

**University of Missouri**  
**Electronic Thesis and Dissertation Guidelines**

**Contents**

<b>1. Thesis &amp; Dissertation Basics.....</b>	<b>2</b>
-Research and Review Process	
-Methods of Submission	
-Thesis/Dissertation Checklist	
<b>2. Supplemental Materials.....</b>	<b>2</b>
-Thesis/Dissertation Processing Fee Statement	
-Publishing Agreement Form	
-Electronic Thesis/Dissertation Release Form	
-Original Approval Page	
-Surveys	
-Public Abstract	
-Short Academic Abstract	
-File Declaration Form	
<b>3. Format for Thesis or Dissertation.....</b>	<b>4</b>
-General Formatting Information (Style Guidelines, Margins, Line Spacing, Headings, Page Numbers, Fonts, Size)	
-Section Order for research.pdf	
-Title Page	
-Copyright Page (optional)	
-Approval Page	
-Dedication Page (optional)	
-Acknowledgements Page	
-Table of Contents	
-List of Illustrations/Tables/ Figures/ Maps/ Nomenclature	
-Main Body Reminders	
-Vita Page	
<b>4. Technology Issues.....</b>	<b>6</b>
-Portable Document Format (PDF)	
-Multimedia File Formats	
-Copyrighted Material	
-Binding Information	
<b>5. Frequently Asked Questions.....</b>	<b>7</b>

## **1. Thesis & Dissertation Basics**

### **Research and Review Process**

A thesis or dissertation must be written on a subject approved by the candidate's advisory committee. The thesis or dissertation must include the results of original and significant investigation, it must be the candidate's own work, and it cannot be coauthored. Students are prohibited from using research (data, results, methods or other content) in their theses or dissertations that could restrict subsequent publication or public disclosure of these documents. Examples of restricted information include classified or proprietary materials. The student's advisory committee examines the manuscript for content, while the Office of Graduate Studies examines the manuscript for format. Students are to follow the style manual recommended by their academic program.

### **Methods of Submission**

The thesis or dissertation is presented to the Office of Graduate Studies electronically via Blackboard or on a high-quality CD which is readable in a standard Windows PC.

There are 3 acceptable methods of submission:

- Using Blackboard is the **preferred** method of submission. Through Blackboard, you will be able to access all of the requirements for the submission process. You will also be given an option to electronically submit most of your files. This will replace the requirement to submit your materials on a CD. If you would like to utilize Blackboard for your submission, you can enroll yourself through the following steps:
  1. Log into blackboard: <https://bblearn.missouri.edu/webapps/portal/frameset.jsp>
  2. Click on My Organizations at the top and towards the left of the screen
  3. Search key words 'Graduate School'
  4. Select the ID org\_grad\_thesis\_dissertation and click on 'Enroll'
  5. The next time you log into Blackboard, the site will be listed under My Organizations
- You can submit your materials in person to the Office of Graduate Studies in 210 Jesse Hall.
- You can mail your materials to our office at this address:

Office of Graduate Studies  
210 Jesse Hall  
University of Missouri  
Columbia, MO 65211

### **Thesis/Dissertation Checklist**

Please use the checklist to help ensure you have compiled all of the necessary materials for your submission. This checklist is **not** a required part of your submission, but is simply a tool for your to use when gathering your materials. You can find the checklist here: <http://gradstudies.missouri.edu/forms-downloads/repository/thesis-diss-submission-checklist.pdf>.

## **2. Supplemental Materials**

### **Thesis/Dissertation Processing Fee Statement Form**

This form must be submitted along with the required processing fee by check or money order only. Find the form at [http://gradstudies.missouri.edu/forms-downloads/repository/ETD\\_Processing\\_Fees.pdf](http://gradstudies.missouri.edu/forms-downloads/repository/ETD_Processing_Fees.pdf). **This form must be submitted on paper.**

### **Publishing Agreement Form**

The purpose of this form is to obtain your signed approval to allow the company that handles the University's thesis and dissertation processing, UMI/Proquest, to process your research. This form is also used to verify that you have obtained the necessary copyright permissions on all third-party work. If you choose to pay the optional copyright fee, this company will file copyright paperwork on your behalf. Select either the Traditional Publishing option or the Open Access Publishing option, then select from the additional publishing options. Find the form at

<http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/supplemental-paper-materials/publishing-agreement-form.php>. **This form must be submitted on paper.**

### **Electronic Master's Thesis or Doctoral Dissertation Release Form**

This form allows the Office of Graduate Studies to release your work as specified.

There are different levels of release available:

- Release the entire work immediately for access worldwide.
- Release the entire work for University of Missouri access only.
- Release the entire work for University of Missouri campus access only.
- Delay the release of the entire work for one year.

\*Note: If a one-year delay is selected, then the entire work must be released in one of the first three release methods following the one-year delay. The release form must be signed by you and your adviser.

Find the form at <http://gradstudies.missouri.edu/forms-downloads/repository/release.pdf>

### **Original Approval Page**

A signed copy of your original Approval page needs to be submitted to the Office of Graduate Studies.

### **Surveys:**

To provide confirmation that you have completed the following surveys, you simply need to provide the date of completion to our office. You can either do by entering the date in the text submission section(s) of Blackboard, or by reporting the date to us when you submit in person or by mail.

#### **- Survey of Earned Master's Degree**

The purpose of this anonymous survey is to collect demographic data on placement and degree satisfaction. Find the survey here:

[http://www.surveymonkey.com/s.aspx?sm=iRXypm3ndJmbJSmWeMaF4A\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=iRXypm3ndJmbJSmWeMaF4A_3d_3d)

#### **- Survey of Earned Doctorates**

The purpose of this survey is to collect demographic data on students completing a doctoral degree at the University of Missouri–Columbia. The survey is conducted on a nationwide scale through the National Science Foundation (NSF) and is only distributed as anonymous data in summary. Find the survey here:

<https://sed.norc.org/showRegister.do>

#### **- Addendum to the Survey of Earned Doctorates**

The purpose of this addendum is to collect data from doctoral candidates on post-graduation placement and degree satisfaction at the University of Missouri. This information is held at the Office of Graduate Studies and is distributed only as anonymous data in summary. Find the form at

<https://www.surveymonkey.com/r/?sm=D%2ftB3IDOPPpGxRvVdSP%2fIQk27i8BOC2f2B2xK5MiLRA%3d>

### **Public Abstract (public.pdf)**

- Use the abstract generator online found at <http://gradstudies.missouri.edu/academics/thesis-dissertation/process/public-abstract.php>
- Save as: "public.pdf"
- Inform a reader on a general, less technical level the significance, results, and implications of your research.

### **Short Academic Abstract (short.pdf)**

- Save to your CD as a file: "short.pdf"
- Provide a brief overview of your research, as technical in nature as you wish.
- The title of your dissertation, your name, and your advisor's name should be centered and double-spaced at least one inch from the top of the page. Under this, the title "ABSTRACT" should be typed.
- Do not include a page number in the short.pdf file.

- The Abstract should not exceed one page in length, with the main content double-spaced.

### **File Declaration Form (declaration.pdf)**

The purpose of this form is to document the specific files that are part of your submission.

Find the form at <http://gradstudies.missouri.edu/forms-downloads/repository/declaration.pdf>.

Save as: "declaration.pdf"

The declaration form should only include a listing for the following files:

- "App. Version" refers to the software you used to create the PDF file, for example, "Adobe 9.0."
- "Size" refers to the size of the files, for example, "534 KB."
- "File Description" should be brief explanations of what each file contains.

## **3. Format for Thesis or Dissertation**

### **General Formatting Information**

- Save as: "research.pdf"
- Students are to follow the style manual recommended by their academic program.
- Margins: Left Margin - 1.5 inches; Top, Bottom, and Right Margins - 1 inch
- Line Spacing: All standard text should be double-spaced. References, bibliographic works, and endnotes should be consistent with the formatting standards of your selected style manual.
- Headings: Chapter headings and subheads should be consistent throughout the research paper.
- Page Numbers: The pages preceding the main body of the thesis/dissertation should use Roman numerals (ii, iii, iv, etc.) for page numbers. Standard Arabic numbers (1, 2, 3, 4, etc.) should be used to number the main body of the document. Page numbers should be placed consistently throughout your document
- Fonts: The font used should be a commonly available font, such as Arial, Veranda, Times New Roman, etc.
- Size: Use 10-point or 12-point fonts for regular text. Headings may be 14- or 16-point. Tables, figures, etc., may be smaller than 10-point.

### **Section Order for research.pdf**

The order of the sections in the research.pdf file is as follows:

- Title page
- Copyright page (optional)
- Approval page
- Dedication page (optional)
- Acknowledgements page
- Table of Contents
- List of Illustrations (Tables/ Figures/ Maps/ Nomenclature) if necessary
- Academic Abstract (optional for research.pdf)
- Main research content
- Vita page (optional for theses)

### **Title Page**

- Counted as page i but not numbered.
- The body of the text should be centered on the page.
- \*Note: Use the month and year of your graduation, not the month and year you defend.
- Examples:
  - Thesis: <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/additional-pages-format/ex-thesis-title-page.php>.
  - Dissertation: <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/additional-pages-format/ex-dissertation-title.php>.

### **Copyright Page (optional)**

- Copyrighting is optional. To have your material copyrighted, you must pay an additional fee.
- The Copyright Page will appear after your Title Page and before your Approval Page.
- Not counted, numbered, or listed in the Table of Contents.
- Example: <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/additional-pages-format/ex-copyright-page.php>.

### **Approval Page**

- Not counted, numbered, or listed in the Table of Contents.
- Follows the Title page.
- The title should be centered.
- Each person on your committee must be listed.
- The approval page in your document should not have committee signatures.
- Example: <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/additional-pages-format/ex-approval-page.php>.

### **Dedication Page (optional)**

- Optional, and follows the Approval page.
- Not counted, numbered, or listed in the Table of Contents.
- Used to acknowledge those who have supported you during your graduate studies.
- No restrictions to the style and format.
- Example: <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/additional-pages-format/ex-dedication-page.php>.

### **Acknowledgements Page**

- Follows the Approval page.
- Center the term “ACKNOWLEDGEMENTS.”
- The page number should be Roman numeral ii.
- Indent and double-space the body of the text.
- No length restriction.
- Example: <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/additional-pages-format/ex-acknowledge-page.php>.

### **Table of Contents**

- Center the term “TABLE OF CONTENTS.”
- In regard to the preliminary section, the Table of Contents should only include listings for the Acknowledgements page and any sections following the Table of Contents.
- Follow the spacing guidelines included in your chosen style manual.
- Item page numbers should align at the right margin.
- Example: <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/additional-pages-format/ex-toc-page.php>.

### **List of Illustrations/Tables/ Figures/ Maps/ Nomenclature**

- The title should be centered.
- Single-space lines within entries and double-space lines between entries.
- Item page numbers should align at the right margin.
- Example: <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/additional-pages-format/ex-loi-page.php>.

## Main Body Reminders

- Be consistent with the formatting of your headings and subheadings. Follow your chosen style guide.
- Arabic numerals (1, 2, 3, etc.) should be used starting with the first page of the main body of your work. This could be page 1 of Chapter 1 or of an Introduction that is not included as a numbered chapter.
- Page numbers should be placed in the same location as those of the preliminary section.
- Page numbers on landscape-oriented pages need to be placed and aligned consistently with page numbers on portrait-oriented pages. For example, if you were to print both a landscape-oriented page and a portrait-oriented page from your document, the page numbers would print in the same place and would be aligned correctly on both pages.
- Landscape figures and tables should be placed with the top of the figure or table to the left side of the page.

## Vita Page

- Required for doctoral students and optional for master's students.
- Final page of research document and must have a page number.
- This is not a curriculum vita. Its purpose is to give some background about the author.
- Center the term "VITA."
- Should be formatted consistently with the rest of the document.
- Example: <http://gradstudies.missouri.edu/academics/thesis-dissertation/diss-thesis-guideline/additional-pages-format/ex-vita-page.php>.

## 4. Technology Issues

### Portable Document Format (PDF)

All thesis and dissertation materials must be submitted in PDF format. PDF files can be created with a variety of programs, including word processors (e.g. Microsoft Word) and full versions of PDF editors (e.g. Adobe Acrobat). MU's computer labs feature the full versions of both Microsoft Word and Adobe Acrobat. There are also a number of free word processors and PDF editors available for students without access to proprietary software such as Word or Acrobat.

### Multimedia File Formats

Multimedia files may also be included with your research paper on the CD. Only multimedia files separate from the required PDF files need to be listed on the File Declaration Form. Multimedia files should be included as "media" within your submission. Only the following are acceptable for multimedia files:

- Images: GIF (.gif), JPEG (.jpg), PDF (.pdf), TIFF (.tif)
- Video: Apple Quicktime (.mov), Microsoft Audio Video Interleaved (.avi), MPEG (.mpg or .mpeg)
- Audio: AIF (.aif), CD-DA, CD-ROM/XA, MIDI (.midi), MPEG-2, SND (.snd), WAV (.wav)

### Copyrighted Material

Any previously copyrighted works (including images, video, graphics, text, data and images of individuals) must be accompanied by written permission to include said media in your research paper. Paper copies of these permission documents must be submitted to the Office of Graduate Studies. If you are unable to obtain copyright permission for some of the materials in your research, then you may substitute the copyrighted material in the manner described below, provided that you are able to show evidence that you tried in good faith to obtain the copyright in a paper document submitted with the rest of your thesis/dissertation materials:

- Redraw or trace maps, images, graphics, etc.
- Redact the image in question and reference a URL or printed document where the material can be found.

### Binding Information

- Soft-Back or Hard-Back Binding is available through MU Printing Services or your preferred printing provider.

## **6. Frequently Asked Questions**

### **Why do my documents have to be submitted as PDFs?**

PDF is a universal file format that preserves the fonts, images, graphics, and layout of any source document. Submitting your materials in PDF format ensures that they will be able to be properly opened and viewed by anyone with a PDF viewer—regardless of what system they are using to access the file.

### **I'm having trouble formatting my thesis/dissertation. What should I do?**

The MU IT Help Desk is available to assist students with formatting questions for the thesis or dissertation. The Help Desk can be reached by phone at (573) 882-5000 at any time during their business hours: Monday through Friday, 8:00 am – 5:00 pm CST.

Many programs, such as Word, contain help menus embedded within the program itself that can troubleshoot more common formatting issues. There are also a number of online resources that can assist with formatting issues that are difficult to resolve using other methods. These resources include, but are not limited to, the websites for software being used to format the paper and online forums.