

RUSH UNIVERSITY GUIDE for PREPARATION OF DISSERTATIONS and MASTERS' THESES

A. INTRODUCTION

This manual is designed as a general guide for graduate students preparing masters' theses and doctoral dissertations at Rush University. Detailed information concerning format is found in Section B. Detailed information regarding style should be obtained from other sources, as noted in Section G. Candidates select a style manual or follow the one recommended by their advisor or department.

The master's thesis or doctoral dissertation is a scholarly written report of independent, original research that makes a significant contribution. Successful completion of a thesis or dissertation demonstrates to the Examining Committee the candidate is capable of pursuing independent research. The document includes a thorough review of pertinent literature, clear statement of the problem, appropriate design and methods that are rigorous as well as systematic, and appropriate analysis and interpretation of results.

Rush University has a standing agreement with University Microfilms International (UMI) to publish and copyright all theses and dissertations. In preparing theses or dissertations, candidates must also follow procedures that conform to requirements set by UMI. All theses and dissertations will be microfilmed. All abstracts will be published in Masters' Abstracts or Dissertation Abstracts International. The Library then binds and catalogs all theses and dissertations and makes them available for lending.

The Ph.D. is awarded only after the completed thesis or dissertation and other documents have been submitted to the Library for publication. Please make an appointment with the Library Director prior to your defense by calling (312) 942-2270. During this meeting, she will review format and style requirements and inform you of necessary paper work to be completed for graduation.

B. SPECIFIC FORMAT REQUIREMENTS

The following requirements for theses and dissertations are followed regardless of the style guide used. Students should also consult the UMI guidelines entitled "Publishing Your Master's Thesis" or "Publishing Your Dissertation".

Paper

Paper for the original copy must be at least 25% rag content paper, size 8.5 x 11 inches; 20 lb. weight is a good weight for laser printers. Only one side of the paper may be used.

Margins

A margin of one and a half inches (1.5") on the inner left-hand edge of the paper must be left to permit binding. One-inch margins on the other three sides, except for page numbers, should normally be maintained.

Spacing

The manuscript must be double-spaced except for long quotations (4 or more lines), which are indented and single-spaced, and the List of References. Each reference in the list may be single spaced with two spaces between references.

Pagination

Page numbers are placed at the upper right corner. The following plan of page numbering is generally accepted:

1. For the preliminary pages use small Roman numerals (ii, iii, iv, etc.). Numbering begins with ii; the title page counts as page i but the number does not appear.
2. For the remainder of the manuscript, beginning with the first page of Chapter 1, use Arabic numerals (1, 2, 3, 4, etc.) for the text, illustrations, list of references and appendices. Each page must be numbered. Numbering begins with 1 and runs consecutively to the end of the manuscript. If a table or figure is too long to be placed on a single page, it should be placed on the following numbered page.
3. If there is more than one volume, each volume should contain a title page duplicating the title page of the first volume. If the volumes are separate entities it is important to identify them further as Volume I, II, etc. In any case, the numbering should follow consecutively from one volume to another.

Charts, Graphs, Tables

Microfilming is a black-and-white photographic process. Colors are to be avoided if at all possible because they appear as slightly varying shades of gray. Lines on a graph are identified by labels or symbols rather than color. Similarly, shaded areas as on histograms have better contrast if cross-hatching is used instead of color.

Oversize Pages

Charts, graphs, maps and tables larger than the standard page size might have to be used in a manuscript. If so, they should be carefully folded into the manuscript. However, oversize pages complicate microfilming and it is recommended that such pages be avoided unless absolutely necessary. Try a different layout for the chart or table to see if it can be placed on a standard page, or can be divided into two pages and use a slight photographic reduction of the graphic material. If folds are necessary, make as few as possible.

Photographs

Ideally, each photograph should have a full range of contrast from true black to pure white. Photos with limited contrast will reproduce satisfactorily on positive microfilm, but they will be

unclear in photocopies made from microfilm. Color photos should be avoided in manuscript preparation, if possible. Photos may be scanned into the document.

Title

A thesis or dissertation may be a valuable source for scholars only if it can be located easily. Computer retrieval systems use the words in the title, and a few other descriptive words to locate a thesis or dissertation. It is essential that the title be a meaningful description of the content of the manuscript. Avoid oblique references and be sure to use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, and so on. The format of the title page appears in Appendix A.

Abstract

The abstract of a dissertation must be no more than 350 words, counting just the text. For a master's thesis abstract the limit is 150 words or less of text. Format of the abstract page is included in Appendix A.

An abstract of research contains: 1. Statement of the problem; 2. Procedure or methods; 3. Results; 4. Conclusions.

Symbols, foreign words and phrases must be printed clearly and accurately to avoid errors. Mathematical formulas, diagrams, and other illustrative materials are not recommended for the abstract.

List of References

The List of References appears after the body of the thesis or dissertation and before any appendices. All references must be prepared according to the guidelines of the chosen style manual. Journal titles may be written in full or abbreviated. However, if they are abbreviated only standard abbreviations from indexes such as Index Medicus, Biological Abstracts or Psychological Abstracts may be used.

C. USE OF COPYRIGHTED MATERIAL

Authors of masters' theses and dissertations assume full responsibility for use of any copyright material in their manuscripts. A copyright statement is signed by the author and placed at the end of the completed thesis or dissertation. Format and content of this statement appears in Appendix A. It must be signed and dated.

The candidate must obtain written permission from the author to quote extensively or to reproduce tables, figures, graphs or charts from unpublished copyrighted material. If a previously published questionnaire, table, figure or other material is to be used in the candidate's research, written permission must be obtained, in most cases, from the publisher. In certain cases the author holds the copyright. Written permission which gives permission specifically to use and reproduce the material must be obtained before including it in a thesis or dissertation.

The candidate keeps the original permission letters as questions regarding permission to use

copyrighted material may arise at a later date. However, copies of the letters of permission must be submitted with the thesis or dissertation to University Microfilms. Receipt of permission is acknowledged by citing the material according to the chosen style guide. Customarily, permission is granted on the condition that proper acknowledgement is given. The citation appears in the List of References and on the copyrighted material if it is to be included in the document.

Copyright of theses and dissertations

UMI files copyright applications with the Library of Congress for all Rush University masters' theses and dissertations. There is a fee for the application. The Dissertation Coordinator/Library Director will provide students with a current price list.

D. COORDINATOR OF PUBLICATION OF THESIS AND DISSERTATION

Definition of Role

The Coordinator advises on all details regarding format and style and reviews the final copy of the master's thesis or dissertation for publication by University Microfilms International. The Coordinator is the Library Director.

The Coordinator also provides information about the procedure for acceptance and publication of masters' theses and doctoral dissertations. Each student receives a brochure that covers the following: 1. Application for microfilming, publishing and copyrighting; 2. Statement of current charges; and 3. List of instructions for completing necessary paperwork.

Review for Format and Style

The student is requested to submit to the Coordinator a draft of the thesis or dissertation prior to preparing the final copy. The Coordinator reviews the draft for compliance with the requirements in this "Guide" and with the style manual selected by the student. Areas examined include format, style, table of contents, page numbering system, arrangement of chapters, list of references, illustrations, tables, figures and copyright statement.

Obtaining additional bound copies

Students who wish to have additional copies bound by the Library's binding vendor may do so at their own expense. Contact the Library's Technical Services Manager at 942-2276 for information about this service. Other options for binding include commercial printers or UMI itself.

E. CHECK LIST OF PROCEDURES REGARDING THESIS AND DISSERTATION SUBMISSION

1. Make an appointment with the Coordinator/Library Director to obtain UMI information and review format and style requirements. After thesis or dissertation has been accepted and grades have been sent to the Registrar:

2. Complete the UMI Master's Thesis or Dissertation Agreement form.
3. Obtain letter from the University Registrar certifying the degree received and the date on which it was awarded.
4. Obtain yellow degree approval form from Registrar to verify all outstanding fees have been paid.
5. Bring to the Library the following:
 - a. The original copy of the approved thesis or dissertation, (on 25% rag bond paper, 20 lb. weight) in loose sheets
 - b. An extra title page
 - c. An extra abstract
 - d. The completed Thesis/Dissertation Agreement
 - e. Letter and degree approval form from Registrar
 - f. A money order covering all fees (see University Microfilms International for current Publishing Service Price List)
 - g. Five dollar personal check payable to The Library of Rush University for mailing charges
6. The Library will send the original thesis or dissertation to UMI.
7. After UMI films it, the thesis or dissertation will be returned to the Library along with a microfiche copy. The Library will bind and catalog it, add it to the collection and lend it on request.
8. The Library will bind additional copies at the current binding rate if requested. However, there are many other commercial binders as well who can provide this service.

F. DISSERTATION ORDER OF ASSEMBLY

Blank leaf	(unnumbered)
*Title Page	(unnumbered but counted as as page i)
Preliminary Pages:	(Paginate all subsequent preliminary pages using
*Approval Page	lower case Roman
*Abstract	numerals beginning with
Preface or Forward (if any)	ii,iii etc.)
Dedication (if any)	
Acknowledgement (if any)	
Table of Contents (if any)	
List of Tables (if any)	
Lists of other types of materials: (photographs, figures, etc.)	
Body of Text	(Paginate body of text using Arabic numerals beginning with 1)
List of References	
Appendices (if any)	
*Copyright Statement	(unnumbered)
Blank leaf	

* Required format for these pages are provided in Appendix A.

G. GUIDES FOR FORMAT & STYLE

American Psychological Association. (2001). *Publication manual* (5th Ed.). Washington, D.C.: APA. *Please note Section 6 covers theses and dissertations. The rest of the manual is more concerned with preparation of journal articles. Also, Section 4 includes reference formats for electronic materials. If you have questions regarding style, please contact the Thesis/Dissertation Coordinator at 312-942-2271.*

Campbell, W.G., Ballou, S.V. and Slade, C. (1986). *Form and style: theses, reports, term papers* (7th Ed.). Boston: Houghton Mifflin Company

Gilfand, H. and Walker, C.J. *Mastering APA style: student's workbook and training guide*. Arlington, Va.: American Psychological Association, 1990.

Mauch, E. and Birch, J.W. (1993). *Guide to the Successful Thesis and Dissertation: a handbook for students and faculty*. (3rd Ed. revised and expanded) New York: Marcel Dekker, Inc.

Miller, C. and Swift, K. (1988). *The Handbook of Nonsexist Writing*. (2nd Ed.) New York: Harper & Row.

Turabian, K. L. (1996). *A Manual for Writers of Term Papers, Theses, and Dissertations* (5th Ed. revised by John Grossman and Alice Bennett) Chicago: The University of Chicago Press.

**APPENDIX A: Format for Title Page,
Approval Form, Abstract and Copyright Statement**

TITLE OF DISSERTATION

by

Candidate's Full Name

B.S., University of _____, 19_

M.S., University of _____, 19_

Submitted to Rush University in Partial
fulfillment of the requirements for the
degree of (degree)

(c) Copyright by (Candidate's full legal name), 19_
All Rights Reserved

DISSERTATION OR THESIS APPROVAL FORM

The undersigned have examined the (dissertation or thesis) entitled:

presented by:

a candidate for the degree of

and hereby certify that in their judgement it is worthy of acceptance.

(signature)

Name (Chairperson) (date)

Rank

Department

University

(signature)

Name (date)

Rank

Department

University

(signature)

Name (Chairperson) (date)

Rank

Department

University

(signature)

Name (date)

Rank

Department

University

ABSTRACT

Title of Thesis or Dissertation:

Mary Smith, (degree), 19

Thesis or Dissertation directed by: (Give name of major research advisor, academic rank and name of department or program.)

Signature of Thesis or Dissertation Advisor

(Body of abstract is double-spaced and should not exceed 350 words for dissertation or 150 words for thesis)

COPYRIGHT STATEMENT

I hereby guarantee that no part of the (dissertation or thesis) entitled, (underline title), which I have submitted for publication, has been copied from a copyrighted work, except in cases of passages properly quoted from a copyrighted work, copied with permission of the author, or copied from a work in which I own the copyright; that I am the sole author and proprietor of the (dissertation or thesis); that the (dissertation or thesis) in all respects complies with the Copyright Revision Act of 1976; that the (dissertation or thesis) contains no matter which, if published, will be libelous or otherwise injurious to, or infringe in any way the copyright of any other party; and that I will defend, indemnify and hold harmless Rush-Presbyterian-St. Luke's Medical Center against all suits and proceedings which may be brought and against all claims which may be made against Rush-Presbyterian-St. Luke's Medical Center by reason of the publication of the (dissertation or thesis).

Date

Author's Signature

APPENDIX B
Registrar's Instructions

OFFICE OF THE REGISTRAR
INSTRUCTIONS TO CANDIDATES
FOR Ph.D. and D.N.Sc.

Please read all instructions to avoid delays in completion of the degree approval process. It is suggested that you obtain a copy of the microfilming instructions in advance from the Rush University Library so that you may prepare for timely submission of all required documents.

The Degree Approval Form must be completed before the diploma can be issued. Each signature must be obtained in the order listed. You may participate in the June Commencement which follows the completion of all program requirements, including the completion of Sheet A. A candidate for the degree may not participate prior to completion of all requirements.

The date for conferral of the degree (the date which will appear on your diploma) will be the Saturday following the last day of the quarter in which your form is received by the Registrar. In no case will the diploma be dated to a previous quarter.

The numbers below correspond to the steps on the Degree Approval Form (Sheet A).

1. Upon successful defense of the dissertation and approval of the final draft, the Chairperson of your Dissertation Committee signs the form.
2. The Program Director must then certify that all academic requirements have been met. This includes all required courses, minimum credits and minimum grade point average. No further course registration is required.
3. Present Sheet A to Office of the Registrar. A letter is prepared to be sent with the packet of materials to go to the microfilming service. Allow two working days.
4. Present Sheet A and the letter referred to in #3, to the Director of the Library. This is submitted with the original dissertation and a money order made out to University Microfilms International in the amount specified for the requested services. Consult the information sheet available from the Library. The Director of the Library will send your signed agreement along with the other documents to University Microfilms International. There is an additional mailing charge payable to the Library for this service.
5. Take Sheet A to Financial Aid Office for exit interview. If you have not received financial aid an interview is not required, just a signature.
6. Then take it to the Bursar for final clearance of any obligations toward the University or the Medical Center.
7. Upon these clearances the Office of the Registrar receives the form and prepares for your formal graduation in June or if you are not participating, tells you when your diploma will be ready for pick up or mailing.

