

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
2019

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

Guiding Principles

This manual establishes a set of guidelines designed to ensure consistency, legibility, and professional appearance for all theses and dissertations. General principles require theses and dissertations adhere to 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 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 followed for the defense and submission of theses or dissertations.
- 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> <i>Please see Dr. Scott Kersey's web page for the LaTeX Graduate Thesis file. https://sites.google.com/a/georgiasouthern.edu/skersey/</i>

Doctor of Public Health	<i>Publication Manual of the American Psychological Association.</i> American Psychological Association (Latest edition). or AMA Manual of Style (Latest edition)
Master of Fine Arts - Art	<i>A Manual for Writers.</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 committee chairperson for approval.

Before submitting your thesis or dissertation to the Digital Commons, your major professor and committee must review your manuscript for formatting, compliance with the style manual for the degree, and resolution of any issues identified at the thesis or dissertation defense. Please review all relevant policies and guidelines prior to submission.

If your manuscript meets all requirements listed below, it will be sent to your committee for final approval in the Digital Commons. If your manuscript does not meet these requirements, it will be returned to your committee and will not be accepted for posting in the Digital Commons (a degree requirement) until all requirements have been met:

- Displays accurate and clear writing.
- Complies with the degree's style manual as found in the ETD Manual/Student Guide to Preparation and Processing: <https://cogs.georgiasouthern.edu/etd-submission-links/>
- Complies with the University's format template: <https://cogs.georgiasouthern.edu/etd-submission-links/>

Once your manuscript is approved by your committee, the College of Graduate Studies will check the formatting of the manuscript before posting in the Digital Commons. Minor formatting changes pertaining to compliance with the University template may be requested.

After your final manuscript is accepted by the College of Graduate Studies and all committee reviews have been received in the Digital Commons as CORRECT, you will be notified that the process is complete and your manuscript will be posted in the Digital Commons.

1. 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, and 8.5 x 14 or 11 x 17 inch sheets for charts and graphs.

Margins Margins must be consistent throughout the document (they should be exactly the same on each page of the same type).

Page Numbering	Every page of the thesis or dissertation, except the abstract, title and copyright pages must be assigned a page number (see below).	
	Front Matter	Arabic numerals
	Abstract	
	Title Page	
	Copyright	
	Approval Page	Page 1
	Dedication	Page 2
	Acknowledgments	Page 3
	Table of Contents	Page 4
	List of Tables/Figures	Page 5 and 6
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. Times New Roman typeface should be used.
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	<p>All fonts used in a thesis or dissertation must be embedded in the PDF file, which ensures the document will be readable on most platforms.</p>
<p>Landscape-oriented Pages</p>	<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.
<p>Headings and Subheadings</p>	<p>The location, font, and font size for headers and subheaders should be consistent throughout the document.</p>
<p>Paragraphs</p>	<p>Consistent indenting between paragraphs should distinguish each paragraph.</p>
<p>Widows and Orphans</p>	<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 should be prevented.</p>
<p>Tables and Figures</p>	<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 should 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. The text may not contain editorial instructions about placement of tables or figures.</p> <p>Table Captions:</p> <p>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:</p> <p>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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2. 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 suppressed</p> <p>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 related to the topic. Index Words are 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 suppressed</p> <p>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 the ETD template.</p>

Copyright Page (Required)	<p>Page number suppressed 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 (the author).</p>
Approval Page (Required)	<p>Page number 1 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 2 Not listed in the Table of Contents.</p>
Acknowledgments (Optional)	<p>If present, must be listed in Table of Contents. Page number 3</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 4 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 5 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 6 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.
Chapters Sections (Required)	Each chapter begins 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”).
Bibliography (or References or Works Cited) (Required)	<p>Treat the title of this section as you do those of all other chapters or sections, including continuous pagination.</p> <p>Format the entries according to your academic department’s choice of style manual.</p> <p>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.</p>
Appendix or Appendices (Optional)	<p>If present, should be labeled and listed in the Table of Contents.</p> <p>Should be placed after the bibliography, list of references, or list of works cited.</p>

3. Journal Articles

In many departments, theses or dissertations may include articles that have been or will be submitted to scholarly journals for publication.

Students must have the approval of their departments to use these articles 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.
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 journal articles are identical to those of non-journal submissions, e.g., margin sizes, line spacing, consistency of heading styles, spacing between sections or before tables and figures, etc.</p> <p>OR You may include a small, selected 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.

4. Electronic Submission

<p>ETD Submission</p>	<p>The student must submit their completed and appropriately formatted thesis or dissertation to the University Digital Commons by the appropriate deadline (see below) for review prior to the final submission date.</p> <p>IMPORTANT! If it is apparent that the student has not followed this manual's formatting guidelines, the thesis or dissertation will not be accepted 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 in order to graduate that term.</p>
<p>Final Submission</p>	<p>The corrected, final ETD (Electronic Thesis or Dissertation) may be uploaded (submitted) to the ETD /Digital Commons only after:</p> <ol style="list-style-type: none"> 1. All revisions have been completed, 2. All formatting problems identified during the review process have been corrected, 3. The student has successfully defended the document (thesis or dissertation defense) and the Thesis Defense Report or Dissertation Defense Report form has been submitted to the College of Graduate Studies by the Committee Chair by the deadline identified in the Academic Calendar. 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>

	<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 is posted in the University Digital Commons.</p> <p>No changes can be made to the thesis or dissertation after it has been accepted as the final copy.</p>
Printed Copies	<p>If the student desires, bound paper copies of the official ETD manuscript may be printed and bound at student expense at the University Printing and Postal Services. The only files Printing and Postal Services will process are the final copies stored in the University Digital Commons. 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>University Printing and Postal Services only prints files they receive from the University Digital Commons. Printing and Postal Services 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. University Printing and Postal Services and The College of Graduate Studies 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 will be made at the student's expense.</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 the University Digital Commons.
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5. Sample Pages

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

NOTE:

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

Sample pages are available through the **ETD Template**:
<https://cogs.georgiasouthern.edu/etd-submission-links/>