUPUI. Bring to the format check appointment:
 - a. Original signed acceptance page.
 - b. The unbound thesis on regular paper.
7. Once the format is approved, and the materials bound, contact the Graduate Office at IUPUI for an appointment to turn in the following:
 - a. One bound copy. You may make arrangements for the bindery to send them; however, the Graduate Office at IUPUI must receive the bound copy **before** the degree can be certified and/or awarded (by the 10th of the month of desired graduation date). Direct the bindery to print the thesis title and your name on the front and spine of each. The University Graduate School accepts only regular library binding, which uses the oversewn method. The copy may be on regular paper that measures 8-1/2 inches by 11 inches. Your program may have additional requirements for your bound thesis, check with your program for their requirements.
 - b. Photocopies of the signed acceptance page will be used in the bound volumes. The acceptance page with **original signatures** will be turned in loose to the Graduate School.

Defense Announcement
limited to one page

These title lines
are centered

(1 inch top margin)

Announcing the
Final Examination of
Student Name (as appears in Academic Records)
for the
Degree of Doctor of Philosophy in (department)
Day, Date, Time
Room, Building

Dissertation: (Title)

(The summary, no less than 150 words, is informative and contains a brief statement of the principal results and conclusions. Unlike the abstract, which is for specialists in the field, an attempt should be made in the summary, whenever possible, to communicate the findings in language and style that can be understood by the University community at large.)

Outline of Studies

Major: (Field)
Minor(s): (Field and Department)

Educational Career

Degree, Institution, year graduated
(major area not needed)

Committee in Charge

Professional Rank (Name), Chairman (Phone Number), Department
(Alphabetically list other committee members, Department not required)

Approved: (Signature) _____
(Chairman's Name Typed)

(Any member of the Graduate Faculty may attend. As a courtesy, please notify the Committee Chairman in advance.)

NOTE: This must be turned in no less than 30 days prior to your defense to the IU Graduate School through the Graduate Office at IUPUI.
(Medical Science students need to submit announcement to IU School of Medicine, MS 207 for approval before it is then forwarded to IU Graduate School. Allow enough time to meet the 30 day requirement for the IU Graduate School)
Font size of this page should be no smaller than 10.

TITLE CENTERED, ALL IN CAPITAL LETTERS, DOUBLE SPACED:

THE IMPORTANCE OF KEY WORDS IN THE SUCCESSFUL INDEX

(Font size should be no smaller than 12, and no larger than 16)

Author's Name as it appears in OneStart

(Author's name same size as document text)

No bold on
this page.

Submitted to the faculty of the University Graduate School
in partial fulfillment of the requirements
for the degree
Doctor of Philosophy
in the Department (or School) of _____,
Indiana University

Month Year

(Same size as document text)

(The date should reflect the actual date of the degree – which is the month that copies of the dissertation and materials are turned in to the IU Graduate School through the Graduate Office at IUPUI by the 10th of that month.)

DOCTORAL
ACCEPTANCE PAGE

The Acceptance clause
may start 1" or 2"
from top margin

This page is a
right side margin.

Accepted by the Faculty of Indiana University, in partial
fulfillment of the requirements for the degree of Doctor of Philosophy.

(Committee Chair's signature) _____

name typed [include degree], Chair

(Second reader's signature) _____

name typed [include degree]

Doctoral Committee

(Third reader's signature) _____

name typed [include degree]

Date of Defense
List date only.

(Fourth reader's signature) _____

name typed [include degree]

The layout of this page is the required format as established by Indiana University.

DOCTORAL DEGREE FINAL CHECKLIST

1. Verify all transfer credits posted to transcript.
2. Advisory Committee form should be submitted at the end of year one of your graduate education.
3. Schedule your qualifying examination. The exam must be completed at least 8 months before graduation. Note: All required course work should be complete and grades reported prior to the qualifying examination.
4. Once the exam is passed, submit the Nomination to Candidacy form.
5. The Nomination of Research Committee form must be approved by the Graduate School at least 6 months prior to defense.
6. Arrange a time for your defense with your committee.
7. Submit a (**one page**) defense announcement to the Graduate Office at IUPUI, at least thirty (30) days before the defense. Make sure all members of your committee have copies of your work at that time. Medical Science students, additionally, must submit a copy of the defense announcement to the School of Medicine Graduate Office, MS 207.
8. Pass the dissertation defense!
9. Verify all "R" and "I" grades have been completed and converted to actual grades.
10. Contact the IU Graduate School Recorder in the Graduate Office at IUPUI to schedule a format check. Bring to the format check appointment:
 - a. Original signed acceptance page.
 - b. Original signed abstract.
 - c. The unbound dissertation on regular paper.
11. Once the format is approved and dissertation bound, contact the IU Graduate School at IUPUI to schedule an appointment to turn in your bound materials. Bring the following to this appointment:
 - a. Confirmation of electronic submission to ProQuest.
 - b. Confirmation of electronic submission to the University Library.
 - c. The signed acceptance page with **original** signatures. (Photocopies of the signed acceptance may be used in the bound volumes.)

- d. Two abstracts, one unsigned copy and one copy signed by your full committee. These should be separate from the dissertation; however, unsigned copies will be included in the bound dissertations and the electronic submission to ProQuest and the library. The original signed copy remains on file at the University Graduate School Office. The unsigned copy is published in Dissertation Abstracts. (see e. below)
 - e. Dissertation Publishing Agreement contract and survey form. You should sign both. Make sure to include an extra title page and the unsigned abstract with the dissertation publishing agreement form, **include your chair's name only on this abstract.**
 - f. Fee receipt from the ProQuest site. (\$65)
 - g. Copyright page, if you chose to copyright, and the fee receipt ProQuest site (\$65)
 - h. One bound copy. This may be on regular paper. This must be bound by a library binding company, which uses the oversewn method.
12. Verify the correct spelling of your name and your correct diploma-mailing address through OneStart (<https://onestart.iu.edu/my-prd/Portal.do>). The diploma will be mailed to the student home address. Also verify that your name does not appear on the University Checklist, as the Registrar will not release your diploma or transcript until all entries are cleared.

NOTE: You must enroll each semester after passing the qualifying examination, with the exception of summers; however, if you are graduating during the summer, you must enroll for at least one session during that summer.

Copyright Page
Page is NOT titled

This material is centered
top-bottom
and
left-right

© (enter correct year)

Student's Name (as it appears in OneStart)

ALL RIGHTS RESERVED

This is the
"Signed" Abstract

ABSTRACT

Use same format as
your document.

Student's Name (as it appears in OneStart)

Master/Dissertation Title

(Must be underlined or all CAPS)

The abstract is double-spaced and limited to 350 words. The University Graduate School requires two abstracts—one signed by each member of the research committee and one unsigned indicating the chair of the committee. The University Graduate School forwards the unsigned version for publication in Dissertation Abstracts and retains the signed version in our records. (The student may wish to provide signature lines for the signed version to ensure neatness.) If the student wishes to include the abstract in the dissertation, he or she should do so using a third copy (unsigned and including proper pagination).

Committee Chair's signature
Name as appears on Acceptance Page

Second reader's signature
Name as appears on Acceptance Page

Third reader's signature
Name as appears on Acceptance Page

Fourth reader's signature
Name as appears on Acceptance Page

Master students are not required to submit an Abstract, however
if submitting an abstract this format must be followed

This is the
"Unsigned"
Abstract

ABSTRACT

Use same format as
your document.

Student's Name (as it appears in OneStart)

Master/Dissertation Title

(Must be underlined or all CAPS)

The abstract is double-spaced and limited to 350 words. The University Graduate School requires two abstracts—one unsigned indicating the chair of the committee and one signed by each member of the research committee. The University Graduate School forwards the unsigned version for publication in Dissertation Abstracts and retains the signed version in our records. (The student may wish to provide signature lines for the signed version to ensure neatness.) If the student wishes to include the abstract in the dissertation, he or she should do so using a third copy (unsigned and including proper pagination).

Committee Chair's Name as appears on Acceptance Page

Master students are not required to submit an Abstract, however if submitting an abstract this format must be followed

TABLE OF CONTENTS

[a sample format]

Page number
alignment and leaders
location: Format, tabs

List of Tables.....	iv
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Appendix A	100
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Curriculum Vitae	No leader dots, no page number

CURRICULUM VITAE

(there is not a page limit)

Your Name (as it appears in OneStart) (This may be centered, or flush left)

Use of personal information is discouraged.

You may include contact information. Keep in mind, how long this contact information will remain valid.

Education:

You may list this degree.

Note: Your degree is an Indiana University degree, earned at Indiana University—Purdue University Indianapolis (or IUPUI)

(The following can be listed in any order)

Honors, Awards, Fellowships:

Research and Training Experience:

Professional Experience:

Conferences Attended: (This may include Presentations, Poster Sessions)

Publications: (May include those that are submitted or in progress)

NOTE: This is just a listing of some of the things that appear on a curriculum vitae for those who are not familiar with one. There is no specific format (except for font, type size, and margins) however you may want to consult your advisor.

The Curriculum Vitae does not have page numbers

ABSENTEE ARRANGEMENTS

If you cannot be in residence at Indiana University during the final stages of your dissertation or thesis, you can still get through the process without too much trouble.

Doctoral students: Whether absent or not, you must be registered until the dissertation is complete. **Indeed, you must register each semester after passing the qualifying examination until the degree is granted. Only those graduating during the summer must register for a summer session.**

Master and Doctoral students: For the rest of the process, you need to do the same things that any other student has to do: arrange a mutually agreeable time with your committee, set up the oral exam at least thirty days prior to when you wish to defend (leave a little extra time to allow for problems with the mail), (Doctoral students: submit your defense announcement thirty (30) days prior to your defense), come back and defend. Ordinarily, the defense is conducted here on the IUPUI campus, but under extraordinary circumstances, other arrangements can sometimes be made; individuals have had their oral examinations at conventions, for example. Check with your committee or with the IU Graduate School Recorder at the IUPUI Graduate Office to see if this would work for you. Also, contact the Graduate Office to make special arrangements for the format check and deposit.

IU THESIS AND DISSERTATION DEPOSIT INFORMATION

MASTER'S

- 1 bound copy
 - This copy may be on regular paper.
 - Acceptance page may be a photocopy onto regular paper.
 - OVERSEWN.
 - Black cover, gold lettering
 - Thesis title and full name on front; thesis title and last name on spine.
- Original signed acceptance page on 100% cotton paper submitted loose.
- Check with your program if additional bounds are required for the committee.

DOCTORAL'S

- 1 bound copy
 - This copy may be on regular paper.
 - Acceptance page may be a photocopy onto regular paper.
 - OVERSEWN
 - Black cover, gold lettering
 - Dissertation title and full name on front; dissertation title and last name on spine
- Confirmation of electronic submission to ProQuest
- Confirmation of electronic submission to the University Library
- Original signed acceptance page (100% cotton)
- Signed dissertation publishing agreement contract, and fee receipt (obtained electronically from ProQuest)
- Signed copyright contract (if appropriate) and fee receipt (obtained electronically from ProQuest)
- 1 extra title page (100% cotton)
- 2 loose abstracts (100% cotton)
 - (not more than 350 words)
 - 1 signed
 - 1 unsigned (indicate chair of committee)

BINDING INFORMATION

These are the binding companies, in the Indianapolis and Bloomington areas, the Graduate School recommends, but you are not limited to them. You may use any bindery that you choose as long as they use the oversewn method.

Indianapolis:

National Library Bindery
55 South State Avenue #100
Indianapolis, IN 46201-3876
(317) 636-5606

Open: Monday – Friday.
Normal process is 3 weeks.
Rush process is 1 week.
Payment accepted: Cash, money order, cashier check.
Pay at pick up.

Bloomington:

Smith Bookbindery
112 West 10th Street
Bloomington, IN 47404
(812) 332-2743

Open: Monday, Tuesday, Thursday, Friday.
(Closed on Wednesday)
Normal process is 3 weeks.
Rush process is 10-12 days.
Payment accepted: Cash and personal check.
Pay 50% down at drop off; pay balance at pick up.

BINDING NOTES:

Bindery must use the **oversewn** method.
Binding must be black.
Lettering must be gold.
Title must be placed on the cover.
Your name as it appears in OneStart must be on the cover.
Title must be placed on the spine. There is a character limit dependent on the thickness of your document. Be sure you and your committee agree on a shorter title for the spine.
Your last name must appear on the spine.

IMPORTANT THINGS TO KNOW

- Students should confirm their program and Graduate Office has received a final transcript showing the completion of your bachelor's degree (this should be submitted to the program during the first year of study).
- Make an appointment to check the format of your thesis or dissertation (gradoff@iupui.edu). The format check will last approximately one and one half (1.5) hours. Note: Pre-check appointments are also available.
- Format check appointment:
 - Must bring the signed Acceptance page.
 - Must bring signed Abstract page (if program requires one).
 - Materials must be in final form, no "notes" or "gaps" for modifications.
- Master's students should confirm the "Application for Advanced Degree" and the "Recommendation for Advanced Degree" forms are submitted to the graduate office at least 60 days and 30 days, respectfully, prior to graduation.
- Doctoral students should confirm the Nomination to Candidacy form is submitted at least 8 months prior to the degree award date; and the Nomination of Research Committee form is submitted at least 6 months prior to the defense.
- Doctoral students should confirm the Defense announcement is submitted at least 30 days prior to defense.
- Title Page: Double-check the date on the title page reflects the month and year you will graduate, not the date of the defense. Your graduation date is the month and year that you submit your bound copies to the Graduate Office by the 10th of that month.
- Acceptance Page: Names of your committee members should be typed below the signature lines. This is the required format.
- Acknowledgements and Abstract pages should be double-spaced.
- Table of Contents: Curriculum Vitae is the last entry, without a page number.
- References – may be single spaced; be consistent with formatting; i.e. layout, spacing, punctuation.
- Curriculum Vitae – a summary of one's personal history and professional qualifications; a resume. The Curriculum Vitae, bound in the back of the thesis/dissertation, is a requirement. Curriculum Vitae is not paginated.
- Page Numbers:
 - Page numbers must be consistent throughout the text. All numerals whether Roman or Arabic should be in the same place on the page throughout (**centered at the top or bottom**) and must be the same font and size as the text.

- Landscape format used for graphs and tables should also have page numbers that are in the same place as the rest of the text and facing the right direction.
 - **All** pages are numbered **except** the title page and Curriculum Vitae. There are no exceptions to this.
 - The first page that has a number is the acceptance page (should be numbered “ii”). Continue with lower case Roman numerals until the first page of the text. Start with “1” on the first page of text.
- Paper – must be **white** 100% cotton watermarked paper, 20lb or 24lb.
 Places to get 100% cotton watermarked paper:
- | | |
|--------------|-------------------|
| Office Max | various locations |
| Office Depot | various locations |
| Arvey Paper | 634-3227 |
- (call stores ahead of time to see if they have it in stock)
- Paper may be called: 100% cotton paper; cotton rag; thesis paper; watermarked paper.
- Before printing on the watermarked paper, be sure the watermark is facing right side up.
 - **Degree will not be conferred until all “I” and “R” grades are removed.**

COMMON FORMAT MISTAKES

Fonts:

Font will be consistent throughout materials, including preliminary material, document, headings, and all page numbers.

Footnotes:

Footnotes, if used, are placed at the bottom of the page and no smaller than 10pt font.

Headings:

Your document should appear as professional as you intend. The style guides listed below include formatting for headings.

Other accepted heading styles are the heading function within your word processing program.

Hyphens, dashes, and minus signs:

These are all different. The style guides below have a section dedicated to this topic.

Hyperlinks:

Remove the hyperlink from your text and references. These should appear as the same style as your text.

IUPUI:

There are several ways to refer to this campus. The correct formats are found in the *Indiana University Style Guide* <http://creativeservices.iu.edu/resources/guide/index.shtml>

Labeling, Inconsistency both in text and with chart, ie.:

Table or table;
Figure or figure;
Fig. or fig.;
et al. or *et al.*

Margins:

Left side is one and one half inch (1.5").
Top, Right, and Bottom is one inch (1.0").

Order of front and ending material:

The front matter:

- Title page (**mandatory** – no page number)
- Acceptance page with original signatures (**mandatory** – page ii)
- Copyright page (**mandatory if copyrighted**)
- Dedication (**optional**)
- Acknowledgements (**recommended; double spaced**)
- Preface (**optional**)
- Abstract (**Master students – Optional – consult your department; Doctoral students – Required. Double spaced**)
- Table of Contents (**strongly recommended**)
- List of Tables, List of Figures, List of Abbreviations (**recommended if appropriate**)

The ending matter:

Appendix (appendices) (**recommended if appropriate**)
References (**if appropriate; these may be single spaced**)
Curriculum Vitae (**mandatory**)

Orphans:

This is a single line of text at the bottom of the page or at the top of the page.

Page numbers:

Front matter is Roman numerals. Document is Arabic numerals.
Font and size match the font and size of the document.
Location is centered top or bottom as a header/footer at half inch (0.5") from page edge.

Punctuation:

Consistency of in text lists.
Consistency of in text references, whether in or out of parentheses.

Quotes. Indention of:

Quotes set out from sentence/paragraph are single spaced and indented on both left and right sides. Most common indention is half inch (0.5") on both sides.

References:

There are several programs to assist with reference formatting. The Style Guides listed below also offer formats.

If you elect to manually format your references – be consistent.

Do not split a reference between two pages. Move the entire entry to the next page.

Using URLs, remove the hyperlink. Identify date accessed or retrieved.

Spell Check:

Do not assume your word processing program is 100% correct.

The University Graduate School recommends either *Webster's Third International Dictionary* or *Webster's Ninth New Collegiate Dictionary*.

Style Guides:

The Chicago Manual of Style;

Kate L. Turabian, *A Manual for Writers*;

Modern Language Association (MLA); and

American Psychological Association (APA) (especially for works in the social sciences).

Symbols:

Verify the character code. Choices and recently used codes will vary by computer and computer program.

Title Page:

No bold on this page.

Title must be all CAPS.

Title must be double spaced.

Title must be no smaller than 12 pt and no larger than 16 pt.

The rest of the material on the title page is the same font and size as the document text.