

INFORMATION SHEET FOR COMMITTEE MEMBERS AND STUDENTS PLANNING FINAL EXAMINATIONS

This document provides general guidelines for successful completion of an advanced degree.

Students planning to take the final oral defense of their thesis or dissertation should obtain a copy of the *Tabular Summary* the semester *before* they expect to graduate. Studying the *Summary* at that time affords the student an opportunity to complete deficiencies.

An *Application for Degree* must be filed with the Graduate School according to the schedule on the *Tabular Summary*. It is suggested that the *Application for Degree* be filed the semester before the student intends to graduate. An approved program *must* be on file in the Graduate School before the *Application for Degree* may be filed. Candidates *may not schedule* a final examination until an *Application for Degree* has been filed. Students should pay all fees by the time of their oral defense.

Students preparing to schedule the final defense of their thesis or dissertation must obtain the *Thesis Acceptance/Final Examination* form from the scheduling secretary at the Graduate School. The following items will be checked for final acceptance at the Graduate School:

1. Candidates planning to write a thesis or dissertation should consult with their committee to determine the particular format acceptable in their departments. Because a standard style for the body of the thesis/dissertation has not been agreed upon by scholars across disciplines, each department may be governed by a particular style manual. Because many formats are in use presently, one should be chosen and followed carefully. It is important to remember too, that the Graduate School will no longer make an editorial check of theses and dissertations.
2. The type of degree, the date of degree to be awarded, and the granting department on the thesis/dissertation must agree with the information on the Announcement of Orals. Committee names must also agree. In addition, the title on the title page and the student's name on the title page must agree *word-for-word* with the title and name on the abstract page.
3. All number of words (including title and author's name) in the abstract must not exceed 350.
4. Copyright releases from publishers for any copyrighted material in any part of the document must be prepared and submitted in duplicate with the thesis/dissertation.
5. Verification that the student has received approval for use of human subjects or animals in research is required *before* scheduling the final examination. Please attach a copy of the approval form to the final oral scheduling form.
6. The 100% rag/cotton set and one extra copy of the thesis/dissertation must be turned in *no later than five working days* after the oral defense. The thesis/dissertation must be turned in prior to the published end of the semester (see the current Tabular Summary). Should any pages of the 100% rag bond set be on any weight of paper other than 100% bond, the thesis/dissertation will be denied acceptance.
7. Each set of the thesis/dissertation must be *individually* boxed with:
 - a. A list of facing pages placed on top of each set inside the box;
 - b. An extra title page taped on top of each box. (Please print "100%" on the upper right-hand corner of the boxed 100% rag set and write "COPY" for the boxed copy set. Please write the student's birth date below the name.)
 - c. For doctoral candidates: place an extra abstract and two title pages inside the box containing the 100% rag/cotton set. Include these copies immediately underneath the list of facing pages.
8. The two signature pages must be signed in *black* ink. (At least one must be on 100% rag/cotton bond)
9. The following forms must also be submitted:
 - a. Copyright Acknowledgment Form (whether you are copyrighting or not)
 - b. Doctoral Dissertation Agreement Form (second to last page in gray pamphlet, "Publishing Your Dissertation") (for doctoral candidates only)
 - c. Survey of Earned Doctorates (for doctoral candidates only)
10. Please note the attached example of the format required by the Graduate School for the title page, signature page, and abstract.
11. **Do not** follow the format of someone else's thesis. This includes copies in the library. You may be copying their mistakes and/or rules may have changed.
12. The two sets of your individually boxed thesis/dissertation submitted to the Graduate School for final acceptance must be *loose. DO NOT BIND.*

DISSERTATION GUIDELINES FOR
WSU STUDENTS

(double-spaced, inverted pyramid, capitalize)

By

JANE ANN DOE

(double-space to name, capitalize)

A dissertation submitted in partial fulfillment of
the requirements for the degree of

DOCTOR OF PHILOSOPHY

*(double-space to degree; four spaces
to university; single space to degree
granting agency; double-space to date)*

WASHINGTON STATE UNIVERSITY
Department of Chemistry

DECEMBER 1990

*(month and year in which degree is **granted**)*

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All Rights Reserved

*(following two lines **only** if you are copyrighting)*

(Note: This page is necessary only if you are copyrighting your dissertation. This is an unnumbered sheet, the signature page is still numbered ii.)

To the Faculty of Washington State University:

The members of the Committee appointed to examine the dissertation of
JANE ANN DOE find it satisfactory and recommend that it be accepted.

Chair

*(You must secure **original black** ink signatures on **both** the 100% rag/cotton bond and the extra copy to be submitted to the Graduate School. The Graduate School representative is not to sign this signature page. You may not have more lines than necessary for signatures. e.g., if you have three committee members, you may have only three signature lines)*

ACKNOWLEDGMENT

This section should be included if the writer wishes to acknowledge the assistance of committee, family, friends, etc.

The entire dissertation must be *double-spaced*. There is no limit to the number of pages in this section, if the Acknowledgment section is two pages long, the Abstract page will, of course, be numbered v, instead of iv as in this sample. Likewise, if you choose not to include an Acknowledgment section, the Abstract will be numbered iii.

DISSERTATION GUIDELINES
FOR WSU STUDENTS

(double-spaced, inverted pyramid, capitalize)

Abstract

by Jane Ann Doe, Ph.D.
Washington State University
December 1990

Chair: Karen A. Johnson *(omit titles such as Dr., Professor or Ph.D.)*

The text of the abstract follows at this point. The abstract must be under **350** words (**counting everything**). One additional copy of a doctoral abstract is required for Dissertation Abstracts International. This copy should be placed in the box with the 100% bond set of the dissertation and delivered to the Graduate School at the time the dissertation sets are submitted for final acceptance.

Doctoral dissertations will be microfilmed in their entirety by University Microfilms. Care must be taken in the preparation of the abstract since this will be published in Dissertation Abstracts International without further editing or revision. No footnotes, references, or unexplained abbreviations are to be used in an abstract since it is published separately.

The purpose of the abstract is to give the reader a concise and accurate synopsis of significant elements in the manuscript so that the reader will be able to determine whether it is advisable to read the complete dissertation.

*(The entire dissertation, including the Appendices, figures, tables, etc., must have a **minimum** one inch margin on all sides.)*

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Dedication

This dissertation is dedicated to my mother and father
who provided both emotional and financial support

(This page is optional)

CHAPTER ONE
INTRODUCTION

There are a variety of methods of dividing the paper. The thesis/dissertation may be divided by chapters, sections or manuscript numbers. Students should decide on a style to follow such as Turabian, Chicago Manual of Style, WSU Thesis, APA Thesis, etc. The important thing is to remain consistent throughout the entire thesis/dissertation.

CHAPTER TWO

THESIS/DISSERTATION FORMAT NOTES

100% Rag or Cotton Fiber Paper

Two complete sets of the thesis/dissertation must be submitted to the Graduate School five working days following your final examination. At least one of the sets must be on **100%** rag/cotton bond paper. 100% rag bond paper refers to the fiber content of the paper. All paper which is 100% rag/cotton can be identified by holding the sheet of paper up to the light--there must be a water mark on the paper indicating "**100%**" or "**Pure Cotton**". If you are uncertain whether the paper you intend to use is acceptable, please call the Graduate School. **WSU water-marked bond paper is NOT acceptable.** Please make sure that *each and every sheet* in your 100% rag/cotton bond set is on 100% rag/cotton bond. Make sure that at least one of your signature pages is on 100% rag/cotton bond with *original signatures in black ink* (total of two original sets of black ink signatures required). You may either copy onto the 100% rag paper or you may type directly onto the 100% rag.

Style/Format of Manuscripts

Any standard format such as *A Manual of Style* or Turabian, etc which is approved by your Committee is acceptable to the Graduate School. Do not mix styles, consistency throughout your manuscript is essential.

Corrections

Strikeovers or noticeable corrections are not permitted. Use of any cover-up or whitening substance (e.g., Liquid Paper, Snopake, etc.) is not acceptable.

Page Numbers

The page number is the only item designed to extend into the (minimum) 1 inch margins, however, there must still be a minimum 1/2" margin around the page number. Placement of page numbers must be consistent throughout the paper. You may number the pages in the upper right header or centered footer. If you are using "facing pages" it is advisable to use centered footers. **Each and every page must be assigned a page number.** On the title and half-title pages, the number is not shown but **must be accounted for.** (A sample half-title page follows.)

Preliminary pages (abstract, acknowledgements, table of contents, etc., are numbered with lower case Roman numerals (e.g., i, ii, iii, iv, v, vi). The text beginning with the Introduction (the first page which follows your "Dedication") is numbered with Arabic numerals and **always** begins with **page 1.**

No Duplexing

The entire thesis/dissertation must be printed or copied on **one side only.** Duplexing or front and back copying is **not acceptable.**

Binding

The two sets of your thesis/dissertation which are turned in to the Graduate School must be **loose** copies. They may **not** be bound, stapled, or spiral bound in any way. The 100% set will eventually be bound and placed in the Archives--the other copy will be bound, cataloged and placed in the appropriate college library.

APPENDIX

*(This is a sample of a half-title page. No page number is typed, but one is **accounted** for.)*

Fonts

The font must be consistent throughout your paper. Some exceptions will be made for computer generated graphics and tables where it is not possible to match fonts exactly.

If you plan to use a dot matrix printer, please have a sample sheet approved by the Graduate School.

Handwriting

Handwriting is not acceptable in your thesis/dissertation (except in the Appendix). Any graphics, drawings, figure labels, etc. must be generated by computer, typewriter, Kroy lettering, or professional draftsman.

Photographs

Photographs should be neatly mounted on the appropriate paper. Please use a permanent adhesive such as Scotch Photomount Spray or rubber cement. The adhesive must be spread on the entire surface. There may not be any loose edges or corners. Black and white photos (or color photos) may be *color* copied onto the proper paper.

Facing Pages

Facing pages are used only in instances where a figure and caption will not fit on one page. If you elect to use facing pages, make sure you submit a list of facing pages-- this will **not** be a part of your thesis, a handwritten list of facing page numbers must be included with both copies turned in to the Graduate School.

Please note that each of the pages will have a page number and the placement thereof.

*(If your thesis/dissertation will include “facing pages”,
it is simpler to have “centered footer page numbers”*

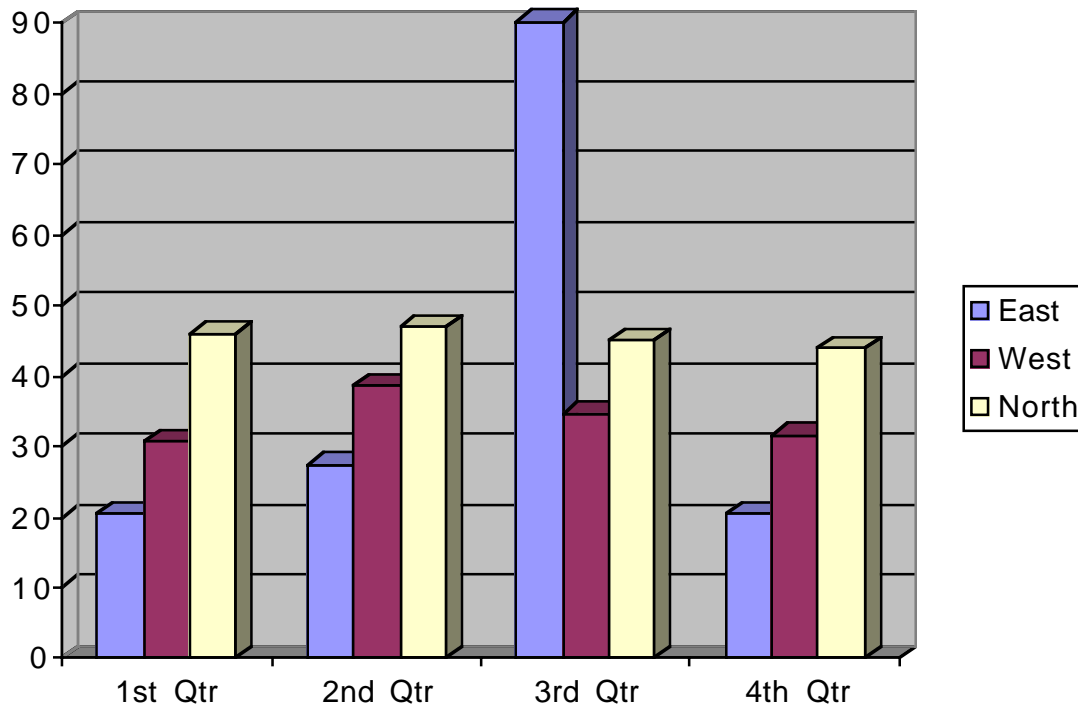


Figure 5: Effect of Mg-EGTA treatment of complement on antibody-dependent and - independent complement killing of *T. foetus*: Protozoa were incubated for 30 minutes with normal and Mg-EGTA-chelated complement-preserved hypogammaglobulinemic bovine serum (CNBS) in the presence or absence of dilutions of hyperimmune serum (HIS), and viability was determined by [3H]adenine labeling. Values represent the mean for two separate experiments done in duplicate. At each dilution of hyperimmune serum (HIS) % killing is not significantly different from its corresponding untreated control value.

CHAPTER THREE

ALTERNATIVE FORMAT FOR THESIS AND DISSERTATION

In addition to the standard format for theses/dissertations, the Graduate Studies Committee has approved an alternative format. The alternative format refers to the use of articles and/or book chapters to replace the standard thesis/dissertation chapters. The following guidelines are to be followed by the Graduate School in approving and accepting the alternative format for theses and dissertations:

1. The alternative format for thesis/dissertation shall consist of at least one (for Master's thesis) or at least two manuscripts (for Doctoral dissertation), based upon research done at Washington State University, either previously published or to be published.
2. The graduate student is to be the major contributor and writer of the manuscript, as usually represented by sole author. In the case of multiple authorship, the contribution of each author is to be detailed in the Introduction or separate Attribution page.
3. The graduate student is to provide the Graduate School with a letter of copyright release for previously copyrighted material.
4. Whether previously published or to be reviewed, the manuscript shall be formatted to fit within the margins acceptable by Graduate School, be printed in a single font style throughout, on one side only and copied onto appropriate paper (100% bond paper and regular paper).
5. The thesis/dissertation including the manuscript is to be paginated consecutively.

6. Archival photographs of halftone information, properly identified, are to be included in the manuscript. Photocopies of photographs can be substituted only when of high quality.
7. The thesis/dissertation is to include a title page, signature page, abstract, and table of contents as specified by the Graduate School.
8. In the case of theses/dissertations composed of multiple manuscripts, the student must include additional materials that serves to integrate the presentation of the manuscripts. These could include a General Introduction, Discussion, and/or Conclusion. Full citations of previously published work must be included.
9. With the exception of procedures outlined here, the submission of the manuscript format for theses and dissertations should be in accordance with the policies and procedures set forth by the Graduate School.
10. When manuscripts are published (to be published) in different journals where styles vary, the introduction must include an explanation of the different formats. The manuscripts can, therefore, be written in the style specified by the journal(s).

(GSC approved 4/23/91)

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4/97

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