

Thesis Publication Manual
St. Thomas University
2012-2013

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author's acknowledgment of this responsibility is including in Appendix A of this manual and must be signed by the writer, witnessed, and included in the thesis.

A sample Copyright Permission Letter is available from ProQuest at http://www.proquest.com/assets/downloads/products/UMI_CopyrightGuide.pdf if the writer wishes to use copyrighted material beyond the scope of Fair Use in her or his thesis. This form would need to be included as an Appendix to the published thesis.

Library Release Page

The University Library at St. Thomas University does request, but does not require, that all students include a Library Release Page in his or her thesis that gives the library permission to provide electronic copies of the thesis through the Library's catalog, migrate the thesis into other media as technology changes, and make copies of the thesis for individuals for scholarly purposes. This Release Page does not allow the Library to sell or publish the thesis. See the model Library Release page in Appendix B of this manual.

STYLE

Introduction

The entire thesis must follow the style requirements described in this document, except when the published guidelines of the student's academic program state otherwise, or when the thesis director grants written permission to make an exception.

Diction

The thesis is a formal document, therefore all words used in the thesis should reflect their standard dictionary meaning. Except for within quotations, the thesis should not contain any contractions, slurs, slang, or jargon.

Grammar and Spelling

The thesis must follow the rules for grammar and spelling as described in the style manual adopted by the academic program for which the thesis is being written. It should reflect standard U.S. English grammar, spelling, usage, mechanics, and punctuation.

Inclusive Language

The thesis must use inclusive language, and not demonstrate any bias towards individuals based upon race, ethnicity, religion, gender, ability, socio-economic status, or sexual orientation.

Verb Tense

The majority of the thesis should be written in the present verb tense. Writers should be very careful about shifting verb tenses especially between chapters.

Voice / Person

The entire thesis should be written in a third person active voice.

PREPARATION

Abstract

All abstracts must be under 350 words.

Acknowledgments

The thesis may include a page of acknowledgments to recognize the people who have helped the writer with his or her thesis. This page should be placed between the abstract and the table of contents. If a dedication is included with the thesis, it should follow the acknowledgements' page.

Addenda

The thesis may include addenda for supplementary materials including audio files, spreadsheets, video files, etc... Please consult the "Supplementary Digital Material Guide" from UMI, http://www.proquest.com/assets/downloads/products/UMI_SupplementaryMaterialsGuide.pdf, for additional regulations. These materials should be clearly labeled with the thesis's title, contain directions for their use, and a description of their contents. The addenda should be listed on the thesis's Table of Contents without page numbers. No supplementary material will be included with the thesis without proper copyright permission.

Appendices

The thesis may include appendices of supporting documents including letters to subjects, directions, samples of instruments, copyright permissions releases, etc... Each Appendix should be included in the thesis's Table of Contents and have page numbers.

Charts, Graphs, and Illustrations

The thesis may include charts, graphs, and illustrations, but all of these materials must fit within the margins of the thesis. In consultation with the committee these materials may be in color, but it is strongly recommended that they be reproducible in gray scale. The labeling of charts, graphs, and illustrations must conform to the style manual adopted by the academic program and use the same font as the rest of the thesis.

Font

The thesis should use a ProQuest recommended TrueType font and point size including Arial 10 pt, Georgia 11 pt, Tahoma 10 pt, Times New Roman 12 pt, or Verdana 10 pt. Headings should be between 14-20 pt in the same font. This guideline applies to all text in the thesis including page numbers, charts, graphs, addenda, and appendices.

Foreign Language

The thesis must be written in English unless the writer receives written permission from his or her director in another language. This permission must be included in the thesis as an appendix.

Any quotations written in a foreign language used within the thesis must have an English translation provided in the text, a footnote, or an endnote.

Headings

Headings must remain constant throughout the entire document and must follow the guidelines in the style manual that the student's program has chosen.

Length of Thesis

The thesis must be at least 75 pages in length, but the writer must rely upon feedback and direction from his or her director to find the total number of pages needed to cover the subject. If the thesis is longer than 400 pages, it must be bound in multi-volumes with the pages evenly divided among the volumes. The page numbers in such a thesis must run consecutively, and each volume must have its own Title Page with the designation "Volume One of Two" and "Volume Two of Two."

Margins

Since the final copy of the thesis will be bound, the margins must be larger to allow for easier reading. The margins should be 1 inch on the top, bottom, and right hand side and 1 ½ inches on the left hand side. All materials including graphs, tables, and footnotes must fit within these margins.

Numbers

The use of numbers must conform to the usage outlined in the style manual adopted by the academic program.

Order of the Contents

Page	Page Number
Title Page	not numbered
Copyright Page	Roman Numeral ii
Copyright Acknowledgment Page	Roman Numeral iii
Library Release Page	Roman Numeral iv
Abstract	Next Consecutive Roman Numeral
Acknowledgments	Next Consecutive Roman Numeral
Dedication	Next Consecutive Roman Numeral
Table of Contents	Next Consecutive Roman Numeral
List of Illustrations	Next Consecutive Roman Numeral

List of Charts or Graphs
Chapter One through Chapter xx
Endnotes (if used)
Appendices
Bibliography or References
Annotated Bibliography
Addenda (if used)

Next Consecutive Roman Numeral
Arabic Numerals
Next Consecutive Arabic Numeral
Next Consecutive Arabic Numeral
Next Consecutive Arabic Numeral
Next Consecutive Arabic Numeral
Not Numbered

Pagination

Except for the Title Page of the thesis, every page should have a page number. All pages before the first page of Chapter One should contain a lower case Roman numeral beginning with “ii” on the copyright page. Beginning on the first page of Chapter One and running until the last page of the last appendix, each page should contain an Arabic number, 1, 2, 3, etc... in the lower or upper right hand corner, which runs consecutively from 1 to the end of the document.

Paper

The paper used for the final copy of the thesis that is bound must meet all of the following requirements, which are all available from ProQuest for a library binding.

1. 8 ½ by 11 inches printed in the portrait position
2. Plain white without any pattern or texture
3. Marked as “acid free”
4. At least 20 lbs weight
5. Contain at least 25% rag or cotton fiber
6. Must not be folded, been stapled, bent, torn, or have any holes punched in it

Printing

It is the writer’s responsibility to check the quality of all printed and digital copies of the thesis before submitting it to St. Thomas University Library. Theses with mistakes or that do not follow the rules of the style manual and of this guide will be returned to the author, and the author must have newly corrected copies bound at his or her own expense.

References

All material cited in the text of the thesis must appear on the bibliography or reference page of the thesis, and every entry in the bibliography must correspond with at least one citation in the body of the thesis. A missing reference will lead to the thesis being returned to its author for correction and rebinding.

Spacing

The entire thesis must follow the spacing requirements in the style manual chosen by the student’s program.

Style Manual

All theses are required to follow the rules of the style manual adopted by their academic program. When that style manual and this manual disagree, this manual's rule must be followed. The writer will be required to follow the edition of the style manual that was the most recent edition published when he or she was accepted into his or her academic program. But the writer is given an option to use the most recent edition of the style manual when he or she begins writing the thesis. Any changes or modification of the required style manual would require signed approval from the director that must be included in the thesis as an Appendix.

Table of Contents

The thesis must include a Table of Contents, which must provide page numbers for all elements of the thesis. The Table of Contents should include the name of each chapter and appendix rather than just Chapter One, Chapter Two, etc... The heading of each element in the Table of Contents should be the same in all locations. See the Table of Contents of this publication manual for an example.

Title Page

A model Title Page is available at the end of this manual. All elements that are included in the model must appear that way on the thesis Title Page.

Name

The writer's full name should appear on the Title Page as it appears on the writer's academic records at St. Thomas University. If the name is hyphenated, contains an initial, or has additional elements such as Jr. or III, the name must be consistent with the student's academic records.

The order of the name should follow the common pattern in the United States of first (given) name and family name unless permission is received for a different name order because of ethnic or linguistic heritage. On the Title Page, the name is followed by the initials for highest previously earned academic degree without any mention of majors or specialties. No titles such as Rev., Fr., or Sr. should be listed in front of the writer's name.

Title

The title of the thesis should be clear and reflect the content of the document. It should be between three to nine words and appear exactly the same in all locations. The title should be written in English and not contain any characters that are not available in standard English word processing fonts. It should also not contain any superscripts or subscripts. Subtitles should appear after the main title and a colon and be written in a smaller font size than the

main title. All words in the title, except for short prepositions, “a,” “an,” and “the” must be capitalized.

Date

The date on the Title Page of the thesis must be the date that the final draft is approved by your director. It should include the month, day, and year. For example:

April 7, 2010

PUBLISHING THE THESIS

St. Thomas University offers the option for students to submit their thesis to ProQuest for publication in *Dissertation and Thesis Abstracts*. Instructions for the ProQuest’s *Dissertation and Thesis Abstracts* may be found on the library homepage under the link for “Dissertation Submission.” All theses are to be considered public and published documents available from St. Thomas University Library and/or ProQuest’s *Dissertation and Thesis Abstracts*.

Binding Copies

Students are required to order a hardcover bound copy and an electronic copy of their thesis to the St. Thomas University Library.

Electronic Copies

St. Thomas University Library asks that an electronic copy of the thesis be submitted along with the bound copy. Please make embedded fonts in the PDF that is submitted to ProQuest.

Quality Control

All St. Thomas University theses are subject to quality control. If a thesis is found to contain major quality issues in format, style, and/or preparation, the writer will be required to provide a corrected copy to the Library.

Appendix A

**Acknowledgement Form
St. Thomas University**

I, the writer's full name, understand that I am solely responsible for the content of this thesis and its use of copyrighted materials. All copyright infringements and issues are solely the responsibility of myself as the author of this thesis and not St. Thomas University, its programs, or libraries.

Signature of Author

Date

Witness

Date

Appendix B

St. Thomas University Library Release Form

Title of Thesis

Author's Name

I understand that US Copyright Law protects this thesis against unauthorized use. By my signature below, I am giving permission to St. Thomas University Library to place this thesis in its collections in both print and digital forms for open access to the wider academic community. I am also allowing the Library to photocopy and provide a copy of this thesis for the purpose of interlibrary loans for scholarly purposes and to migrate it to other forms of media for archival purposes.

Signature of Author

Date

Witness

Date

Appendix C
Model Title Page

Title of the Thesis

By: Author's Name

Date

Submitted in Partial Fulfillment of the Requirements for (name of the degree)

St. Thomas University
Miami Gardens, Florida

Approved:

(Name of director, title, and affiliation)

(Name of committee member, title, and affiliation)

(Name of committee member, title, and affiliation)

(Name of committee member, title, and affiliation)