UNIVERSITY OF MARYLAND

The Graduate School

Thesis and Dissertation Style Guide

2004-2005

Spring 2005 Edition

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CH. 1: PURPOSE OF THIS STYLE GUIDE

This style guide is intended to assist you in the preparation of your Master's Thesis or Doctoral Dissertation, in most cases the final requirement for your degree.   The Graduate School at the University of Maryland, College Park maintains specific requirements as to the format and appearance of its Theses and Dissertations; such requirements assure a standard of uniformity and aesthetic consistency commensurate with the rigorous academic principles of the University.   In previous years, these formatting requirements were determined primarily by the restrictions associated the process of printing and binding the documents for publication. Theses and Dissertations completed in accredited Masters and Doctoral programs are published by Proquest Learning Services International through an exclusive arrangement with the Library of Congress. These documents are also published electronically by the Digital Repository at the University of Maryland (DRUM), a digital archive of research done by members of the University community.

The flexibility of electronic publishing—fast becoming the standard for Theses and Dissertations—enables the Graduate School to determine its own standards, independent of the printing process. This guide will assist you in creating a Thesis or Dissertation that conforms to those standards. As of September 2003, through an arrangement with Proquest / United Microforms International, the University of Maryland, College Park will accept Theses and Dissertations in electronic format. Under this new arrangement, students will submit an electronic version of their Thesis or Dissertation (hereafter referred to as the "Thesis") directly to Proquest / UMI via the World Wide Web. Officials from the University of Maryland will then review and accept / reject the document online.   This electronic process is the standard submission procedure for University of Maryland theses; the Graduate School will no longer accept hardcopy thesis or dissertation documents. Complete submission procedures are located in Chapter 5 of this Guide, Electronic Submission of Theses and Dissertations.

CH. 2: BEFORE YOU PREPARE THE MANUSCRIPT

Choose An Appropriate Style Manual. Each discipline generally follows a standard format for published manuscripts. To determine the preferred style manual in your discipline, consult your advisor or program.[1] Refer to a style manual for systems of scholarly reference, setting off direct quotations, numbering figures and tables, presentation of data, and similar features. In general, it is advisable to become familiar with a professional style manual at this time in your academic career, if you have not already done so. Thus, a psychologist will use the APA (American Psychological Association) manual; a student of literature, the MLA (Modern Language Association) manual. If you hire a typist, be sure to provide a copy of your preferred style manual as well as a copy of this <u>Style Guide</u>. **For stylistic matters not directly addressed in this style guide, consult the manual that is the standard in your discipline.**

> **DO NOT USE A PREVIOUSLY PUBLISHED UNIVERSITY OF MARYLAND, COLLEGE PARK DISSERTATION OR THESIS AS A MODEL. FORMAT REQUIREMENTS MAY HAVE CHANGED, AND THE MODEL MAY NOT BE APPROPRIATE FOR YOUR DISCIPLINE OR NEEDS. PLEASE NOTE THAT THE FORMATTING REQUIREMENTS OF THE GRADUATE SCHOOL SUPERSEDE GUIDELINES IN STYLE MANUALS**.

Obtain Written Permission (If Needed) for Quoting Copyright Material. The U.S. Copyright Act of 1976 established the concept of "fair use" of copyright material in published work, but it does not provide absolute guidelines. Although Proquest will publish your dissertation, Proquest does not have the responsibility of seeking permissions for you. Proquest uses <u>The Chicago Manual of Style</u> definition of "fair use."[2] You should become familiar with the concepts outlined there. Generally, the use of a complete unit (a poem, journal article, photograph, map, letter, and so on) requires permission. It is more difficult to define at what point a lengthy excerpt exceeds fair use. Good judgment will tell you that reproducing a significant proportion of another author's work is not "fair." However, be aware that "fair use" also touches on scholarly ethics or the use to which the quotation or excerpt will be put in your work. Another author's work should not be used as a substitute for your own analysis and argument. When in doubt, seek permission; it is usually granted. For a sample letter requesting reprint permission, please see Figure 8, "Sample Letter for Permission to Reprint" at the end of this document.

Obtain Permission for Use of Human or Animal Subjects. Prior to undertaking research using human or animal subjects, you will have had to seek and obtain approval. Be sure that the graduate program human subjects review board or university Institutional Review Board

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[1]You may wish to consult John B. Howell, <u>Style Manuals of the English-Speaking World: A Guide</u> (Phoenix, Arizona: Oryx Press, 1983).

[2]<u>The Chicago Manual of Style</u> 14th ed. (Chicago: The University of Chicago Press, 1993), pp. 145-148.

(http://www.umresearch.umd.edu/IRB/) approval is indicated on the Nomination of Examining Committee form. If your research involves hazardous materials—biological or chemical agents or recombinant RNA/DNA—you must have approval from the appropriate university committee(s) and campus Department of Environmental Safety (call 301 405-3960, or located online at the following URL: http://www.inform.umd.edu/CampusInfo/Departments/EnvirSafety/).

Obtain Editorial, Proofreading, or Typing Assistance. If you hire someone to prepare your draft, you should provide a copy of this Style Guide and discuss special disciplinary requirements for your work. Remember to engage an individual early. You should also prepare a list of correctly spelled and hyphenated technical terms and foreign words for the typist, since standard dictionaries or computer spell-check utilities will not generally include such terms. **The Graduate School does not recommend particular individuals or groups to prepare your draft**. Most programs have lists of experienced typists, and the Diamondback carries advertisements.

The Graduate School offers an English Editing program for international graduate students for whom English is not their first language, yet who must present their theses or dissertations in English. The EEIGS program is free, and is staffed by volunteer editors from the Retired Volunteer Service Corps, the Golden ID program, and the community. For more information pick up the "English Editing for International Graduate Students" sheet from the Graduate School. The URL for the EEIGS program is: http://www.english.umd.edu/programs/WritCenter/studyRes.html.

The Maryland English Institute (MEI) also offers assistance through the MEI Writing Center for International Graduate Students. Call 301 405-8634, or visit http://www.mei.umd.edu. University of Maryland graduate students from across the campus offer editing services for a fee. Check bulletin boards in your department, or call the Freshman Writing Program, Department of English, at 301 405-3771.

> **PLEASE REMEMBER THAT THE ULTIMATE RESPONSIBILITY FOR THE LANGUAGE, STYLE, AND GRAMMATICAL CORRECTNESS OF YOUR THESIS, INCLUDING EDITING AND PROOFREADING, RESTS WITH YOU, THE AUTHOR.**

Investigate Possible Patent and Public Disclosure Issues. A significant number of invention disclosures submitted by graduate students include their thesis or dissertation. If your thesis or dissertation describes a new technology, any publication (digital or otherwise), presentation, or public posting—such as submission to Proquest Learning Services / Digital Dissertations, or DRUM, the Digital Repository at the University of Maryland —may be considered a "public disclosure" of the invention. If such public disclosure is made prior to applying for a patent, certain patent and intellectual property rights may be compromised.

It is the responsibility of the author of a work submitted to the Electronic Thesis and Dissertation Program at the University of Maryland to notify the Office of Technology Commercialization of such submission if the work has been, or will be, submitted in part or in its entirety as an invention disclosure. Note: Posting may compromise certain patent rights.

The Office of Technology Commercialization can be reached via its website:

http://www.otc.umd.edu, or at the following addresses:

Office of Technology Commercialization	301-403-2711 tel
University of Maryland	301-403-2717 fax
6200 Baltimore Avenue, Suite 300	otc@umd.edu
Riverdale, Maryland 20737	

CH. 3: PREPARING THE THESIS / DISSERTATION DRAFT

Since the University of Maryland, College Park is now accepting Theses and Dissertations primarily in electronic format, this Style Guide is focused on assisting your preparation of an electronic file that conforms to the standards set by the Graduate School.   This electronic file will be submitted directly to Proquest Information and Learning via the World Wide Web and evaluated by the Graduate School online; **there will be no need to submit complete hard-copy Thesis or Dissertation documents to the Graduate School.**

BASIC REQUIREMENTS

The final electronic file that you submit to the Proquest and The Graduate School must meet the following conditions. The final document must:

- be submitted in PDF format.   Conversion utilities for Microsoft Word (.doc) and Rich Text Format (.rtf) documents are available.
- be in an approved font, preferably Times New Roman 12.
- have acceptable margins, line spacing, page numbering, and page layout.
- contain all required Formal Elements of the Thesis / Dissertation.

The Graduate School has developed a Thesis and Dissertation template for users of MS Word. This template can serve as a guide for students creating an acceptable Thesis or Dissertation document.   The Template is available at http://www.vprgs.umd.edu/publications.

File Format

Proquest requires that the final Thesis document is submitted in Adobe Portable Document Format (PDF). Microsoft Word (.doc) and Rich Text Format (.rtf) files are easily convertible to PDF documents using conversion utilities provided by OACS (http://www.oacs.umd.edu), Adobe (http://www.adobe.com) and on the Proquest thesis submission site. Microsoft software is widely available, and is present on most UM-owned computers. Most commercially available word processing software packages, including WordPerfect (versions 6.0 and above) have the capability to save in Rich Text Format (.rtf); this is a text-based format that allows for the use of features such as bolding, italics, and underline. LaTex and other technical software packages often have PDF creation utilities bundled with them or available as an add-in. The PDF document that Proquest receives is the document that will be published; take appropriate steps to ensure that the PDF you submit accurately reflects your work.

No matter what method you choose for preparing your draft, **BACK UP YOUR WORK ON AT LEAST TWO DIFFERENT DISKS** and keep those disks in safe places. It is often advisable to make CD Rom archive copies of your work.

Font / Type Style

The same font should be used throughout the Thesis, for text, headings, captions, labels, and references; the Graduate School strongly recommends using Times New Roman 12, a widely accessible standard font. Tables, captions, and footnotes should use the same font face, but can be in a smaller size. Font sizes smaller than 10, however, tend to be difficult to read in print and PDF format. You may create chapter and section headings that are two or three points larger than your standard typeface at your discretion.

While the Graduate School recommends Times New Roman 12, some other fonts are acceptable as well. Fonts that will definitely be approved by the Graduate School:

Bookman 12   Courier 12
Palatino 11   or   Palatino 12
News Gothic 11 or   News Gothic 12
Times New Roman 12 or   Times New Roman 14.

LATEχ Users: The Computer Modern fonts in LATEχ are in most cases an acceptable substitute for the above fonts. Please keep in mind, however, that other defaults, including margins and headings in technical software such as LATEχ may not conform to Graduate School standards.

For symbols, use Symbol 12 or a symbol font compatible with your base font. Most word processors include basic character fonts.

Margins

Each page must have at least a 1.5" left-hand margin, and at least 1" top, bottom, and right margins. Most word-processing packages provide a style or template that will set these automatically for your document. Margins may be wider but not narrower than these standards. Please note that all pages must meet these requirements, including the Title Page, illustrations, tables, appendices, and curriculum vitae. Figure 1 at the end of this guide illustrates the required margins for theses and dissertations.

Justification

Type may be left justified, which leaves a "ragged right" margin (as is used in this manual), or may be full-justified, which establishes even margins on the left and right. You may wish to consult with your department as to the standards in your discipline.

Line Spacing

Each page must be double-spaced, with the following exceptions:

- Front matter such as the title page, table of contents, lists of tables and figures may be single-spaced.
- Tables within the text may be single-spaced.
- Extended citations within the text may be set off and single-spaced. Consult your style manual for details.
- Definitions within glossaries or questions within surveys may be single-spaced, but double-spaced between entries.
- Scholarly references--footnotes, endnotes, bibliography or list of references--may be single-spaced, but double-spaced between entries.

Page Number Placement

Page numbers must be placed either at the bottom center, bottom right, or the top right of each page. If you choose the top right, you may place the page number at the bottom center when beginning a new chapter. Otherwise, maintain a consistent placement throughout your manuscript.

On landscape-oriented pages containing graphs, figures, photos, or illustrations, it is acceptable to suppress page numbering.

Widows and Orphans

A "widow" is a short line or single word ending a paragraph at the top of the next page. An "orphan" is a heading or subheading that appears at the bottom of a page with the text beginning on the following page. These are not desirable for reasons of aesthetics and readability, although they are not prohibited. Word processing software can be set to avoid both "widows" and "orphans" automatically.

Chapters

Begin each chapter on a new page and number the page consecutively. Do not use a secondary page numbering system for sections within chapters.

The Formal Elements: Abstract, Title Page, Lists, Tables, and Appendices

The formal elements described below. The Abstract, Title Page, Copyright Page, and Table of Contents must to be formatted in the method described; other pages, as long as they adhere to the previously stipulated requirements (font, margins, justification, etc.) may be designed as the author deems appropriate.

Below is the **required** order of the formal elements of the dissertation

1. Abstract (**must be first, required, non-numbered**)
2. Title Page (**must follow Abstract, required, non-numbered**)
3. Copyright statement (highly recommended, non-numbered)
4. Preface or Foreword (if present, start at lower-case Roman numeral ii)
5. Dedication (if present, lower-case Roman)
6. Acknowledgements (if present, lower-case Roman)
7. Table of Contents (**required, lower-case Roman**)
8. List of Tables (if present, lower-case Roman)
9. List of Figures (if present, lower-case Roman)
10. List of Abbreviations (if present, lower-case Roman)
11. Body of Text (required, start at Arabic numeral 1)
12. Appendices (if any, Arabic)
13. Glossary (if any, Arabic)
14. References or Bibliography (usually required, Arabic)
15. Index (if any, Arabic)
16. Curriculum vitae (if included, non-numbered)

Abstract

 (Required; not numbered; double-spaced). Your abstract provides a summary of the thesis / dissertation. Its purpose is to convey the essence of your work to those who may not wish to read the entire document. Abstracts include a statement of the problem, a summary of methods or procedures, the results, and the conclusions.

Abstracts for the master's thesis must be no longer than 150 words. Abstracts for doctoral dissertations must not exceed 350 words (2450 characters). If the abstract is longer, it will be cut arbitrarily at the word limit, and so published in Dissertation Abstracts International / Digital Dissertations. The abstract must be in English. Dissertation Abstracts International (Ann Arbor, Michigan: Proquest, 1969-) is issued in two sets, one for humanities and social sciences, and one for sciences. You may find these volumes in the McKeldin Library reference section, call number Z5055.U5A53. Digital Dissertations is Proquest's online resource and archive of Theses and Dissertations. It is available on the World Wide Web at www.proquest.com. Dissertations or theses written in a foreign language must have a title page (but not the title itself), abstract, and if used, copyright page in English. You may also have an abstract in the foreign language, and you may include it in your thesis or dissertation as a separate page following the English version.

The Abstract page is the only part of the Thesis / Dissertation that the Graduate School requires in hard-copy. This document will be submitted to Proquest along with your copyright fee ($45).   There is a

format sample at the end of this document for the Abstract Page for both the master's thesis and doctoral dissertation.

Title Page

(Required; not numbered). The title page MUST include the following information:

a.) the full title of your thesis / dissertation,
b.) your name as it appears in university records,
c.) the year of the degree (not month or day),
d.) a standardized degree statement typed in inverted pyramid form (given below),
e.) and an alphabetical list of all members of your committee, but with the Chair first. If a member is of any professorial rank, use the title "Professor"; if not, use "Dr." or other title as appropriate.

Word your title very carefully. Electronic databases, citation indices, and bibliographies search using key words, so choose terms carefully to reflect accurately the content of your thesis / dissertation. Be sure that the title is exactly the same on the abstract, title page, and Proquest agreement form. The title page must not include italics, unless foreign words or botanical terms form part of the title itself. Do not use abbreviations. Formulas, symbols, superscripts, Greek letters or chemical names must be expressed as words wherever this is possible and consistent with disciplinary standards.

Standard Degree Statement. Use the following wording, inserting the correct degree title and the year (only the year) of your graduation, and typing in inverted pyramid style:

Thesis [or Dissertation] submitted to the Faculty of the Graduate School of the
University of Maryland, College Park in partial fulfillment
of the requirements for the degree of
[complete degree title]
[year of graduation]

There is a title page format sample at the end of this document acceptable for both the master's thesis and doctoral dissertation.

Blank or Copyright Page

(Highly Suggested; not numbered). Both master's degree and doctoral candidates may apply for a copyright. This can be done through the electronic submission process (via Proquest) or through the Library of Congress. Follow the directions on the Proquest website when you submit your document to apply for a copyright.

Preface or Foreword/Dedication/Acknowledgements

(Optional; if used, begin numbering using lower-case Roman numeral ii). All, some or none of these elements may be included. Many theses do not include any of these elements. Check your style manual for the preferred order in your discipline.

According to The Chicago Manual of Style, a Foreword includes a statement about the work by someone other than the principal author. A Preface contains the author's own statement about a work, sometimes including acknowledgments and permissions. If all you want to do is acknowledge others' assistance and support, then label the page "Acknowledgements," not "Preface." Acknowledgements are made for special assistance or unusual permissions granted.   You may wish to dedicate the work to a special mentor, but avoid elaborate or fulsome language.

Table of Contents

(Required; if no optional elements precede, begin numbering with lower-case Roman numeral ii; otherwise, continue in sequence using lower-case Roman numeral). A table of contents is required in all theses. Most word processing software allows you to mark each chapter heading and subsection in the text and then generate a table of contents automatically with correct page numbers retained. You may single-space between chapter subheadings, but be sure to double-space between chapters or major sections. You may choose to use dot leaders or not, as you wish. Most software-generated tables of contents would be acceptable.

Please note that the numbering of the entries in the table of contents must be absolutely consistent with any numbering system used in the text. Thus, if you number subheadings within Chapter 1 as 1.1, 1.2, and so on, this same numbering must be used in the table of contents. You need not number or label subheadings, however.   At the end of this chapter there is an example of the table of contents that is valid for both the master's thesis and doctoral dissertation.

List of Figures/List of Tables/List of Abbreviations

(Optional; number consecutively following the table of contents using lower-case Roman numerals). If you have at least one figure or one table, or more than one page of abbreviations, you must include the appropriate list. A table includes written material or data, whereas a figure refers to non-textual illustrative material. The easiest way to generate these lists is to create a secondary table of contents if your word processor permits. Unless your style guide directs otherwise, use the table and figure captions from your text to identify these in the list. Be sure all captions and numbering correspond exactly to those within the text. Check your style manual for the preferred order in your discipline. Remember to keep the required 1.5" left hand margin.

BODY

(Begin page numbering with Arabic numeral 1 and number all subsequent pages consecutively to the end.) The body of the thesis / dissertation should be typed continuously (except if your word processor is set to avoid "widows" and "orphans"), double-spaced, with each new chapter beginning on a fresh page. The chapter title may be typed no more than 3" from the top of the page, and may be typed in a font not more than two or three points larger than the base font. However, you need not place the chapter heading lower on the page or use a larger font, if you prefer.

ILLUSTRATIONS AND NON-TEXT ELEMENTS

In this Guide, the term "illustration" is meant to cover all non-text elements of the thesis / dissertation, e.g., figures, tables, maps, plates, photographs, drawings, and so on. Each illustration must be numbered consecutively. Consult your style manual for a consistent numbering and identification system. Illustrations must be listed by category in the preliminary pages. All illustrations must conform to the minimum margin formats. If illustrations are larger, then use photographic reduction to achieve an appropriate size. However, figure captions should be consistent with the body of the thesis / dissertation text—these, like footnotes, can be 2 points smaller than the text, but no smaller than 10 point.

In many cases, figures, graphs, and illustrations are landscape-oriented. Page numbering on these pages can be suppressed.

Plates/Photographs

Since Theses and Dissertations are accepted only electronically, all photographs, plates, and illustrations should be included in the electronic file, via scanning or other method of reproduction. Most word processing programs (MS Word, WordPerfect) have a feature that enables one to embed objects, such as images, into the text.

Other Materials

Some few theses will include video or audio tapes; films or slides, or computer or compact discs. These materials should be converted into digital format (MP3 for audio files, MPEG, AVI or QuickTime for video files) for submission to Proquest through the electronic submission process. If these materials cannot be submitted electronically, 2 copies of each should be submitted in hard copy to the Graduate School. Attach a copy of your Abstract page and Title page to any materials you submit.

Placement

Illustrations should be placed in the text as close to the first mention of the figure or table as possible-- either on the same or on the following page, but never before the first reference. (If the program or committee requires illustrations to be grouped as an appendix or separate section at the end of the thesis /

dissertation, please be prepared to show proof of this requirement to the Graduate Enrollment Management Services staff. Indicate this placement in your table of contents.)

Captions

All illustrations must be identified by captions, preferably on the same page. If a figure or table is too large or the caption too long for both to fit on the same page, the caption should appear on the preceding page. You may place several captions (clearly labeled) on one page, to be followed immediately by the several figures.

If you have any questions or concerns about incorporating illustrative materials into your thesis/ dissertation, please consult with the staff of the Graduate Enrollment Management Services for guidance before you begin to prepare the final manuscript.

BACK MATTER

Appendices

(Optional; pages numbered consecutively with the text). Follow the recommendations in your chosen style manual for materials appropriately presented in an Appendix rather than in the body of the text. You may have multiple appendices, which must be labeled consecutively (A, B, C, etc. or I, II, II, etc., as appropriate to your discipline). Cover pages should not be used. Be sure to include all appendices in your table of contents. An original survey instrument prepared in a typeface different from that of the thesis / dissertation is acceptable.

If used, scanned supporting materials reproduced from other sources (with permission) must meet the same requirements for margins and clarity as the rest of the dissertation. Copies from books, journals, maps, and so on must be completely clean and legible. Residual shadows from page edges, as may be created in the process of scanning, are not acceptable.

Glossary

(Optional; pages numbered consecutively with the text). Please note that the Graduate School requires the glossary to be placed in the back. Definitions may be single-spaced, but double-space before beginning a new one.

Scholarly References

(Usually required; pages numbered consecutively with the text). Whether you choose to place footnotes for each chapter at the bottom of the page, gather notes for each chapter at the end of the chapter, gather all notes at the end of the dissertation, or use inter-textual parenthetical notes with a list of references at the end, **be sure that placement and style are consistent throughout**. Do not place some notes at the bottom of the page, and gather others at the end of chapters. Do not use both parenthetical notes and

citation footnotes (explanatory footnotes are acceptable). Prepare a sample page featuring your notes early in the typing process, to check that the font, margins and spacing conform with the formats required. Note that some word processing software will use the default initial font for footnotes, so check your document style to be sure that footnotes appear in the standard font you have chosen. **Your List of References (References) or Bibliography must be placed at the end of the thesis / dissertation, regardless of what your chosen style manual recommends.**

Index

If your thesis / dissertation features an index, place it after the reference page. Follow the format described above for optional formal elements.

Curriculum Vitae (C.V.)

(Optional; not numbered). Inclusion of your academic curriculum vitae is optional. If you choose to include a cv, please note that it follows the blank page at the end of the dissertation and is not numbered. It must have the same page layout as the rest of the dissertation, including margins. If you already have a printed cv, have it copied onto the dissertation bond paper with appropriate margins before including it.

CH. 4: SUBMITTING YOUR THESIS OR DISSERTATION

The Electronic Thesis and Dissertation (ETD) Process

The University of Maryland, College Park has entered into an agreement with Proquest Information and Learning Services to accept Theses and Dissertations electronically via the World Wide Web. Following the guidelines in this Style Guide, you should be able to produce a document that is appropriate for submission to the University via this system.

To begin the process of Electronic Submission of your thesis or dissertation, double check that your electronic file is in the proper format (Microsoft Word, Rich Text Format, or Adobe PDF), and that it conforms to the appearance standards set forth in this Style Guide.

You may only begin this process **AFTER YOUR DEFENSE HAS BEEN COMPLETED AND YOUR DIRECTOR / COMMITTEE HAS SUBMITTED THE REPORT OF THE EXAMINING COMMITTEE TO THE OFFICE OF THE REGISTRAR**. You may not submit a "draft" thesis / dissertation to the ETD system. Any thesis / dissertation document submitted before the receipt of the Report of the Examining Committee will be rejected by the editors.

When you have completed the formatting of your document and confirmed the submission of the Report of the Examining Committee, visit the Proquest Dissertation submission site: http://dissertations.umi.com/umd.   There will be a link to this site from the Graduate Studies and Research website: http://www.vprgs.umd.edu.

From the list of Graduate Schools on the Proquest site, select "University of Maryland College Park." You will then be directed to the University of Maryland, College Park section of the Proquest site, which will have some thesis-related resources, including a copy of this Style Guide. Near the top of the page, you will see a button that says "submit your dissertation." Click this, and it will lead you to a logon page.   If you have signed up for a Proquest account before, enter the logon ID and password you received. If you are signing in for the first time, click the "Sign up now" link, and you will be prompted to create an account.

Once you have created your account, login.   Follow the directions on the site and enter the requisite information about yourself and your dissertation. This will include entering the Abstract and accompanying information into the given form (cutting and pasting from a Word Processing program is acceptable).

To upload your dissertation, click "Browse" under "Full Text of the Submission." This will open an explorer window on your local computer. Select the electronic file of your dissertation (in Word, RTF or PDF format), and click "Open." This will put the filename in the "Browse window."

Complete the "Notes to the Administrator" (for any problems / concerns) and Copyright section (If you would like to request a copyright—there is a fee associated with this.

When you have completed the submission page, click "Submit" to send your thesis / dissertation to Proquest.

Once you have submitted your thesis / dissertation, Proquest will do the following: 1.) it will generate a PDF file of the text of the thesis / dissertation, and 2.) it will (via email) notify you and the University of Maryland Graduate School that the PDF is ready to be reviewed.

The Graduate School will then review the PDF file online for format, legibility, etc.; if all standards have been met, and all required fees and paperwork have been submitted (see the Graduate School Degree Completion Manual on www.vprgs.umd.edu), the University will accept the thesis and release it to Proquest for publication.

Costs

The University charges a $115.00 fee for costs associated with the ETD system. This includes handling, processing, archiving, and the printing of a bound, hard copy of the Thesis for the University library. This fee is required by the Graduate School, and no Thesis / Dissertation will be delivered to Proquest (approved and accepted for graduation) without it. This fee is payable directly to the University of Maryland via a certified check or money order.

If you want your Thesis or Dissertation copyrighted through Proquest, you must remit a fee of $45.00 USD to Proquest through the Graduate School. Most students opt to have their work copyrighted through Proquest. You may also choose to copyright your work yourself, through the Library of Congress. Please see www.loc.gov for more information.

A single certified check or money order for the processing fee ($115) and /or the copyright fee (+$45, for a total of $160.00), **along with a photocopy of your thesis / dissertation Abstract page** should be sent (or dropped off in person) to:

Office of the Registrar
1113 Mitchell Building
College Park, MD 20742

CH. 5: FORMATS AND SAMPLES OF FORMAL ELEMENTS

Figure 1:   Page layout for theses and dissertations

Figure 2:   Format sample for abstract page

Figure 3:   Sample Abstract Page

Figure 4:   Format sample for title page

Figure 5:   Sample Title Page
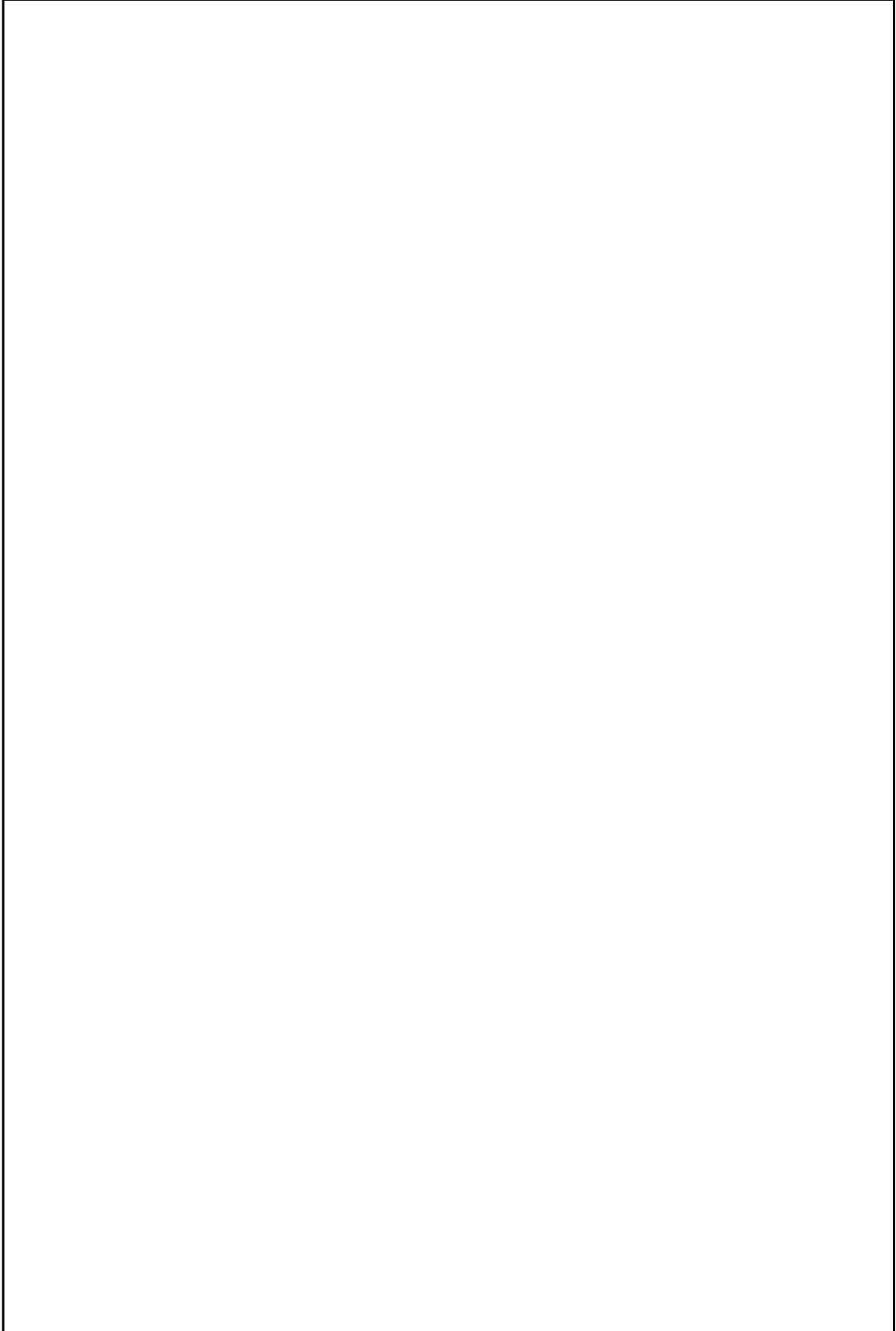
Figure 6:   Sample copyright page

Figure 7:   Sample table of contents

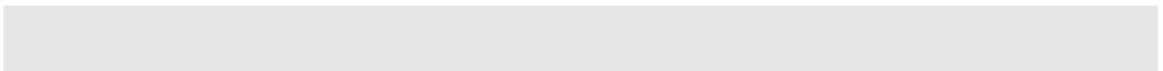Figure 8:   Sample Form Letter Requesting Permission to Use Copyrighted Materials

At least 1"

At least 1.5"

At least 1"

Figure 1: Required page layout for theses and dissertations

ABSTRACT
[Begin typing centered heading about 2-2.5" from the top of the paper.]

[3-4 spaces]

Title of Dissertation. / Thesis: [TYPE THE COMPLETE TITLE OF YOUR DISSERTATION

HERE, SINGLE OR DOUBLE- SPACED. USE ALL CAPITAL

LETTERS.] (If necessary, continue under the first word, not at the

left margin.)]

[double-space]

[Your full name as it appears in university records, the full degree citation, and year]
[double-space]

Dissertation / thesis directed by: [Academic title and full name of your advisor.
Academic department or program of advisor.]

[triple-space]

      Begin typing the body of the abstract here, double-spacing throughout. Remember that the

 abstract for a doctoral dissertation must not exceed 350 words or 2450 characters. Abstracts for

Master's theses must not exceed 150 words.

Figure 2: Format sample for the thesis / dissertation abstract page [do not number this page]

ABSTRACT

Title of dissertation: ANALYTIC PROPERTIES AND CREMONA
                                           APPROXIMATION OF TRANSFER MAPS FOR
                                           HAMILTONIAN SYSTEMS

                                           Dan Tyler Abell, Doctor of Philosophy, 1995

Dissertation directed by: Professor Alex J. Dragt
                                           Department of Physics

The motion of a dynamical system may be approximated as a sequence of discrete steps in time described by transfer maps. In the field of accelerator physics, Taylor series maps constitute a special, heavily-used class of such maps, which, despite their wide use, have poorly understood, or little appreciated, analytic properties. In Part I we show first how one may expect a (very general) transfer map to be analytic within some, perhaps quite limited, region of phase space. We then show that the underlying singularity structure of the original map--as determined by the dynamical system itself--governs the domain of convergence of a given Taylor series map. We conclude Part I by using the quartic anharmonic oscillator as an example to illustrate not only the complicated, rich, and very subtle behavior of such domains of convergence, but also the care and understanding required when drawing conclusions about the applicability of Taylor maps.

Following a Hamiltonian flow for a finite interval of time produces a symplectic map. In Part II we describe a procedure for converting a Taylor series approximation for a symplectic map into a polynomial map that is exactly symplectic--*i.e.*, a Cremona map--in such a way that the Cremona map agrees with the original Taylor map through terms of any desired order. We then introduce the concept of a sensitivity vector and show how that concept allows one to characterize optimal . . .

Figure 3: Sample abstract page for thesis / dissertation (Abell dissertation, partial)

[Begin typing about 2-2.5" from the top of the paper.]
[TYPE THE COMPLETE TITLE OF YOUR THESIS IN ALL CAPITAL LETTERS,
CENTERED, SINGLE OR DOUBLE-SPACED]

[triple-space]

by

[double-space]

[Your full name as it appears in university records]

[leave four lines blank]

Thesis submitted to the Faculty of the Graduate School of the
University of Maryland, College Park in partial fulfillment
of the requirements for the degree of
[type full degree title]
[type year]

**[use standardized language and
type in inverted pyramid]**

[leave about 8 lines blank]

Advisory Committee:

["Professor" and name], Chair
["Professor" and names of other committee members,
one per line, in alphabetical order]

[Use "Professor" if a member
is of professorial rank; or use
"Dr." or other appropriate
title.]

Figure 4: Format sample for title page [do not number this page]

THE EFFECTS OF COGNITIVE ELABORATION, DISCREPANCY, AND
DISCONFIRMATION ON ATTITUDE CHANGE

by

Susan Elizabeth McGreevy

Thesis submitted to the Faculty of the Graduate School of the
University of Maryland, College Park in partial fulfillment
of the requirements for the degree of
Master of Arts
1992

Advisory Committee:

     Professor Edward L. Fink, Chair
     Professor Timothy Edgar
     Professor Vicki Freimuth

Figure 5: Sample title page (McGreevy thesis)

©Copyright by

[your name as it appears in university records]

[year of your degree]

Figure 6: Sample copyright page

TABLE OF CONTENTS

Figure 7: Sample table of contents (McGreevy thesis/partial)

Your Return Address
Date

Publisher
Address
City, State, Zip

Dear (Publisher):

I request permission to reprint the following material from your publication:

(give complete bibliographical information for requested material in acceptable format for your discipline; include page numbers)

I have enclosed a copy of the material for your convenience.

This material will be reprinted in my dissertation, entitled *Title of Your Dissertation,* which I anticipate will be published (give graduation month and year).

Sincerely,

(Signature)

Your Name
Department

Permission to reprint the above-referenced material granted by:

Name / Title:

Conditions:

Signature:

Figure 8: Sample Letter Request for Permission to Reprint Copyrighted Materials

CH. 6: FORMATTING YOUR DOCUMENT WITH MICROSOFT WORD

This chapter is intended as a resource to assist you in formatting your Thesis or Dissertation document with Microsoft Word. In this section, we address many of the technical issues that students have with formatting their document; this includes setting font, margins, and justification, as well as the (at times counter intuitive) method for using multiple page numbering schemes within a single document.   For purposes of this brief tutorial, Word 2000 is used. Word XP and Word 97 have similar interfaces. A list of web-based Word tutorials is listed at the end of this section.

Margins

 The Graduate School requires that each page of the Thesis or Dissertation must have at least a 1.5" left-hand margin, and at least 1" top, bottom, and right margins.   To set the margins of your Word document:

1. Click **File** on the top Menu Bar, which should look something like this:
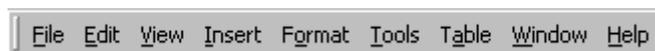
2. Then click on **Page Setup** from the drop-down menu. You'll get an interface similar to the following:
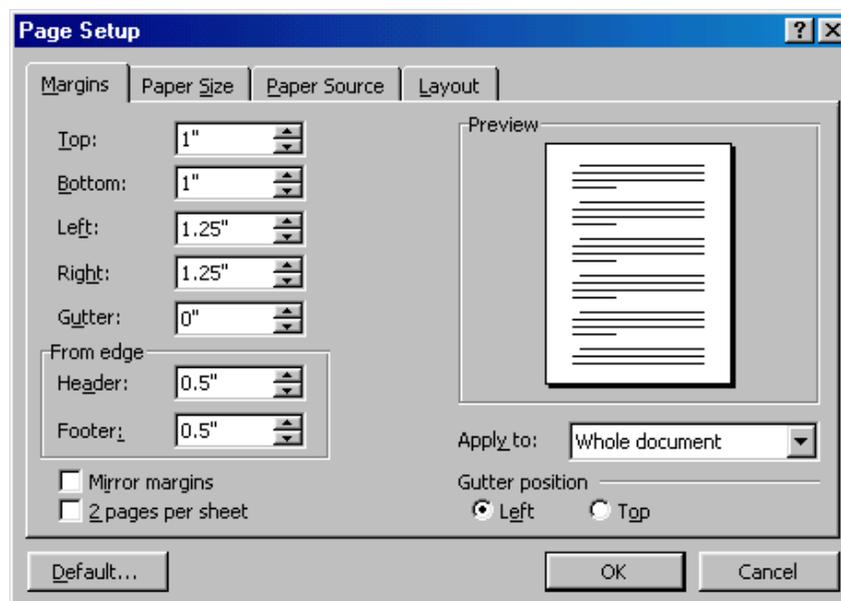
3. Click on the **Margins** tab (the default in Word 2000) if it is not already selected. You can then enter the required values in each field.

4. Click **OK**.

Font

The Graduate School requires that a conventional 12 or 14 point font be used throughout the document. Fonts that are difficult to read or do not conform to standards in publication will not be approved (this includes "script" or "calligraphy" fonts). Any font substantially similar to the following will be approved by the University's editors; in general, simpler is better.

Bookman 12	Courier 12
Palatino 11	Palatino 12
News Gothic 11	News Gothic 12
Times New Roman 12	Times New Roman 14.

To change your font in Word:

1. Select the text that you want to change. If you want to change the entire document, click **Edit** and then **Select All**.

2. Go to the formatting Toolbar at the top of the Word 2000 screen. It should look something like this :

3. You should see the default font of the document in the Toolbar window (usually Times New Roman). Click on the down arrow to see the list of Word Fonts available.

4. Click on the font you wish your text to change to.

Justification

In Thesis / Dissertation documents, text may be left-justified, which leaves a "ragged-right" margin (as in this document), or text may be full justified, which creates even margins on the left and right sides of the page. To change the justification of your document:

1. Select the text for which you want to change justification. If changing the justification for an entire document, click **Edit** and then **Select All.**
2. Go to the Formatting Toolbar.

3. You should see a number of buttons with horizontal lines on them; they should look something like this:
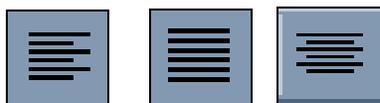
4. The button on the left (with the uneven right side) is the button for LEFT justification. The button in the center is for FULL justification, even margins on both sides. The button on the right is the button for CENTER justification, where the text is centered on the page.

Page Numbering in MS Word

This is often the most infuriating part of formatting a thesis or dissertation.   The Graduate School requires three different page numbering schemes in each thesis dissertation:
- No Page Numbers: Abstract, Title Page and Copyright Page
- Lower-Case Roman Numerals (ii, iii, iv, v, vi, viii): Front Matter (Table of Contents, List of Figures, Tables, Acknowledgements, etc.)
- Arabic Numerals (1,2,3,4): Main Body Text, Reference, Appendices

Page Numbering and Document Sections

In Word, page numbers are properties of document subdivisions, called **Sections**. One Word file (a single document) can have an unlimited number of Sections; as a document author, you control how your document is subdivided into sections by inserting Section Breaks.

Each Section of your document can have different properties: layout and orientation (columns, portrait / landscape), borders and line spacing, and of course page numbering.

For a University of Maryland thesis done in MS Word, you'll need 3 different page numbering schemes; as such, you will need to divide your document into three Sections.

Inserting Section Breaks, dividers between Sections, is easy. Word documents by default contain only 1 section; we will be inserting 2 breaks, to divide the document into 3 sections,

each of which will have a different page numbering scheme. We'll first divide the document into sections, and then insert the page numbers.

First Section Break: After Abstract, Title Page, and Copyright page, before Front Matter. Place your cursor at the very bottom of your Copyright page (about 9" down). Then click Insert on the Menu Bar:

File Edit View Insert Format Tools Table Window Help
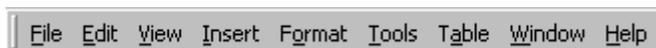
From the drop-down Insert menu, select "Break."   You should get a menu that looks something like this:
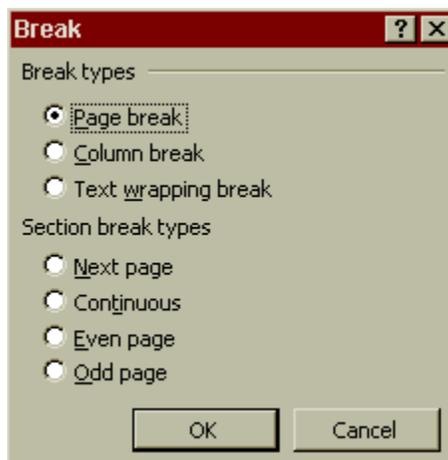
From this menu, select under "Section Break types" a "Continuous" break.   This will insert a Section Break without a forcing a new page in your document. If you would like Word to force a new page after the Title Page, insert a "Next Page" break instead.   *N.B.: If you switch to the Normal document view (Click View—>Normal), you can see which section breaks exist in your document—you can also delete them from that view.*

At the bottom left corner of your Word screen, you should see information that tells you the Page you care currently working on. Just to the right of that information, you should see something that tells you which Section the page is located in (usually reads Sec 1, Sec 2, Sec 3.)   After inserting your first Break, your document should be divided into two Sections—one for the Abstract, Title Page, and Copyright Page, and one for the rest of the document. You should notice no formatting differences between sections at this point.

Repeat this process on the last page of your Front Matter (Table of Contents, List of Figures, Tables, Abbreviations, etc.) to create a Break between the Front Matter and the Main Body Text of your Thesis / Dissertation.

You should now have 3 Sections in your document. You are now ready to insert page numbers.   This process can be a bit counter-intuitive, since we're not simply numbering everything consecutively.

First, go to the first page of your document (the top).   Click Insert-->Page Numbers. You should get an interface that looks like this:
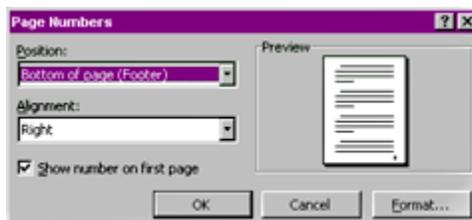

Choose the page location of your page numbers. The Graduate School requires either Bottom (Footer) Right, Bottom (Footer) Center, or Top (Header) Right placement.   Click OK. This should insert Arabic page numbers throughout your ENTIRE document, from Abstract page through Appendices. We'll be changing the number format (to non-numbered, to Roman numerals, to Arabic) for each section in a moment.

This is the counterintuitive part—one would think that it would be enough to simply go to each Section and change the format, but this is not so. Each Section's Headers and Footers are linked to each other, so that a change made in Section 1's header carries through to the headers of each subsequent section. This makes changing page numbering for each section a bit tricky. What we'll have to do is un-link the headers and / or footers before we try to change the page number format.

If you chose to put the page number at the Top of the page, you'll need to edit Headers. If you chose the Bottom of the page, you'll need to edit the Footers.

First, go to the beginning of your second section, which will be the beginning of the Front Matter. Click View--->Headers and Footers.
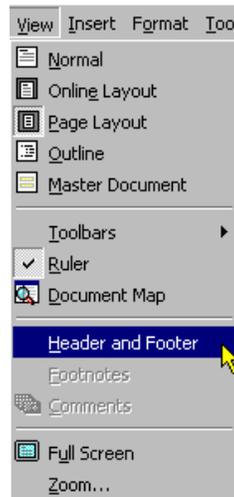
Your document should go gray, and you'll see text boxes at the top and bottom of the screen. Each should look something like this:
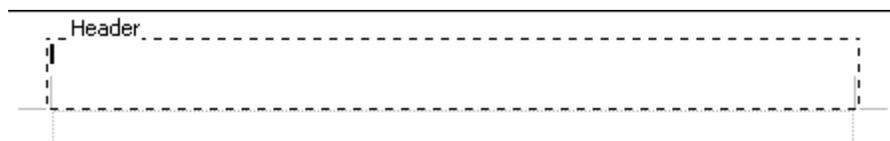
What the Header / Footer view also shows is the linked status of the Header / Footer—on the top right corner of each Header / Footer box, you should see "Same As Previous." This indicates that the Header format is linked to the previous section's format. When you activate the Header and Footer menu, you also activate the Header and Footer toolbar—from this toolbar, you can turn "Same as Previous" formatting off, and un-link the header / footer. The Same As Previous button should be depressed by default when you bring up the Header / Footer view; click on it to un-select it. Your section 2 page numbers will now be disconnected with the first section's formatting.
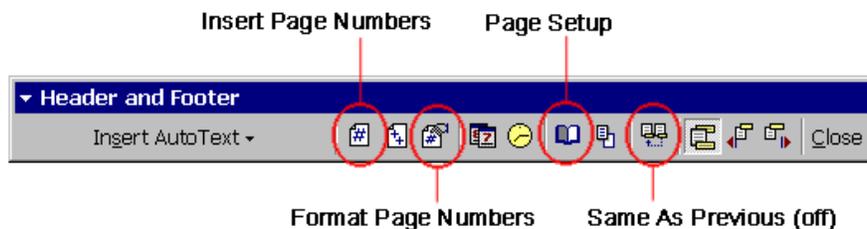
Repeat this action on the first page of your Main Body Text; disconnect the header of Section 3 from that of Section 2.

Now we can change the format of each section's page numbers. For Section 1 (Abstract, Title Page, Copyright Page). On the first page of the section, go to Header / Footer view, and simply

delete the page number from the Header or Footer. There will be no page numbering on these pages.

For Section 2 (Front Matter).   A bit more complicated. While on the first page of Section 2, click Insert-->Page Numbers.   Then select "Format" from this menu. It should look something like this:
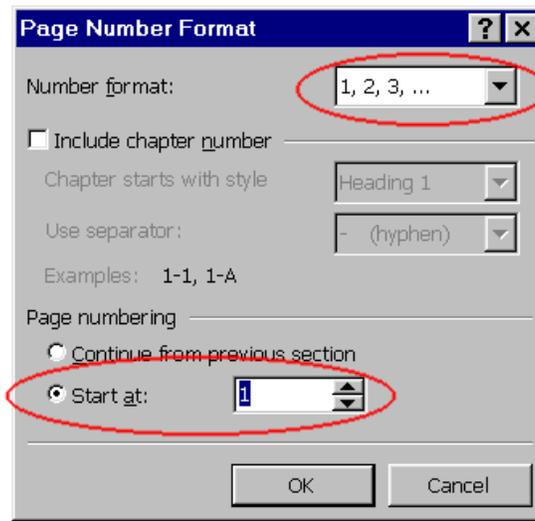
For this section, select the Roman Numerals from the drop-down Number format menu. Then select "ii" from the Start at menu.   This will re-start the page numbering from the first page of Section 2, starting at ii.

For Section 3, the Main Body Text, do the same thing. Go to the first page of your main body text (the first page of Section 3), click Insert-->Page Numbers-->Format, and change the format to Arabic Numbers, starting at 1.