

THESIS/DISSERTATION FORMAT GUIDELINES

I. PROCEDURES

These guidelines set forth the format requirements for all masters' theses and doctoral dissertations at Cleveland State University. (For purposes of brevity and clarity, the terms "thesis" or "theses" may be used to discuss both the master's thesis and the doctoral dissertation, except in cases where the requirements differ for the two.) This document is a basic guide to format; it is not an exhaustive guide to style or the process of developing and writing a thesis. Individual departments or programs may stipulate additional requirements. For matters of format, style, and procedures not specified in this document, students should consult their thesis advisor for the format used in their area of study. It is recommended that students consult the latest edition of *MLA Handbook for Writers of Research Papers*, Joseph Gibaldi, The Modern Language Association of America, N.Y., or the *Publication Manual of American Psychological Association*, Washington D.C. (available at the CSU Library Reference Desk or online at <http://library.csuohio.edu/>). It is important to remember that the thesis/dissertation must be **consistent** both in the style employed and the format selected. Do not rely on a previous thesis, which was accepted following guidelines at that time. Thesis must meet the current guidelines in effect at the time of submission.

FORMAT CHECK

Master's thesis and doctoral dissertations must receive preliminary format approval by the College of Graduate Studies Office **prior to acceptance of the *final* documents for the University Library and submission of the electronic version to OhioLINK**. The thesis/dissertation should be submitted to the College of Graduate Studies Office after the thesis/dissertation committee has approved the defense of the document.

This review is intended to minimize the likelihood of thesis rejection. However, a preliminary check does not guarantee the acceptability of the final copy. To allow ample time for completing the final copies, students are to submit a hard copy, on plain paper to the College of Graduate Studies Office, well in advance of the *final* deposit deadline. Do NOT bind or staple this copy. Do NOT print on both sides of a single sheet of paper. Many students are anticipating reviews at the end of a term, PLEASE plan accordingly! Preliminary reviews are processed on a first-come first-served basis. Thesis and dissertations are reviewed in the order in which they are received. Submit the preliminary copy to the College of Graduate Studies, providing the student's name, CSU ID, telephone number and current email address. The student is sent an email of the corrections, final printing instructions, OhioLINK submission instructions and contact information.

FINAL DEPOSIT of PRINT COPIES

Once the thesis receives preliminary format approval from Graduate Studies, the student is instructed to deliver three (unless otherwise instructed) unbound corrected copies, the Notice of Completion form and where applicable, receipt of payment and the completed “Survey of Earned Doctorates”, to Graduate Studies for final approval and delivery to the University Library. The *final* deposit copies should be submitted **no later than the last week of class instruction of the semester in which the degree is to be granted**. Students are to consult the University Academic Calendar and schedule final defense dates accordingly. *Final* deposit copies (after preliminary review) **must be submitted no later than the end of the week that follows the final day of the term**. If final print copies are not received by this date, the student’s graduation term will be changed to the next term.

The Library requires **two unbound copies**, one of which **must** be of professional quality and (1) copy on standard paper, or two (2) copies of professional quality (see page 7 for paper quality). After the copies have been bound, one copy is kept on file in the University Archives and the second copy is made available for circulation in the Library. The University pays the binding fee for the two Library copies. Most departments request one copy for which the department is billed the binding fee. Students can consult their advisor or department regarding this requirement. Personal copies are the responsibility of the student.

OhioLINK ELECTRONIC THESIS DISSERTATION SUBMISSION

Submission of a single file, PDF format of your thesis/dissertation on OhioLINK is required; the degree will not be awarded until this is completed. **Your PDF may never be replaced or removed on OhioLINK.** Material in the ETD Center is considered to be a record of completed work and in most cases may not be edited after publication. Published ETD’s are generally not corrected for misspellings or typographical errors. Requests to replace the PDF of published ETD’s must be made to the College of Graduate Studies, not to OhioLINK.

Some disciplines may be exempt from the OhioLINK submission requirement. **Prior approval from the Graduate Studies Office for exemption to OhioLINK submission is required and will be reviewed on a case-by-case basis.** All students, particularly NEOMFA creative writing candidates, should carefully review OhioLINK’s ETD FAQ list at:

<http://www.ohiolink.edu/etd/faq.html#post-pub-changes>

All pages of the document, including preliminary pages, must be submitted. Do not scan a signed approval page. Use the un-signed typed version for the PDF file. If you upload a scanned/signed version, your submission will be rejected and you will be notified to re-submit. Information on fees for the electronic UMI submission (through OhioLINK) of doctoral dissertations is on page 9 of this handbook. Instructions for submission of the electronic PDF file to OhioLINK will be provided after preliminary review of the thesis.

The University Library provides assistance converting theses and dissertations from MS Word to PDF files. Please visit their web page at:

<http://library.csuohio.edu/services/thesishelp.html>