Western Illinois University, School of Graduate Studies

Guidelines for Preparation and Submission of Electronic Theses and Dissertations

(Revised 7-2-13)

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WESTERN ILLINOIS UNIVERSITY

Introduction

Format, style, method of presenting bibliographies, etc., vary in departments depending on the subject matter field of the thesis/dissertation. In spite of differences, however, some uniformity is expected in all theses/dissertations submitted in partial fulfillment of requirements for advanced degrees. The following are certain points of information which may be useful to students in preparing theses/dissertations. Along with certain requirements are suggestions which should be followed, unless the student is otherwise directed by his departmental thesis/dissertation committee and/or his advisor.

The thesis or dissertation is a final document and not a copy document for submission to a journal. The Graduate School Guidelines, which reflect the formatting recommendations of ProQuest as well as many of the recent advancements in publication technology, specify these important differences. They are:

1. The thesis or dissertation must not carry running headings;
2. Tables and figures are placed where they belong in the dissertation and no notation is placed in the text as "Table 1 here".

General Instructions

WIU theses and dissertations reflect on the student, the department, and the University. Thus, it is in all our interests that they are of the highest quality and format.

The graduate student's original thesis/dissertation will be permanently housed in the University Archives and cataloged so that it will be available to researchers. A copy will be available via interlibrary loan upon request.

Thesis/Dissertation Committees
The thesis/dissertation committee shall be comprised of a minimum of three departmental faculty, of which one shall serve as chair. The chair must be a full member of the graduate faculty. Other committee members must be full or associate members of the graduate faculty. Additional graduate faculty can be added to the committee per departmental policy.

Research – Human Subjects
Any research that involves human subjects, whether funded or not, that is undertaken by WIU faculty, academic staff or student or supported by Western Illinois University, must be reviewed by the WIU Institutional Review Board (IRB). Prior to collecting any data from human subjects for research purposes or soliciting subjects for a research study, approval must be granted by the IRB.

A research protocol MUST be reviewed by the IRB under these guidelines if it meets all three of the following criteria: 1) it involves human beings as subjects (this includes surveys and interviews); 2) it is research as defined by University guidelines; and 3) the intention to publish or disseminate results OR the POSSIBILITY of publishing or disseminating results exists. If a project meets these criteria, the protocol must be reviewed and receive an exemption or approval through the expedited or full board review process. For more information see http://www.wiu.edu/sponsored_projects/compliance/index.php.

Copyright
It is the student's responsibility to obtain permission to reproduce copyrighted material such as adapting all or part of a table or figure from a copyrighted source for inclusion in their thesis or dissertation. When permission is granted, the reproduced table or figure must be noted with the original author and copyright holder.

Compliance with copyright law is imperative. Information on copyright issues is available from the following web sites:

* AAP (www.publishers.org)

* UMI Copyright Law and Graduate Research (www.proquest.com/en-US/products/dissertations/copyright/)

Submitting Electronic Theses and Dissertations
Go to www.etdadmin.com/wnill to submit electronic thesis or dissertation.

ETD Submission Fee
For the latest fees, go to www.etdadmin.com/wnill. Submission fee includes one bound copy for the WIU library. If the thesis or dissertation is to be copyrighted, an additional fee is required.

Filing of Theses and Dissertations
An original approval form must be submitted to the School of Graduate Studies when submitting an electronic thesis or dissertation.

Doctoral Survey Form
Survey of Earned Doctorate forms should be submitted to the School of Graduate Studies, Sherman Hall 116 prior to commencement.

Deadline Dates for Submission
Submission of final thesis/dissertation is the **Friday before finals week**.

Application for graduation must be received by **March 10** (spring semester), **June 10** (summer term) and **October 10** (fall semester).

Responsibility for Preparation and Evaluation of Theses/Dissertations

The Graduate Student's Responsibility
The content, research quality, grammatical style, and spelling of the thesis/dissertation is the responsibility of the student and the department. University Archives and the School of Graduate Studies, however, reserve the right to reject original copies of the thesis/dissertation which contain gross examples of the following problems:

Missing pages or appendixes
Misnumbered pages, or pages without numbers
Margins narrower than specified herein

The Thesis/Dissertation Committee's Responsibility

1. Approve the subject matter and methodology of the research.
2. Approve the organization, content and format.
3. Review the quality of data and evidence, logical reasoning and the editorial, linguistic and bibliographic quality.
4. Evaluate the thesis or dissertation as a basis for certification that the student has fulfilled the requirements of the degree for which the student is a candidate.
5. Provide counsel and advice upon request by students and members of the student's committee about the format aspects of theses and dissertation preparation.
6. Check the final draft of each thesis or dissertation to insure that it has been prepared in conformity with the requirements of this guide.

Suggested Writing Style

The student's thesis/dissertation committee is responsible for judging the acceptability of the thesis/dissertation from all standpoints, including writing quality, neatness, mechanical considerations, and technical and professional competency. Committee members attest to acceptability when they sign the Approval Form.

Each department has an acceptable style or styles for theses and dissertations prepared by its graduate students. Students should become thoroughly familiar with their department's acceptable style before they begin preparing their thesis/dissertation.

DEPARTMENT	STYLE
Biology	Council of Biological Editors
Communication	APA
Communication Sciences and Disorders	APA
Computer Science	APA
Counseling	APA
Educational and Interdisciplinary Studies	APA
Educational Leadership	APA
Engineering Technology	APA
English	MLA
Geography	Chicago
History	Chicago
Instructional Design and Technology	APA
Kinesiology	APA
Law Enforcement and Justice Administration	APA

Mathematics	APA; LaTeX processor
Political Science	APSA

*APA: American Psychological Association Publication Manual
*APSA: American Political Science Association
*MLA: Modern Language Association Handbook for Writers of Research Papers

Students not given special directions by their departments regarding style are referred to the following publications:

* Campbell, William Giles and Stephen Vaughan Ballou, Form and Style-Theses, Reports, Term Papers. 8th edition. Boston: Houghton Mifflin Co, 1990.

* Turabian, Kate L., A Manual for Writers of Term Papers, Theses, and Dissertations. 8th edition. Chicago: University of Chicago Press, 2013.

Formatting Guidelines

(DO NOT USE COPIES OF THESES AND DISSERTATIONS IN THE LIBRARY FOR FORMAT SINCE POLICIES CHANGE)

Formatting at a Glance

1. Font = Times New Roman or equivalent
2. Font size = 10 or 12 point
3. Spacing = double space
4. Margins = 1 ½" left; 1" right, top and bottom
5. Page numbering - style and location = See page 6
6. Abstract - 350 words or less
7. Composition = 3 main parts (preliminaries, text and references).
8. Writing style = Follow style suggest by department
9. Approval/signature page
10. Submit thesis/dissertation to www.etdadmin.com/wnill
    A. Go to www.etdadmin.com/wnill for additional information.
    B. Embed all fonts
    C. Submit in PDF format
    D. Copies (once paper is submitted to ProQuest, additional copies may be requested from another vendor, if desired.) Here are some helpful suggestions:
        i. Keep your flashplayer up-to-date.
        ii. Turn off RGB unless color print is desired. Go to "Font-print black only".
        iii. If there is a problem uploading your document, try a different browser (Firefox, Safari or Explorer.

Font
Type should be Times New Roman, or a typeface that approximates it, and either 10 or 12 point size.

Spacing
The body of the document must be double spaced. Extended direct quotations should be presented consistently with the style manual selected.

Margins
Leave a 1 1/2 inch margin on the left side and a 1 inch margin on the right side, the top, and the bottom. These margins are needed to allow for margin loss in the binding process.

*Numbering of Page*s
Number each page, except the copyright, title and abstract pages. Preliminary pages are numbered with small Roman numerals and centered at the bottom of each page 1 inch from the edge. In the text and reference topics sections, place the number in the upper right-hand corner, 1/2 inch below the top edge and 1 inch from the right side edge. The first page of each chapter/section should be numbered at the bottom, center of the page, 1 inch edge.

Preparation of Abstract
The major purpose of the abstract is to give information which will enable the scholar to decide whether to read the complete work. The following information is generally included:

* A brief description of the problem
* A description of the methods, techniques, and data used
* The major finding of the study

The abstract should not exceed 350 words. The word "ABSTRACT" should appear centered 1 inch from the top edge of the page followed by three spaces before the beginning of the abstract text.

Composition
A thesis or dissertation is usually composed of three main parts: preliminaries, text, and references. Preliminaries are paginated with small Roman numerals. Text and references are paginated with Arabic numerals.

Thesis samples - www.wiu.edu/graduate_studies/thesis_and_disseratation/ThesisSamples.pdf
Dissertation samples - www.wiu.edu/graduate_studies/thesis_and_dissertation/DissertationSamples.pdf

Preliminaries:

Thesis	Dissertation
* Title page of abstract	* Title Page - not numbered
* Abstract - not numbered	* Copyright
* Approval Page - not numbered	* Approval page - not numbered (assumed to be "ii")
* Title Page - not numbered (assumed to be "i")	* Abstract - not numbered (assumed to be "iii")
* Acknowledgments - small Roman numeral (page number is "ii")	* Dedication- small Roman numeral
* Table of Contents (including appendixes) with page references - paging follows consecutively in small Roman numerals	* Acknowledgments - small Roman numeral

* List of Tables with page references - paging follows consecutively in small Roman numerals
* List of Figures with page references - paging follows consecutively in small Roman numerals
* Table of Contents (including appendixes) with page references - paging follows consecutively in small Roman numerals
* List of Tables with page references - paging follows consecutively in small Roman numerals
* List of Figures with page references - paging follows consecutively in small Roman numerals

Text

* Introduction (start with page 1)
* Main body, with large divisions and more important minor divisions indicated by suitable headings (use consecutive Arabic page numbers)

Reference Topics

* Bibliography of Literature cited (continue with Arabic pagination)
* Appendixes (continue with Arabic pagination)

Additional resources and guidelines for submitting a thesis or dissertation electronically can be found at www.etdadmin.com/wnill. Fees must be paid to ProQuest at time of submission.

ETD Submission Process

1. Read the School of Graduate Studies Guidelines for Preparation of Theses/Dissertations.

2. Write your thesis or dissertation. Follow your departmental style guide.
   a. The document should be in PDF format
   b. Do not use compression or password protection
   c. All fonts must be embedded in the document
   d. External/Internal links to multi-media files should be identified in the Abstract
   e. Use only acceptable file formats for multi-media files
   f. ETD Options: Traditional (preferred) or Open Access (additional fee)

3. Have your committee sign the Approval Form

4. Submit Thesis/Dissertation Approval form to the School of Graduate Studies

5. Student submits documentation to www.etdadmin.com/wnill (ProQuest server) *
   a. A password is provided for access
   b. Student enters the requested info
   c. Document is uploaded in PDF. (Must be ONE pdf file.)
   d. Document is reviewed and submitted by the student
   e. Student receives email confirmation that ETD has been submitted
   f. Grad School receives notice of submission.

6. School of Graduate Studies reviews the document for compliance with policy and format. One of the following emails will be sent to the student the status:
    a. Accepted as complete
    b. Revisions requested
    c. Rejected

    The student will revise the electronic document until it has been approved.

7. Upon final approval of thesis or dissertation, student may order copies from an outside vendor (see Bound Copies section).

8. School of Graduate Studies submits document to ProQuest after graduation.

*For Technical Assistance, you may contact ProQuest. You may also contact the School of Graduate Studies at 309.298.1806.

Fees
For the latest fees, go to www.etdadmin.com/wnill. Submission fee includes one bound copy for the WIU library. If the thesis or dissertation is to be copyrighted, an additional fee is required.

Bound Copies
If you are ordering bound copies from ProQuest, it may take 6 months to a year to receive the copies.

ProQuest (www.etdadmin.com/wnill) is the official site for submission of your thesis/dissertation. Upon submission, one copy is automatically ordered for the WIU library. However, once your thesis/dissertation has been approved by the Graduate School, you may order additional copies from a vendor other than ProQuest, such as www.thesisondemand.com. Other vendors can be located by Googling "thesis binding". WIU cannot and does not endorse nor warrant completeness or accuracy of data provided by other websites.

Contact your adviser before placing your order to make sure you order the correct number and size of copies required by your degree department.

Graduation Information

Application for Graduation - All students, whether attending the commencement ceremony or not, must submit an application for graduation. The form is available at the School of Graduate Studies or on the Graduate School website (www.wiu.edu/graduate_studies/current_students/forms/clear.pdf). Deadline to apply is March 10 (June 10 for the summer term, and October 10 for the fall semester).

Letters of Completion - If requested, a letter will be prepared for students who have been cleared for graduation by the School of Graduate Studies and the department. The letter states that all requirements have been met and that the degree will be awarded on a specified date. Therefore, letters of completion can be issued only after completion of all degree requirements. Letters may be requested at the School of Graduate Studies

Frequently Asked Questions Regarding
Electronic Thesis/Dissertation Submission

What is ETD?
Electronic Theses and Dissertations (ETDs) provide a method for graduate students at Western Illinois University to submit theses and dissertations.

Electronic submission provides a technologically advanced medium for expressing ideas by incorporating multimedia objects. You may prepare your ETD using nearly any word processor or document preparation system. Theses and dissertations must be submitted as a PDF file and be ONE document. ETD may include color diagrams, color images, hypertext links, audio, video, animations, spreadsheets, databases, simulations, and virtual reality worlds. The inclusion of new multimedia can allow students to better express ideas.

Electronic submission improves graduate education through more effective sharing and provides an opportunity to better express ideas. Access is world-wide, timely and economical.

Why ETD?
Electronic submission increases availability of research and allows it to be shared more effectively. Access is world-wide, timely, and economical. Work is preserved as submitted: with the "born digital" version, all color images, graphs, multimedia files, etc., can be captured exactly as ~~you~~ intended. ETDs also provide true accessibility for the vision-impaired, since only PDFs created from the original electronic document are readable.

Why must ETDs first be converted to PDF format in order to be submitted?
PDF is the format chosen not only by other universities accepting ETDs but also by the United States Government to provide universal electronic access to government documents. The PDF format from Adobe is widely used in digital document repositories because it was developed to bridge the gap between digital documents that are printed and digital documents that can be read online.

What if I cannot convert all of the data included in my manuscripts to PDF?
In those specific cases, you will utilize PDF for text, and attach files in other formats. A significant advantage of ETDs is the flexible medium provided, with complex combinations of text, graphs, sound, and other multimedia possible for the ETDs.

Why submit electronically?
By preparing an ETD and submitting it electronically you are learning about electronic document preparation and about digital libraries. These two concepts are the future of scholarly communication; therefore, you are preparing yourself for your future in the Information Age. Furthermore, you may be able to better convey the concepts of your thesis or dissertation by incorporating the use of digital media (audio, video, 3-D renderings, hyperlinks, images, databases, spreadsheets, simulations, virtual reality landscapes).

How will people be able to access my ETD?
Each one will be included in the ProQuest Dissertations & Theses (PQDT) database, through which academic researchers around the world can gain access to your published graduate work. It is the most comprehensive collection of dissertations and theses in the world, and is the best method of ensuring that your research gains the widest possible audience. Access to your citation is free, and libraries and researchers can purchase a copy of your graduate work in a variety of formats – print, PDF, or microform. Additionally, the WIU Libraries will catalog your dissertation or thesis and provide a direct link to it from

the website, www.wiu.edu/library.

What are the advantages of making my ETD freely accessible?
The advancement of knowledge in the world, scientific discovery, and scholarly communication all depend upon research being made freely available to others. When this is accomplished electronically, it enables a wide audience for your research and can be accomplished in a cost effective manner. This stimulates graduate education and research. It also ensures that you are credited for your work.

Name: _____ ID: _____ Semester: _____ Degree: _____

Western Illinois University
School of Graduate Studies

Thesis Checklist

All revisions are due by the Friday before finals week. Any questions, contact the School of Graduate Studies or the department. Thesis samples

Margins/Type/Spacing

___Left margin = 1.5"; right, bottom and top = 1"
___Times New Roman, size 10 or 12
___Double-spaced (long quotations and footnotes are single-spaced)
___Triple space after every chapter title line
___Single space indented lengthy quotes

Title Page of Abstract (not numbered)

___Title (ALL CAPS)
___Student's name (ALL CAPS)
___Date of graduation

Abstract (not numbered)

___No more than one page

Approval page (not numbered)

___Student's name (ALL CAPS)
___Committee members named
___Date (month and year) of graduation

Title page of Thesis (not numbered; assumed i)

___Title (ALL CAPS)
___Student's name (ALL CAPS)
___Date of graduation

Acknowledgments (numbered ii)

___No more than one page
___Small Roman numeral bottom center

Table of Contents

___Roman numerals bottom center
___Must list all headings and subheadings (including abstract, lists, tables, appendixes, references)
___List of headings/subheadings must match headings/subheadings of chapters EXACTLY

List of Tables and Figures

___Format similar to Table of Contents
___Titles and captions must agree with titles and captions listed within document EXACTLY

Chapters

___Chapter headings – ALL CAPS
___First page of each chapter numbered bottom center
___Remaining pages numbered top right (1/2" from top)

Appendixes

___Title page only numbered bottom center
___Remaining pages numbered top right

References

___Must be alpha, double-spaced

Notes:

WESTERN ILLINOIS UNIVERSITY

Western Illinois University
School of Graduate Studies
1 University Circle
Macomb, IL USA 61455-1390
Phone (309)298-1806; Fax (309)298-2345
www.wiu.edu/grad
Email: Grad-Office@wiu.edu

7-2-13

Name: _____ ID:_____ Semester: _____ Degree:_____

Western Illinois University
School of Graduate Studies

Dissertation Checklist

All revisions are due by the Friday before finals week. Any questions, contact the School of Graduate Studies or the department adviser.
Dissertation samples.

Margins/Type/Spacing

___Left margin = 1.5"; right, bottom and top = 1"
___Times New Roman, size 10 or 12
___Double-spaced (long quotations and footnotes are single-spaced)
___Triple space after every chapter title line
___Single space indented lengthy quotes
___Pages in order; no missing page numbers

Title Page (not numbered)

___Title (ALL CAPS)
___Date (month and year) of graduation (must agree with approval and abstract page)
___Student's name (ALL CAPS)
___Doctoral program listed

Copyright – Required (not numbered or counted)

___Precedes all pages except Title page
___Centered
___Date must agree with Title page

Approval page (not numbered; assumed ii)

___Title exactly the same as Title page (ALL CAPS)
___Student's name (ALL CAPS)
___Committee members named
___Date (month and year) of graduation (Must agree with title and abstract page)

Abstract (not numbered: assumed iii)

___Title – exactly the same as title page; mixed case
___Month/year of graduation (must agree with Title and Approval pages)
___Name and degrees earned
___Dissertation chair included

Dedication (not required)/Acknowledgment

___No more than one page
___Small Roman numeral bottom center

Table of Contents/List of Tables & Figures

___Roman numerals bottom center
___List all headings and subheadings, including abstract, lists, tables, appendixes, references
___List of headings/subheadings must match headings within dissertation EXACTLY
___Lists – format similar to Table of Contents page

Text

___Chapter headings (ALL CAPS)
___Chapter title pages numbered bottom center; remaining pages numbered top right

References

___Must be alpha; double-spaced

Appendixes

___Page # - bottom center ("Appendixes" page only)
___Each appendix has own title page
___Appendix A, etc – title in mixed case
___Page number top right

Vita

___Page number bottom center
___Name (ALL CAPS)
___Address – mixed case

Notes:

Placement of headings (APA 6th Ed.):

CHAPTER 1
INTRODUCTION (ALL CAPS) Level 1
Heading (center; bold, mixed case)
Level 2 Heading (mixed case, bold)
Level 3 Heading (indented, bold and followed by a period, space and first sentence).
Level 4 Heading (indented, italicized, bold and followed by a period, space and first sentence).

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