

THESIS/DISSERTATION SUBMISSION AND FORMATTING REQUIREMENTS



It is the student's responsibility to understand and correctly apply these formatting requirements to their thesis/dissertation.

This document outlines processes and requirements for the successful submission of a thesis or dissertation to the Graduate School and completion of an advanced degree at Washington State University. Additionally, pages 5 – 33 of this document include samples of correctly formatted pages from a thesis/dissertation.

Before the Final Examination

Students planning to take the final oral defense of their thesis/dissertation should obtain a copy of the *Deadlines and Procedures for Graduate Degrees*, available on the Graduate School's "Current Students" website. Take care to select the correct deadlines document for your degree.

Prior to the semester in which you plan to graduate:

- Ensure your Program of Study is completed correctly and submitted to the Graduate School no later than the beginning of the semester prior to when you will take an exam.
 - For example, a student planning to graduate in Spring 2025 must submit their completed Program of Study at the beginning of Fall 2024.
 - Due to the time constraints involved, those planning to graduate in summer must submit the completed Program of Study at the beginning of the prior Fall term.

During the semester in which you plan to graduate:

- Enroll in at least 2 credits of your research course (700, 701, 702, 800).
- Apply for graduation in myWSU before the deadline.
 - Candidates must apply for graduation, including paying the associated fee, prior to submitting a final examination scheduling form.
 - Instructions are available at <https://gradschool.wsu.edu/graduation-application/>.
- Submit the *Scheduling Exam: Doctoral/Thesis Final, Non-Thesis Final, and Preliminary Exams* form found on the "Forms" page of the Graduate School's website.
 - Completed and signed forms must be submitted to the Graduate School no later than 10 business days before the examination.
- Submit a full draft of your thesis/dissertation to the Graduate School no later than 10 business days before the examination.
 - Navigate to www.dissertations.wsu.edu and follow the on-screen directions to upload your draft into ProQuest. Please note that any optional services you elect to receive from ProQuest must be paid for when uploading your draft.
 - Students wishing to delay release of their work may request an embargo of their thesis/dissertation within ProQuest (see page 4 for details).

- Submit a full draft of your thesis/dissertation to your department to serve as the “Public Copy” no later than 5 business days before the examination.
 - As a state-funded institution of higher education, you must make a “Public Copy” of your work available in your graduate program’s main office for visual inspection by any member of the public. Viewers may not take copies, scans, photographs, or any kind of facsimiles of “Public Copy” theses/dissertations. Departments are to destroy the “Public Copy” immediately upon conclusion of the final examination.

Scheduling the Final Examination

Students schedule their final examination through the Graduate School by applying for graduation and submitting a completed and signed *Scheduling Exam: Doctoral/Thesis Final, Non-thesis Final, and Preliminary Exams* form (see above). Final examinations must conform to the following:

- Exams are held during WSU’s regular business hours, Monday – Friday, between 8:00 a.m. and 5:00 p.m., excluding holidays.
- Final exams cannot exceed 2.5 hours in length.
- All committee members must attend the exam.
- Students whose research involves human subjects, animal subjects, biohazardous materials, radioactive materials, and/or recombinant DNA must provide documentation that the appropriate research review board at WSU reviewed the project. Attach a copy of the approval/exemption notice from the applicable review board to your final examination scheduling form.

A portion of the exam scheduling process involves a review of your draft thesis/dissertation. Candidates must consult their committee to determine the particular citation style appropriate for their field of study. Once determined, follow that style guide carefully and consistently throughout your document.

IMPORTANT: Though students must follow the style guide most appropriate for their discipline, WSU also enforces a set of formatting requirements to ensure a level of professionalism and consistency across all theses/dissertations. Wherever a conflict occurs, students must follow WSU’s formatting requirements. These are described in depth on pages 5 – 33 of this document, as well as in the *Thesis and Dissertation Template* available on the Graduate School’s forms website.

Your Final Examination

Specifics of final examinations vary widely across the university. Please refer to your department and your student handbook for any questions regarding your final examination.

WSU final examinations may be open to the public. In cases where the exam is open, public attendees are not allowed to ask questions of their own nor to disrupt the exam proceedings in any way. Members of the public must leave the examination when the committee discusses the exam’s outcome. They may return for the announcement of the outcome.

After the Final Examination

Your committee chair will count the individual ballots from the members of your committee and report the examination's result to the Graduate School. Meanwhile, you are responsible for completing several requirements within 10 business days of your final exam:

- Complete the Thesis/Dissertation Approval form and upload it into myWSU.
 - myWSU routes your submission to your department and committee chair (and co-chair, if applicable). Faculty must approve these pages within myWSU and have the document delivered to the Graduate School within 10 business days of your defense.
- Submit a signed and witnessed *Hold Harmless Agreement and Copyright Acknowledgment Form* to the Graduate School.
 - You must complete and sign this form in the presence of any permanent WSU faculty or staff member, who must sign as a witness. If you upload your signed document into myWSU as a service request or send it to gradschool@wsu.edu from your wsu.edu email account, the Graduate School may act as your witness.
- Submit prepared copyright releases from publishers or authors whose copyright material is present in any part of your thesis/dissertation.
 - Many journals include this permission in the publication agreement signed at the time an article is published. If this is true in your case, provide a full copy of the agreement with the applicable portion clearly indicated. If this does not apply in your case, contact your publisher to obtain a copyright release. You may submit this documentation as a service request in myWSU or send it to gradschool@wsu.edu
- Doctoral students only: submit the Survey of Earned Doctorates (SED) completion certificate as a service request in myWSU or send it to gradschool@wsu.edu. Students may access the SED from the Graduate School's forms website at <http://gradschool.wsu.edu/forms>.
- Submit the final, revised version of your thesis or dissertation, including all edits required by the Graduate School and your committee.
 - You must update your original draft submission in ProQuest – DO NOT CREATE A NEW PROQUEST SUBMISSION.

Follow Through to Completion

Though you have finished your thesis/dissertation submission, you aren't quite done yet! It is important that you continue to check your WSU email regularly until your diploma arrives. As the Graduate School works to finalize your materials, accept your thesis or dissertation, and award your degree, we sometimes run across issues the student must address. These can range from missing signatures, incomplete forms, further required edits to your thesis/dissertation, or others. Graduate School staff will communicate any such problems to you in writing to your wsu.edu email address. YOU MUST ADDRESS THESE ISSUES before we can confer your degree.

Embargo Option

Students wishing to delay release of their thesis/dissertation for a certain length of time may request an embargo from ProQuest and the WSU Libraries. It is vital to note WSU will not verify any information about,

nor the existence of, an embargoed thesis/dissertation to any party, including other institutions of higher education, potential employers, nor potential collaborators, until the embargo is lifted. Speak with your committee chair to ensure you understand the impact this may have on your ability to publish or find employment in your field before requesting an embargo.

Students requesting an embargo must indicate as such on the "PQ Publishing Options" and "IR Publishing Options" pages when submitting their thesis/dissertation draft in ProQuest. BOTH sections are required to embargo your work.

ProQuest Publishing Options

Students must submit their thesis/dissertation to ProQuest for preservation and distribution worldwide. Once approved by the Graduate School, ProQuest provides a digital copy of the document to the WSU Libraries and also makes it available via their services in accordance with the student's publication selection:

- **Traditional Publishing:** This option is free to all graduate students. Students enter into an agreement granting ProQuest a non-exclusive right to publish their abstract and distribute their dissertation for a fee. ProQuest pays the author a royalty on sales of their work. For more information, see <http://www.dissertations.wsu.edu/traditional.pdf>.
- **Open Access Publishing:** This option requires the student to pay a \$95 fee to ProQuest. Students enter into an agreement granting ProQuest a non-exclusive right to publish their abstract and distribute their dissertation as a free download without accrual of royalties. For more information, see <http://www.dissertations.wsu.edu/oa.pdf>.

Theses/Dissertations in the WSU Libraries

All theses/dissertations are also made available via the WSU Libraries and Research Exchange. Information is available at <http://research.libraries.wsu.edu/xmlui/>.

Formatting Requirements

An example of thesis/dissertation formatting is attached. Please look over the example and read the explanatory text carefully. Students must format their theses/dissertation in accordance with these requirements to have their document accepted by the Graduate School.

THE FLUX CAPACITOR: CATALYST FOR TESTING NOVIKOV'S

SELF-CONSISTENCY PRINCIPLE

Title in ALL CAPS, double spaced, in an inverted pyramid (each line is longer the next line beneath it).

CENTER EVERYTHING ON YOUR TITLE PAGE!

5-10 blank lines in each of these places, depending on the length of your title.

By

BUTCH T. COUGAR

"By" (capital B and lowercase y), double space, your name in ALL CAPS.

- You must present your name in the same format throughout the document. For example, if you include your full middle name here, you must do the same in all other places.

"A thesis" for masters students; "A dissertation" for doctoral students; the top line must end with "of" exactly as shown in this example; single spaced.

A dissertation submitted in partial fulfillment of the requirements for the degree of

DOCTOR OF PHILOSOPHY

Official degree name: always DOCTOR OF PHILOSOPHY for Ph.D., always DOCTOR OF EDUCATION for Ed.D.

All others use the degree name and field in one line.

Examples:
MASTER OF ARTS IN HISTORY
MASTER OF SCIENCE IN CHEMISTRY
MASTER OF FINE ARTS

Triple space from degree to "WASHINGTON STATE UNIVERSITY" in ALL CAPS.

Single space, name of your degree granting unit (Ex: Department of History, School of the Environment, etc.); contact your department or the Graduate School if you are not sure.

WASHINGTON STATE UNIVERSITY
Individual Interdisciplinary Program

Double space, month in ALL CAPS and year you will graduate (not when you take your exam).

MAY 2025

© Copyright by BUTCH T. COUGAR, 2025
All Rights Reserved

Triple space from date to copyright symbol and 2-line statement exactly as shown here, with a capital "C", your name in ALL CAPS exactly matching the name listed above, the year you will graduate.

Single space, "All Rights Reserved" with capital "A", "R", and "R" letters.

These two lines must match the same two lines on the title page; copy and paste here.

© Copyright by BUTCH T. COUGAR, 2025
All Rights Reserved

No page number is used on the copyright page.

6-10 blank lines, depending on the number of faculty in your committee. This example uses 8 blank lines.

Left justified, capitalize "F" in "Faculty" and use proper capitalization for "Washington State University".

Indented, capitalize "C" in "Committee", use "thesis" for masters students and "dissertation" for doctoral students; name in ALL CAPS exactly as it appears on your title page.

To the Faculty of Washington State University:

The members of the Committee appointed to examine the dissertation of BUTCH T.

COUGAR find it satisfactory and recommend that it be accepted.

Insert another 6-10 blank lines between the acceptance statement and the names of your committee members, depending on the number of faculty in your committee. This example uses 6 blank lines.

Committee names must be right justified, double spaced, and include all required punctuation:

- Full name, period if abbreviating middle names, and comma – ASK YOUR COMMITTEE MEMBERS to ensure you provide their correct full name.
- Degree abbreviation and comma – do not forget the periods in the abbreviation!
- "Chair" for the committee chair and, if applicable, "Co-Chair" for that individual.

Tammy D. Barry, Ph.D., Chair

Raymond Herrera, Ph.D.

Greg Crouch, Ph.D.

Arvin Sahaym, Ph.D.

Minimum of 1" margins on all pages.

Page numbers may be either centered in the bottom margin or placed in the upper-right corner.

NOTE: You must have a minimum of .5" of cleared space below and above the page number. This means .5" between the bottom edge of the page number and the bottom of the paper, AND .5" between the top of the page number and the bottom of the nearest text.

TIP: Set your lower margin to 1.3" and vertically center the page number in that lower margin. This will provide enough room for the .5" space required above and below the page number.

This is the first page number in your document – it is ALWAYS numbered as a lowercase Roman numeral 2 – "ii".

Page numbers must be in the same font as the rest of your document.

Section title centered and in ALL CAPS;
double space all lines on this page;
body text is left justified.



ACKNOWLEDGMENT

This section should be used if the author wishes to acknowledge assistance they received. Like the rest of the dissertation, this section must be left justified and double-spaced. There is no limit to the number of pages in this section. The Graduate School advises students to, at minimum, thank any individuals or organizations which provided funding for your research.

Continue lowercase Roman numeral
pagination.

THE FLUX CAPACITOR: CATALYST FOR TESTING NOVIKOV'S

SELF-CONSISTENCY PRINCIPLE

Title in ALL CAPS, double spaced, in an inverted pyramid (each line is longer than the line beneath it) – must match title page EXACTLY, even down to the words at the beginning and end of each line.

TIP: Copy and paste your title from the title page to this abstract page!

Abstract

by Butch T. Cougar, Ph.D.
Washington State University
May 2025

Chair: Tammy D. Barry

Triple space to "Abstract" with capital "A".

Triple space to "by" in lowercase, followed by your name in Regular Case. Name must match the title, copyright, and signature pages. Add the new degree's abbreviation, with punctuation, after your name.

Single space, "Washington State University" in Regular Case; then single space to month and year of graduation in Regular Case.

Triple space to "Chair" – type committee chair's name without any titles or degree. If you have a Co-Chair, type "Co-Chairs" and list both names without titles.

Please place the body text of the abstract here. The abstract must be left justified and double-spaced. You must take care in the preparation of your abstract since ProQuest will publish this portion without further editing or revision. No footnotes, references, unexplained abbreviations, charts, graphs, or images are to be used in your abstract. Remember that the purpose of this text is to be succinct while still providing an accurate synopsis of significant elements within the manuscript.

Double space from the chair's name to the body of your abstract. Generally, researchers decide to read your work or not based on your abstract. Be concise and do not include images nor use unexplained abbreviations. Work with your committee chair closely.

Continue lowercase Roman numeral pagination.

Section title centered and in ALL CAPS on the first line of the page.

Entries are left justified and in ALL CAPS with a dot leader extending to the page number which is right justified.

Double space between all entries!

"Page" should be right justified to sit above the column of page numbers; double space between this word and your first Table of Contents entry.

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Subheadings are indented from the chapter title, in Regular Case, and double spaced. Do not font effects (italics, bold, underline, etc.).

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Entries with a title longer than one line are single spaced.

You must “break” the line of text and start a new line BEFORE it enters the column reserved for page numbers!

Continue lowercase Roman numeral pagination.

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ALL formatting rules and elements from the TABLE OF CONTENTS page are repeated for the LIST OF TABLES, LIST OF FIGURES, LIST OF EQUATIONS, etc. See above for spacing, capitalization, etc.

Follow the capitalization norms for your style guide when writing your figure, chart, table names (i.e., Screenshot of a Published Article... or Screenshot of a published article...).

Entries on these pages may be in Regular Case or ALL CAPS. Whichever you decide to use, you must be consistent. No font effects are permitted.

Continue lowercase Roman numeral pagination.

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ALL formatting rules and elements from the TABLE OF CONTENTS page are repeated for the LIST OF TABLES, LIST OF FIGURES, LIST OF EQUATIONS, etc. See above for spacing, capitalization, etc.

Follow the capitalization norms for your style guide when writing your figure, chart, table names (i.e., Screenshot of a Published Article... or Screenshot of a published article...).

Entries on these pages may be in Regular Case or ALL CAPS. Whichever you decide to use, you must be consistent. No font effects are permitted.

Continue lowercase Roman numeral pagination.

This page is optional. If used, center all text on the page; the word "Dedication" must be in Regular Case and **bold** font; double space to the text of your dedication.

Double space within the body of your dedication.

Foreign language dedications must include an English translation.

Dedication

Insert your dedication here, and if it is longer than one line, ensure they are double spaced.

The dedication page is the last page using lowercase Roman numeral pagination.

Section title centered and in ALL CAPS on the first line of the page. The title here MUST match the entry on your TABLE OF CONTENTS.

CHAPTER ONE: INTRODUCTION

Begin the body of your first chapter here. There are a variety of methods for dividing your dissertation. You might use chapters, sections, or manuscript numbers. Please work in close consultation with your committee chair to determine the most appropriate means of organizing your dissertation for your discipline. The most important thing to remember is to be consistent. Below please find a series of subsections detailing the Graduate School's formatting requirements for various aspects of the dissertations.

Graduate School Formatting Requirements

Thesis and dissertation authors must follow Graduate School formatting requirements exactly. This is particularly true of the title page, abstract, signature page, and table of contents. There is no allowance for creativity nor derivation on these pages and the Graduate School will not approve theses/dissertations that deviate from the required formatting.

Using this Guide

Detailed formatting requirements are provided on the sample pages of this document. Remember: follow these formatting rules *precisely*. The following sections provide additional information beyond that given on the sample pages above.

Restart your pagination in Arabic numerals, beginning with page "1". Refer to the "Page Numbers" subsection below for more details!

CHAPTER TWO: SPECIFIC FORMATTING REQUIREMENTS

Chapter titles always start at the top of a new page, regardless of where text ends on the previous page.

Chapter Headings

New chapters always begin at the top of a new page within the thesis/dissertation, regardless of where text ends on the previous page. Chapter titles must be centered on the page and in ALL CAPS.

Font Requirements

WSU requires theses/dissertations bear a professional appearance to the reader. While we do not enforce a set font or font size, your choices must align with the following principles:

1. You may use ONE font in your thesis/dissertation. Wherever possible, use the same font in all graphs, tables, charts, etc., but there is some leeway given if this is not possible.
2. Your font and font size choices must look professional. The Graduate School will instruct students to change their font and/or font size if the reviewer feels these elements are not in keeping with the professional appearance requirement.
3. All font must be black – colored font is not permitted.
4. You must be consistent. For example, should you decide to increase the font size of your chapter titles from 12 (the setting in this example) to 14, you must be sure to do the same for ALL chapter titles in your document. This principle applies to the use of font effects as well (**bold**, underlining, *italics*, etc.).

Professionalism and Consistency

Authors must use WSU's formatting requirements for all aspects of the title page, copyright page, signature page, acknowledgment, abstract, table of contents (including any supplementary lists such as a list of figures), and dedication page. For the thesis/dissertation

body, use the formatting and citation style guide that is appropriate for your discipline. *Whenever there is a formatting conflict between WSU requirements and a style guide, authors must adhere to WSU's format. There are no exceptions to this rule.*

Two primary considerations in formatting the body of your document are professionalism and consistency. For example, it is perfectly acceptable to bold your subheadings (as seen in this template) if you treat all subheadings in the entire document in the same manner. You cannot bold or underline some subheadings and not others. In all cases, be certain that your formatting decisions convey a sense of professionalism and always be consistent.

Additional Formatting Rules: Title Page

The degree name is strictly “DOCTOR OF PHILOSOPHY” for all Ph.D. graduates and “DOCTOR OF EDUCATION” for all Ed.D. graduates. Only masters-level graduate degrees include the field of study, such as “MASTER OF ARTS IN HISTORY” or “MASTER OF SCIENCE IN CHEMISTRY”.

Ensure you list your name consistently throughout your document. If you choose to include a middle initial, such as “BUTCH T. COUGAR” on your title page, you must be consistent and include the same name throughout your thesis/dissertation.

The department name must be the official unit’s name that is granting the degree. Some examples are: “Department of History”, “School of Engineering and Computer Science”, “Voiland School of Chemical and Biological Engineering”, and “Department of Criminal Justice and Criminology”. If you are not sure of your department’s official name, contact your academic coordinator or gradschool@wsu.edu for assistance.

The date on your title page must reflect the month and year of your degree, not your final exam. Fall graduates always use DECEMBER and spring graduates always use MAY. Those

TIP: Set your lower margin to 1.3" and vertically center the page number within that margin to have enough room above and below the page number.

Minimum of .5" between the top of the page number and the bottom of the nearest text.
Minimum of .5" between the bottom of the page number and the bottom edge of the page.

graduating in summer generally use JULY; however, there is occasionally a year when degrees are awarded in AUGUST.

Page Margins

All pages must have at least a 1” side/top margin and a 1.3” bottom margin. The larger bottom margin allows you to have ½” of clear space above and below the page number (see below). This is mandatory – please ensure that no text, charts, graphs, images, etc. infringe upon your document’s margins.

Page Numbers

This template is designed to help with the most challenging aspects of pagination. Please do not edit these settings. If you need to adjust the pagination, keep the following requirements in mind. Page numbers must have at least ½” of cleared space on all sides of the number. Page numbers must either be centered at the bottom of the page or in the upper right-hand corner. If you decide to move your page numbers to the upper right, you need to reduce the bottom margin to 1” and increase the top margin to 1.3” to allow enough space around your page numbers.

Page numbers must be in the same font as the rest of your thesis/dissertation. You may use a slightly smaller size if desired. Each page must include a page number except the title page and copyright page (the first two pages of your document). Front matter pages (signature page, abstract, table of contents, dedication, etc.) must be numbered using lower case roman numerals beginning with ii on the signature page (ii, iii, iv, etc.). All body pages must be numbered using Arabic numerals and restart at 1 on the first page of your introduction (1, 2, 3, etc.).

Professionalism and Consistency

Authors should use the formatting and citation style guide that is appropriate for their discipline throughout the body of their thesis/dissertation. Whenever there is a formatting

conflict between WSU requirements and a style guide, authors must adhere to WSU's format. There are two primary formatting considerations in the body of your document: professionalism and consistency. For example, it is perfectly acceptable to bold your subheadings (as seen in this template) if you treat all subheadings in the same manner. You cannot bold or underline some subheadings and not others. In all cases, be certain that your formatting decisions convey a sense of professionalism and always be consistent in how you apply your decisions.

Blank Pages and Running Headers

Blank pages and running headers are not permitted in your thesis/dissertation. Please ensure that you do not include these in your document.

Block Quotes

You may single or double space for block quotes. Remember: always be consistent with your formatting choices throughout your document!

Handwriting

Handwriting is not acceptable within a thesis/dissertation. Any graphics, drawings, figure labels, etc. must be generated by computer.

Hyperlinks

Anytime you include a website, such as www.gradschool.wsu.edu, you must deactivate the hyperlinks in your text. Your document must be viewable today, next month, next year, in fifty years, and beyond. In the long term, hyperlinks will no longer point to anything and will not provide meaning for readers. The Graduate School *suggests* you incorporate any such referenced material into your dissertation (or as supplemental files), but we *require* that you deactivate all hyperlinks. In Word, right-click the link and select "Remove Hyperlink".

REMINDER TO REMOVE ALL HYPERLINKS! They will break in 1, 10, 20, 50, or even 100 years, but people may still read your research!

Example Image

Images, charts, graphs, etc. must not enter the mandatory margins (see above). Captions may be single or double-spaced as long as you are consistent. Additionally, be certain your reader can tell the difference between your caption and body text of your dissertation.

Take care to format figures, graphs, charts, tables, etc. so they DO NOT enter the mandatory 1" side margins.

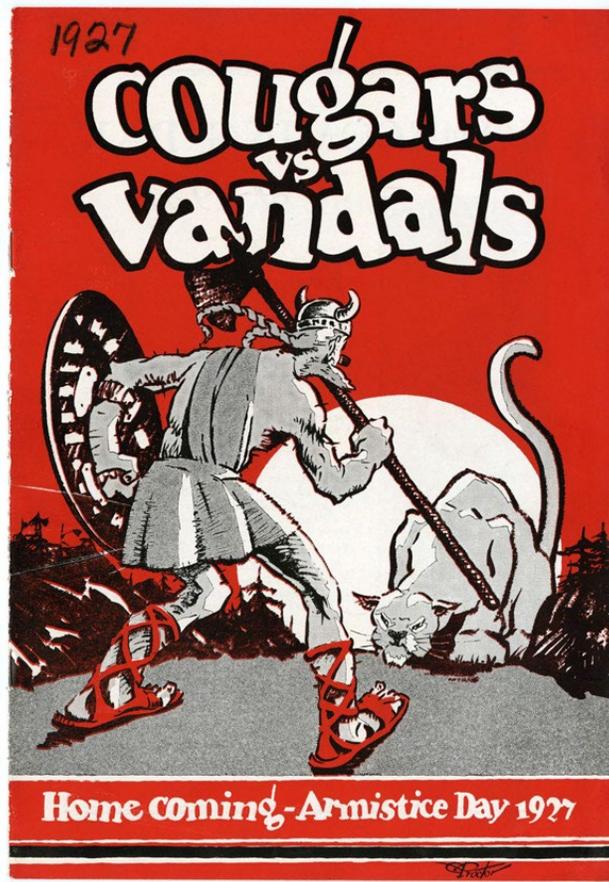


Figure 2.1: Example Caption: Captions for figures and charts may be single or double-spaced. Remember to be consistent and format all captions in the same style.

CHAPTER THREE: SPECIALTY FORMATING

Landscape Pages

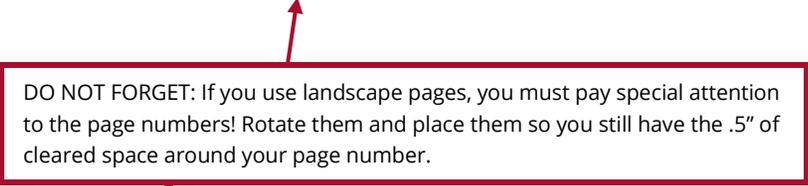
Sometimes it becomes preferential to insert a landscape page into your document. In these cases, you must reorient the page number so, if printed and bound, the page number appears in the same location as the rest of your page numbers. For instructions on how to make this change, please proceed to the next page.

Additional Resources

For additional help with thesis/dissertation formatting, please send an email to gradschool@wsu.edu. Please be aware that we cannot offer specific help with how to use your word processing program of choice.

This is an example of a page in landscape orientation within a thesis/dissertation. There are many excellent resources you may search for online to walk you through how to insert these pages into your document. This template used the directions found at <https://guides.lib.umich.edu/c.php?g=283073&p=1886009> to create this example.

Please remember that you are not required to use landscape pages. You could also simply rotate the figure, graph, or chart by 90 degrees and insert it on a portrait-oriented page if that is easier. Remember to be consistent.



DO NOT FORGET: If you use landscape pages, you must pay special attention to the page numbers! Rotate them and place them so you still have the .5" of cleared space around your page number.

CHAPTER FOUR: THE ALTERNATIVE FORMAT

In addition to the standard format described above, graduate students may use the “alternative format” for their thesis/dissertation. This format uses articles and/or book chapters – either already published or written with an intent to publish – in place of standard chapters.

Below are details regarding how to use this additional formatting option.

1. The alternative format allows students to use pieces of writing based upon research conducted at WSU which is either previously published or intended for submission for publication. These pieces of writing are referred to as “*manuscripts*” in this document.
2. The alternative format for theses/dissertation shall consist of at least one manuscript for a masters thesis or at least two manuscripts for a doctoral dissertation. A dissertation with only one manuscript must include additional chapters of original material to constitute enough work for a dissertation.
3. The thesis/dissertation must include a title page, signature page, abstract, and table of contents. These elements must follow WSU’s formatting requirements.
4. The graduate student must preface the manuscript with a manuscript title page, formatted according to WSU’s requirements (see the example below). If submitted for publication, the title page must indicate the journal/s to which it is intended for submission. If the manuscript was previously published, the manuscript title page must include a full citation.
5. The graduate student must be the major contributor and writer of the manuscript, usually represented as the sole author. For any manuscript which includes multiple authorship,

the manuscript's title page must include an attribution section describing the contributions made by each author (see the example below).

6. The graduate student must provide the Graduate School with a letter of copyright release for all previously published material. If your work is published under an open access license, send that information for your copyright release. Email your release to gradschool@wsu.edu with your name and WSU ID number.
7. All manuscripts shall be formatted to fit within the margins required by WSU's formatting requirements, and pages shall be renumbered and paginated consecutively as a cohesive part of the thesis/dissertation.
8. In the case of a thesis/dissertation composed of multiple manuscripts, the student must include additional materials which integrate the presentation of these manuscripts into a single body of research. This could include a General Introduction chapter, or a Discussion/Conclusion chapter, or both. Furthermore, the student must create a single title and a single abstract for the thesis/dissertation as a whole. If the manuscript topics are so disparate as to make this unfeasible, the student may not use the alternative format.
9. Manuscripts may appear as they were originally formatted for publication or submission. In this case, the student must explain this to the reader on the manuscript's title page. Statements such as, "Originally published in the *Journal Name* and reproduced here in its original format" or "Written for submission to the *Journal Name* and reproduced here in its original format" are sufficient. The manuscripts may then be presented in their original formatting, except in regard to margins and page numbers as explained above.
10. Students may not alter manuscripts nor combine multiple manuscripts together into chapters. Each manuscript – if provided in its original format – must constitute one

chapter and be presented exactly as it was for publication. If a student wishes to alter a manuscript, the entire manuscript must be reformatted to meet WSU's formatting requirements.

The next chapters provide examples of how a previously published manuscript should be presented as part of a thesis/dissertation. Chapter 5 is left in its original format while Chapter 6 is reformatted to meet WSU's requirements. Appendix A includes a screenshot of how the article originally appeared when published.

Example of a manuscript title page with citation, statement explaining the original format, and attribution section.

Manuscript title in ALL CAPS, double spaced, and centered on the page; double space to the full citation (if previously published) which should be single spaced.

CHAPTER FIVE: WARPED HISTORY: A TIME TRAVELLER'S TAKE
ON PRESIDENTIAL SPEECHES

Cougar, Butch T., and E.L. Brown, "Warped History: A Time Traveler's Take on Presidential Speeches." *Fake Journal of History* 54, no. 4 (2022): 106-118. doi: 314159265358979323

Originally published in the *Fake Journal of History* and reproduced here in its original format.

Triple space to the statement indicating this chapter is being reproduced in its original format.

Attributions:

Butch Cougar used the experimental equipment to travel to Philadelphia, Pennsylvania on September 19, 1796, and acquired an original copy of the *Philadelphia Daily American Advertiser* containing George Washington's farewell address. He interviewed several Philadelphians, compiled data, and wrote the text of this article.

E.L. Brown developed the equipment specifically for this research, namely the flux capacitor, and completed conversion of an automobile into a functional chronological distortion device. He also assisted in calculations of data points.

IF THE MANUSCRIPT INCLUDES MULTIPLE AUTHORS:
An attribution section is required on the manuscript title page if the manuscript includes multiple authors. This section describes the contributions made by each author, including yourself.

Triple space to the word "Attributions" which is formatted as a subheading (**bold** in this example); contributions should be organized by name, with primary author first.

If you are not a primary author, the manuscript is not permitted as part of your thesis/dissertation.

This section is not required if you are the manuscript's sole author.

Warped History: A Time Traveler's Take on Presidential Speeches

By Butch T. Cougar and E.L. Brown
Washington State University

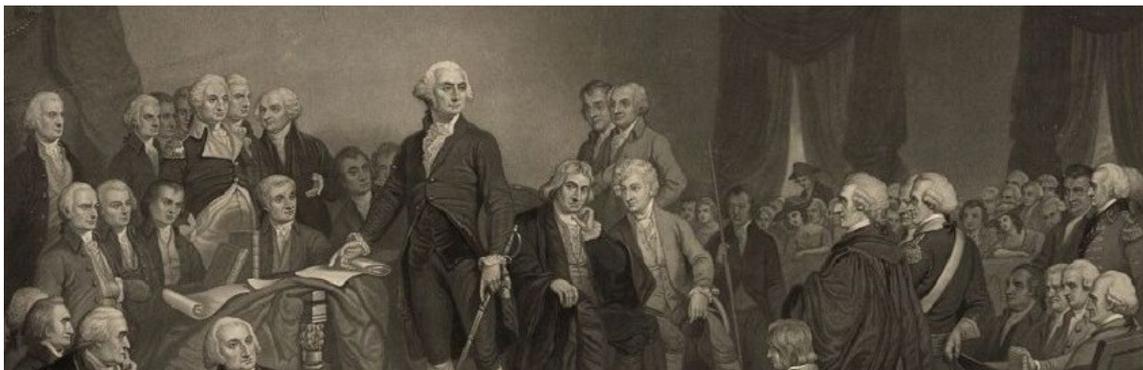
Friends and Fellow Citizens:

The period for a new election of a citizen to administer the executive government of the United States being not far distant, and the time actually arrived when your thoughts must be employed in designating the person who is to be clothed with that important trust, it appears to me proper, especially as it may conduce to a more distinct expression of the public voice, that I should now apprise you of the resolution I have formed, to decline being considered among the number of those out of whom a choice is to be made.

I beg you, at the same time, to do me the justice to be assured that this resolution has not been taken without a strict regard to all the considerations appertaining to the relation which binds a dutiful citizen to his country; and that

in withdrawing the tender of service, which silence in my situation might imply, I am influenced by no diminution of zeal for your future interest, no deficiency of grateful respect for your past kindness, but am supported by a full conviction that the step is compatible with both.

The acceptance of, and continuance hitherto in, the office to which your suffrages have twice called me have been a uniform sacrifice of inclination to the opinion of duty and to a deference for what appeared to be your desire. I constantly hoped that it would have been much earlier in my power, consistently with motives which I was not at liberty to disregard, to return to that retirement from which I had been reluctantly drawn. The strength of my inclination to do this, previous to the last election, had even led to the preparation of an address to declare it to you; but mature reflection on the then perplexed and critical posture of our affairs with foreign nations, and the unanimous advice of persons entitled to my confidence, impelled me to abandon the idea. I rejoice that the state of your concerns, external as well as internal, no



Example of a manuscript title page with citation and attribution section. Since this example is NOT in its original format, the format statement is not included.

Manuscript title in ALL CAPS, double spaced, and centered on the page; double space to the full citation (if previously published) which should be single spaced.

CHAPTER SIX: WARPED HISTORY: A TIME TRAVELLER'S TAKE
ON PRESIDENTIAL SPEECHES

Cougar, Butch T., and E.L. Brown, "Warped History: A Time Traveler's Take on Presidential Speeches." *Fake Journal of History* 54, no. 4 (2022): 106-118. doi: 314159265358979323

Attributions:

Butch Cougar used the experimental equipment to travel to Philadelphia, Pennsylvania on September 19, 1796, and acquired an original copy of the *Philadelphia Daily American Advertiser* containing George Washington's farewell address. He interviewed several Philadelphians, compiled data, and wrote the text of this article.

E.L. Brown developed the equipment specifically for this research, namely the flux capacitor, and completed conversion of an automobile into a functional chronological distortion device. He also assisted in calculations of data points.

IF THE MANUSCRIPT INCLUDES MULTIPLE AUTHORS:

An attribution section is required on the manuscript title page if the manuscript includes multiple authors. This section describes the contributions made by each author, including yourself.

Triple space to the word "Attributions" which is formatted as a subheading (**bold** in this example); contributions should be organized by name, with primary author first.

If you are not a primary author, the manuscript is not permitted as part of your thesis/dissertation.

This section is not required if you are the manuscript's sole author.

WARPED HISTORY: A TIME TRAVELER'S TAKE
ON PRESIDENTIAL SPEECHES

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The acceptance of, and continuance hitherto in, the office to which your suffrages have twice called me have been a uniform sacrifice of inclination to the opinion of duty and to a deference for what appeared to be your desire. I constantly hoped that it would have been much earlier in my power, consistently with motives which I was not at liberty to disregard, to return to that retirement from which I had been reluctantly drawn. The strength of my inclination to do this, previous to the last election, had even led to the preparation of an address to declare it to you; but mature reflection on the then perplexed and critical posture of our affairs with foreign nations, and the unanimous advice of persons entitled to my confidence, impelled me to abandon

REFERENCES

References always start at the top of a new page, regardless of where text ends on the previous page.

Heading must be in ALL CAPS, centered, matching the format of your chapter titles.

Cougar, Butch T., and E.L. Brown, "Warped History: A Time Traveler's Take on Presidential Speeches." *Fake Journal of History* 54, no. 4 (2022): 106-118. doi: 314159265358979323

Friedman, John, Michael S. Morris, Igor D. Novikov, Fernando Echeverria, Gunnar Klinkhammer, Kip S. Thorne, and Ulvi Yurtsever, "Cauchy problem in spacetimes with closed timelike curves." *Physical Review D* 42, no. 6 (September 1990): 1915-1930. <https://link.aps.org/doi/10.1103/PhysRevD.42.1915>.

Novikov, Igor Dmitrievich. *Evolution of the Universe*. Translated by M.M. Basko. Cambridge; New York: Cambridge University Press, 1983.

———. *The River of Time*. Translated by Vitaly Kisin. Cambridge; New York: Cambridge University Press, 1998.

Follow the bibliography/reference style appropriate for your field of study (this example uses Chicago Turabian). Remember to be consistent and use the same citation style throughout your thesis or dissertation.

You may single space individual citations, but you MUST double space between entries.

You may include a references section at the end of each chapter, or at the end of the thesis/dissertation (prior to any appendix). Be consistent for all chapters.

You must include an appendix title page to denote the end of the dissertation's body and the beginning of the appendix.

10 blank lines; the word "APPENDIX" in ALL CAPS, centered on the page. This page does include a page number, but no other text.

APPENDIX

APPENDIX A: EXAMPLE OF AN APPENDIX

Chapters 5 and 6 provided examples of using a previously published manuscript. Compare how the article originally appeared, and carefully read the notes regarding which formatting elements needed revision, even when keeping an article in its original format:

The screenshot shows a page from a journal article. The title is "Warped History: A Time Traveler's Take on Presidential Speeches" by Butch T. Cougar and E.L. Brown, Washington State University. The page number is 106. The text is divided into two columns. The left column contains the title, authors, and the beginning of the article. The right column contains the rest of the article. There are three red boxes with arrows pointing to specific elements: one pointing to the left margin with the text "No images, charts, graphs, etc. allowed in margins: resized image.", one pointing to the right margin with the text "Must be repaginated as an integrated part of the thesis/dissertation: deleted page numbers.", and one pointing to the footer with the text "No text allowed in margins: removed running footer." The footer text is "Fake Journal of History | February 2022".

Warped History: A Time Traveler's Take on Presidential Speeches

By Butch T. Cougar and E.L. Brown
Washington State University

Page | 106

Friends and Fellow Citizens:

The period for a new election of a citizen to administer the executive government of the United States being not far distant, and the time actually arrived when your thoughts must be employed in designating the person who is to be clothed with that important trust, it appears to me proper, especially as it may conduce to a more distinct expression of the public voice, that I should now apprise you of the resolution I have formed, to decline being considered among the number of those out of whom a choice is to be made.

I beg you, at the same time, to do me the justice to be assured that this resolution has not been taken without a strict regard to all the considerations appertaining to the relation which binds a dutiful citizen to his country; and that

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No images, charts, graphs, etc. allowed in margins: resized image.

Must be repaginated as an integrated part of the thesis/dissertation: deleted page numbers.

No text allowed in margins: removed running footer.

Fake Journal of History | February 2022

Figure A.1: Screenshot of a published journal article, with notation highlighting format changes needed to include it in this example thesis/dissertation.

APPENDIX B: ADDITIONAL RESOURCES

Read the instructions contained in this guide and follow them carefully while formatting your thesis/dissertation. Graduate School staff are happy to answer any questions you have about your formatting; however, *we cannot assist with questions about how to use your specific word processing program.*

For students interested in using LaTeX for their thesis/dissertation, you may find the template at the Graduate School's LaTeX template website: www.gradschool.wsu.edu/latex. The template's website also includes contact information if you have any questions or need assistance with using LaTeX.

You may purchase physical copies of your thesis/dissertation from ProQuest or take your files to any local printing/binding shop to order copies. WSU imposes no limitations on where you can obtain physical copies of your work.

Additional Resources:

- Graduate and Professional Writing Center: gpwc@wsu.edu
 - Content, clarify, form, flow, organization, writing, etc.
- Professional Editing and Service Center: prof.edit@wsu.edu
 - Though offered by WSU, this is a pay service requiring written permission from your committee chair. Offers help with grammar, proofreading, copy editing, etc.
- ProQuest/ETD: <https://support.proquest.com/s/article/Submitting-your-ETD>
 - Questions regarding ProQuest services (copyright, publishing, etc.), ordering physical copies, troubleshooting using the ProQuest site.
- Graduate School Forms Website: <https://gradschool.wsu.edu/forms>
 - All thesis/dissertation formatting information is available at this website, including this guide, a Word template, a dated LaTeX template, checklists, etc.
- Graduate School Programs and Graduations Staff: gradschool@wsu.edu
 - Clarifications, unusual problems, deadlines, weird questions, etc.