

These guidelines can also be found on the Web site under each step.
Most formatting requirements in this guidebook have been programmed into the Word Templates.



OHIO
UNIVERSITY

Thesis and Dissertation (TAD) Guidelines

Graduate College
Thesis and Dissertation (TAD) Services
Ohio University
44 University Terrace, McKee House
Athens, Ohio 45701
Physical Location: Research and Technology Center, Room 114
www.ohio.edu/etd
etd@ohio.edu
Fax: (740) 593-2951
Phone: (740) 597-2599

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Revised 09-03-09

CONTACT INFORMATION

Go www.ohio.edu/etd for all required forms, template documents, Graduation and Word workshops, oral defense forms, online Word format training, and deadlines for each quarter. Forms can be returned by email, faxed to (740) 593-2951, or dropped off to TAD Services attention, Monday through Friday, 8:00 a.m.-5:00 p.m., McKee House, or mailed to:

Ohio University
Office of Graduate Studies
TAD Services
McKee House
44 University Terrace
Athens, OH 45701

Email all documents and questions to: etd@ohio.edu

Walk-in office hours: 8:30 a.m.-3:30 p.m., Monday through Friday and by appointment.

Personnel	
Angela McCutcheon mccutcha@ohio.edu (740) 597-2599	Director, Thesis and Dissertation (TAD) Services
Sara Armstrong armstros@ohio.edu	Assistant Director, Thesis and Dissertation (TAD) Services
Jeahyeon Ahn ja106104@ohio.edu	Technical Assistant, Graduate Assistant

Physical location: Haning Hall Room 117 (across from Buffalo Wild Wings)

Word and PDF Workshops (optional but highly recommended): Held every quarter to answer most Microsoft Word questions and troubleshooting tips needed to format a manuscript. Also, see *Word Training Manuals* and *Online Training for Word* at www.ohio.edu/etd under Step 1 on web site.

TAD Workshops: Answers most procedural, submitting, and manuscript formatting questions. If a student is leaving town, TAD Services should be contacted before the student leaves campus at etd@ohio.edu to complete paperwork and to assure the student understands the filing procedure. A schedule of workshops is emailed to all graduate students each quarter. Also, for the latest schedule, go to www.ohio.edu/etd.

INTRODUCTION

The purpose of this guide is to acquaint students, faculty, and administration with the established guidelines for formatting and submitting a thesis or dissertation in “hard copy” paper or in electronic format. All students should follow the guidelines on the web site or in this handbook. *(This guidebook is not intended to provide all details on writing and submitting a thesis or dissertation and is not to be used in place of a style guide--APA, MLA, Chicago, etc. For additional details, attend a TAD Graduation Workshops or a Microsoft Word Workshop offered each quarter).*

Students have the option of filing a thesis or dissertation in “hard copy” paper only if their college has not made filing electronically mandatory. Students filing in hard copy paper also follow all instructions in this guidebook and do not need to decide if they want to file in hard copy paper until at the end of the process. Also, see *Hard Copy Paper Checklist* in this guidebook. Appropriately 8% of Ohio University students file in hard copy paper.

More on Filing Process: All electronic documents are generally released to OhioLINK in the quarter following graduation. Once the student’s graduation date is confirmed, dissertations are released first to allow for additional ProQuest processing time, and then thesis documents are released. Before student documents appears online, a reasonable processing period is needed for ALICE (Ohio University’s online catalog), the OhioLINK ETD Center (the Ohio Department of Education’s database), and ProQuest/UMI. In general, OhioLINK documents are released by TAD Services in the quarter following graduation. In the following quarter, documents also appear in ALICE, and ProQuest documents (Dissertation Abstracts) may not appear for up to six months.

1. **Electronic** – The open access method is recommended, because this allows for greater flexibility, cost savings, and improved access to graduate research. The student uploads the document in full text for online viewing through OhioLINK and ALICE. Dissertations are also viewable on campus through the ProQuest database.
2. **Electronic with OhioLINK Delayed Publication** – Students are discouraged from delaying the publication of a manuscript without reasonable cause. Generally, publication delays are requested due to a concern of the future publishing of a book or a pending patent. This delay applies to the OhioLINK online copy only. *Publication delays do not apply to dissertation documents. They are viewable on campus through the ProQuest database.*

The Delayed Publication Form must be completed by the student in TAD Services by the quarterly deadline. The abstract only becomes available for viewing online through OhioLINK until the publication date specified (for up to five years). Thesis submitters are required to provide a paper copy on standard 20 lb white paper for all Publication Delays. This copy will become the Library’s circulating copy until the document becomes available online.

3. **Print to Hard Copy Paper** – To be used only by those who want to restrict access to their document. The student uploads the abstract only and this becomes available for online viewing through OhioLINK and ALICE. Students are required to provide two or more paper copies (see *Hard Copy Paper Checklist* in this Guidebook for instructions). For dissertation documents (paper and electronic), ProQuest provides full-text viewing for Ohio University patrons only and the first 25 pages for public viewing.

STUDENT RESPONSIBILITIES

- Follow discipline-specific style guidelines (APA, MLA, Chicago, etc.). The College of Education has an additional handbook for their students to follow.
- Format the front of the document and other general formats to meet TAD guidelines.
- Student, advisor, and committee are responsible for the academic integrity, spelling, punctuation, grammar, and scholarly format of the document.

GRADUATION CHECKLIST

Student's responsibility:

- Apply for graduation through the Registrar's Office (www.ohio.edu/registrar)
- Register for thesis (695) or dissertation (895) hours
- Complete all course requirements
- Check with department/school and college to ensure all requirements have been met
- Earn an accumulated GPA of at least 3.0
- Successfully pass oral defense
- Make all necessary changes, obtain advisor approval, and submit final document to TAD Services

COPYRIGHT INFORMATION

Registering a copyright is recommended if a student is filing a patent, writing a book, publishing articles, or if an advisor recommends it. A registered copyright creates a public record of ownership and is necessary for future legal action.

To register your copyright, you need the final manuscript in PDF file format and then go to <http://www.copyright.gov/forms/> to complete the online form, pay the \$35 fee, and upload your final manuscript in PDF file format. For more information regarding copyright registration, go to www.copyright.gov. For more information about electronic copyright filing, go to www.copyright.gov/eco.

Required Copyright Line on Title Page

A separate copyright page is no longer required in Ohio University manuscripts. Since theses and dissertations are considered copyrighted once they are in tangible form, all Ohio University theses and dissertations now include the following copyright line at the bottom of the title page, centered and double spaced below the graduation month and year:

© Graduation Year First M. Last. All Rights Reserved.

Example: © 2009 Susan Berry. All Rights Reserved.

PREPARING A THESIS OR DISSERTATION CHECKLIST

- ❑ **Download the TAD Template from www.ohio.edu/etd.** Download the appropriate template (Word or LaTeX) to begin writing a proposal, thesis, or dissertation. The templates include the majority of the campus-wide format requirements. Also, use the TAD web site and TAD Word Training Manual at www.ohio.edu/etd to format a thesis or dissertation if needed.
- ❑ **Attend Thesis and Dissertation (TAD) Word Training.** Attend the optional Word training at any time to assist with preparing a manuscript (from the proposal stage to the final manuscript). Most students find it is in their best interest to take this training early in their writing process. The course can be repeated to improve Word skills and the formatting of the manuscript. Training is offered every quarter. For training dates, go to www.ohio.edu/etd; to register, email etd@ohio.edu.

TAD Microsoft Word/PDF Course Description: This workshop covers essential skills and short cuts for formatting manuscripts (in paper and electronic formats). Topics include: using the template documents designed for each college; setting global margins and headers; line spacing; page and section breaks; page numbering; automating the table of contents; formatting headings (styles); creating dot leaders for List of Tables/Figures; landscape pages; hanging indents; block quotations; widow and orphan control; troubleshooting Word formats, and more.

TAD Word Basics Course Description: This workshop is for students who wish to learn basic computer formatting commands that can save them hours of work when formatting theses or dissertations. Information on word wrap, tabs, text formatting and introductory information about using the TAD Templates will be presented at a slower pace than the TAD Microsoft Word Standard Workshop.

TAD Tables/Figures Course Description: This workshop is recommended to students who need assistance formatting tables, figures, photos, objects, etc. into theses or dissertations. Students with a large number of graphs, tables, images or objects will learn about automating lists of tables and figures, compressing objects, placement and formatting techniques.

- ❑ **Attend a Thesis and Dissertation (TAD) Graduation Workshop.** Attend an optional TAD Workshop if you plan to file your final thesis or dissertation before graduating this quarter, next quarter, or if you are leaving town before you graduate. For training dates every quarter, go to www.ohio.edu/etd; to register, email etd@ohio.edu.

TAD Graduation Workshop Description: This workshop is recommended for any student filing a thesis or dissertation in the present quarter, following quarter, or if leaving town. Faculty and staff are also invited to attend. All required steps are covered for filing a thesis or dissertation (in paper or electronically). Information on template documents, required forms, processes, and document formats are provided. If a student is unable to attend a Graduation Workshop, is leaving town, or needs to file offsite, please contact TAD Director Angela McCutcheon at mccutcha@ohio.edu.



THESIS AND DISSERTATION (TAD) FORMS CHECKLIST

All forms are online can be obtained at www.ohio.edu/etd under **Step 2**. Email all forms to etd@ohio.edu or drop them to the front desk of Graduate Studies, TAD Services, McKee House, 44 University Terrace, Athens OH, 45701 or Research and Technology Center, Room 114.

1. Submit to TAD Services at etd@ohio.edu at the time you apply for graduation:

Required for Master Students: <input type="checkbox"/> TAD Submission Form	Required for Doctoral Students: <input type="checkbox"/> TAD Submission Form <input type="checkbox"/> Online Survey of Earned Doctorates (SED) <input type="checkbox"/> Online Proquest/UMI Submission Form (a \$65 fee must be paid online to ProQuest/UMI)
For Master and Doctoral students: To register your copyright (optional) go to www.copyright.gov/eco and follow the online instructions. A \$35 fee must be paid online.	

2. Pre-oral defense document format review:

<input type="checkbox"/> Email the pre-oral defense draft in Microsoft Word format to etd@ohio.edu (if document is larger than 17 MB, send the document through www.yousendit.com).

3. After the oral defense:

<input type="checkbox"/> Provide one Xerox Copy of the oral defense form signed by committee members to TAD Services (at McKee House or Research and Technology Center, Room 114). <input type="checkbox"/> Final Document* : Email the final/revised, post-defense Word file to etd@ohio.edu Signed approval pages are no longer required by the Graduate College. (The College of Education still requires students to obtain these and give these to Ramona Mott.)
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*Usually completed within two-weeks of the oral defense, except in unusual circumstances.

4. TAD Services accepts the final format*:

<input type="checkbox"/> TAD Services accepted the final format and: <ul style="list-style-type: none">o converts final Word document to PDF (electronically signs the PDF file)o emails student with instructions to upload to OhioLINK or print to paper <input type="checkbox"/> Student: <ul style="list-style-type: none">o uploads the final PDF file (received via email) to OhioLINKo <u>if a Publication Delay is requested</u>, student prints one full copy on regular paper (and drops this off to TAD Services)o <u>for those filing in hard copy paper</u>, student uploads abstract <i>only</i> to OhioLINK and prints to paper as instructed (and drops this off to TAD Services) <input type="checkbox"/> TAD Services sends an email titled "TAD Process Complete" to the college, advisor, graduate director, and student with the final document attached.
--

*Most documents require at least three format reviews (see *Document Review Checklist*).

The processing period for thesis/dissertation documents to appear online in OhioLINK, ProQuest, and Alden Library's ALICE database is usually within six months after the degree is posted to the transcript.

MANUSCRIPT REVIEW CHECKLIST



1. Student obtains a pre-oral defense document* review:

- Student emails the pre-oral defense document* in Word format to etd@ohio.edu for a format check (if document is larger than 17 MB, send the document through www.yousendit.com).
- Engineering students email the pre-oral defense PDF file to pettit@ohio.edu for a required plagiarism check.

*Document can be emailed months before the oral defense or while the committee is reviewing the content of the document. TAD Services' role is to check the format of the document only. The student, advisor, and committee members are responsible for the content of the document.

2. TAD Services conducts a document review:

- Pre-oral defense document review: TAD Services checks the order of pages, front of the document, page numbers, and margins; references, tables, figures, and other general formats are also checked for consistency in format.
- TAD Services emails the student any formatting revisions needed in the document.
- The student modifies the document in Word and returns the final, post-defense Word file to etd@ohio.edu as soon as it is approved by the advisor.

3. Student orally defends:

- Student orally defends two weeks (or earlier) before deadline for the quarter (except in unusual circumstances).

4. Student submits final Word file to TAD Services:

- Submit the final, post-defense document: After the defense, the student makes all revisions, obtains the advisor's approval, and submits the final document to etd@ohio.edu for a document final formatting review*.
- Engineering students also email pettit@ohio.edu the final PDF file for a final plagiarism check no later than two days before the deadline for the quarter.
- TAD Services completes a final document review, including checking the list of contents against the document. Format changes are emailed to the student; student modifies the document and returns the document immediately as needed until the format of the final document is accepted.
(Next: TAD Services emails the student using the subject: "Document Format Accepted" and includes instructions to upload to OhioLINK or print to paper.)

*The College of Health and Human Services has a designated person who first reviews the document style (APA, MLA, etc.). Contact Jennifer Horner at hornerj@ohio.edu.

The processing period for thesis/dissertation documents to appear online in OhioLINK, ProQuest, and Alden Library's ALICE database is usually within six months after the degree is posted to the transcript.

DOCUMENT FORMAT CHECKLIST

TAD Services reviews the following formats within a document before accepting it: order of pages, layout, page numbers, margins; references, tables, and figures for consistent layout; and lists of contents against the document.

- Send document in Word Format** to TAD Services for a pre-oral defense and final post-oral defense format check at etd@ohio.edu. Please name the file “Last, First and current date” (Doe, Jane MM-DD-YY). *Please note: large documents can also be sent by using the secure web site at www.yousendit.com.
- Page order** and **front of document** are formatted correctly (see *Document Layout* or use *Document Template*).
- Use same Font** is used consistently throughout the document (font size should be 11 or 12 pt. and common fonts, such as: Times New Roman, Courier, Arial, etc.).
- Margins:** Right, top, bottom = 1.0 inch. Left = 1.5 inches for binding.
- Header** is set to 1 inch on the whole document to keep page numbers out of margins.
- Spacing** is double or 1-1/2 inch throughout the document. Single spacing may be used for long quotations, footnotes, table captions, tables, figure captions, figures, table of contents, list of figures, list of tables, dedication page, references, and appendices.
- Footnotes** can be numbered sequentially within the entire document, placed at the bottom of the appropriate page, sequentially at the end of a chapter, or at the end of the document.
- All photographs, illustrations, and musical scores are digitized for inclusion in the electronic file. Links can be created in the PDF document as described in the Word/PDF Training Handbook.

Page Numbering

- Page number begins:** on page two (2) of the manuscript.
- Page number placement:** upper right hand corner inside margins (set Header to 1”, so the page number does not appear in the margin). Also, press the *Entry* key once after inserting the page number to allow for proper line spacing between the page number and text.
- Page number assignment:** every page is assigned a number, but no number appears on the title (first) page. As of Fall 2007, all page numbers will be in Arabic number format (1, 2, 3...) and will begin on page two of the document (with the exception of the Scripps College of Communication, who uses Roman numeral, i, ii, iii, at the beginning of the document and then the page number starts on Chapter 1 in Arabic numbers, 1, 2, 3... No page number appears on the first page. Use the Scripps template document for the correct page number format.)
- Page number format:** page numbers stand alone. Use no dashes (-2-) or words (Page 2, title, name, etc.) before or after the page number. Page numbers should be formatted in the same font as your text.

Tables/Figures

Follow the discipline-specific style guide (APA, MLA, etc.) to format tables and figures. If the style guide does not have specific instructions, please use the following as a guide.

Ensure placement of tables/figures:

- Tables and figures appear in the document after being mentioned in the text. If a table/figure is large, place the entire table/figure on the following page (use CTRL-Enter to insert a page break). Landscape page orientation is also an option.
- Tables that spread over several pages, should have the title “Table #: continued” at the top of the following page(s).
- Tables/figures are left aligned and should fit within the margins.
- No text appears to the left or right of a table/figure.

- If the page is oriented in landscape, the margins should be 1.5 inch top margin and 1.0 inch on all other sides. This should occur naturally when you set the page to landscape in Word. (To set a page to landscape, select the title and table, select File/Page Setup/Landscape Page/Apply to: selected text.)

Titles/Captions on Tables/Figures:

- A brief and explanatory title should appear at the top of all tables. All titles should appear in the List of Tables with similar wording and the same capitalization as they appear in the body of the document. The titles should be in the same font and size as other text.
- A concise explanation (called a caption) should appear below all figures. All captions should appear in the List of Figures with similar wording and the same capitalization as they appear in the body of the document. The titles should be in the same font and size as other text.
- Titles and captions have a consistent font, numbering, placement, and capitalization. Conventions for capitalization of words and punctuation in titles and captions vary from discipline to discipline. The format selected should be consistent throughout the document.
- Spacing between the title/caption and the table/figure should be formatted consistently on all tables and figures.

Sample format and spacing before and after a table and figure: All tables/figures should be separated from the text by three blank lines (two double spaces) before and after the table.

Table 1. ← Two double spaces (or three blank lines)

This is an Example of an APA Table

Paper Type	Total for 2005	Total for 2006
Dissertation	52	54
Thesis	150	150

← Two double spaces (or three blank lines)

The example below shows the format of the caption on a figure and the spacing required before and after a figure.

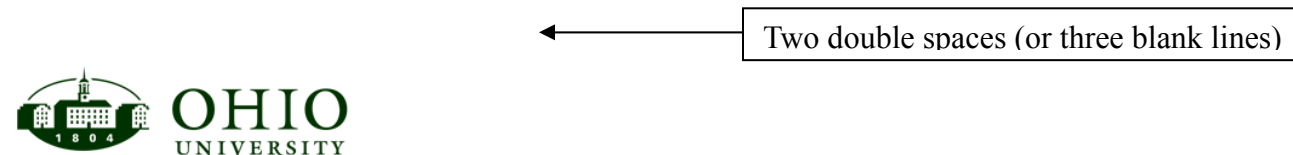


Figure 1. Ohio University icon.

← Two double spaces (or three blank lines)

Beginning of next paragraph...

HEADING LEVELS FOR THESES AND DISSERTATIONS

The following heading levels were adopted by all colleges at Ohio University Summer 2007. These heading levels are not required (some students may want to use journal specific formatting guidelines); if these headings are used, they should appear in this order and in the same font as the balance of the document. These heading style have already been formatted into all template documents. The Scripps College of Communication has a Chicago Style Template with different style heading. All templates are available at www.ohio.edu/etd under Step 1.

CENTERED UPPERCASE HEADING	←Heading 1
Centered Uppercase and Lowercase Heading	←Heading 2
<i>Centered, Italicized, Uppercase and Lowercase Heading</i>	←Heading 3
<i>Flush Left, Italicized, Uppercase and Lowercase Side Heading</i>	←Heading 4
<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>	←Heading 5

PAGE ORDER

Flyleaf (blank sheet for hard copy paper copies only)

Title Page

Copyright Page (optional)

Approval Page

Abstract Page

Preface (optional)

Dedication (optional)

Acknowledgements (optional)

Table of Contents

List of Tables

List of Figures

List of Charts, Illustrations, Photographs, Symbols, etc.

Main Text

Bibliography (References or Works Cited)

Appendices

Flyleaf (blank sheet for hard copy paper copies only)

A sample of each of these pages follows this section. Carefully read the guidelines for each page. To save time, you may use the TAD Word or LaTeX template files (located at www.ohio.edu/etd). These files contain most TAD settings mentioned in this guidebook.

All formats on these pages have been programmed in the TAD Templates.

Margins: 1.5 inch left and 1 inch top, right and bottom set on the “whole document”

SAMPLE TITLE PAGE

No page number appears.

Type Your Title Here in Title Case, Centered, with No Special Formatting or Boldface,
with the Same Font and Text Size that Appears in the Document

Spacing: Six double spaces (11 blank lines).

Type “thesis” or “dissertation”. (OR research project.)
Note: The six lines in the middle should be in sentence case.

A thesis presented to

the faculty of

the <type your college name> of Ohio University

Type “the” preceded by your college name and “of Ohio University” after on the same line of text. (For engineering students, use “the Russ College of Engineering and Technology of Ohio University”.)

Spacing: Two double spaces (three blank lines)

In partial fulfillment

of the requirements for the degree

<type your degree here>

Type degree:
Master of Science,
Master of Arts,
Doctor of Philosophy, or
Master Communication
Technology and Policy

Spacing: Six double spaces (11 blank lines).

Graduation Month: November, March, June or August. If graduation is delayed, student must change the date here and on the abstract page. No comma between quarter and year.

<First M. Last>

Use middle initial (if available)

<grad month> 2009

© 2009 First M. Last. All Rights Reserved.

All manuscripts are considered copyrighted. You may also register your copyright with the U.S. Copyright office at <http://www.copyright.gov/forms>

Begin at the top of the page.

This <type the word thesis or dissertation> titled

Type Your Title Here in Title Case, Centered, with No Special Formatting or Boldface,
with the Same Font and Text Size that Appears in the Document

Spacing: Three double spaces (five blank lines) or less to balance this page.

Lowercase "by"

by

Uppercase "name"

<TYPE YOUR FIRST M. LAST NAME IN UPPERCASE>

Spacing: Two double spaces (three blank lines).

has been approved for

This line of text should be in lowercase.

The Department, Program or Center goes on this line of text and is preceded by the word "the".

the <type your department/school name>

and the <type your college name> by

Your college on this line of text should be preceded with "and the" and followed by the word "by". (The Center for International Studies does not require the Department line of text above. Use "the Center for International Studies by" only.)

Spacing: Three double spaces (or five blank lines).

<First M. Last>

<type your advisor's exact title>

Use the Campus Directory to obtain your advisor's legal name including initial(s) and their professional title. Use no Dr. or Ph.D. with advisor's name.

Signed Approval Pages are no longer required by the Graduate College. (The College of Education still requires these internally.)

First M. Last

Dean, <type your college name>

Ask your college for the dean's legal name including initial(s) and their official title. (This is ready included in all template documents at www.ohio.edu/etd, Step 1.)

Press Enter once at bottom and the press CTRL-Enter to begin a new page.

SAMPLE ABSTRACT PAGE

Commas appear between entries on first line.

Graduation month and year. Change if graduation is delayed.

ABSTRACT

Uppercase name → LAST, FIRST M., M.A., November 2007, Psychology ← Program name

→ Type Your Underlined Title Here in Title Case (103 pp.) ← Total pages match total pages in status bar.

Use title case and underline title. Director of Thesis: <Advisor First M. Last> Advisor's name here matches at bottom and on approval page.

A concise account of the thesis or dissertation should be written that states the problem, describes procedure/method used, and summarizes conclusions reached. An abstract is required for all electronic papers. The word abstract appears at the top of the page if needed for the automatic Table of Contents feature. A maximum of 350 words are recommended for dissertations and a maximum of 150 words for theses.

Your program name (not school or department name) should appear above following the month and year of graduation. Your title and name above should appear in uppercase letters.

Approved: _____

A signed Abstract page is no longer required by the Graduate College. (The College of Education still requires these internally.) →

First M. Last

Advisor's Title

<type advisor's name and title as it appears on the approval page>

Press Enter once at bottom and the press CTRL-Enter to begin a new page.

SAMPLE DEDICATION PAGE (OPTIONAL)

The dedication page includes the name of the person(s) to whom your work is being dedicated. This information is centered horizontally and vertically. The statement is italicized and double spaced. (If using the automated Table of Contents feature, the word “Dedication” may be double spaced and centered above the dedication statement or at the top of the page.)

To my husband, Steven Lange

SAMPLE ACKNOWLEDGMENTS (OPTIONAL)

ACKNOWLEDGMENTS

The acknowledgments page is optional. This page includes a brief, sincere, and professional acknowledgment of the assistance received from individuals and/or institutions. The word acknowledgment has two common spellings. You may spell it with an “e” or without an “e” after the letter “g” as Acknowledgement or Acknowledgment, but the spelling you select must match the spelling used in the Table of Contents.

The first item that shows up in your Table of Contents is the Abstract, followed by Acknowledgments and then typically the List of Tables, List of Figures, and then Chapter 1, etc.

TABLE OF CONTENTS

Abstract appears as first item.	→	Abstract.....	3
		Acknowledgments.....	4
Table of Contents does not appear in the list.	→	List of Tables.....	6
		List of Figures.....	7
		Chapter 1: Introduction.....	8
		Sample Format for Unnumbered Chapters.....	10
		Page Numbers Must Correspond Exactly to Text.....	12
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		Chapter 2: Sample Format for Numbered Chapter Sections.....	30
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		References.....	40
		Appendix A: TAD Survey Form.....	46
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- The Table of Contents should include chapter titles (at a minimum) and other major headings if needed. Multiple levels of sub-headings are not required in the Table of Contents, but consistency in the levels included in the Table of Contents is required. For example, if you include level three headings for Chapter 1, then all level three headings in the document need to be included for each chapter.
- Each chapter number, title, heading and page reference should correspond exactly with those in the text, including capitalization and punctuation. Capitalization and punctuation selected should be used consistently throughout the document.

The list of tables may be single spaced.

SAMPLE LIST OF TABLES

7

LIST OF TABLES

Table

1. Table Numbers and Titles must Correspond Closely with Text.....	10
2. Page Numbers must Correspond Exactly to Text.....	13
3. Place Tables as Close as Possible to Relevant Text	51

Or

Table 1. Microsoft Word's Built-in Automatic <i>List of Tables</i> Feature Formats Tables with the Word <i>Table</i> in Front of the Number	10
Table 2. The List of Tables may be Single Spaced for Long Lists	13

- Include a separate page for the List of Tables and the List of Figures. Each table should have a number and title in the document and each should appear in the List of Tables. The titles should be worded similar to the captions in the document. (For long titles, the first sentence or a shorter title may be used).
- If a table resides on multiple pages, a reference to the table's first page is given in the List of Tables.
- Use a consistent capitalization (case style) on all table titles in the document. Typically, table titles are above the tables and are in title case (or initial caps).
- Use a consistent capitalization (case style) on all figures in the document. Typically, the figure titles appear below the figures and are in sentence case with a period at the end.

LIST OF FIGURES

Figures

1. The List of Figures page is formatted similar to the List of Tables page.....10
2. APA style suggests that figure captions be in sentence case with a period at the end of the caption in text13

All rules that apply to the List of Tables apply to the List of Figures.

Bibliography (References or Works Cited)

- Page numbers appear on these pages.
- Includes all references cited in the document.
- Use the style guide required by your discipline.
- References can be single spaced with double spacing between each reference. Follow your style guide or advise of your advisor.
- Footnotes/references have exact author’s name, title of book or article, and place and date of publication.

Appendices

- Includes materials that interrupt the flow of the body of the document.
- Appendix text may be in any format, spacing, font, and style. Margins and page numbers must remain the same as the rest of the document.

SAMPLE CHAPTER HEADING

CHAPTER 1: INTRODUCTION

Each chapter should begin on a new page. The chapter number and title should be placed on the same line of text at the beginning of each chapter. For example:

“CHAPTER 1: INTRODUCTION” should be placed on the same line. A double space should be used after all heading levels (1, 2, 3...) in the document.

Timesaving Microsoft Word Tips for Basic Computer Users

1. *Press the Tab key* at the beginning of each paragraph to indent text one-half inch.

2. *Turn double spacing mode on* (In Word 2003: Format/Paragraph/Line Spacing: Double. In Word 2007: Home tab/Line Spacing icon above word “Paragraph”).

You will need to turn this feature on and off as needed. If the line spacing appears to be greater than double spacing, remove Before:/After: line spacing (In Word 2003: Format/Paragraph/Set the Before: 0 and After: 0. In Word 2007: Home tab/Line Spacing icon above word “Paragraph”/select Line Spacing Options.../Set the Before: 0 and After: 0.)

3. *Do not press the Enter/Return key at the end of each line.* Press the Enter key once at the end of each paragraph.

4. *Use CTRL-Enter to move to a new chapter.* This retains the placement of your Chapter headings at the beginning of a new page and reduces code in the document.

HOW TO ELECTRONICALLY UPLOAD THE FULL-TEXT MANUSCRIPT TO OHIOLINK OR PRINT TO HARD COPY PAPER

Congratulations! The format of your document has been accepted by TAD Services (etd@ohio.edu). No other changes can be made to your document at this time.

These final steps require your immediate attention for timely processing of your graduation paperwork.

Students from these colleges **are required to file electronically**:

- Center for International Studies
- College of Arts and Sciences
- College of Education
- Russ College of Engineering and Technology

Students from these colleges **may elect to file electronically or in hard copy paper**:

- Scripps College of Communication
- College of Fine Arts
- College of Health and Human Services

Student manuscripts that are filed electronically will be in open access format and may be retrieved through a Google Search or at www.ohiolink.edu/etd in the future.

Section 1: For those Filing Electronically:

Please remember you cannot be cleared for graduation until you complete these steps:

1. Using your TAD Services “Document Format Accepted” email, open and save the attached, final electronically signed PDF file to your computer (Note: The electronic signature on this file is invisible and is used by TAD Services to verify the final file is uploaded to OhioLINK.)
2. Open and review the final electronically signed PDF file page-by-page to ensure that all text is aligned properly. Also, check all tables and charts to ensure that they are properly aligned, have the appropriate labels, and are not distorted in the document. **If you see something that needs to be repaired, please make these changes in the final Word document and notify TAD Services immediately via email. Please note in the email: “I found an issue in my final accepted PDF document, I have made these changes in the final attached Word document, please review and accepted this final Word document and return another signed PDF file, so I can upload this to OhioLINK.” Also please let TAD Services know what changes were made, so they can look for these items before returning the final PDF document.**
3. Go to [Section 3 of this document](#) and follow the instructions to upload your final electronically signed PDF file to OhioLINK. **Doctoral students also need to go to Section 6 to complete the ProQuest/UMI form after completing Section 3 to upload to OhioLINK.** (Once you upload to OhioLINK, TAD Services is notified via email immediately by OhioLINK. Also, for Doctoral students, ProQuest/UMI notifies TAD Services once the upload is complete.)

Attention Master Students who signed a Publication Delay Form (found under Step 2 at www.ohio.edu/etd): You must print your final PDF file and drop this off to Research and Technology Center 114 using the following instructions:

1. Print one full copy on standard 20 lb. white paper (no signatures required).
2. Document can be printed single or double sided.
3. Place one blank page front and back. Do not bind.
4. Place document in a box or envelope.
5. Tape a one-half sheet of paper on the front with the following information:
PUBLICATION DELAY
Ohio University <name of college>
Student's Name
Student's Address
Title of Thesis or Dissertation
Degree
Date of Degree Conferral (month and year with no comma)

This copy becomes the Library's circulating copy until the ETD becomes available online. (Doctoral students are no longer required to provide a printed copy if they signed a Publication Delay Form. The online ProQuest/UMI (Dissertation Abstracts) copy becomes the circulating copy until the OhioLINK document becomes available online.)

Section 2: For those Filing in Hard Copy Paper:

If you are filing in paper, please remember you cannot be cleared for graduation until you complete these steps. Using your TAD Services "Document Format Accepted" email, open and save the attached final electronically signed PDF file to your computer. Use this file to print to paper.

1. Please follow the instructions in [Section 4 of this document](#) to *upload your abstract only* to OhioLINK. (Once you complete this step, TAD Services is notified via email by OhioLINK.)
2. Open and review the final electronically signed PDF file page-by-page to ensure that all text is aligned properly. Also, check all tables and charts to ensure that they are properly aligned, have the appropriate labels, and are not distorted in the document. **If you see something that needs to be repaired, please make these changes in the final Word document and notify TAD Services immediately via email. Please note in the email: "I found an issue in my final accepted PDF document, I have made these changes in the final attached Word document, please review and accepted this final Word document and return another signed PDF file, so I can upload this to OhioLINK." Also please let TAD Services know what changes were made, so they can look for these items before returning the final PDF document.**
3. Use the final PDF file to print to paper (see specifics below) and drop copies off to Graduate College, TAD Services, Research and Technology Center 114 (across from Bentley Hall) OR mail to: Graduate College, TAD Services, Ohio University, 44 University Terrace, Athens, OH 45701.

For Masters Students (Thesis):

You must print **two (2) unbound, unsigned** copies of the final PDF file on cotton bond paper (with a minimum of 50% rag content and 20 lb. weight) and drop this off to Research and Technology Center 114 using the following instructions:

1. Print two full copies on standard 20 lb. white paper (no signatures required).
2. Documents can be printed single or double sided.
3. Place one blank page front and back of each manuscript. Do not bind.
4. Place each document in separate boxes or envelopes.
5. Tape a one-half sheet of paper on the front with the following information:
PUBLICATION DELAY
Ohio University <name of college>
Student's Name
Student's Address
Title of Thesis or Dissertation
Degree
Date of Degree Conferral (month and year with no comma)

For Doctoral Students (Dissertation):

Doctoral Students must use the instructions in Section 5 to upload the full-text document to ProQuest/UMI (Dissertation Abstracts). This is required by the Library for all Doctoral students. This step must be completed before the approval pages can be sent to the College.

You must print **one (1) unbound, unsigned** copy of the final PDF file on cotton bond paper* and drop this off to Research and Technology Center 114 using the following instructions:

1. Print one full copy on standard 20 lb. white paper (no signatures required). (The Library uses the ProQuest Dissertation electronic copy in place of the second "paper" copy for doctoral students.)
2. Document can be printed single or double sided.
3. Place one blank page front and back of the manuscript. Do not bind.
4. Place the document in a box or envelope.
5. Tape a one-half sheet of paper on the front with the following information:
PUBLICATION DELAY
Ohio University <name of college>
Student's Name
Student's Address
Title of Thesis or Dissertation
Degree
Date of Degree Conferral (month and year with no comma)

For both Master and Doctoral Students, print one copy for Advisor:

1. Print **one (1) bound, unsigned** copy of the final document on regular paper and bind in a black pressboard binder (or have the document hard bound--three ring binders are not acceptable.) *For E.W. Scripps School of Journalism students, your copy must be bound. See instructions below.*

2. Type a label and place it on the front of each envelope or box (see label information below).
3. Give this copy to your thesis/dissertation advisor or director.
4. (For those filing electronically, the advisor is emailed an electronic copy from TAD Services once the format of the document is accepted. Some advisors may still require a printed copy. If required, please follow steps just mentioned.)

All E.W. Scripps School of Journalism students are required to:

1. Print the final document on regular paper.
2. Have the document placed in a hard cover black book (black-clasp binders are not accepted).
3. If you print the document on regular paper, Kinko's on Court Street will bind the paper in a black book for \$17. If you ask them to print the document too, it is an additional .08 to .21 cents per page, depending on the paper selected (as of 06-08).
4. Place a label on the front of the book (see label instructions below).
5. Drop the bound copy off to the Director of Graduate Studies in the E. W. Scripps School of Journalism to be placed in the Learning Center.

Information required on all printed manuscripts:

Ohio University <name of college>
 Student's Name
 Student's Address
 Title of Thesis or Dissertation
 Degree
 Date (month and year--no comma) of Degree Conferral

Please remember you cannot be cleared for graduation until you complete the appropriate steps below.

Section 3: Uploading the Final Document to OhioLINK for those Filing Electronically

After the format of your document has been accepted by TAD Services, complete the following steps to upload your document to OhioLINK. For those filing in paper, please see Section 4. **Please be aware that uploading your document to OhioLINK makes your document available via a Google Search (after it is released by TAD Services).*

Go to www.ohiolink.edu/etd and click on "Submission for your *complete, finalized* ETD" (located in the bottom left hand corner of the screen under "Information for Thesis and Dissertation Authors").

On the "ETD Submission" page:

1. Read the OhioLINK FAQ's and publication agreement.
2. At the bottom of the page, select the option: "I am submitting: My paper's bibliographic information, abstract, and full text." **If you signed a Publication**

- Delay, you still need to select this option. Later in the submission process you will be prompted to select the publication delay time period and note reason.**
3. Check the box that states “I have read these terms...” and click “Continue.”

On the “Select Your School” page:

Select “Ohio University” and click “Continue to main form” button.

On the “Information about You” page:

1. Enter your name exactly as it appears on the title page of your thesis or dissertation. Tab and enter all other information. All asterisked “*” items are required fields. Click “Save and Continue.”

On “Information about Your Paper” page:

1. **Title:** Type your document’s Title in title case with no period at the end (use uppercase and lowercase letters).
2. **Abstract:** Copy and paste the main paragraph(s) of your Abstract’s text from your final Word document. If your abstract has more than one paragraph, simply format them in block style and leave one blank line between each paragraph. Include *only* the abstract paragraphs (do not include the name, degree, date, program, and title, etc.).
3. **Keywords:** Enter keywords and separate them with a semi-colon (;). Keywords should be single words or short phrases that describe your document’s content or main ideas. Keywords should be specific and not too lengthy. Acronyms can also be used. These words are used via search engines for others to locate your work without knowing the title.
4. **Subject Headings:** Select one or more Subject Headings. To select more than one Subject Heading, hold down the CTRL key for the PC (or Apple key for the MAC) while clicking on more than one subject heading.
5. **Year Manuscript Was Completed:** Enter year manuscript was complete.
6. **Pages:** Enter the total number of pages in your document as it appears on your abstract page. Click on “Save and Continue.”

On the “Information about Your Degree” page:

1. **Degree:** Select your degree from the list.
2. **College, School, Department or Program:** Select your department/college from the list.
3. **Primary Advisor/Committee Chair:** Enter your advisor name. You may also enter optional committee member names if you like.
4. **Year Awarded:** Enter the year your degree will be granted. Remember to change this date to the following year for those uploading before the first of the year, but graduating in the following year. Click “Save and Continue.”

On the “Permissions and UMI Publications” page:

This screen includes OhioLINK, Publication Delay, and ProQuest/UMI permissions. Please follow these instructions carefully:

For Master Students: Master students need to do two things on this page.

1. **OhioLINK Permissions:** Leave the default at: “Copyright, all rights reserved...” selected (since all thesis and dissertation documents are protected by U.S. Copyright laws with or without registration). You may select one of the “Creative Commons” option too if desired.
2. **Publication Delay:** If you signed a Publication Delay Form, select “I am requesting a publication delay” and follow the instructions at the bottom of this to print and deliver a full copy of the manuscript to TAD Services.
3. **UMI Publication:** Select option one - “Do not upload my paper to UMI...”

For Doctoral Students:

1. **OhioLINK Permissions:** Leave the default at: “Copyright, all rights reserved...” selected (since all thesis and dissertation documents are protected by U.S. Copyright laws with or without registration). You may select one of the “Creative Commons” option too if desired.
2. **Publication Delay:** If you signed a Publication Delay Form, select “I am requesting a publication delay.”
3. **UMI Publication:**
 - a. Select option two: “Upload my paper to UMI for the *traditional* publishing...”
 - b. **Do not select:** A UMI publication delay. A publication delay applies to the OhioLINK online copy only. A publication delays does not apply to doctoral dissertations in ProQuest/UMI (Dissertation Abstracts) database that are viewable by Ohio University library patrons.
 - c. **Do not select:** “Upload my paper to UMI for the *open access* publishing option”. This cost an additional \$95.
 - d. **Do not select:** “I want UMI to handle my copyright application...” see instructions for registering a copyrighting at www.ohio.edu/tad under [Step 2](#). Click “Save and Continue.”

On the “Full text upload” page:

1. Note: once you have completed all sections, the “Full text upload” page will appear automatically. If one of the link is incomplete in the left frame, click on the link and complete any missing information and click “Save and Continue.”
2. To upload this final document, first make sure you have saved the final electronically signed PDF file received from TAD Services to your computer, and click “Browse,” locate the file, and click to open. Click the “Upload Now” button. (You may need to wait a few minutes until your document is uploaded. **Do not click the upload button more than once.**)

On the “Review and complete your submission” page:

1. When the upload is complete, the “Review...” page should appear automatically.
2. Click the blue link at the top of the page called “Please view your PDF file to confirm that it is the correct version of your paper and that it uploaded correctly.”
3. Once the document opens, click on the Signature tab on the left hand side of the screen to display the TAD Services electronically signature. (If no signature is present, check to make sure you uploaded the correct document. If the document you received from TAD Services was not signed, email TAD Services to replace your uploaded version with an electronically signed copy—go ahead and submit the document up just uploaded, so you do not need complete this entire upload procedure again.) Close the document to return to the review page.
4. Proof all information on the review page carefully. If you find an error, click on “Go back and make necessary changes” link at the top of the page. Click the “edit” under the link for any page that requires changes and click “Save and Continue.”
5. Click the “Review and complete your submission” link at the bottom of the left frame if needed to return to the “Review...” page.
6. If you are satisfied with all your information on the “Review...” page after proofreading, click “Yes, submit my ETD Now” at the bottom of the “Review and complete my submission” page. TAD Services will be notified via email that you have uploaded your document to OhioLINK.

Attention Master Students who signed a Publication Delay Form (found under Step 2 at www.ohio.edu/etd): You must print your final PDF file and drop this off to Research and Technology Center 114 using the following instructions:

1. Print one full copy on standard 20 lb. white paper (no signatures required).
2. Document can be printed single or double sided.
3. Place one blank page front and back. Do not bind.
4. Place document in a box or envelope.
5. Tape a one-half sheet of paper on the front with the following information:
PUBLICATION DELAY
Ohio University <name of college>
Student’s Name
Student’s Address
Title of Thesis or Dissertation
Degree
Date of Degree Conferral (month and year with no comma)

This copy becomes the Library’s circulating copy until the ETD becomes available online. (Doctoral students are no longer required to provide a printed copy if they signed a Publication Delay Form. The online ProQuest/UMI document becomes the circulating copy until the OhioLINK document becomes available online.)

All E.W. Scripps School of Journalism students filing electronically or in hard copy paper are required to print and bind a hard copy paper for the Journalism Library (see instructions at the bottom of Section 2 in this document).

Section 4: Uploading the Abstract Only

For those printing in hard copy paper, complete the following steps to upload your *Abstract only* to OhioLINK and to print in hard copy paper. (If you are filing electronically, please see Section 3.) You cannot graduate until you complete this step.

Go to www.ohiolink.edu/etd and click on “Submission for your *complete, finalized* ETD” (located in the bottom left hand corner of the screen under “Information for Thesis and Dissertation Authors”).

On the “ETD Submission” page:

1. Read the OhioLINK FAQ’s and publication agreement.
2. At the bottom of the page, select the option: “**My paper’s bibliographic information and abstract only.**”
3. Check the box that states “I have read these terms...” and click “Continue.”

On the “Select Your School” page:

Select “Ohio University” and click “Continue to main form” button.

On the “Information about You” page:

2. Enter your name exactly as it appears on the title page of your thesis or dissertation. Tab and enter all other information. All asterisked “*” items are required fields. Click “Save and Continue.”

On “Information about Your Paper” page:

7. **Title:** Type your document’s Title in title case with no period at the end (use uppercase and lowercase letters).
8. **Abstract:** Copy and paste the main paragraph(s) of your Abstract’s text from your final Word document. If your abstract has more than one paragraph, simply format them in block style and leave one blank line between each paragraph. Include *only* the abstract paragraphs (do not include the name, degree, date, program, and title, etc.).
9. **Keywords:** Enter keywords and separate them with a semi-colon (;). Keywords should be single words or short phrases that describe your document’s content or main ideas. Keywords should be specific and not too lengthy. Acronyms can also be used. These words are used via search engines for others to locate your work without knowing the title.
10. **Subject Headings:** Select one or more Subject Headings. To select more than one Subject Heading, hold down the CTRL key for the PC (or Apple key for the MAC) while clicking on more than one subject heading.
11. **Year Manuscript Was Completed:** Enter year manuscript was complete.
12. **Pages:** Enter the total number of pages in your document as it appears on your abstract page. Click on “Save and Continue.”

On the “Information about Your Degree” page:

5. **Degree:** Select your degree from the list.

6. **College, School, Department or Program:** Select your department/college from the list.
7. **Primary Advisor/Committee Chair:** Enter your advisor name. You may also enter optional committee member names if you like.
8. **Year Awarded:** Enter the year your degree will be granted. Remember to change this date to the following year for those uploading before the first of the year, but graduating in the following year. Click “Save and Continue.”

On the “Information about Your Degree” page:

1. **Degree:** Select your degree from the list.
2. **College, School, Department or Program:** Select your department/college from the list.
3. **Primary Advisor/Committee Chair:** Enter your advisor name. You may also enter optional committee member names if you like.
4. **Year Awarded:** Enter the year your degree will be granted. Remember to change this date to the following year for those uploading before the first of the year, but graduating in the following year. Click “Save and Continue.”

Review all information for accuracy, use the Back button if needed to make changes, then click “Yes – Submit my ETD Now”. TAD Services is notified via email that you have uploaded your Abstract only to OhioLINK.

*Remember to complete all steps in Section 2 of this document, including printing your paper document(s).

Section 5: Uploading the Full-text Document to ProQuest/UMI (Dissertation Abstracts) for Doctoral Students Printing to Hard Copy Paper

1. All doctoral students printing in paper must upload their document to ProQuest/UMI (Dissertation Abstracts) before graduating.
2. Go to www.etsadmin.com/ohio
 1. Click “Submit my dissertation/thesis”.
 2. To create a user account, click “Create an account,” provide information and click Sign Up.
 3. An email will be sent to you immediately. In the email, click on “confirm your account” to start the submission immediately.
 4. Review information on the first screen and click “Continue” at the bottom of the screen.
 5. Choose “Restricts” or “No Restricts” for your manuscript and click “Save & Continue”.
 6. Review Traditional Publishing Agreement and click “Accept”.
 7. Enter personal information and click “Save and Continue”.
 8. Enter Dissertation Details:
 - a. Copy and paste the exact title from your paper into this title field (if your title is in uppercase, please edit it into title case—uppercase the first letter of all major words).
 - b. Enter the “Year Manuscript Completed”.
 - c. Enter the “Year Degree Awarded”.
 - d. Select “Degree Awarded” from drop down list.
 - e. Select “Department” from drop down list.
 - f. Enter Advisor and Committee Member names.
 - g. Enter “Primary Subject Category.” (You can enter up to three in the following fields.)
 - h. Enter “Keywords” (search terms).
 - i. Copy and paste “Abstract” from your Word document into the “Abstract” field. Click “formatting hints” link if needed.
 - j. Select “Primary Language”.
 - k. Click “Save & Continue”.
 9. For those filing in paper, click the “Browse” button to upload the final PDF file (the final manuscript that was electronically signed and sent to you from TAD Services) and click “Save & Continue”.
 10. For those filing in paper, upload any Supplementary files if applicable, if not click “Save & Continue” at the bottom of the screen.
 11. Enter note to administrator if desired and click “Save & Continue”.

12. Select “Do not file a copyright.” DO NOT HAVE PROQUEST/UMI REGISTER YOUR COPYRIGHT FOR YOU. If you are opting to register for a copyright, please go directly to <http://www.copyright.gov/forms>. Registering a copyright is an *additional fee of \$35* paid directly to the U.S. copyright office online. This process is less costly and will not hold up the filing of your document at ProQuest/UMI.
13. Click “Save and Continue.”
14. For book order, click “Decline – do not order” to continue. DO NOT SELECT TO ORDER BOOKS FROM PROQUEST/UMI. ProQuest/UMI may take up to one year to process your book order. Because of this, we recommend using faster and more affordable local printers or other more immediate online providers, listed at http://www.ohio.edu/graduate/upload/Local_Printer_02-11-09.pdf.
15. Review all information entered and click “Submit Dissertation”.
16. See summary of order, pay \$65 fee online, and click Done.
17. Click on the link at the bottom under “For quick access to your dissertation/thesis in the future, use the URL below” and print this page with the manuscript number for your record.
18. TAD Services will be emailed immediately that you have uploaded your document.

Section 6: To Upload Your Information to ProQuest/UMI (Dissertation Abstracts) for Doctoral Students filing Electronically

1. All doctoral students filing electronically must upload their information and a placeholder PDF file called “Doc is sent electronically from OhioLINK to ProQuest” before they can graduate. (See instructions below for uploading this file.)
2. Go to www.etsadmin.com/ohio
3. Click “Submit my dissertation/thesis”.
4. To create a user account, click “Create an account,” provide information and click Sign Up.
5. An email will be sent to you immediately. In the email, click on “confirm your account” to start the submission immediately.
6. On the first screen, find the box titled “ATTENTION OHIO UNIVERSITY STUDENTS, READ AND FOLLOW THE IN INSTRUCTIONS IN THIS BOX ONLY:” and click “Continue” at the bottom of the screen.
7. Choose “Restricts” or “No Restricts” for your manuscript and click “Save & Continue”.
8. Review Traditional Publishing Agreement and click “Accept”.
9. Enter personal information and click “Save and Continue”.
10. Enter Dissertation Details:
 - a. Copy and paste the exact title from your paper into this title field (if your title is in uppercase, please edit it into title case—uppercase the first letter of all major words).
 - b. Enter the “Year Manuscript Completed”.
 - c. Enter the “Year Degree Awarded”.
 - d. Select “Degree Awarded” from drop down list.
 - e. Select “Department” from drop down list.
 - f. Enter Advisor and Committee Member names.
 - g. Enter “Primary Subject Category.” (You can enter up to three in the following fields.)
 - h. Enter “Keywords” (search terms).
 - i. Copy and paste “Abstract” from your Word document into the “Abstract” field. Click “formatting hints” link if needed.
 - j. Select “Primary Language”.
 - k. Click “Save & Continue”.
11. First, open this file <http://www.ohio.edu/graduate/upload/Document-will-be-forwarded-electronically-from.pdf>, save on your computer, click the “Browse” button to upload this PDF file called “Doc will be forwarded electronically from OhioLINK to ProQuest” and then click “Save & Continue”.

12. Do not upload any Supplementary files and click “Save & Continue” at the bottom of the screen.
13. Enter note to administrator if desired and click “Save & Continue”.
14. Select “Do not file a copyright.” DO NOT HAVE PROQUEST/UMI REGISTER YOUR COPYRIGHT FOR YOU. If you are opting to register for a copyright, please go directly to <http://www.copyright.gov/forms>. Registering a copyright is an *additional fee of \$35* paid directly to the U.S. copyright office online. This process is less costly and will not hold up the filing of your document at ProQuest/UMI.
15. Click “Save & Continue”.
16. For book order, click “Decline – do not order” to continue. DO NOT SELECT TO ORDER BOOKS FROM PROQUEST/UMI. ProQuest/UMI may take up to one year to process your book order. Because of this, we recommend using faster and more affordable local printers or other more immediate online providers, listed at http://www.ohio.edu/graduate/upload/Local_Printer_02-11-09.pdf.
17. Review all information entered and click “Submit Dissertation”.
18. Check the summary of order and click Done.
19. Click on the link at the bottom under “For quick access to your dissertation/thesis in the future, use the URL below” and print this page with the manuscript number for your record.
20. TAD Services will be notified immediately via email that you have uploaded your document.

Local Printers

To order personal hard copies of a thesis or dissertation, you may want to contact one of the businesses listed below:

College of Education Library, Curriculum and Technology Center, Room 215, Binding is \$1 per bound copy. Also see, <http://www.coe.ohiou.edu/centers-partnerships/centers/ct/ct-equip.htm>

Thesis on Demand (online service)

Provider of online thesis and dissertation printing and binding services. Upon submission, your thesis or dissertation will be printed to your specification and will receive a sturdy hardcover binding. Standard product includes printing (single- or double-sided) on high-quality, acid-free paper and binding with a high quality cloth cover. The title and your full name will appear on the front cover, and your last name and the degree year will appear on the spine. You have a choice of twenty cover colors and three lettering colors. \$35-\$55 per copy. <http://www.thesisondemand.com>

FedEx Kinko's Office & Print Center

Kinko's, 5 N Court St, Athens, OH 45701
Phone: (740) 592-4787, Fax: (740) 592-4970
E-mail: usa0157@fedexkinkos.com

Fed Ex offers several types of binding services. The traditional book binding cost is \$16.95 per binder (for the hardcover) and the printing cost is per page. For cotton bond paper, the cost is .21 cents per page. The store does not offer embossing of names on binder but will print a label for an additional cost. Other paper types can be cheaper, and there are other binder options available.

Minuteman Press, 17 W. Washington, Athens, OH 45701

Phone: 740-593-7393, Fax: 740-592-5945
E-mail athensorders@minutemanpress.com

Only offers plastic comb binding, price is based on number of pages.

Staples, 973 E. State Street, Athens, OH 45701

740-592-1330, Fax: 740-592-1331
Store Number: 1202

Ambassador Binding, price based on number of pages, usually takes 3-4 business days.

Beck & Orr, Inc., 3097 West Broad Street, Columbus, Ohio 43204, for personal hard bound copies of theses and dissertations due to their quick turn around time (usually available within 5 days of receipt of the document). Contact: Ron and Skip Bowman at (614) 276-8809. (While you must deliver or mail your hard copy to them, they provide a hard cover in a variety of colors with your name, degree, and year of graduation on the spine for free—all for \$35 per copy or less if requesting more than one copy.)

HOW TO BURN A CD IN MICROSOFT WINDOWS (IF NEEDED)

***Please note: large documents can also be sent by using the secure web site, www.yousendit.com.**

Most documents are under 17 MB and can be emailed to etd@ohio.edu to be reviewed and accepted. If the document is larger than 17 MB, the student can burn the file(s) to a CD and drop the CD off to the front desk of Graduate Studies. The student should allow additional time for processing if this method is required.

1. Open *My Computer* and press the *Folders icon* (second icon in from the right of the *Standard Toolbar*) if it is not already selected. In the left hand frame, click on the file folder or disk drive where your file(s) reside. Once the file(s) appear in the right hand window, select the file you want to burn (and hold down the *CTRL* key and click the second file if needed). Right click on the selected file and select copy.
2. Insert a blank CD into the computer. (If the CD is already in your computer, click on the CD drive in the left hand frame and continue with Step 4 below.)
3. A window appears asking "What do you want Windows to do?" In this window choose the option "Open writeable CD folder using Windows Explorer" and click the OK button. Windows opens the Windows Explorer window on the left side of which there is an option "Write these files to CD."
4. In the right side of the window, right click and select *Paste* the files from your clipboard. Windows copies a shortcut of your files temporarily (see the arrow that appears in lower left hand corner of the icon). The file or files are ready to be burned to the CD.
5. Click the "Write these files to CD" option that appears in the left hand frame to burn these files to CD.
6. A CD Writing Wizard will appear, click the Next button and Windows begins to write these files to the CD. This may take a few minutes if the file(s) are large.
7. The *Finish* button will appear after Windows has burned the file(s) to the CD. Click Finish and Windows generally ejects the CD from the drive. Label the CD "Document to be reviewed" or if it is the final document accepted by TAD Services label: "Accepted PDF and Word files, date, and your name." Drop this off or mail to Graduate Studies, TAD Services.