

Thesis Publication Manual

St. Thomas University
July, 2016

Table of Contents:

Introduction.....	3
Copyright:	
Copyright Page.....	3
Fair Use and Copyright Acknowledgement Form.....	4
Library Release Page.....	4
Style:	
Introduction.....	5
Diction.....	5
Grammar and Spelling.....	5
Inclusive Language.....	5
Verb Tense.....	5
Voice / Person.....	5
Preparation:	
Abstract.....	6
Acknowledgments.....	6
Addenda.....	6
Appendices.....	6
Charts, Graphs, and Illustrations.....	6
Font.....	6
Foreign Language.....	7
Headings.....	7
Length of Thesis.....	7
Margins.....	7
Numbers.....	7
Order of the Contents.....	7
Pagination.....	8
Paper.....	8
Printing.....	8
References.....	8
Spacing.....	8
Style Manual.....	9
Table of Contents.....	9
Title Page.....	9
Name.....	9
Title.....	9
Date.....	10
Publishing the Thesis:	
Binding Copies.....	10
Electronic Copies.....	10
Quality Control.....	10
Appendices:	
Appendix A: Copyright Acknowledgement Form.....	11
Appendix B: Library Release Form.....	12
Appendix C: Model Title Page.....	13
Appendix D: Thesis Manual Acknowledgement Form.....	14

Thesis writers are encouraged to discuss copyright options with their advisor. Library staff are also available to help answer questions. More information on the author's rights may be found on the webpage of the Copyright Office at the Library of Congress at <http://www.copyright.gov/> or through the thesis Copyright Guide available from ProQuest available at: http://media2.proquest.com/documents/UMI_CopyrightGuide.pdf .

Fair Use and Copyright Acknowledgement Form

The writer is expected to know and follow U.S. Copyright Law in his or her thesis. When using materials including poetry, photographs, graphs, and any other copyrighted materials whose copyright is not held by the author, including material written by the author and published in other sources, in a manner that does not meet the legal standards for Fair Use, the writer must obtain written permission from the copyright owner and include a copy of that permission in an Appendix of the thesis. All copyright infringements and issues are solely the responsibility of the writer and not St. Thomas University, its programs, or libraries. The form stating the author's acknowledgment of this responsibility is included 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://media2.proquest.com/documents/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, gender identity, 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

The thesis must include an 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://media2.proquest.com/documents/UMI_SupplementaryMaterialsGuide.pdf, for additional regulations. These materials should be clearly labeled with the thesis’s title, and they should 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 on fonts 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. 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, in a footnote, or in an endnote.

Headings

Headings must remain constant throughout the entire document and must follow the guidelines in the detailed in the Thesis Publication Manual.

<u>Level of Heading</u>	<u>Format</u>
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Upper and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

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 1½ 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 style 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 (if used)	Next Consecutive Roman Numeral
Dedication (if used)	Next Consecutive Roman Numeral
Table of Contents	Next Consecutive Roman Numeral
List of Illustrations	Next Consecutive Roman Numeral
List of Charts or Graphs	Next Consecutive Roman Numeral
Chapter One through Chapter xx	Arabic Numerals
Endnotes (if used)	Next Consecutive Arabic Numeral
Appendices (if used)	Next Consecutive Arabic Numeral
Bibliography or References	Next Consecutive Arabic Numeral
Annotated Bibliography	Next Consecutive Arabic Numeral
Addenda (if used)	Not Numbered

Pagination

Except for the Title Page of the thesis and Addenda, 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-right or upper-right-hand corner that runs consecutively from 1 to the end of the document (excluding Addenda).

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 to at least one citation in the body of the thesis. A missing reference will result in 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 may choose to use the most recent edition of the style manual published at the time he or she begins writing the thesis. Any changes or modification of the chosen 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 Appendix C 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 and nine words and appear exactly the same in all locations. The title should be written in English, and it should 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 should 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 Thesis and Dissertation Guides. All theses are to be considered public and published documents available from St. Thomas University Library and/or ProQuest's *Dissertation and Thesis Abstracts*. After the University Library accepts a thesis as ready for publication, the Library Administrator sends a Thesis Approval Form to the Director of the student's program and e-mails the University's Registrar Office that the student has completed all University Library requirements for publishing their thesis.

Binding Copies

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

Students will order this service through ProQuest at a cost of \$25.00 per copy or the current rate, which is payable by the student.

Electronic Copies

St. Thomas University Library asks that an electronic copy of the thesis be submitted along with the bound copy.

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. All students and chairs need to sign the Thesis Manual Acknowledgement Form, Appendix D, and submit it to the University Library when they submit their theses for review.

Appendix A

**Copyright 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 responsibly of myself as the author of this thesis and not St. Thomas University, its programs, or libraries.

Signature of Author

Date

Witness (Please Provide Name)

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 (Please Provide Name)

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)

Appendix D

Thesis Manual Acknowledgement Form

By my signature below, I _____ assert that I have read the thesis publication manual, that my thesis complies with the University's published thesis standards and guidelines, and that I am solely responsible for any discrepancies between my thesis and the publication manual that may result in my thesis being returned by the library for failure to adhere to the published standards and guidelines within the thesis manual.

<http://www.stu.edu/Portals/library/HowTo/docs/Thesis-Manual.pdf>

Signature of Author

Date

Signature of Chair

Date