



## FORMATTING YOUR ETD (Preparation of Electronic Theses and Dissertations)

Revised 8/2007

Read these instructions carefully before you begin the writing process. This will help prevent the need for extensive format changes in your final document. It is required that you have your format checked by the School of Graduate Studies before uploading to OhioLink. Please note that this office will advise you only on format requirements. Content is the responsibility of the student and adviser.

Check the sample sheets at the end of this document carefully. The required spacing, use of capitals, etc. is shown on these examples of the title page and abstract. The copyright sheet is provided only as a sample. You need not include copyright sheets unless you are applying for a copyright.

The style manual adopted for theses and dissertations at Case Western Reserve University is *A Manual for Writers of Term Papers, Thesis and Dissertations* (6<sup>th</sup> ed., rev.) by Kate L. Turabian, published by the University of Chicago Press. *The MLA Style Sheet*, published by the Modern Language Association of America, and the *APA Publication Manual*, published by the American Psychological Association are also acceptable guides for formatting style. These books can be purchased at the University Bookstore in Thwing. Regardless of the book consulted for formatting guidance, the following regulations apply:

### **ORDER OF CONTENTS**

The organization of the dissertation must follow the order below:

Title page

Committee Signature sheet (typed version)-*originals turned in with Final Materials*

Copyright page (only if copyrighting)

Dedication page (optional)

Table of Contents

List of Tables

List of Figures

Preface (optional)

Acknowledgements (optional)

List of Abbreviations (optional)

Glossary (optional)

Abstract

--TEXT--

Appendix

Bibliography

## **TYPE FACE & FONT**

Any standard type face is acceptable; font size should be 12 pt. The font size may be reduced for captions on figures and tables.

## **MARGINS**

The margins on the left side of all pages must be 1½ inches. Top, bottom and right margins should be 1 inch. All photographs, charts, tables, graphs, drawings, etc. must fit within these specified margins. Double-check margins for accuracy.

## **SPACING**

Double-space all text. Long quotations, captions, footnotes, and endnotes may be single-spaced.

## **PAGINATION**

The numbering of pages should, **at the very latest**, begin with the Table of Contents. Roman numerals (iii, iv, v...) are acceptable for the front pages. However, Arabic numbers (3, 4, 5...) should begin no later than the first page of regular text. You should number consistently throughout the document (i.e. page numbers should be all at the top or all at the bottom.)

## **TITLE PAGE**

The title page must contain the following information: Title, Name, Degree, Department, University Name, Month and Year of Graduation. The year of graduation will either be January, May or August. See the sample title page.

## **TABLES AND FIGURES**

If you use tables, figures, and/or illustrations, you must include an itemized/numbered list of each. Please separate these lists on different pages.

## **ABSTRACT**

Dissertation abstracts must not exceed 350 words, thesis abstracts 150. See the sample abstract.

## **REFERENCES/BIBLIOGRAPHY**

You must include a complete bibliography at the end of the ETD that includes all works cited. Please follow the format most commonly used by your department.

## **PROOFING**

**You must have the format of your thesis/dissertation checked and approved by the School of Graduate Studies *before* you upload to OhioLink.** You can do this by emailing a copy of the entire PDF file to [etdsubmit@case.edu](mailto:etdsubmit@case.edu). Include your department or program name and the words “format check” in the subject line. Notice of approval (or corrections) will be sent back via email. Any ETD uploaded to OhioLink without prior approval will be deleted.

## **DOCTORAL GRADUATION FEES**

All Doctoral students graduating from Case Western Reserve University are assessed a graduation fee. The fee covers the cost of the expense to UMI/ProQuest for publishing your dissertation. **The current fee is \$87** (may be subject to change without notice). There is no graduation fee for Master’s students.

## **PUBLISHING**

It is a requirement of Case Western Reserve University to publish all doctoral dissertations through ProQuest/UMI. Master's theses are published *through OhioLink only*. Publication delays are approved through petition only under special circumstances and will require specific alternative submission procedures. Contact Graduate Studies for additional information.

## **COPYRIGHTS**

Authorship automatically and implicitly confers a copyright to the author, without any additional fee. However, a copyright can be registered with the U.S. Copyright Office, which will provide additional legal protections for your rights regarding your dissertation, for an additional fee. **Graduate Studies is no longer processing these requests. See the appropriate *Copyright Registration* document for further information.** If you do choose to copyright, please insert a "copyright page" into your document. If you are not copyrighting, then leave out this page.

## **COPIES**

Although you will submit your thesis/dissertation electronically, you may need to make printed copies for the members of your defense committee. It is the student's responsibility to deliver to each committee member a copy of the thesis/dissertation at least ten days prior to the defense examination date. Some departments may also require a copy of the thesis/dissertation for deposit in the department. Students should consult their advisers or department chairs concerning departmental requirements.

Some students wish to have copies bound for their own use. Contact the University Bookstore in Thwing (368-1661) for information on its binding service, or see the *Bound Copies Order Form* document (doctoral students only).

**This is a sample Title Page.**

THE ELECTRODEPOSITION OF NICKEL FROM  
MIXED SOLVENT SYSTEMS

by

JOHN JAMES DOE

Submitted in partial fulfillment of the requirements

For the degree of Doctor of Philosophy

Thesis (or Dissertation) Adviser: Dr. Joseph Jones  
**The above line is optional**

Department of Chemistry

CASE WESTERN RESERVE UNIVERSITY

January, 2005

*(Please list the Month and Year of your Graduation: either January, May, or August)*

**This is a sample Copyright Page.**

**Note: You do not need a copyright page unless you are applying for a copyright.**

**This is a sample Abstract Page.**

The Electrodeposition of Nickel from  
Mixed Solvent Systems  
*(Please be sure that the title is in Title Case – as shown)*

Abstract

by

JOHN JAMES DOE

**The abstract text begins here.**

**No more than 350 words for a doctoral dissertation.**

**150 words for a master's thesis.**

**Double space text.**