

GUIDELINES FOR PREPARING  
A THESIS OR DISSERTATION

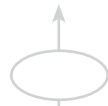
Guidelines Presented in Proper Thesis and Dissertation Format

Presented to

the Graduate Students of the University of Akron

In Partial Fulfillment





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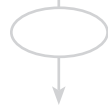
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AUTHOR'S NAME

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TITLE

A Thesis or A Dissertation

Presented to

the Graduate Faculty of the University of Akron

In Partial Fulfillment

of the Requirements for the Degree

(Degree Title) of \_\_\_\_\_

## Title Page

Author's Name

Author's Name

Graduation Month, Year



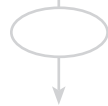


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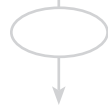


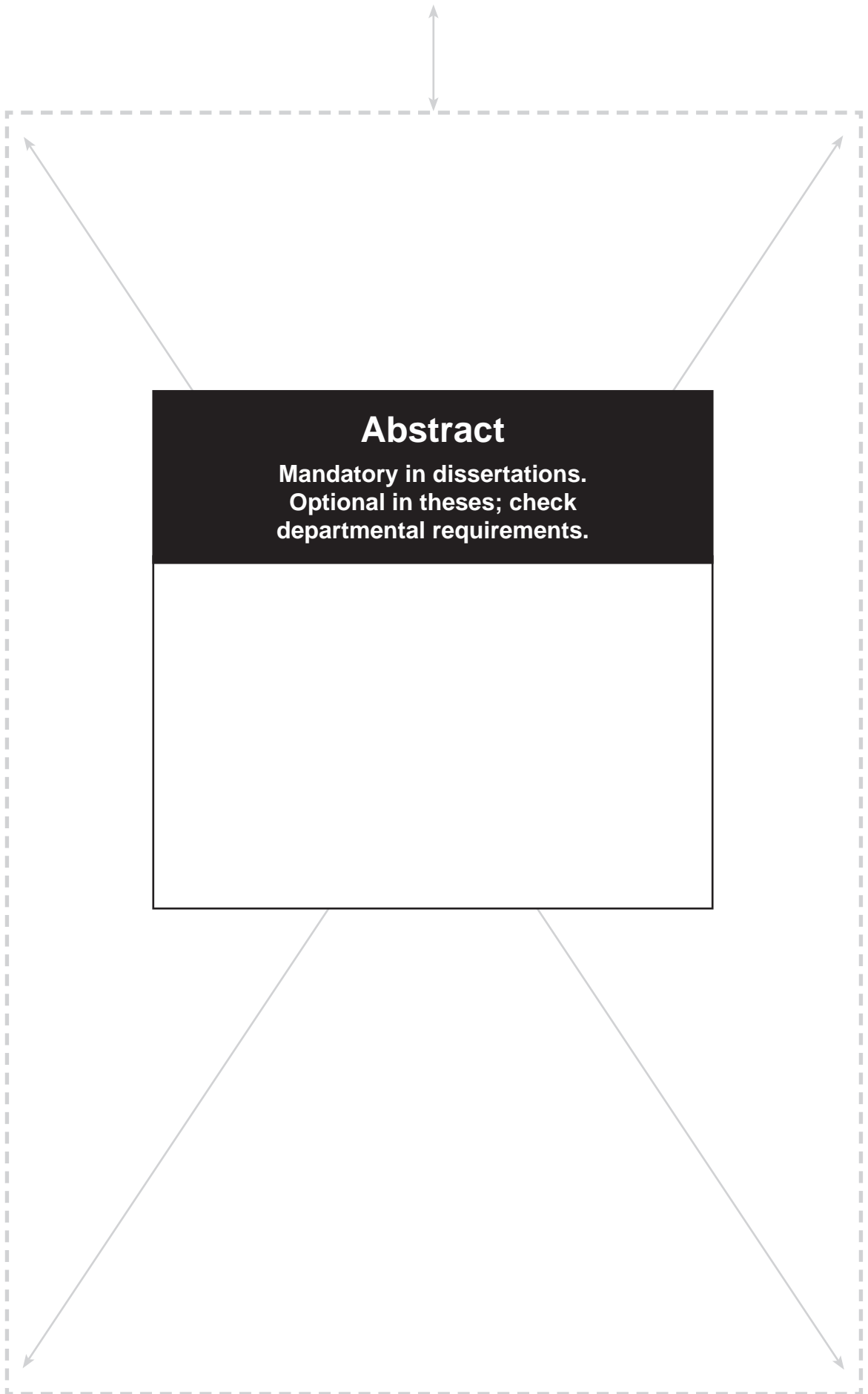


COMPLETE TITLE  
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## ABSTRACT

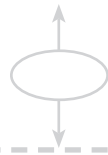
Every thesis or dissertation accepted for an advanced degree is a mature piece of original research. As such, it is made available to the scholarly community and worldwide through OhioLINK. Just as the research must be precise and complete to meet departmental standards, the presentation of that research must be equally precise and complete to meet Graduate School standards.



The purpose of these guidelines is to ensure that every thesis or dissertation that will carry the name of the University of Akron meets the same high standards of presentation. These standards are Graduate School standards and are applied consistently to all departments and programs. It is important that students read and understand the guidelines before preparation of final copy. The Graduate School will not accept manuscripts that do not follow these guidelines.



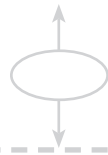
Do not rely on previously accepted theses and dissertations. While they may have met guidelines in force at the time of their submission, they may not meet current guidelines. It is the responsibility of each student to meet current guidelines exactly. The Graduate School is the final authority on what is acceptable. The Dean of the Graduate School will not approve any thesis or dissertation that fails to meet these guidelines.



## DEDICATION

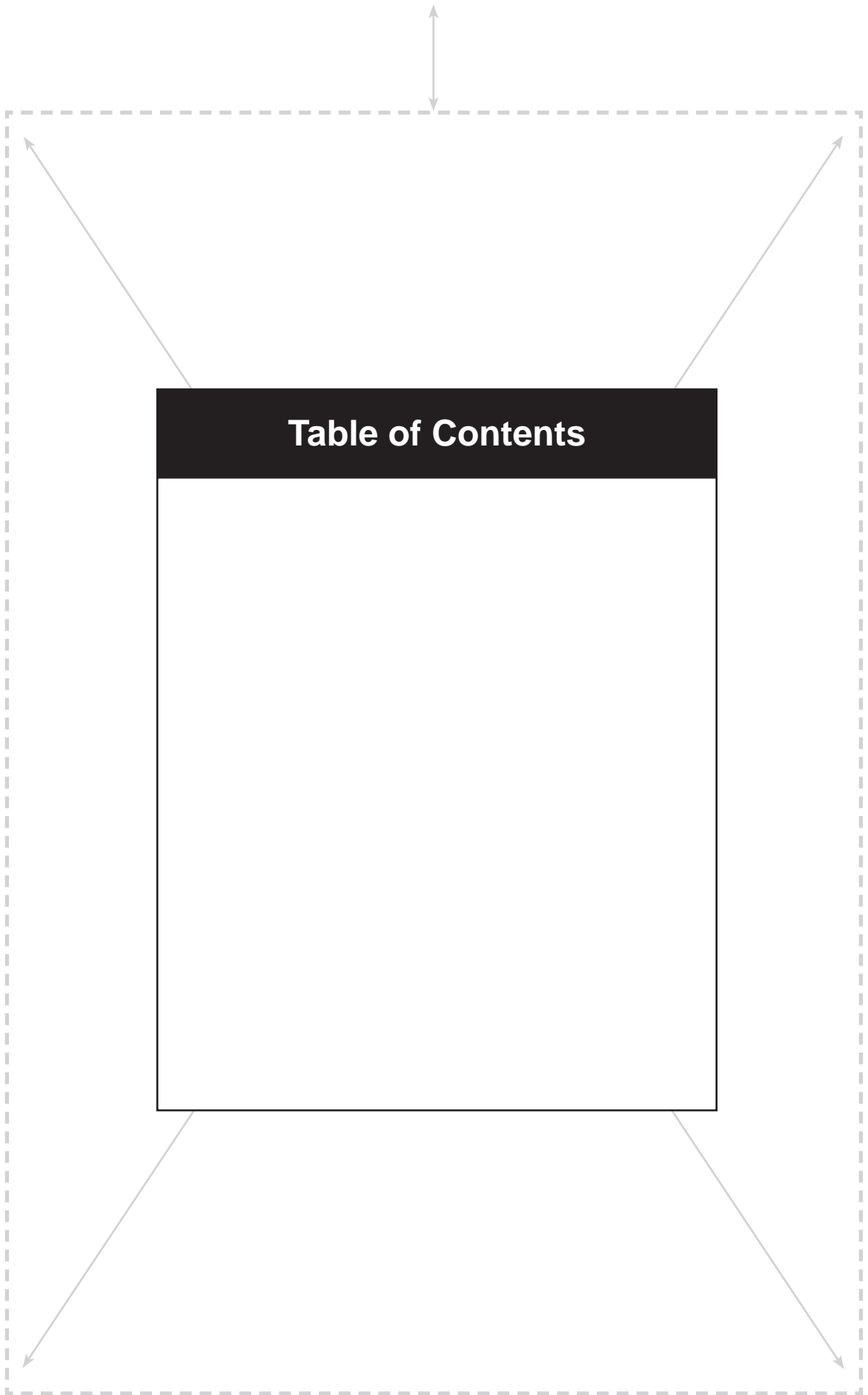
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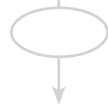
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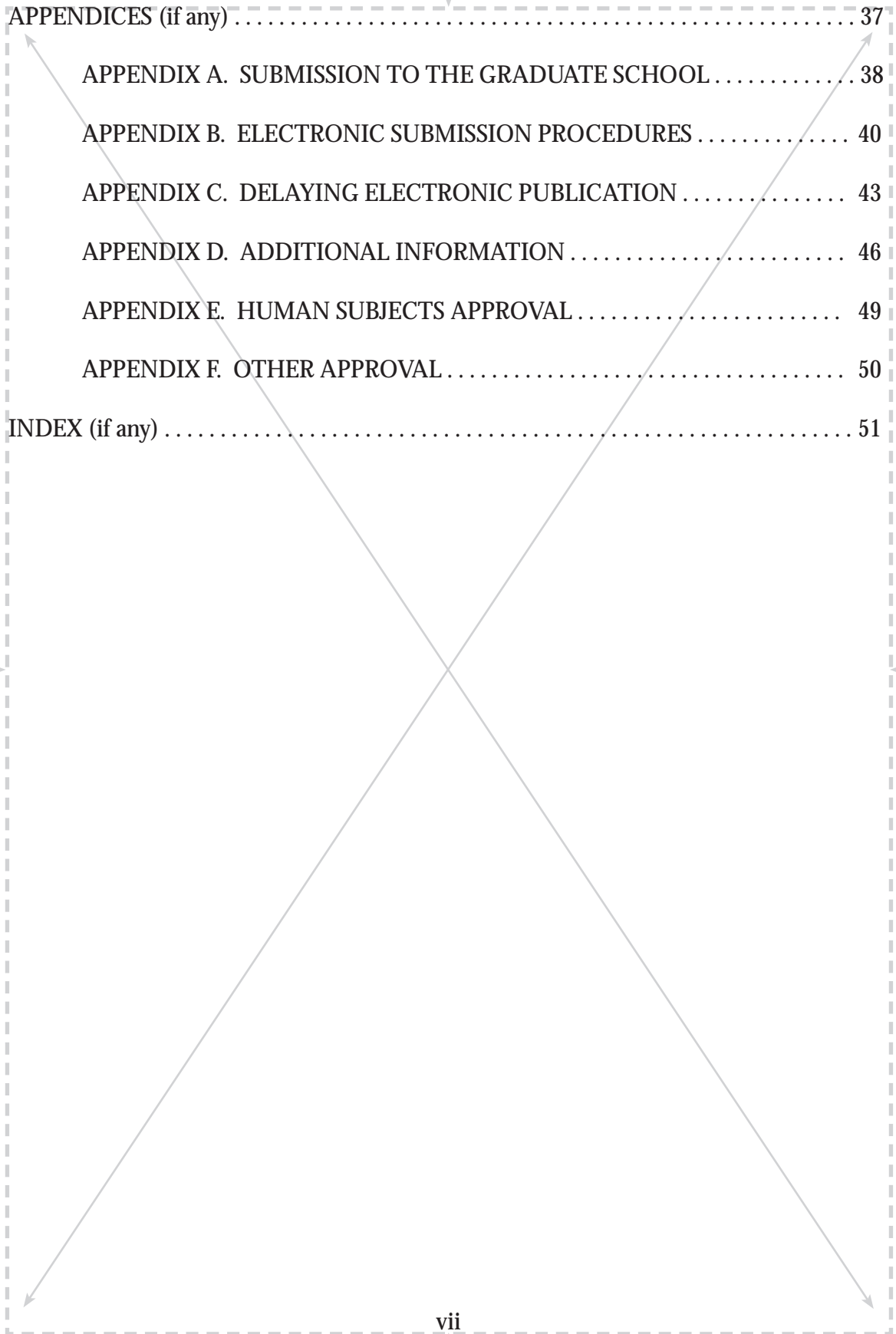
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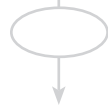
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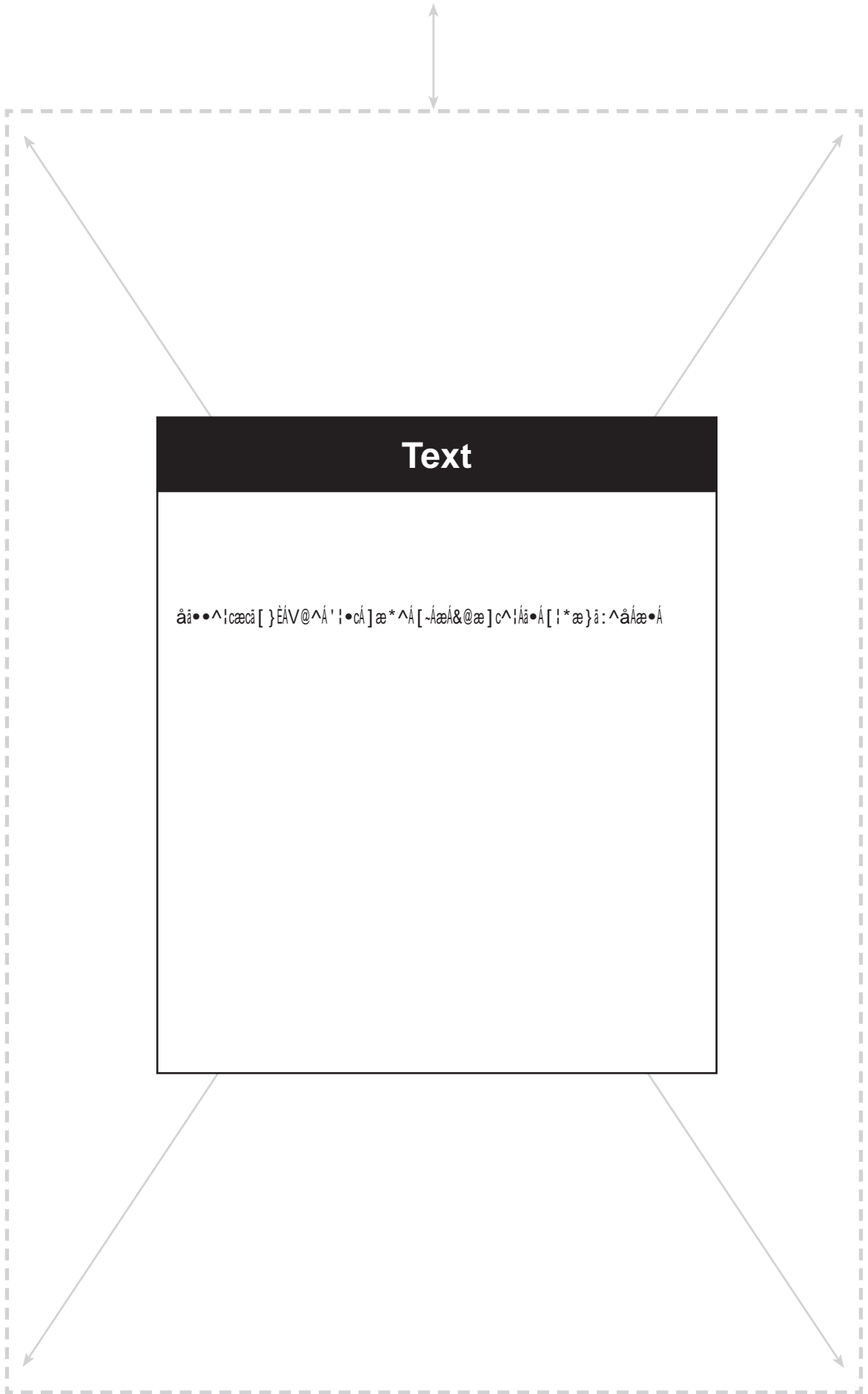
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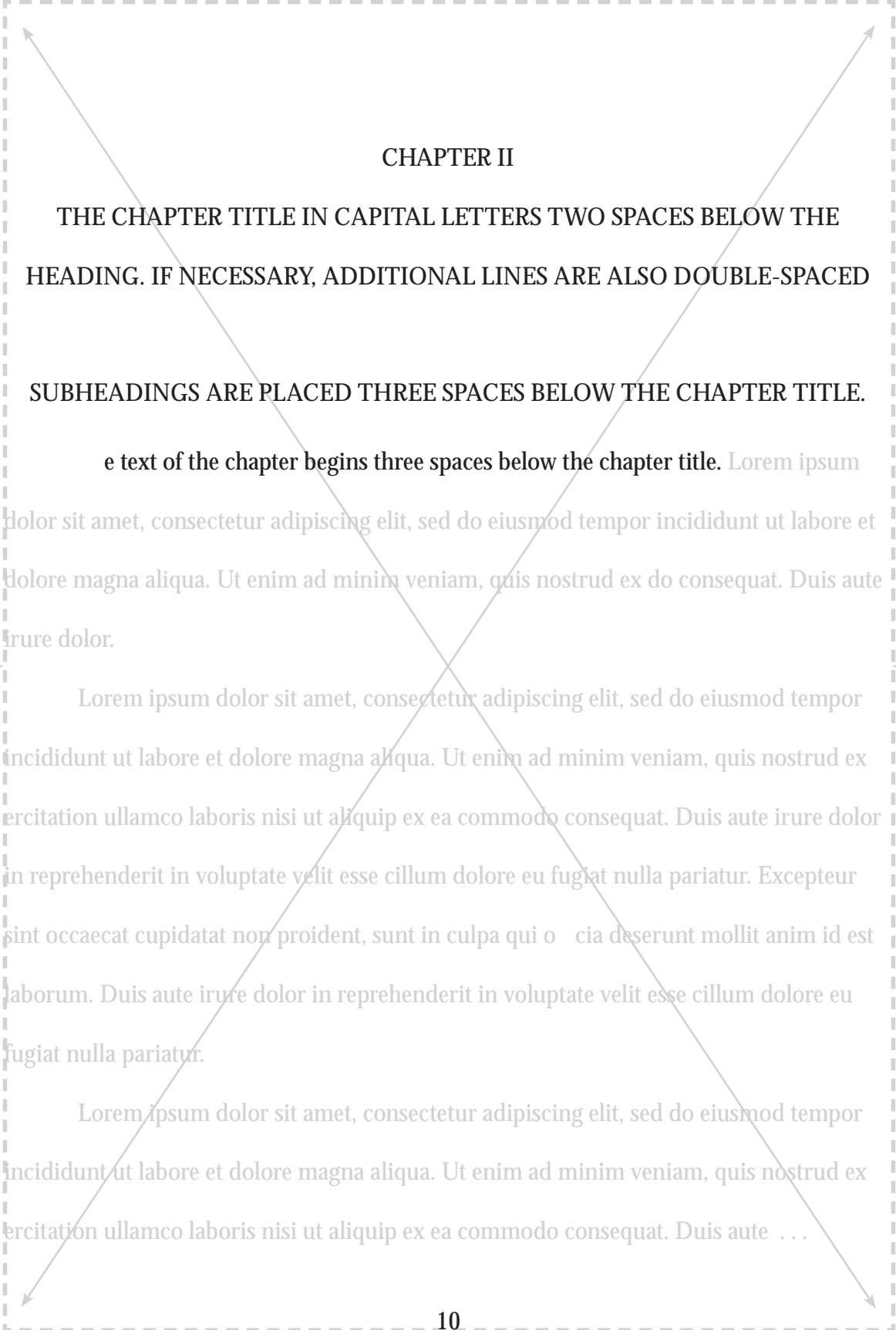
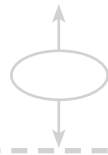




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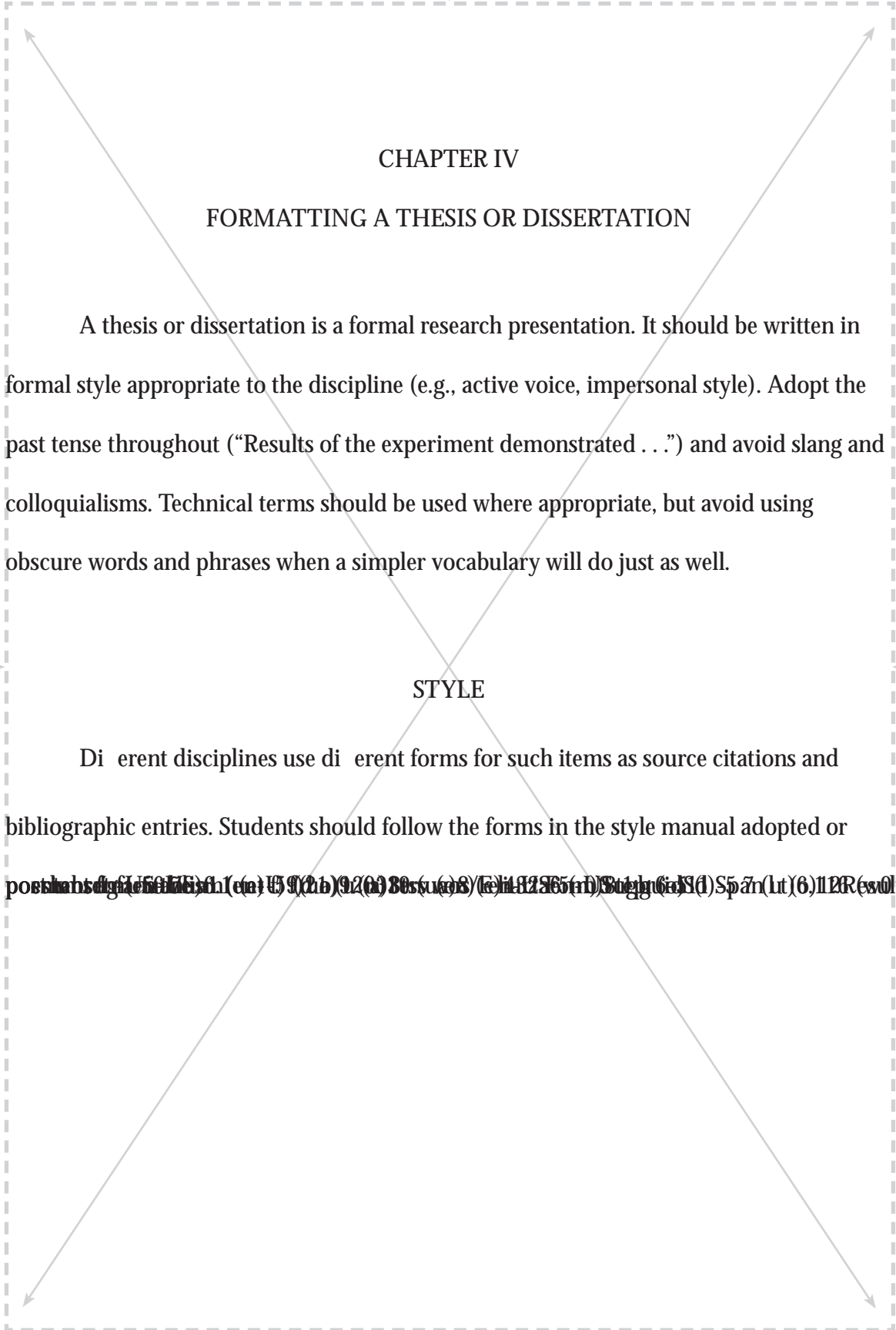
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CHAPTER III



## CHAPTER IV

### FORMATTING A THESIS OR DISSERTATION

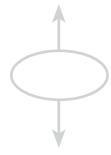
A thesis or dissertation is a formal research presentation. It should be written in formal style appropriate to the discipline (e.g., active voice, impersonal style). Adopt the past tense throughout (“Results of the experiment demonstrated . . .”) and avoid slang and colloquialisms. Technical terms should be used where appropriate, but avoid using obscure words and phrases when a simpler vocabulary will do just as well.

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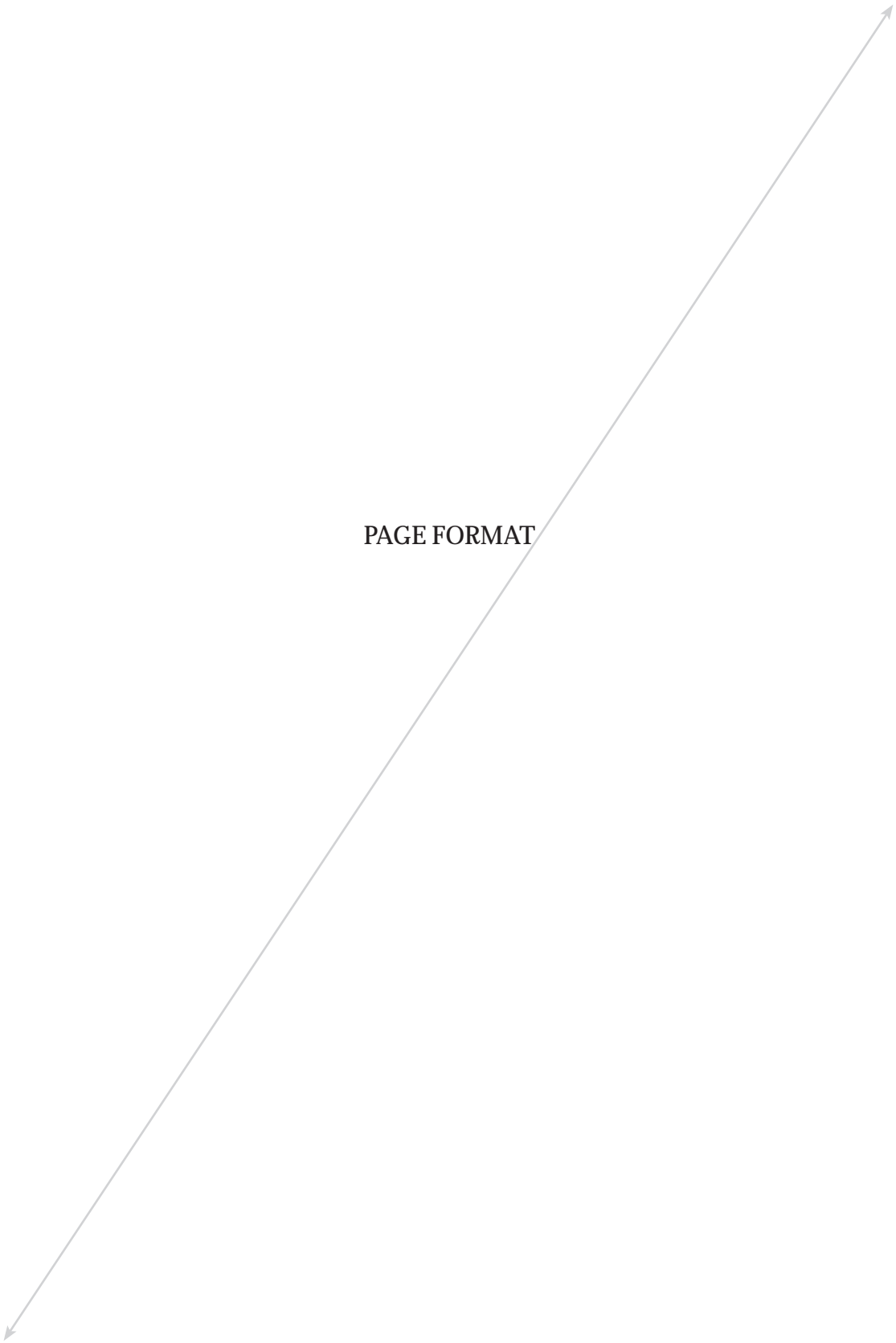
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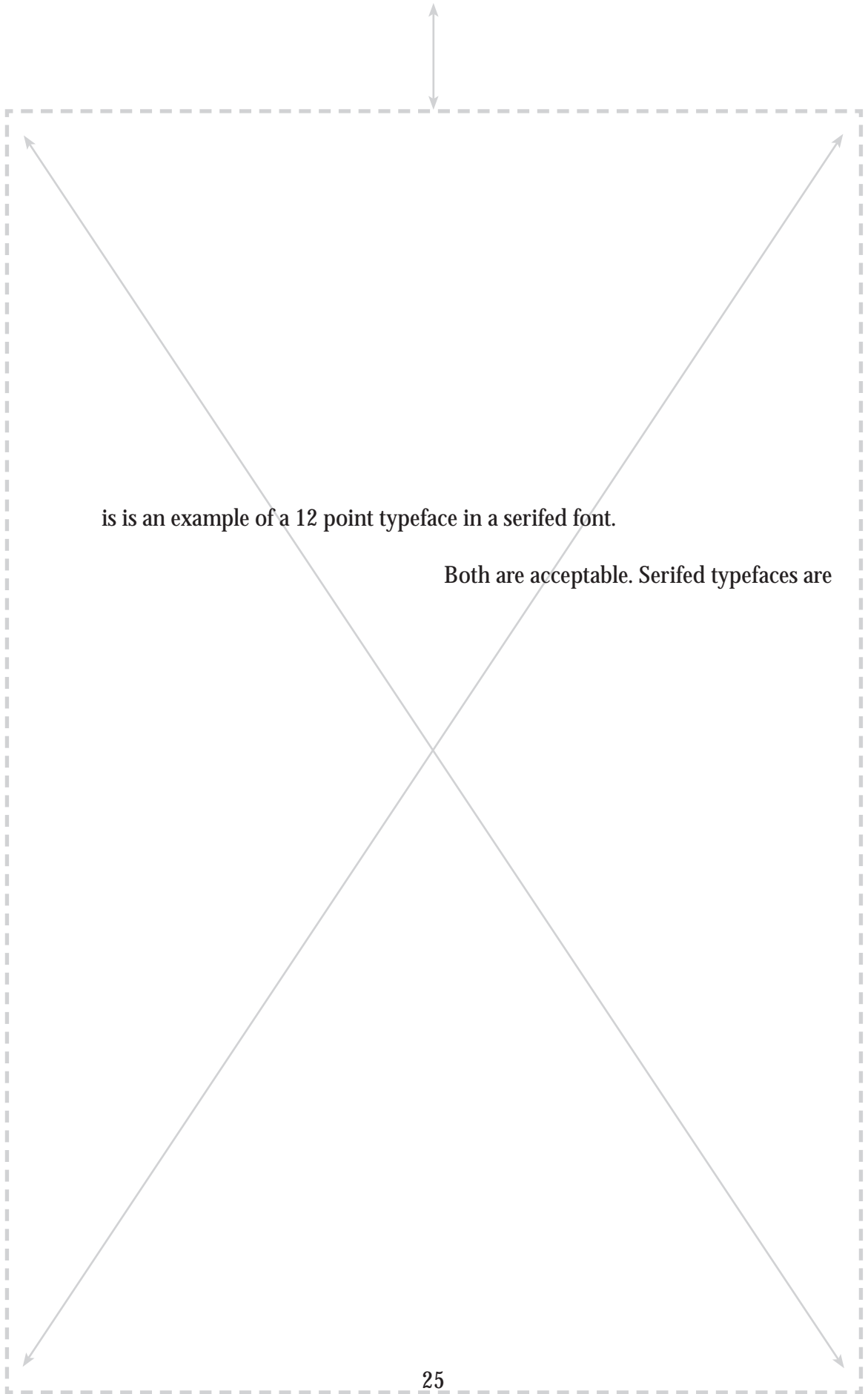




PAGE FORMAT







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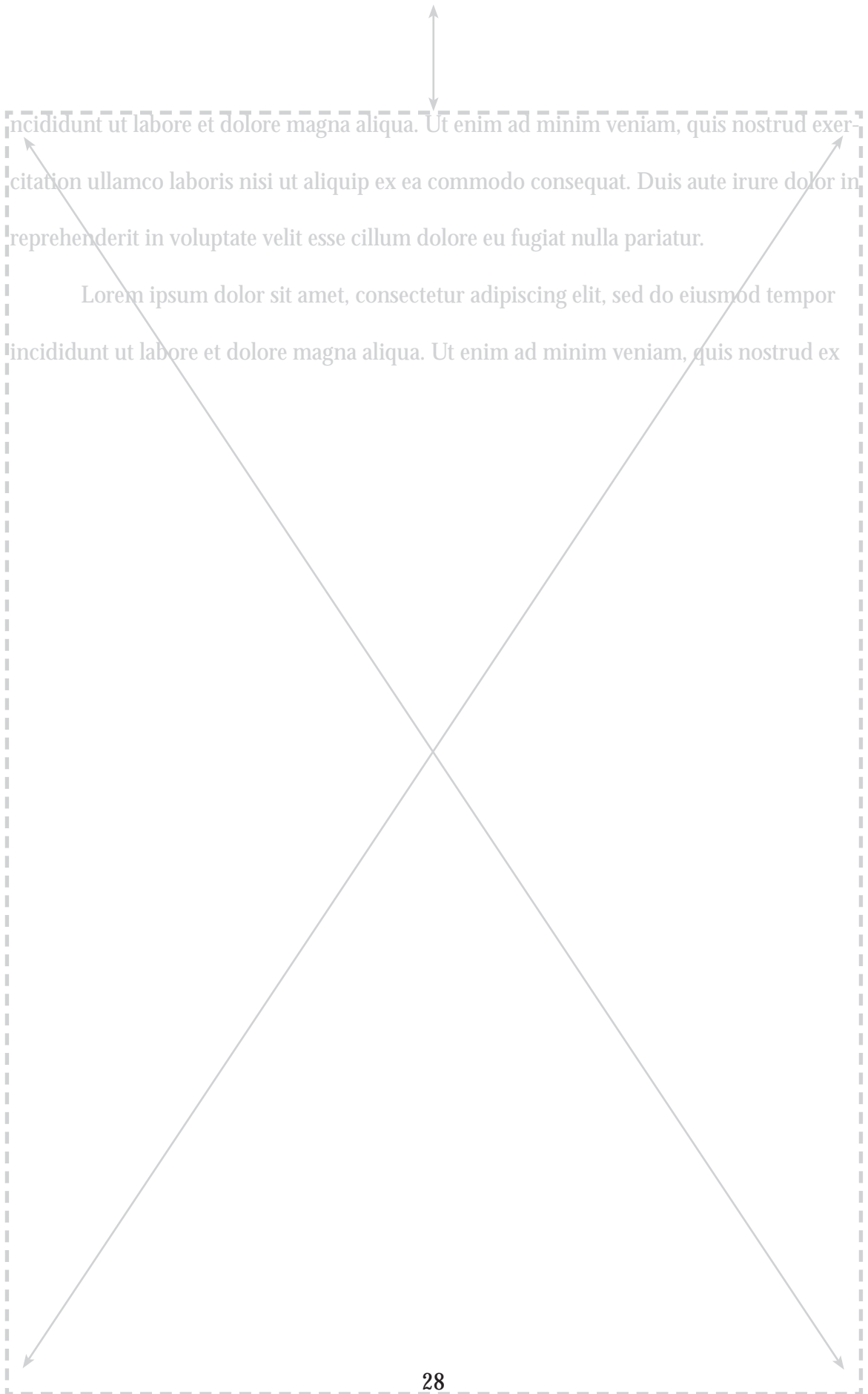


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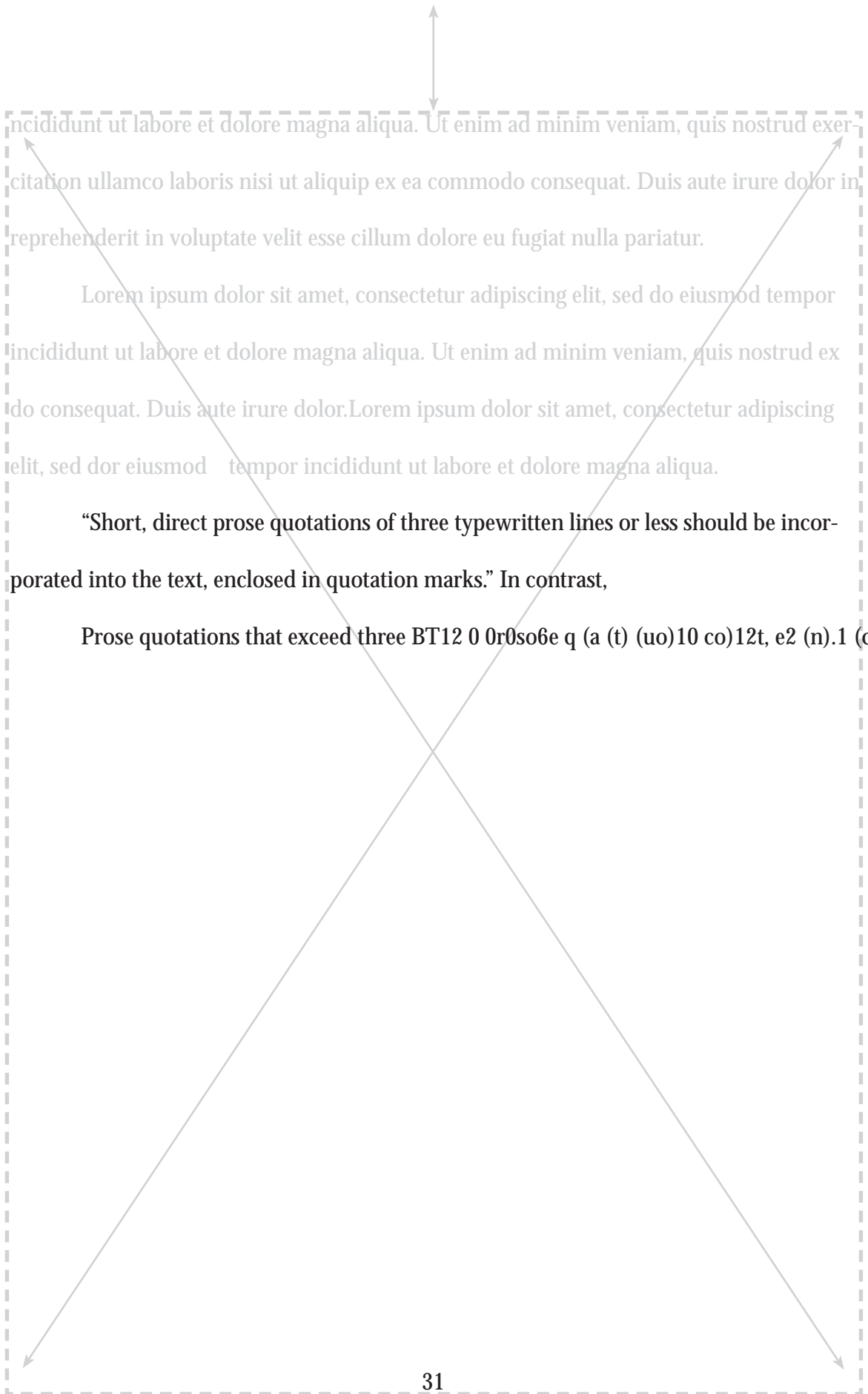
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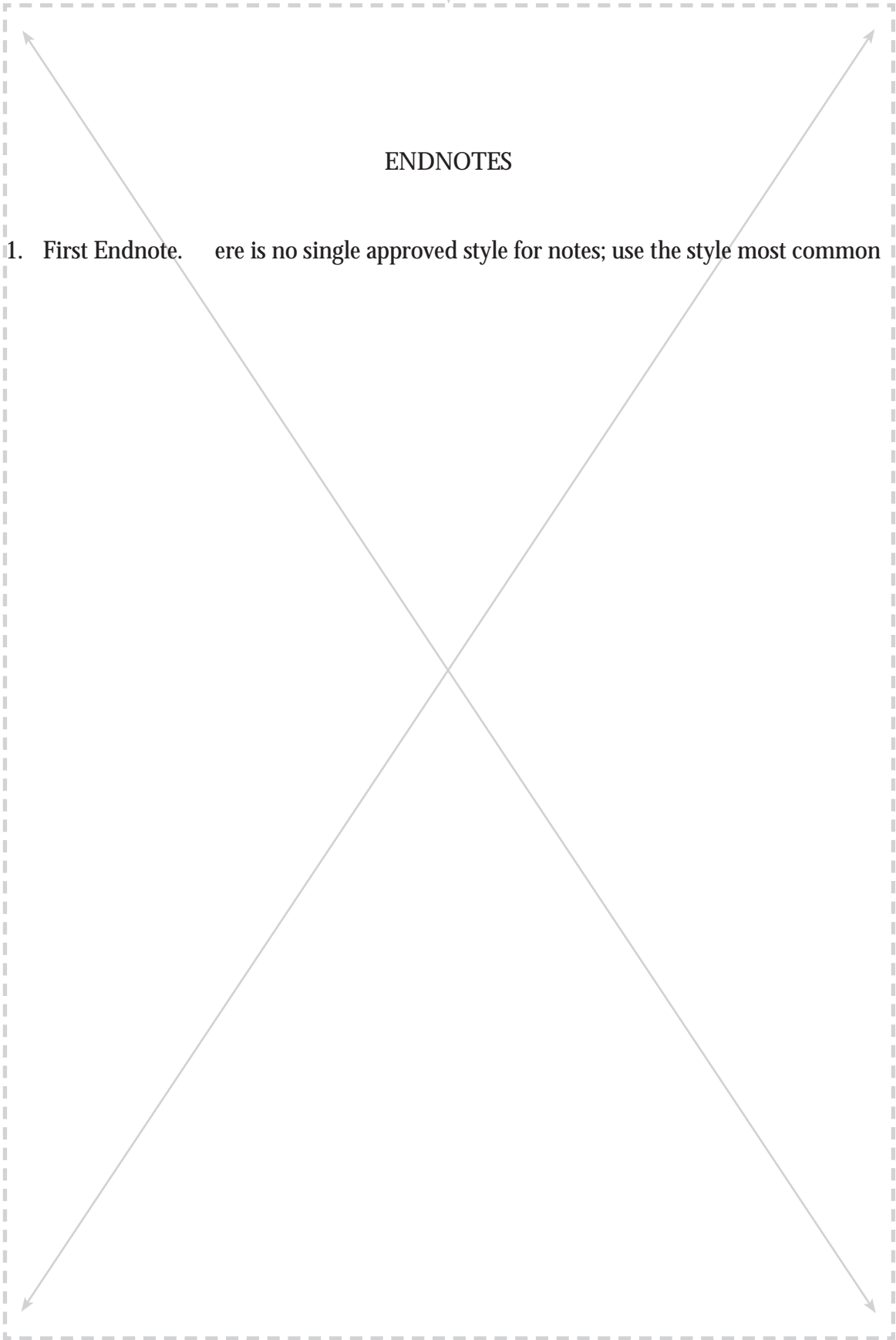
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ENDNOTES

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## BIBLIOGRAPHY

### Primary Sources

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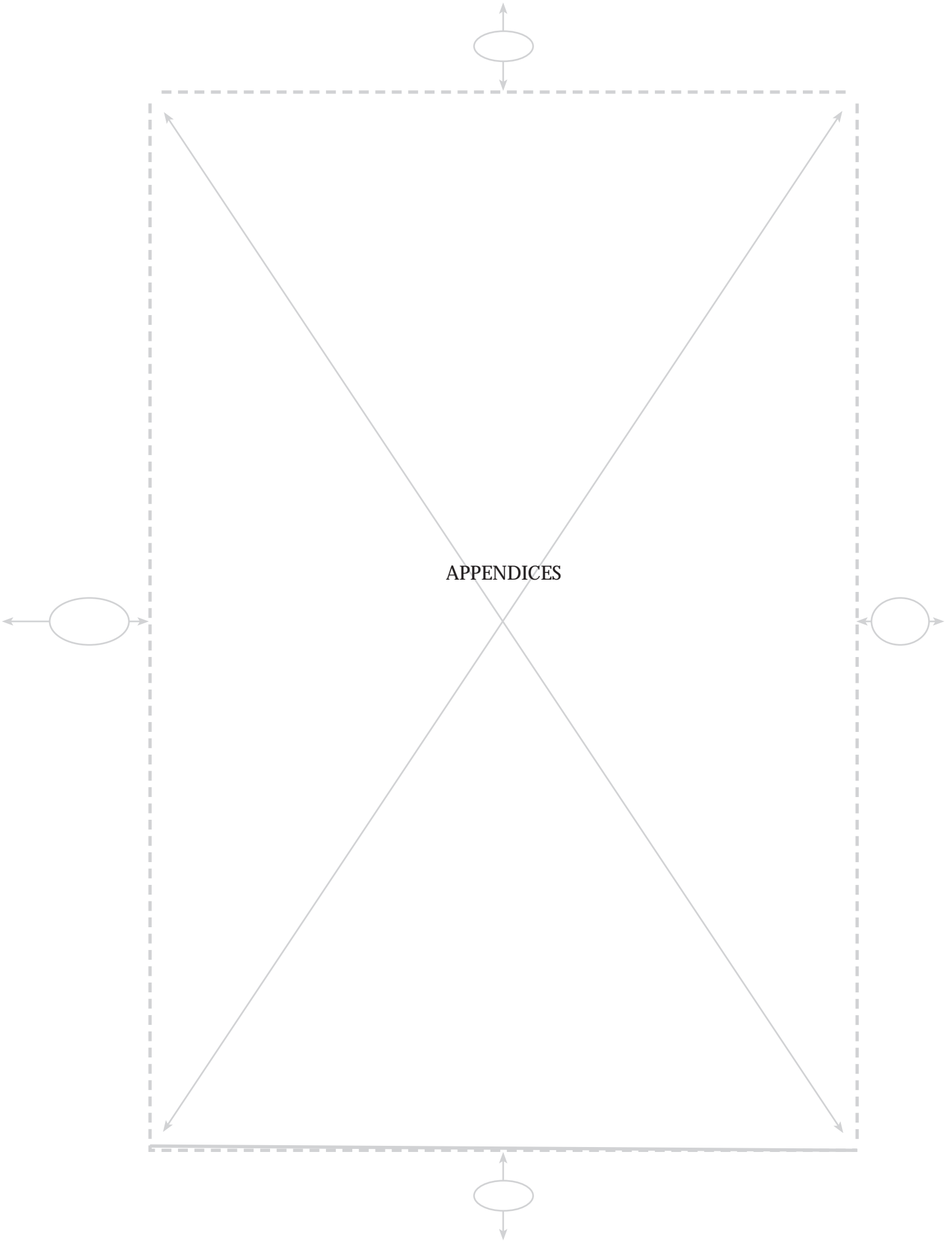
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**APPENDICES**





APPENDIX A:  
SUBMISSION TO THE GRADUATE SCHOOL

All Theses & Dissertations

Final Submission

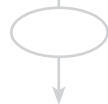
The deadline for uploading error-free theses and dissertations to OhioLINK is approximately one month prior to commencement. The deadlines are listed on the Graduate School website. Manuscripts must be submitted error-free or will not be approved by the Graduate School.

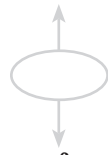
Students who miss the final thesis and dissertation deadline for a given term will not graduate until the next scheduled commencement. There will be no extensions.

Departments may also have their own deadlines in order to allow the committee sufficient time to read the manuscript and to allow the student sufficient time to make corrections after the defense. Generally speaking, a thesis or dissertation must be ready for the committee at least a full month before the deadline for submission to the Graduate School.

Final Approval

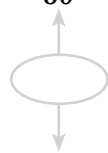
The Graduate School will check each thesis and dissertation for conformity to these guidelines and other errors. If corrections are required, the Graduate School will






notify the student via university email. Therefore, it is important for students to inform the Graduate School and their departments on how they may be reached at all times. The correction of errors is the responsibility of the student.

When the manuscript is error-free and otherwise acceptable, the signature page will be signed by the Interim Dean of the Graduate School and notice sent to the Registrar that the student has met this degree requirement. All corrections to formatting must be





APPENDIX B:  
ELECTRONIC SUBMISSION PROCEDURES

Each student will need to convert the document to PDF and submit it electronically.

Students should follow the procedures outlined below.

- 
- 
1. Go to the OhioLINK website for electronic submission, and follow the steps to submit the “complete, normalized ETD.” <https://etdadmin.ohiolink.edu>
  2. Select the option for: “I am submitting: My paper’s bibliographic information, abstract, and full text.”
  3. Read the terms and click on the box to agree and continue.
  4. Select the school: University of Akron. Then click on the button “Continue to main form.”
  5. Complete “Information About Your Paper” and click on the box to save and continue.

When entering your name and the title of the manuscript, please use the format “An Analysis of VTOL Aircraft” DO NOT ENTER IN ALL CAPS.

Note: OhioLINK requires that an abstract be entered here even if one does not appear in your manuscript.

Note: OhioLINK allows you to select subject headings and keywords relating





to your manuscript. The Graduate School highly recommends that you utilize these options. Entering keywords will allow people to find your manuscript via search engines without requiring that they know your complete title.

6. Complete “Degree Information” and click on the box to save and continue.

Please complete the section for “Other Advisors/Committee Members”. Please include all advisors and committee members.

7. Complete “Publication Information” and click on the box to save and continue.

OhioLINK Permissions: we recommend keeping the default of “Copyright, all rights reserved.” You may select one of the other options, but please read the links carefully before selecting one of those options.

Publication Delay: Manuscripts are not released for publication until after graduation. You will leave this as “I am not requesting any publication delay.”

- o If you will need a further delay than that, select “I am requesting that my school delay publication...” and select the length of the delay.
- o When choosing this option, a delay of publication request form must be





9. “Review and Complete Submission” and select “NO - Return to Editing” if there are errors or “YES – Submit My ETD Now” if everything is correct.

Note: Your paper is not submitted until you click on the “YES – Submit My ETD Now” button.


10. A page will appear stating, “Submission Complete.” At this point, manuscripts will not be visible to the public.
11. Students will be sent an email con r mation from OhioLINK that the manuscript was received and another once the Graduate School has approved it.




  

## APPENDIX C:

### DELAYING ELECTRONIC PUBLICATION OF A THESIS OR DISSERTATION



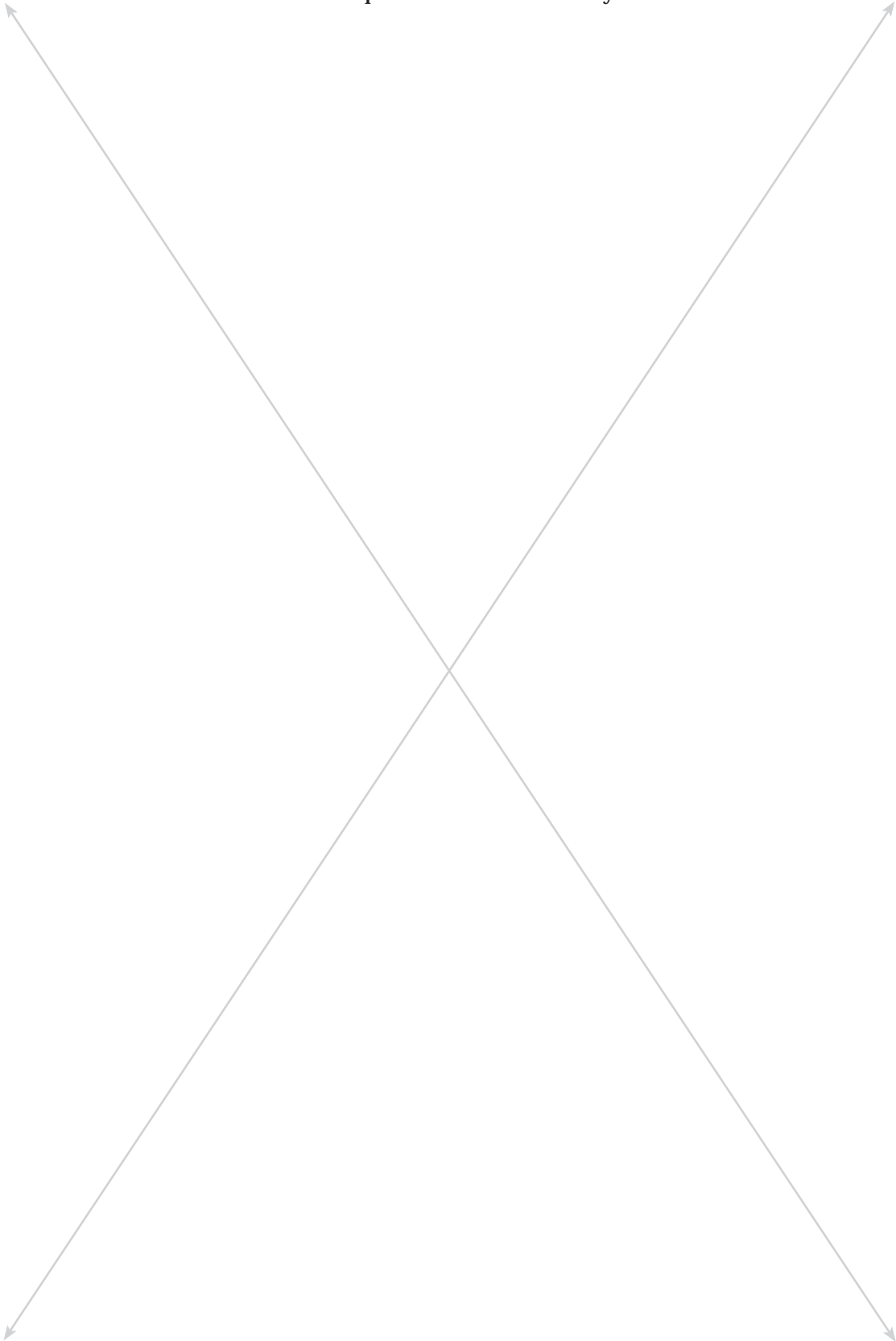
In some circumstances, a student may wish to delay the electronic publication of a thesis or dissertation. While the University generally promotes the timely publication of theses and dissertations, it is recognized that under certain specific circumstances, a delay is warranted. These include: when the student wishes to publish an article from the thesis or dissertation in a journal whose policy is not to publish anything that has already been published electronically; when the student wishes to publish the thesis or dissertation with a publisher whose policy is not to publish anything that has already been published electronically and; when the student is in the process of applying for a patent on research contained in the thesis or dissertation and does not wish to disclose its contents until the patent application has been filed.



Graduate students can apply to the Graduate School for a delay in the electronic publication of a thesis or dissertation for up to a one year period (renewable). Requests must be supported by evidence from the journal or publisher to show that publication policy requires no previous electronic publication. (For the NEOMFA program in creative writing, the advisor's endorsement is sufficient.) Evidence of intent to file patent materials is also required. The request for delay form must be signed by the student's

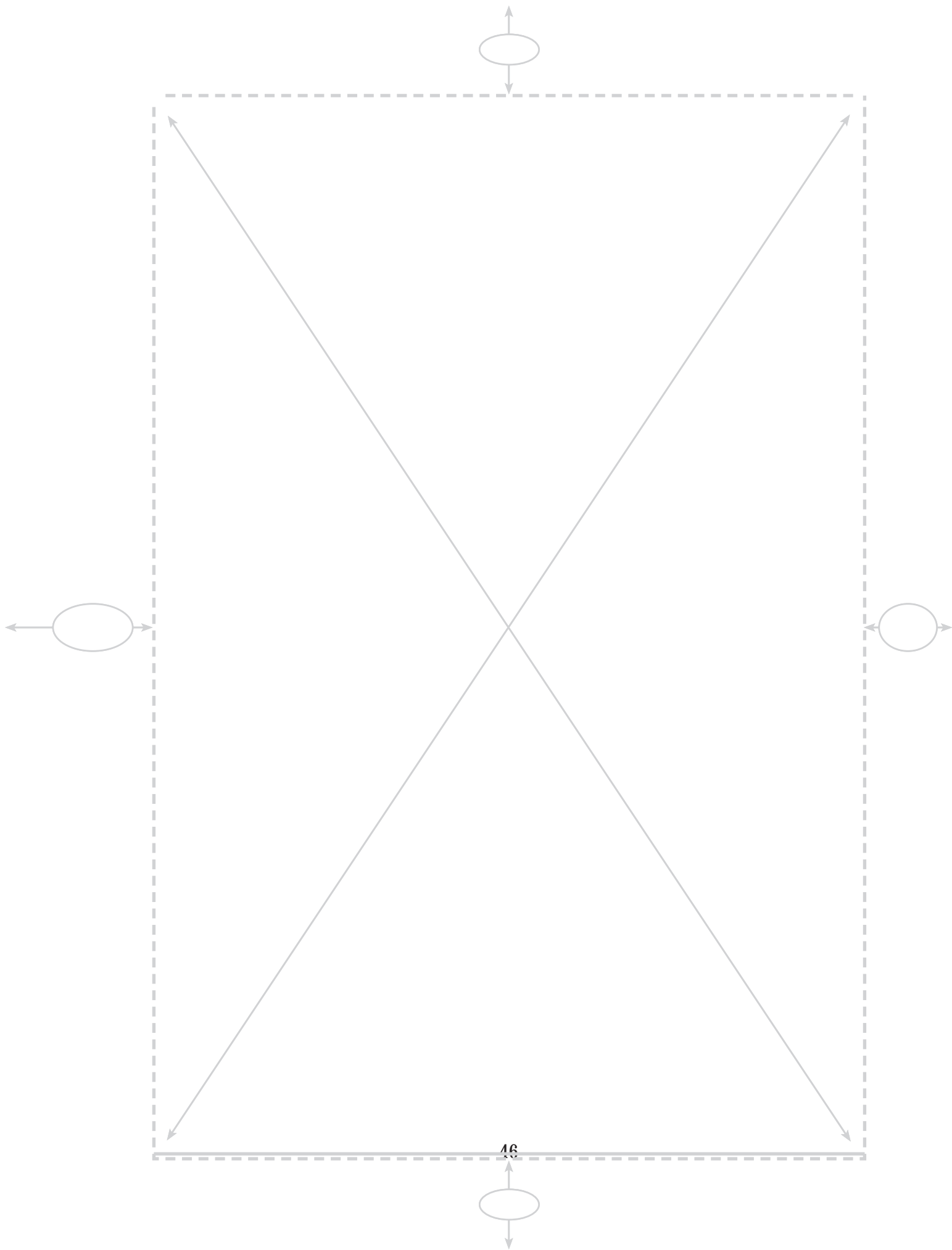
thesis or dissertation advisor.

e request will be reviewed by the Graduate School



THE UNIVERSITY OF AKRON  
GRADUATE SCHOOL

Request to Delay Publication



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by student-authors must be properly cited and referenced according to disciplinary-specific usual practices; otherwise this might constitute plagiarism (see page 22 of graduate bulletin). However, just because something is cited properly does not mean a student has followed copyright rules. In some cases, such as reprinted figures, drawings, tables, graphs, and extensive quotations, students may be required to obtain copyright permission and to display copyright permission prominently in relation to such work. It is the responsibility of the student-author to ascertain if and where such copyright permission is required legally and/or according to disciplinary-specific usual practice, and to obtain and appropriately display these permissions in accordance with disciplinary-specific publishing usual practices and all copyright laws. Where copyright permission is required, it is the responsibility of the student-author to obtain this permission in written form and s/he must be able to show this documentation upon request. Neglect of these responsibilities, i.e., failure to properly cite, attribute, account for or reference non-original work, misuse of others' work, may violate plagiarism rules, copyright laws, or both.

LINKS TO GRADUATE BULLETIN AND  
THE OFFICE OF GENERAL COUNCIL WEBSITE  
FOR COPYRIGHT COMPLIANCE:

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[http://www.uakron.edu/academics\\_majors/gb/](http://www.uakron.edu/academics_majors/gb/)  
<http://www.uakron.edu/ogc/guidelines/copyright.dotIndex>

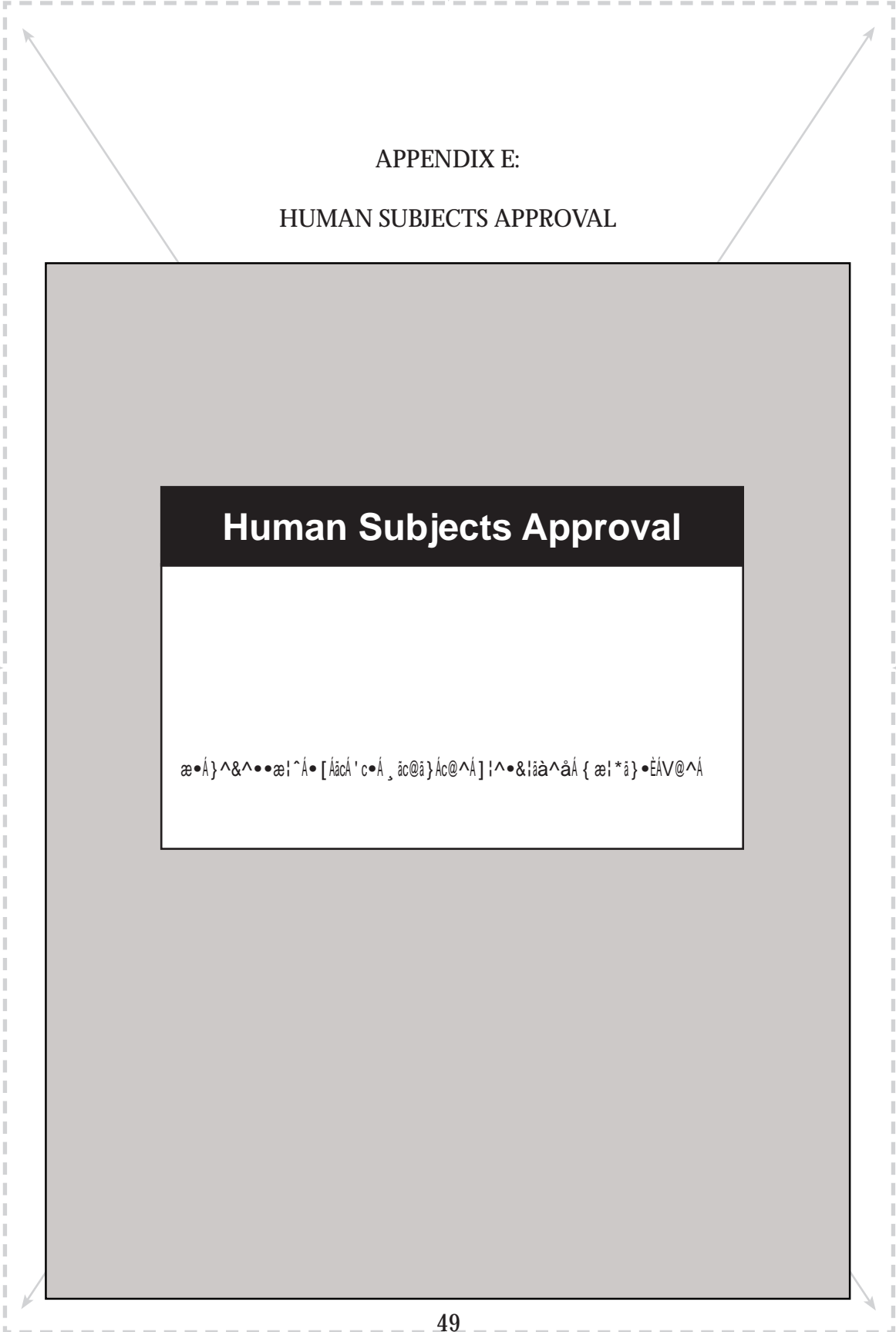


USEFUL WEBSITES  
DEALING WITH COPYRIGHT ISSUES:

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<http://www.copyright.gov/>  
[http://www.ala.org/ala/washo /WOissues/copyrightb/copyright.htm](http://www.ala.org/ala/washo/WOissues/copyrightb/copyright.htm)  
<http://www.library.unt.edu/copyright/default.htm>  
<http://www.templetons.com/brad/copymyths.html>  
<http://www.utsystem.edu/ogc/intellectualproperty/ccmcguid.htm>  
<http://www.stfrancis.edu/cid/copyrightbay/>  
<http://www.apa.org/about/copyright.html>  
<http://www4.law.cornell.edu/uscode/17/ch1.html>





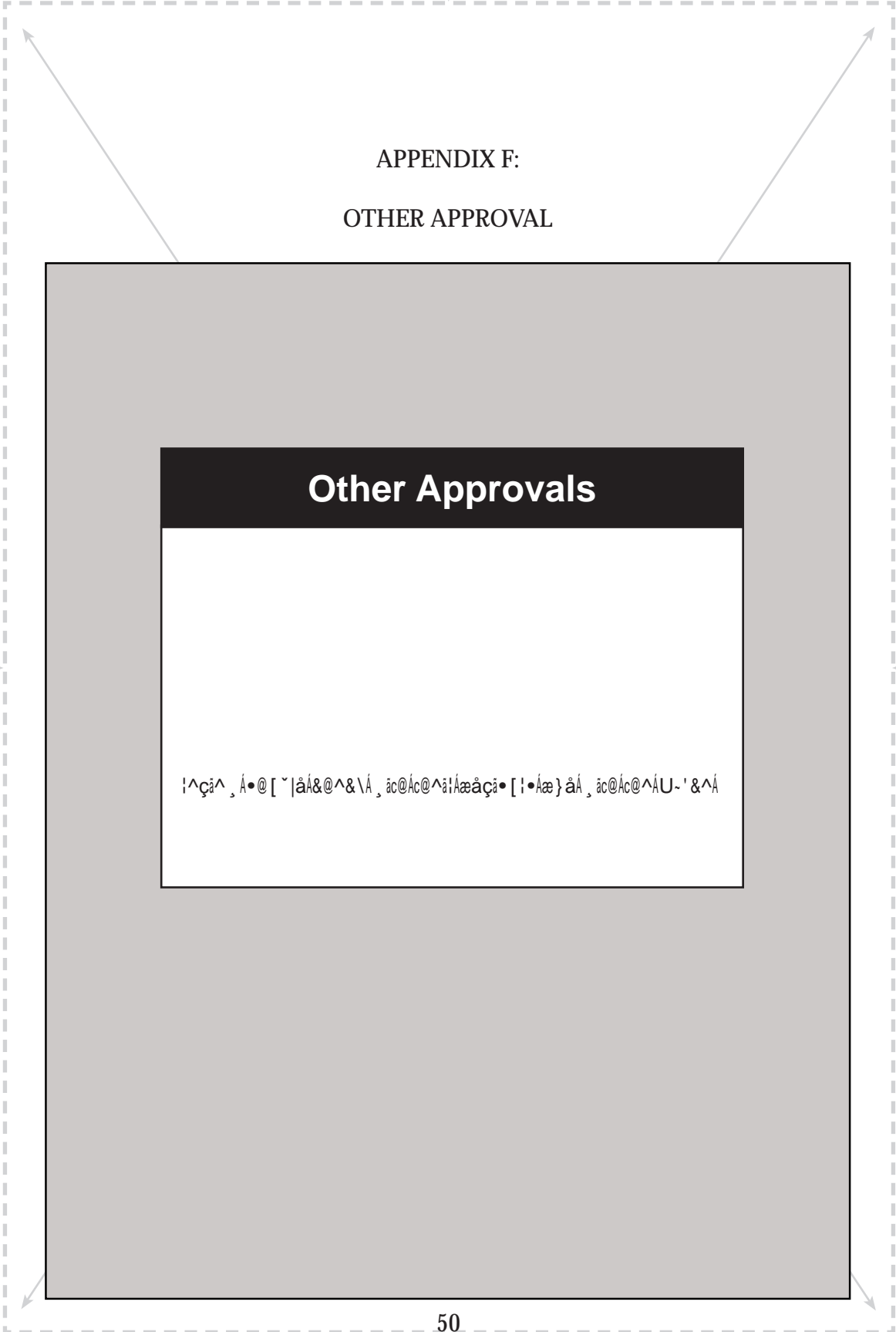
APPENDIX E:

HUMAN SUBJECTS APPROVAL

**Human Subjects Approval**

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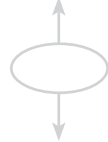




APPENDIX F:  
OTHER APPROVAL

**Other Approvals**

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