

The University of Maryland
Electronic Thesis and Dissertation (ETD) Style Guide
2010 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. In previous years, these formatting requirements were determined primarily by the restrictions associated the process of printing and binding the documents for publication. Theses and Dissertations completed in accredited Masters and Doctoral programs are published by Proquest Learning Services International (<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://www.lib.umd.edu/drum/>, 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 / United Microforms International (http://www.proquest.com/en-US/products/brands/pl_umi.shtml), 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 (hereafter referred to as the “Thesis”) directly to Proquest / UMI via the World Wide Web. 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; 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 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 first draft 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 UM ETD Style Guide. This Style Guide outlines all the formatting elements that the Graduate School requires for your dissertation or thesis. 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.
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. In general, it is advisable to become familiar with a professional style manual at this time in your academic career, if you have not already done so. Thus, 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 or 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 for use of human or animal subjects.** Prior to undertaking research using human or animal subjects, you will have had to seek and obtain approval. Be sure that the graduate program human subjects review board or university Institutional Review Board (<http://www.umresearch.umd.edu/IRB/>) approval is indicated on the Nomination of Examining Committee form. 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 (contact them at (301) 405-3960 or <http://www.des.umd.edu>).
6. **Obtain editorial, proofreading, or typing assistance.** If you hire someone to prepare your draft, you should provide them with the URL of this 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 individuals or groups 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 <http://www.english.umd.edu/academics/writingcenter/graduate/international>. The Maryland English Institute (MEI) also offers assistance through the MEI Writing Center for International Graduate Students. Call (301) 405-8634, or visit <http://www.mei.umd.edu>. University of Maryland graduate students from across the campus offer editing services for a fee.

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 Learning Services / Digital Dissertations (<http://proquest.umi.com/login>), or DRUM, the Digital Repository at the University of Maryland (<http://www.lib.umd.edu/drum/>)—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 via <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

CHAPTER 3: PREPARING YOUR DRAFT

Since the University of Maryland, College Park is now accepting Theses and Dissertations primarily in electronic format, this 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 Information and Learning via the World Wide Web 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) 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 MS 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 UM-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. LATE_x 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 disks and keep those disks in safe places. It is often advisable to make CD Rom archive copies of your work.

Font / Type Style

The same font should be used throughout the Thesis, 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. Fonts that will definitely be approved by the Graduate School:

Arial 12
Bookman 12
Times New Roman 12
Times New Roman 14

LATE_x Users: The Computer Modern fonts in LATE_x 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 LATE_x 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 to 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, and so published in Dissertation Abstracts International / Digital Dissertations. The abstract must be in English. Dissertation Abstracts International (Ann Arbor, Michigan: Proquest, 1969-) is issued in two sets, one for humanities and social sciences, and one for sciences. You may find these volumes in the McKeldin Library reference section, call number Z5055.U5A53. Digital Dissertations (<http://proquest.umi.com/login>) is Proquest's 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),
- and 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. 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]

There is a title page format sample here that is acceptable for both the master's thesis and doctoral dissertation.

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.loc.gov> for information on registering directly with the Library of Congress.

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 dot leaders or not, as you wish. 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. At the end of this chapter there is an example of the table of contents that is valid for both the master's thesis and doctoral 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 the table and figure captions from your text to identify these in the 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 one 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" section of Chapter 5, Submitting Your Thesis or Dissertation.

Other Materials

Some few 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" section 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 UM 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 (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 2000 is used. Word XP and Word 97 have similar interfaces. The Graduate School has prepared some MS Word Templates that come pre-formatted to UM 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.

1. Click File on the top Menu Bar.
2. Then click on Page Setup from the drop-down menu.
3. Click on the Margins tab (the default in Word 2000) if it is not already selected. You can then enter the required values in each field.
4. 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 Edit and then Select All.
2. Go to the formatting Toolbar at the top of the Word 2000 screen. You should see the default font of the document in the Toolbar window (usually Times New Roman). Click on the down arrow to see the list of Word Fonts available.
3. Click on the font you wish your text to change to.

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 Edit and then Select All.
2. Go to the Formatting Toolbar.
3. You should see a number of buttons with horizontal lines on them.
4. The button on the left (with the uneven right side) is the button for LEFT justification. The button in the center is for FULL justification, even margins on both sides. The button on the right is the button for CENTER justification, where the text is centered on the page.

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; as a document author, you control how your document is subdivided into sections by inserting Section Breaks. Each Section of your document can have different properties: layout and orientation (columns, portrait / landscape), borders and line spacing, and of course page numbering. For a University of Maryland thesis 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 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 very bottom of your Copyright page (about 9" down).
2. Then click Insert on the Menu Bar.
3. From the drop-down Insert menu, select "Break."
4. From this menu, select under "Section Break types" a "Continuous" break. This will insert a Section Break without a forcing a new page in your document. If you would like Word to force a new page after the Title Page, insert a "Next Page" break instead. *(If you switch to the Normal document view (Click View—>Normal), you can see which section breaks exist in your document—you can also delete them from that view.)*
5. At the bottom left corner of your Word screen, you should see information that tells you the Page you are currently working on.
6. Just to the right of that information, you should see something that tells you which Section the page is located in (usually reads Sec 1, Sec 2, Sec 3.)
7. 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.
8. 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.
9. 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 Insert and select Page Numbers.

3. Choose the page location of your page numbers. The Graduate School requires either Bottom (Footer) Right, Bottom (Footer) Center, or Top (Header) Right placement.
4. Click OK. This 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 1'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. Click View and select Headers and Footers. Your document should go gray, and you'll see text boxes at the top and bottom of the screen.
9. What the Header / Footer view also shows is 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. When you activate the Header and Footer menu, you also activate the Header and Footer toolbar—from this toolbar, you can turn “Same as Previous” formatting off, and un-link the header / footer. The Same As Previous button should be depressed by default when you bring up the Header / Footer view; click on it 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; 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, go to Header / Footer view, and simply delete the page number from the Header or Footer. There will be no page numbering on these pages.
12. *For Section 2 (Front Matter).* While on the first page of Section 2, click Insert and select Page Numbers.
13. Select “Format” from this menu.
14. For this section, select the Roman Numerals from the drop-down Number format menu.
15. Select “ii” from the Start at menu. This will re-start the page numbering from the first page of Section 2, starting at ii.
16. For Section 3, the Main Body Text, do the same thing. Go to the first page of your main body text (the first page of Section 3), click Insert-->Page Numbers-->Format, and change the format to Arabic Numbers, starting at 1.

CHAPTER 5: SUBMITTING YOUR DOCUMENT

The Electronic Thesis and Dissertation (ETD) Process

The University of Maryland has entered into an agreement with Proquest Information and Learning Services to accept Theses and Dissertations electronically via the World Wide Web. Following the guidelines in 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, Rich Text Format, or Adobe PDF), and that it conforms to the appearance standards set forth in this Style Guide. **You may only begin this process after your defense has been completed and your director / committee has submitted the report of the examining committee to the office of the registrar.** You may not submit a “draft” thesis / dissertation to the ETD system; the document you submit must be identical to the one you successfully defended. Any thesis / dissertation document submitted before the receipt of the Report of the Examining Committee will not be evaluated by the editors.

When you have completed the formatting of your document and confirmed the submission of the Report of the Examining Committee, visit the Proquest Dissertation submission site: <http://dissertations.umi.com/umd>. To submit your document, follow the following steps.

1. Create an Account. On the left side of the site’s home page, click on “My Account.” 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. Word to PDF conversion. If you have not already created a PDF document, you can use Proquest’s Word to PDF conversion tool to create one. This is located on the left side of the site.
4. Click “Submit Your Dissertation.” This begins the submission process. You will be asked for some information on a number of subsequent pages.

Submission Agreement. Proquest gives you several options to choose from: Traditional or Open Access. Select one of the “Traditional” licenses—“Open Access: is not necessary, as your document will be published on DRUM by the University, which is itself a free online archive. The Submission 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 with the process, you must click “Accept.”

Contact Information. Enter current and future contact information in the spaces provided. It is imperative that this information be as accurate as possible, as the Graduate School may need to contact you in regard to your document after you leave the University. When you have entered all requisite information, click “Continue.”

Submission Page. Enter here the information regarding your thesis or dissertation, which you should have prepared beforehand. Here you can specify sales restrictions on your document, if you so choose.

Copyright Application. If you so wish, Proquest can register the copyright for your thesis or dissertation on your behalf. 95% of all doctoral dissertations are registered for copyright; a smaller (yet growing) percentage of master's theses are. If you elect that Proquest will file your copyright for you, you will be required to submit a fee of \$65.00, payable via credit card to Proquest. You may elect to file your own copyright with the Library of Congress, (<http://www.loc.gov>) or you may elect not to register copyright at all.

5. Once you have completed the submission process, click "Continue."

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

Order Bound Copies. This is where you can order bound copies (of varying sizes) of your thesis or dissertation, paid via credit card.

Deadlines

The Graduate School maintains deadlines for submission of Theses and Dissertations for each academic term. Students must BEGIN the submission process, i.e., submit their first version of their document (prior to any Graduate-School requested corrections), before the stated deadline 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

The University charges a \$125.00 fee for costs associated with the ETD system. This includes handling, processing, archiving, and the printing of a bound, hard copy of the Thesis for the University library. This fee is required by the Graduate School, and will be billed to your student account. If you want your Thesis or Dissertation copyrighted through Proquest, you can do this during the submission process, using a credit card at a cost of \$65.00. Most students opt to have their work copyrighted through Proquest. You may also choose to copyright your work yourself, through the Library of Congress. Please see <http://www.loc.gov> for more information. **NOTE: Costs and charges are subject to change without notice.**

Submission Checklist

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 Graduate School on your behalf.
- A completed Electronic Publication Form. This form will indicate to the Graduate School your preferences regarding electronic publication of your thesis or dissertation. The form is available at the Graduate School website.
- Payment of the required \$125.00 Printing and Archiving Fee. This will be billed to your student account after submission.

- Payment of any optional copyright fees. ProQuest charges \$65.00 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the submission process.

Special Cases: *Audiovisual Theses and Dissertations*

Each semester the Registrar receives a number of Theses or Dissertations that divert from the standard template of a written research project. These Theses or Dissertations can be works of visual, performance, or theatrical art, of dance, or performances of music. In order to alleviate the confusion regarding the electronic submission of Theses and Dissertations that students in non-written Thesis programs often feel, the Graduate School has created a policy specifically dealing with the submission of these Theses and Dissertations.

Audiovisual Theses and Dissertations should be, when at all possible and when copyright permissions allow, digitized and submitted to the Registrar via the Electronic Thesis and Dissertation system. This system is able to accept electronic music files (MP3 or WMA files) or video files (such as MPEG and AVI). 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 subject to copyright restrictions, it should instead be submitted to the Registrar on CD or DVD. The Registrar requires 2 copies of the CD / DVD thesis document to be submitted, one for Proquest Learning Services, and one for the University Libraries.

Audiovisual Theses and Dissertations are usually completed by students in the College of Arts of Humanities, most often in The School of Music, the Department of Dance, the Department of Theatre, and the Department of Studio Art. Instructions for completing documents in each department are 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 Registrar for evaluation and final approval. It is also required that the document be submitted to the University Library and to Proquest Digital Dissertations. This includes 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 3 major types:

- A written work of scholarship or analysis, similar in most respects to works of scholarship done in other disciplines;
- A performance or series of performances of a piece of music;
- A musical composition, either written or performed, or both.

Written Works of Scholarship

These documents should be submitted in PDF format to the Office of the Registrar via the University of Maryland Electronic Thesis and Dissertation submission site, <http://dissertations.umi.com/umd>, and be formatted according to the standards set forth in the

University of Maryland Thesis and Dissertation Style Guide. This electronic submission should be accompanied by:

- The standard \$125.00 archiving fee(billed to the student account)
- The \$65.00 copyright fee (optional; if applicable). This may be paid through the Proquest / UMI ETD Submission site using a credit card.
- A copy of the Electronic Publication Form. This should be sent to the Office of the Registrar, 1113 Mitchell Building. The Electronic Publication Form is available at the Graduate School website.

Audiovisual Recordings of Musical Performances

Due to copyright restrictions, performance theses and dissertations are ineligible for digital submission. These documents should be submitted to the Office of the Registrar on CD or DVD. To submit your thesis or dissertation on CD or DVD, you must provide 2 copies of the disc, each 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 CD / DVD (i.e., each copy submitted) must be accompanied by the following:

- A copy of the thesis or dissertation's Abstract Page;
- A copy of the thesis or dissertation's Copyright Page;
- A copy of the thesis or dissertation's Title Page;
- A copy of any optional Front Matter (Dedication, Preface, etc.);
- A copy of the thesis or dissertation's Table of Contents This document should include a list of all files in the thesis and all those contained on the CD / DVD;
- A copy of any written materials (performance notes, program, analysis, etc), as required by the student's examining committee;
- A copy of The Proquest / UM Release Agreement, which is available at the Graduate School website;
- A copy of the Electronic Publication Form. This should be sent to the Office of the Registrar, 1113 Mitchell Building.
- Payment of all required fees: \$125 Archiving and Processing Fees (billed to UM Student Account); \$65 optional copyright registration fee (via check to Proquest Learning Services).

The copy of the thesis or dissertation's Abstract Page, copy of the thesis or dissertation's Copyright Page, copy of the thesis or dissertation's Title Page, copy of any optional Front Matter (Dedication, Preface, etc.), copy of the thesis or dissertation's Table of Contents, and copy of any written materials (performance notes, program, analysis, etc), as required by the student's examining committee must be submitted as individual PDFs. The copy of The Proquest / UM Release Agreement and copy of the Electronic Publication Form should be scanned after signing and also be included as individual PDFs. These should all be included on one CD. The CD / DVD thesis submission should be sent to:

Office of the Registrar
Attn: Debbie Pruett
1113 Mitchell Building
University of Maryland, College Park
College Park, MD 20742

A Musical Composition, Written or Performed (or Both)

These documents should be submitted in PDF format to the Office of the Registrar via the Electronic Thesis and Dissertation submission site, <http://dissertations.umi.com/umd>, and be formatted according to the standards set forth in the University of Maryland Thesis and Dissertation Style Guide. The PDF document should include the following:

- All required Front and Back Matter (Abstract, Title Page, Table of Contents, and Bibliography / List of References)
- Renderings of the musical notation and any commentary, analysis, or supplementary written materials such as the abstract or program notes.

Any non-written components of the document, such as music or video files, should be submitted to the Office of the Registrar on CD or DVD. To submit your thesis or dissertation on CD or DVD, you must provide 2 copies of the disc, each in its own envelope, clearly marked with your name, degree, and year of graduation. Taping an additional copy of the thesis Title Page to the front of the envelope will speed processing. Each thesis CD / DVD (i.e., each copy submitted) must be accompanied by the following:

- A copy of the thesis or dissertation's Abstract Page;
- A copy of the thesis or dissertation's Copyright Page;
- A copy of the thesis or dissertation's Title Page;
- A copy of any optional Front Matter (Dedication, Preface, etc.);
- A copy of the thesis or dissertation's Table of Contents. This document should include a list of all files in the thesis and all those contained on the CD / DVD;
- A copy of any written materials (performance notes, program, analysis, etc), as required by the student's examining committee;
- A copy of The Proquest / UM Release Agreement, which is available at the Graduate School website;
- A copy of the Electronic Publication Form. This should be sent to the Office of the Registrar, 1113 Mitchell Building;
- Payment of all required fees: \$125 Archiving and Processing Fees (billed to UM Student Account); \$65 optional copyright registration fee (via check to Proquest Learning Services).

The copy of the thesis or dissertation's Abstract Page, copy of the thesis or dissertation's Copyright Page, copy of the thesis or dissertation's Title Page, copy of any optional Front Matter (Dedication, Preface, etc.), copy of the thesis or dissertation's Table of Contents, and copy of any written materials (performance notes, program, analysis, etc), as required by the student's examining committee must be submitted as individual PDFs. The copy of The Proquest / UM Release Agreement and copy of the Electronic Publication Form should be scanned after signing and also be included as individual PDFs. These should all be included on one CD. The CD / DVD should be sent to:

Office of the Registrar
Attn: Debbie Pruett
1113 Mitchell Building
University of Maryland, College Park
College Park, MD 20742

Department of Dance Theses and Dissertations

Audiovisual Recordings of Dance Performances

These Theses and Dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the Electronic Thesis and Dissertation 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 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 the complete performance thesis or dissertation is not possible or the document is subject to co, it should be submitted to the Office of the Registrar on CD or DVD.*

To submit your thesis or dissertation on CD or DVD, you must provide 2 copies of the disc, each 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 CD / DVD (i.e., each copy submitted) must be accompanied by the following:

- A brief letter of explanation from you outlining the reasons for the submission of the thesis on CD or DVD (technical difficulties, etc.);
- A copy of the thesis or dissertation's Abstract Page;
- A copy of the thesis or dissertation's Copyright Page;
- A copy of the thesis or dissertation's Title Page;
- A copy of any optional Front Matter (Dedication, Preface, etc.);
- A copy of the thesis or dissertation's Table of Contents. This document should include a list of all files in the thesis and all those contained on the CD / DVD;
- A copy of any written materials (performance notes, program, analysis, etc), as required by the student's examining committee;
- A copy of The Proquest / UM Release Agreement, which is available at the Graduate School website;
- A copy of the Electronic Publication Form. This should be sent to the Office of the Registrar, 1113 Mitchell Building;
- Payment of all required fees: \$125 Archiving and Processing Fees (billed to UM Student Account); \$65 optional copyright registration fee (via check to Proquest Learning Services).

The CD / DVD thesis submission should be sent to:

Office of the Registrar
Attn: Debbie Pruett
1113 Mitchell Building
University of Maryland, College Park
College Park, MD 20742

Department of Theatre Theses and Dissertations

Audiovisual Recordings of Theatrical Performances

These Theses and Dissertations should be, when at all possible and when copyright restrictions permit, digitized and submitted to the Office of the Registrar through the Electronic Thesis and Dissertation 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 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 the complete performance thesis or dissertation is not possible, it should be submitted to the Office of the Registrar on CD or DVD.*

To submit your thesis or dissertation on CD or DVD, you must provide 2 copies of the disc, each 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 CD / DVD (i.e., each copy submitted) must be accompanied by the following:

- A brief letter of explanation from you outlining the reasons for the submission of the thesis on CD or DVD (technical difficulties, etc.);
- A copy of the thesis or dissertation's Abstract Page;
- A copy of the thesis or dissertation's Copyright Page;
- A copy of the thesis or dissertation's Title Page;
- A copy of any optional Front Matter (Dedication, Preface, etc.);
- A copy of the thesis or dissertation's Table of Contents. This document should include a list of all files in the thesis and all those contained on the CD / DVD;
- A copy of any written materials (performance notes, program, analysis, etc), as required by the student's examining committee;
- A copy of The Proquest / UM Release Agreement, which is available at the Graduate School website;
- A copy of the Electronic Publication Form. This should be sent to the Office of the Registrar, 1113 Mitchell Building;
- Payment of all required fees: \$125 Archiving and Processing Fees (billed to UM Student Account); \$65 optional copyright registration fee (via check to Proquest Learning Services).

The CD / DVD thesis submission should be sent to:

Office of the Registrar
Attn: Debbie Pruett
1113 Mitchell Building
University of Maryland, College Park
College Park, MD 20742

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 Electronic Thesis and Dissertation 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 the complete performance thesis or dissertation is not possible, it should be submitted to the Office of the Registrar on CD or DVD.*

To submit your thesis or dissertation on CD or DVD, you must provide 2 copies of the disc, each 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 CD / DVD (i.e., each copy submitted) must be accompanied by the following:

- A brief letter of explanation from you outlining the reasons for the submission of the thesis on CD or DVD (technical difficulties, etc.);
- A copy of the thesis or dissertation's Abstract Page;
- A copy of the thesis or dissertation's Copyright Page;
- A copy of the thesis or dissertation's Title Page;
- A copy of any optional Front Matter (Dedication, Preface, etc.);
- A copy of the thesis or dissertation's Table of Contents. This document should include a list of all files in the thesis and all those contained on the CD / DVD;
- A copy of any written materials (performance notes, program, analysis, etc), as required by the student's examining committee;
- A copy of The Proquest / UM Release Agreement, which is available at the Graduate School website;
- A copy of the Electronic Publication Form. This should be sent to the Office of the Registrar, 1113 Mitchell Building;
- Payment of all required fees: \$125 Archiving and Processing Fees (billed to UM Student Account); \$65 optional copyright registration fee (via check to Proquest Learning Services).

The CD / DVD thesis submission should be sent to:

Office of the Registrar
Attn: Debbie Pruett
1113 Mitchell Building
University of Maryland, College Park
College Park, MD 20742

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 Electronic Thesis and Dissertation 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 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 the complete performance thesis or dissertation is not possible, it should be submitted to the Office of the Registrar on CD or DVD.*

To submit your thesis or dissertation on CD or DVD, you must provide 2 copies of the disc, each 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 CD / DVD (i.e., each copy submitted) must be accompanied by the following:

- A brief letter of explanation from you outlining the reasons for the submission of the thesis on CD or DVD (technical difficulties, etc.);
- A copy of the thesis or dissertation's Abstract Page;
- A copy of the thesis or dissertation's Copyright Page;
- A copy of the thesis or dissertation's Title Page;
- A copy of any optional Front Matter (Dedication, Preface, etc.);
- A copy of the thesis or dissertation's Table of Contents. This document should include a list of all files in the thesis and all those contained on the CD / DVD;
- A copy of any written materials (performance notes, program, analysis, etc), as required by the student's examining committee;
- A copy of The Proquest / UM Release Agreement, which is available at the Graduate School website;
- A copy of the Electronic Publication Form. This should be sent to the Office of the Registrar, 1113 Mitchell Building;
- Payment of all required fees: \$125 Archiving and Processing Fees (billed to UM Student Account); \$65 optional copyright registration fee (via check to Proquest Learning Services).

The CD / DVD thesis submission should be sent to:

Office of the Registrar
Attn: Debbie Pruett
1113 Mitchell Building
University of Maryland, College Park
College Park, MD 20742

Department of Art History and Archaeology Theses and Dissertations

Thesis and dissertation documents completed in the Art History and Archeology program by necessity often include reproduced images of their various subjects. These reproduced images 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 Art History

thesis and dissertation documents (complete with images) through the UM Electronic Thesis and Dissertation program 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 Art History students who have completed applicable dissertations or theses. 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 etd-help@umd.edu that the dissertation or thesis will be submitted via the alternative process. ETD-Help staff will then notify the library.
3. Submit one (1) unbound hard copy of the complete thesis to the Graduate School. This will be the UM Library's official archival copy of the document for Art History students. This document, in addition to adhering all of the formatting and style requirements listed in this Style Guide must also conform to the following:
 - a. The thesis / dissertation must be a complete version of the thesis or dissertation as defended;
 - b. It must include all images at 72 dots per inch resolution;
 - c. It should be printed on 100% acid free paper;
 - d. When brought / sent to the Graduate School, the document must be accompanied by:
 - i. A \$25 printing fee (Check made payable to the University of Maryland) in addition to the standard costs of the ETD system (\$125-\$160).
 - ii. A copy of the document's Abstract page.
4. Submit a redacted (no images) version of the thesis to the University / Proquest through the standard ETD Submission Process. This document will be for general publication on Proquest's Digital Dissertation and DRUM. In addition to following all specified style and formatting requirements as listed in this Style Guide, the document:
 - a. Should contain none of the prohibited images;
 - b. 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.
 - c. Should be accompanied by the submission of all required payments and paperwork to the Office of the Registrar (1113 Mitchell Building):
 - i. \$125 Archiving Fee (Billed to student account)
 - ii. \$65 Copyright registration fee (Optional; paid to Proquest via Credit Card)
 - iii. The signed Report of the Examining Committee
 - iv. A copy of the Abstract page of the document
 - v. A copy of the Electronic Publication Form.

CHAPTER 6: PUBLISHING YOUR THESIS OR DISSERTATION: PROQUEST DIGITAL DISSERTATIONS© & DRUM, THE DIGITAL REPOSITORY AT THE UNIVERSITY OF MARYLAND

After your document has cleared all necessary University of Maryland checks, the Graduate School releases the document to Proquest Information and Learning for publication. At the time of release, a copy of the document is also inserted into the Digital Repository at the University of Maryland (DRUM).

During the submission process, you are required to grant the University and ProQuest Information and Learning a one-time, “non-exclusive right” to archive, release, and reprint your work. ProQuest will send a bound print copy of your work to the Libraries. This is a non-circulating copy which will be available for reading in the Maryland Room of Hornbake Library. Both ProQuest and the Libraries will host an electronic version of your work. ProQuest will keep a copy in its commercial database, Digital Dissertations; and the Libraries will keep a copy in the Digital Repository at the University of Maryland (DRUM), available at <http://drum.umd.edu>.

What is ProQuest Information and Learning (PQIL)?

ProQuest Information and Learning (PQIL) is a private company that maintains, through an arrangement with the Library of Congress, the bibliographic record for over 2 million master’s theses and doctoral dissertations dating back to 1861. This is done through the Digital Dissertations database, a popular full-text research tool to which many university libraries subscribe. Nearly 700 institutions submit titles to the database, including every accredited doctoral degree granting institution in North America. The submission agreement allows ProQuest to host your work and to offer it for sale through its database and other online outlets, such as Amazon.com. You are entitled to receive an annual royalty payment of 10% of all income PQIL receives from the sale of your work, payable in each year that the accrued royalties reach \$10.00. Institutions that have “open access” subscriptions to ProQuest’s Digital Dissertations have free access to the full electronic text of all documents in the database. Additionally, for a fee, ProQuest will submit your work to the Copyright Office of the Library of Congress for copyright registration. Note that you, as the author, hold copyright to your work regardless of registration, but registration makes copyright easier to enforce should your work be plagiarized.

What is DRUM?

DRUM is a digital repository of academic and technical work done at the University of Maryland. As a digital repository, DRUM provides a distribution service by making files--including theses and dissertations--available via the Internet. Descriptive information on the available documents is distributed freely to search engines. As a repository, files are maintained on DRUM for the long term. Unlike the web, where pages come and go and addresses to resources can change overnight, repository items have a permanent URL and the institution is committed to maintaining the service into the future.

What are the benefits of having my work available through Proquest and DRUM?

- Your research can be found, read, and used by a global audience, including scholarly colleagues and potential publishers and employers.

- Your research can be found by most popular search engines, such as Google or Yahoo, as well as through special repository search engines.
- Increased accessibility to your research increases the chances of it being cited in other scholarly work.
- Access to your work is maintained with a permanent URL, to which you can refer and link from your CV, email messages, or web pages.

What are my choices regarding access?

As the owner of copyright in your work, you have the exclusive right to reproduce, distribute, make derivative works based on, publicly perform and display your work, and to authorize others to exercise some or all of those rights. As a condition of graduation, your work must be published. When you submit your work to the Graduate School you will be given several options regarding access to your work via ProQuest's Digital Dissertations and DRUM, the Digital Repository at the University of Maryland. Your options include:

A. Make your work available via ProQuest and DRUM as soon as it is received

The abstract and full text of your work will be present in Proquest's Digital Dissertations for purchase, and will be both freely available and searchable online via DRUM.

B. Restrict online publication of your work for either 1 or 6 years

You may place an embargo (a restriction) on electronic access to your document through ProQuest's Digital Dissertations and DRUM if there is legitimate reason to do so. Patents or future publication, for example, might be jeopardized by providing unrestricted access (see below). Should you elect to restrict online publication of your work, a description of your research, including your name, the title, your advisor's name and the abstract will be available via ProQuest and DRUM, but the actual electronic file will be unavailable for viewing or download until the selected embargo period has passed.

C. Restrict online publication of your work indefinitely

You may place an indefinite embargo on your work. In this case, a description of your work including your name, the title, your advisor's name, and the abstract will be available via ProQuest's Digital Dissertations and DRUM, but the actual electronic file will be embargoed indefinitely. This option requires the written approval of the Dean of the Graduate School. This restriction can be lifted at the request of the author at a later date.

These choices affect only the electronic distribution of your thesis or dissertation document. A non-circulating copy of your thesis or dissertation will be available for consultation in Hornbake Library's Maryland Room, and print copies of your document will be made available upon request to researchers through inter-library loan. The Graduate School requests that all students completing a Thesis or Dissertation fill out the Electronic Publication Form, which will enable you to communicate to the Graduate School your preferences regarding electronic access to your work.

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CHAPTER 7: SAMPLE PAGES

FIGURE 1: PAGE LAYOUT FOR THESES AND DISSERTATIONS

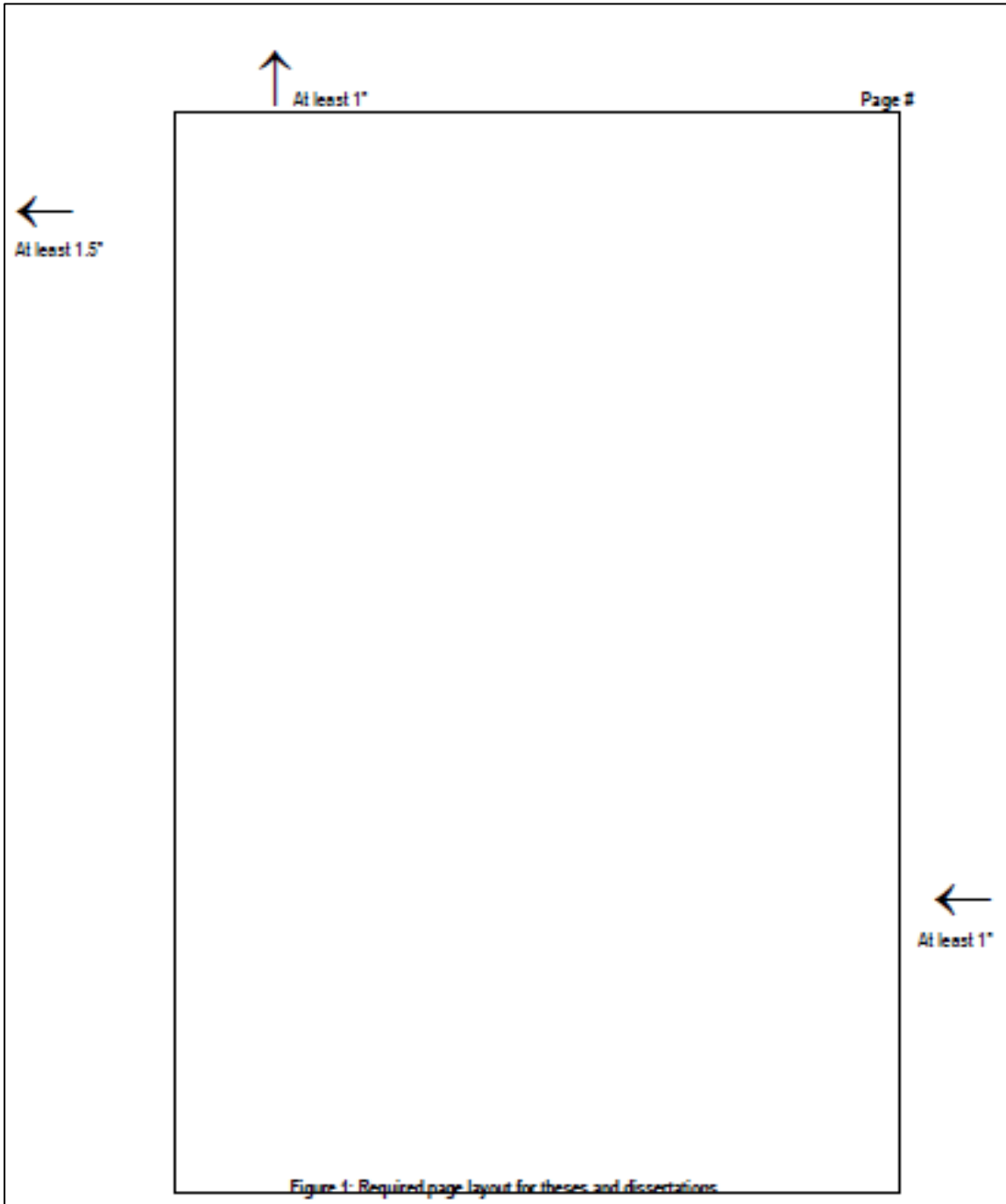


FIGURE 2: FORMAT SAMPLE FOR ABSTRACT PAGE

<p>ABSTRACT [Begin typing centered heading about 2-2.5" from the top of the paper.]</p> <p style="text-align: right;">[3-4 spaces]</p>	
Title of Dissertation. / Thesis:	<p>[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;">[double-space]</p> <p>[Your full name as it appears in university records, the full degree citation, and year]</p> <p style="text-align: right;">[double-space]</p>
Dissertation / thesis directed by:	<p>[Academic title and full name of your advisor. Academic department or program of advisor.]</p> <p style="text-align: right;">[triple-space]</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>Figure 2: Format sample for the thesis / dissertation abstract page [do not number this page]</p>	

FIGURE 3: SAMPLE ABSTRACT PAGE

ABSTRACT

Title of dissertation: ANALYTIC PROPERTIES AND CREMONA APPROXIMATION OF
TRANSFER MAPS FOR HAMILTONIAN SYSTEMS

Dan Tyler Abell, Doctor of Philosophy, 1995

Dissertation directed by: Professor Alex J. Dragt
Department of Physics

The motion of a dynamical system may be approximated as a sequence of discrete steps in time described by transfer maps. In the field of accelerator physics, Taylor series maps constitute a special, heavily-used class of such maps, which, despite their wide use, have poorly understood, or little appreciated, analytic properties. In Part I we show first how one may expect a (very general) transfer map to be analytic within some, perhaps quite limited, region of phase space. We then show that the underlying singularity structure of the original map—as determined by the dynamical system itself—governs the domain of convergence of a given Taylor series map. We conclude Part I by using the quartic anharmonic oscillator as an example to illustrate not only the complicated, rich, and very subtle behavior of such domains of convergence, but also the care and understanding required when drawing conclusions about the applicability of Taylor maps.

Following a Hamiltonian flow for a finite interval of time produces a symplectic map. In Part II we describe a procedure for converting a Taylor series approximation for a symplectic map into a polynomial map that is exactly symplectic—*i.e.*, a Cremona map—in such a way that the Cremona map agrees with the original Taylor map through terms of any desired order. We then introduce the concept of a sensitivity vector and show how that concept allows one to characterize optimal . . .

Figure 3: Sample abstract page for thesis / dissertation (Abell dissertation, partial)

FIGURE 4: TITLE PAGE FORMAT

[Begin typing about 2-2.5" from the top of the paper.]
[TYPE THE COMPLETE TITLE OF YOUR THESIS IN ALL CAPITAL LETTERS, CENTERED, SINGLE OR DOUBLE-SPACED]

[triple-space]
by
[double-space]
[Your full name as it appears in university records]

[leave four lines blank]

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]

[use standardized language and
type in inverted pyramid]

Advisory Committee:

Professor _____, Chair	*Use "Professor" if the committee member is of professorial rank (Professor, Associate, or Assistant); otherwise use Dr. or other appropriate title.
Professor _____	
Professor _____	
Professor _____	

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

FIGURE 5: SAMPLE TITLE PAGE

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THE EFFECTS OF COGNITIVE ELABORATION, DISCREPANCY, AND DISCONFIRMATION ON
ATTITUDE CHANGE

by

Susan Elizabeth McGreevy

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
Master of Arts
1992

Advisory Committee:

Professor Edward L. Fink, Chair
Professor Timothy Edgar
Professor Vicki Freimuth

Figure 5: Sample title page (McGreevy thesis)

FIGURE 6: SAMPLE COPYRIGHT PAGE

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[your name as it appears in university records]
[year of your degree]

Figure 6: Sample copyright page

FIGURE 7: SAMPLE TABLE OF CONTENTS

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

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Date

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