Thesis and Dissertation Preparation Guide

Arkansas Tech University
Russellville, AR 72801

Updated
June 26, 2023

CENTER TITLE TWO INCHES BELOW THE TOP OF THE PAGE, IN ALL
CAPITAL LETTERS; TITLES MORE THAN ONE LINE SHOULD HAVE
ALL ENSUING LINES SHORTER THAN PREVIOUS,
SINGLE-SPACED

By

STUDENT NAME

Submitted to the Faculty of the Graduate College of
Arkansas Tech University
in partial fulfillment of the requirements
for the degree of
{Insert Degree here}
Graduation Month, Year

ABSTRACT

DISSERTATION/THESIS TITLE

Student Name

The *Abstract* heading and title should be in uppercase, centered, one inch from the top of the page. Text for the abstract should be double-spaced, in a single paragraph form without paragraph indentation. The word count should be a minimum of 200 and not exceed 350. Keywords are permitted and should be found at the end of the Abstract; these are not taken into the total word count.

Keywords: dissertation; formatting

Title pages – should be 1.5 in from the top (or one double spaced return)

The front matter (Dedication – List of Figures) should be roman numerals page numbers .5 footer height

TABLE OF CONTENTS

LIST OF TABLES (IF APPLICABLE)

LIST OF FIGURES (IF APPLICABLE)

CHAPTER I

INTRODUCTION

As a formal research paper, a thesis or dissertation should reveal the candidate is able to produce original research that meets the professional standards of the discipline. Preparation for writing a thesis or dissertation should include careful and wide reading of professional journals and texts of involved disciplines, including the most recent scholarly work in the academic field. Students must exhibit capabilities of gathering, organizing, evaluating, and reporting data which are pertinent to the topic of investigation, as well as exhibiting their ability to use technology appropriate to the discipline.

The following guide includes information applicable to the format and procedures for all theses and dissertations produced at Arkansas Tech University and is laid out to model the format of a thesis/dissertation. Students must also follow Graduate College policy as well as the procedures and guidelines set forth by their individual departments. This guide follows the APA 7th edition. Students should use the style manual applicable to their major.

CHAPTER II

PROCESS OUTLINE

Graduate College Deadlines

- Students must complete the "**Committee Appointment Form**" and IRB application (if applicable) prior to beginning their Thesis/Dissertation research. A signed copy of the form by all committee members should be submitted to the Graduate College Dean for approval.

- When the Thesis/Dissertation chair believes student is ready to defend their proposal a proposal defense will be scheduled. Once the student has passed the proposal defense the committee will submit to the Graduate College Dean "**Thesis/Dissertation Proposal Defense Form**".

- In addition to satisfying all degree requirements, a candidate for a degree must complete an "**Application for Graduation**". Students will need to complete this online application no later than reading day the semester prior to the term in which they plan to graduate.

- Committee members must complete the "**Request to Schedule Defense Form**". A signed copy of the form by all committee members should be submitted to the Graduate College Dean for approval.

- A committee-approved draft, in acceptable form, with signatures of all committee members on the "**Defense Final Report**", must be submitted electronically Online Research Commons @ATU no later than the second Monday in November, April, or July before the degree is to be conferred.

- The student will then work with the Thesis/Dissertation reader to finalize the final version of the thesis/dissertation. The final version must be approved and submitted electronically to Online Research Commons @ATU no later than the Wednesday prior to graduation.

Protocols for Research Involving Human Subjects or Animals

All thesis and dissertation students will be required to submit an application to the Institutional Review Board (IRB).

Once a student's research project has been approved by the IRB, the official Protocol Approval Statement must be included in the Appendices section of the dissertation.

Plagiarism

Claiming the exact words, paraphrases, ideas, arguments, or thoughts of another as your own is plagiarism, and Arkansas Tech University requires disciplinary action (possibly including dismissal) and/or grade adjustments for this offense.

CHAPTER III

DISSERTATION ELEMENTS AND STYLE

Regardless of the style used by the student's departments, the requirements described below apply to all theses and dissertations at Arkansas Tech University. This guide is laid out to mirror the formatting requirements of thesis/dissertations at ATU.

Style Guides

Each department will determine and specify the required style guide. Students should avoid referring to previous theses and dissertations as guides since newer editions of style manuals frequently include substantive changes.

Format

Heading Levels

Heading levels differ between the various style manuals so follow the level layout of the style manual you are using. For the purpose of the thesis and dissertation heading levels begin after the chapter title.

Typeface

The typeface must be consistent throughout. Style manuals may specify the use of boldface, italics and allow exemptions for graphs, illustrations, and appendices. Use a 10 to 12-point font size and black font. The Graduate College recommends using Times New Romans, Ariel, or Veranda as the convert well to PDF and are easily read by machines.

Line Spacing

The entire text must be double-spaced, unless exceptions are specified in the specific style manual.

Margins and Justification

All left margins must be 1.5 inches, Chapter title page should be 1.5 min from the top. All other margins (top, bottom, and right) should be one inch. Do not hyphenate words between lines.

Tables and Figures

Formatting and positioning of tables, graphs, drawings, figures, and photographs should follow the requisite style guidelines. Usually they are placed as near as possible to the first textual reference. Computer-generated tables and graphs must be clear, distinct, and must fit within the required margins. Photographs may be reprinted or photocopied only if the quality of the photograph does not diminish in shading, color, or clarity.

Pagination

- Every page is numbered except for the title page.
- Preliminary pages are numbered with lower-case Roman numerals centered at the bottom of the page, starting with ii on the copyright page.
- Pages in the body of the text are numbered with Arabic numerals, beginning with the first page of the text, which will be page 1.
- All page numbers of chapters, appendices, tables, and addenda are centered of the bottom of the page.

Footers

- To Change the Footer in Microsoft Word:
    - Click at the bottom of the preceding page (not in the Footer)
    - Then go to the Page Layout tab in the toolbar.
    - Click on the arrow beside Breaks, in the Page Setup box; double-click on Continuous.
    - Put your cursor in the Footer of the page needing a different style.
    - Deselect Link to Previous in the Navigation box, located in the Design tab.
    - A new Footer may now be placed on this page.

CHAPTER IV

PRELIMINARY PAGES FORMATTING

Title Page

The format of the title page shall follow the model in Appendix A. The title should indicate the contents of the research. On the title page, be sure your formal degree is listed correctly. For example, use "Master of Arts" and not Master's degree. Check with your Dissertation Chair if you are unsure of the formal title of your degree.

The format of the title page shall follow the model in Appendix A. The title should indicate the contents of the research. It should be in all capital letters and centered two inches below the top of the page. The rest of the page is centered as shown in the sample page and is spaced to maintain optical balance. The date on the title page must be that of the month and year in which the degree is awarded. On the title page, be sure your formal degree is listed correctly. For example, use "Master of Arts" and not Master's degree. Check with your Dissertation Chair if you are unsure of the formal title of your degree.

Abstract

The dissertation abstract should not be more than 350 words, double-spaced. Individual programs will specify the content of the abstract. The top of the abstract should include the name of the student and title of the thesis/dissertation. At the bottom of the page should be keywords.

Table of Contents

All components of the dissertation must be listed in the Table of Contents, along with page numbers for each item. Preliminary pages, chapters, and subsections should be listed. Items on the Table of Contents should only be at the heading and subheading levels. See Table 2 for complete list of what pages need to be included and how. Setting Tab Stops will provide a uniform leader.
- To set Tab Stops in Microsoft Word, right click where the leader is to begin.
- Select Paragraph, then click on the Tabs…button.
- Enter a Tab Stop Position of 6", an Alignment of Right, and a Leader of periods.
- A Default Tab Stop of .5" will already be entered. Click Set then OK.
- For subheadings, an additional Tab Stop of .5", Left Alignment, and no Leaders should be set.

List of Tables/List of Figures

All tables should be listed by title with page numbers. On a separate page, all figures should also be listed by title and page number.

List of Symbols and/or Abbreviations

Abbreviations and symbols not universally accepted within a discipline or as a part of the style guidelines should be defined, although they should also be explained upon initial use within the text.

Arrangement of Thesis/Dissertation

Pages should be arranged in the following order:
- Title Page
- Copyright
- Acknowledgements (optional)
- Abstract
- Table of Contents
- List of Tables (if applicable)
- List of Figures/ Illustrations (if applicable)
- List of Symbols and/or Abbreviations (if applicable)
- Main Text
- Bibliography/List of References/Literature Cited
- Appendices (if applicable)

CHAPTER V

STUDENT SUBMISSION PROCESS

The student (not the Committee Chair) must submit the committee-approved copy and supporting documents electronically (PDF format) to Online Research Commons by the deadline for the graduating term. The Graduate College reader will check for form, style, and as well as for clarity and major errors in grammar.

The Graduate College will review the document and return it for corrections, if applicable, via the Online Research Commons. The student will then need to make the desired corrections and resubmit it to the Graduate College via Online Research Commons. This process will be repeated until the document is error-free. The deadline for submission of the final draft is the Wednesday prior to graduation.

Once the document is approved the student will upload the final, graduate college approved, version to the ProQuest ETD system for publication in ProQuest and the graduate reader will release the approved version to the BePress website for publication.

Table 1
Summary of Steps and Required Forms

What?	When?	Where?
1. Submit "**Dissertation Committee Appointment Form**"	Review Cohort Timeline	Graduate College
2. Apply to Graduate	Review Cohort Timeline	Degree Works
3. Complete "**Dissertation Proposal Defense Form**"	Review Cohort Timeline	Graduate College
4. Complete "**Request to Schedule Dissertation Defense Form**"	Review Cohort Timeline	Graduate College
5. Complete "**Dissertation Defense Final Report**"	Review Cohort Timeline	Graduate College
6. Submit committee approved draft electronically for Graduate College review.	Review Cohort Timeline	Graduate College
7. Last day to submit final version of dissertation.	Review Cohort Timeline	Graduate College
8. Approved dissertations will be released to the ORC	After all requested revisions are made	Graduate College

Table 2

Arrangement and Numbering of Pages

Order	Requirements	Page Number Placement	Listed in Table of Contents
Preliminary Pages	**Required/Optional**	**Lower-Case Roman Numerals**	**Yes/No**
Title Page	Required	Count but do not number	No
Copyright	Required	Bottom center	No
Acknowledgements	Optional	Bottom center	No
Abstract	Required	Bottom center	Yes
Table of Contents	Required	Bottom center	No
List of Tables	Required if used in text	Bottom center	Yes
List of Figures or Illustrations	Required if used in text	Bottom center	Yes
List of Symbols and/or Abbreviations	Required if used and not explained in text	Bottom center	Yes
Dissertation Content	**Required/Optional**	**Arabic Numerals, Starting over at 1**	**Yes/No**
Body of Text	Required	Bottom center	Yes. List all headings.
End Pages	**Required/Optional**	**Arabic Numerals, (continue sequential numbering)**	**Yes/No**
References	Required. Format according to discipline's style manual.	Bottom center	Yes
Appendices	Required if in used in text (Must include IRB approval forms).	Bottom center	Yes

APPENDIX A

THESIS/DISSERTATION SAMPLE TITLE PAGE

CENTER TITLE TWO INCHES BELOW THE TOP OF THE PAGE, IN ALL
CAPITAL LETTERS; TITLES MORE THAN ONE LINE SHOULD HAVE
ALL ENSUING LINES SHORTER THAN PREVIOUS,
SINGLE-SPACED

By

STUDENT NAME

Submitted to the Faculty of the Graduate College of
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in partial fulfillment of the requirements
for the degree of
{Insert Degree here}
Graduation Month & Year

APPENDIX B

THESIS/DISSERTATION SAMPLE SIGNATURE PAGE

[Thesis or Dissertation] Approval

This [thesis /dissertation], "[The Complete Title of your Thesis/Dissertation]," by [your full name here as it will appear on your diploma], is approved by:

[Thesis /Dissertation] Chair:

                    _____

[Full name of Thesis/Dissertation Chair]
(For example, Bob Smith, PhD)
[Academic Rank and Department]
(For example, Professor of Chemistry)

[Thesis /Dissertation] Committee
[include as many name blocks
as needed]:

_____

[Full name of Committee Member]
[Academic Rank and Department]

_____

[Full name of Committee Member]
[Academic Rank and Department]

Program Director:

_____

[Full name of Program Director]
[Academic Rank and Department]

Graduate College Dean:

_____

[Full name of Graduate College Dean]
[Academic Rank and Department

∗   This page, along with the defense form, will be uploaded as an additional file, separate from the dissertation, and made unavailable.
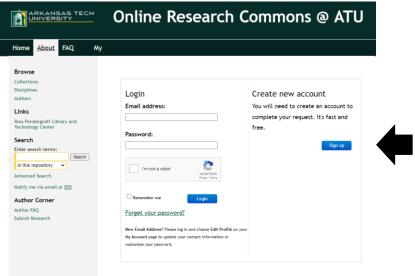
APPENDIX C

GUIDE FOR SUBMITTING YOUR THESIS OR DISSERTATION TO
THE ONLINE RESEARCH COMMONS @ ATU
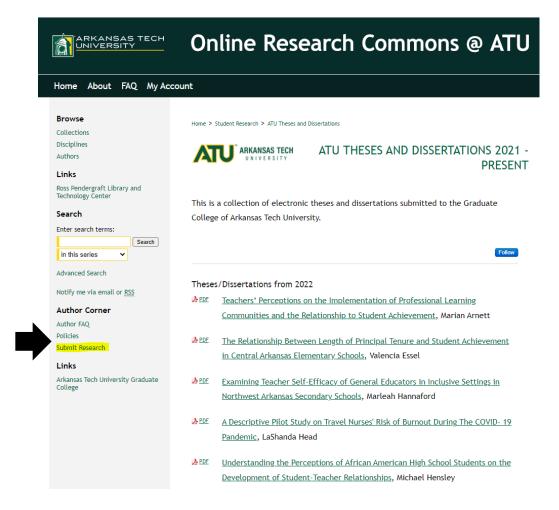
1. Go to this webpage: https://orc.library.atu.edu/
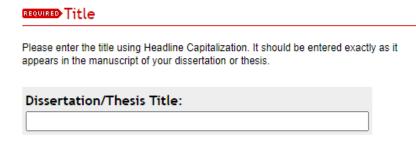2. Click on "My Account" in the top menu.

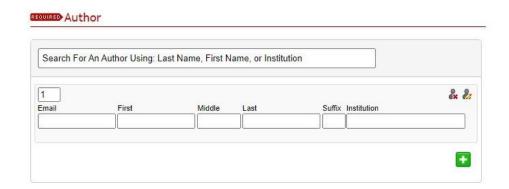3. Create an account by clicking the "Sign up" button.

    a. Use a permanent email other than your ATU account. (This will allow you to continue receiving readership reports for your thesis or dissertation long after you graduate).

    b. Create a unique password (Not your ATU account password).

4. You will receive a verification link through your email. Click on that link and then log in to your account.

5. Go to this webpage: https://orc.library.atu.edu/etds_2021/

6. Click on the "Submit Research" button on the left side menu (under "Author Corner").

7. A Submission Agreement will pop up on your screen. Read the <u>entire agreement</u>, check the box below to acknowledge that you understand and agree to the terms, and click on the "Continue" button.

8. Enter the title of your submission. Please use Headline Capitalization, meaning you capitalize the first letter of most words, except for (if, and, to, for, a, the) if they are not the first word of the title.

9. Under Author, enter your account email address, first and last name, and "Arkansas Tech University" as the institution. Your middle name or initial is optional, but enter your name as it is listed in your thesis or dissertation.
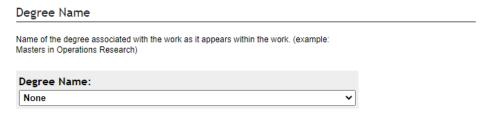
10. Enter the date you were/will be awarded your degree.

11. Enter the Document Type from the dropdown menu.

12. Enter the name of your degree from the drop-down menu.

13. Enter the name of your department from the drop-down menu.

14. Enter the name of your college from the drop-down menu.

College

| None | ⌄ |

15. Enter the name of your committee chair in the form, (i.e., Dr. John Smith).

Committee Chair

Committee Chair:

16. Enter the name of your other committee members in the form, (i.e., Dr. John Smith). Leave any extra committee fields blank.

Second Committee Member

Second Committee Member:

Third Committee Member

Third Committee Member:

Fourth Committee Member

17. Enter the name of your program chair in the form, (i.e., Dr. John Smith).

Program Director

Program Director:

18. Enter the name of the Dean of the Graduate College in the form, (i.e., Dr. John Smith).

Dean of Graduate College

Dean of Graduate College:

19. Enter the keywords, separated by commas, that will help researches discover your thesis or dissertation.

Keywords

Please enter up to 10 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

Keywords:

20. Choose which Subject Category your presentation. The main subject categories are automatically selected. To remove unapplicable subjects, click on the term and click the "remove" button.
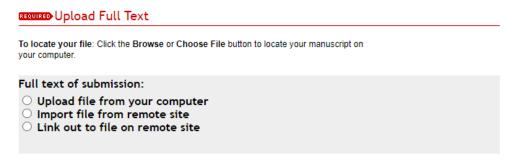
Subject Categories

Please select the subject category that best fits your Dissertation/Thesis. Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Click here to view the complete list of disciplines.

Available:
- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
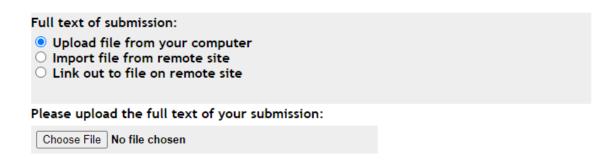- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Select »   « Remove

Selected:
- Arts and Humanities
- Business
- Education
- Engineering
- Life Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

21. Under Abstract, copy and paste your thesis or dissertation abstract into the form.

22. Under "Upload Full Text, Check "Upload file from your computer."

You will be prompted to choose a file to upload. Choose your thesis or dissertation from your files and it should appear in place of the "No file chosen" text.

23. Check the box if you have an additional file to add. You will be prompted to upload the files after you submit the form.

Additional Files

Please check this if you'd like to add additional files ☐

24. Ignore the "Publication Status" field.

Publication Status

◉

25. If you have chosen to hold your thesis or dissertation for an embargo period, choose the time period in the drop-down menu. The embargo options are for 6 months, 1 year, or 2 years. If you do not need an embargo, leave the field with "No Embargo Required."

REQUIRED ▶ Embargo Period

[No Embargo Required ▾]

26. Click the "Submit" button. Success! It may take a few minutes to submit, so only click the button once.
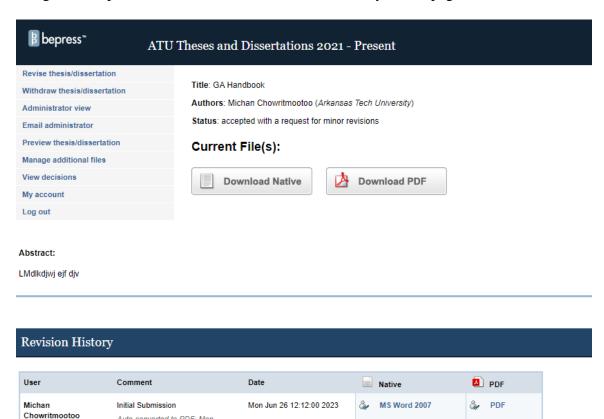
[Cancel] [Submit]
This may take a while. **Please only click once.**

Success!

You have submitted, what's next?

1. When you have successfully uploaded your document the Thesis and Dissertation Reader will get an email alerting them of your submission.

2. A few days after you upload your document the Thesis and Dissertation reader will begin the review of your document. Once they have completed the review you will get an email letting you know of any corrections or needed revisions.

3. You will have 3 business days to make any required revisions and resubmit.

4. Once you have made any required corrections you will resubmit your document using the link provided in the email. Which should take you to a page like this:

5. Once you have resubmitted the reader will review the corrected version. Once the document is accepted you will receive another email informing you of its acceptance. It is important to remember that this is a requirement of graduation and must be completed prior to graduation.