



Syracuse University

DETAILED FORMAT GUIDELINES FOR THESES AND DISSERTATIONS

GRADUATE CERTIFICATION OFFICE

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I INTRODUCTION

The information in this publication has been prepared to assist you in the preparation of your thesis/dissertation. These guidelines have been established by the Graduate Degree Certification Office of Syracuse University. Your manuscript must be prepared in accordance with the requirements contained in this publication and must meet all additional requirements of your department or academic unit.

II PRODUCTION

A GENERAL INFORMATION FOR THESES/DISSERTATIONS

FINAL COPIES OF DISSERTATIONS/THESES:

Final copies are those which incorporate *all revisions*, major or minor, directed by your oral examination committee following your defense. Upon the completion of the revisions your advisor will sign and date the title page of the thesis/dissertation. In doing so he/she is accepting the final version of your document and dating the title page at the time the final draft was accepted. Please write your name and graduation date in permanent ink on the face of your CD for identification purposes.

DOCTORAL DISSERTATION:

Doctoral students must submit **one copy of their dissertation on CD in one file in PDF format only.** In some cases the student's department/advisor determines that a paper copy is a more appropriate form to submit. If this is determined than one paper copy of the dissertation would be submitted in place of the CD to meet the final requirements of the doctoral program.

MASTER THESIS:

Masters students must submit two final documents, one on archival paper and one on 13-16 lb non-archival stock paper. The copies are both permanently retained by Syracuse University. *All final master's theses and paper doctoral dissertations (if applicable) submitted to the Graduate Degree Certification Office must be unbound and in 9" x 12" box.*

DOCTORAL AND THESIS MATERIALS:

Archival Considerations

All materials used in the preparation and production of archival copies must comply with certain specifications that are listed in the paper specifications section of these instructions. Archival materials are those which will not degrade or decompose rapidly over time.

DOCTORAL DISSERTATION MICROFILMING:

Microfilming Limitations

All doctoral dissertations are microfilmed by ProQuest Information and Learning. University Microfilms, International (UMI). When preparing your dissertation, it is important to prepare the document with the limitations of this process in mind. Microfilming is a black and white photographic process that greatly reduces the image size allowing for convenient storage. Microform or microfilmed images are commonly about 25 times reduced from the original document size. In order to reproduce properly on microfilm, the text and graphics

must be clear and sharp, and type must be solid black. If color illustrations and/or graphs are used please make sure that they are distinguishable in grayscale. Specific microfilming considerations are noted in the specifications below.

***B* PRINT QUALITY AND SPECIFICATIONS**

The print of your document must be letter quality with dark black characters that are consistently clear and dense.

Computer printouts with small and indistinct print and/or very narrow margins may be illegible in microfilm and will not be accepted. The printer must produce letter-quality print.

The thesis/dissertation should be written in 12 pt font, but 9 pt is acceptable for footnotes

Archival copies must be printed on one side of the paper only. With the approval of your advisor, thesis/dissertation copies printed on both sides of the paper may be submitted to the oral examination committee for the purpose of defending only.

***C* PAPER SPECIFICATIONS FOR HARD COPY THESES/DISSERTATIONS**

While all bond papers may appear to be the same, some have a high acid level or added fillers, which will cause them to become brittle and/or discolored over time. Do not assume that the paper supplied by commercial copiers is archival; it may not be. Print your archival document on high-quality, white paper, minimum 20-pound weight, and 8 ½''x11'' in size. The paper *must* be of archival quality with low acid (a minimum 2% alkaline reserve). Specifications should be clearly noted on the paper wrapper/box at the time of purchase. Do not use erasable paper. Thirteen or sixteen pound weight paper is acceptable for non-archival copies [this refers to the second copy of the master's thesis.] *Please use only **white** paper.*

***D* CORRECTIONS**

Use of correction fluid or correcting tape is *not* acceptable due to archival and microfilming considerations.

All corrections must be made on the original manuscript/document before it is photocopied.

***E* REPRODUCTION PROCEDURES**

Currently, the most popular method of reproduction for text is the electrostatic (Xerox) method. This method fuses a dry toner powder to the paper with an acceptable archival result. Be sure that the chosen copier produces clear, dark copy without streaks or light spots. It should be noted that photocopying *never improves the image being copied*. A poor quality original will only result in an even poorer copy. With every intermediate stage of copying, the image quality is degraded. Choose the highest quality of reproduction possible for all graphics and avoid making copies of copies. Currently acceptable forms of graphics include photomechanical transfer (PMT) prints, inkjet print high resolution laser prints (both dry electrostatic process and the wet photo process), black and white photographs, some color photographs, high quality electrostatic (Xerox) copy, and offset lithography.

Methods of duplication, which use a light sensitive or chemically sensitive paper, are not acceptable. Not only will the image degrade over time, but the papers usually of inferior quality and will become brittle very quickly. This classification includes diazo or blueprint reproduction, which is especially sensitive to, prolonged exposure to light. It should be noted that photocopy machines enlarge the original by approximately 1%. This varies slightly among different machines, but is important to be aware of this enlargement so that margin limitations will not be exceeded. Maps, charts, figures, and other illustrations may be reduced on reduction photocopy machines provided that any accompanying text does not become too small.

Each copy of the thesis/dissertation should be carefully collated or assembled. The most common mistake discovered by the publisher (re: PhD dissertations) is missing pages. The publishing company will return the dissertation to the Graduate Degree Certification Office if pages are missing.

See *Copies of Printed Materials* below for additional information.

Photocopies made from poor quality originals cannot be reproduced properly in microform. These poor quality copies tend to occur most frequently in appendices.

***F* ILLUSTRATIVE MATERIAL**

Two-dimensional graphic materials used to illustrate fall into one of these four categories:

1. photographs, 2. copies of printed materials, 3. drafted/drawn originals, and 4. computer graphics. In all cases, graphics should be clearly legible with good contrast and they should be properly sized to fit within the page margins.

Using Color Illustrations and Graphs

A number of significant limitations should be noted when color is used. The information conveyed by color may be considered when microfilming (a black and white process) or other non-color reproduction techniques are to be used. Please note:

- Color will appear as slightly varying shades of gray;
- Not more than two colors should be used in any illustration;
- The two colors should display notable differences in light values;
- Red will appear as black when photographed or microfilmed, Avoid using black and red together;
- Certain shades of light blue disappear when photographed or microfilmed.

If possible, use black and white graphics to avoid the complications resulting from the change of color to black and white. Shaded areas will have better contrast if cross-hatching is used instead of color. Labels or symbols rather than colors should identify lines on a graph. (See *Original Drafting/Drawing* below for additional information.)

Copies of Printed Materials

High contrast, black and white artwork (line drawings, line graphs etc.) will usually photocopy as clearly as the text and can be photocopied along with the text. But note that photocopy has a number of significant limitations. Continuous tone photographs and halftone prints (from printed books and journals) are especially difficult to photocopy successfully. It is preferable to attach these types of graphics to the final thesis/dissertation copies rather than lose clarity by photocopying them with the text.

Original Drafting/Drawing

Graphic materials should be drawn in inks that are either opaque or dark in color. Patterns are better made by the use of lines or dots. Black-and-white line drawings, shading, or positive blueprint copies are satisfactory where the image is sharply outlined and dark in color. Drafted black and white artwork should have good contrast with solid black linework. When using type, be sure to plan for any photo-reduction so that type is never smaller than 5-6 points. Grey tones can be added by hand-drawn techniques such as stippling or cross-hatching, or with dot screen adhesive films (Zipatone). These dot screens are available in a range of greys from dark to light and in a range of dot sizes from large to small. The darkness of the dot screens on drawings will later be photo-reduced, and the reduction should not be finer than 80 lpi.

Oversized Materials

Materials larger than page size (8 1/2"x11") are acceptable provided they do not exceed the dimensions of 17"x 22". Charts, graphs, and maps that are larger than the standard 8 1/2"x11" page size may be used. These should be carefully folded into the manuscript or rolled and placed in a mailing tube. (See *Preparation of Archival Copies of Thesis and Dissertation* for a complete discussion of how to include oversize material in your thesis/dissertation.)

Photo Reduction

When the original graphic is not sized to fall within the required margins of the thesis (if it is larger than the 6"x9" image area on the page) it will usually be photographically reduced to fit. When this happens all elements of the graphic, line thickness, type size, dot screen lip, etc... are reduced. Make sure that these elements do not become too small to read. After photo-reduction, type should be not smaller than 5 point, lines no thinner than .005 mm and dot screens no finer than 80lpi. If these limitations would be exceeded by excessively reducing the graphic to fit on the page, the graphics can be folded or rolled and added to the thesis as oversized graphics. A computer printout to be submitted as part of the thesis should be reduced to the standard 8 1/2"x11" page size. Computer paper which is 11"x14 7/8" reduces to 8 1/2"x 11" after a 77% reduction by photocopy machine. Margin requirements are the same as for the rest of the thesis/dissertation. The reduced type cannot be smaller than elite type and should be of dark, clear, and good quality.

Adhesives

Any thesis which includes illustrations or photographs which are pasted into the final document must use an acceptable archival adhesive. The majority of commonly available adhesives are not archival. Some non-archival adhesives will yellow over time, lose their adhesive quality, and/or damage the papers they bond. Some acceptable adhesives include dry mounting and Positionable Mount Adhesive #538. Polyvinyl acetate adhesive (Elmers glue) may be used to mount illustrations, but not to mount photographs as there will be a destructive chemical reaction between the glue and the photo emulsion. So *do not use* rubber cement, super glue, glue sticks, spray adhesive, gummed or cellophane tapes. Look for the term "*archival*" before choosing any adhesive. Most paper and all acetate photographic corners slide holders, and picture pockets will degrade over time and therefore are unacceptable. Polyester or polypropylene versions of these products are archival and can be used.

Other Media

A videotape or DVD may be submitted with your thesis/dissertation. Only one copy is required. Please label the tape or DVD so that they are not lost or separated from your final documents.

G SIGNATURES

The advisor's signature on the *Title Page* and all signatures on the *Committee Approval Page* must be originals, in black ink and may *not* be signed with a *felt-tip pen*. The advisor's name must be printed as well as requiring the signature. The title page must also be dated at the time the final document has been accepted by the advisor and or committee. An example of the title page is printed on page S1.

III STYLE GUIDELINES

A GENERAL GUIDELINES

Consistent and accurate use of the approved style is required throughout the thesis/dissertation. Procedures expressed in the "*manual of style approved by your department*" must be followed. Many departments prefer the style currently used by professional journals. Consult your advisor. Some typical style manuals are listed below. (See *References and Sources* for complete information.)

- *A Manual for Authors of Mathematical Papers* (American Mathematical Association)
- *A Manual for Writers of Term Papers, Theses, and Dissertations* (Kate L. Turabian)
- *Chicago Manual of Style* (University of Chicago Press)
- *Elements of Style* (William Strunk Jr.)
- *How to Write Mathematics* (Steenrod, Halmes, Scheffer, and Irevdonne)
- *The MLA Handbook for Writers of Research Papers* (Modern Language Association of America)
- *Publication Manual of the American Psychological Association* (American Psychological Association)
- *Suggestions for Authors* (United States Geological Survey)
- *Writing Mathematics Well* (Mathematical Association of America)

B MARGINS

A margin of not less than 1 1/2" is to be observed at the left side of each page so that binding will not obscure any portion of the text. The top, bottom, and right margins should measure one inch.

C SPACING

The body of the text (including the Abstract) must be double-spaced and printed on one side of the paper only.

D PAGE FORMAT

We recommend justification on the left only.

E PAGINATION

Prefatory Pages

Pagination is in small **Roman** numerals, centered at the bottom of the page for all of the pages preceding the main body of the text. These are referred to as prefatory pages. Numbers do not appear on the *Abstract*, *Title Page*, *Copyright Page*, or *Committee Approval Page*. However, please note that these pages are included in the page count. For example, in a typical thesis/dissertation, the *Abstract* is considered the first page, the *Title Page* is considered the second, the *Copyright Page* is considered the third, the *Committee Approval Page* is considered the fourth, the *Table of Contents* is considered the fifth, and so on. The *Table of Contents* is the first page, which displays a page number-usually page. “V.”

Body of Text

The body of the text, including *Chapter Pages*, *Graphs*, *Tables*, *Photographs*, *Bibliography*, and *Appendices* must be consecutively numbered in **Arabic** numerals in a consistent position beginning with “1.” The preferred position is the upper right hand corner. These should be placed so that they appear clearly separate from the body of the text, but no closer than ½” to the edge of the paper. Please make certain that the pagination is correct. **Pages that are misnumbered will delay the processing of your thesis. Dissertations will be returned to the Graduate Degree Certification Office by the ProQuest Publishing Co. if pages are missing or incorrectly labeled.**

F ABSTRACT

The abstract must provide a concise overview of the thesis/dissertation, so the reader can obtain the essential contents. A typical abstract includes a statement of the issue, an account of the procedures and/or methods used, followed by an assessment of the results and conclusions that were reached.

- Print on only one side of the paper;
- Use double spacing;
- Include all pertinent place names and other proper nouns;
- Display symbols, as well as foreign words and phrases, in an appropriate manner;
- Be sure to be accurate and as understandable as possible;
- Do not include any graphs, charts, table, or illustrations in the abstract

ABSTRACT FOR YOUR DISSERTATION

The ProQuest Publishing Co. no longer limits the abstract to 350 words as it previously had for dissertation abstracts. UMI will truncate your abstract if it exceeds 350 words and remove any non-text content. The abstract that you submit with your dissertation will not be altered in your published dissertation, only in the description on the ProQuest web site. If your original abstract was composed in a language other than English, please supply an additional copy in English.

ABSTRACT FOR YOUR THESIS

The abstract for a thesis should be about 350 words and be included in the text of the thesis. If your original abstract was composed in a language other than English, please supply an additional copy in English.

G FOOTNOTES

There is a wide diversity of practice in footnoting among publications across fields. Your advisor will indicate current established rules in your field of study; these should be followed in tandem with careful reference to the general style manual that has been recommended by your academic unit.

IV THE ORGINATION OF YOUR THESIS/DISSERTATION

The following order must be followed in the organization of the thesis/dissertation:

1. **FRONT FLYLEAF:** A clean blank sheet for protection for hard copies of thesis/dissertations.
2. **ABSTRACT:** Begin counting your prefatory pages here. This page is considered page “I” (although this is not printed)
3. **TITLE PAGE:** The title page includes the title of the thesis, the author’s full name, department and field of study, the degree to be awarded, the degree awarding month (May, June August, or December, *only*), the year, the candidate’s full name and a complete listing of all degrees previously awarded. The title page also includes the typewritten name of the advisor, the signature of the advisor, the signature of the advisor, and the date (*see sample S1*).
4. **COPYRIGHT NOTICE** (see sample S2)
5. **COMMITTEE APPROVAL PAGE:** This is generated by the Graduate Certification Office and forwarded to the Chair of the Oral Examination, who is then responsible for returning it with the committee signatures of approval. *It should not be returned in the final copy.* It will be inserted into the final document by the Graduate Certification Office at 107 Steele Hall.
6. **TABLE OF CONTENTS:** This should list all of the thesis/dissertation main parts, beginning with the preface and all the main parts thereafter. (*This is the first place a page number appears.*)
7. **LIST OF ILLUSTRATIVE MATERIALS:** This listing of page references for illustrative materials appears on separate pages in the same style as the table of contents. This includes: (a) list of all tables, charts, diagrams, in the order of appearance, with the title and Arabic numbering; (b) a complete list of illustrations, in order of appearance, with the title and appropriate Arabic numbering.
8. **PREFACE:** (*Optional*) the preface page briefly indicates the purpose of the thesis. The author may choose to make acknowledgments to publishers and persons who have provided special assistance with the preparation of the thesis.
9. **BODY OF TEXT**
10. **APPENDIX OR APPENDICES**
11. **CHARTS AND DIAGRAMS**
12. **BIBLIOGRAPHY**
13. **INDEX**(*if applicable*)
14. **BIOGRAPHICAL DATA:** This is a summary of the candidate’s educational and professional backgrounds, including the author’s name, date, and place of birth, all prior degrees and dates of degrees. (*See sample S3*)
15. **BACK FLYLEAF PAGE:** A clean blank sheet for protection for hard copies of thesis/dissertations.

V Copyright Information

Using Copyrighted Material

All students are expected to maintain and promote the highest standards of scholarly and intellectual integrity and honesty. As the author of a thesis/dissertation manuscript, you are responsible for certifying that the use (e.g. quotation, reproduction, etc.) of any previously copyrighted material appearing in your manuscript, beyond “**fair use**,” is with the written permission of the copyright owner (please refer to S4 sample).

For PhDs submitting the dissertation on CDs, the written permissions (if applicable) must accompany them.

Section 107 of the Copyright Act of October 19, 1976 (effective January 1, 1978) discusses the concept of fair use. Consult *The Chicago Manual of Style* for an in-depth discussion. In general, excerpts in excess of 150 words, provided they do not constitute a major portion of the original work, are acceptable within the fair use doctrine. Please note that paraphrasing does not relieve you of the obligation to provide proper identification of source data.

Material contained in your thesis/dissertation that is protected by copyright must not only be properly acknowledged, but may be included only with the written permission of the copyright owner, unless its use comes within the doctrine of fair use. (ProQuest UMI Publishing Co. makes an effort to check with each PhD dissertation published for previously copyright material. They may contact you concerning proper attribution or a statement of permission.)

Protecting Your Work

The best way to protect your work is to place a copyright notice in your thesis/dissertation. (*See sample S3*) The Graduate Degree Certification Office and the Graduate School at Syracuse University pay the copyright fee for the Graduate Students who wish to copyright their materials. Consult your advisor prior to inclusion of this notice. For additional information about copyright registration, notice, or special questions concerning copyright problems, writes the Copyright Office, Library of Congress, Washington, D.C. 20559.

VI Student Works Policy

(Approved by Vice Chancellor Vincow, April 6, 1994)

In compliance with the federal Family Educational Rights and Privacy Act, works in all media produced by students as part of their course participation at Syracuse University may be used for educational purposes, provided that the course syllabus makes clear that such use may occur. It is understood that registration for and continued enrollment in a course where such use of student works is announced constitute permission by the student.

After such a course has been completed, any further use of student works will meet one of the following conditions: (1) the work will be rendered anonymous through the removal of all personal identification of the work’s creator/originator(s); or (2) the creator/originator(s)’ written permission will be secured.

As a generally accepted practice, honors theses, graduate theses, graduate research projects, dissertations, or other exit projects are submitted in *partial* fulfillment of graduate degrees. These documents are placed in Bird Library, University Archives, and/or departments for public reference.

VII References and Sources

Achtert, Walter S., and Joseph Gibaldi. *The MLA Style Manual*. New York: Modern Language Association of America.

Boyd, Jane, and Don Etherington. *Preparation of Archival Copies of Theses and Dissertations*. Chicago and London: American Library Association.

The Chicago Manual of Style. Chicago: University of Chicago Press.

Day, Robert A. *How to Write and Publish a Scientific Paper*. Philadelphia: ISI Press.

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Miller, Joan I., and Bruce J. Taylor. *The Thesis Writer's Handbook*. West Linn, Oregon: Alcove Publishing.

Gibaldi, Joseph. *The MLA Handbook for Writers of Research Papers*. New York: Modern Language Association of America, 1988.

Publication Manual of the American Psychological Association. Washington, D.C.: American Psychological Association.

Steenrod, Halmes, Scheffer, and Irevodonne. *How to Write Mathematics*. Providence: American Mathematical Society, 1973.

Strunk, William, Jr., and E.B. White. *The Elements of Style*. New York: Macmillan.

Suggestions for Authors. United States Geological Survey.

Turbian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: The University of Chicago Press

Writing Mathematics Well. Washington D.C.: Mathematical Association of America, c 1987.

***VIII* Sample Pages**

On the following pages you will find, in order, samples for each of the following:

- Title Page S1
- Biographical Data Page S2
- Copyright Notice S3
- Copyright Permission Form S4

(SAMPLE TITLE PAGE)

PROCRASTINATION
AND THE DOCTORAL DEGREE

By

Kim Terry Young
B.A. Cornell University, 2000
M.A. Hofstra University, 2002

DISSERTATION

Submitted in partial fulfillment of the requirements for the
degree of Doctor of Philosophy in Clinical Psychology
in the Graduate School of Syracuse University

May 2009

Approved _____
Professor John Tardy

Date _____

(SAMPLE COPYRIGHT NOTICE)

Copyright 2009 Kim Terry Young

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(SAMPLE BIOGRAPHICAL DATA PAGE)

VITA

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PLACE OF BIRTH: New York, New York

DATE OF BIRTH: June 3, 1958

GRADUATE AND UNDERGRADUATE SCHOOLS ATTENDED:
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DEGREES AWARDED:

Master of Arts in Psychology, 2000, Hofstra University

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AWARDS AND HONORS:

Who's who among students in American Universities and Colleges, 2000

PROFESSIONAL EXPERIENCE:

Teaching Assistant, Department of Psychology, Syracuse University, 1999

(SAMPLE COPYRIGHT PERMISSION FORM)

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