



# **GRADUATE THESIS AND DISSERTATION GUIDELINES**

Revised March 2014

Full implementation by Fall 2014

*Students completing theses and dissertations in Summer 2014  
have the option of using either the new or the old guidelines.*

Degree Completion Services  
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## GRADUATE THESIS AND DISSERTATION GUIDELINES

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## I: INTRODUCTION

The *Thesis and Dissertation Guidelines* were designed with you, the student, in mind. The *Guidelines* are intended for use in conjunction with the departmental guidelines of your degree program and the guidance of your supervisory committee. The criteria and procedures outlined within this manual serve to aid you toward a successful graduation. Ultimately, the thesis or dissertation is not just the culmination of fulfilling your degree requirements, but also a valuable contribution of new knowledge to your field of study. To this end, the *Guidelines* provide specific manuscript requirements to ensure the integrity and uniformity of published theses and dissertations from FAU. Students have the responsibility of following the *Guidelines* and meeting all requirements detailed within.

To aid you in this process, the Graduate College's Degree Completion Office is available to provide clarification or answer questions pertaining to university requirements and procedures: contact us at (561) 297-2343, (561) 297-1174, or at [graduatesupport@fau.edu](mailto:graduatesupport@fau.edu).

## II: STUDENT RESPONSIBILITIES

### Supervisory Committee

Please note the following criteria when forming your Supervisory Committee. In addition to these University requirements, there may be departmental-specific criteria pertaining to supervisory committees. It is important to check with your graduate program for any additional requirements.

#### 1. *Doctoral Supervisory Committees*

- a. Each doctoral candidate shall have an advisor and a Supervisory Committee comprised of at least three members of the Graduate Faculty. One of the members shall serve as the Chair of the Supervisory Committee.
- b. The Supervisory Committee shall: approve the student's plan of study; monitor the student's academic progress; approve the dissertation subject; prepare, give, and evaluate the qualifying examination; evaluate the dissertation defense; and approve the final document.
- c. The minor, or related fields, if applicable, shall have representation on the Supervisory Committee.

#### 2. *Masters Supervisory Committees*

- a. Each graduate student preparing a thesis shall have a Supervisory Committee comprised of at least three members of the Graduate Faculty or Associate Graduate Faculty. One of the members shall serve as the Chair of the Supervisory Committee.
- b. The Supervisory Committee shall approve the student's plan of study, monitor the student's academic progress, approve the thesis subject, evaluate the thesis defense, and approve the final document.
- c. The minor, or related fields, if applicable, shall have representation on the Supervisory Committee.

3. Any graduate program may have additional written criteria, approved by the University Graduate Council, for their Associate Graduate Faculty members to serve on or co-chair doctoral supervisory committees.

(From the [Graduate College Governance Document](#), approved by the University Graduate Faculty vote: September 23, 2009.)

The student works under the guidance of a major professor with a committee of faculty members; however, **the obligations of research, accuracy, writing, and quality rest with the student.**

## Thesis or Dissertation Research

The student's minimum responsibilities, in consultation with the thesis or dissertation committee chair and committee, include:

- Conducting thorough and original research and analysis;
- Following the practices appropriate for the field of study; and
- Adhering to all research compliance regulations and procedures, including conducting research according to approved protocol procedures.

Any research involving human subjects, animal subjects, infectious agents, recombinant DNA, radioactive material, x-rays, lasers, hazardous chemicals or boating/diving safety must follow all federal- or state-mandated regulations and procedures, and must be approved by the appropriate university committee prior to any collection of data on the study:

- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Environmental Health and Safety (EHS)

For additional information on research compliance, contact FAU's Division of Research at (561) 297-0777, or at <http://www.fau.edu/research/>.

For Environmental Health and Safety (EHS), contact (561) 297-2210, or at <http://www.fau.edu/facilities/ehs/>.

**Responsible Conduct of Research (RCR)** provides training in nine instructional areas as listed below. All graduate students being paid from a federal or federal flow-through grant account should evidence their RCR training by completing Collaborative Institutional Training Initiative (CITI) RCR training. For more information, visit <https://www.fau.edu/research/responsible-conduct.php>.

- Conflict of Interest
- Protection of Human Subjects
- Welfare of Research Animals
- Data Management Practices
- Research Misconduct
- Collaborative Research
- Responsible Authorship and Publication
- Peer Review
- Mentor/Mentee Responsibilities

The GDivision of Research offers a workshop series regarding these RCR instructional areas, which can be greatly beneficial for any student working on thesis or dissertation research. For additional information and workshop schedules, visit [fau.edu/research/responsible-conduct.php](http://fau.edu/research/responsible-conduct.php).

## Copyright Permissions

The student is responsible for determining the copyright status of all material included in the thesis/dissertation, and where needed, obtaining permission to include the copyrighted material. Tables, figures, maps, survey instruments, and large portions of text are beyond the limits of “fair use” (copyright.gov) and require permission from the copyright holder to reprint/reproduce. For such items, a reference citation is typically insufficient to reproduce material and students are responsible for obtaining written permission from copyright holders.

See [Sample Permission to Reproduce Copyrighted Material](#).

### *Previously Published Student Work*

Any students who have previously published their research may also need to obtain copyright permission to reproduce this material within the thesis/dissertation. Often when an article is accepted for publishing, the publishing agreement transfers the copyright to the journal publisher. Some publishing agreements state that the article material may be reproduced for purposes of a thesis/dissertation. If not, the student is responsible for obtaining explicit permission from the publisher to reproduce the material. In either case, the previous publication and permission to reproduce must be documented within the thesis/dissertation.

Note on multiple authors: If the previously published article has multiple authors, permission from all co-authors must also be obtained. While it is not necessary to submit coauthor permissions as part of the manuscript appendix, students should retain copies of such permissions for their personal records.

### *Documenting Permissions*

Permissions to reproduce copyrighted material are to be properly documented by the following:

1. On the first page where the copyrighted material appears, include: (a) the citation of original source, and (b) a statement verifying permission from the copyright holder to reproduce material.
  - *Sample statement:*
    - Originally published in: Author name, date, article title, *Journal Title*, vol./issue. Reproduced [or adapted] with permission from (Copyright holder).
  - For images/maps/tables: include this statement as a caption beneath the figure.
  - For previously published own work: include this statement as an unnumbered footnote on the first page of the chapter.
2. Include scanned copies of all permission letters (if applicable) in the manuscript Appendix.
3. Enclose printed copies of all permission letters (if applicable) with the ProQuest/UMI publishing agreement in the Final Manuscript Package.

## Originality, Plagiarism, and Academic Integrity

The student is responsible for ensuring that all writing and presentation of ideas are original and entirely the student's own, except where reference is made to the work of others. It is expected that proper and accurate citation is provided in all instances where the work of others is referenced or quoted. Students are required to adhere to all conditions outlined within FAU's **Code of Academic Integrity (Regulation 4.001)** and **Student Code of Conduct (Regulation 4.007)**.

Per Regulation 4.001, examples of academic dishonesty include, but are not limited to, the following:

### (A) Cheating

1. The unauthorized use of notes, books, electronic devices, or other study aids while taking an examination or working on an assignment.
2. Providing unauthorized assistance to or receiving assistance from another student during an examination or while working on an assignment.
3. Having someone take an exam or complete an assignment in one's place.
4. Securing an exam, receiving an unauthorized copy of an exam, or sharing a copy of an exam.

### (B) Plagiarism

1. The presentation of words from any other source or another person as one's own without proper quotation and citation.
2. Putting someone else's ideas or facts into your own words (paraphrasing) without proper citation.
3. Turning in someone else's work as one's own, including the buying and selling of term papers or assignments.

### (C) Other Forms of Dishonesty

1. Falsifying or inventing information, data, or citations.
2. Failing to comply with examination regulations or failing to obey the instructions of an examination proctor.
3. Submitting the same paper or assignment, or part thereof, in more than one class without the written consent of both instructors.
4. Any other form of academic cheating, plagiarism, or dishonesty.

Students are expected to comply with FAU's [Code of Academic Integrity \(Regulation 4.001\)](#) and [Student Code of Conduct \(Regulation 4.007\)](#); and any failure to comply with the requirements set forth in 4.001 and/or 4.007 will be addressed consistent with the procedures set forth within those regulations.

**The Graduate College reserves the right to run the thesis/dissertation through originality-detection software (such as Turnitin).**



## Manuscript Preparation and Submission

In preparing the manuscript, it is the responsibility of the student to:

- ✓ Accurately organize and present well-written material in clear and correct English (there are some exceptions for foreign languages: see [Language](#)).
- ✓ Follow correct form in quotations, footnotes/endnotes, bibliographic entries, and illustrative materials.
- ✓ Ensure that the work does not include classified or proprietary information.
- ✓ Adhere to all formatting guidelines detailed in the [Manuscript Requirements](#) section of the *Thesis and Dissertation Guidelines*, in addition to observing the appropriate practices, norms, and styles for the field of study.
- ✓ At least two weeks prior to defense, submit the manuscript to the Graduate College for a formatting review.
- ✓ Receive approval on the signature page format prior to the defense.

In preparation of the *Defense of Thesis or Dissertation*, it is the responsibility of the student to:

- ✓ Coordinate with committee to schedule the defense date at least two weeks prior to the thesis or dissertation deadline to the Graduate College. The student should consult with college or departmental guidelines regarding the scheduling of thesis or dissertation defenses. Often these departmental/college deadlines occur much earlier in the graduation semester.
- ✓ Prepare for and conduct the defense according to the committee's and academic program's guidance.

Following the defense, it is the responsibility of the student to:

- ✓ Make all corrections instructed by the committee before submission of the thesis or dissertation for Graduate College approval.
- ✓ Adhere to all submission procedures and meet all deadlines outlined in the [Submission Procedures and Deadlines](#) section of this document.
- ✓ Ensure a timely submission of the completed thesis or dissertation to the Graduate College by the deadline on the University's Academic Calendar.
- ✓ Following the Dean of the Graduate College's approval of the thesis/dissertation, prepare and submit a complete Final Manuscript Package including all required publishing related documents and fee payments.

### **III: ROLES OF SUPERVISORY COMMITTEE, GRADUATE COLLEGE, AND LIBRARY**

#### **Supervisory Committee**

The committee chair will guide the student on research, analysis, writing, and other scholarly aspects of the work. While the members of the student's committee contribute, the primary responsibility rests with the committee chair.

Submission of a thesis or dissertation is defined as the time when the first complete draft is submitted to the supervisory committee for review. All committee members, including the chair, read the manuscript critically. Each may suggest improvements and refuse approval pending additional work.

The committee chair, committee members, department chair or school director, and the college dean sign their names on the signature page(s). There can be no temporary substitute members. No other person may sign a committee member's name on a signature page, even with the authorization of the committee member involved and the committee chair. Any exceptions involving unusual circumstances require Graduate College approval.

When committee members and the committee chair sign the signature page, they certify that: the thesis or dissertation is clear and accurate; that it represents an original and worthwhile contribution; that the suggestions made by them are incorporated into the final work; and that the work conforms to the standards of the particular discipline, to Florida Atlantic University, and to Graduate College specifications.

- **No faculty member will sign a dissertation or thesis unless it is of foremost quality and meets all requirements.**
  - A medium or broad-tipped pen with dark opaque ink (i.e., **a black felt-tip pen**) should be used for the signatures.
  - Blue ink is not acceptable.
  
- **In the case of discrepancy between university guidelines and departmental requirements, the university guidelines shall take precedence.**

## Graduate College

The Graduate College's Degree Completion Office reviews the manuscript for formatting, style, consistency, and adherence to the *Thesis and Dissertation Guidelines*.

The Degree Completion Office provides up to two courtesy format reviews per student, provided that the student submits an electronic document for review at least two weeks prior to the thesis or dissertation submission deadlines (see [Submission Procedures and Deadlines](#)). Upon the student's timely submission of the thesis or dissertation hardcopy and signed signature page(s), the degree completion staff and the Dean of the Graduate College conduct the final review and provide the student with feedback on outstanding format corrections.

- **Only when all conditions outlined in the *Thesis and Dissertation Guidelines* are satisfied will the manuscript be signed by the Dean of the Graduate College.** Without this signature, the student will not graduate.

After approval, the signature page will be scanned and emailed to the student for electronic submission (ETD).

The Graduate College will verify that the ETD is approved and provide the student with instructions for how to publish the ETD to both FAU Library and ProQuest.

- The ETD is processed for FAU's Digital Library collection.
- The ETD is then submitted to the publisher, ProQuest, along with associated forms and fees for publishing.

If the student's program requires hardbound copy of the thesis/dissertation, the Graduate College submits the order to ProQuest for binding. Upon receipt of the bound copies from ProQuest, the Graduate College sends the copies to the colleges for distribution and catalogues the ETD.

## IV: SUBMISSION PROCEDURES AND DEADLINES

The Graduate College follows the University's Academic Calendar posted on the FAU website: <http://www.fau.edu/registrar/acadcal.php>. The calendar lists deadlines for the submission of theses and dissertations as well as for meeting other important graduation requirements.

### *Preparing for Degree Completion*

- ✓ *Plan of Study*: All students must have an approved [Plan of Study](#) on file with the Graduate College midway through their degree program, but no later than the semester prior to the anticipated semester of graduation.
- ✓ *Enrollment*: Per University requirement, students must register for at least one credit during the semester of graduation. If all other coursework to fulfill degree requirements is already completed, Thesis and Dissertation students should register for a minimum of one thesis or dissertation credit.
- ✓ *Application for Degree*: To apply for graduation, students must submit an [Application for Degree](#). The deadline occurs early in the semester and is listed on the Academic Calendar. If for any reason a student does not graduate as planned, a new Application for Degree is necessary to apply for graduation in a later term.

### *Formatting Review*

- ✓ At least two weeks prior to the defense date, *but no later than two weeks prior to the thesis/dissertation submission deadline for Graduate College approval*, the student submits the manuscript to the Degree Completion Office for a formatting review.
- ✓ When submitting for a formatting review, the manuscript should already be formatted in accordance with this document's [Manuscript Requirements](#) to the best of the student's ability. It is recommended that the student attend one of the Graduate College's *Thesis and Dissertation Formatting Workshops* either in the early stages of manuscript preparation or the semester before graduation.
- ✓ The degree completion staff reviews the manuscript format in accordance with the [Manuscript Requirements](#) and provides feedback for the student to make further format adjustments.
- ✓ The student may resubmit for a courtesy second formatting review.
- ✓ The signature page format must be approved prior to obtaining any signatures.
- ✓ To submit for a format review, the student should email a Word document or PDF to [GraduateWriting@fau.edu](mailto:GraduateWriting@fau.edu).

### ***Submission of the Thesis or Dissertation***

- ✓ Following a successful defense, and after all revisions instructed by the committee have been made, the student submits the completed thesis/dissertation to the Graduate College by the deadline listed on the University's [Academic Calendar](#).
- ✓ This submission includes:
  1. The completed thesis or dissertation printed one-sided on standard printer paper or emailed to [graduatewriting@fau.edu](mailto:graduatewriting@fau.edu) in PDF or Word format,
  2. Signature page(s) with original signatures of all approvers (except the Dean of the Graduate College).
    - Paper: Signature page(s) must be on white, watermarked, 20 lb. (minimum), 25 percent cotton paper. Paper is available free of charge in Degree Completion Services, Building SU-80, Suite 106.
- ✓ Signatures represent approval of the thesis/dissertation in its completed state, therefore, no further revisions may be made after this point except for corrections per the Graduate College.
- ✓ The degree completion staff and the Dean of the Graduate College conduct the final review and provide the student with feedback on outstanding format corrections. Only when all conditions outlined in the *Thesis and Dissertation Guidelines* are satisfied will the manuscript be signed by the Dean of the Graduate College.

### ***Final Manuscript Package***

- ✓ After the thesis or dissertation receives approval from the final signee (the Dean of the Graduate College), the student receives clearance to submit the Final Manuscript Package.
- ✓ The Final Manuscript Package includes all items on the [Thesis and Dissertation Checklist](#).
- ✓ All of the items for the Final Manuscript Package must be submitted to the Graduate College by the [deadline posted on the Graduate College website](#). Students may not submit the Final Manuscript Package until they have received approval from the Graduate College.

### ***ETD (Electronic Thesis/Dissertation)***

- A scanned copy of the fully approved signature page (provided by the Graduate College) is to be inserted into the final PDF manuscript.
- The final thesis/dissertation is then to be converted to PDF and uploaded to the University Library at <https://swise.fau.edu/etd>. and to ProQuest.
- The ETD is processed by the University Library for FAU's digital collection and submitted to the publisher, ProQuest.
- The ETD is required for all theses and dissertations, regardless of whether the degree program also requires hardcopy manuscripts (see "Manuscript Copies" below).

### *Printed Manuscript Copies*

- If the degree program requires any final bound copies (see [Manuscript copies by degree program](#)) the student is responsible for providing the following:
  - The final thesis/dissertation printed on white, watermarked, 20 lb. (min.), 25% cotton paper
  - Binding fee of \$25.00 (1 copy) or \$50.00 (2 copies).
- The University sends the final copies to a bindery, and the resulting hardcover books are returned to the academic program.
- **The number of copies submitted must be exactly the quantity required by the degree program**; extra copies cannot be bound through the University. Any additional copies are **optional only**, must be made through an outside company (the student may contact Proquest or any book bindery), and at the student's own expense.

### *Publishing*

- The publication of the thesis/dissertation is a required component to earning the degree. The student is responsible for:
  - Completing and submitting the Proquest/UMI publishing agreement; and
  - Providing the corresponding publishing fee (\$0 Traditional or \$95 Open Access).
- Please note:
  - The ETD is made available open access through the University Library, except in cases where embargo (delayed release) is justified.
  - The "Copy Order Form" provided in ProQuest's publishing agreement is not a requirement. If desired, the student may use this option to purchase additional copies of the thesis/dissertation for personal use. Ordering personal copies through a book bindery is also a viable option, and may have the benefit of faster turn-around time.

### *Copyright*

- Copyright registration is **optional**. To register copyright, complete and submit both the copyright form (page 6 of ProQuest's UMI/publishing agreement) and the corresponding \$55 fee with your Final Manuscript Package.
- As author of the thesis/dissertation, the student holds copyright. This copyright exists regardless of copyright registration, however there are benefits for registration (see [www.copyright.gov](http://www.copyright.gov)).

## V: MANUSCRIPT REQUIREMENTS

### General Information

A student may choose to format the manuscript themselves, or employ a skilled formatting editor. **Whether the student formats the manuscript or has someone else format it, the student is responsible for ensuring that the manuscript meets all the requirements outlined in this document.** The student is also responsible for ensuring that references are formatted in consistence with the style manual of the field of study, and that all spelling, especially of scientific terminology or nomenclature, is consistent and correct.

Do not use a previously-approved dissertation or thesis as a model since the format requirements may have changed since its approval. This can result in a student having to redo incorrect work.

#### *Language*

The student is responsible for presenting well-written material in clear and correct English.

Only students majoring in a foreign language, or those who have received permission from their committee, may prepare a thesis or dissertation in a language other than English, with all preliminary pages' material in English.

#### *Style Manual*

The style manual is determined by the student's field of study. Information and approval of the appropriate style manual, journal, or computer software should be obtained from the committee chair.

Students should consult their style manual for the following manuscript items:

- Quotations/in-text citations
- Footnotes/endnotes
- Bibliographic entries
- Tables, figures, formulas, and equations
- Chapter subheadings

All other formatting follows the standards outlined in this **Manuscript Requirements** section.

**Where differences occur between the field of study's style manual and the *Thesis & Dissertation Guidelines*, the *Guidelines* takes precedence.** Some examples of common formatting in journals not permissible in the thesis/dissertation include: paragraph text in columns, abstracts for individual chapters, figure captions on the Left/Right side of figures, and the SMALL CAPS font style.


Some common styles manuals include:

- ACS (American Chemical Society)
- AMA (American Management Association)
- AMA (American Medical Association)
- APA (American Psychological Association)
- ASA (American Sociological Association)
- CMS (Chicago Manual of Style)
- CSE (Council of Science Editors)
- IEEE (Inst. Of Electrical & Electronics Engineers)
- MLA (Modern Language Assoc.)
- Turabian Style



## Manuscript Layout

This chart indicates the various manuscript sections and the order in which they appear.

	Section	Page Numbering
Preliminary Pages 	Title page	Numbered in lowercase Roman numerals  <u>Except</u> Title page and Dedication (page number does not display)
	Copyright page	
	Signature page	
	Vita (optional)	
	Acknowledgements	
	Abstract	
	Dedication (optional)	
	Table of Contents	
	List of Tables (if applicable)	
	List of Figures (if applicable)	
	List of Equations (if applicable)	
Nomenclature (if applicable)		
Manuscript Body	Numbered continuously in Arabic numerals (1, 2, 3, etc.)	
Appendix(es)		
References/Bibliography		

## Paper

Manuscripts are to be printed one-sided on 8.5” x 11” paper. Submitted copies must not contain any crossed-out material, white-out corrections, smears, or defective/illegible type.

The specific paper types for submissions are as follows:

<b>Thesis/Dissertation submission</b> (for college/Graduate College approval)	PDF or Word document submitted to graduatewriting@fau.edu
<b>Signature page(s)*</b>	White, watermarked, 20 lb. (minimum), 25 percent cotton* submitted to building SU-80, Suite 106
<b>Final Manuscript Package</b>	PDF document submitted to graduatewriting@fau.edu
*Signature Page paper is available free of charge in Degree Completion Services: Building SU-80, Suite 106.	

\*To determine whether your program requires hardcopies or electronic copy only for the Final Manuscript Package, see [Submission Procedures](#).

## Font

**All manuscript text should be consistent in font type and size.** Students may choose a standard font, such as Times New Roman or Arial, either 10 pt. or 12 pt., and apply this font uniformly throughout entire thesis or dissertation. All font color must be black.

**Exceptions:** Text within tables, figures, and equations may be a different font type and size. Footnotes and Figure/Table captions may be 10 pt. while the manuscript text is 12 pt.

## Margins

All thesis/dissertation manuscripts should have the following margins. Note that the top margin differs depending on page heading. It is generally recommended to print several pages, physically measure the margins with a ruler, and make any adjustments as needed.

Right: 1 inch  
Left: 1.5 inches  
Bottom: 1 inch  
Top: 1 inch **except:**

- **Preliminary pages with titles** (title page, copyright page, signature page, vita, acknowledgements, abstract, dedication, table of contents, list of tables, and list of figures): **2 inches**.
  - Note: If any of these preliminary sections continue onto a second page, the top margin of the second page is 1 inch.
- **First page of a major division** (e.g., chapters, appendix, bibliography/references): **2 inches**.

Page number: 0.75 inch

Note: In Microsoft Word, page number position is determined by the footer margin.

**Landscape pages** have specific margin and page number position requirements (See the Appendix for [sample page](#) and details).

## Spacing

All text should be in double-spaced (2.0) lines.

**Exceptions:** single space may be used for the following, if specified by the field of study's *style manual*:

- Footnotes
- Figure captions
- Long quotations (“block quotations”)
- References/bibliography.

## Page Numbering

All **preliminary pages** are numbered with **Roman Numerals** (i, ii, iii, etc.) except the title page and dedication page (page numbers do not display).

Pagination **restarts at 1** with **Chapter One/Introduction**, and is continuously numbered throughout the remainder of the manuscript in Arabic numerals (1, 2, 3, etc.).

**Font** of page numbers should be consistent with the manuscript font type/size.

**Position** of page numbers: bottom, centered, 0.75" from edge of page.

## Headings

There should be consistency of heading styles throughout the manuscript. The format of all major headings (preliminary page titles, chapter titles, appendix, bibliography) should be consistent with the thesis/dissertation title style. This title style is always centered and may use either all caps or first-letter caps, bold or non-bold, **provided the chosen title style is applied consistently for all major headings**.

The "SMALL CAPS" style is not acceptable.

The font type and size of all titles and headings must be consistent with the manuscript font type and size (see [Font](#)).

Heading styles within chapters (levels 2-5 headings) are determined by the style manual.

### Exceptions:

**LaTEX** users should use the most current template and follow the heading styles contained within: see the [LaTeX2ε Document Class for Dissertations and Theses](#).

Note: College of Education dissertations may follow **APA for Chapter Titles** (while preliminary pages' headings remain in the ALL CAPS title style).

Note: Do not include any "running heads" (headers with student's name or title, as commonly used in APA style).

## Preliminary Pages

### *Title Page*

The title page introduces the thesis/dissertation title, author, degree, college, university, and date of graduation. The proper wording and placement of text should match the [sample title page](#).

The thesis/dissertation title begins at the 2” top margin, and the font style used for the title dictates the format of all major headings throughout the manuscript (see [headings](#)). All text is centered with double spaced (2.0) lines. The page number does not display on the title page.

### *Copyright Page*

The copyright page contains only the copyright statement, “Copyright (year) by (Student Name),” centered in the middle of the page (see [sample copyright page](#)). The year listed is the year of graduation.

The copyright page is the first page where the page number appears: ii, bottom center, .75” from edge of page.

As author of the thesis/dissertation, the student holds copyright. This copyright exists regardless of copyright registration. Copyright registration is optional, although there are benefits for doing so (see [www.copyright.gov](http://www.copyright.gov)). Copyright registration may be done at the time of publication (complete copyright form within the ProQuest/UMI publishing agreement). Submit the copyright registration form and fee payment with your [Final Manuscript Package](#).

### *Signature Page*

The signature page serves to document signed approval of the thesis/dissertation by all committee members, the department head, college dean, and graduate college dean. This page follows a very precise format and wording: students should view the [sample signature page](#) and replicate accordingly. Features include:

- Thesis/dissertation title is formatted exactly as it appears on the title page, positioned at the 2” top margin;
- Author name
- Paragraph:
  - This statement of thesis submission and approval follows precise wording, per the [sample signature page](#).
  - Single-spaced lines
- Supervisory committee signature lines: Left-aligned at the Right Margin
- Dept./College/Graduate College signature lines: Left-aligned at the Left Margin
  - Include the degree of each signee, for example: Jane T. Doe, Ph.D.
  - Do not precede names with “Dr.” except within the paragraph.
- Date line: Left-aligned at the Right margin
- Page number iii, bottom center, .75” margin

**It is the student’s responsibility to ensure that the names and titles of the committee members and college officials listed on the signature page are accurate.** It is also the student’s responsibility to provide a medium or broad-tipped pen with dark opaque ink (i.e., a black felt-tip pen) to the signatories. Blue ink is not acceptable.

When committee members and the committee chair sign the signature page, they certify that: the thesis or dissertation is clear and accurate; that it represents an original and worthwhile contribution; that the suggestions made by them are incorporated into the final work; and that the work conforms to the standards of the particular discipline, to Florida Atlantic University, and to Graduate College specifications.

### ***Vita (optional)***

Inclusion of a vita is infrequent in theses/dissertations. If the student chooses to include a vita, it should be brief (limited to one page) and may either be positioned here or as the very last page of the manuscript (following bibliography).

### ***Acknowledgements***

The Acknowledgements page is an opportunity to give appreciation to all those who helped along the way. The heading, “Acknowledgements,” is formatted in the title style and positioned at the 2” top margin. The acknowledgements paragraph(s) is formatted in double-spaced lines. If the acknowledgements continue onto a second page, that page has a 1” top margin.

### **[Sample acknowledgements page](#)**

### ***Abstract***

The abstract page lists the following: author, title, thesis/dissertation advisor, co-advisor (if applicable), institution, degree, and year. The proper listing order and placement should follow the **[abstract sample page](#)**. The abstract text follows, summarizing the thesis/dissertation and its major findings. The abstract should be succinct, accurate, and written in complete sentences. The heading, “Abstract,” is formatted in the title style and positioned at the 2” top margin. If the abstract continues onto a second page, that page has a 1” top margin.

Line spacing: all text in double-spaced lines, **except** titles with two or more lines, and co-advisors (if applicable). Use single-spacing for these items.

**Maximum word count:** Master’s abstract: 150 words; Doctoral abstract: 350 words.

### ***Dedication (optional)***

The dedication page is optional. If included, limit text to one page or less. **The page number does not display on the dedication page.**

Inclusion of the page heading, “Dedication,” is optional.

### **[Sample dedication page](#)**

## ***Table of Contents***

The Table of Contents only lists items that occur after the Table of Contents. For example, include the Lists of Tables and Figures, but do not include the Abstract or Acknowledgements.

This page heading is not “Table of Contents,” but the title of the thesis/dissertation formatted in the title style. Only the first page has a 2” top margin; each subsequent page of the table of contents has a 1” top margin.

Subheading level indentations should be .25 inches indented per level. The first (title) level is not indented.

Font must be consistent with the manuscript font type and size.

All entries should have “leaders” (dots) leading up to the page numbers:

Example:

Section Title .....18

There should be no fewer than 5 leaders before a page number. Long entries that would leave less than 5 leaders requires wrapping the entry to a second or third line. Second lines of entries should be indented to match the first word of the title on the first line of the entry.

Example:

Long Section Title with a lot of Words Please Ensure to Wrap the Entry onto the  
Next Line .....18

These page numbers should be aligned with the right margin. Do not manually type entries as this results in misalignment. Microsoft Word users: use the “Table of Contents” tool to generate this list. ([Sample Table of Contents](#))

### ***Lists of Tables, Figures, Equations, or Nomenclature***

Provide these list(s) only if the manuscript contains one or more of these items. Each list constitutes a separate section within the preliminary pages and has a 2” top margin on the first page. If the list continues onto multiple pages, those pages have a 1” top margin. As with other major sections, the heading is formatted in the title style.

The appropriate section order:

- List of Tables
- List of Figures
- List of Equations
- Nomenclature

There should be a separate list for each item type; do not combine into “List of Tables and Figures.”

Font must be consistent with the manuscript font type and size.

As with the Table of Contents, all entries should have “leaders” (dots) leading up to the page numbers:

Example:

Table 1. Results of Analysis .....18

There should be no fewer than 5 leaders before a page number. Long entries that would leave less than 5 leaders requires wrapping the entry to a second or third line. Second lines of entries should be indented to match the first word of the title on the first line of the entry.

Example:

Figure 1. Long Section Title with a lot of Words Please Ensure to Wrap the Entry  
onto the Next Line .....18

These page numbers should be aligned with the right margin. Do not manually type entries as this results in misalignment. Microsoft Word users: use the “Table of Figures” tool to generate this list.

[\(Sample List of Figures\)](#)

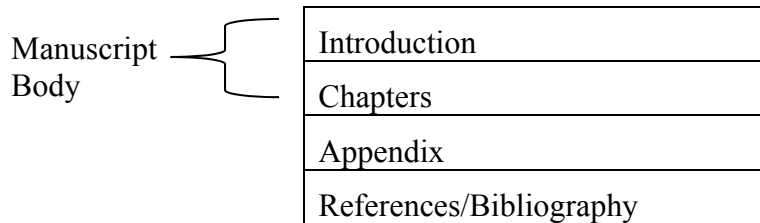
Any illustration, image, chart, or graph is classified as a “Figure” and should be labeled as such.

For more details on formatting Tables, Figures, or Equations in the manuscript body, see the section, [Tables/Figures.](#)



## Manuscript Body

The manuscript body consists of the introduction and chapters of the thesis or dissertation.



Whereas the major formatting features (chapter titles, margins, line spacing, font) follow the *Guidelines' Manuscript Requirements*, internal features of the chapters and bibliography follow the field of study's *style manual*. The manuscript format must present internal consistency: the style of headings, paragraphs, spacing, tables, and figures must be uniformly applied throughout. Chapter text is continuous, and does not break to a new page **except for**: (a) new chapter titles; and (b) figures or tables that cannot fit on an existing page. Each chapter title page should have a 2" top margin.

Formatting of the following items is determined by the field of study's *style manual*:

- Quotations/in-text citations
- Footnotes/endnotes
- Bibliographic entries
- Tables, figures, formulas, and equations
- Chapter subheadings

**Where differences occur between the field of study's *style manual* and the *Thesis & Dissertation Guidelines*, the *Guidelines* takes precedence.**

## Tables/Figures

Tables and figures generally follow the field of study's *style manual*. Captions may be single-spaced, and are consistent with the [manuscript font](#), 10 pt. or 12 pt. Text within tables, figures, and equations may be a different font type and size.

Any illustration, image, chart, or graph is classified as a "Figure," and is labeled as such in the Figure Caption. Note: Figures may contain color.

Students using Microsoft Word should use the *Insert Caption* reference tool to label figures, tables, or equations, as this is necessary in order to create the *Lists of Tables/Figures*.

Landscape pages follow specific margin and page position requirements; see the [sample landscape page](#) for details.

## Appendices

If the manuscript has an Appendix, it is placed after the chapters but before the Bibliography. The first page of the Appendix has a 2” top margin. If there are multiple appendices, insert a title page with a 2” top margin and the Appendices heading in the manuscript’s [title style](#). All subsequent appendices being on the next page and have 1” top margins. Multiple appendices are designated with letters (Appendix A, Appendix B. . .). Both spellings of “Appendixes” and “Appendices” are appropriate.

Include in the Appendix any permissions pertaining to the research study. If IRB approval was needed for the study, include a scanned copy of the IRB approval letter. If the manuscript contains any copyrighted material (including student’s own previously published work), include scanned copies of the letters granting permission to reproduce the material.

Scanned images should have 300 pixels-per-inch resolution or higher to ensure good print quality.

## Bibliography/References

The list of references/bibliography is the last section of the manuscript, following Appendices (if applicable). There should be only one consolidated references/bibliography section rather than by individual chapter. The first page of the references/bibliography has a 2” top margin and the heading in the [title style](#). Single line spacing may be used within entries, but double-space between. Avoid splitting entries between two pages unless at least two lines remain on each page.

The format and sequence of reference citations follow the field of study’s *style manual*. Complete bibliographic data must be provided for each citation. **It is the student’s responsibility to ensure the accuracy of all reference listings.**

Hyperlinks are not permitted in the Final Manuscript and ETD: all URLs/web addresses should be text-only.

## APPENDICES

**Appendix A. Sample Permission to Reproduce Copyrighted Material**

**Appendix B. Thesis and Dissertation Checklist (for Final Manuscript Packages)**

*Manuscript Copies by Degree Program*

**Appendix C. Margins Template**

**Appendix D. Sample Manuscript Pages**

*Title Page*

*Copyright Page*

*Signature Page (Master's)*

*Signature Page (Doctoral)*

*Acknowledgements Page*

*Abstract*

*Dedication Page*

*Table of Contents*

*List of Figures*

*Chapter Sample Page*

*Landscape Page*

## Appendix A: Sample Permission to Reproduce Copyrighted Material

The following template may be used to request permission from copyright holders to quote, reprint, or reproduce material. Tables, figures, maps, survey instruments, and large portions of text are beyond the limits of "fair use" ([www.copyright.gov](http://www.copyright.gov)) and require permission from the copyright holder. It is the student's responsibility to request and obtain permission prior to the inclusion of the copyrighted material in the thesis/dissertation.

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[Date]

[Name and address of addressee]

Dear \_\_\_\_\_:

My name is \_\_\_\_\_, and I am completing a doctoral dissertation/master's thesis at Florida Atlantic University, entitled "\_\_\_\_\_." I kindly request your permission to reprint in my thesis/dissertation excerpts from the following:

[Insert full citation]

The excerpts I request to reproduce are:

Page(s)

Passages to be Quoted/Reproduced

My thesis/dissertation will be published through ProQuest Information and Learning Company (PQIL), and an electronic version will be archived in the digital collection at Florida Atlantic University. The requested permission extends to any future revisions of my thesis/dissertation, including non-exclusive world rights in all languages. These rights will in no way restrict republication of the material in any other form by you or by others authorized by you. Your signing of this letter will also confirm that you own [or your company owns] the copyright to the above-described material.

If these conditions meet your approval, please sign below and return this letter with the enclosed stamped envelope.

Sincerely,

[Student Name]

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PERMISSION GRANTED FOR THE USE AS REQUESTED ABOVE:

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Signature of Copyright Holder

\_\_\_\_\_  
Date

## THESIS AND DISSERTATION SUBMISSION CHECKLIST (FINAL MANUSCRIPT PACKAGE)

Graduate students submitting a thesis or dissertation as part of their degree requirements must follow these instructions to complete the Final Manuscript Package. **PLEASE NOTE: The Final Manuscript Package should not be completed until you have received final approval of your manuscript by the Graduate College Dean. The Graduate College provides notification of approval by emailing students a scanned copy of their signature page once it has been signed by the Graduate College Dean.**

### UPLOAD FINAL ELECTRONIC MANUSCRIPT – REQUIRED FOR ALL STUDENTS

#### 1. Convert your approved manuscript into a PDF file (which will be used for Steps 2 and 3):

- Use Adobe Acrobat Pro\* to digitally insert your scanned signature page into the PDF of your approved draft.

**\*If you do not have Adobe Acrobat Pro, you can:**

- Use a computer in the Library or your Department/College computer lab (several of them have this program).
- Download the free Adobe Acrobat Pro DC trial. Here is a link to a free 7-day trial for the latest version: <https://acrobat.adobe.com/us/en/acrobat.html>

- This modified PDF file (with the scanned signature page inserted) will serve as your ETD (Electronic Thesis/Dissertation). Save this file using the following file name tag format:

- Last Name\_First Name\_YYYYMM\_Degree Abbreviation (Year and Month of Graduation)
- **Example:** Doe\_Jane\_201912\_PhD

#### 2. Upload the ETD from Step 1 to FAU's Electronic Library here: <https://swise.fau.edu/etd/>.

#### 3. Upload the ETD from Step 1 to ProQuest Publishing here: <http://www.etdadmin.com/fau>.

- Create an account or sign-in using an existing account and follow the submission steps provided on the website.
- Indicate your preference for the following (you may be required to Submit online payment, fees vary from **\$0 to \$150**):
  - Publishing
    - **\$0** for Traditional Publishing **OR**
    - **\$95** for Open Access Publishing
  - U.S. Copyright Registration - **Optional**
    - **\$55** to add U.S. Copyright Registration
  - Personal Bound Copies - **Optional**
    - **Prices vary.** These bound copies are for personal use only and are mailed to your preferred address(s).
    - **Please note:** Personal copies may be ordered from ProQuest Publishing OR a private binding company of your choosing.

### SUBMIT SURVEY OF EARNED DOCTORATES – REQUIRED FOR DOCTORAL GRADUATES ONLY

#### 4. Complete the Survey of Earned Doctorates here (**doctoral graduates only**):

<https://sed-ncses.org/GradDateRouter.aspx>.

The Graduate College will receive official notification once the online survey is submitted.

2" Top margin



### Margin Template 1

For use with the following pages:

- Title page
- Signature page
- Acknowledgements page
- Abstract 1<sup>st</sup> page
- Table of Contents 1<sup>st</sup> page
- List of Tables/Figures 1<sup>st</sup> page
- First page of a chapter or major section
- First page of the Bibliography

The content of these pages must fit within the borders of this page.

Recommendations:

- Print this page as a guide (NOTE: set print dialog box "Page Scaling" option to NONE).
- Place a manuscript page on top of the guide.
- Hold the pages up to the light to check the accuracy of the margins.

1.5" Left margin



1" Right margin



1" Bottom margin



iii



.75" footer margin (measure from bottom of page number to bottom of page)

1" Top margin



## Margin Template 2

For use with the following pages:

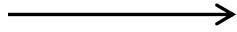
- Manuscript text pages
- Tables
- Figures

The content of these pages must fit within the borders of this page.

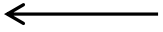
Recommendations:

- Print this page as a guide (NOTE: set print dialog box "Page Scaling" option to NONE).
- Place a manuscript page on top of the guide.
- Hold the pages up to the light to check the accuracy of the margins.

1.5" Left margin



1" Right margin



1" Bottom margin



3



.75" footer margin (measure from bottom of page number to bottom of page)



THESIS/DISSERTATION TITLE:

THESIS/DISSERTATION SAMPLE TITLE LINE TWO

by

Author Name

A Thesis/Dissertation Submitted to the Faculty of

College Name

In Partial Fulfillment of the Requirements for the Degree of

Doctor of Philosophy

Florida Atlantic University

Boca Raton, FL

May 2020



Sample Copyright Page

Copyright 2020 by Your Name

THESIS/DISSERTATION TITLE:

THESIS/DISSERTATION SAMPLE TITLE LINE TWO

by

Author Name

This dissertation was prepared under the direction of the candidate's dissertation advisor, Dr. Advisor Name, Department of, and has been approved by all members of the supervisory committee. It was submitted to the faculty of the College Name and was accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

SUPERVISORY COMMITTEE:

---

Advisor Name, Ph.D.  
Dissertation Advisor

---

Committee Name, Ph.D.

---

Committee Name, Ph.D.

---

Name, Ph.D.  
Chair, Department Name

---

Name, Ph.D.  
Dean, College Name

---

Robert W. Stackman Jr., Ph.D.  
Dean, Graduate College

---

Date

THESIS/DISSERTATION TITLE:

THESIS/DISSERTATION SAMPLE TITLE LINE TWO

by

Author Name

This thesis was prepared under the direction of the candidate's thesis advisor, Dr. Advisor Name, Department of, and has been approved by all members of the supervisory committee. It was submitted to the faculty of the College Name and was accepted in partial fulfillment of the requirements for the degree of Master of Arts.

SUPERVISORY COMMITTEE:

---

Advisor Name, Ph.D.  
Thesis Advisor

---

Committee Name, Ph.D.

---

Committee Name, Ph.D.

---

Name, Ph.D.  
Chair, Department Name

---

Name, Ph.D.  
Dean, College Name

---

Robert W. Stackman Jr., Ph.D.  
Dean, Graduate College

---

Date

## ACKNOWLEDGEMENTS

The author wishes to express sincere gratitude to his/her committee members for all of their guidance and support, and special thanks to my advisor for his/her persistence, patience, and encouragement during the typing of this manuscript. The author is grateful to the R.H. Institute for providing the research contract to conduct the study. Last but not least, the author wishes to thank his/her lab mates for all of their support.

Sample Acknowledgements Page

## ABSTRACT

Author: Author Name

Title: Thesis/Dissertation Title, Entire Title: If Title is Longer than One Line, Be Sure to Single Space Title Here

Institution: Florida Atlantic University

Dissertation Advisor: Dr. Advisor Name

Degree: Doctor of Philosophy

Year: 2020

Insert abstract text here. The abstract summarizes the thesis or dissertation, and should echo the style, reflect the emphasis, and follow the structural pater of the manuscript. The abstract should be succinct, accurate, and written in complete sentences.

The paragraphs are double-spaced and indented on the first line. Thesis abstracts are limited to 150 words; Dissertation abstracts are limited to 350 words. If the abstract text continues on to the next page, the second page should have a 1” top margin.

Insert abstract text here. The abstract summarizes the thesis or dissertation, and should echo the style, reflect the emphasis, and follow the structural pater of the manuscript. The abstract should be succinct, accurate, and written in complete sentences. The paragraphs are double-spaced and indented on the first line. Thesis abstracts are limited to 150 words; Dissertation abstracts are limited to 350 words. If the abstract text continues on to the next page, the second page should have a 1” top margin.

Insert abstract text here. The abstract summarizes the thesis or dissertation, and should echo the style, reflect the emphasis, and follow the structural pater of the manuscript. The abstract should be succinct, accurate, and written in complete sentences. The paragraphs are double-spaced and indented on the first line. Thesis abstracts are limited to 150 words; Dissertation abstracts are limited to 350 words. If the abstract text continues on to the next page, the second page should have a 1” top margin.

Sample Abstract Page

## DEDICATION

This manuscript is dedicated to my family, particularly my understanding and patient husband, Herb, who has put up with these many years of research, and to my son, Shawn, who is the joy of our lives. I also dedicate this work to my late grandparents, Rocco and Catherine, both of whom believed in the pursuit of dreams.

Notice the Dedication page hides the page number, yet it is still counted as a page number in your manuscript like the Title Page. Most students use this segment for more personalized messages than that listed in the Acknowledgements. Many use the Dedication page to thank family, friends, and those indirectly responsible for the completion of the manuscript. The Dedication page is optional; therefore, it may be omitted if you choose.

THESIS/DISSERTATION TITLE AS HEADING

List of Tables .....x

List of Figures ..... xi

Heading 1 .....1

    Heading 2 .....2

        Heading 3 .....3

            Heading 4 .....5

            Heading 4 .....5

            Heading 4 .....7

        Heading 3 .....7

            Heading 4 .....7

            Heading 4 .....9

        Heading 3 .....10

            Heading 4 .....11

            Heading 4 .....14

        Heading 3 .....15

        Heading 3 .....16

    Heading 2 .....17

        Heading 3 .....19

        Heading 3 .....22

    Heading 2 .....23



Heading 2 .....	24
Heading 2 .....	26
Heading 2 .....	29
Heading 1 .....	33
Heading 2 .....	33
Heading 2 .....	35
Heading 2 .....	36
Heading 1 .....	40
Heading 1 .....	51
Heading 1 .....	53
Heading 1 .....	60
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Sample Table of Contents Page

## LIST OF TABLES

Table 1. Mean Blame of Hispanics versus Non-Hispanics for Each IAT Score/ Film Version Combination .....	19
Table 2. Caption for Table 2 will go here. If you are using MS Word, we recommend students utilize the List of Tables Feature to generate this list.....	35
Table 3. Caption for Table 3 will go here.....	49

Sample List of Tables Page

LIST OF FIGURES

Figure 1. The Correction of Hispanic Stereotypical Attitudes in the Mainstream  
    Film Genre ..... 25

Figure 2. Caption of Figure 2 will go here. If you are using MS Word, we  
    recommend you utilize the List of Figures feature to generate this list..... 39

Figure 3. Caption of Figure 3 will go here..... 50

Sample List of Figures Page

## HEADING 1

The main body of your text will begin here. You will follow the Field Style Guide that your department and/or college has decreed, and confirmed by your supervisory committee. Your Field Style Guide as directed by your Supervisory Committee also determines your Heading formatting style. Here is an example of body text:

Florida Atlantic University was established by the Florida State Legislature in 1961 as the fifth university in the state system. When it opened its doors in 1964, FAU was the first university in the country to offer only upper-division and graduate-level work. This model was based on the theory that freshmen and sophomores would be served by the community college system. In 1984, the University responded to population growth and the need to provide increased access to higher education by admitting its first freshman class.

Today, FAU's partner campuses serve 26,000 students through more than 170 degree programs. FAU's colleges include the College of Architecture, Urban & Public Affairs, the Dorothy F. Schmidt College of Arts & Letters, the College of Business, the College of Education, the College of Engineering & Computer Science, the Christine E. Lynn College of Nursing, the Charles E. Schmidt College of Science, the Charles E. Schmidt College of Biomedical Science, and the Harriet L. Wilkes Honors College, which provides a unique and challenging four-year curriculum for the brightest students

from Florida and beyond. FAU has the Eminent Scholar Chairs in many academic disciplines, and it is home of nationally recognized research centers.

## **Heading 2**

The university's burgeoning research parks are facilitating exciting new research and learning initiatives by bringing high-tech industries into close collaboration with faculty and students.

Sample Body Text

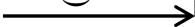
1.5" margin



**Table 7-1 Conflicts between POV1 and POV3**

	Past A	Past B	Past C	Pres A	Pres B	Pres C	Fut A	Fut B	Cond A	Cond B	Cond C	Cond D
POV1	20	15	40	2	13	8	50	.45	9	40	56	30
POV3	23	17	43	5	14	9	43	.09	5	35	24	12
CBVS.A	10	13	42	5.6	13.99	7.2	3.4	.03	3.2	2	8.02	2.29
CBVS.B	11	14	39	4.01	15.63	6.4	8	.075	2.11	4.05	15.9	4.3
CBVS.C	19	17	31	5.78	14.24	3	5.6	.09	1.87	2.09	13.2	6.8
CBVS.D	22	11	23	4.5	12.08	8.6	9.14	.125	3.7	4.02	20.5	10.5
E8.1	.018	.189	.476	1.9	1.5	1.5	2.345	4.593	2.001	1.099	2.001	.913
E8.2	.032	.121	.249	1.7	1.2	1.4	1.985	5.694	2.399	1.221	2.563	.879
E8.3	.524	.253	.892	1.3	1.9	1.0	2.857	3.459	2.894	1.974	1.989	1.01
E8.4	.175	.296	.836	1.6	1.4	1.1	3.001	3.985	2.002	1.009	2.003	1.21
	13.56	15.35	14.25	3.45	4.89	5.85	16.2	9.28	.035	.782	3.82	2.755
	.009	.089	.129	.131	.145	.101	.008	.014	.002	.001	1.05	.092
	.001	.002	.008	.003	.005	.002	.010	.001	< .001	< .001	.005	.008

1" margin (to table)



.75" margin (to page number)



16

1" margin



**Landscape Page Format**

1" margin



## REFERENCES

2018. Last, F. Sample reference: You will adhere to the references segment of your field style manual for formatting. Notice indentation scheme. Publishing. Print.
2017. Surname, N. Maintain double-spacing: Or single-space references with a single blank space between each reference to maintain double-spaced look. Retrieved from: <https://www.website.com/>. Remove all hyperlinks.
2016. Name, N. References will be the final section of your document.

Sample References Page