

Georgia Southern University

JACK N. AVERITT

COLLEGE

of

GRADUATE

STUDIES

GEORGIA SOUTHERN UNIVERSITY

Electronic Thesis and Dissertation (ETD)

Student Guide to
Preparation and Processing
Jack N. Averitt College of Graduate Studies
FALL 2013

*For help with questions regarding these guidelines, please contact:
College of Graduate Studies
Phone 912-478-2647, Fax 912-478-0605*

1. Guiding Principles

This manual establishes a set of guidelines designed to ensure consistency, legibility, and professional appearance for all theses and dissertations. General principles are that all theses and dissertations should adhere to include the following.

- The thesis or dissertation must be the original work of the student.
- Students must conform to the most recent Thesis and Dissertation Guidelines published by the Georgia Southern University College of Graduate Studies. It is the student's responsibility to ensure that the copy of the guidelines they are following is up-to-date.
- The major advisor is responsible for ensuring student adherence to these guidelines prior to approval of the thesis or dissertation.
- Both departmental and College of Graduate Studies deadlines must be met and proper procedures must be followed for the defense and submission of the thesis or dissertation.
- It is the student's responsibility to ensure that the copyrights of documents used in the preparation of the thesis or dissertation are protected and adequately cited, and that all necessary permissions and/or copyright releases are obtained from copyright holders.

Approved Style Manuals by Discipline

DEGREE	STYLE MANUAL
Master of Science - Biology	<i>Council of Science Editors Style Manual.</i> American Institute of Biological Sciences. (Latest edition).
Master of Arts - History Master of Arts - Social Science	<i>A Manual for Writers of Papers, Theses, and Dissertations.</i> Kate L. Turabian. (Latest edition). (Also acceptable: APA).
Doctor of Education Major in Curriculum Studies Major in Educational Administration Doctor of Psychology Master of Science in Nursing Master of Science – Kinesiology Master of Science – Psychology Master of Science – Sport Management	<i>Publication Manual of the American Psychological Association.</i> American Psychological Association. (Latest edition).
Master of Science - Mathematics	<i>Department Style Manual</i> http://math.georgiasouthern.edu/math/thesis/thesis.php

Doctor of Public Health	<i>Publication Manual of the American Psychological Association.</i> American Psychological Association. (Latest edition). <u>or</u> AMA Manual of Style (Latest edition)
Master of Fine Arts - Art	<i>A Manual for Writers of Papers, Theses, and Dissertations.</i> Kate L. Turabian. (Latest Edition).
Master of Arts - English Master of Arts - Spanish	<i>MLA Handbook,</i> Joseph Gibaldi and Walter S. Achtert. (Latest edition).
Master of Science in Applied Engineering	<i>A Manual for Writers.</i> Kate L. Turabian (Latest Edition)

Note: For all disciplines, students may want to consider following the guidelines in *The Columbia Guide to Online Style* (Columbia University Press) for electronic sources; check with thesis chairperson for approval.

2. General Formatting

Paper Size	All pages of the thesis or dissertation must be printable on the following standard U.S. paper sizes: 8.5 x 11, 8.5 x 14 or 11 x 17 inch sheets
Margins	Margins must be consistent throughout the document (they should be exactly the same on each page of the same type). Centering is always done relative to the text area (i.e., within the margins), not the page edge.

Page Numbering: You have two options for page numbering. Select the option that satisfies your department and thesis or dissertation chairperson.

Page Numbering Option 1	Every page of the thesis or dissertation, except the abstract, must be assigned a page number (see below).	
	Front Matter	Arabic numerals
	Abstract	Page 1
	Title Page	Page 2
	Copyright	Page 3
	Approval Page	Page 4
	Dedication	Page 5
	Acknowledgments	Page 6
	Table of Contents	Page 7
	List of Tables/Figures	Page 8
	Body	Arabic numerals
Page Numbering Option 2	Front Matter	Lower-case Roman numerals,
	Abstract	Page # not visible
	Title Page	Page # not visible
	Copyright	iii
	Approval Page	iv
	Dedication	v
	Acknowledgments	vi
	Table of Contents	vii
	List of Tables/Figures	viii
	Body	Arabic numerals

Line Spacing	The body of the thesis or dissertation should be consistent throughout. We recommend 1.5 or double spacing to improve readability.
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Typefaces (Fonts)	Use of fonts and font sizes should be consistent throughout the thesis or dissertation. The typeface should be one normally used (e.g., Arial, Helvetica, Times New Roman, etc.). Non-typical or non-
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	<p>standard fonts may not survive the conversion into PDF format or may cause the document file size to be excessively large.</p> <p>All fonts used in a thesis or dissertation must be embedded in the PDF file. This ensures that the document will be readable on all computers, regardless of their configuration.</p>
Landscape-oriented Pages	<p>Page numbering for landscape-oriented pages can be set in one of the two following ways:</p> <ol style="list-style-type: none"> 1. For best on-screen readability: page numbers appear in the correct position when the page is viewed on a screen. Note that “screen-centric” page numbers may end up being obscured in bound (printed) copies of the document. 2. For best on-paper readability: “print-centric” page numbers appear in the correct position when the page is printed and bound, i.e., as if the page was actually portrait-oriented.
Headings and Subheadings	<p>The location, font, and font size for headers and subheaders should be consistent throughout the document. For example, “Header 1” could be Ariel, 14 point, and centered.</p>
Paragraphs	<p>A consistent method, such as indenting or a consistent spacing between paragraphs should distinguish paragraphs.</p>
Widows and Orphans	<p>The first or last line of a paragraph, a heading, or a subheading must not be isolated by a page break. Such isolated lines are called “widows” and “orphans” and most word processors can be set to automatically prevent them.</p>
Tables and Figures	<p>All figures and tables must fit within the margins described earlier in this manual. Follow the guidelines in your discipline’s style manual for formatting of tables and figures. Figures and tables must be numbered uniquely following one of the formats below:</p> <ol style="list-style-type: none"> 1. Consecutive numbering throughout the thesis or dissertation, or 2. Combination chapter and figure/table number designation, e.g., Figure 1.1, 1.2, 1.3, 2.1, 2.2, etc. <p>Placement of Tables and Figures. Tables and figures may be:</p> <ol style="list-style-type: none"> a) Embedded in the text, b) Placed on separate pages following the text where they are first cited, or c) Placed at the end of their respective chapters. <p>If the table or figure is embedded in the text, reasonable but not</p>

	<p>excessive blank space should be left above and below it. If the table or figure is on a separate page, no extra space should be left at the bottom of the previous page; the pages should run continuously. The text cannot contain editorial instructions about placement of tables or figures.</p> <p>Table Captions: Follow guidelines in the preferred style manual for the placement of table numbers and captions. If the caption consists of more than one sentence, the first sentence constitutes the title of the table and is the only part of the caption listed in the List of Tables.</p> <p>Figure Captions: Follow guidelines in the preferred style manual for the placement of figure numbers and captions. If the caption consists of more than one sentence, the first sentence constitutes the figure title and is the only part of the caption listed in the List of Figures.</p>
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3. Organization

The thesis or dissertation must be assembled in the following order and must conform to the sample pages in this manual:

Front-matter Sections:

Abstract (Required)	<p>Page number 1 or Page number i (suppressed) A statement of the problem, the procedure or methods, the results and the conclusions. There is a 350 word maximum on the length of an abstract. This page must include index words which are related to the topic and which can be used to locate the document in the library's databases. Maximum word count does not include index words.</p>
Title Page (Required)	<p>Page number 2 or Page number ii (suppressed) The first page of the thesis or dissertation. The title page must include all of the information indicated by the appropriate sample title page in this manual. Note: the year at the bottom of the title page is the year of graduation.</p>

Copyright Page (Required)	<p>Page number 3 or Page number iii You automatically own the copyright on your thesis or dissertation. A copyright page is placed in your document to call this to the reader's attention. It is not necessary to register the copyright to protect your rights.</p> <p>The copyright page should include the copyright symbol (©) followed by the year of copyright (usually the date the thesis or dissertation is accepted, that is, the year of graduation), and the name of the owner of the copyright (usually the author).</p>
Approval Page (Required)	<p>Page number 4 or Page number iv Include the names of all committee members listed on the latest approved advisory committee form.</p> <p>Note: the date at the bottom of the Approval Page is the month and year of graduation (not the month in which you submit the document).</p>
Dedication Page (Optional)	<p>Page number 5 or Page number v Not listed in the Table of Contents.</p>
Acknowledgments and/or Preface (Optional)	<p>If present, must be listed in Table of Contents. Page number 6 or Page number vi</p> <p>You may wish to acknowledge those who have contributed to the work represented by the thesis or dissertation, or you may wish to preface the work with an account of the process.</p>
Table of Contents (Required)	<p>Page number 7 or Page number vii This is the map to your document. Each entry in the Table of Contents must match the corresponding entry in the text exactly in terms of wording, capitalization, punctuation, page number, etc. A complete Table of Contents, including correct page number of entries, is required for the first format check. Page numbers should be right aligned.</p>
List of Tables (Optional)	<p>Page number 8 or Page number viii If present, must be listed in the Table of Contents.</p> <p>Entries in the List of Tables must match table captions in the text exactly. Follow the same guidelines to format the List of Tables as for the Table of Contents.</p>
List of Figures (Optional)	<p>Page number 9 or Page number ix If present, must be listed in the Table of Contents.</p> <p>Entries in the List of Figures must match figure captions in the text exactly. Follow the same guidelines to format the List of Figures as for the Table of Contents.</p>

Main Body Sections

All pages of the main body of the document **are numbered with Arabic numerals**. The first page of all major sections in the **main body of the text is listed** in the Table of Contents.

Forward Introduction (Optional)	or	If present, list it in the Table of Contents. Use Arabic page numbers
Chapters Sections (Required)	or	Each chapter should begin on a new page. A section within a chapter does not begin on a new page unless the previous page is filled. Any section that begins at the bottom of a page must include at least two lines of text before the page break and at least two lines at the top of the following page (see “Widows and Orphans”). Journal articles used as Chapters (manuscript style) differ from regular chapters in that they include a cover page at the beginning of each such chapter. For more details, please refer to Section 4 of this manual.
Bibliography (or References or Works Cited) (Required)	or	Treat the title of this section as you do those of all other chapters or sections, including continuous pagination. Format the entries according to your academic department’s choice of style manual. List the Bibliography, References, or Works Cited page in the Table of Contents and format the first page as you would the first page of a Chapter or main section.
Appendix Appendices (Optional)	or	If present, should be labeled and listed in the Table of Contents. Should be placed after the bibliography, list of references, or list of works cited.
Index (Optional)		Usually absent. If present, should be listed in Table of Contents and formatted the same as the first page of other Chapters or sections, including pagination.

4. Journal Articles as Chapters

In many departments, theses or dissertations may include as chapters articles that have been or will be submitted to scholarly journals for publication. This style (manuscript

style) has been approved by the College of Graduate Studies for use by all departments. However, students must have the approval of their departments to use the manuscript style for chapters in their theses or dissertations. You may also need permission from the journal or publisher to re-publish the article in your thesis or dissertation.

Authorship	The student must be either the sole author or the first co-author of each article included as a manuscript chapter.
Copyright Release	Evidence of permission from the publisher or journal editor (if published) or from any co-authors (if not published) to use articles that have been published or accepted for publication must be included. It is the student's responsibility to secure such copyright releases prior to submitting the thesis or dissertation to the College of Graduate Studies. The College of Graduate Studies will accept a letter of permission or an email from the publisher. Final submission of theses and dissertations will not be accepted without all necessary copyright releases on file. (For more information, see instructions for final submission in this manual.)
General Formatting	<p>Formatting requirements for manuscript chapters are identical to those of non-manuscript chapters, e.g., margin sizes, line spacing, consistency of heading styles, spacing between sections or before tables and figures, etc.</p> <p>OR</p> <p>You may include a digital reproduction of your article if it is in print.</p>
Overall Document Structure	<p>A thesis or dissertation written in manuscript style must also include the following:</p> <ul style="list-style-type: none"> a) A literature review that defines the objectives of the research, and b) A concluding chapter that ties together the major results presented in the thesis or dissertation, c) Any additional material required by the department style manual.

5. Electronic Submission

ETD Format Check Submission	<p>The student must submit one complete formatted copy of the thesis or dissertation to the College of Graduate Studies by the appropriate deadline date (see below) for format check prior to the final submission</p> <p>IMPORTANT! If it is apparent that the student has not made a serious effort to follow this manual's formatting guidelines, the thesis or dissertation will not be accepted for the format check and the student's graduation date may be moved to the next semester.</p> <p>If the manuscript requires additional formatting corrections, these corrections, along with any required by the student's thesis or dissertation committee, <i>must</i> be completed in time to meet the final submission deadline.</p>
Final Submission	<p>The corrected, final ETD (Electronic Thesis or Dissertation) may be uploaded (submitted) to the ETD web site server only after:</p> <ol style="list-style-type: none"> 1. All revisions have been completed, 2. All formatting problems identified during the format check have been corrected, 3. The student has successfully defended the document (your thesis or dissertation defense) and the Thesis Defense Report¹ or Dissertation Defense Report² form has been submitted to the College of Graduate Studies by the Committee Chair. The Thesis or Dissertation Defense Report form <i>must</i> report a pass. 4. Signed copyright permission forms for any copyrighted materials contained in the ETD have been submitted to the College of Graduate Studies. <p>The final ETD must be electronically submitted by the term submission deadline posted on the Georgia Southern University Academic Calendar.</p>

1

<http://cogs.georgiasouthern.edu/download/forms/enrolledstudentforms/CompsThesisDefenseReportForm.pdf>

² <http://cogs.georgiasouthern.edu/download/forms/enrolledstudentforms/DissertationDefenseReport.pdf>

	<p>The student will receive an email when the final ETD document is electronically verified (approved) by the committee. This final approved copy is considered to be the official copy. After processing by the College of Graduate Studies, the electronic file will be transferred to the Henderson Library for cataloging.</p> <p>No changes can be made to the thesis or dissertation after it has been accepted as the final copy.</p>
<p>Printed Copies</p>	<p>If the student desires, bound paper copies of the official ETD may be printed and bound at student expense at the Eagle Print Shop on the Georgia Southern University campus. The only files that the Print Shop will process are the final copies stored in the College of Graduate Studies electronic archives. Since these files cannot be changed after final submission, students must make sure that they are satisfied with the format and content of their document at the time of submission.</p> <p>By default, the Eagle Print Shop prints all files in black and white on 8.5 x 11 inch sheets. If you wish to print any pages in color or on larger sheets, please inform the print shop at the time of placing your order.</p> <p>The Eagle Print Shop can produce:</p> <ol style="list-style-type: none"> 1. Spiral bound copies with soft cover 2. Paper bound copies with soft cover 3. High quality CD <p>The Eagle Print Shop only prints the files that they receive from the College of Graduate Studies. The Print Shop cannot modify these files in any way. Any format errors found in the printed copies are errors that existed in the final document submitted by the student. The College of Graduate Studies and the Eagle Print Shop are not responsible in any way for these errors. It is entirely up to the student to ensure that the final PDF file will print correctly.</p> <p>All bound copies or CD copies will be made at the student's expense.</p> <p>A student wishing to have their own "hard bound" paper copies may do so through any other means that they choose, such as having it bound at a Kinko's or other copy center.</p>

Dissertation Abstracts International (DAI)	Doctoral students may elect to submit the abstract of their dissertation or the entire dissertation for publication in UMI's <i>Dissertation Abstracts International (DAI)</i> database. UMI submission is not required, however, since the dissertation may be accessed through Georgia Southern University's Web site.
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6. Sample Pages

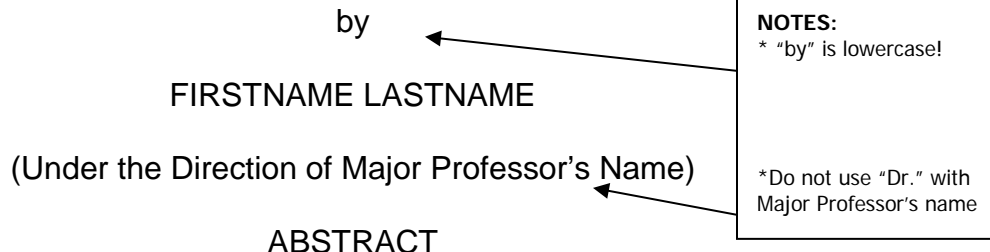
Introduction

This supplementary packet contains sample pages to help you see what the pages in your thesis or dissertation should look like.

NOTE:

In the following sample pages, false names and identifying terms are used to help you understand the kind of information that should appear at a particular location.

THE TITLE OF YOUR THESIS OR DISSERTATION GOES AT THIS MARGIN



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

INDEX WORDS: Index term, Dissertation, Thesis guidelines, College of Graduate Studies, Student, Graduate degree, Georgia Southern University

THE TITLE OF YOUR DOCUMENT BELONGS HERE

by

FIRSTNAME LASTNAME

B.S., Georgia Southern University, 2001

M.Ed., Georgia Southern University 2003

(* International students must include the name of the country between the school and the date the degree was received.)

A Dissertation Submitted to the Graduate Faculty of Georgia Southern University in

Partial Fulfillment of the Requirements for the Degree

DOCTOR OF EDUCATION

STATESBORO, GEORGIA

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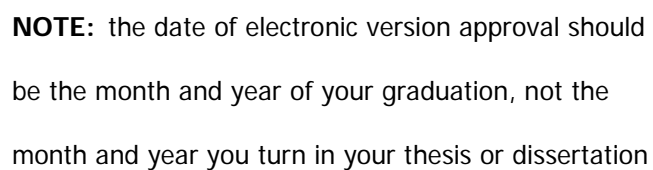
THIS IS AN EXAMPLE SHOWING HOW TO FORMAT THE ETD APPROVAL PAGE

by

JONATHAN WILLIAM SMITH

Major Professor: Jefferson Davis
Committee: Thomas T. Maximum
George Handle
Mary J. Grant
Angela S. Moon

Electronic Version Approved:
Spring 2013



NOTE: the date of electronic version approval should be the month and year of your graduation, not the month and year you turn in your thesis or dissertation

DEDICATION

This page is optional. You do not have to provide a dedication or acknowledgments for your thesis or dissertation. You may write whatever you would like on this page.

ACKNOWLEDGMENTS

This page is optional. You may use this section to express acknowledgement of those who have helped you with this document and your academic career.

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CHAPTER 1

INTRODUCTION

Purpose of the Study

This study seeks to understand the reasons why there is such a large quantity of stress associated with the pursuance of a terminal academic degree. It is widely known that most graduate students report high levels of stress on the Academic Stress Index, especially in the first year of study. The author here has conducted research that hopes to explain the particular sources of this stress, reasons that the levels of stress seems amplified, and numerous ways to alleviate the stress. One very successful avenue for stress relief has been the Exercise Method coupled with preventative measures in the final stages of writing the long-awaited dissertation. It is the belief of the author that the findings of this study will provide future students with effective and solid stress relief.

How This Study Is Original

The present study deals with a particular age level in the range of 22 to 35. The author assumed that the largest majority of graduate students fell into this age range and that many other life stressors occurred during this period of the normal human life-span. Each of the participants in the study completed a permission form and was evaluated by a medical professional to ensure overall physical and mental health both before and after the research was conducted. The participants were paid for their time by the researcher and were debriefed immediately following the study. All of the participants were enrolled as full time students and were doing research to support their dissertation.

CHAPTER 2

THE TITLE OF YOUR MANUSCRIPT BELONGS HERE

(SAMPLE JOURNAL ARTICLE AS CHAPTER).

¹ Sample, I.G. and U.B. Goodwin. 1999. *Psychology Today*. 1045: 562-603.

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¹ Sample, I.G. and U.B. Goodwin. Accepted by *Psychology Today*.

Reprinted here with permission of publisher, 12/10/2002.

¹ Sample, I.G. and U.B. Goodwin. Submitted to *Psychology Today*, 12/10/2002.

¹ Sample, I.G. and U.B. Goodwin. To be submitted to *Psychology Today*

These are samples of
different types of submission
indications.

Here is a landscape with page numbers in the correct place for viewing on the screen. Note that, if the thesis or dissertation is printed and bound, the page number may disappear into the binding.

Here is a landscape page with page numbers in the correct place for readability on the printed page.

REFERENCES

- Jones, R. and S. Smith. 2008. Title of An Excellent Article. *Journal of Educational Media*. 22(4): 1042-1049.

APPENDIX A

BROWSING THE COLLEGE OF GRADUATE STUDIES WEB SITE

[text]