

2019

# THESIS AND DISSERTATION MANUAL



UNIVERSITY OF DELAWARE  
GRADUATE COLLEGE

LAST UPDATED  
JUNE 2019

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# CHAPTER 1

## UNIVERSITY'S STANDARDS OF SCHOLARLY WRITING

### THE UNIVERSITY'S STANDARDS AND YOUR RESPONSIBILITIES

The University of Delaware regards your thesis or dissertation as a professional document that conforms to the standards of scholarly writing and follows the guidelines set forth in this manual. Doctoral papers are expected to reflect the results of original and significant research written in a scholarly and literate manner worthy of publication. Master's theses must reflect both the ability to conduct scholarly research and to report the results in a literate manner worthy of publication. Scholarly writing expectations include organization of ideas and materials, citation style, correct usage, sentence structure, spelling, and punctuation.

The first rule of academic writing is **intellectual honesty**. Students at the university are expected to be honest and forthright in their academic endeavors. Proper attribution of the work of others is expected. To falsify the results of one's research or other findings with the intent to deceive (fabrication), or to steal the words or ideas of another as if they are one's own work (plagiarism) violates this rule. If you are uncertain about what constitutes fabrication or plagiarism, it is your responsibility to consult your advisor.

Your advisor and advisory committee members also bear responsibility for ensuring that your research topic and the findings make a significant, original contribution to the field and that your presentation meets the criteria for scholarly writing. **Your advisor's and committee members' signatures on the approval pages of your paper attest to their having read the final version and to your having met these standards.** The signature of the chairperson of your department, the chair of an interdisciplinary committee, and the instructional college dean also attest to your having met these standards.

### STYLE GUIDELINES

Your advisor will help you decide on style guidelines appropriate to your field of study. You should use a dictionary, a style guide, and punctuation, grammar, and usage reference manual as you research and write. The text, all materials included in the text, and references should reflect the requirements of the discipline, and documentation should be in accord with professional style manuals. The Graduate College does not provide personal copy-editing services; you are responsible for an error-free paper. It is very important that you prepare your paper according to rules of consistency and common sense.

### MOST FREQUENTLY USED MANUALS

*A Manual for Writers of Term Papers, Theses and Dissertations*, 9<sup>th</sup> Edition by Kate L. Turbian for History, Art History, Mathematics, Music, Chemistry, Economics

*The American Psychological Association Publication Manual*, 6<sup>th</sup> Edition for Psychology

*The Chicago Manual of Style*, 17<sup>th</sup> Edition, Revised and Expanded for English

# CHAPTER 2

## UDTHESIS LAYOUT MACROS

You are strongly encouraged to use UDThesis Layout as soon as you begin to write your paper.

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**It is very important that you contact the User Services Consulting Center to obtain current information on layouts before you begin using a computer to type your document.**

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**UDThesis Layouts** are tools designed to act as models for formatting theses, dissertations, and executive position papers according to the guideline of the University of Delaware's Graduate College. Features such as macros and styles written for use with several popular word processing computer programs allow quick access to frequently used format settings and help to maintain consistency in the format of a document. Details about the **UDThesis Layouts** is available on the internet at <http://www.udel.edu/topics/udthesis> which is accessible from campus computing sites.

For more information, contact the Information Technologies Help Center at (302) 831-6000. User Services Consulting Center (002 Smith Hall) is your source for detailed information about free **UDThesis Layouts** and macros, the procedure for using computer accounts, and the location and availability of public computers on campus.

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<b>SOFTWARE PACKAGE</b>	<b>PLATFORM</b>
Microsoft Word	Windows & Macintosh
LaTeX	UNIX, Windows & Macintosh
TeX <i>Recommended only for those already familiar with TeX</i>	UNIX, Windows & Macintosh

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User Services staff members are available at the Consulting Center to help you with questions by telephone (302) 831-6000 or in person, preferably by appointment. In addition, User Services offers free group instruction in using the layouts throughout the year.

# CHAPTER 3

## HOW TO ARRANGE THE PAPER'S SECTIONS

Assemble the pages and sections of your thesis, dissertation, or educational leadership portfolio paper according to the following sequence. (Numbered items in *italics* are required.)

### **Preliminary Pages** (or Front Matter)

- (1) The title page
- (2) Approval page; Epigraph or frontispiece (optional, seldom used); acknowledgments (optional); dedication page (optional); preface (optional, seldom used);
- (3) Table of contents
- (4) List of tables and/or list of figures, in either order (required if your paper includes tables and/or figures); glossary, nomenclature, or list of abbreviations, terms, or symbols (optional);
- (5) Abstract

### **Body of the paper**

- (6) Chapters (Sometimes an introduction precedes Chapter 1 as the first section of the body. Occasionally, division into chapters is *not* appropriate for a manuscript. Consult with your advisor to ascertain whether this is the case with your paper.)

### **Back matter**

- (7) References or endnotes or and/or bibliography. (You may prefer to include your footnotes on the chapter pages or place endnotes or references at the end of each chapter. Usually, when notes or references are located at the end of each chapter, a bibliography is also included at the end of the paper.)
- (8) Appendices (Optional).

## CHOOSING A SCHEME FOR ORGANIZING CHAPTER SECTIONS

A thesis or dissertation is longer than a paper or journal article and thus requires careful organization. For most graduate papers, the chapter is the basic unit of division, with subdivisions as appropriate. Organizational schemes help you arrange numerous parts into a unified, coherent whole. Whether you use a system of headings based on centering, indenting, and underscoring, or on decimal numbering of headings, your ideas will develop in a logical way from general to specific. A reader should be able to tell at a glance from your organizational scheme which ideas in your manuscript are of greater, lesser, or equal importance.

Your table of contents will reproduce the organizational scheme used in your text. Remember that your table of contents is the only index to your paper. It must be accurate and complete.

Most students choose either the heading scheme or the decimal system to organize chapter sections. Be consistent; do not mix organizational schemes. If you list subordinate headings from one chapter in the table of contents, you must list subordinate headings for all your chapters.

Although you should avoid breaking your paper up into too many small parts (many students favor chapters with only three levels of subdivisions), both the heading scheme and the decimal system can be expanded to accommodate several levels of headings. If you use the heading scheme, you will need to base your series of headings on the chapter that has the most levels; that is, if one chapter has five levels of headings, another has four, and the remaining chapters have three, you will plan your organization scheme to allow for five subdivisions. A decimal system can be expanded simply by carrying a heading to another decimal place. Your table of contents must include all chapter headings and levels of subdivisions. Review the illustrations in the Appendix to see how these systems will work in the table of contents and in the text.

### Details About the Paper's:

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#### Sections Title Page

The title page counts as page number *i*, but the **number does not** appear on the page. Use all uppercase letters in the title, and use word substitutes for formulas, symbols, Greek letters, and so on. Double-space the title; single space the statement that follows your name. Use upper and lower case letters for your name. Be sure you have the correct major (check with your department or review the list on the Application for Advanced Degree) and the correct **semester** and **year** of degree conferral (degrees are conferred in **Fall, Winter, Spring, and Summer**). Include a copyright notice (see discussion about copyright in Legal Issues).

#### Approval Pages

Your paper title here must match exactly that on the title page. Note the order of signatures illustrated on the sample pages. Use each professor's correct first name, middle initial, last name and degree; use current administrative titles for the department chairperson or program director, the Dean, and the Vice Provost.

List each professor's highest degree. Do not use "Dr." If a committee member has a dual role (that of thesis advisor and department chair, for example), list each role separately. If you have two advisors, list each one as "Professor in charge of ...." It is your responsibility to garner the signatures of the department chair and dean who are current for the semester in which you will earn your degree. The Interim Vice Provost will sign the approval page only after your paper is reviewed by the Graduate College.

## Epigraph or Frontispiece (Optional)

The source of an epigraph (a brief quotation or 2-4 lines of verse) or frontispiece (a photograph or map) is indicated below the quotation or photograph, but it is not listed in the bibliography.

## Acknowledgments

Besides expressing your professional and personal indebtedness, this section acknowledges permission to use previously copyrighted material. If a paper has a preface, acknowledgments are included in the preface. Though separate from the formal "scholarly" parts of your paper, **the acknowledgments section should be appropriate in tone, language and length for an academic document.** (In length, the Acknowledgments may be no more than two pages.)

## Preface (Optional)

Usually there is no reason to include a preface in your paper. Any introduction appears logically as the first chapter. Only in cases where the genesis of the work needs to be explained or where the author's contribution to a work with several authors needs to be noted is a preface necessary. (Note: A preface includes acknowledgments and appears where the acknowledgments normally would appear.)

## Dedication

Most students choose to place the dedication, if any, at the end of the acknowledgments, although you may use a separate page.

## Table of Contents

The table of contents is the **only index** the reader has to your paper. This table reveals the nature and course of your research and the method you have chosen to present the results of your work. Be sure that the organization scheme you display in the table of contents matches the scheme in the text. The system of indenting you use in the table of contents to indicate subdivisions within chapters should match exactly the subdivision system in the chapters. **In Graduaaddition, titles of sections listed in the table of contents must match exactly the titles that appear in the text. Page numbers must be accurate.** It pays to double check these details; they are a source of frequent errors.

**Include in the table of contents only material that follows it.** Use leader dots (. . .) to connect the last word of the headings to page numbers. (Heading titles should not run into the page number column.) You may underline titles of books or works of art in the table of contents, but do not underline subdivision headings. Please note that you are required to include in the table of contents all preliminary pages that follow the table of contents.

## **List** (Tables, Figures, Schemes, etc.)

These lists follow the table of contents. You must include these lists if you have tables or figures in your paper, even if there is only one such item.

*Use separate pages for each list.* The list should include the table (or figure) number, the caption (**exactly** as it appears in the text, **at least** up through the first period if the caption is more than one sentence long), and the page number for every table (or figure) in the paper, including those in the appendix. (You don't always have to list individually tables or figures that are grouped under a single appendix title.

You may choose one of two alternative numbering systems for tables or figures. Either number the tables or figures consecutively (1, 2, 3) throughout the text, or number them by chapter using a decimal system (e.g., 2.1 for the first table in chapter 2, and so on). As in the table of contents, use leader dots (. . .) to connect the captions to page numbers. Single-space within each entry; double-space between them. If your figures or tables appear on facing pages, list the page number on which the figure or table number and caption appear.

## **Glossary, Nomenclature, List of Abbreviations, Terms, or Symbols** (optional)

You may include such a list with definitions as part of the front matter.

## **Abstract**

An abstract is a concise summary of your paper that should contain (a) a short definitive statement of the problem or area of investigation, (b) a brief description of the research method and design, and (c) a condensed summary of the major findings and the significance thereof.

**The university's guideline for abstracts requires all theses and dissertations to have an abstract included in the paper as the last section of the front matter. In addition, you must submit three copies of the abstract printed on 25% cotton bond paper as a separate document.**

## **The Chapters**

You and your advisor will decide on the appropriate number of chapters. The first page of each chapter has a 2" top margin. Centered at the 2" point is the word chapter (use mixed case letters) and the chapter number (use Arabic numerals), e.g., Chapter 1.

Centered and double-spaced below that, the chapter title appears in bold, uppercase letters.

## **References or Bibliography**

The Graduate College expects you to be scrupulous in documenting the work of others and to follow the formatting guidelines listed in this manual. We expect that all sources cited in your text will be carefully listed in your references. Names and dates must be accurate and consistent in both locations. You may title your references section either "References" or "Bibliography" as you prefer, but do not use Works Cited unless every source in your list is actually cited in your text.



Each discipline treats references differently. Guided by the practice in your field and the wishes of your department or committee, you will select an established reference style appropriate to your work. **References must begin on a new page, unnumbered references must be listed in correct alphabetical order, and they must be in 12-point type like the rest of your text. (Do not make up your own system; do not copy what you see in someone else's thesis or dissertation.)**

The following five styles of documentation are widely used in scholarly writing.

- (1) **Endnotes**, with numbered citations in the text keyed to documentation notes placed at the end of chapters, and bibliographic listings at the end of the text (*MLA* and *Chicago*);
- (2) **Footnotes**, with number citations in the text keyed to documentation notes placed at the bottom of the page where they occur, and bibliographic listings at the back of the text (*MLA* and *Chicago*);
- (3) **Author-date citations** (author's name, publication date, and page numbers placed in the text), with full documentation/bibliographic data in a list at the end of the text (*MLA*, *Chicago*, *APA*);
- (4) **Web source citations** may be researched in two publications: *A Handbook for Citing Electronic Information (1993 edition)* and *Online: A Reference Guide to Using Internet Resources, 2003*.
- (5) **Parenthetical citations** (author's name and page numbers placed in parentheses in the text), with full documentation/bibliographic data in a list at the end of the text (*MLA*).
- (6) **Bracketed number citations** keyed to numbered, **not** alphabetical, bibliographic entries. Such a list may appear at the end of each chapter or the entire manuscript.

In this system, references in the text are numbered in order of appearance: the first reference mentioned is [1], the next is [2], and so on to the end of the chapter or paper. Each time you cite the same author/work, you will use the original number you assigned that reference on its first appearance in the text. You might have a sequence of numbered references in your text that looks something like this: [1], [2], [3], [1], [4], [5], [3], [6], and so on. **Do not use a random numbering system.**

### **Appendices** (Optional)

Place the appendix or appendices after the references. **Title all appendices and list the titles in the table of contents.** Do not designate an Appendix A if there is only one appendix; simply refer to it as the Appendix. Type the appendix titles two inches down from the top of the first page of each appendix, or place the title on a separate page preceding each appendix. In some cases, it may be appropriate to present the appendix as supplemental material on paper. Include all Institutional Review Board (IRB), Institutional Animal Core and Use Committee (IACUC) and/or permission letters within the appendix section.

# CHAPTER 4

## WHAT ARE FORMATTING REQUIREMENTS?

The University of Delaware stipulates **specific** formatting requirements for each of the following topics (these specifications are set up in the UD/Thesis Macros):

### Paper Quality Specifications

For your official three copies of documents you submit to the Graduate College, use white 8 1/2 x 11-inch paper, with a 25 percent minimum cotton content. (You should see a watermark on the page when you hold it up to the light.) Do not use easy-erase paper. The university bookstore sells paper that meets these requirements, but you may also purchase acceptable paper at office supply stores or through photocopying services and stationery stores.

### Print Specifications

Use any standard font such as Courier, Times Roman, Times, or Helvetica. Prefer italic (script) print, only for book or journal titles, or special emphasis. **Use 12-point type for all text including footnotes and endnotes, numbers of figures and tables and captions of figures and tables.** Use the same font throughout the document. (Different fonts and font size may be used **within** the appendices and **within** the tables and figures. Do not reduce type in these sections below 9 point type.)

### Margin Specifications

- (1) The left margin (bound-in side) and bottom margin for all pages, including tables, figures and appendices, must be at least 1 1/2". The top margin and right margin must be at least 1".
- (2) Center all page numbers. There must be at least 3/4" from the bottom of the page number to the bottom of each page.
- (3) Use a 2" top margin on the title page and on the first pages of major sections such as acknowledgments, table of contents, list of tables, list of figures, abstract, list of symbols (or abbreviations, terms, or nomenclature), chapter, bibliography/references, and appendix.
- (4) Use either a ragged right margin or a justified right margin. The advantage of the ragged right margin is that the spacing between words is even.

### Word Processing Rules

- (1) Use standard **double-spacing** for the text of all preliminary pages such as acknowledgments and the abstract, for the body of the paper, and for text in the chapters and appendices. (In appendices, you may single-space material other than regular text.) Consistently double-or triple-space between paragraphs.
- (2) Single-space items in lists, notes, and lists of figures and tables, but **double-space between items**. Single-space all table headings, all figure captions, and block quotations that are four lines or longer.
- (3) Single-space block quotations, double-space before and after a block quotation unless a

new paragraph follows it; in that case, triple-space after the quotation. Indent block quotations one-half inch from both the left and right margins. Do not enclose block quotations in quotation marks.

- (4) Indent paragraphs consistently.
- (5) Center and type in uppercase all major section titles on the heading pages, e.g., ACKNOWLEDGMENTS, ABSTRACT, Chapter TITLE, BIBLIOGRAPHY, and so on.
- (6) Place footnotes at the bottom of the appropriate page, or place endnotes in numerical order at the end of each chapter or at the end of the paper. Remember to single space notes and double space between each entry.
- (7) Be sure the spacing above and below headings throughout your paper is consistent.
- (8) Use either left-only or fully justified margins. If you do use full justification, be sure your computer does not produce large gaps or inappropriate spaces between words.
- (9) Do not hyphenate the last word in a paragraph or split a word across two pages. No more than two consecutive lines should end with divided words. Divide words as they are in the dictionary.
- (10) Do not leave a heading as the last line on a page or begin a new page with the last line of a paragraph two lines below the heading. Do not submit a page with only one line of text.
- (11) A heading near the bottom of a page must have at least two lines of text beneath it.

### **Specifications for Page Numbering**

- (1) Page numbers: Numbers will appear on all pages in your paper **except** the title page and signature pages. Use one number per page; do not use 24a, etc. Page numbers should be consistently centered at least 3/4" from the bottom paper edge on all pages.
- (2) Preliminary pages (front matter): The title and approval pages count as page numbers i, ii, and--in dissertations--iii, although these numbers do not appear on the pages. **Lowercase Roman numerals first appear on the page that follows the last approval page**--usually the acknowledgments page, but occasionally an epigraph page or the table of contents. This will be page iii of your thesis, or page iv of your dissertation. These Roman numerals continue consecutively through the preliminary pages, ending with the abstract, the final preliminary page(s). **Preliminary pages with major headings or section titles--acknowledgements, table of contents, list of tables, and so on--will have a 2" top margin, with the page number centered at least 3/4" from the bottom edge of the page.** On non-heading pages, center the Roman numerals at least 3/4" from the bottom edge of the page also.
- (3) Text pages and back matter: Page numbering in Arabic numerals begins with 1, the first page of the text (Chapter 1 or the Introduction), and continues sequentially to the end of the paper.
- (4) In the body of the text, page numbers also appear centered and placed 3/4" from the bottom of the page.

### **Specifications for Captions, Equations, and Symbols**

- (1) If a table or figure caption is too long to include on the same page as the figure or table, you may type it on a preceding, numbered page, or you may choose to make this a left-hand, or facing page--a page that, when turned, faces the figure or table so that both may be viewed at the same time.
- (2) Use the same font for all equations. This may differ from that used in the text.
- (3) Number equations by chapter, or consecutively throughout your paper.

## **CHAPTER 5**

### **SAMPLE PAGES**

Thesis Title Page .....	14
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Dissertation Table of Contents Page: With Decimal System Headings .....	28

**SAMPLE THESIS TITLE PAGE**

**TITLE OF MY  
GRADUATE THESIS<sup>1</sup>**

by  
My Name<sup>2</sup>

A thesis submitted to the Faculty of the University of Delaware in partial  
fulfillment of the requirements for the degree of XXX in XXX<sup>3</sup>

Graduation Term 20XX<sup>4</sup>

Copyright 20XX My Name<sup>5</sup>  
All Rights Reserved

## EXPLANATION OF SAMPLE THESIS TITLE PAGE

<sup>1</sup>**TITLE: CENTERED LEFT TO RIGHT, DOUBLE SPACED, 2" DOWN  
FROM TOP OF PAGE BOLD, UPPERCASE LETTERS (12 POINT)**

by

<sup>2</sup>Writer's name centered, as it will appear on diploma uppercase/lowercase letters (12pt)

<sup>3</sup>Correct name of degree (12 point)

<sup>4</sup>Correct term of graduation (12 point) Terms are one of the following: Summer, Fall,  
Winter or Spring

<sup>5</sup>Copyright date  
and statement (12 point)

**SAMPLE THESIS SIGNATURE PAGE, SIGNED BY THE ADVISER,  
THE DEPARTMENT CHAIRPERSON, THE COLLEGE DEAN, AND THE VICE PROVOST**

**THIS IS THE TITLE OF MY THESIS  
FOR MY GRADUATE DEGREE<sup>1</sup>**

by

My Name<sup>2</sup>

Approved: \_\_\_\_\_  
XXX, Ph.D.  
Professor in charge of thesis on behalf of the Advisory Committee<sup>3</sup>

Approved: \_\_\_\_\_  
XXX, Ph.D.  
Chair of the Department of XXX<sup>4</sup>

Approved: \_\_\_\_\_  
XXX, Ph.D.  
Dean of the College of XXX<sup>5</sup>

Approved: \_\_\_\_\_  
Douglas J. Doren, Ph.D.  
Interim Vice Provost for Graduate and Professional Education and  
Dean of the Graduate College<sup>6</sup>



**EXPLANATION OF SAMPLE THESIS SIGNATURE PAGE, SIGNED BY THE ADVISER,  
THE DEPARTMENT CHAIRPERSON, THE COLLEGE DEAN, AND THE VICE PROVOST**

<sup>1</sup>Title, bold, all caps, double spaced, 2" down from top of page

by

<sup>2</sup>Writer's name, just above center

<sup>3</sup>Thesis advisor with correct degree(s) listed after name

<sup>4</sup>Department chair (or program director) with correct degree(s) listed after name

<sup>5</sup>Dean of the College with correct degree(s) listed after name

<sup>6</sup>Interim Vice Provost with correct degree listed after name

## SAMPLE THESIS ACKNOWLEDGMENTS PAGE

### ACKNOWLEDGMENTS<sup>1</sup>

Xxx, Ph.D. for her continuous advice, guidance, and academic support during the past several years.<sup>2</sup>

My professional friends and colleagues, who have supported and helped me throughout my graduate education.<sup>3</sup>

This manuscript is dedicated to<sup>4</sup>

My children, xxx, xxx, and xxx for their unconditional love.<sup>4</sup>

My husband, xxx, for his unending love, patience, and understanding over the past five years. I could not have achieved this goal without him.

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## EXPLANATION OF SAMPLE THESIS ACKNOWLEDGMENTS PAGE

**<sup>1</sup>THE WORD ACKNOWLEDGMENTS, CENTERED, DOUBLE SPACED, 2"  
DOWN FROM TOP OF PAGE, BOLD OLD CAPS**

<sup>2</sup>Use this page to express

<sup>3</sup>Be brief and to the point (2 pages maximum)

This manuscript is dedicated to<sup>3</sup>

<sup>4</sup>The acknowledgments sometimes conclude with a dedication. The dedication may also appear on a separate page.

<sup>5</sup>Page number in small Roman numerals. This is the first page to have page numbers shown.

## SAMPLE TABLE OF CONTENTS PAGE FOR A THESIS WITH DECIMAL SYSTEM HEADINGS

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B TRADITIONAL RECIPES FROM MY MOTHER'S AND GRANDMOTHER'S KITHCENS .....	8
Homemade Hamburgers .....	8

**SAMPLE TABLE OF CONTENTS PAGE FOR A THESIS WITHOUT DECIMAL SYSTEM HEADINGS**

TABLE OF CONTENTS

LIST OF TABLES..... v  
LIST OF FIGURES .....vi  
ABSTRACT.....vii

Chapter

1 INTRODUCTION ..... 1

    Various Methods..... 1  
    Proposal..... 2

        Heating and Thawing..... 2

            The Steak Example ..... 3

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B TRADITIONAL RECIPES FROM MY MOTHER’S AND  
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**SAMPLE DISSERTATION OR EDUCATIONAL LEADERSHIP PORTFOLIO TITLE PAGE**

**TITLE OF MY DISSERTATION OR  
EDUCATIONAL LEADERSHIP  
PORTFOLIO<sup>1</sup>**

by

My Name<sup>2</sup>

A dissertation/ educational leadership portfolio submitted to the Faculty of the  
University of Delaware in partial fulfillment of the requirements for the degree of  
XXX in XXX<sup>3</sup>

Graduation Term 20XX<sup>4</sup>

Copyright 20XX My Name<sup>5</sup>  
All Rights Reserved

**EXPLANATION OF SAMPLE DISSERTATION OR  
EDUCATIONAL LEADERSHIP PORTFOLIO TITLE PAGE**

**<sup>1</sup>TITLE: CENTERED LEFT TO RIGHT, DOUBLE SPACED, 2" DOWN  
FROM TOP OF PAGE BOLD, UPPERCASE LETTERS (12 POINT)**

by

<sup>2</sup>Writer's name centered, as it will appear on diploma uppercase/lowercase letters (12pt)

<sup>3</sup>Dissertaion statement including correct name of degree  
(12 point)

<sup>4</sup>Correct term of graduation (12 point) Terms are one of the following: Summer, Fall,  
Winter or Spring

<sup>5</sup>Copyright date  
and statement (12 point)

**SAMPLE DISSERTATION OR EDUCATIONAL LEADERSHIP PORTFOLIO  
FIRST APPROVAL PAGE**

**THIS IS THE TITLE OF DISSERTATION OR  
EDUCATIONAL LEADERSHIP PORTFOLIO<sup>1</sup>**

by  
My Name<sup>2</sup>

Approved: \_\_\_\_\_  
XXX, Ph.D.  
Chair of the Department of XXX<sup>3</sup>

Approved: \_\_\_\_\_  
XXX, Ph.D.  
Dean of the College of XXX<sup>4</sup>

Approved: \_\_\_\_\_  
Douglas J. Doren, Ph.D.  
Interim Vice Provost for Graduate and Professional Education and  
Dean of the Graduate College<sup>5</sup>



**EXPLANATION OF SAMPLE DISSERTATION OR  
EDUCATIONAL LEADERSHIP PORTFOLIO FIRST APPROVAL PAGE**

<sup>1</sup>**TITLE, BOLD, ALL CAPS, DOUBLE SPACED,  
2" DOWN FROM TOP OF PAGE**

by

<sup>2</sup>Writer's name, just above center

<sup>3</sup>Department chair (or program director) with correct degree(s) listed after name

<sup>4</sup>Dean of the College with correct degree(s) listed after name

<sup>5</sup>Interim Vice Provost with correct degree listed after name

## SAMPLE DISSERTATION OR EDUCATIONAL LEADERSHIP PORTFOLIO SECOND APPROVAL PAGE

I certify that I have read this dissertation and that in my opinion it meets the academic and professional standard required by the University as a dissertation for the degree of Doctor of Philosophy.<sup>1</sup>

Signed: \_\_\_\_\_  
xxx, Ph.D.  
Professor in charge of dissertation/educational leadership portfolio<sup>2</sup>

I certify that I have read this dissertation and that in my opinion it meets the academic and professional standard required by the University as a dissertation for the degree of Doctor of Philosophy.

Signed: \_\_\_\_\_  
xxx, Ph.D.  
Member of dissertation committee/educational leadership portfolio<sup>3</sup>

I certify that I have read this dissertation and that in my opinion it meets the academic and professional standard required by the University as a dissertation for the degree of Doctor of Philosophy.

Signed: \_\_\_\_\_  
xxx, Ph.D.  
Member of dissertation committee/educational leadership portfolio

I certify that I have read this dissertation and that in my opinion it meets the academic and professional standard required by the University as a dissertation for the degree of Doctor of Philosophy.

Signed: \_\_\_\_\_  
xxx, Ph.D.  
Member of dissertation committee/educational leadership portfolio

## EXPLANATION OF SAMPLE DISSERTATION OR EDUCATIONAL LEADERSHIP PORTFOLIO SECOND APPROVAL PAGE

<sup>1</sup>Advisor's verification that he/she has read the paper.

<sup>2</sup>Dissertation advisor's signature line. Use full name followed by highest degree (Ph.D., Sc.D., Ed.D., etc.)

<sup>3</sup>If there are co-advisors, the names often appear in alphabetical order unless one of the co-advisors is off-campus. In that case, the on-campus advisor's name appears first.

Signature lines for other advisors follow. Your department may prescribe the order in which committee members should be listed.

When there are five or six committee members, you will need an additional signature page.

**SAMPLE TABLE OF CONTENTS PAGE FOR A DISSERTATION OR  
EDUCATIONAL LEADERSHIP PORTFOLIO WITH DECIMAL SYSTEM HEADINGS**

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# CHAPTER 6

## FORMAT OF TABLES, FIGURES AND PHOTOGRAPHS

A **table** is a columnar arrangement of information--often numbers--organized to save space and convey relationships at a glance. Consult a style manual when preparing tables.

A **figure** is a graphic illustration, such as a chart, graph, diagram, map, photograph, or plate.

You may use computer-generated figures, but the characters must be letter quality, sharp and dense, and no smaller than 9-point type.

**Remember to acknowledge the source of any table or figure you reproduce or modify from another author or work.**

Follow these guidelines when preparing tables or figures.

- (1) Give numbers and headings or captions to all tables and figures that appear in the text. Number the tables and figures consecutively throughout the paper, or use a decimal system to number them by chapter. (The first table in Chapter 1 would be Table 1.1, the second Table 1.2, and so on.) Be consistent in using a capitalization scheme when you refer to figures or tables within your text. If you prefer to use a capital letter on "Table" or "Figure," do so throughout your paper.
- (2) **Position table numbers and headings flush left or centered two lines ABOVE the table. Position figure numbers and captions flush left or centered two lines BELOW the figure.** The number and heading or caption should follow the same horizontal or vertical direction as the table or figure. Use the same font and size for all table numbers and headings and all figure numbers and captions. This font should match that used for the text. You may use different font sizes within the figure or table.
- (3) The number, heading or caption, and page number of each table or figure must be identical to the number, heading or caption, and page number used in the list of tables and list of figures. If the heading or caption with the table or figure is especially long, the heading or caption in the list may repeat just the first full sentence.
- (4) Fit the tables and figures, including numbers and headings or captions, into the same margin requirements as the text. If you continue a table or a figure onto succeeding pages, repeat the table or figure number and the word "continued" or "cont.," but do not repeat the caption.
- (5) Tables and figures in the text should appear as soon as possible **after** they are first mentioned. If a table or figure is less than half a page, you may integrate it on the page of the text. **Set it off from the text with at least three spaces above and below.** You may also group several small tables or figures on a single page.
- (6) In cases where numerous tables or figures would disrupt the flow of the text, you may group them at the end of the chapter, in the order of their mention in the text.
- (7) You may continue with the consecutive numbering system for tables and figures in the appendix, or you may use an appendix numbering system. (The first table in the appendix would be Table A.1, the first figure would be Figure A.1, and so on.)

- (8) If you have appendix tables and figures with individual titles, you must list each in the list of tables and list of figures. But if you have many appendix tables and/or figures that can be grouped under an appendix title, you do not have to give them separate titles, numbers, headings or captions or list them in the list of tables or figures.

The appendix title in the table of contents is sufficient description, as the following example illustrates.

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**OVERSIZE TABLES AND FIGURES**

If you have trouble fitting a large table or figure within the margins, consider the following options:

- (1) Place the table or figure and its number and caption sideways (landscape position) on the page. However, place the page number in its usual position at the bottom of the page as if it were printing in the normal (portrait) orientation.
- (2) Use the entire 6" x 9" typing area for the table or figure and either (a) place the number and caption on the preceding page (centered, page number at the bottom), or (b) center the number and caption on a preceding facing page. The front side of the facing page will be blank. The page number will appear centered at the bottom of the facing side. The number and caption will follow the same direction as the table or figure.
- (3) You may include oversize material and other material that does not meet formatting specifications as pocket material. There are no size, margin, or paper requirements for pocket material. When your paper is bound, the material will be placed in a special pocket affixed to the inside back cover. Submit pocket material in a separate manila envelope labeled with your name, graduation date (the same semester and year as on your title page), and the designation "Pocket Material." If the pocket is an appendix, list it in the table of contents; if it is a table or figure, list it as such, as illustrated below.

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**PHOTOGRAPHS**

- (1) You may place the scanned photograph figure number and caption on a page, but you must type a page number at the bottom of the page on which the scanned photograph appears.
- (2) List and caption all photographs as figures unless you include them in a separate list of photographs or plates. The caption should indicate the original source.
- (3) If you include scanned photographs of copyrighted illustrations in your paper (e.g., art plates from a book), you must secure permission to reproduce them.

# CHAPTER 7

## HOW THE WRITING CENTER CAN BE OF HELP

### THE UNIVERSITY WRITING CENTER (302) 831-1168

The primary purpose of the University Writing Center is to provide students with individualized instruction in writing. Students from any department may attend the Center free of charge. The Writing Center consists of faculty and teaching assistants from the Department of English. The Center, located in 015 Memorial Hall, is open from 9:00 a.m. to 5:00 p.m., Monday through Friday, and from 6:00 p.m. to 9:00 p.m., Monday through Thursday evenings. Although appointments are not required, students are encouraged to reserve a time by calling the Center at the number shown above.

As an academic unit dedicated to teaching the Writing Center cannot proofread or edit your thesis or dissertation for you. Staff members will, however, teach you to proofread and edit your own professional writing. Plan to begin coming to the Writing Center *well before* your thesis or dissertation deadlines so that you will have adequate time to review and make changes to your manuscript. The following suggestions will help make your first appointment at the Writing Center more profitable:

- (1) **Discuss the conventions of writing in your field with your advisor.** How do professionals customarily cite references, survey literature, present equations, etc.?
- (2) **Bring with you to the Writing Center one or two articles from respected journals in your field.** These articles should be typical examples of writing in your discipline.
- (3) **Know the computer layouts that will help you to format your document correctly.** You can get this information from a visit to User Services in 002 Smith Hall. Details about the UDTthesis Layouts is available on the World Wide Web site: <http://www.udel.edu/topics/udthesis>
- (4) Pre-check each chapter of your document before coming to the Writing Center.
- (5) **Mark passages in your document which concern you.**
- (6) **Bring a list of specific questions you have about your writing.**

## **CHAPTER 8**

### **WHAT IF YOU WANT TO WRITE YOUR PAPER IN A FOREIGN LANGUAGE?**

All theses and dissertations must be written in standard American English, except for papers written in a foreign language as approved by the Department of Foreign Languages and Literatures. If you write your manuscript in another language, provide English translations of the title page and the abstract. Place them before the foreign language title page and abstract, respectively. Do not number these English pages or count them in the numbering.



# CHAPTER 9

## COPYRIGHT ISSUES AND PROTECTION OF HUMAN SUBJECTS IN THESIS AND DISSERTATION RESEARCH

### PROTECTION OF HUMAN SUBJECTS IN THESIS AND DISSERTATION RESEARCH

Every University of Delaware thesis or dissertation research must have clearance from the Office of the Vice Provost for Research before using human subjects in research. This requirement includes all research, from low-risk investigations such as surveying people on the street about their favorite ice creams to high-risk studies like clinical trials of experimental medical treatments. You and your advisor are jointly responsible for contacting the Human Subjects Review Board (HSRB) located in the Office of the Vice Provost for Research, 210 Hullahen Hall, and for keeping abreast of the approval process as it pertains to your study.

#### Levels of Review

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The level of review required for a proposal to involve human subjects in research depends on the nature of the study, the population of participants, and confidentiality, among other considerations. Federal regulations also require that special consideration be given to protecting particularly vulnerable participants like children, pregnant women, mentally disabled individuals, economically and educationally disadvantaged persons, and prisoners.

#### Exemptions

Some categories of research are exempt from review by the Human Subjects Review Board but still require that the exemption be approved by the Vice Provost for Research.

#### Expedited Review

Federal Regulations list ten categories of research, all of minimal risk to participants that qualify for an expedited review. The Research Office will provide details about these categories, and determine whether or not a protocol is eligible for this level of review.

#### Full Board Review

Research that presents more than minimal risk to participants must be reviewed at a convened meeting of the HSRB, with a quorum present, and approved by a majority of board members attending.

### INFORMED CONSENT

Informed consent means that participants volunteer to take part in a given study **with full knowledge of what will be involved**. The process of informed consent includes a document signed by the subjects; it often also requires an oral description or demonstration to ensure that subjects comprehend both the research and their role in it.

The actual consent form must include a statement of the study's purpose and description of all research procedures, a statement of both risks and/or benefits that might result from participating, a statement of the expected length of the subject's participation, and an assurance of confidentiality.

The consent form should also clearly state that subjects may withdraw from the study at any time, if they so wish. Where serious risk may be involved, subjects should also be told whom to contact in case of injury and how they will be cared for, should it be necessary. All consent forms should contain a line for the participant's signature.

For more information about human subjects review, and for copies of human subjects guidelines, contact the Research Office, (302) 831-2136.

## **PROTECTION OF ANIMAL SUBJECTS**

Research using animals must have the approval of the Animal Care and Use Committee and be conducted according to University guidelines. For further policy information and the necessary forms, contact Gwen Talham, D.V.M., Director of the Animal Care Program, (302) 831-2400.

## **Copyright and Your Work**

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### **ProQuest Copyright and Your Dissertation or Thesis**

**Copyright protection** comes into being as soon as you finalize an original work in tangible form. As the Copyright Office notes, "it is an incident of the process of authorship. The copyright in the work of authorship **immediately** becomes the property of the author who created it." Although a notice of copyright placed on the title page of a thesis or dissertation first published on or after March 1, 1989, is not mandatory, "it is recommended because it informs the public that the work is protected by copyright, identifies the copyright owner, and shows the year of first publication." (The Copyright Office defines "publication" as "the distribution of copies . . . of a work to the public by sale or other transfer of ownership, or by rental, lease, or lending.")

**We strongly recommend that you include a copyright notice on your thesis or doctoral paper. Displaying such a notice does not mean that you must register a copyright with the Copyright Office in Washington, D.C., although you may elect to do so.**

The copyright notice should appear on the title page below the date of degree conferral in the following manner.

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- (3) Under the University of Delaware's agreement with ProQuest, ProQuest has the right to sell copies of dissertations, position papers, and theses in and from microform or electronic format unless you specifically direct ProQuest in writing not to do so. For further information call 1-800-521-0600.

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You do not need permission to use works in the public domain, i.e., works on which a copyright has expired or those which were never copyrighted at all. **You must, however, properly acknowledge those works.** If you use copyrighted works, you must acknowledge the source, **and**, unless such use falls within the doctrine of "fair use," you may not include the material without the written permission of the copyright holder. Fair use, according to section 107 of the Copyright Act of 1976, is defined as follows:

The fair use of a copyrighted work for purposes such as criticism, comment... and scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include

- (1) the purpose and character of the use, including whether such use is...for non-profit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount...of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the...value of the copyrighted work.

**If your borrowing exceeds fair use**--if, for example, you quote extensively from another source or if you borrow an entire creation such as a photograph, a cartoon, or a testing scale, **you must secure written permission.** Permissions must be included in the appendix and listed in the table of contents.

In determining fair use of copyrighted material in dissertations and theses, ProQuest looks for notice of previous copyright. If they find copyrighted material in your manuscript, they will write to you and request a letter of permission from the copyright holder. If you fail to obtain permission for ProQuest to film and sell the material, ProQuest will delete the material in question when filming copies for sale to the public.

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You are solely responsible if you violate the copyright law; the University of Delaware and ProQuest will not be held liable.

You can call a copyright information specialist at the Copyright Office in Washington at 202-479-0700. ProQuest's copyright consultant can be reached at 1-800-521-0600.

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## **WORKS PREVIOUSLY PUBLISHED BY THE THESIS OR DISSERTATION AUTHOR**

The University of Delaware faculty allows previously published work(s) by the thesis or dissertation author to be accepted as (or as a part of) the final document, provided the committee approves the work and provided the published material was written specifically to fulfill the appropriate degree requirements. In no case may work used for a previous degree be submitted.

If copyright exists on previously published work and you are not the copyright holder, you must bring a letter of permission from the copyright holder when you submit your paper. When departments allow a multiple authored work to be submitted as a thesis or doctoral paper, the following rules apply:

- (1) You must be first author.
- (2) Your contributions must be clearly and fully indicated in a preface to the thesis.

If your thesis or dissertation is composed of parts (published and/or unpublished), inclusion of a comprehensive introduction and conclusion is strongly recommended. The conclusion should place the parts in perspective to the entire body of work and make recommendations for future research. An overall bibliography is often included as well. You may need to modify the style used in previously published material to meet the style requirements for theses and dissertations discussed in this manual.

# CHAPTER 10

## SEQUESTERING THE PAPER

### **CLASSIFIED MATERIALS AND SEQUESTERING**

Because one of the primary objectives of the dissertation or thesis effort is to communicate the results of your research to the scholarly community, you may not, as a rule, use any information in your paper that is restricted or that cannot be disseminated to the public. If, however, such information is an integral part of your thesis, you may request sequestration for up to twelve months. Sequestration contract forms are available in the Graduate College.

# CHAPTER 11

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## GENERAL QUESTIONS

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### **Question 1:**

How soon after I submit my thesis/dissertation will it be available via ProQuest?

**Answer:** After you submit your manuscript, it must be approved by the graduate school before the school sends the file to ProQuest. Once ProQuest receives the manuscript from your school, it can take up to 8 weeks before it is available. Masters theses may take a little longer. If you would like to inquire about the status of your submission after it has been approved by the graduate school, you may contact ProQuest Customer Service: [dispub@il.proquest.com](mailto:dispub@il.proquest.com) or 800-521-0600 x7020. Please include your manuscript ID with your query; the ID was included in the confirmation email sent to you by the system.

### **Question 2:**

Does the author receive a royalty for sales?

**Answer:** Yes, the author receives a royalty for sales in all formats, print, microfilm and electronic.

### **Question 3:**

What are my ownership rights to my thesis/dissertation?

**Answer:** The author retains sole and complete ownership over his or her thesis/dissertation.

### **Question 4:**

Does ProQuest require exclusive distribution rights?

**Answer:** No, submission to ProQuest is done on a non-exclusive basis.

### **Question 5:**

What is Adobe's PDF? How do I produce a version of my theses/dissertation in PDF?  
What if I can't do that?

**Answer:** Please see the PDF Frequently Asked Questions page.

### **Question 6:**

Where do I go for more information about Dissertations Abstracts and ProQuest Digital Dissertations?

**Answer:** <https://guides.lib.udel.edu/dissertations>

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## SUBMISSION & TECHNICAL SUPPORT QUESTIONS

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### Question 1:

If I run into problems during the submission process, who can I contact for technical support?

**Answer:** For assistance with using the online submission system, please send email to [support@dissertations.ProQuest.com](mailto:support@dissertations.ProQuest.com), or call 510-665-1200. The Berkeley Electronic Press handles the technical support inquiries for the ProQuest ETD submission system. If you have trouble formatting your Word document, please consult the resources on this page and the PDF Frequently Asked Questions page to see if an answer to your problem has been posted. You may contact your school's computer center or writing center for assistance with using your word processor (see the "Resources for Students" sidebar link for contact information, if available). If you have questions about using Microsoft Word, see <http://support.microsoft.com/default.aspx>.

### Question 2:

How do I submit a Master's Thesis or Dissertation?

**Answer:** Once you have been contacted the Graduate College they will provide you with the link to register for an account with ProQuest. On the resulting page, click the "Submit Thesis or Dissertation" link. The submission process includes creating an account, logging in to the system, completing the author agreement, and uploading the relevant files and information about your submission. Note that all theses and dissertations must be submitted as PDF files.

### Question 3:

How do I revise something in my submission?

**Answer:** To revise a submission:

- (1) Log on to the ProQuest submission page (link will be given to you by the Office of Graduate and Professional Education)
- (2) From the My Account page click the title of your manuscript.
- (3) Click 'Revise dissertation' from the list in the top left.
- (4) Enter your changes in the Revise Submission form, and click 'Submit' at the bottom of the page to submit your changes. (You only need to modify the portion of the form that corresponds to the changes you wish to make.) The administrator will be notified via email of your corrections.

### Question 4:

How can I submit a multi-part file?

**Answer:** Combine all the sections together as one Microsoft Word file or PDF file and submit that.

To make one PDF file from multiple files, open the first PDF file, then choose Document>Insert Pages from Acrobat's menus to insert the second file (indicate it should go after the last page of the first file), and repeat for all documents. The result will be one compound PDF file which may then be submitted. If you have further questions, contact [support@dissertations.ProQuest.com](mailto:support@dissertations.ProQuest.com).



**Question 5:**

How do I change the format of the page numbers for different sections in my Word document?

**Answer:** Your manuscript must be submitted as one file. So, to create different formats of page numbers or to restart page numbering in the document you'll need to divide your document into "sections", then change the page number format for each section. (Note that specific steps will vary for different versions of Word.)

- (1) If you haven't already done so, insert a section break where you want to change the page numbers. To do this, click where you want to insert a section break. On the Insert menu, point to Break, and then click the type of section break you want to insert.
- (2) With the cursor in a particular section, go to the Insert menu and choose Page Numbers.
- (3) Choose the page number options you want (click Format and change the page number format), and click OK.
- (4) Repeat that for each section in the document.

**Question 6:**

How do I add a portrait page number to a landscape page in Microsoft Word?

**Answer:** From Microsoft Word's Knowledge Base: If a page of your document is formatted with landscape orientation, the header and footer of the page also are formatted with landscape orientation. This article describes how to use rotated text in a text box or table to add a page number in portrait orientation to the header or footer layer of a landscape- oriented page. <http://support.microsoft.com/?kbid=211930>.

**Question 7:**

How can I include related files (sound clips, data sets, etc.) that are a critical part of the thesis/dissertation?

**Answer:** The system refers to these supplementary items as "Associated Files". After you have submitted the main information about the document, the confirmation screen will present various options. One of these is the option to upload associated files. Click that link. You will be able to upload multiple files and enter a description for each one.

Items such as images, charts and tables that are referenced in the document (or are otherwise an integral part of the document) should be included directly in the manuscript itself and not as associated files.

If your supplementary files are very large (over 100 Mg), it is advised that you submit your manuscript via the mail. The PDF file of the manuscript, and any associated digital files should be burned to a CD and mailed with any other necessary information to ProQuest. See the ProQuest Requirements page for details. Your Graduate School should have the forms that you need to include with your submission.

**Question 8:**

What if my thesis/dissertation is too large for me to submit online (i.e., due to a slow connection)?

**Answer:** You should create a CD-ROM that includes your manuscript as a PDF file, along with any other digital files that are an integral part of the submission. Mail that CD-ROM, along with any necessary payments, and the completed forms (available from your Graduate School) to ProQuest. For more information, see the ProQuest Requirements page.

**Question 9:**

When I copy and paste abstracts into the Submit form, some text is missing, quotes look odd, or strange characters appear in the abstract. What's going on?

**Answer:** When copying abstracts from a word processing file or a PDF file, and pasting the text into the submission form, you are taking text from an environment that may support fonts, and special characters like symbols or "smart quotes".

Please read through any abstract that you copy and paste from a word processing file or PDF file. Look for how single and double quotes appear, usage of special symbols, and incorrect conversion of glyphs from PDF files (e.g. "ff", "fl", or "fi" might disappear causing a word like "difficult" to change to "di cult").

If you would like to use bold and italic in your abstracts, you may do so using the corresponding HTML codes. If submitting an abstract in HTML format, please be sure to select the corresponding option on the submission form. The following HTML tags may be used to format an abstract (use all lowercase tags):

<p> paragraph  
<br> - line break  
<strong> text to be bold </strong>  
<em> text to be italicized </em>

**Question 10:**

How do I include accents and special characters in the abstracts and titles?

**Answer:** You shouldn't encounter any trouble if your titles and abstracts use only the basic ASCII character set (this includes the numbers 0-9, upper- and lower-case letters A-Z, and standard English punctuation).

Characters with diacritical marks (accents or umlauts) are not part of the ASCII character set and therefore need to be handled differently.

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**WINDOWS USERS**


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The method for Windows users to enter these characters into the submission form involves pressing the Alt key plus a four-digit number using the numeric keypad (with Num Lock on).

ALT + 0224 = à	ALT + 0225 = á	ALT + 0232 = è	ALT + 0233 = é
ALT + 0200 = È	ALT + 0242 = ò	ALT + 0243 = ó	ALT + 0241 = ñ

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**MACINTOSH USERS**


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Macintosh users should press the Option key while typing one of the letters below to get the desired character.

Circumflex ê Ê	Option + i, release, the letter
Umlaut: ü Ü	Option + u, release, the letter
cedilla ç Ç	Option + c or Option + Shift + C
¿	Option + ?
¡	Option + !
ß	Option + s
£	Option + 3
§	Option + 6
°	Option + 0 (zero)
œ	Option + q

# CHAPTER 12

## GUIDELINES FOR DISSERTATIONS/THESES IN DIGITAL FORMAT AS REQUIRED BY PROQUEST

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### IMAGES:

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- GIF (.gif)
- JPEG (.jpeg/.jpg)
- PDF (.pdf) use Type 1 PostScript fonts
- TIFF (.tif)

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### VIDEO:

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- Apple Quick Time (.mov)
- Microsoft Audio Video Interleaved (.avi)
- MPEG-4/ H.264 (.mp4)

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### AUDIO:

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- AIF(.aif) CD- DA
- CD-ROM/XA
- MIDI (.midi)
- MPEG-3 (.mp3)
- SND (.snd)
- WAV (.wav)

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- Title Page
- Abstract
- Completed Agreement Form
- Completed Author Discount Order Form Money Order/Check
- Reprint Permission Letters
- Specifications of hardware and software versions required to run the electronic component

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