

The University of Maryland  
Electronic Thesis and Dissertation (ETD) Style Guide  
2016 Edition

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## CHAPTER 1: INTRODUCTION

This Electronic Thesis and Dissertation (ETD) Style Guide is intended to assist you in the preparation of your Master's Thesis or Doctoral Dissertation, in most cases the final requirement for your degree. The Graduate School at the University of Maryland, College Park maintains specific requirements as to the format and appearance of its theses and dissertations; such requirements assure a standard of uniformity and aesthetic consistency commensurate with the rigorous academic principles of the University. Theses and dissertations completed in accredited Masters and Doctoral programs are published by ProQuest (<http://www.ProQuest.com/en-US/products/dissertations/graddefault.shtml>) through an exclusive arrangement with the Library of Congress. These documents are also published electronically by the Digital Repository at the University of Maryland (DRUM) <http://drum.lib.umd.edu/>, a free online archive of research done by members of the University community.

The flexibility of electronic publishing—fast becoming the standard for theses and dissertations—enables the Graduate School to determine its own standards, independent of the printing process. This guide will assist you in creating a thesis or dissertation that conforms to those standards. Since September 2003, through an arrangement with ProQuest/UMI, the University of Maryland, College Park has accepted theses and dissertations primarily in electronic format. Under this arrangement, students submit an electronic version of their thesis or dissertation directly to ProQuest/UMI online. Officials from the University of Maryland will then review the document online and request revisions if necessary. This electronic process is the standard submission procedure for University of Maryland theses/dissertations; the Graduate School will no longer accept hardcopy thesis or dissertation documents except in special circumstances at the discretion of the Dean of the Graduate School. Complete submission procedures are located in Chapter 5 of this Guide (Submitting Your Document).

## CHAPTER 2: BEFORE YOU PREPARE YOUR DRAFT

There are several steps that you need to go through before you begin formatting your thesis/dissertation.

1. **Take note of the published deadlines.** These deadlines indicate the date by which your academically complete document must be submitted to the system. An academically complete document is one to which all examining committee-ordered revisions have been made. Any formatting changes requested by the Graduate School can be made after the ETD editors evaluate your document during the submission process. As long as the complete approved thesis/dissertation of your document is submitted by the deadline, it is considered to have met the deadline, even if Graduate School formatting standards have not yet been met.
2. **Understand the formatting requirements in this document, the University of Maryland ETD Style Guide.** Do not use a previously published University of Maryland, College Park dissertation or thesis as a model. Format requirements may have changed, and the model may not be appropriate for your discipline or needs. Please note that the formatting requirements of the Graduate School supersede guidelines in any other style manual. You may wish to make use of the MS Word ETD Templates that the Graduate School has created. These documents are pre-formatted to Graduate School formatting standards. A LaTeX template is also available on the Graduate School website.
3. **Choose an appropriate style manual.** The ETD Style Guide does not offer guidelines for formatting all elements of the document; it only outlines elements required by the Graduate School at the University of Maryland. For all other elements, please default to the standard style manual in your discipline. To determine the preferred style manual in your discipline, consult your advisor or program. Refer to a style manual for systems of scholarly reference, setting off direct quotations, numbering figures and tables, presentation of data, and similar features. For example, a psychologist will use the APA (American Psychological Association) manual; a student of literature, the MLA (Modern Language Association) manual.
4. **Obtain written permission (if needed) for using copyrighted material.** The U.S. Copyright Act of 1976 established the concept of "fair use" of copyright material in published work, but it does not provide absolute guidelines. Although ProQuest will publish your dissertation, ProQuest does not have the responsibility of seeking permissions for you. ProQuest uses The Chicago Manual of Style definition of "fair use." You should become familiar with the concepts outlined there. Generally, the use of a complete unit (a poem, journal article, photograph, map, letter, and so on) requires permission. It is more difficult to define at what point a lengthy excerpt exceeds fair use. Good judgment will tell you that reproducing a significant proportion of another author's work is not "fair." However, be aware that "fair use" also touches on scholarly ethics and the use to which the quotation or excerpt will be put in your work. Another author's work should not be used as a substitute for your own analysis and argument. When in doubt, seek permission; it is usually granted. For a sample letter requesting reprint permission, please see Chapter 7, Sample Letters and Pages.

5. **Obtain permission *before* conducting research involving human and animal subjects or certain hazardous materials.** Prior to undertaking research using human subjects, you will have had to seek and obtain approval from the Institutional Review Board (<http://www.umresearch.umd.edu/IRB/>). All vertebrate species research must be pre-approved by the Institutional Animal Care and Use Committee (IUACUC) (<http://www.umresearch.umd.edu/IACUC/index.htm>.) If your research involves hazardous materials— biological or chemical agents or recombinant RNA/DNA— you must have approval from the appropriate university committee(s) and campus Department of Environmental Safety (<http://www.des.umd.edu>). **Be sure that approval is indicated on the Nomination of Examining Committee Form and that all relevant confirmation letters or forms are attached.**
6. **Obtain editorial, proofreading, or typing assistance.** If you hire someone to prepare your draft, you should provide them with the URL of this ETD Style guide, and discuss special disciplinary requirements for your work. Remember to engage an individual early. You should also prepare a list of correctly spelled and hyphenated technical terms and foreign words for the typist, since standard dictionaries or computer spell-check utilities will not generally include such terms. The Graduate School does not recommend particular services to prepare your draft. Most programs have lists of experienced typists, and the *Diamondback* carries advertisements. The Graduate School offers an English Editing Program for International Graduate Students (EEIGS) for whom English is not their first language, yet who must present their theses or dissertations in English. The EEIGS program is free and information is available at <https://umdwritingfellows.wordpress.com/english-editing-for-international-graduate-students-eeigs/>. ***Please remember that the ultimate responsibility for the language, style, and grammatical correctness of your thesis, including editing and proofreading, rests with you, the author.***
7. **Investigate possible patent and public disclosure issues.** A significant number of invention disclosures submitted by graduate students are related to materials contained within that student's thesis or dissertation. If your thesis or dissertation describes a new technology, any publication (digital or otherwise), presentation, or public posting—such as submission to ProQuest or DRUM, the Digital Repository at the University of Maryland — may be considered a “public disclosure” of the invention. If such public disclosure is made prior to applying for a patent, certain patent and intellectual property rights may be compromised. It is the responsibility of the author of a work submitted to the Electronic Thesis and Dissertation Program at the University of Maryland to notify the Office of Technology Commercialization of such submission if the work has been, or will be, submitted in part or in its entirety as an invention disclosure. *Note: Posting may compromise certain patent rights.*

The Office of Technology Commercialization can be reached at <http://www.otc.umd.edu>, or at the following addresses:

Office of Technology Commercialization, University of Maryland  
6200 Baltimore Avenue, Suite 300  
Riverdale, Maryland 20737  
TEL: (301) 403-2711; FAX: (301) 403-2717; EMAIL: [otc@umd.edu](mailto:otc@umd.edu)

## CHAPTER 3: PREPARING YOUR DRAFT

Since the University of Maryland, College Park is now accepting theses and dissertations primarily in electronic format, this ETD Style Guide is focused on assisting your preparation of an electronic file that conforms to the standards set by the Graduate School. This electronic file will be submitted directly to ProQuest online and evaluated by the Graduate School online.

### Basic Requirements

The final electronic file that you submit to ProQuest and The Graduate School must meet the following conditions. The final document must:

- be submitted in PDF format. Conversion utilities for Microsoft Word (.doc or .docx) and Rich Text format (.rtf) documents are available.
- be in an approved font. The Graduate School strongly recommends Times New Roman 12.
- have acceptable margins, line spacing, page numbering, and page layout.
- contain all required formal elements of the thesis/dissertation.

The Graduate School has developed a number of thesis and dissertation templates for users of Microsoft Word. These templates can serve as a guide for students creating an acceptable thesis or dissertation document, and are available at our website. “Lite” or simplified versions of the templates are also available for documents with few chapter sub-sections.

### File Format

ProQuest requires that the final thesis document is submitted in Adobe Portable Document Format (PDF). Microsoft Word (.doc) and Rich Text Format (.rtf) files are easily convertible to PDF documents using conversion utilities provided by Adobe (<http://www.adobe.com>) and on the ProQuest thesis submission site. A full-function tryout version of Adobe Acrobat (PDF creation software) is available at <http://www.adobe.com/products/acrobatpro/tryout.html>.

Microsoft software, including Microsoft Word, is widely available, and is present on most UMD-owned computers. Most commercially available word processing software packages, including WordPerfect (versions 6.0 and above) have the capability to save in Rich Text Format (.rtf); this is a text-based format that allows for the use of features such as bolding, italics, and underline. LaTeX and other technical software packages often have PDF creation utilities bundled with them or available as an add-in. The PDF document that ProQuest receives is the document that will be published; take appropriate steps to ensure that the PDF you submit accurately reflects your work.

No matter what method you choose for preparing your draft, back up your work on at least two different drives and keep those drives in safe places. It is often advisable to make archive copies of your work.

## **Font/Type Style**

The same font should be used throughout the thesis/dissertation, for text, headings, captions, labels, and references. The Graduate School strongly recommends using Times New Roman 12, a widely accessible standard font that will minimize software and reader compatibility problems. Tables, captions, and footnotes should use the same font face, but can be in a smaller size. Font sizes smaller than 10, however, tend to be difficult to read in print and PDF format. You may create chapter and section headings that are two or three points larger than your standard typeface at your discretion. While the Graduate School strongly recommends Times New Roman 12, some other fonts are acceptable as well:

Arial 12  
Bookman 12  
Times New Roman 14

LaTeX Users: The Computer Modern fonts in LaTeX are in most cases an acceptable substitute for the above fonts. Please keep in mind, however, that other defaults, including margins and headings in technical software such as LaTeX may not conform to Graduate School standards. For symbols, use Symbol 12 or a symbol font compatible with your base font. Most word processors include basic character fonts.

## **Margins**

Each page must have at least a 1.5" left-hand margin, and at least 1" top, bottom, and right margins. Most word-processing packages provide a style or template that will set these automatically for your document. Margins may be wider but not narrower than these standards. Please note that all pages must meet these requirements, including the title page, illustrations, tables, appendices, and curriculum vitae.

## **Justification**

Type may be left justified, which leaves a "ragged right" margin (as is used in this manual), or may be full-justified, which establishes even margins on the left and right. You may wish to consult with your department as to the standards in your discipline.

## **Line Spacing**

Each page must be double-spaced, with the following exceptions:

- Front matter such as the title page, table of contents, lists of tables and figures may be single-spaced.
- Tables within the text may be single-spaced.
- Extended citations within the text may be set off and single-spaced. Consult your style manual for details.

- Definitions within glossaries or questions within surveys may be single-spaced, but double-spaced between entries. Scholarly references- footnotes, endnotes, bibliography or list of references- may be single-spaced, but double-spaced between entries.

## **Page Number Placement**

Page numbers must be placed either at the bottom center, bottom right, or the top right of each page. If you choose the top right, you may place the page number at the bottom center when beginning a new chapter. Otherwise, maintain a consistent placement throughout your manuscript. On landscape-oriented pages containing graphs, figures, photos, or illustrations, it is acceptable to suppress page numbering.

## **Widows and Orphans**

A “widow” is a short line or single word ending a paragraph at the top of the next page. An “orphan” is a heading or subheading that appears at the bottom of a page with the text beginning on the following page. These are not desirable for reasons of aesthetics and readability, although they are not prohibited. Word processing software can be set to avoid both “widows” and “orphans” automatically.

## **Chapters**

Begin each chapter on a new page and number the page consecutively. Do not use a secondary page numbering system for sections within chapters.

## **FRONT MATTER**

### **The Formal Elements: Abstract, Title Page, Lists, Tables, and Appendices**

The formal elements are described below. The Abstract, Title Page, Copyright Page, and Table of Contents must be formatted in the method described; other pages, as long as they adhere to the previously stipulated requirements (font, margins, justification, etc.) may be designed as the author deems appropriate. Below is the required order of the formal elements of the dissertation.

1. Abstract (must be first, required, non-numbered)
2. Title Page (must follow Abstract, required, non-numbered)
3. Copyright statement (highly recommended, non-numbered)
4. Preface or Foreword (if present, start at lower-case Roman numeral ii)
5. Dedication (if present, lower-case Roman)
6. Acknowledgements (if present, lower-case Roman)
7. Table of Contents (required, lower-case Roman)
8. List of Tables (if present, lower-case Roman)
9. List of Figures (if present, lower-case Roman)
10. List of Abbreviations (if present, lower-case Roman)
11. Body of Text (required, start at Arabic numeral 1)
12. Appendices (if any, Arabic)



13. Glossary (if any, Arabic)
14. References or Bibliography (usually required, Arabic)
15. Index (if any, Arabic)
16. Curriculum vitae (if included, non-numbered)

## **Abstract**

*(Required; not numbered; double-spaced).* Your abstract provides a summary of the thesis/dissertation. Its purpose is to convey the essence of your work to those who may not wish to read the entire document. Abstracts include a statement of the problem, a summary of methods or procedures, the results, and the conclusions.

Abstracts for the master's thesis must be no longer than 150 words. Abstracts for doctoral dissertations must not exceed 350 words (2450 characters). If the abstract is longer, it will be cut arbitrarily at the word limit. The abstract must be in English. ProQuest Dissertations & Theses (<http://www.proquest.com/en-US/catalogs/databases/detail/pqdt.shtml>) is an online resource and archive of theses and dissertations. Dissertations or theses written in a foreign language must have a title page (but not the title itself), abstract, and if used, copyright page in English. You may also have an abstract in the foreign language, and you may include it in your thesis or dissertation as a separate page following the English version.

## **Title Page**

*(Required; not numbered).* The title page **MUST** include the following information:

- the full title of your thesis/dissertation,
- your name as it appears in university records,
- the year of the degree (not month or day),
- a standardized degree statement typed in inverted pyramid form (given below),
- an alphabetical list of all members of your committee, but with the Chair first. If a member is of any professorial rank, use the title "Professor"; if not, use "Dr." or other title as appropriate.

Word your title very carefully. Electronic databases, citation indices, and bibliographies search using key words, so choose terms carefully to reflect accurately the content of your thesis/dissertation. Be sure that the title is exactly the same on the abstract and title page. The title page must not include italics, unless foreign words or botanical terms form part of the title itself. Do not use abbreviations. Formulas, symbols, superscripts, Greek letters or chemical names must be expressed as words wherever this is possible and consistent with disciplinary standards.

See below for a standard degree statement (template and sample also available in Chapter 7.) Use the following wording, inserting the correct degree title and the year (only the year) of your graduation, and typing in inverted pyramid style:

Thesis [or Dissertation] submitted to the Faculty of the Graduate School of the  
University of Maryland, College Park in partial fulfillment  
of the requirements for the degree of [complete degree  
title]  
[year of graduation]

## Copyright Page

*(Highly suggested; not numbered).* Both master's degree and doctoral candidates may register their copyright on theses or dissertations. This can be done through the electronic submission process (via ProQuest) or through the Library of Congress. Follow the directions on the ProQuest website when you submit your document to have ProQuest register copyright on your behalf, or visit <http://www.copyright.gov> for information on registering directly with the United States Copyright Office.

## Preface or Foreword/Dedication/Acknowledgements

*(Optional; if used, begin numbering using lower-case Roman numeral ii).* All, some or none of these elements may be included. Many theses do not include any of these elements. Check your style manual for the preferred order in your discipline. According to The Chicago Manual of Style, a Foreword includes a statement about the work by someone other than the principal author. A Preface contains the author's own statement about a work, sometimes including acknowledgments and permissions. If all you want to do is acknowledge others' assistance and support, then label the page "Acknowledgements," not "Preface." Acknowledgements are made for special assistance or unusual permissions granted. You may wish to dedicate the work to a special mentor, but avoid elaborate or fulsome language.

## Table of Contents

*(Required; if no optional elements precede, begin numbering with lower-case Roman numeral ii; otherwise, continue in sequence using lower-case Roman numeral).* A table of contents is required in all theses. Most word processing software allows you to mark each chapter heading and subsection in the text and then generate a table of contents automatically with correct page numbers retained. You may single-space between chapter subheadings, but be sure to double-space between chapters or major sections. You may choose to use or not use dot leaders. Most software-generated tables of contents would be acceptable.

Please note that the numbering of the entries in the table of contents must be absolutely consistent with any numbering system used in the text. Thus, if you number subheadings within Chapter 1 as 1.1, 1.2, and so on, this same numbering must be used in the table of contents. You need not number or label subheadings, however. In chapter 7 there is an example of the table of contents that is valid for both the thesis and dissertation.

## **List of Figures/List of Tables/List of Abbreviations**

*(Optional; number consecutively following the table of contents using lower-case Roman numerals).* If you have at least one figure or one table, or more than one page of abbreviations, you must include the appropriate list. A table includes written material or data, whereas a figure refers to non-textual illustrative material. The easiest way to generate these lists is to create a secondary table of contents if your word processor permits. Unless your Style guide directs otherwise, use captions from your text to identify tables and figures in your list. Be sure all captions and numbering correspond exactly to those within the text. Check your style manual for the preferred order in your discipline. Remember to keep the required 1.5" left hand margin.

## **Body**

*(Begin page numbering with Arabic numeral 1 and number all subsequent pages consecutively to the end.)* The body of the thesis/dissertation should be typed continuously (except if your word processor is set to avoid "widows" and "orphans"), double-spaced, with each new chapter beginning on a fresh page. The chapter title may be typed no more than 3" from the top of the page, and may be typed in a font not more than two or three points larger than the base font. However, you need not place the chapter heading lower on the page or use a larger font, if you prefer.

## **Illustrations and Non-Text Elements**

In this guide, the term "illustration" is meant to cover all non-text elements of the thesis/dissertation, such as figures, tables, maps, plates, photographs, drawings, and so on. Each illustration must be numbered consecutively. Consult your style manual for a consistent numbering and identification system. Illustrations must be listed by category in the preliminary pages. All illustrations must conform to the minimum margin formats. If illustrations are larger, then use photographic reduction to achieve an appropriate size. However, figure captions should be consistent with the body of the thesis/dissertation text; these, like footnotes, can be 2 points smaller than the text, but no smaller than 10 point. In many cases, figures, graphs, and illustrations are landscape-oriented. Page numbering on these pages can be suppressed.

## **Images/Photographs**

Since theses and dissertations are accepted only electronically, all images, photographs, plates, and illustrations should be included in the electronic file, via scanning or other method of reproduction. Most word processing programs (MS Word, WordPerfect) have a feature that enables you to embed objects, such as images, into the text. For information on including copyrighted images in your work (particularly for thesis / dissertations in Art History), please see the "Special Cases" sections of Chapter 5, Submitting Your Thesis or Dissertation.

## **Other Materials**

Some theses will include video or audio tapes; films or slides, or computer or compact discs. These materials should be converted into digital format (MP3 or WMA for audio files, MPEG, AVI or QuickTime for video files) for submission to ProQuest through the electronic submission process. If these materials cannot be submitted electronically, 2 copies of each should be submitted in hard copy to

the Graduate School. Attach a copy of your Abstract page and Title page to any materials you submit. For more information, please see the “Special Cases” sections of Chapter 5, Submitting Your Thesis or Dissertation.

### **Placement**

Illustrations should be placed in the text as close to the first mention of the figure or table as possible—either on the same or on the following page, but never before the first reference. In some cases, tables and figures can be assembled in an Appendix.

### **Captions**

All illustrations must be identified by captions, preferably on the same page. If a figure or table is too large or the caption too long for both to fit on the same page, the caption should appear on the preceding page. You may place several captions (clearly labeled) on one page, to be followed immediately by the several figures. If you have any questions or concerns about incorporating illustrative materials into your thesis/ dissertation, please consult with the staff of the Graduate School for guidance before you begin to prepare the final manuscript.

## **BACK MATTER**

### **Appendices**

*(Optional; pages numbered consecutively with the text).* Follow the recommendations in your chosen style manual for materials appropriately presented in an Appendix rather than in the body of the text. You may have multiple appendices, which must be labeled consecutively (A, B, C, etc. or I, II, III, etc., as appropriate to your discipline). Cover pages should not be used. Be sure to include all appendices in your table of contents. An original survey instrument prepared in a typeface different from that of the thesis/dissertation is acceptable.

If used, scanned supporting materials reproduced from other sources (with permission) must meet the same requirements for margins and clarity as the rest of the dissertation. Copies from books, journals, maps, and so on must be completely clean and legible. Residual shadows from page edges, as may be created in the process of scanning, are not acceptable.

### **Glossary**

*(Optional; pages numbered consecutively with the text).* Please note that the Graduate School requires the glossary to be placed at the end of document, prior to the list of scholarly references. Definitions may be single-spaced, but double-space before beginning a new one.

### **Scholarly References**

*(Usually required; pages numbered consecutively with the text).* Footnotes and Endnotes: Whether you choose to place footnotes for each chapter at the bottom of the page, gather notes for each chapter at the end of the chapter, gather all notes at the end of the dissertation, or use inter-textual parenthetical notes with a list of references at the end, be sure that placement and style are consistent throughout. Do not place some notes at the bottom of the page, and gather others at the end

of chapters. Do not use both parenthetical notes and citation footnotes (explanatory footnotes are acceptable). Prepare a sample page featuring your notes early in the typing process, to check that the font, margins and spacing conform with the formats required. Note that some word processing software will use the default initial font for footnotes, so check your document style to be sure that footnotes appear in the standard font you have chosen.

**List of References:** Each UMD thesis or dissertation must have a comprehensive list of references included in it, even if such references are already included in footnotes or endnotes. Your list of references or bibliography must be placed at the end of the thesis/dissertation, regardless of what your chosen style manual recommends.

## **Index**

If your thesis/dissertation features an index, place it after the reference page. Follow the format described above for optional formal elements.

## **Curriculum Vitae (C.V.)**

*(Optional; not numbered).* Inclusion of your academic curriculum vitae is optional. If you choose to include a C.V., please note that it follows the blank page at the end of the dissertation and is not numbered. It must have the same page layout as the rest of the dissertation, including margins.

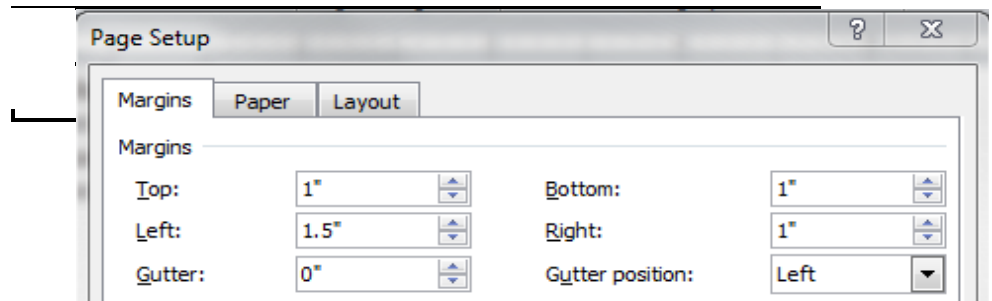
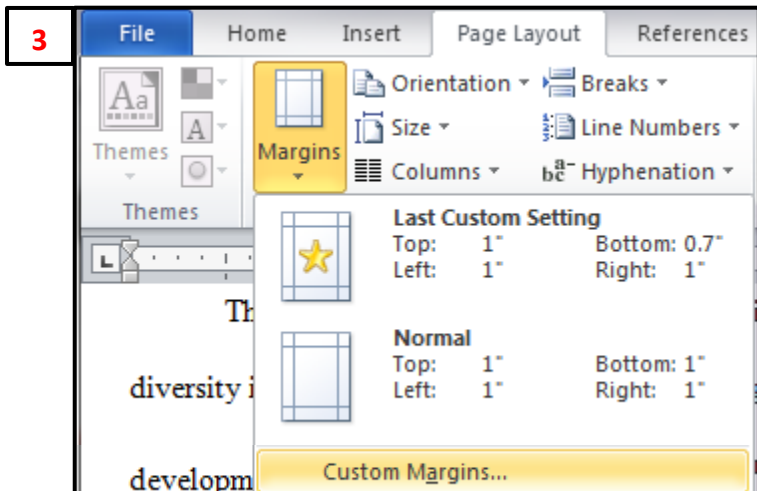
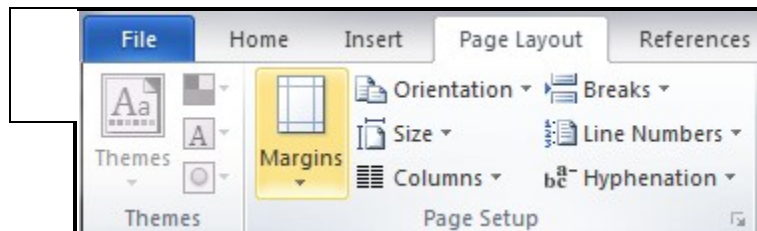
## CHAPTER 4: FORMATTING YOUR DOCUMENT WITH MS WORD

This chapter is intended as a resource to assist you in formatting your thesis or dissertation document with Microsoft Word. In this section, we address many of the technical issues that students have with formatting their document; this includes setting font, margins, and justification, as well as the (at times counter intuitive) method for using multiple page numbering schemes within a single document. For purposes of this brief tutorial, Word 2010 is used. Word 2007 has a similar interface. The Graduate School has prepared some MS Word Templates that come pre-formatted to UMD thesis and dissertation standards. You may wish to use these documents instead of formatting your thesis yourself; the choice, however, is yours.

### Margins

The Graduate School requires that each page of the thesis or dissertation must have at least a 1.5" left-hand margin, and at least 1" top, bottom, and right margins. To set the margins of your Word document, follow these steps. (Note: if changing margins after creating document sections, opt to change margins for the whole document when prompted.)

1. Click Page Layout on ribbon.
2. Then click on Margins.
3. Click Custom Margins at the bottom of the drop down menu.
4. Enter the required values in each field.
5. Click OK.

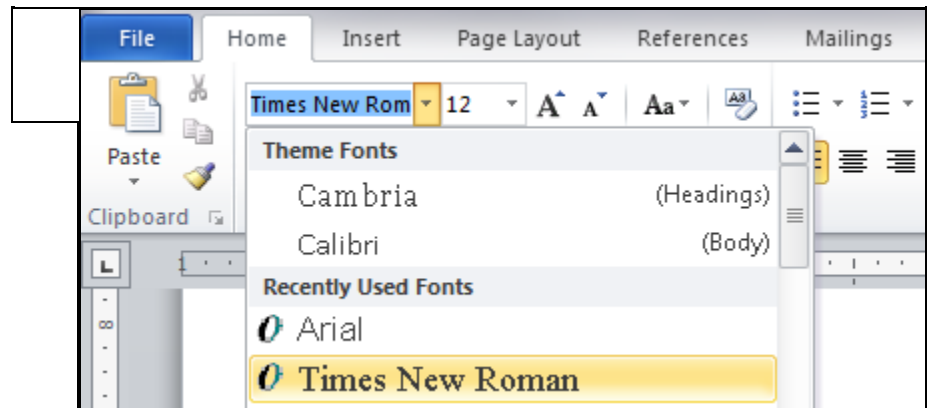


## Font

To change your font in Word, follow these instructions.

1. Select the text that you want to change. If you want to change the entire document, click Editing on the far right side of the Home menu bar. Click Select and then Select All.

2. Click Home on the top ribbon. You should see the default font of the document in the Toolbar window (usually Calibri or Times New Roman). Click on the down arrow to see the list of Word Fonts available.

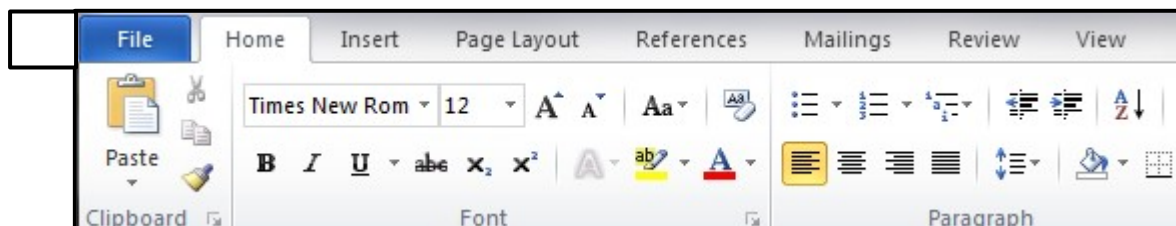


3. Click on the font you wish to use in the drop down menu.

## Justification

In thesis /dissertation documents, text may be left-justified, which leaves a “ragged-right” margin (as in this document), or text may be full justified, which creates even margins on the left and right sides of the page. To change the justification of your document, follow these instructions.

1. Select the text for which you want to change justification. If changing the justification for an entire document, click Editing on the far right side of the Home ribbon. Click Select and then Select All.
2. Click Home on the top ribbon.
3. In the center there are icons of horizontal lines. The button on the left (with an uneven right side) is for LEFT justification. The button on the far right (with the even lines) is for FULL justified.



## Page Numbering in MS Word

This is often the most difficult part of formatting a thesis or dissertation. The Graduate School requires three different page numbering schemes in each thesis dissertation:

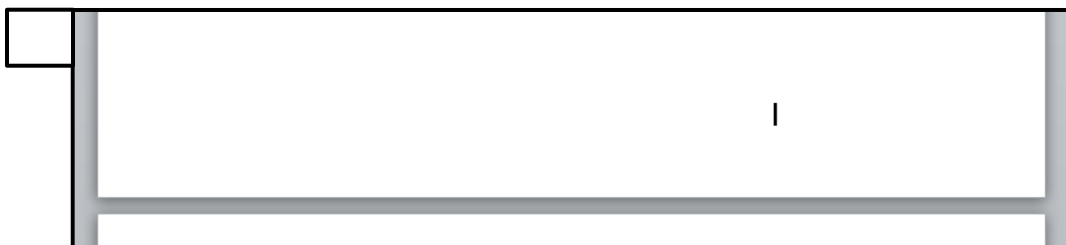
- No Page Numbers: Abstract, Title Page and Copyright Page
- Lower-Case Roman Numerals (ii, iii, iv, v, vi, viii): Front Matter (Table of Contents, List of Figures, Tables, Acknowledgements, etc.)
- Arabic Numerals (1,2,3,4): Main Body Text, Reference, Appendices

In Word, page numbers are properties of document subdivisions, called Sections. One Word file (a single document) can have an unlimited number of Sections. For a University of Maryland thesis or dissertation done in MS Word, you'll need 3 different page numbering schemes; as such, you will need to divide your document into three Sections.

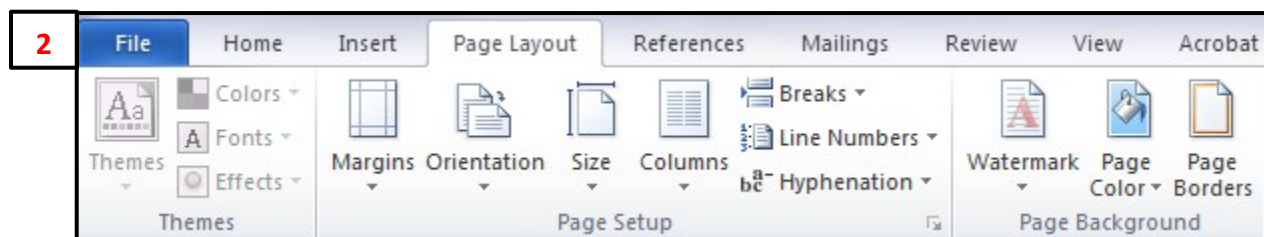
Inserting Section Breaks- dividers between Sections- is easy. Word documents by default contain only 1 section; we will be inserting 2 breaks, to divide the document into 3 sections, each of which will have a different page numbering scheme. First, you will divide the document into sections and then insert the page numbers.

*First Section Break: After Abstract, Title Page, and Copyright page, before Front Matter.*

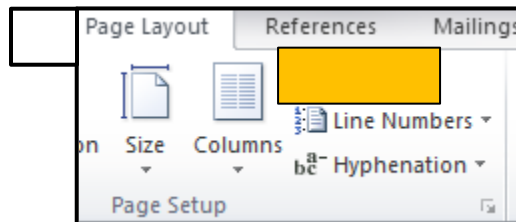
1. Place your cursor at the bottom of the text field on the Copyright page (about 9" down).



2. Then click Page Layout on the ribbon.

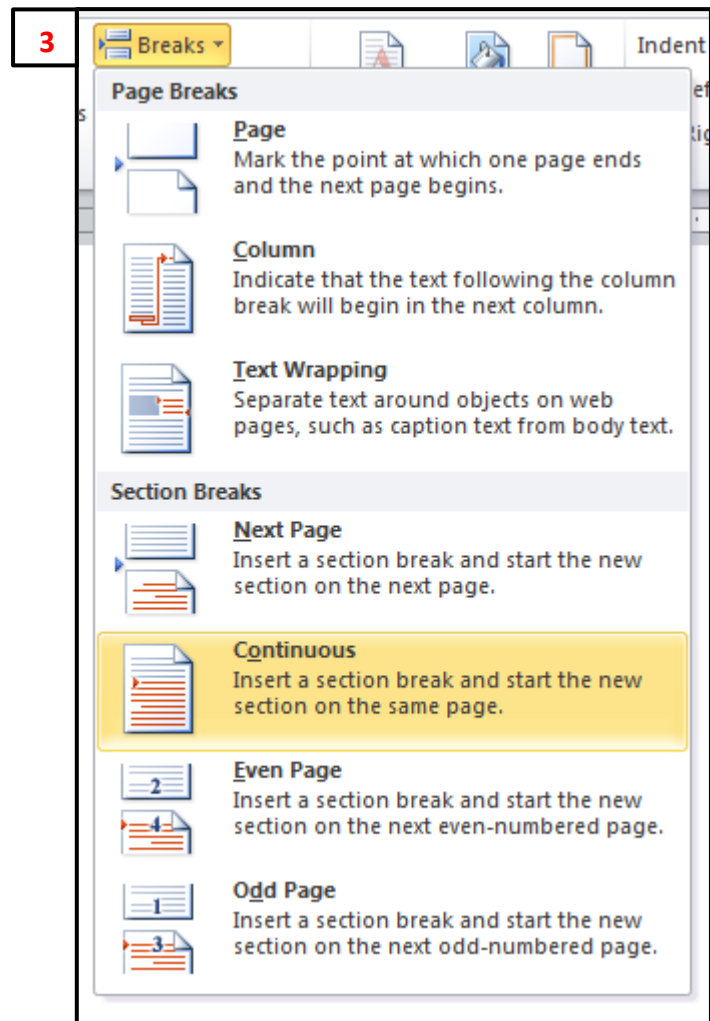


3. Select Breaks in the Page Setup section.



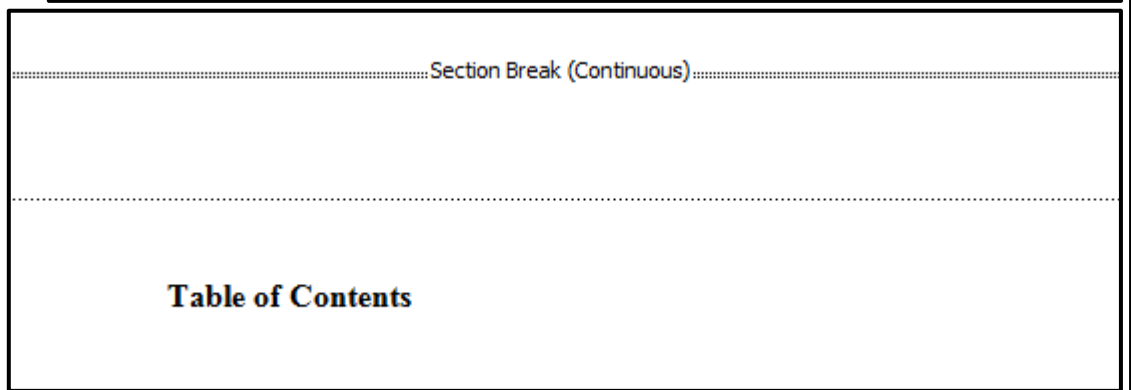
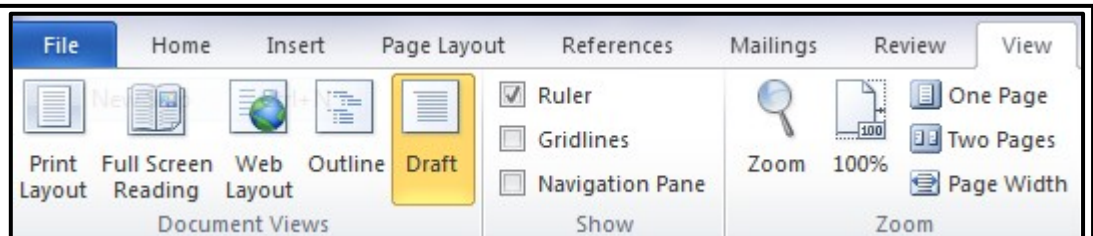


- From this drop down menu, select Continuous (in the Section Breaks portion of the menu.)



**Note:** If you switch to Draft document view you can see which section breaks exist in your document:

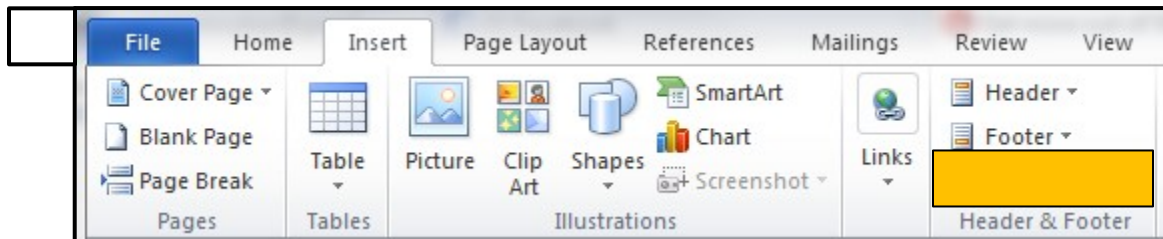
click the View tab then Draft in Document Views section. You can also delete breaks in this view: highlight the break and press the Backspace or Delete key.



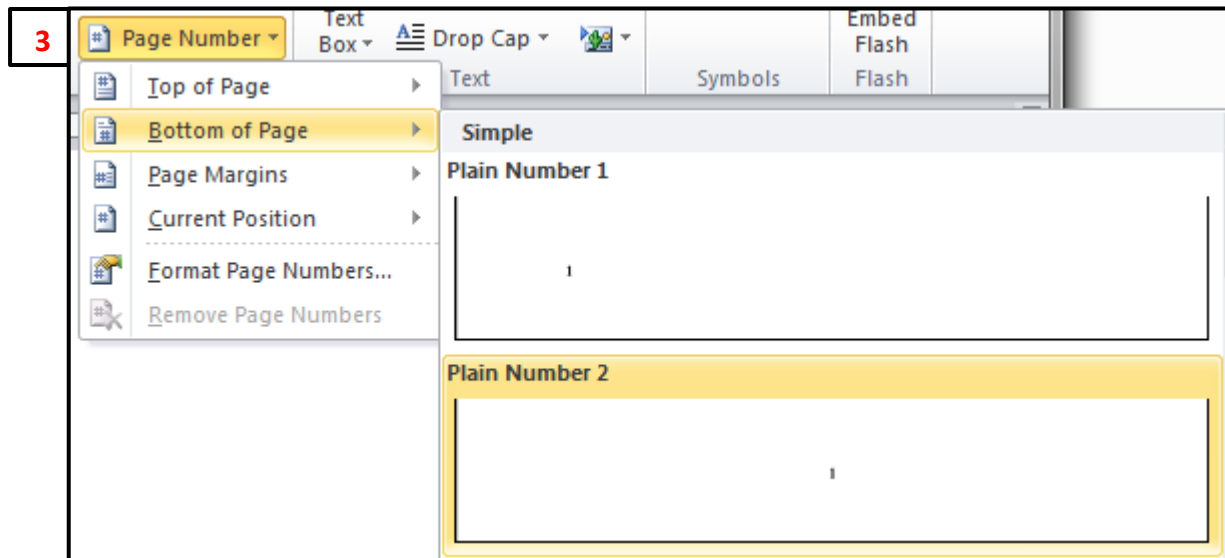
4. After inserting your first Break, your document should be divided into two Sections—one for the Abstract, Title Page, and Copyright Page, and one for the rest of the document. You should notice no formatting differences between sections at this point.
5. Repeat this process on the last page of your Front Matter (Table of Contents, List of Figures, Tables, Abbreviations, etc.) to create a break between the Front Matter and the Main Body Text of your Thesis / Dissertation.
6. You should now have 3 Sections in your document.

You are now ready to insert page numbers. This process can be a bit counter-intuitive, since we're not simply numbering everything consecutively.

1. First, go to the first page of your document (the top).
2. Click the Insert tab on the ribbon and select Page Numbers.



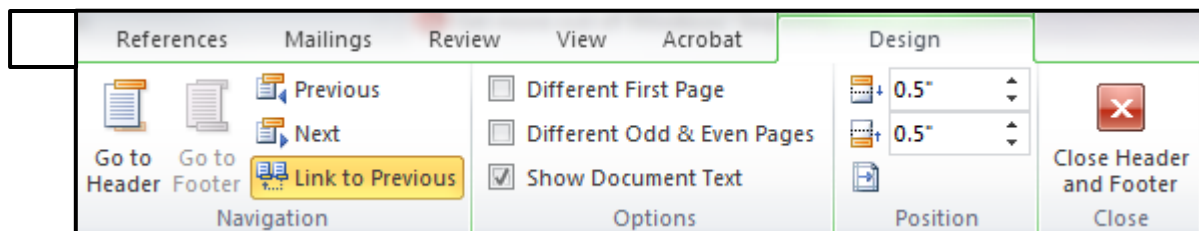
3. Choose your page number location in the drop down menu. The Graduate School requires either Bottom (Footer) Right, Bottom (Footer) Center, or Top (Header) Right placement.



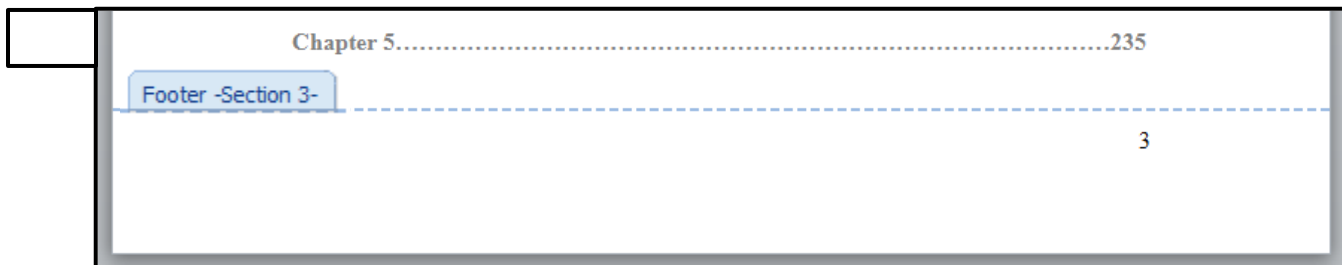
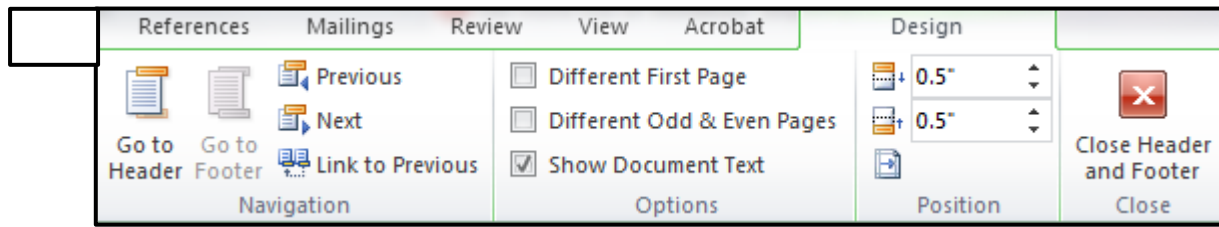
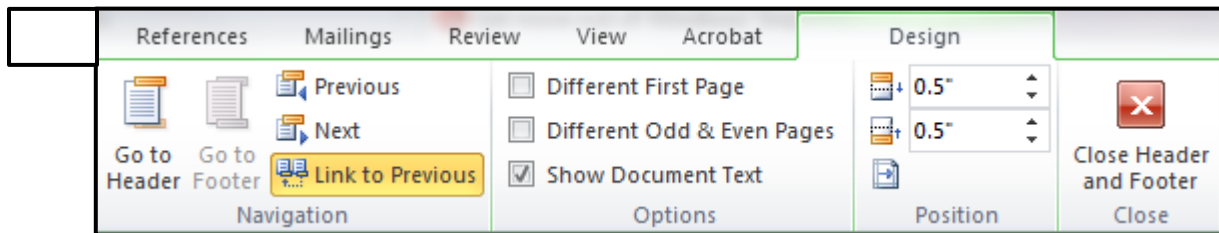
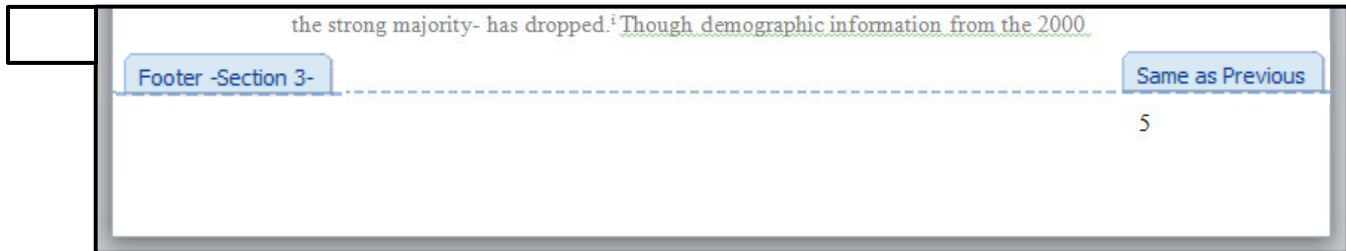
4. Selecting your preferred placement should insert Arabic page numbers throughout your ENTIRE document, from Abstract page through Appendices. (We'll be changing the number format (to non-numbered, to Roman numerals, to Arabic) for each section in a moment.)
5. This is the counterintuitive part—one would think that it would be enough to simply go to each Section and change the format, but this is not so. Each Section's Headers and Footers are linked to each other, so that a change made in Section one's header carries through to the headers of each subsequent section. This makes changing page numbering for each section a bit tricky. What we'll have to do is un-link the headers and / or footers before we try to change the page number format.
6. If you chose to put the page number at the Top of the page, you'll need to edit Headers. If you chose the Bottom of the page, you'll need to edit the Footers.
7. First, go to the beginning of your second section, which will be the beginning of the Front Matter.
8. Double click near the page number. Your document should go gray, and you'll see text boxes at the top and bottom of the screen.



9. The Header/Footer view also shows the linked status of the Header/Footer. On the top right corner of each Header/Footer box, you should see "Same as Previous." This indicates that the Header format is linked to the previous section's format. The Link to Previous button is in the center of the Header and Footer Design ribbon. It should be depressed by default. Click on the Link to Previous button to un-select it. Your section 2 page numbers will now be disconnected with the first section's formatting.



10. Repeat this action on the first page of your Main Body Text: double click near the page number and un-select the Link to Previous button on the Header and Footer Design ribbon that appears at the top. This will disconnect the header of Section 3 from that of Section 2.

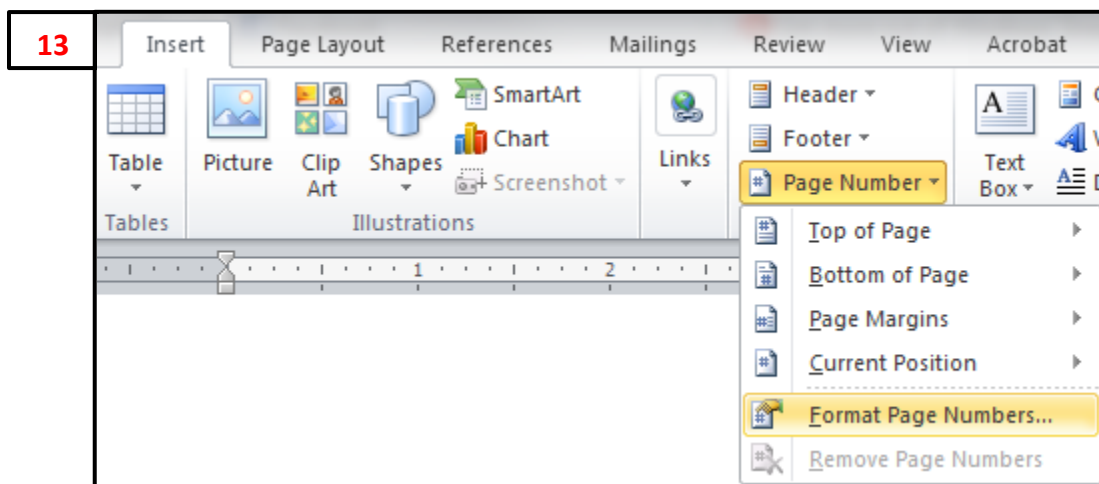


11. Now we can change the format of each section's page numbers. For Section 1 (Abstract, Title Page, Copyright Page). On the first page of the section, click on the page number to go to Header / Footer view. Simply delete the page number from the Header or Footer. There will be no page numbering on these pages.

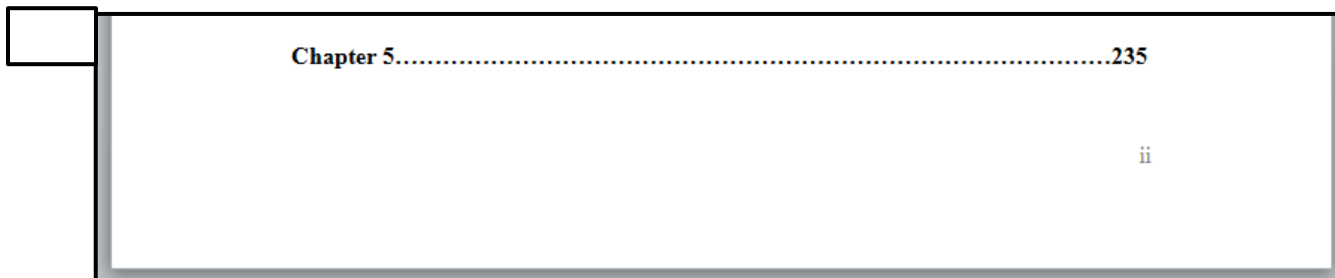
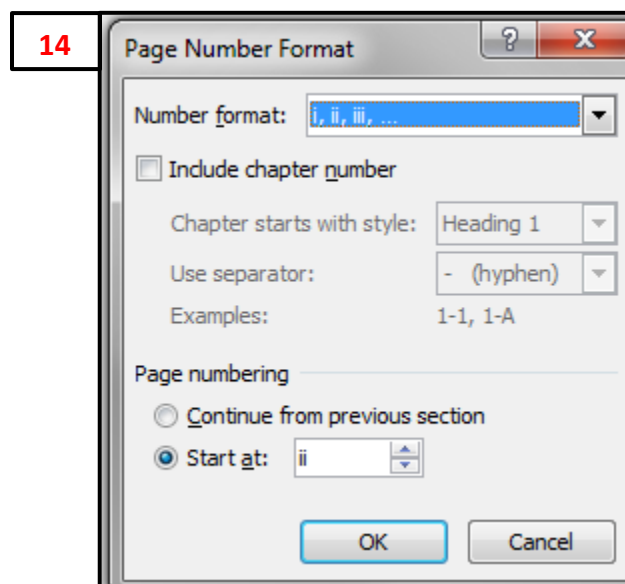
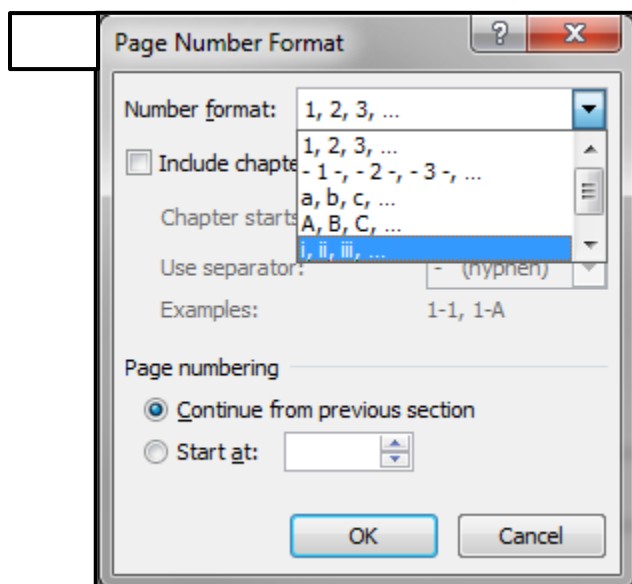


12. Section 2 (Front Matter): while on the first page of Section 2, click the Insert tab on the ribbon and then click Page Numbers.

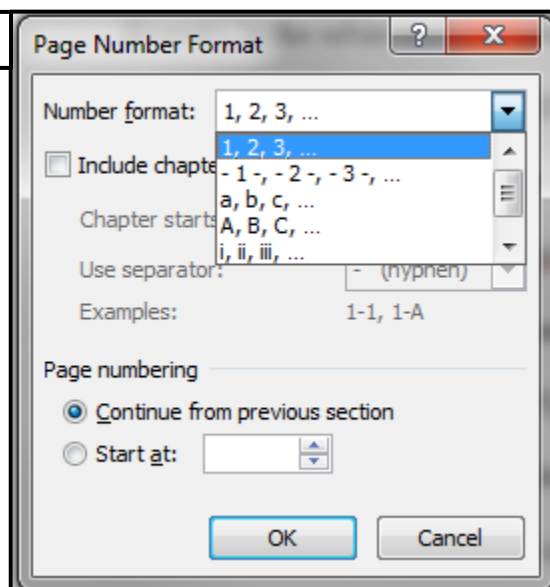
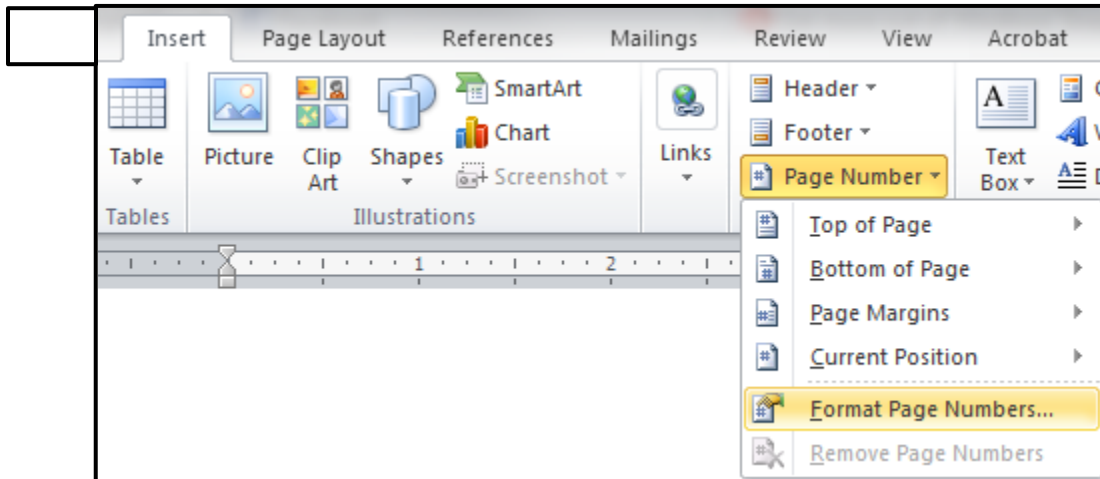
13. Select Format Page Numbers from this drop down menu. A new window will appear.



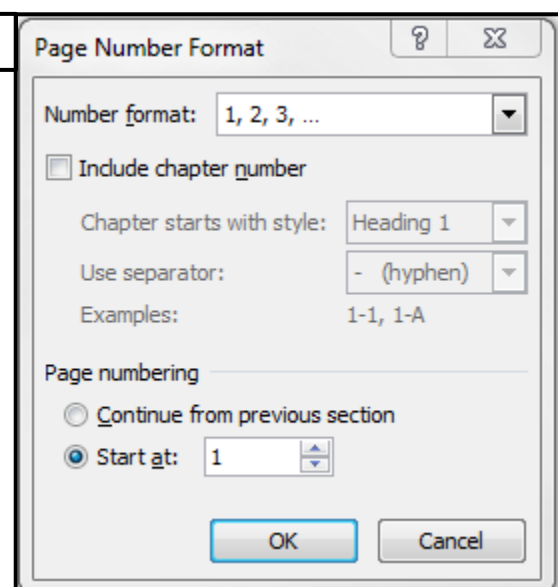
14. For this section, select the Roman Numerals from the drop-down “Number format” menu. Click “Start at” under “Page numbering” and type “ii” if it is not already there. Press OK.



15. For Section 3 (Main Body Text) go to the first page of Section 3. Click the Insert ribbon. Click Page Numbers and then select Format Page Numbers in the drop down menu. In the new window that appears change the “Number format” to Arabic Numbers. Select “Start at” under “Page numbering” and type “1” if not already there. Press OK.



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the strong majority- has dropped.<sup>4</sup> Though demographic information from the 2000

## CHAPTER 5: SUBMITTING YOUR DOCUMENT

### The Electronic Thesis and Dissertation (ETD) Process

The University of Maryland has entered into an agreement with ProQuest to accept theses and dissertations electronically. Following this style guide, you will be able to produce a document that is appropriate for submission to the University.

To begin the process of electronic submission of your thesis or dissertation, double check that your electronic file is in the proper format: Microsoft Word (.doc or .docx), Rich Text Format (.rtf), or Adobe Portable Document Format (.pdf), and that it conforms to the appearance standards set forth in this guide. **You may only begin the submission process after your defense has been completed and the report of the examining committee has been submitted to the Office of the Registrar.** You may not submit a “draft of your” thesis or dissertation to the ETD system; the document you submit must be identical to the one your committee has approved. Any thesis or dissertation submitted before the receipt of the Report of the Examining Committee will not be evaluated by the ETD editors.

When you have completed the formatting of your document and confirmed the submission of the Report of the Examining Committee, visit the ProQuest submission site at: <http://dissertations.umi.com/umd> and follow the steps below:

1. Create an Account: On the right hand side of the screen click “Submit my dissertation/thesis” in the “Ready to begin?” box. On the login screen click “Create an Account” in the “New user?” box. You will be prompted to enter an email address and some other information. After you enter this information, a password will be emailed to the account you specify.
2. Log in: Once you have created your account, you can log-in and begin the submission process.
3. Convert your document to PDF: If you have not already created a PDF document, you can use ProQuest’s Word-to-PDF conversion tool to create one. This tool is located under the tab “PDF Conversion”.
4. Submit your document: Click “Submit Your Dissertation”- which will begin the submission process. You will be asked for some information on a number of subsequent pages and the submission steps are listed in the left column.

*Publishing Options.* ProQuest gives you two types of licensing options: Traditional or Open Access. Select “Traditional Publishing” (open access is not necessary, as your document will be published in DRUM by the University, which is itself a free online archive).

*Publishing Agreement.* The agreement grants the University and ProQuest the non-exclusive right to archive, release, and reprint your work. This is a NON-EXCLUSIVE agreement; you retain all rights to publish and re-use your work, and can put restrictions on the release of your materials (this happens during the submission process). To continue, you must click “Accept.”

*Contact Information.* Enter current and future contact information in the spaces provided. It is

imperative that this information be accurate, as the Graduate School may need to contact you after you leave the University. When you have entered all requisite information, click “Continue.”

*Dissertation/Thesis Details.* Enter information regarding your thesis or dissertation; title, department, advisor, committee members, keywords, and abstract.

*Supplementary Files.* On this page you can attach any supplementary files (music, sound, video, computer programs, etc.) that accompany your thesis or dissertation. Images embedded into the body of your thesis or dissertation need not be attached in this way.

*Copyright Application.* ProQuest can register the copyright for your thesis or dissertation on your behalf. For a fee of \$55 (payable via credit card), ProQuest will file your copyright for you. You may also elect to file your own copyright with the United States Copyright Office, (<http://www.copyright.gov>) or not to register your work for copyright at all. Copyright registration is voluntary and your work is automatically protected under copyright from the moment the work is created. You will have to register your work, however, if you wish to bring a lawsuit for infringement of a U.S. work.

*Order Bound Copies.* On this page you can order bound copies (of varying sizes) of your thesis or dissertation, paid via credit card. Requests will be processed six to eight weeks after your document is delivered electronically to ProQuest.

## Deadlines

The Graduate School maintains deadlines for submission of theses and dissertations for each academic term. Students must submit their thesis or dissertation before the stated deadline in order to qualify for graduation in a given semester. Those students who fail to submit before the deadline, but who submit before the first day of the subsequent academic term, will not be required to register for classes for that term in order to graduate.

## Costs

If you choose to have your thesis or dissertation copyrighted through ProQuest, you can do this during the submission process as detailed above (at a cost of \$55). Copyright registration is voluntary and not required.

## Submission Checklist

Your complete submission should include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to <http://dissertations.umi.com/umd>.
- A completed **Report of the Examining Committee**. In most cases, your dissertation director will submit this report to the Office of the Registrar on your behalf.
- A completed [\*\*Thesis and Dissertation Electronic Publication Form\*\*](#). This form will indicate your preferences regarding electronic publication of your thesis or dissertation and should be sent to the Office of the Registrar, 1113 Mitchell Building, [registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu).



- Payment of any **optional copyright fees**. ProQuest charges \$55 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the submission process. Copyright registration is voluntary and not required.

## Special Cases: Audiovisual Theses and Dissertations

A number of fields require theses and dissertations that contain audiovisual documentation of performances or works of art. The Graduate School has created a series of policies (outlined below) that detail the submission of these theses and dissertations.

Audiovisual theses and dissertations should be, when at all possible and when **copyright allows**, digitized and submitted to the Office of the Registrar via the ETD system.

### File Formats for Audio files

All audio files must be submitted as 44.1K/16b WAV (.wav) files

### File Formats for Video files

Acceptable video formats are Apple Quick Time (.mov), Microsoft Audio Video Interleaved (.avi), or MPEG-2 (H.262 .mpg or .mpeg)

Students should consult with technical and IT personnel in their respective colleges for assistance in creating electronic files for ETD submission. When electronic submission of the complete thesis is not possible or is subject to copyright restrictions, it should instead be submitted to the Office of the Registrar on **data CDs (MAC and PC compatible) or DVDs (ISSO 9660)**. **IN NO CASE SHOULD AUDIO CDs OR VIDEO DVDs BE SUBMITTED.**

For physical submission, the Office of the Registrar requires **one (1) complete set** of the original file for the University Libraries. The set should include a printed copy of the front matter (Abstract, Title Page, Table of Contents), along with any additional CDs/DVDs containing supplemental material (e.g. recital performances).

Audiovisual theses and dissertations are often completed by students in The School of Music, The School of Theatre, Dance, and Performance Studies, and the Department of Art. The process for submitting documents in each of these fields is outlined below.

## School of Music Theses and Dissertations

It is the requirement of the Graduate School that all components of a defended thesis or dissertation be submitted to the Office of the Registrar for evaluation and final approval. It is also required that the document be submitted to the University Libraries (for inclusion in DRUM) and to ProQuest. Students must submit ALL written components of the document (such as analysis or performance notes), as well as ALL non-written components (such as music or performance recordings). Music thesis/dissertation documents are generally of three major types:

- A written work of scholarship or analysis, similar to the works of scholarship done in other disciplines,
- A performance or series of performances,

- A musical composition, either written or performed, or both.

These theses and dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the ETD system (<http://dissertations.umi.com/umd>). Please contact your department or program for assistance with digitizing your recordings. PDF versions of any and all written components of the thesis or dissertation, such as the abstract, program notes, performance commentary, and analysis, should also be submitted via the ETD system (<http://dissertations.umi.com/umd>). This submission should follow all requirements in this style guide and also include all required front matter (Abstract, Title Page, Table of Contents).

*Note: When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar on CD or DVD. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.*

### **Written Works of Scholarship**

Theses and dissertations in the School of Music that consist of written scholarship should be submitted to the Office of the Registrar through the ETD system (<http://dissertations.umi.com/umd>). Refer to the section **Submission Checklist** above.

The **Thesis and Dissertation Electronic Publication Form** can be submitted to:

Office of the Registrar  
1113 Mitchell Building  
University of Maryland, College Park  
College Park, MD 20742  
[registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu)

### **Audiovisual Recordings of Musical Performances or Musical Compositions**

These theses and dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the ETD system (<http://dissertations.umi.com/umd>). PDF versions of any and all written components of the thesis or dissertation, such as the Abstract, Title page, Table of Contents, program notes, performance commentary, or analysis, should also be submitted via the ETD system (<http://dissertations.umi.com/umd>). This submission must follow all requirements in this style guide.

Due to copyright restrictions, performance components of theses and dissertations may be ineligible for digital submission. These documents should be submitted to the Office of the Registrar following the guidelines for data CDs and DVDs provided under **Special Cases: Audiovisual Theses and Dissertations** above. **One (1) complete set** of CDs/DVDs must be provided to the Office of the Registrar.

To submit CDs/DVDs containing supplemental material (e.g. audiovisual recordings of your musical performance), you must provide **one (1) set** of CDs/DVDs in an envelope to the Office of the Registrar.

Each set must include a printed copy of:

- the Abstract Page

- the Copyright Page
- the Title Page
- any optional front matter (Dedication, Preface, etc.)
- the Table of Contents. **This document must include a list of all files in the thesis and all those contained on the CDs /DVDs**
- any written materials (performance notes, program, analysis, etc.), as required by the student's examining committee

The package envelope should be clearly marked with your name, degree, and year of graduation. Taping a copy of the thesis/dissertation Title Page to the front of the envelope will speed processing.

Your complete submission must include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to <http://dissertations.umi.com/umd>.
- A completed **Report of the Examining Committee**. In most cases, your dissertation director will submit this to the Office of the Registrar on your behalf.
- A completed **Thesis and Dissertation Electronic Publication Form** to be sent to the Office of the Registrar, 1113 Mitchell Building, [registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu).
- Payment of any **optional copyright fees**. ProQuest charges \$55 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the submission process. Copyright registration is voluntary and not required.

The packaged envelope and **Thesis and Dissertation Electronic Publication Form** can be submitted to:

Office of the Registrar  
1113 Mitchell Building  
University of Maryland, College Park  
College Park, MD 20742  
[registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu)

## School of Theatre, Dance, and Performance Studies Theses and Dissertations

### **Audiovisual Recordings of Performances**

These theses and dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the ETD system (<http://dissertations.umi.com/umd>). This system is able to accept electronic video files (MPEG or AVI is preferred). Please contact your college, department, or program for assistance with digitizing your recordings. PDF versions of any and all written components of the thesis or dissertation, such as the abstract, program notes, performance commentary, or analysis, should also be submitted via the ETD system (<http://dissertations.umi.com/umd>). This submission should follow all requirements in this style guide. This submission must also include all required front matter (Abstract, Title Page, Table of Contents).

*Note: When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar on CD or DVD. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.*

To submit your thesis or dissertation on CD or DVD, you must provide **one (1) copy** of the disc, in its own envelope, clearly marked with your name, degree, and year of graduation. Taping a copy of the thesis Title Page to the front of the envelope will speed processing.

**Note the preferred file formats for these CDs and DVDs containing supplemental material.**

***File Formats for Audio files***

*For performances, submit the files (44.1K/16B WAV .wav) on CD-R (MAC and PC compatibility) or DVD (ISO 9660). Two complete sets of the original audio files must be submitted to the Office of the Registrar.*

***File Formats for Video files***

*Acceptable video formats are Apple Quick Time (.mov), Microsoft Audio Video Interleaved (.avi), or MPEG-2 (H.262 .mpg or .mpeg) on CD-R (MAC & PC Compatibility) or DVD (ISSO 9660). Two complete sets of the original video files must be submitted to the Office of the Registrar.*

**NOTE:** Data CDs or DVDs should be submitted and not audio or video CDs or DVDs.

Each set must include a printed copy of:

- the Abstract Page
- the Copyright Page
- the Title Page
- any optional front matter (Dedication, Preface, etc.)
- the Table of Contents. **This document must include a list of all files in the thesis and all those contained on the CDs /DVDs**
- a copy of any written materials (performance notes, program, analysis, etc.), as required by the student's examining committee

Your complete submission should include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide. This is uploaded to <http://dissertations.umi.com/umd>.
- A completed **Report of the Examining Committee**. In most cases, your dissertation director will submit this to the Office of the Registrar on your behalf.
- A completed ***Thesis and Dissertation Electronic Publication Form*** to be sent to the Office of the Registrar, 1113 Mitchell Building, [registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu).
- Payment of any **optional copyright fees**. ProQuest charges \$55 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the submission process.

The packaged envelope and ***Thesis and Dissertation Electronic Publication Form*** can be submitted to:

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1113 Mitchell Building  
University of Maryland, College Park  
College Park, MD 20742  
[registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu)

## Department of Art Theses and Dissertations

### **Visual Art Theses and Dissertations**

Theses and dissertations consisting of works of visual art should be digitized and submitted to the Office of the Registrar via the ETD system (<http://dissertations.umi.com/umd>). The system is capable of accepting digital images (either scanned images or digital photos) in JPEG or GIF format. The front matter of the document—Abstract Page, Table of Contents, Title Page, Dedication, Preface, etc. — and any written components of the document, such as work notes, self-analysis, or other materials required by the Thesis or Dissertation examining committee should be submitted to the ETD system as a single PDF document, formatted to the specifications set forth in this style guide. These documents are subject to all standard fees.

*Note: When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar on CD or DVD. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.*

To submit your thesis or dissertation on CD or DVD, you must provide **one (1) copy** of the disc, in its own envelope, clearly marked with your name, degree, and year of graduation. Taping a copy of the thesis Title Page to the front of the envelope will speed processing.

Each set must include a printed copy of:

- the Abstract Page
- the Copyright Page
- the Title Page
- any optional front matter (Dedication, Preface, etc.)
- the Table of Contents. **This document must include a list of all files in the thesis and all those contained on the CDs /DVDs**
- a copy of any written materials (performance notes, program, analysis, etc.), as required by the student's examining committee

Your complete submission should include the following:

- PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide. This is uploaded to <http://dissertations.umi.com/umd>.
- A completed **Report of the Examining Committee**. In most cases, your dissertation director will submit this to the Office of the Registrar.
- A completed **Thesis and Dissertation Electronic Publication Form** to be sent to the Office of the Registrar, 1113 Mitchell Building, [registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu).
- Payment of any **optional copyright fees**. ProQuest charges \$55 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the submission process. Copyright registration is voluntary and not required.

The packaged envelope and ***Thesis and Dissertation Electronic Publication Form*** can be submitted to:

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1113 Mitchell Building  
University of Maryland, College Park  
College Park, MD 20742  
[registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu)

### ***Audiovisual Recordings of Performance Art***

These theses and dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the ETD system (<http://dissertations.umi.com/umd>). This system is able to accept electronic video files (MPEG or AVI is preferred). Refer to the preferred formats listed under **Special Cases: Audiovisual Theses and Dissertations** and contact your college, department, or program for assistance with digitizing your recordings. PDF versions of any and all written components of the thesis or dissertation, such as the abstract, program notes, performance commentary, or analysis, should also be submitted via the ETD system (<http://dissertations.umi.com/umd>). This submission should follow all requirements in the University of Maryland Thesis and Dissertation Style guide. This submission must also include all required front matter (Abstract, Title Page, Table of Contents).

*Note: When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar on CD or DVD. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.*

To submit your thesis or dissertation on CD or DVD, you must provide one (1) copy of the discs, in its own envelope, clearly marked with your name, degree, and year of graduation. Taping a copy of the thesis Title Page to the front of the envelope will speed processing.

Each set must include a printed copy of:

- the Abstract Page
- the Copyright Page
- the Title Page
- any optional front matter (Dedication, Preface, etc.)
- the Table of Contents. **This document must include a list of all files in the thesis and all those contained on the CDs /DVDs**
- a copy of any written materials (performance notes, program, analysis, etc.), as required by the student's examining committee

Your complete submission should include the following:

- PDF document of your thesis or dissertation formatted according to the regulations set forth in this Style guide. This is uploaded to <http://dissertations.umi.com/umd>.
- A completed ***Report of the Examining Committee***. In most cases, your dissertation director will submit this to the Office of the Registrar on your behalf.
- A completed ***Thesis and Dissertation Electronic Publication Form*** to be sent to the Office of the Registrar, 1113 Mitchell Building, [registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu).
- Payment of any ***optional copyright fees***. ProQuest charges \$55 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card

during the submission process. Copyright registration is voluntary and not required.

The packaged envelope and ***Thesis and Dissertation Electronic Publication Form*** can be submitted to:

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University of Maryland, College Park  
College Park, MD 20742  
[registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu)

## Special Cases: Theses and Dissertations with Certain Reproduced Images

Thesis and dissertation documents sometimes include reproduced images that are in many ways important to the academic purpose of the document and assist readers and evaluators of the thesis or dissertation in making educated judgments on its merits. Unfortunately, the costs related to securing reprint rights to these images, particularly for a document that will be publicly available on the internet, is at times prohibitive for the typical graduate student. As such, submitting these thesis/dissertation documents (complete with images) through the ETD system often puts students in a position to violate copyright or intellectual property laws. In order to acknowledge this difficulty, the Graduate School has devised the following alternative submission procedure for students who have completed applicable theses/dissertations.

**The following instructions apply primarily to students in the Department of Art History and Archeology and the School of Architecture, Planning, and Preservation, but students with an applicable thesis/dissertation in another program can follow the same procedure outlined below.**

### Department of Art History and Archaeology Theses and Dissertations

**Art History and Archeology theses and dissertations that contain “fair use” or permitted images should be submitted using the traditional submission instructions (see page 23.)**

If the thesis or dissertation contains images that are not publicly available and permission was unable to be obtained, students should do the following:

1. Contact the Director of Graduate Studies in Art History to discuss whether obtaining permissions for the copyrighted materials is financially or academically feasible or necessary.
2. Notify [registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu) that the dissertation or thesis will be submitted via the alternative process. The Registrar Office staff will then notify the libraries.
3. Submit a redacted (no images) version of the thesis to the University/ProQuest through the standard ETD system (<http://dissertations.umi.com/umd>). This document will be for general publication on ProQuest Dissertations and Theses and DRUM. In addition to following all specified style and formatting requirements as listed in this Style guide, the document:
  - Should contain none of the prohibited images;
  - Must have a “Disclaimer” page added to the Front Matter that includes the following statement: “The thesis or dissertation document that follows has had referenced



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  - It must include all images at 72 dots per inch resolution;
  - It should be printed on 100% acid free paper;
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2. Notify [registrar-graduate@umd.edu](mailto:registrar-graduate@umd.edu) that the dissertation or thesis will be submitted via the alternative process. The Registrar Office staff will then notify the libraries.
3. Submit a redacted (no images) version of the thesis/dissertation to the ETD system (<http://dissertations.umi.com/umd>). This document will be for general publication on ProQuest Dissertations and Theses and DRUM. In addition to following all specified style and formatting requirements as listed in this style guide, the document:
  - Should contain none of the prohibited images;
  - Must have a "Disclaimer" page added to the front matter that includes the following statement: "The thesis or dissertation document that follows has had referenced material removed in respect for the owner's copyright. A complete version of this document, which includes said referenced material, resides in the University of Maryland, College Park's library collection."
  - Should be accompanied by the submission of all required payments and paperwork to the Office of the Registrar (1113 Mitchell Building):



- The signed Report of the Examining Committee
  - A copy of the [Thesis and Dissertation Electronic Publication Form](#)
4. After the formatting of the online submission in step 3 above is approved, submit one (1) unbound hard copy of the complete thesis in an envelope to the Office of the Registrar (1113 Mitchell Building). This will be the UMD Libraries' official archival copy of the document. This document, in addition to adhering all of the formatting and style requirements listed in this style guide must also conform to the following:
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  - When brought/sent to the Office of the Registrar (1113 Mitchell Building), the document must be accompanied by:
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The policies of publishers of professional journals with respect to publishing articles that are the identical to or a revised version of a work that was previously released and can vary significantly from publisher to publisher. You may want to speak with publishers to whom you are likely to submit your work regarding their policies before you complete the Thesis and Dissertation Electronic Publication Form. A one-year embargo on electronic publication is sufficient to comply with most publishers' policies regarding pre-posting of material.

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If you have any questions concerning the availability of your work on ProQuest's Digital Dissertations or DRUM, please contact UM Library's DRUM Team at [drum-help@umd.edu](mailto:drum-help@umd.edu).

**The Electronic Publication Form, which outlines your rights and enables you to communicate to the Graduate School your preferences regarding electronic access to your work, is available at the Graduate School website.**

## CHAPTER 7: SAMPLE PAGES

FIGURE 1: PAGE LAYOUT FOR THESES AND DISSERTATIONS

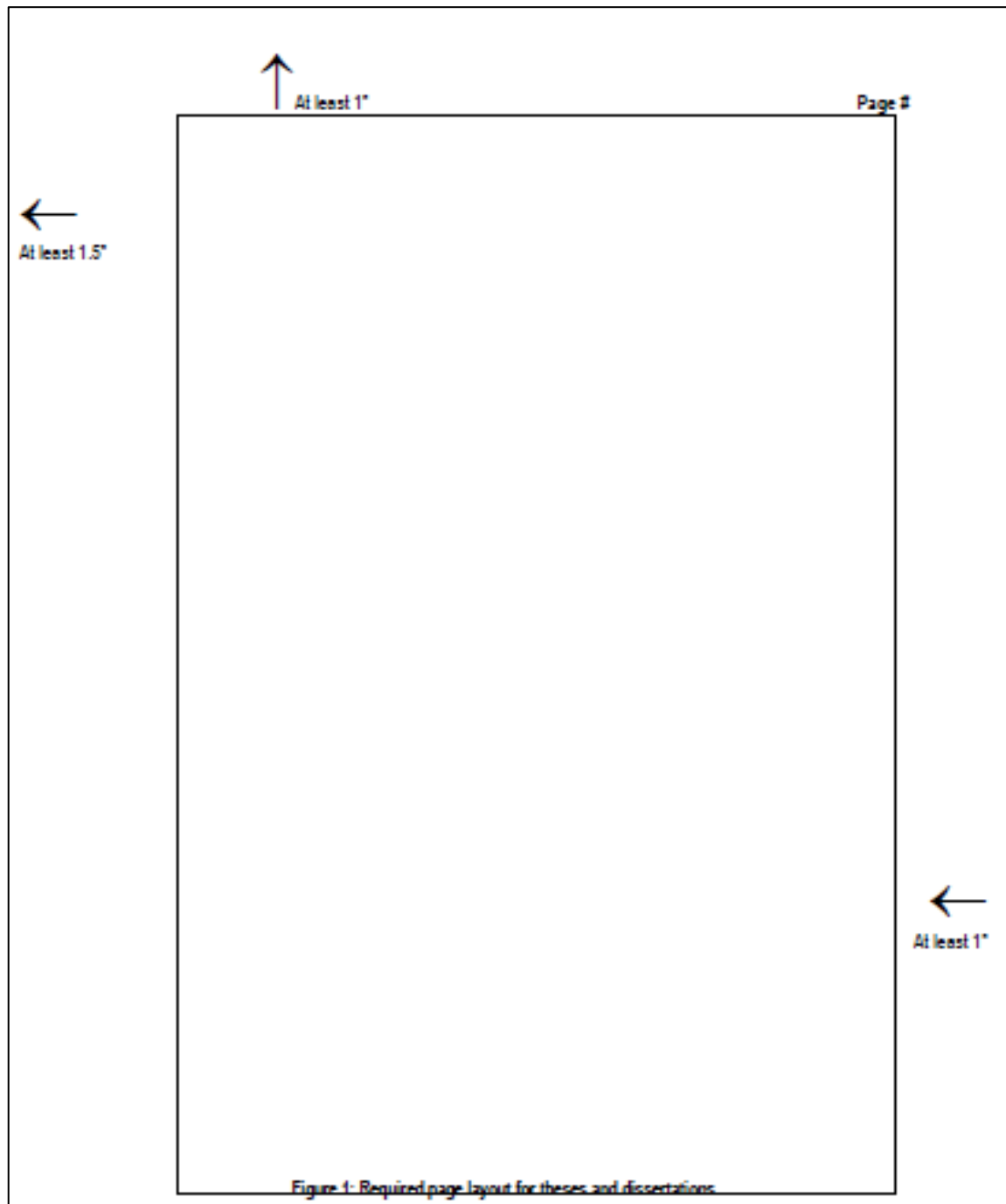


FIGURE 2: ABSTRACT PAGE FORMAT

<p style="text-align: center;"><b>ABSTRACT</b> [Begin typing centered heading about 2-2.5" from the top of the paper.]</p> <p style="text-align: right;"><b>[3-4 spaces]</b></p> <p>Title of Dissertation. / Thesis:      [TYPE THE COMPLETE TITLE OF YOUR DISSERTATION HERE, SINGLE OR DOUBLE- SPACED. USE ALL CAPITAL LETTERS.] (If necessary, continue under the first word, not at the left margin.))</p> <p style="text-align: right;"><b>[double-space]</b></p> <p style="text-align: right;">[Your full name as it appears in university records, the full degree citation, and year] <b>[double-space]</b></p> <p>Dissertation / thesis directed by:      [Academic title and full name of your advisor. Academic department or program of advisor.]</p> <p style="text-align: right;"><b>[triple-space]</b></p> <p>Begin typing the body of the abstract here, double-spacing throughout. Remember that the abstract for a doctoral dissertation must not exceed 350 words or 2450 characters. Abstracts for Master's theses must not exceed 150 words.</p> <p><b>Figure 2: Format sample for the thesis / dissertation abstract page [do not number this page]</b></p>	
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FIGURE 3: SAMPLE ABSTRACT PAGE

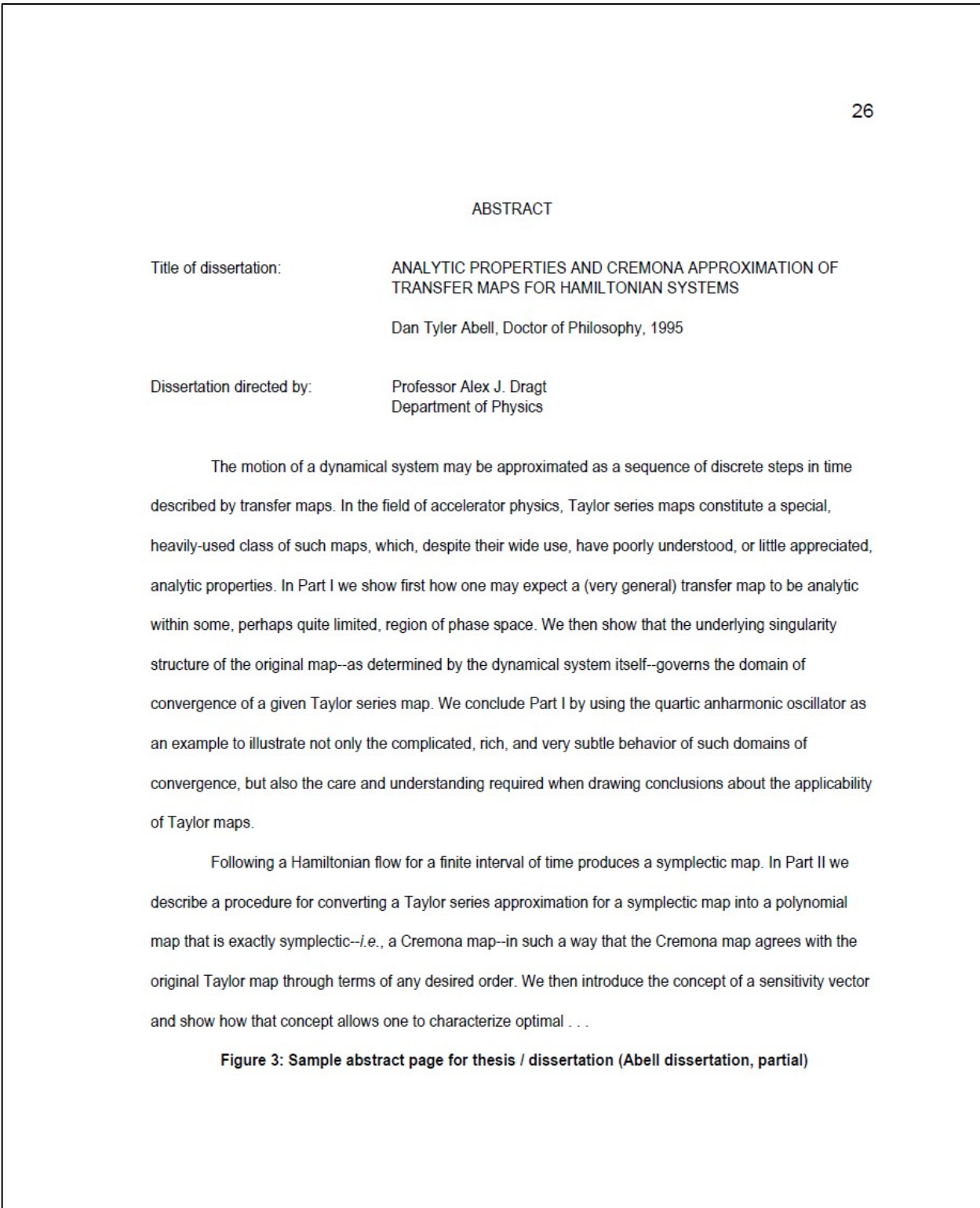


FIGURE 4: TITLE PAGE FORMAT

<p>[Begin typing about 2-2.5" from the top of the paper.]</p> <p>[TYPE THE COMPLETE TITLE OF YOUR THESIS IN ALL CAPITAL LETTERS, CENTERED, SINGLE OR DOUBLE-SPACED]</p>	
<p>by</p> <p>[Your full name as it appears in university records]</p>	<p>[triple-space]</p> <p>[double-space]</p>
<p>[leave four lines blank]</p>	
<p>Thesis submitted to the Faculty of the Graduate School of the University of Maryland, College Park in partial fulfillment of the requirements for the degree of [type full degree title] [type year]</p>	
<p>[use standardized language and type in inverted pyramid]</p>	
<p>Advisory Committee:</p>	
<p>Professor _____, Chair</p> <p>Professor _____</p> <p>Professor _____</p> <p>Professor _____</p>	<p>*Use "Professor" if the committee member is of professorial rank (Professor, Associate, or Assistant); otherwise use Dr. or other appropriate title.</p>

Figure 4: Format sample for title page [do not number this page]



FIGURE 5: SAMPLE TITLE PAGE

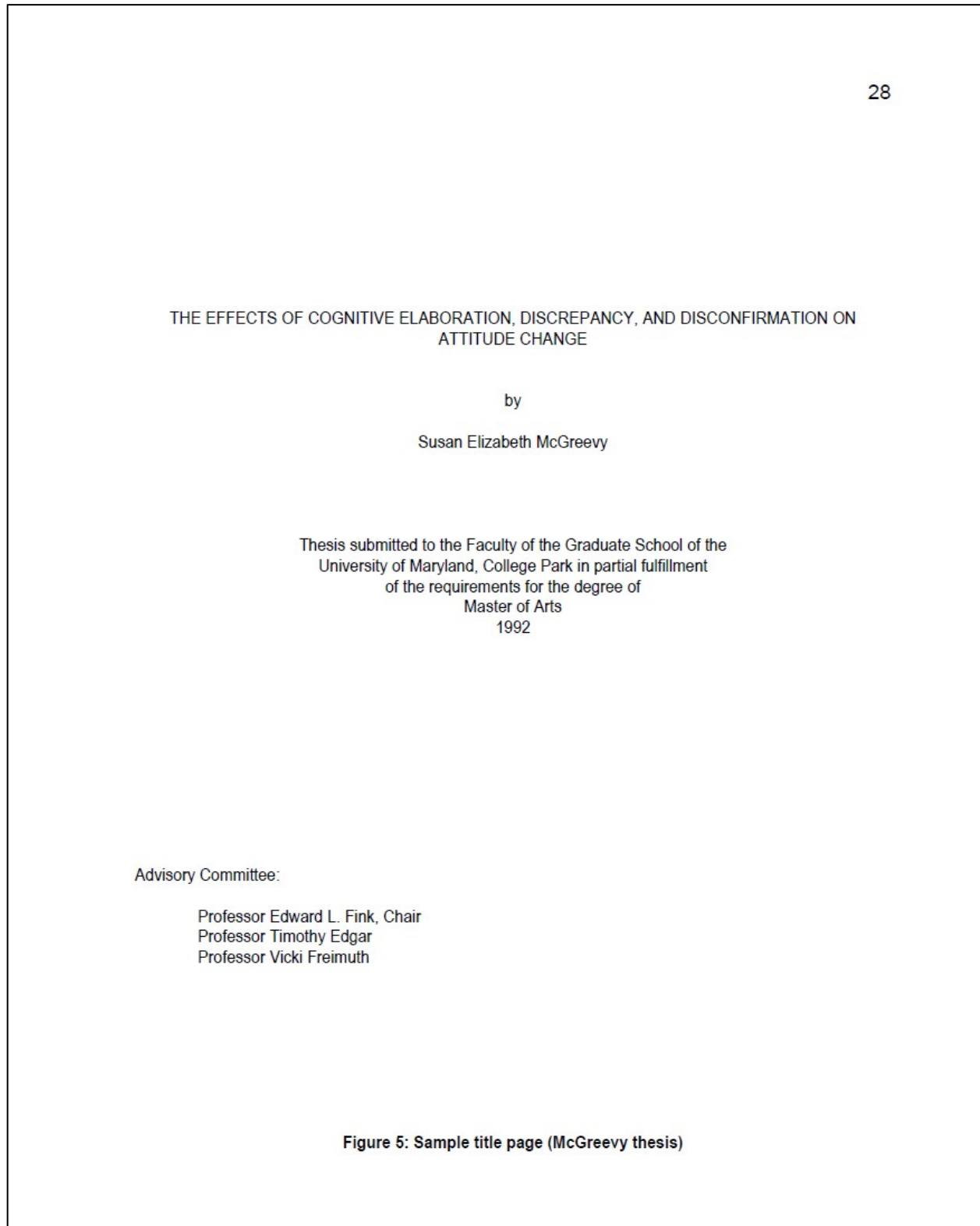


FIGURE 6: SAMPLE COPYRIGHT PAGE

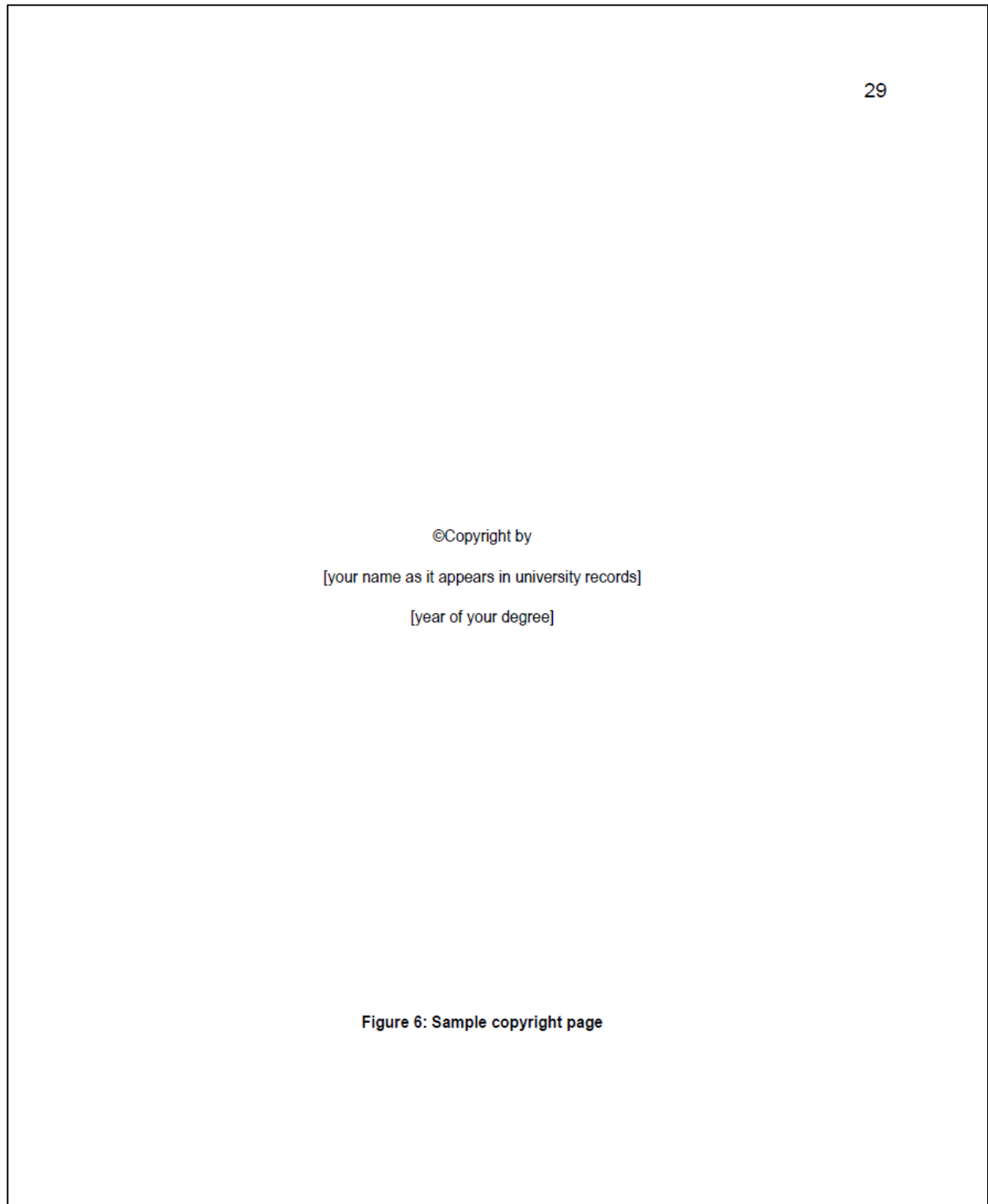


FIGURE 7: SAMPLE TABLE OF CONTENTS

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Figure 7: Sample table of contents (McGreevy thesis/partial)

FIGURE 8: SAMPLE FORM LETTER REQUESTING PERMISSION TO USE COPYRIGHTED MATERIALS

31

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Figure 8: Sample Letter Request for Permission to Reprint Copyrighted Materials