

**INFORMATION SHEET FOR COMMITTEE MEMBERS AND
STUDENTS PLANNING FINAL EXAMINATIONS**

This document provides general guidelines for successful completion of an advanced degree

Students planning to take the final oral defense of their dissertation or thesis should obtain a copy of the *Deadlines and Procedures Summary* the semester *before* they expect to graduate. Studying the *Summary* at that time affords the student an opportunity to complete deficiencies.

An *Application for Degree* must be filed with the Graduate School according to the schedule on the *Deadlines and Procedures Summary*. It is suggested that the *Application for Degree* be filed the semester before the student intends to graduate. An approved program *must* be on file in the Graduate School before the *Application for Degree* may be filed. Candidates *may not schedule* a final examination until an *Application for Degree* has been filed. Students should pay all fees when they submit Application for Degree.

Students preparing to schedule the final defense of their dissertation or thesis must obtain the *Dissertation/Thesis Acceptance/Final Examination Scheduling* form from the Program Section in the Graduate School. The following items will be checked for final acceptance at the Graduate School:

1. A digital copy of the dissertation/thesis must be submitted to the Graduate School five working days following your final examination.
2. Candidates planning to write a dissertation or thesis should consult with their committee to determine the particular format acceptable in their departments. Because a standard style for the body of the dissertation/thesis has not been agreed upon by scholars across disciplines, each department may be governed by a particular style manual. Because many formats are in use presently, one should be chosen and followed carefully. It is important to remember too, that the Graduate School will no longer make an editorial check of dissertations and theses.
3. The type of degree, the date of degree to be awarded, and the granting department on the dissertation/thesis must agree with the information on the Announcement of Orals. Committee names must also agree. In addition, the title on the title page and the student's name on the title page must agree *word-for-word* with the title and name on the abstract page.
4. All number of words in the body of the abstract must not exceed 350.
5. Copyright releases from publishers for any copyrighted material in any part of the document must be prepared and submitted in duplicate with the dissertation/thesis.
6. Verification that the student has received approval for use of human subjects or animals in research is required *before* scheduling the final examination. Please attach a copy of the approval form to the final exam scheduling form.
7. The title page, the signature page signed in *black* ink, and the abstract page must be submitted to the Graduate School on 100% cotton paper.
8. The following forms must also be submitted:
 - a. Hold Harmless Agreement Form (whether you are copyrighting or not)
 - b. Doctoral Dissertation Agreement Form (second to last page in the pamphlet, "Publishing Your Dissertation") (for doctoral candidates only)
 - c. Survey of Earned Doctorates (for doctoral candidates only – strongly recommended)
9. **Do not** follow the format of someone else's dissertation/thesis. This includes copies in the library. You may be copying their mistakes and/or rules may have changed.

DIGITAL DISSERTATIONS AND THESES GUIDELINES

All institutions require that doctoral dissertations be published, and Bell and Howell Information and Learning, formerly University Microfilms, International (UMI), is the recognized repository for dissertations. Washington State University has long subscribed to UMI to serve as the publisher, cataloger, and marketer of doctoral dissertations which are submitted in paper format. In 1997, UMI began converting all incoming paper dissertations to Adobe PDF format, and it is currently accepting dissertations in digital format.

Policies and procedures have been established by Washington State University to receive doctoral dissertations and master's theses in digital format via a networked server. The doctoral dissertations are then submitted to Bell and Howell Information and Learning for publication in digital format. Master's theses remain at WSU. Doctoral and master's candidates must submit their theses/dissertations in digital PDF format.

Policies

1. The WSU Graduate School requires a fully digital PDF version of the doctoral dissertation or master's thesis.
2. The candidates must submit a paper copy of the title page, abstract, and an original signature page all on 100% cotton paper to the Graduate School. Signatures should be in black ink.
3. The Graduate School will perform the format check electronically and provide guidelines to students when scheduling their final defense.
4. The WSU Libraries will house the server to which dissertations or theses in a digital format will be submitted. The digital copy must be in PDF format.

Procedure for Submitting Digital Dissertations and Master's Theses

1. Submit to the Graduate School an "Application for Degree" by the deadline established by the Graduate School. <http://www.gradschool.wsu.edu/current-students/formsfordegree.html#deadlines>
2. Ten working days prior to final examination defense date, submit to the Graduate School a completed, signed "Final Examination Scheduling Form" <http://www.gradschool.wsu.edu/current-students/formsfordegree.html> and a preliminary, complete digital paper copy of the dissertation/thesis. Check of dissertation/thesis occurs at this time for proper formatting. <http://www.gradschool.wsu.edu/current-students/DISSANDTHESES.pdf>
3. Five working days following a successful dissertation defense or master's final oral examination, send the digital copy of the dissertation or thesis in PDF format to the Library digital dissertation server <http://www.dissertations.wsu.edu/> . At the same time, submit a 100% paper copy of the title page, abstract, signature page and copyright acknowledgement form (aka: hold harmless agreement) to the Graduate School. Doctoral students must also submit a dissertation agreement form, an extra title page, an extra abstract, and the Survey of Earned Doctorate pamphlet.

4. If the dissertation or thesis is in other than PDF digital format or if the dissertation or thesis contains other formats embedded in the PDF document, contact Al Cornish (5-1895, cornish@wsu.edu) or Jerry Becker (5-2012, beckerg@wsu.edu) in the Library Systems Office to discuss how to submit the digital copy.
5. Procedure for sending digital dissertations or theses to the Library digital dissertation server:
 - Point the browser to: <http://www.dissertations.wsu.edu>
 - Click on “upload” and use the following logon:
Username: (*wsugrad*)
Password: (*dissertation*)
 - Complete the online form and submit it following the instructions on the form.
 - The name of the file you submit to the digital dissertation server must be submitted in the following format:
first initial_last name_student ID number. [file extension].
(example: j_smith_012345657.pdf)
 - Library Systems will notify the Graduate School when the digital dissertations or theses are received by the Libraries.
6. After final graduation clearance (approximately 30 days following Commencement), Graduate School informs the WSU Libraries.
7. Library Systems informs Technical Services Bibliographic Control of receipt of electronic dissertation/thesis so cataloging record can be created.
8. The electronic version is linked to the catalog record so library users can move directly from the Griffin catalog record to the electronic text of the dissertation/thesis by clicking on a hot link. A copy of the electronic version of the doctoral dissertation is sent to Bell and Howell Information and Learning for its electronic archives. The electronic version of the master’s thesis remains with WSU Libraries. (Paper versions of dissertations are delivered to Technical Services and prepared for binding [photocopy version] and shipment to Bell and Howell Information and Learning for microfilming [bond copy]). Dissertations are then cataloged.
9. After cataloging, the microform version of the dissertation is housed in Microforms, the photocopy version is shelved in the general stacks, and the bond version is housed in MASC. The electronic version is stored on a server in Library Systems.

DISSERTATION/THESIS GUIDELINES FOR

(double-spaced, inverted pyramid, capitalize)

WSU STUDENTS

By

(double-space to name, capitalize)

JANE ANN DOE

A dissertation/thesis submitted in partial fulfillment of
the requirements for the degree of

TITLE OF DEGREE

ie..Doctor of Philosophy or Master of Arts in History

*(double-space to degree; four spaces
to university; single space to degree
granting agency; double-space to date)*

WASHINGTON STATE UNIVERSITY

Department of History

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

DECEMBER 2002

*(following two lines **only** if you are copyrighting)*

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Dissertation only.

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(Note: This page is necessary only if you are copyrighting your dissertation/thesis. This is an unnumbered sheet, the signature page is still numbered ii.)

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To the Faculty of Washington State University:

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

Chair

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

ACKNOWLEDGMENT

This section entitled “Acknowledgment” should be used if the writer wishes to acknowledge the assistance received.

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

DISSERTATION/THESIS GUIDELINES

(double-spaced, inverted pyramid, capitalize)

FOR WSU STUDENTS

Abstract

by Jane Ann Doe, Ph.D.
Washington State University
December 2002

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

The text of the abstract follows at this point. The abstract must be under **350** words (**in the body**). One additional copy of a doctoral abstract is required for Dissertation Abstracts International. This copy should be placed in the box with the 100% cotton set of the dissertation/thesis and delivered to the Graduate School at the time the dissertation/thesis sets are submitted for final acceptance.

Doctoral dissertations will be microfilmed in their entirety by University Microfilms. Care must be taken in the preparation of the abstract since this will be published in Dissertation Abstracts International without further editing or revision. No footnotes, references, or unexplained abbreviations are to be used in an abstract since it is published separately.

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

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

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Dedication

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

(This page is optional)

CHAPTER ONE
INTRODUCTION

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

CHAPTER TWO

DISSERTATION/THESIS FORMAT NOTES

100% Cotton Fiber Paper

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

Corrections

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

Page Numbers

The page number is the only item designed to extend into the (minimum) 1 inch margins, however, there must still be a minimum 1/2" margin around the page number. Placement of page numbers must be consistent throughout the paper. You may number the pages in the upper right header or centered footer. If you are using "facing pages" it is advisable to use centered footers. **Each and every page must be assigned a page number.** Be consistent on where the pages numbers are located, preliminary pages and text pages should have the page numbers in the same location. On the title and half-title pages, the number is not shown but **must be accounted for.** (A sample half-title page follows.)

Preliminary pages (abstract, acknowledgements, table of contents, etc., are numbered with lower case Roman numerals (e.g., i, ii, iii, iv, v, vi). The text beginning with the Introduction (the first page which follows your "Dedication") is numbered with Arabic numerals and **always** begins with **page 1.** (Every page should have a number)

APPENDIX

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

Fonts

The font must be consistent throughout your paper. Some exceptions will be made for computer generated graphics and tables where it is not possible to match fonts exactly.

If you plan to use a dot matrix printer, please have a sample sheet approved by the Graduate School.

Handwriting

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

Photographs

Photographs should be neatly mounted on the appropriate paper. Please use a permanent adhesive such as Scotch Photomount Spray or rubber cement. The adhesive must be spread on the entire surface. There may not be any loose edges or corners. Black and white photos (or color photos) may be *color* copied onto the proper paper. Photo paper is okay to use for these purposes.

Facing Pages

Facing pages are used only in instances where a figure and caption will not fit on one page. If you elect to use facing pages, make sure you submit a list of facing pages—this will **not** be a part of your dissertation/thesis, a handwritten list of facing page numbers must be included with both copies turned in to the Graduate School

Please note that each of the pages will have a page number and the placement thereof.

*(If your dissertation/thesis will included “facing pages”,
it is simpler to have “centered footer page numbers”*

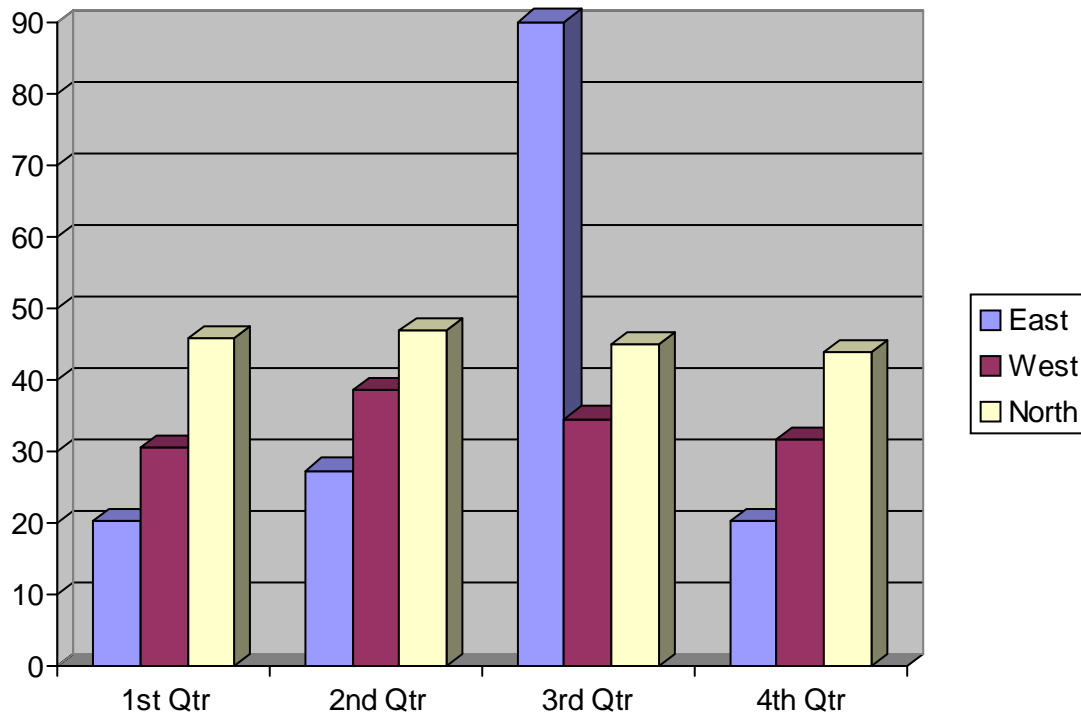


Figure 5: Effect of Mg-EGTA treatment of complement on antibody-dependent and -independent complement killing of *T. foetus*: Protozoa were incubated for 30 minutes with normal and Mg-EGTA-chelated complement-preserved hypogammaglobulinemic bovine serum (CNBS) in the presence or absence of dilutions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

CHAPTER THREE

ALTERNATIVE FORMAT FOR DISSERTATION AND THESIS

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

1. The alternative format for dissertation/thesis shall consist of at least one (for Master's thesis) or at least two manuscripts (for Doctoral dissertation), based upon research done at Washington State University, either previously published or to be published.
2. The graduate student is to be the major contributor and writer of the manuscript, as usually represented by sole author. In the case of multiple authorship, the contribution of each author is to be detailed in the Introduction or separate Attribution page.
3. The graduate student is to provide the Graduate School with a letter of copyright release for previously copyrighted material.
4. Whether previously published or to be reviewed, the manuscript shall be formatted to fit within the margins acceptable by Graduate School, be printed in a single font style throughout, on one side only and copied onto appropriate paper (100% cotton paper and regular paper).
5. The dissertation/thesis including the manuscript is to be paginated consecutively.

6. Archival photographs of halftone information, properly identified, are to be included in the manuscript. Photocopies of photographs can be substituted only when of high quality.
7. The dissertation/thesis is to include a title page, signature page, abstract, and table of contents as specified by the Graduate School.
8. In the case of dissertations/theses composed of multiple manuscripts, the student must include additional materials that serves to integrate the presentation of the manuscripts. These could include a General Introduction, Discussion, and/or Conclusion. Full citations of previously published work must be included.
9. With the exception of procedures outlined here, the submission of the manuscript format for dissertations and theses should be in accordance with the policies and procedures set forth by the Graduate School.
10. When manuscripts are published (to be published) in different journals where styles vary, the introduction must include an explanation of the different formats. The manuscripts can, therefore, be written in the style specified by the journal(s).

(GSC approved 4/23/91)

10/04

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8/2007

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