

Dissertation/Thesis Submission Guidelines and Formatting Requirements

This document provides guidelines to follow for the successful submission of a dissertation or thesis and completion of an advanced degree at Washington State University. Additionally, pages 6 – 23 constitute the Graduate School's formatting requirements for dissertations and theses.

Before the Final Exam

The semester before you expect to graduate:

Students planning to take the final oral defense of their dissertation or thesis should obtain a copy of **Deadlines and Procedures for Graduate Degrees**, found at: <http://gradschool.wsu.edu/facultystaff-resources/18-2/>. Type 'Deadlines' into the search line. Choose the pages for your degree: Master's or Doctoral Deadlines.

An approved **Program of Study for Doctoral Degree or Program of Study for Master's Degree** must be on file in the Graduate School prior to applying to graduate. These forms are also listed (alphabetically) at the Graduate School's Forms website: <http://gradschool.wsu.edu/facultystaff-resources/18-2/>

The semester in which you plan to graduate:

- Enroll in 2 credits of research (700, 702, or 800)
- Apply for degree (<http://gradschool.wsu.edu/graduation-application/>) before the deadline
 - Candidates **may not schedule** a final examination until the **Application for Degree** has been submitted
 - Submission of the **Application** requires payment of the graduation fee
- Submit the **Final Exam Scheduling Form** (head to <https://gradschool.wsu.edu/facultystaff-resources/18-2/> and select the appropriate form for your exam) no later than 10 business days before the examination. The Graduate School will not process late forms
 - Thesis: submit PDF of draft to gradschool@wsu.edu (include your name/WSU ID# in email)
 - Dissertation: submit PDF of draft to www.dissertations.wsu.edu
- Final submissions of thesis/dissertations are due 5 working days after a successful defense

Scheduling the Final Exam

Students preparing to schedule the final defense of their dissertation or thesis must obtain the appropriate scheduling exam form for the degree from the Graduate School forms web link indexed under 'Scheduling' (<http://gradschool.wsu.edu/facultystaff-resources/18-2/>). The following items will be checked for final acceptance at the Graduate School:

1. Ten working days prior to final examination defense date, submit to the Graduate School a completed, signed **"Final Examination Scheduling Form for Thesis Master's," "Final Examination Scheduling Form for Non-thesis Master's" or "Final Examination Scheduling Form for Doctorate"** as appropriate, **and also submit:** a complete **final draft** digital copy of the thesis (for Master's students) in PDF format sent to: gradschool@wsu.edu. Draft dissertations are submitted to ProQuest using the instructions on the next page. The dissertation is reviewed for formatting by the Graduate School at the ProQuest website.
2. Candidates planning to write a dissertation or thesis should consult with their committee to determine the particular style manual/format acceptable in their departments. Because a standard style for the body of the thesis has not been agreed upon by scholars across disciplines, each department may be governed by a particular style manual. Because many formats are in use presently, one should be chosen and followed carefully and consistently. It is important to remember that the Graduate School does not make an editorial

check of theses or dissertations. Though students are required to follow the style manual most appropriate for their own discipline, the Graduate School also enforces a series of formatting requirements on all dissertations and theses to ensure a level of professional consistency across the university. Wherever these two sets of requirements conflict, please follow the Graduate School's requirement (pages 6 – 23 of this document).

3. The type of degree, the date of degree to be awarded, and the degree-granting unit on the dissertation or thesis must agree with the information on the **Announcement of Exam**. Committee members' names must also agree. In addition, the title on the title page and the student's name on the title page must agree **word-for-word** with the title and student's name on the abstract page. The student's name must be the official name on file with WSU. If the student wishes to use a variant of their name that is not their official name of record, the student must submit the appropriate forms to Payroll Services to do a Name Change.
4. The total number of words in the body of the abstract cannot exceed 350
5. Verification that the student has received approval for use of human subjects or animals in research is required before scheduling the final examination. Please attach a copy of the approval/exempt email from the IRB or IACUC to the final exam scheduling form if appropriate.
6. **Do not** follow the format of someone else's thesis or dissertation. This includes copies in the library. You may be copying their mistakes, and/or rules may have changed.
7. The Graduate School will perform the format check electronically and provide guidelines to students via email when scheduling their final defense.

Final Submission – 5 Working Days Following a Successful Defense Submission Requirements

All institutions require that doctoral dissertations be published, and ProQuest Dissertation Publishing, formerly University Microfilms, International (UMI), is the recognized repository for dissertations. Washington State University has long subscribed to UMI to serve as the publisher, cataloger, and marketer of doctoral dissertations.

Doctoral and master's candidates must submit their theses/dissertations in digital PDF format. Policies and procedures have been established by WSU to receive master's theses in digital format via a networked server; master's theses remain at WSU. The doctoral dissertations are submitted directly to ProQuest Dissertation Publishing for publication in digital format.

If the dissertation or thesis is in other than PDF digital format or if the dissertation or thesis contains other formats embedded in the PDF document, contact Jerry Becker (5-2012, beckerj@wsu.edu) in the Library Systems Office to discuss how to submit the digital copy.

Students should submit their FINAL thesis/dissertation as if they do not expect further changes. In other words, the thesis/dissertation should conform to all Guidelines and be in FINAL form. The student will be notified of any changes/edits that need to be made before final approval can be granted.

After final graduation clearance (approximately 30-45 days following Commencement), Graduate School informs the WSU Libraries and UMI/ProQuest when final submission is approved. Sample guidelines for thesis and dissertation follow these initial instructions.

Final Submission of Master's Thesis

1. All theses are submitted to the WSU Libraries for inclusion and accessed through the Libraries' catalog. Submission information can be found on the Libraries website at www.dissertations.wsu.edu. Deposit requires your WSU Network ID and password. Network ID information at: <https://webutil.wsu.edu/apps/myNetworkProfileHelp/aboutUserIDs.aspx>
2. Use the following naming format to submit your file to the Library's server:

first initial_last name_student ID number. [file extension].
(example: j_smith_012345657.pdf)

3. Procedure for sending digital theses to the Library's server:
 - a) Point a browser to: <http://www.dissertations.wsu.edu>
 - b) Click "Upload Master's Thesis" link
 - c) Click on "upload" and use the following logon:
Username/Network ID: insert your username
Password: insert your password
 - d) Complete the online form and submit it following the instructions on the form.

Embargo Option: An embargo is a delayed release and/or restriction of the dissemination of a student's work for a limited period after acceptance. This may need to be done for a variety of reasons such as the desire to publish all or part of the work in a journal or as a book or to patent a process or other material in the work. The submission form includes the option to request embargo of the thesis and a length of time for the embargo. During the embargo others will not be able to access the thesis

The following documents are required, after your successful thesis defense, and must be submitted to the Graduate School in addition to the deposit of the thesis digital file in **PDF format**:

1. A paper copy of the title page, abstract, and an original signature page all on 100% cotton paper. **Signatures should be in black ink.** These documents are retained as a permanent record by the Manuscripts, Archives and Special Collections (MASC) unit of the WSU Libraries.
Note: 100% cotton paper refers to the fiber content of the paper. All paper that is 100% cotton can be identified by holding the sheet of paper up to the light—there must be a water mark on the paper indicating "100%" or "Pure Cotton."
2. Copyright releases from publishers or authors for any copyrighted material in any part of the document must be prepared and submitted along with the 100% cotton pages.
3. Hold Harmless Agreement Form (whether the student is filing their copyright or not).

Note: Library Systems will notify the Graduate School when the digital thesis is received.

Final submission of Doctoral Dissertation

1. **ProQuest Publishing of Dissertations:** Doctoral students must submit their dissertation to ProQuest/UMI Dissertation Publishing <http://www.etsadmin.com/cgi-bin/main/home?siteid=247> to publish in the ProQuest Dissertation and Theses (PQDT) database. ProQuest provides two publishing options: Traditional Publishing and Open Access Publishing PLUS. ***In all types of publishing, you will retain the copyright to your dissertation.*** For a fee of \$55, ProQuest will officially register a student's copyright with the U.S. Copyright Office. Please note that official registration is not required to maintain the copyright, but registration may provide certain legal benefits. For information, see the UMI Copyright Guide at http://www.proquest.com/assets/downloads/products/UMI_CopyrightGuide.pdf, and "Why Copyright?" at <http://www.proquest.com/assets/downloads/products/whycopyright.pdf>
 - a) **Traditional Publishing:** Traditional Publishing is free to WSU students. Students enter into an agreement granting ProQuest a non-exclusive license to publish their abstract and to duplicate and distribute their dissertation. The agreement can be found at <http://www.dissertations.wsu.edu/traditional.pdf>. ProQuest pays authors a royalty on sales of their work, as explained in the agreement.
 - b) **Open Access publishing through ProQuest PLUS:** This publishing option requires students to pay a \$95 fee. Students enter into an agreement granting ProQuest a non-exclusive license to publish the work on the ProQuest Dissertations and Theses Open Database and make it available for free download. Students do not receive royalties with this option. The agreement can be found at <http://www.dissertations.wsu.edu/oa.pdf>. For additional information on Open Access Publishing PLUS, please visit ProQuest's website at http://www.proquest.com/assets/downloads/products/open_access_overview.pdf
 - c) **Open Access publishing through the WSU Research Exchange.** All dissertations are submitted to ProQuest/UMI and are sent back to the WSU Libraries for publishing on the WSU Research Exchange. This exchange is WSU's institutional repository for saving, sharing, and searching WSU's research materials. The Research Exchange automatically provides open access for student dissertations without charge.

Please note: the WSU Libraries will honor all embargo requests submitted to ProQuest when publishing a dissertation in the repository. WSU Students can save the \$95 Open Access Publishing PLUS fee to ProQuest if they are satisfied with the open access publishing opportunity through the WSU Research Exchange. The copyright for the dissertation remains with the student.

For more information about Open Access compared to Traditional Publishing, see ProQuest's http://www.proquest.com/assets/downloads/products/UMI_PublishingOptionsGuide.pdf
2. **Embargo Option:** An embargo is a delayed release and/or restriction of the dissemination of a student's work for a limited period after acceptance. This may need to be done for a variety of reasons such as the desire to publish all or part of the work in a journal or as a book, or to patent a process or other material in the work. The submission form includes the option to request embargo of the dissertation and a length of time for the embargo. During the embargo others will not be able to access the dissertation.
3. The following documents are required (after the successful defense) and must be submitted to the Graduate School in addition to the deposit of the dissertation digital file in PDF format. These documents are retained as a permanent record by the Manuscripts and Archives and Special Collections (MASC) unit of the WSU

Libraries.

- a) A paper copy of the title page, abstract, and an original signature page all on 100% cotton paper. **Signatures should be in black ink.**

Note: 100% cotton paper refers to the fiber content of the paper. All paper which is 100% cotton can be identified by holding the sheet of paper up to the light—there must be a water mark on the paper indicating “100%” or “Pure Cotton.”

- b) Copyright releases from publishers or authors for any copyrighted material in any part of the document must be prepared and submitted with the final 100% cotton dissertation pages.
- c) Submit the completed (and witnessed) Hold Harmless Agreement Form (whether the student is filing their copyright or not).
- d) Doctoral students must also submit the Survey of Earned Doctorates (SED). The preferred way to submit this survey is to take the survey online and SED will email you a Certificate of Completion. Simply forward that Certificate of Completion to us at gradschool@wsu.edu as proof you have completed the survey. Include your WSU ID number in your email message. An alternative way to complete the survey is to print out the pdf version of the entire survey, complete and return the entire survey to the Graduate School office along with all other final documents. A link to both options can be found at: <http://gradschool.wsu.edu/facultystaff-resources/18-2/> (look under ‘S’ for Survey of Earned Doctorates).
- e) Procedure for sending your final digital dissertation to the ProQuest server:
 - i. Point a browser to: <http://www.etdadmin.com/cgi-bin/school?siteId=247>
 - ii. Carefully read and follow all directions provided by ProQuest.
 - iii. ProQuest will assign a tracking number to your submitted dissertation. Be sure to record this submission number to be able to access your dissertation at a later date if need be.

Note: ProQuest will notify the Graduate School when the digital dissertation is received

Examples of format requirements for thesis and dissertation are attached

DISSERTATION/THESIS GUIDELINES

FOR WSU STUDENTS

(double-spaced, inverted pyramid shape, capitalize)

By

(double-space to name)

JANE ANN DOE

(official name; capitalize)

A dissertation/thesis submitted in partial fulfillment of
the requirements for the degree of
(use either dissertation or thesis; single space the statement)

TITLE OF DEGREE

*(double-space to degree; four spaces to university;
Single-space to degree granting unit; double-space to date;
capitalize all **except** the name of the degree granting unit)*

WASHINGTON STATE UNIVERSITY

Department of History

(Name of degree-granting unit)

DECEMBER 2015

*(month and year in which degree is **granted**; capitalize)*

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All Rights Reserved

(Your name must appear the same as above; capitalize)

(Note: This is an unnumbered sheet; the signature page is still numbered ii.)

© Copyright by JANE ANN DOE, 2015
All Rights Reserved
(Match the title page exactly)

To the Faculty of Washington State University:

The members of the Committee appointed to examine the dissertation/thesis of JANE ANN DOE find it satisfactory and recommend that it be accepted.

John J. Jones, Ph.D., Chair

Sarah J. Smith, Ph.D.

Daniel P. Johnson, Ph.D.

*(You must secure **original black** ink signatures to be submitted to the Graduate School. You may not have more lines than necessary for signatures. e.g., if you have three committee members, you may have only three signature lines)*

(Use either dissertation or thesis in the statement and your name must be capitalized)

ACKNOWLEDGMENT

This section entitled “Acknowledgment” should be used if the writer wishes to acknowledge the assistance received. The entire text of the dissertation/thesis must be *double-spaced* (exceptions to this would be references, which may be single spaced with a double space between entries and figure captions). There is no limit to the number of pages in this section; if the Acknowledgment section is two pages long, the Abstract page will, of course, be numbered v, instead of iv as in this sample. Likewise, if you choose not to include an Acknowledgment section, the Abstract will be numbered iii.

DISSERTATION/THESIS GUIDELINES

FOR WSU STUDENTS

(double-spaced, inverted pyramid, capitalize, match the title on the title page)

Abstract

by Jane Ann Doe, Ph.D.
Washington State University
December 2015
(title you are earning is after your name)

Chair: Karen A. Johnson *(omit titles such as Dr., Professor or Ph.D.)*

The text of the abstract follows at this point. The abstract must be under 350 words (**in the body**). The abstract, title and signature pages should be printed on 100% cotton fiber paper and delivered to the Graduate School within 5 working days of the final defense. The 100% cotton pages are filed for permanent retention with Manuscripts, Archives and Special Collections (MASC) unit after cataloging is completed. Doctoral dissertations will be kept digitally in their entirety in the WSU Research Exchange <https://research.wsulibs.wsu.edu:8443/xmlui/>

Care must be taken in the preparation of the abstract since this will be published by ProQuest/UMI Dissertation Publishing without further editing or revision. No footnotes, references, or unexplained abbreviations are to be used in an abstract since it is published separately.

The purpose of the abstract is to give the reader a concise and accurate synopsis of significant elements in the manuscript so that the reader will be able to determine whether it is advisable to read the complete dissertation/thesis.

*(The entire dissertation/thesis, including the Appendices, figures, tables, etc., must have a **minimum** one inch margin on all sides.)*

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(Double-space between entries and single-space within entries)

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(Double-space between entries)

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(Double-space between entries)

Dedication

This dissertation/thesis is dedicated to my mother and father who
provided both emotional and financial support

(This page is optional)

CHAPTER ONE
INTRODUCTION

There are a variety of methods of dividing the paper. The dissertation/thesis may be divided by chapters, sections or manuscript numbers. The important thing is to remain consistent throughout the entire dissertation/thesis.

CHAPTER TWO

DISSERTATION/THESIS FORMAT NOTES

100% Cotton Fiber Paper

100% cotton paper refers to the fiber content of the paper. All 100% cotton paper may be identified by holding the sheet of paper up to the light—there must be a water mark on the paper indicating “**100%**” or “**Pure Cotton.**” If you are uncertain of whether the paper you intend to use is acceptable, please call the Graduate School. **WSU water- marked bond paper is NOT acceptable.** Make sure your title page, signature page, and abstract page is on 100% cotton with *original signatures in black ink*. You may either print (good quality printer; inkjet printers might smudge or ink not dry correctly) or type directly onto the 100% cotton paper.

Corrections

Strikeovers or noticeable corrections are not permitted. Use of any cover-up or whitening substance (e.g., Liquid Paper, Snopake, etc.) is not acceptable.

Page Numbers

The page number is the only item designed to extend into the (minimum) 1 inch margins, however, there must still be a minimum 1/2" margin around the page number. Placement of page numbers must be consistent throughout the paper. You may number the pages in the upper right header or centered footer. **Each and every page must be assigned a page number.** Be consistent on where the pages numbers are located; preliminary pages and text pages should have the page numbers in the same location. On the title and half-title pages, the number is not shown, but **must be accounted for** (A sample half-title page follows). Preliminary pages, abstract, acknowledgements, table of contents, etc., are numbered with lower case Roman numerals (e.g., i, ii, iii, iv, v, vi). The text beginning with the Introduction (the first page that follows your "Dedication") is numbered with Arabic numerals, and **always** begins with **page 1**. (Every page should have a number, even though on certain pages the numbers are not shown.)

APPENDIX

*(This is a sample of a half-title page, where no page number is typed, but one is **accounted** for.)*

Fonts

The font must be consistent throughout your paper. Some exceptions will be made for computer generated graphics and tables where it is not possible to match fonts exactly. If you plan to use a dot matrix printer, please have a sample sheet approved by the Graduate School.

Handwriting

Handwriting is not acceptable in your dissertation/thesis (except in the Appendix). Any graphics, drawings, figure labels, etc., must be generated by computer, typewriter, Kroy lettering, or professional draftsman.

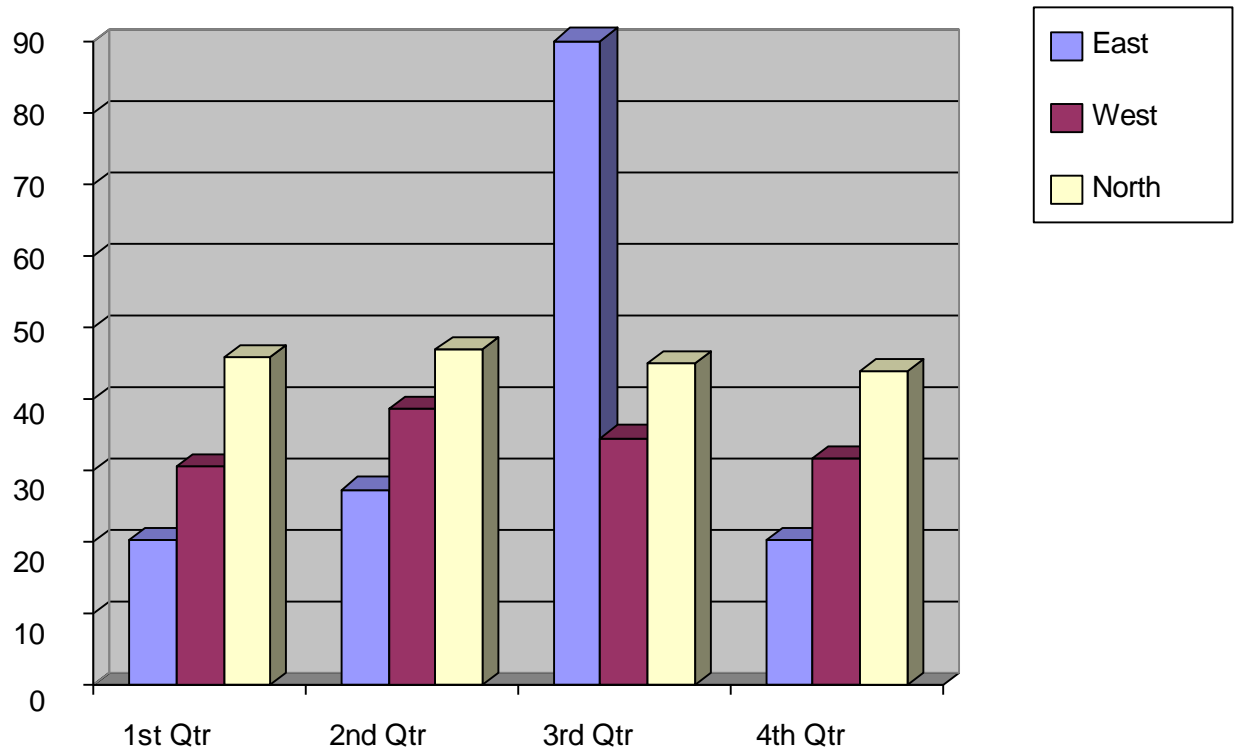


Figure 5: Effect of Mg-EGTA treatment of complement on antibody-dependent and -independent complement killing of *T. foetus*: Protozoa were incubated for 30 minutes with normal and Mg-EGTA-chelated complement-preserved hypogammaglobulinemic bovine serum (CNBS) in the presence or absence of dilutions of hyperimmune serum (HIS), and viability was determined by [3H] adenine labeling. Values represent the mean for two separate experiments done in duplicate. At each dilution of hyperimmune serum (HIS) % killing is not significantly different from its corresponding untreated control value.

CHAPTER THREE

ALTERNATIVE FORMAT FOR DISSERTATION AND THESIS

In addition to the standard format for dissertation/thesis, the Graduate Studies Committee has approved an alternative format, which refers to the use of articles and/or book chapters to replace the standard dissertation/thesis chapters. The following guidelines will be followed by the Graduate School when approving and/or accepting the alternative format for dissertations and theses:

1. The alternative format for dissertation/thesis shall consist of at least one (for Master's thesis) or at least two manuscripts (for Doctoral dissertation), based upon research conducted at Washington State University, either previously published or to be published.
2. The graduate student is to be the major contributor and writer of the manuscript, as usually represented by sole author. In a case of multiple authorship, the contribution of each author is to be detailed in the Introduction or separate Attribution page.
3. The graduate student is to provide the Graduate School with a letter of copyright release for previously copyrighted material.
4. Whether previously published or to be reviewed, the manuscript shall be formatted to fit within the margins acceptable by the Graduate School and be in a single font style throughout.
5. The dissertation/thesis including the manuscript is to be paginated consecutively.
6. Archival digital photographs, properly identified, are to be included in the manuscript. Photocopies or scans of photographs may be substituted only when of high quality.
7. The dissertation/thesis is to include a title page, signature page, abstract, and table of contents as specified by the Graduate School.

8. In the case of dissertations/theses composed of multiple manuscripts, the student must include additional materials that serve to integrate the presentation of the manuscripts. These could include a General Introduction, Discussion, and/or Conclusion. Full citations of previously published work must be included.
9. With the exception of procedures outlined here, the submission of the manuscript format for dissertations and theses should be in accordance with the policies and procedures set forth by the Graduate School.
10. When manuscripts are published (or to be published) in different journals where styles vary, the introduction must include an explanation of the different formats. The manuscripts may, therefore, be written in the style specified by the journal(s).

Bookbinding Vendors
For Theses and Dissertations

Arts & Crafts Book Manufacturing
618 E. 2nd Ave. Spokane, WA 99202
(509) 747-3818

Book Tinker
807 SE Sentry Dr.
College Place, WA 99324
(509) 529-9450

Copy Court Pick-up & delivery can be provided upon request.
Moscow, ID 83843
(208) 882-5680
E-mail: copycourt@copycourt.net

Inland Bindery, Inc.
2716 North University Road Spokane Valley, WA 99206
(509) 927-1882
E-mail: info@inlandbindery.com; Estimates: quote@inlandbindery.com
Website: <http://www.inlandbindery.com>

J & H Printing
223 E. Main St. Pullman, WA 99163
(509) 332-0782
E-mail: jhprinting@pullman.com
Website: <http://jhprintingonline.com>

J & S Bindery
202 S. Saint Boniface St. Uniontown, WA 99179
(509) 229-3363

Steeley Printing & Book Binding
201 Capital Street
Lewiston, ID 83501
(208) 746-7599