Thesis/Dissertation Preparation Booklet

For students in MA, MS, MAISS, PhD, and EdD programs

Prepared by The Graduate School and the University Libraries
Augusta University

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Foreword

This booklet serves as an aid for students and faculty in understanding the policies and procedures of The Graduate School regarding the preparation of the thesis/dissertation and events leading up to the Final Oral Examination (thesis/dissertation defense).

Contacts for Help

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The Graduate School
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Jennifer Putnam Davis, MA, MLIS
Scholarship and Data Librarian
Robert B. Greenblatt, M.D. Library
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Helpful Resources

- For all forms required for submission to The Graduate School's Office of the Dean, bookmark this page:

  The Graduate School Student Resources
  https://www.augusta.edu/gradschool/student-resources.php

- For templates, submission forms, and FAQ help, bookmark this page:

  The Graduate School Reference Center: Electronic Theses and Dissertations
  https://guides.augusta.edu/etd

ETD Boot Camp

All graduate students are required to attend an ETD Boot Camp offered by the University Libraries. This Boot Camp reviews the templates and the submission process for the thesis/dissertation. Boot Camps are scheduled every semester; the Scholarship and Data Librarian recommends that students attend a Boot Camp during the semester which writing begins. To sign up for an ETD Boot Camp, contact Jennifer Davis, Scholarship and Data Librarian, at jdavis14@augusta.edu.

Thesis/Dissertation Checklist

This checklist is a guide for what is required before and after the Final Oral Examination (thesis/dissertation defense). *Submission of checklist is not required*.

Before Final Oral Examination		
☑	**Action Needed**	**Suggested Timeline**
	Attend an ETD Boot Camp	Semester during which writing begins
	Schedule defense date, time, and room location	Note: *Defenses will not be scheduled 3 weeks before graduation.*
	PhD Only: Submit the Reader Selection form to the Office of the Dean for approval. Readers are external examiners who serve as part of the exam committee for the Final Oral Examination and participate in questioning and voting.	5 weeks prior to the scheduled Final Oral Examination
	Submit draft of thesis/dissertation to the Major Advisor	9 weeks prior to Final Oral Examination
	Distribute draft to the Advisory Committee and Reader(s) after obtaining approval by the Major Advisor	5 weeks prior to Final Oral Examination
	Submit Faculty Agreement for Final Oral Exam Form (signed by the Advisory Committee) to the Office of the Dean	2 weeks prior to Final Oral Examination
	Submit Thesis/Dissertation Approval Form (signed by the Advisory Committee with an electronic copy) to the Office of the Dean	2 weeks prior to Final Oral Examination
	Submit electronic copy of the Defense Announcement to the Office of the Dean and distribute to appropriate faculty and students	2 weeks prior to Final Oral Examination

After Final Oral Examination		
☑	**Action Needed**	**Timeline**
	Submit an electronic version of final, corrected thesis/dissertation to TGSenrolled@augusta.edu	At least 1 week before graduation. ***Final copy must have the final approval of the Dean of The Graduate School (with signature).***
	Submit signed Electronic Thesis and Dissertation (ETD) Submission for Publication Approval Form to TGSenrolled@augusta.edu	At least 1 week before graduation.
	PhD/EdD Only: Submit dissertation to ProQuest. *MA/MS Only*: Submit thesis to Scholarly Commons. See for instructions on both processes: https://guides.augusta.edu/graduateschool/SubmissionGuidelines	At least 1 week before graduation.
	Complete Graduate Questionnaire	At least 1 week before graduation.
	Complete and submit Survey of Earned Doctorates online: http://sed.norc.org/survey	At least 1 week before graduation.
	Schedule exit interview with The Graduate School	Scheduled by Afua Adu-Wusu, AADUWUS1@augusta.edu

Preparation of Thesis/Dissertation

This guide is intended to assist students and faculty advisors in the preparation of an acceptable thesis. In no instance should another thesis/dissertation be used solely as a guide for the style and format of a thesis. It is the responsibility of the Major Advisor to see that the student adheres to these policies.

Templates

AU Libraries have created Microsoft Office Word templates that all students **MUST** use to write their thesis/dissertation: https://guides.augusta.edu/etd. Note that there are several template options: standard, alternative*****, Biostatistics, Education, Intelligence & Security Studies, and Nursing. Students should follow the general formatting requirements, beginning on page 6 below, as well as the formatting requirements of their specific ETD template.

- Standard: for all students who are not using previously published or accepted first-authored works, and who are not students of the Biostatistics, Education, Intelligence & Security Studies, or Nursing graduate programs. Specific requirements are found on page 9 below.

- Alternative*****: for students who are using previously published or accepted first-authored works and who are not students of the Biostatistics, Education, Intelligence & Security Studies, or Nursing graduate programs. ****Use of the alternative template requires permission from the Dean of The Graduate School.**** Specific requirements are found on page 10 below.

- Biostatistics: for students in the Biostatistics graduate programs. Specific requirements are found on page 13 below.

- Education: for students in the College of Education and Human Development Doctor of Education (EdD) program. Specific requirements are found on page 14 below.

- Intelligence & Security Studies: for students in the Master of Arts in Intelligence & Security Studies (MAISS) program. Specific requirements are found on page 16 below.

- Nursing: for students in the College of Nursing Research Doctorate (PhD) program. Specific requirements are found on page 17 below.

Writing Style Manuals

Questions relating to form and style are not addressed in this guide. Students must write in accordance to one of the published writing manuals or by the editorial policy of a national journal in the student's major field. The Graduate School recommends using APA:

American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: American Psychological Association.

The use of other style manuals may be permitted upon approval of the Dean prior to writing the thesis/dissertation.

EndNote and other Citation Management Tools Software

EndNote is a program that can help you manage citations for your research projects. It can automate much of the work of organizing and formatting citations and bibliographies in your writing. EndNote is available to all Augusta University affiliates:
https://www.augusta.edu/it/software.php

The Libraries provides workshops on EndNote as well as online guidance:
https://guides.augusta.edu/endnote

To schedule a workshop or for additional assistance with EndNote, please contact libref@augusta.edu.

General Formatting Requirements

Unless otherwise noted, all theses/dissertations should adhere to the following formatting requirements. Other requirements specific to individual templates begin on page 9. All templates are pre-formatted with these requirements.

Font Style and Size

The default font should be Times New Roman 12-point font. Figures and legends should be Times New Roman 10-point font. For any printed copies, the printing must be letter-quality or laser print. Unusual fonts of smaller or larger spacing are not acceptable.

Page Margins

For all templates except the EdD template:* **All pages** must have margins of:

- 1 inch (1") at the top, right, and bottom
- 1 ½ inches (1.5") at the left

**For the EdD template*: All pages must have margins of 1 inch (1") on all sides.

Forms, tables, questionnaires, etc. used in the preparation of the thesis/dissertation and included in the manuscript, must be designed to comply with these margin guidelines.

Page Numbering

Unless using the EdD or Nursing template,* all numbered pages must have page numbers at the bottom center of the page. The following pages **are not numbered**: title page, acknowledgments page, abstract, table of contents, list of figures, and list of tables. Reference pages and appendices continue the page numbering of the dissertation/thesis text.

*The EdD and Nursing templates require numbers at the top, right-hand corner of each page and all pages are numbered.

Title Page

The Title page must conform to the style of the template pages; however, should the title page extend more than one page, decreasing the size of text is permitted.

Preparation of the Abstract

Unless otherwise noted, all theses/dissertations should adhere to the following formatting requirements for the abstract. All templates are formatted to conform to these requirements.

Word Count of Abstract

The abstract must not exceed 350 words for all templates except for the *EdD, which requires only 150-250 words*. The abstract consists of a succinct summary of the thesis/dissertation and the conclusions reached. Opinions should be omitted.

Title and Heading of Abstract

The word "Abstract" will appear at the top of the page.

> *For the standard, alternative, MAISS, and Biostatistics templates:* the word "Abstract" will be in all caps and bolded (e.g. **ABSTRACT**) and will not be centered on the page.
>
> *For the EdD and Nursing PhD templates*: the word "Abstract" will be centered with only the first letter capitalized and with no bolded letters (e.g. Abstract).

Following the word "Abstract" is:*

STUDENT'S FULL NAME IN ALL UPPERCASE

Title of thesis/dissertation in upper- and lower-case letters

(Under the direction of NAME OF MAJOR ADVISOR IN ALL UPPERCASE)

These lines are typed double-spaced without indentation. The text of the abstract then begins after the heading, is not indented, and is double-spaced.

**The EdD template omits this information*.

Margins

All templates except for the EdD template* have margins of:

- Left indented at 1 ½ inches (1.5")
- Right, top, and bottom margins are 1 inch (1")

*The EdD template has margins of 1 inch (1") on all sides.

Keywords

Select 3-5 words derived from the title and subject headings that will be of value to information retrieval services, such as Google and databases. Choosing descriptive words will help users locate your work, which can increase your readership and your potential citation impact!

Table of Contents

Each template has a different format for the Table of Contents. With the exception of the Biostatistics template and the Nursing template, all templates' Table of Contents are linked to the body of text. This means that you do not have to automatically enter the titles of your sections. To update the Table of Contents, select the text and right-click. Then click Update Field. Available: a video tutorial on formatting the Table of Contents

Figures and Tables Formatting

List of Figures and Tables

After the Table of Contents is the List of Figures and List of Tables, respectively. Similar to the Table of Contents, these pages are linked to the body of the text. Available: a video tutorial on formatting the List of Figures and Tables

Content

Figures and tables should appropriately supplement the thesis/dissertation text. Data shown in one form should not be duplicated in another form; for example, data given in a table should also not be shown in a graph.

Numbering

Figures and tables should be numbered consecutively from first to last, using Arabic numerals (e.g. 1, 2, 3, etc.).

For alternative ETD template: If using figures and tables from multiple previously published or accepted first-authored works, numbering will coincide with the manuscript number. For example, figure 4 in published manuscript 1 will be 1.4 in the thesis/dissertation, and figure 8 in published manuscript 2 will be 2.8 in the thesis/dissertation. This information is also included in the Structure of Alternative ETD Template section on page 11 with examples.

Titles and Legends

All figures and tables should have a short title and, when appropriate, include a legend. Legends should be concise, yet clearly explain the figure/table. Titles and legends should be written in Times New Roman, size 10 font.

Placement

Figures and tables should be placed as close to the first mention as possible and **NOT** grouped at the ends of sections, chapters, etc.

For alternative ETD template: If figures/tables from previously published or accepted first-authored works are grouped at the end of the manuscript, do not alter this format as this could be a copyright violation. For the unpublished manuscript section of the thesis/dissertation, use the standard dissertation placement guidelines described above. This information is also included in the Structure of Alternative ETD Template section on page 11.

Structure of Standard ETD

For all students who are not using previously published or accepted first-authored works, and who are not students of the Biostatistics, Education, MAISS, or Nursing graduate programs

Find template at: https://guides.augusta.edu/etd

Use of Standard Template

Follow the general formatting requirements listed on pages 6-8. The template conforms to these requirements. Use of the template is covered in the ETD Boot Camp. For additional help, contact Jennifer Davis, Scholarship and Data Librarian, at jdavis14@augusta.edu.

Organization of Pages

Start all sections on a new page.

1. Title Page
2. Acknowledgements Page
3. Abstract
4. Table of Contents
5. List of Tables
6. List of Figures
7. I. INTRODUCTION
    - A. Statement of the Problem
    - B. Review of Related Literature
8. II. MATERIALS AND METHODS
9. III. RESULTS – May be a variety depending on procedures employed. May be descriptive and tabular presentations. May be done under sub-headings.
10. IV. DISCUSSION – Discussion of findings with regard to how the data fit with current knowledge and how they enhance the field of study; previous studies; and new contributions. May be done under sub-headings.
11. V. SUMMARY – a series of concise remarks summarizing experimental findings and conclusions.
12. VI. REFERENCES
13. VII. APPENDICES – not required, but to include protocol of experiments, figures not included in text, forms, etc.

Structure of Alternative ETD

Find template at: https://guides.augusta.edu/etd

For students who are using previously published or accepted first-authored works, and who are not students of the Biostatistics, Education, MAISS, or Nursing graduate programs. The following additional conditions must also be met for the candidate to use the alternative format:

a) The candidate, major advisor, advisory committee, program director, and The Graduate School must all agree that the alternative structure is appropriate for the candidate.

b) The candidate must be the first author of all manuscripts included in the dissertation. Additional manuscripts that have been submitted for publication and are under review at the time the dissertation is submitted may be included in the manuscript format as an Unpublished Research chapter. Manuscripts that have been rejected or that have not been submitted (in preparation) cannot be included in the journal format and must conform to the traditional dissertation format). For manuscripts that have been submitted and are under review, the first authorship of the candidate must be maintained when the manuscript is published, even if it is published in a different journal than the one reviewing it at the time of dissertation preparation. Any manuscript included in the Unpublished Research chapter does not count towards the minimum 1 paper requirement for an Alternative format thesis.

c) The candidate should be aware that it may be required to waive copyright claims if these rights are held by the publishers of the manuscripts. In such cases, the student must obtain permission to use material in the thesis/dissertation. This is discussed further in the ETD Boot Camp and on the Library ETD guide. For additional help, contact Jennifer Davis, Scholarship and Data Librarian, at jdavis14@augusta.edu.

d) The number of manuscripts included in the dissertation is not fixed (although it must be at least 2, but the candidate's advisory committee will maintain responsibility for determining when sufficient work has been accomplished.

e) Should additional authors (other than the candidate and the advisor) be listed on one or more of the dissertation manuscripts, the candidate must provide a detailed summary of the work performed by these other authors. This summary may be provided in the "Acknowledgments" section of the dissertation. Furthermore, a statement must be provided in the dissertation in which the additional authors agree (by their signatures) with the candidate's assessment of their contribution to the manuscripts. *If an additional author is another graduate student, that individual must be apprised that such work may not be employed again in another dissertation.*

f) The structure described herein must not be modified; the dissertation must adhere to the approved alternative format. See below for specific requirements.

g) It is recognized by the candidate and the committee that a comprehensive Introduction and Discussion that ties together all the work presented in the dissertation must be included in an Alternative Format dissertation.

Use of Template

Follow the general formatting requirements listed on pages 6-8. Specific formatting requirements varying from the general requirements are discussed here. The template conforms to these requirements. Use of the template is covered in the ETD Boot Camp. For additional help, contact Jennifer Davis, Scholarship and Data Librarian, at jdavis14@augusta.edu.

Figures and Tables Formatting

If using figures and tables from multiple previously published or accepted first-authored works, numbering will coincide with the manuscript number. For example, figure 4 in published manuscript 1 will be 1.4 in the thesis/dissertation, and figure 8 in published manuscript 2 will be 2.8 in the thesis/dissertation. See listed examples below.

If figures/tables from previously published or accepted first-authored works are grouped together at the end of the manuscript, do not alter this format as this could be a copyright violation. For the unpublished manuscript section of the thesis/dissertation, follow the general guidelines listed on page 8. See examples below.

As with the traditional thesis/dissertation format, all figures from unpublished manuscripts must be embedded within the text as close to the first mention as possible and **NOT** grouped at the ends of sections, chapters, etc.

Organization of Pages

All sections begin on a new page.

1. Title Page
2. Acknowledgements – include a detailed summary of the work performed by other authors on published or accepted manuscripts used in the thesis/dissertation, if applicable.
3. Abstract
4. Table of Contents – Published manuscripts precede unpublished research.
5. List of Tables
6. List of Figures
7. I. INTRODUCTION
    a. Statement of the problem and specific aims of the overall project.

    b. Literature review and discussion of the rationale of the project. It is expected that the literature review will be more comprehensive than those presented in the included publications.
8. II. PUBLISHED MANUSCRIPTS
    a. First published manuscript
    b. Second published manuscript
    c. Third published manuscript
9. III. UNPUBLISHED RESEARCH – This can include manuscripts, in the journal format, that have been submitted for publication that are under review at the time of dissertation submission. Manuscripts that have been rejected or that have not been submitted (in preparation) **cannot** be included in the journal format (i.e. must conform to the traditional dissertation format).
10. IV. DISCUSSION – A comprehensive discussion that integrates the findings of **all** research presented in the dissertation and that identifies how the goals or specific aims of the project were attained, and how the research has answered the hypotheses put forth in the dissertation.
11. V. SUMMARY – a series of concise remarks summarizing experimental findings and conclusions.
12. VI. REFERENCES - All literature cited in the dissertation will be included here. Style should conform to selected style manual. **References included in manuscripts must be renumbered and reformatted (if needed) and included in this section. Literature Cited sections within the manuscripts should be omitted.**
13. VII. APPENDICES – not required, but to include protocol of experiments, figures not included in text, forms, etc.

Structure of Biostatistics ETD

For students in the School of Public Health graduate programs.

Find template at: https://guides.augusta.edu/etd

Use of Template

The Biostatistics template was created using LaTex to be compatible with equations. There is a zip file folder containing all the necessary files located at the link listed above. Follow the general formatting requirements listed on pages 6-8. Specific formatting requirements varying from the general requirements are discussed here. Be sure to compile the main file at least twice in a pdf LaTex complier, such as TexShop, MikTex, etc., and also compile the Bibtex twice to ensure all contents appear in the final pdf output of the thesis/dissertation. These instructions are also listed in the zipfile folder.

Organization of Pages

All sections begin on a new page.

1. Title Page
2. Acknowledgements
3. Abstract
4. Table of Contents
5. List of Tables
6. List of Figures
7. I. Introduction
8. II. Literature Review - Prepare your references using LaTex's bibliography template with the APA style and save it in a file. These instructions are also listed, with given examples, in the zipfile folder.
9. III. Methodology
10. IV. Simulation
11. V. Application
12. *(VI. Additional Chapters, if needed)*
13. VI. Discussion and Future
14. References
15. Appendices – not required, but to include protocol of experiments, figures not included in text, forms, etc.

Structure of Education (EdD) ETD

For students in the College of Education and Human Development Doctor of Education (EdD) program. **Each cohort will submit a copy of the dissertation to ProQuest and their ETD Permission to Publish Form to The Graduate School.**

Find the template at: https://guides.augusta.edu/etd

Use of Template

Follow the general formatting requirements listed on pages 6-8. Specific formatting requirements varying from the general requirements are discussed here. The template conforms to these requirements. Use of the template is covered in the EdD ETD Boot Camp. For additional help, contact Jennifer Davis, Scholarship and Data Librarian, at jdavis14@augusta.edu.

Page Margins

All pages must have margins of 1 inch (1") at the top, left, right, and bottom. Forms, tables, questionnaires, etc. used in the preparation of the thesis/dissertation and included in the manuscript must be designed to comply with the margin guidelines. Landscape pages must be positioned with the heading at the left margin.

Page Numbers

All numbered pages must have page numbers at the top, right-hand corner of the page.

- The following pages **are not** numbered: title page, acknowledgments page, abstract, table of contents, list of tables, and list of figures.
- References and appendices continue the page numbering of the dissertation/thesis text.

Running Head

The Running head is an ABBREVIATED TITLE IN ALL CAPS, using no more than 50 characters. It will appear on all pages in the upper left-hand side header.

Abstract

Word count: 150-250 words. The word "Abstract" will be centered with only the first letter capitalized and with no bolded letters (e.g. Abstract). No other information, such as name or title of dissertation, is required.

Organization of Pages

All sections begin on a new page.

1. Title Page
2. Acknowledgements
3. Abstract
4. Table of Contents
5. List of Tables
6. List of Figures

7. Chapter 1
8. Chapter 2
9. Chapter 3…(additional chapters follow)
10. References
11. Appendices - not required, but to include protocol of experiments, figures not included in text, forms, etc.

Structure of Master of Arts in Intelligence & Security Studies (MAISS) ETD

For students in the Master of Arts in Intelligence & Security Studies (MAISS) program.

Find template at: https://guides.augusta.edu/etd

Use of Template

Follow the general formatting requirements listed on pages 6-8. Specific formatting requirements varying from the general requirements are discussed here. The template conforms to these requirements. Use of the template is covered in the ETD Boot Camp. For additional help, contact Jennifer Davis, Scholarship and Data Librarian at jdavis14@augusta.edu.

Order of Pages

All sections begin on a new page.

1. Title Page
2. Acknowledgements
3. Abstract
4. Table of Contents
5. List of Tables
6. List of Figures
7. Introduction
8. Research Question and Explanation
9. Literature Review of Theoretical Analysis
10. Methods
11. Data and Results
12. Discussion
13. Conclusion
14. References
15. Appendices – not required, but to include protocol of experiments, figures not included in text, forms, etc.

Structure of Nursing (PhD) ETD

For students in the College of Nursing Research Doctorate (PhD) program.

Find the template at: https://guides.augusta.edu/etd

Use of Template

Follow the general formatting requirements listed on pages 6-8. Specific formatting requirements varying from the general requirements are discussed here. The template conforms to these requirements. Use of the template is covered in the ETD Boot Camp. For additional help, contact Jennifer Davis, Scholarship and Data Librarian, at jdavis14@augusta.edu or Chelsey Lemons, Research Associate, Center for Nursing Research, at clemons@augusta.edu.

Abstract

The word "Abstract" will be centered with only the first letter capitalized and with no bolded letters (e.g. Abstract). Following the word "Abstract" is:

STUDENT'S FULL NAME IN ALL UPPERCASE

Title of thesis/dissertation in upper and lower case

(Under the direction of NAME OF MAJOR ADVISOR IN ALL UPPERCASE)

This is double-spaced, and not indented. The text of the abstract then begins after the title, is not indented, and is double-spaced.

Order of Pages

All sections begin on a new page.

1. Title Page
2. Acknowledgements
3. Abstract
4. Table of Contents
5. List of Tables
6. List of Figures
7. Chapter 1: Introduction
    a. Background
    b. Statement of the Problem…(additional subheadings follow)
8. Chapter 2: Review of the Literature…(additional subheadings follow)
9. Chapter 3: Methods…(additional subheadings follow)
10. Chapter 4: Results…(additional subheadings follow)
11. Chapter 5: Discussion…(additional subheadings follow)
12. References
13. Appendices - not required, but to include protocol of experiments, figures not included in text, forms, etc.