



# **THESIS AND DISSERTATION MANUAL:**

A MANUAL OF REQUIREMENTS  
FOR FORMAT AND ARRANGEMENT

## **Office of Graduate Academic Services**

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## **Introduction**

This Thesis and Dissertation Manual (hereafter “the Manual”) is Rowan University’s official document which students must consult and adhere to regarding procedures, formatting, and submission of theses/dissertations as part of their graduation requirements. Individual academic departments may have additional requirements or may provide more details not included in this manual. Check with your department head or faculty advisor to find out if you need to follow any special requirements.

Be advised, students must use the most recent version of the Manual to produce their thesis/dissertation. The current Manual is available at:  
<https://sites.rowan.edu/sgs/graduate-academic-services/thesis-dissertation-manual.pdf>

Do not use previously submitted theses or dissertations as formatting guides as they may use guidelines that are no longer acceptable.

The Manual addresses two kinds of documents as described below.

### **Master’s Thesis**

The Master’s Thesis is a capstone piece of evidence demonstrating the student’s ability to apply the knowledge acquired during the program within the context of a research project. It should be submitted in both a format and writing style of such quality that it meets the scholarly standards set by the profession. The final document must be worthy of publication within a professional journal.

The thesis stands as a representative sample of the professional quality of the student, the chair, and the members of the thesis committee, as well as the program/department, the academic college, and the university.

Not all graduate programs at Rowan University require a thesis as partial fulfillment for a Master’s Degree. Check with your graduate department/program for further information. All copies of theses submitted in partial fulfillment for an advanced degree become the permanent property of Rowan University.

Students pursuing a Master’s Thesis must be supervised by a Thesis Committee as outlined below:

1. The Thesis Committee must be comprised of at least three committee members, including the Thesis Chair/Advisor.
2. The Thesis Committee is responsible for evaluating and reviewing the content, format and style of the thesis from its initial stages up to its final version.
3. The Thesis Committee is also fully responsible for making sure that the thesis is free of typos and obvious grammatical errors, and that it satisfies the format and style prescribed in the Manual.

4. A thesis defense (if required by the program) should not be scheduled until the Thesis Committee is satisfied with the content, format and style of the document.
5. For purposes of review and approval by the Thesis/Dissertation Committee, students should check with their Committee for the preferred method of review submission (hard copy or electronic).

### **Doctoral Dissertation**

The Doctoral Dissertation is an extended written treatise demonstrating original and independent investigation and achievement. The dissertation should reflect not only mastery of research techniques but also the ability to select an important problem for investigation and to deal with it competently. The requirements leading to a Doctoral Degree at Rowan University are designed for a student to demonstrate present capacities as well as future promise for scholarly work.

The dissertation stands as a representative sample of the professional quality of the student, the chair, and the members of the dissertation committee, as well as the program/department, the academic college, and the university.

The Doctoral Dissertation is required as partial fulfillment for the doctoral degree (Ph.D., Ed.D.) at Rowan University. All copies of dissertations submitted in partial fulfillment for an advanced degree become the permanent property of Rowan University.

Students pursuing a Doctoral Degree must be supervised by a Dissertation Committee as outlined below:

1. The Dissertation Committee must be comprised of at least three committee members, including the Dissertation Chair/Advisor.
2. The Dissertation Committee is responsible for evaluating and reviewing the content, format, and style of the dissertation from its initial stages up to its final version.
3. The Dissertation Committee is also fully responsible for making sure that the dissertation is free of typos and obvious grammatical errors, and that it satisfies the format and style prescribed in the Manual.
4. A dissertation defense should not be scheduled until the Dissertation Committee is satisfied with the content, format, and style of the document. For more details, doctoral students must consult with their College and Department for program guidelines.
5. For purposes of review and approval by the Thesis/Dissertation Committee, students should check with their Dissertation Committee for the preferred method of review submission (hard copy or electronic).

## Final Approval Process

### Master's Thesis

1. During the first year of the Master's Degree program, the student, in consultation with their Thesis Chair, will appoint the Thesis Committee. This timeline may vary depending on the student's preparedness regarding the subject of their research and their familiarity with relevant faculty. The Committee must be comprised of at least three members, including the Thesis Chair. Further requirements for the formation of the committee are determined by the department/college.
2. The student will submit the required \$75 Thesis and Dissertation Fee. This payment must be made online through Canvas Catalog:  
<https://onlinepd.rowan.edu/browse/graduatestudies/thesis/courses/pre-submittal-workshop>
3. After payment of the \$75 Thesis and Dissertation Fee, the student will be automatically enrolled in the required online *Pre-Submittal Workshop* administered through the Canvas learning management system.
4. Upon enrollment in the *Pre-Submittal Workshop*, the student will access the Thesis/Dissertation Committee Appointment Form via a link to an electronic form. The Thesis/Dissertation Committee Appointment Form must be signed by every member of a student's committee, their Program Coordinator, their Department Chair/Head, their College Dean, and the Dean of the School of Graduate Studies. Once this form is completely approved, the student will submit their approval page to the Pre-Submittal Workshop using the directions given in the assignment titled "Thesis/Dissertation Committee Appointment Form (Electronic)."
5. The student should apply for graduation through the Rowan University Registrar for the term in which they anticipate the completion of all degree requirements, including receiving final approval of the thesis document.
6. Following an acceptance of the thesis by the Thesis Committee (either by a successful defense of the thesis or by some other means determined by the program), the Thesis Committee members will sign Part A of the *Thesis Approval Form*.
7. Upon approval of the thesis in content, format and style, the Chair of the Thesis Committee must sign Part B of the *Thesis Approval Form*.
8. Upon approval of the thesis in content, format, and style, the Program Coordinator or Department Chair of the student's program/department must sign Part C of the *Thesis Approval Form*.



9. Upon approval of the thesis in content, format and style, the Dean of the student's College must sign part D of the *Thesis Approval Form*.
10. Next, the student will submit the following two items to the Office of Graduate Academic Services via the ProQuest ETD Administrator, which is accessed through the *Pre-Submittal Workshop*.
  - 1) Properly signed *Thesis Approval Form* in PDF format
  - 2) Properly formatted, chair-approved thesis in PDF format
11. Upon receipt of all materials, the Office of Graduate Academic Services will review the document for format and style as prescribed by the Manual.
12. If the format and style do not meet the guidelines of the Manual, the student will be required to complete all necessary revisions as communicated by the Assistant Director of Graduate Academic Services and re-submit their revised thesis to the Office of Graduate Academic Services via the ProQuest ETD Administrator site for further review. Students may be required to go through several rounds of revisions before this process is completed.
13. Upon final approval of the document in format and style, the Assistant Director of Graduate Academic Services, Office of Graduate Academic Services, will sign Part E of the *Thesis Approval Form*.
14. The Dean of the School of Graduate Studies will approve the submission of the thesis and will sign Part F of the *Thesis Approval Form*.
15. The Office of Graduate Academic Services will notify the Registrar of the final approval of the thesis document for graduation purposes. This is only one of the requirements for the completion of the Master's Degree; all other requirements must be met through the college/department.

### **Doctoral Dissertation**

1. During the first two years of the Doctoral Degree program, the student, in consultation with their Dissertation Chair, will appoint the Dissertation Committee. This timeline may vary depending on the students' preparedness regarding the subject of their research and their familiarity with relevant faculty. The Committee must be comprised of at least three members, including the Dissertation Chair. Further requirements for the formation of the committee are determined by the department/college/school.
2. The student will submit the required \$75 Thesis and Dissertation Fee. This payment must be made online through Canvas Catalog:

<https://onlinepd.rowan.edu/browse/graduatestudies/thesis/courses/pre-submittal-workshop>

3. After payment of the \$75 Thesis and Dissertation Fee, the student will be automatically enrolled in the required online Pre-Submittal Workshop administered through the Canvas learning management system.
4. Upon enrollment in the Pre-Submittal Workshop, the student will access the Thesis/Dissertation Committee Appointment Form via a link to an electronic form. The Thesis/Dissertation Committee Appointment Form must be signed by every member of a student's committee, their Program Coordinator, their Department Chair/Head, their College Dean, and the Dean of the School of Graduate Studies. Once this form is completely approved, the student will submit their approval page to the Pre-Submittal Workshop using the directions given in the assignment titled "Thesis/Dissertation Committee Appointment Form (Electronic)."
5. The student should apply for graduation through the Rowan University Registrar for the term in which they anticipate the completion of all degree requirements, including receiving final approval of the dissertation document.
6. Following a successful defense of the dissertation by the candidate, the Dissertation Committee members will sign Part A of the *Dissertation Approval Form*.
7. Upon approval of the dissertation in content, format and style, the Dissertation Committee must sign Part B of the *Dissertation Approval Form*.
8. Upon approval of the dissertation in content, format, and style, the Program Coordinator or Department Chair of the student's program/department must sign Part C of the *Dissertation Approval Form*.
9. Upon approval of the dissertation in content, format, and style, the Dean of the student's College must sign Part D of the *Dissertation Approval Form*.
10. Next, the student will submit the following two items to the Office of Graduate Academic Services via the ProQuest ETD Administrator, which is accessed through the *Pre-Submittal Workshop*.
  - 1) Properly signed *Dissertation Approval Form* in PDF format
  - 2) Properly formatted, committee approved dissertation in PDF format
11. Upon receipt of all materials, the Office of Graduate Academic Services will review the document for format and style as prescribed by the Manual.

12. If the format and style do not meet the guidelines of the Manual, the student will be required to complete all necessary revisions as communicated by the Assistant Director of Graduate Academic Services and submit their revised dissertation to the Office of Graduate Academic Services via the ProQuest ETD Administrator site for further review.
13. Upon final approval of the document in format and style, the Assistant Director of Graduate Academic Services will sign Part E of the *Dissertation Approval Form*.
14. The Dean of the School of Graduate Studies will approve the submission of the dissertation and will sign Part F of the *Dissertation Approval Form*.
15. The Office of Graduate Academic Services will notify the Registrar of the final approval of the dissertation document for graduation purposes. This is only one requirement for the completion of the Doctoral Degree; all other requirements must be met through the college/department.

## Forms

The three forms mentioned below are available at: <https://sites.rowan.edu/sgs/graduate-academic-services/thesis.html>

1. *Thesis/Dissertation Committee Appointment Form*. This form should be completed within the first year of the Master's program and within the first two years of the Doctoral program.
2. *Thesis Approval Form*. This form is meant for students graduating with a Master's Degree, and must be filled out by the student before the defense takes place. It must be presented for the committee's approval and signatures (Part A and B), and then to the Program Coordinator or Department Chair (Part C), and then to the Dean (Part D) prior to submission to the Office of Graduate Academic Services. This form must be uploaded to the ProQuest ETD Administrator during the submission process.
3. *Dissertation Approval Form*. This form is meant for students graduating with a Doctoral Degree, and must be filled out by the student before the defense takes place. It must be presented for the committee's approval and signatures (Part A and B), and then to the Program Coordinator or Department Chair (Part C), and then to the Dean (Part D) prior to submission to the Office of Graduate Academic Services. This form must be uploaded to the ProQuest ETD Administrator during the submission process.

## Pre-Submittal Workshop

The required online *Pre-Submittal Workshop* is provided to assist students in the preparation of their thesis or dissertation document for submission to the Office of Graduate Academic Services for final format review and approval. The content is self-guided and organized into sections for easy accessibility, and includes sample pages, video formatting guidelines, and a template for formatting preliminary pages. Additionally, students are required to submit proof of their signed *Thesis/Dissertation Committee Appointment Form* via the workshop.

The Goals of the online *Pre-Submittal Workshop* are:

- To collect proof of approval for the *Thesis/Dissertation Committee Appointment Form*.
- To provide information on the submission and review process.
- To address the format requirements for document approval.
- To assist students in the preparation of their thesis/dissertation.
- To allow students to check their document for proper formatting prior to submission for final format review, in order to minimize the number of rounds of revisions required to receive final document approval.
- To provide access to the ProQuest ETD Administrator for thesis/dissertation submission.

Students are encouraged to take full advantage of all of the materials available in the workshop. Understanding the guidelines and requirements set forth in the Manual prior to submission to the Office of Graduate Academic Services will save students considerable time and effort during the final format review process.

**Please note:** Students must complete the Pre-Submittal Agreement within the required online *Pre-Submittal Workshop* in order to unlock the final module and gain access to the ProQuest ETD Administrator for thesis/dissertation submission.

## ProQuest ETD Administrator

Please be advised, **all** theses and dissertations must be submitted through the ProQuest ETD Administrator for final format review. The Rowan University ProQuest ETD Administrator site is accessed through the required online *Pre-Submittal Workshop* once the student has completed the Pre-Submittal Agreement.

1. Students will access the ProQuest ETD Administrator site through a link provided in the final module of the required online *Pre-Submittal Workshop*.

2. Once on the ProQuest ETD Administrator site, students may then create an account, or log in using an existing account.<sup>1</sup>
3. Students must complete all steps of the submission process through the ProQuest ETD Administrator, including: accepting the ProQuest Publishing Agreement, accepting the University Agreement for publishing in the Institutional Repository, uploading the properly formatted thesis/dissertation document, uploading the properly signed *Thesis/Dissertation Approval Form*, and entering information about the submission. Additionally, students will have the option to order bound copies of their approved thesis/dissertation directly from ProQuest.
4. Upon receipt of all materials, the Office of Graduate Academic Services administrator will review the thesis/dissertation for compliance with the format and style requirements as prescribed in the Manual, and will register a decision.
5. In the event that any errors are found in format and style, the student and the Thesis/Dissertation Chair will receive notification of required revisions via email.
6. Once all required revisions are completed, the student must upload the revised document to their ProQuest ETD Administrator account.
7. Next, the Office of Graduate Academic Services administrator will review the revised document and register a decision. Any further required revisions will be communicated to the student and the Thesis/Dissertation Chair.
8. The student must make all required revisions and upload the revised document to their ProQuest ETD Administrator account for further review.
9. If no further revisions are required, the document will be accepted for submission and will be sent electronically to the ProQuest Dissertations & Theses Global repository and the Rowan University open access repository (Rowan Digital Works).
10. The Office of Graduate Academic Services will notify the Registrar of final approval of the thesis/dissertation for graduation purposes, and will notify the student and the Thesis/Dissertation Chair of the completion of final format review.

### **Rowan University Libraries**

The Rowan University Libraries archives a copy of each thesis or dissertation as the official copy of record.

- Upon receipt of all documents to the Office of Graduate Academic Services, and the completion of your thesis/dissertation format review, your document will be submitted to the library for archiving purposes.

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<sup>1</sup> It is recommended that the student uses a personal email address to sign up for ProQuest ETD, and provides both a personal email address and their Rowan email address for contact purposes. This is to avoid issues caused by the expiration of a Rowan email address after a period of inactivity.

- Theses and Dissertations will be uploaded to the Rowan open access repository (Rowan Digital Works) in electronic format: <http://rdw.rowan.edu/etd/>
- Students have the option to withhold their work from public access in the Rowan University Libraries online archive repository (Rowan Digital Works) for a period of up to two years in order to facilitate the application of a patent, commercial publication contract, or other commercial opportunity or to meet sponsored research requirements. Otherwise, the thesis/dissertation will be released for immediate open access. If an embargo extension is required, please see the guidance outlined [here](#).

**NOTE:** The Rowan University Libraries is not responsible for examining or reviewing submitted theses/dissertations. The Libraries will prepare and archive theses/dissertations as approved by the Office of Graduate Academic Services.

### **ProQuest Dissertations & Theses Global**

In addition to the Rowan University open access repository (Rowan Digital Works), all theses/dissertations will be archived electronically in the ProQuest Dissertations & Theses Global repository.

- Upon receipt of all documents to the Office of Graduate Academic Services, and the completion of your thesis/dissertation format review, your document will be delivered electronically to the ProQuest Dissertations & Theses Global repository.
- Students have the option to withhold their work from public access in the ProQuest Dissertations & Theses Global repository for a period of up to two years in order to facilitate the application of a patent, commercial publication contract, or other commercial opportunity or to meet sponsored research requirements. Otherwise, the thesis/dissertation will be released for immediate access. Options for this embargo period are made available when first uploading your document to ProQuest ETD for format review.
- For more information on the ProQuest Dissertations & Theses Global repository, please visit: <http://www.proquest.com/products-services/pqdtglobal.html>

### **Deadlines**

#### **Final Format Review**

Theses/dissertations are accepted for review by the Office of Graduate Academic Services on an ongoing basis. However, students are encouraged to submit their materials as soon as their defense has taken place in order to receive approval in a timely manner. Once submitted, it takes an average of 2-4 weeks for documents to receive final approval. Documents requiring major revisions may take longer.

## **Applying for Graduation**

Prior to submission of materials for final format review, students should apply for graduation through the Rowan University Registrar by the deadline for the term in which they anticipate the completion of all degree requirements, including receiving final approval of the thesis/dissertation document. Please be advised that a student's official graduation date is determined by the term in which the final approval of their thesis/dissertation is received by the Registrar.

A list of deadlines for the current academic year is posted online. Please visit <https://sites.rowan.edu/registrar/graduation-info/index.html> for more information.

**NOTE:** Thesis/dissertation approval is only one of the requirements for graduation. Students must also meet all requirements of the department or college in which they are enrolled as a student for graduation approval. Students should verify exit requirements as established by the department or college in which they are enrolled as a student.

### **Missing the Graduation Deadline**

The Registrar's Office will reject a graduation application when the thesis/dissertation is not received during the awarding period for the term. When the student finishes their thesis/dissertation work after that deadline, then the student can reach out to the Registrar to discuss next steps in terms of graduation. The student will not have to pay the graduation fee again, and the Registrar will award the degree for the term in which they received confirmation from the Office of Graduate Academic Services that the work was complete, not for the original semester for which the student applied.

## **Responsibilities**

### **Responsibilities of the Student**

- It is the responsibility of the student to read and adhere to the Manual to ensure that their thesis/dissertation is formatted and proofread according to the guidelines described in the Manual prior to submission to the Office of Graduate Academic Services for final format review.
- It is the responsibility of the student to pay the \$75 Thesis and Dissertation Fee via Canvas Catalog after their committee has been formed.
- It is the responsibility of the student to access the required online *Pre-Submittal Workshop* administered through the Canvas learning management system. (See the section in this Manual titled "Pre-Submittal Workshop" for more information.)
- In the event that any errors are discovered by the Chair of the Thesis/Doctoral Committee, it is the student's responsibility to see that appropriate corrections are

made.

- Any thesis/dissertation, when submitted to Office of Graduate Academic Services, which does not adhere to proper format guidelines as prescribed in the Manual, will be returned to the student for minor revisions. Theses/dissertations requiring major revisions will not be formally reviewed and will be returned to the student with a recommendation for further review of the guidelines prescribed in the Manual prior to resubmission.
- It is the responsibility of the student to complete all required revisions and to submit the revised document to the Office of Graduate Academic Services for further review.
- If the student is having trouble completing the required revisions, it is the responsibility of the student to seek appropriate assistance. The Office of Graduate Academic Services does not provide technical support. A list of student resources is included in Appendix C of this Manual.
- It is the responsibility of the student to apply for graduation through the Rowan University Registrar.
- It is the responsibility of the student to check with their department head or faculty advisor, as individual academic departments may have additional requirements.

### **Responsibilities of the Thesis/Dissertation Committee**

- The Thesis/Doctoral Committee is responsible for evaluating and reviewing the content, format and style of the thesis/dissertation from its initial stages up to its final version.
- The Thesis/Doctoral Committee is also fully responsible for making sure that the thesis/dissertation is free of typos, obvious spelling and grammatical errors, and that it satisfies the format and style prescribed in the Manual before signing the *Thesis/Dissertation Approval Form*.
- In the event that any errors are found in content, format, or style, it is the responsibility of the Chair of the Thesis/Dissertation Committee to communicate these errors to the student for revision and ensure that revisions are made prior to signing the *Thesis/Dissertation Approval Form*.

### **Responsibilities of the Office of Graduate Academic Services**

- The Office of Graduate Academic Services is responsible for ensuring that all theses and dissertations adhere to the format and style as prescribed in the Manual.
- The Office of Graduate Academic Services will not review the content (including



references), spelling, and grammar of thesis/dissertation documents. Content, spelling, and grammar should be addressed by the Thesis/Doctoral Committee prior to submission to the Office of Graduate Academic Services for final format approval.

- In the event that any formatting errors are found, it is the responsibility of the Office of Graduate Academic Services to communicate minor errors to the student for revision. If major errors are found, the Office of Graduate Academic Services will return the document to the student and recommend further review of the requirements prescribed in the Manual before resubmission.
- Upon final approval of the document in format and style, it is the responsibility of the Assistant Director of Graduate Academic Services, Office of Graduate Academic Services to sign the *Thesis/Dissertation Approval Form*, and to submit the signed form to the Registrar. The Office of Graduate Academic Services will then submit the approved thesis/dissertation document electronically to the Rowan open access repository (Rowan Digital Works), and the ProQuest Dissertations & Theses Global repository for archiving and public access.

### **Copyright Registration**

Copyright is a form of protection granted by law for original works of authorship that exist in a tangible medium. Copyright covers both published and unpublished works. The United States is a signatory of the Berne Convention which establishes automatic copyright of original works; however, it is recommended that you register your copyright with the United States Copyright Office in order to provide a public record of the copyright for claims purposes. If an infringement occurs, copyright registration will allow the copyright holder to proceed with a legal claim and allow compensation for damages and attorney's fees in successful litigation. For detailed information and to proceed with registration, visit the US Copyright Office website: <http://www.copyright.gov>

For Authors who have not already filed copyright registration through the United States Copyright Office, ProQuest/UMI offers the option to file for copyright on your behalf. If you choose this option, a copyright fee of \$75.00 is payable via credit card during the ProQuest ETD Administrator online submission process.

### **General Information**

Every candidate pursuing an advanced degree requiring a thesis/dissertation needs to be aware of the following information:

#### **Plagiarism**

If you include in your thesis/dissertation copyrighted material that goes beyond the limits of "fair use," you are responsible for obtaining written permission from the copyright holder. Rowan University takes no responsibility for damages that may arise from copyright violations by a degree candidate.

Be aware of the possibility of “self-plagiarism.” If you have published any part of your thesis/dissertation, you are required to receive permission from your publisher to use that material in your thesis or dissertation document.

There are resources to understanding academic integrity and preventing violations on the Pre-Submittal Workshop on Canvas, the module titled “Academic Integrity.” There is also plagiarism self-checker through Turnitin available, which will not save your document to Turnitin’s paper repository.

Campbell Library’s Copyright Guide:

<https://libguides.rowan.edu/c.php?g=248016&p=1652357>

### **Confidential or Secret Theses**

Generally, thesis/dissertation research should not be undertaken on topics that are considered confidential or secret. Theses/dissertations covering such topics may only be presented with appropriate clearances or releases. These items are the responsibility of the student. Any personal information of the researcher or participants in the research must be removed or obscured.

### **Research Compliance**

Rowan University is firmly committed to promoting a culture that values the ethical and responsible conduct of research. Accordingly, research involving human subjects (including surveys, questionnaires, and interviews), animals, and/or r-s DNA and biological hazardous materials requires approval from the appropriate regulatory research oversight committees (IRB, IACUC, IBC). Students must comply with current applicable Rowan University policies, federal regulations, and required training pertaining to research before and during all stages of research. For more information, please contact the Rowan University Office of Research Compliance within the Division of University Research.

### **Manuscript Option Dissertation Format**

The Manuscript Option Dissertation Format offers doctoral students the opportunity to prepare chapters within their dissertation for future publication in a scholarly journal. Any doctoral candidate interested in the Manuscript Option Dissertation Format must first consult with their Dissertation Chair. The formatting requirements below pertain to Manuscript Format Dissertations:

- For consistency, all chapters, including Manuscript Format chapters, must be numbered consecutively.
- Each Manuscript chapter should use the title of the Manuscript as the chapter title. There should not be a separate Manuscript title below the chapter title.

- In the Table of Contents, list all chapter titles/level 1 headings and all level 2 and level 3 subheadings, including Manuscript Format chapter titles and headings/subheadings.
- The Dissertation should contain a single References section, rather than separate References for each Manuscript.

## Style

For the purposes of this Manual, the thesis/dissertation consists of two parts: the preliminary pages and the main body of the document. The preliminary pages include the title, copyright, dedication, acknowledgment, abstract, table of contents, list of tables, and list of figures. The main body of the thesis/dissertation starts with the first chapter and ends with the very last page of the document.

The preliminary pages of the thesis/dissertation must follow strictly the style and format provided in the Manual. To help students accomplish this, we have created sample pages for reference in the manual, as well as a template available for download in the *Pre-Submittal Workshop*.

On the other hand, other than headings, figures and tables, the style for the main body may change from discipline to discipline or from college to college. Therefore, you must consult with your department head or advisor to determine the most suitable style for your manuscript. The main body of the document should meet the scholarly standards set by the profession in terms of format and style.

The following style manuals are used by most disciplines and can be a good source of information for future archival publications:

- *The Chicago Manual of Style, 16th ed., University of Chicago Press, 2010.*
- *Publication Manual of the American Psychological Association, 7<sup>th</sup> edition, 2020.*
- *MLA Handbook for Writers of Research Papers, 6<sup>th</sup> edition, 2003.*
- *American Sociological Association Style Guide, 6<sup>th</sup> edition, 2010.*
- *American Political Science Association Style Manual, 2018 edition.*

## General Format Requirements

This section discusses the standards that students must follow in the writing and formatting of their theses/dissertations.

### Font

- Font size for main text must be 12 points.
- Font size for titles of chapters and all headings must be 12 points.
- Font size for footnotes must be 10 points.
- Font size for titles and captions in figures and tables must be 12 points.
- No specific font is required; however, traditional serif fonts such as Times New

- Roman or Palatino are highly recommended.
- Font type must be consistent throughout the entire document, including page numbers.
- Font color must be black, without highlighting.

### **Margins**

- The left margin must be 1.5 inches for all pages in the document.
- Top, bottom, and right margins must be 1 inch for all pages **except** the title page, which has a top margin of 1.75 inches.
- Do not right justify margins.
- All material must appear within the required page margins, including figures, tables, footnotes, full page images, and appendix material.

### **Pagination**

- All page numbers must be centered at 1 inch from the bottom of the page.
- Page numbers on landscape pages should appear in portrait orientation.
- All pages are counted but not necessarily numbered (see below).
- The following pages ARE counted BUT NOT numbered: title page, copyright page, and dedication page (if included).
- Use lowercase Roman numerals (iv, v, vi, etc) for the following preliminary pages: Acknowledgment(s), Abstract, Table of Contents, List of Tables, and List of Figures.
- Use Arabic numbers (1, 2, 3, etc.) for the main body (starting with the first chapter), references, appendices, bibliography, and all other pages including photographs, illustrations, and drawings.
- Regardless of the number of preliminary pages, the first body text page must be Arabic numeral 1, and the pagination must continue with consecutive Arabic numbers throughout the body and end matter of the thesis/dissertation.

### **Spacing**

- Double space general text material.
- Separate each table, figure, and other graphic from the text above and below it by two line breaks.
- Single space text within entries for the references page(s) and double space between each entry.

## **Thesis/Dissertation Arrangement**

This section describes how a thesis/dissertation must be arranged. For the purpose of this Manual, the thesis/dissertation consists of two parts: the preliminary pages and the main body of the document. Each item included in the list located in this section must be included in the document unless it is indicated as “optional” or “if applicable,” and must appear in the order prescribed in the list.

## **Preliminary Pages**

- Title Page
- Copyright Page/Blank Page
- Dedication(s) Page (optional)
- Acknowledgment(s) Page (optional)
- Abstract Page
- Table of Contents Page
- List of Figures Page (if applicable)
- List of Tables Page (if applicable)

## **Main Body**

- Main body of text beginning with Chapter 1.
- References
- Appendices (if applicable)

### **Format Requirements for Preliminary Pages**

#### **Title Page**

The student can use the Title Page samples on pages 37 and 38 for reference, in addition to following the instructions outlined below:

- The title page must look like the samples given on pages 37 and 38.
- The title page top margin should be 1.75 inches.
- Use all capital letters in bold face for the title. Title text should be single spaced.
- Use your full name, including your middle initial or name.
- Write out the proper degree name for which you are a candidate.
- Enter the name of the Department and College in which you are enrolled as a student.
- Use the month, day and year in which you defended your thesis or dissertation (e.g. March 7, 2025).
- Enter the name of your thesis or dissertation chair, using their full degree, title, and department.
- Enter the names of your committee members, using their full degrees, titles, and departments.
- This page is counted but not numbered (it counts as the very first page of the thesis/dissertation).

#### **Copyright Page/Blank Page**

The student can use the Copyright Page sample on page 39 for reference, in addition to following the instructions outlined below. If you choose not to add a copyright page, **a blank page should be substituted.**

- Include a copyright page with the following information: a copyright notice,

- full legal name of author, and year of publication on file.
- Center the information on the page as shown in the sample on page 39.
- This page has a top margin of 1 inch.
- For more information regarding copyright issues, visit: <http://www.copyright.gov>
- This page is counted but not numbered.

### **Dedication(s) Page**

The student can use the Dedication(s) Page sample on page 40 for reference, in addition to following the instructions outlined below:

- The Dedication(s) page is optional.
- The heading **Dedication** or **Dedications** must appear at the top of the page, and must be bold, centered, and without punctuation as shown on page 40.
- This page has a top margin of 1 inch.
- This page is counted but not numbered.

### **Acknowledgment(s) Page**

The Acknowledgment(s) page is optional, but most theses/dissertations do include a brief statement of thanks or recognition of any special assistance.

The student can use the Acknowledgment(s) Page sample on page 41 for reference, in addition to following the instructions outlined below:

- The heading **Acknowledgment** or **Acknowledgements** must appear at the top of the page, must be bold, centered, and without punctuation as shown on page 41.
- This page has a top margin of 1 inch.
- Acknowledgment(s) should fit onto a single page.
- This page is counted and numbered with a lowercase Roman numeral. For example, in a thesis that includes a copyright page but no dedication page, the acknowledgment page will be iii. Since the preceding pages **are counted**, the acknowledgment(s) page should **not** be numbered as page i.
- Text must be double-spaced.

### **Abstract Page**

The abstract is a summary that allows readers to determine the value of reading the full thesis/dissertation. It should include a statement of the problem, an outline of procedures or methods, and a summary of results and conclusions.

The student can use the Abstract Page sample on page 42 for reference, in addition to following the instructions outlined below:

- The heading **Abstract** must appear at the top of the page, must be bold, centered,

- and without punctuation as shown on page 42.
- Below the Abstract heading you should have your name, the title of the thesis/dissertation, academic year, name of chair, and proper name of the degree for which you are a candidate. All of this information should match the information on the title page. Heading material should be single spaced and centered as shown on page 42.
- The text begins two double-spaced lines below this heading.
- This page has a top margin of 1 inch.
- Abstracts must fit onto a single page.
- This page is counted and numbered with a lowercase Roman numeral.
- Text must be double-spaced.

### **Table of Contents Page**

The student can use the Table of Contents Page sample on page 43 for reference, in addition to following the instructions outlined below:

- The heading **Table of Contents** must appear at the top of the page, must be bold, centered, and without punctuation as shown on page 43.
- If the Table of Contents continues on a subsequent page, the heading **Table of Contents (Continued)** must appear at the top of the page, and must be bold and centered.
- These pages have a top margin of 1 inch.
- Use a double-spaced line between entries but single-space individual entries.
- Separate titles from page numbers with right-justified tabs and dot leaders (**not periods**). See instructions for using dot leaders on page 59.
- These pages are counted and numbered with lowercase Roman numerals.

### **Table of Contents Entries**

- The heading **Table of Contents** must appear at the top of the first page, and must be bolded and centered. Each consecutive page of the Table of Contents must have the heading **Table of Contents (Continued)**.
- The only page prior to the Table of Contents to be listed is the Abstract; no other prior page should be included. Do not list the Table of Contents itself.
- List of Figures and List of Tables should be included in the Table of Contents if these pages are included in your document.
- List chapter titles (level 1 headings), and all level 2 and level 3 subheadings in the table of contents. Do not list level 4 headings or higher.
- All chapter headings, subheadings, and appendix titles must be worded in the Table of Contents exactly as they appear in the body of the thesis/dissertation.
- Chapters should be numbered in the Table of Contents exactly as they appear in the body of the document.
- Full appendix titles should be included in the Table of Contents with a colon after the designated appendix letter. (Ex. Appendix A: Title)
- Heading levels should be differentiated in the Table of Contents. Chapter

titles/level 1 headings will be flush left, level 2 subheadings will be indented .25 inches from the left margin, and level 3 subheadings will be indented .5 inches from the left margin. (See section titled Levels of Headings in the Manual on page 26.)

- All chapter headings, subheadings, and titles listed in the Table of Contents, regardless of heading level, should be written in title case as outlined below:
  - Capitalize the first word of the title/heading and of any subtitle/subheading;
  - Capitalize the first letter of all “major” words (nouns, verbs, adjectives, adverbs, and pronouns) in the title/heading, including the second part of hyphenated major words (e.g., *Self-Report* not *Self-report*); and
  - Capitalize the first letter of all words of four letters or more.

### List of Figures Page

The student can use the List of Figures Page sample on page 44/45 for reference, depending on the figure option you have chosen, in addition to following the instructions outlined below:

- The heading **List of Figures** must appear at the top of the first page, must be bold, centered, and without punctuation as shown on page 44/45. Each consecutive page of the List of Figures must have the heading **List of Figures (Continued)**.
- This page has a top margin of 1 inch.
- List of Figures should have column headings above listings, with “Figures” on the left and “Page” on the right, for each page of the List of Figures.
- In the List of Figures, all figure numbers and titles are to be listed exactly as they appear in the body of the text with respect to numbering, wording, capitalization, and punctuation.
- Figures should be numbered consecutively with Arabic numerals either in the order in which they are referenced in the text or the order in which they are referenced in the chapter.
- Double-space between entries or use one blank single-spaced line between entries.
- Separate figure titles from listed page numbers with right-justified tabs and dot leaders (**not periods**).
- These pages are counted and numbered with lowercase Roman numerals.
- Do not list figures that appear in the Appendices in the List of Figures.

### List of Tables Page

The student can use the List of Tables Page sample on page 46 for reference, in addition to following the instructions outlined below:

- The heading **List of Tables** must appear at the top of the first page, must be bold, centered, and without punctuation as shown on page 45. Each consecutive page of the List of Tables must have the heading **List of Tables (Continued)**.
- The List of Tables should have column headings above listings, with “Tables” on the left and “Page” on the right, for each page of the List of Tables.
- In the List of Tables, all table numbers and titles are to be listed exactly as they appear in the body of the text with respect to numbering, wording, capitalization,



- and punctuation.
- Tables should be numbered consecutively with Arabic numerals either in the order they are referenced in the text or the order in which they are referenced in the chapter.
- Double-space between entries or use one blank single-spaced line between entries.
- Separate table titles from page numbers with right-justified tabs and dot leaders (**not periods**).
- These pages are counted and numbered with lowercase Roman numerals.
- Do not list tables that appear in the Appendices in the List of Tables.

## **Format Requirements for Body of Document**

### **Main Body of Text**

- Divide the text into its major parts/chapters/subsections.
- The major parts may contain such subjects as introduction, general argument, description of experimental procedures, research methods, discussion, summary, conclusions, recommendations, and other pertinent topics that are necessary for a complete understanding on the part of a sophisticated or professional reader.
- Each chapter should begin on a new page.
- If your thesis or dissertation includes a list of nomenclature and symbols, include the list as an appendix.
- Pages are counted and numbered with Arabic numerals. Regardless of the number of preliminary pages, the first text page must be Arabic numeral 1, and the pagination must continue with consecutive Arabic numbers throughout the body and end matter of the thesis/dissertation.

### **Headings in Text**

- Chapter headings (level 1 headings) must be bold face and centered beginning on a new page.
- The title of the chapter should be bold face and centered a double-spaced line beneath the chapter number.
- Chapters may be numbered using uppercase Roman numerals or Arabic numerals; however, chapter numbering should be consistent throughout the entire document. In addition, chapter numbers should appear in the body of the text exactly as they appear in the table of contents.
- The chapter number and title must be displayed as shown below:

## **Chapter 1**

### **Title of the Chapter**

- Body text should begin a double-spaced line below chapter title.
- Headings must be 12 point font.
- Headings and subheadings must have at least two full lines of body text below them. If only one line of text fits below a heading, move the heading to the next page.

- All chapter headings, section titles, and appendix titles must be worded in the body of the text exactly as they appear in the table of contents.

## **Levels of Headings**

Chapter headings will be the only level 1 headings, and any headings that come after chapter headings will follow the heading hierarchy outlined here, beginning with level 2 (flush left, bold, uppercase). There should never be another level 1 heading directly under the chapter title. **Headings should always follow the same top-down progression.** *Examples are provided below with directions for formatting each level of heading in the body of the document:*

### **First Level (Chapter Number)**

#### **Title of Chapter**

A level 1 heading is centered, boldface, and the first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin on the following line indented .5 inches from the left margin.

### **Second Level**

A level 2 heading is situated flush left, boldface, and the first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin on the following line indented .5 inches from the left margin.

### ***Third Level***

A level 3 heading is boldfaced and italicized. The first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin on the following line indented .5 inches from the left margin.

**Fourth Level.** A level 4 heading is indented, boldface, and followed by a period. The first letter of the first word and the first letter of all major words in the

heading are capitalized. The paragraph text should begin directly following the heading.

***Fifth Level.*** A level 5 heading is indented, boldface, italicized, and followed by a period. The first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin directly following the heading.

Heading Level Hierarchy Chart	
Level	Format
Chapter Heading/ Level 1	Centered, Boldface, Title Case
Level 2	Flush-Left, Boldface, Title Case
Level 3	<i>Flush-Left, Boldface, Italicized, Title Case</i>
Level 4	Indented, Bold, Title Case Heading Ending with a Period. Begin body text after period.
Level 5	<i>Indented, Bold, Title Case Heading Ending with a Period.</i> Begin body text after period.

## Tables and Figures

- There are two options for including tables and figures in a thesis/dissertation document: (1) embed them in the text immediately after the first mention of the table/figure, or (2) include all referenced figures in an appendix after the reference page(s). The embedded option is overwhelmingly the most common option, particularly for humanities and social sciences. The appendix option is occasionally used by engineering and the sciences.
  - **Embedded Option:** Embedded tables and figures should not appear within a paragraph or within a sentence. Place tables/figures after the end of the paragraph in which they are first referenced. If the referencing paragraph ends high on the page but there isn't enough room to fit the table/figure and caption together on that same page, leave the rest of the page blank and insert the figure at the top of the next page.
  - **Appendix Option:** Tables and figures should be included in appendices at

the end of the document, numbered in order of their first reference in the document.

- Tables and Figures should be numbered consecutively with Arabic numerals either in the order in which they are referenced in the text or in the order in which they are referenced in the chapter. For example, the first table referenced in the body of the text should be numbered Table 1 or Table 1.1 (i.e., the first table appearing in Chapter 1), with subsequent tables numbered consecutively. Figures should also be numbered in this manner.
- There are two options for table and figure formatting available to students depending on the discipline in which they are writing. Students in fields that use reference styles like MLA, APA, and Chicago are to use Option A, while students in fields that use reference styles like IEEE can choose to use Option A or B.
  - **Figure Option A (MLA, APA, Chicago, etc. Figure Style)**
    - Figures: Figure numbers and titles appear above the figure; figure numbers are bolded, and figure titles are short and descriptive, italicized, and each important word is capitalized. [See Sample K(A) in the Sample Pages section of this manual.]
    - Tables: Table numbers and figures appear above the table; table numbers are bolded, and table titles are short and descriptive, italicized, and each important word is capitalized. [See Sample K(A) in the Sample Pages section of this manual.]
  - **Figure Option B (IEEE, etc. Figure Style)**
    - Figures: Figure numbers and captions appear below the figure; figure numbers are italicized, and figure captions are not bolded, italicized or capitalized. [See Sample K(B) in the Sample Pages section of this manual.]
    - Tables: Table numbers and titles appear above the table; table numbers are bolded, and table titles are capitalized. [See Sample K(B) in the Sample Pages section of this manual.]
- Single space text for table/figure titles.
- For Option A, add additional necessary information (for example, information that might not fit in a short, descriptive title) in a Note below a figure or table. Notes must be double spaced. The word “Note” must be italicized and separated from the note by a period.
- Avoid the use of color tables, figures, and photographs if possible.
- If possible, avoid breaking tables and figures into consecutive pages. If a table does not fit into a single page, one should split the table and repeat the table column headings in continued part of table on the next page.
- Landscape figures and tables should have their captions in landscape orientation. However, page numbering must be in portrait orientation. (See Sample J, page 47)
- Document margin limitations apply to tables and figures. Tables and figures cannot extend into any of the margins.
- Use two line breaks to separate tables and figures from any text or table/figure that appears above or below them. You can see the expected spacing in the full Sample Documents, found here:

<https://research.rowan.edu/officeofresearch/graduateresearch/graduate-research->

## Footnotes

- Each footnote cites an authority for statements in the text.
- Number all footnotes in the order in which they appear in the manuscript with superscript Arabic numerals.
- Place each footnote on the same page in which it appears in the text.
- Separate footnotes from the text with a line. Leave one single-spaced line of space between the line and the first footnote.
- Single space each footnote entry.
- Font size for footnotes must be 10 points.

## References

- The heading **References** must appear at the top of the first page, and must be bold, centered, and without punctuation.
- This page has a top margin of 1 inch.
- Begin the list of sources a double-spaced line below the heading.
- Single space text within entries, with a blank single-spaced line between each entry.
- Do not split entries over two pages. If an entire entry does not fit on one page, place the entire entry on the next page.
- Entries for engineering Master's theses and Doctoral dissertations must follow the IEEE citation format.
- For all other programs, unless otherwise specified by your department, entries must be formatted according to APA 7<sup>th</sup> edition.
- These pages are counted and numbered with Arabic numerals.

## Appendices

If supplementary original data, illustrative material, a detailed derivation of equations, an extensive proof of a theorem, or a quotation is too long to be included in the main body of the thesis/dissertation, they may be presented in appendices. Similar material should be gathered in a single appendix. If needed, a list of nomenclature and symbols may also be included as an appendix. Appendices should be formatted according to the directions below.

- The heading **Appendix A** (or **B, C, etc.**) and the title of the material must be bold, centered, and without punctuation.
- Title of material should be bold and centered a double-spaced line below appendix heading.
- Label the appendices consecutively alphabetically (**Appendix A, Appendix B, Appendix C etc.**).
- If a document contains a single appendix, then it should simply be labeled **Appendix** and does not require a letter designation.
- Appendix material should begin a double-spaced line below the appendix title.

- List each appendix and its full title separately in the table of contents. Appendix titles should be worded in the body of the text exactly as they appear in the table of contents.
- Appendix material should appear within the required page margins.
- These pages are counted and numbered with Arabic numerals.
- Tables and figures that appear in an appendix should be labeled in the expected table/figure formatting according to the chosen option (A or B), with the addition of the appendix letter before the table/figure number. For example, Table A1 is the first table in Appendix A, and Table C3 is the third table in Appendix C. If an appendix is made up solely of a figure or table, then the appendix heading takes the place of the figure/table title.

## **Formatting Specific to Scientific Theses/Dissertations**

### **Equations**

Equations should be centered on the page and numbered consecutively throughout the document. The number of the equation should be flush to the right margin and appear in parentheses.

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad (1)$$

To format the equation and number correctly, use Word's built-in equation tool. When the equation is finished, add a space, followed by a hash symbol (#) and the number of the equation in parentheses (1), and then press Enter. This should align the equation and the number appropriately.

### **Numbered Heading Styles**

Some theses and dissertations from scientific disciplines may choose to use numbered headings. These headings should follow the standard heading formatting, with the addition of the following number style.

## **Chapter 1**

### **Title of Chapter**

A level 1 heading is centered, boldface, and the first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin on the following line indented .5 inches from the left margin.

## **1.1 Second Level Heading**

A level 2 heading is situated flush left, boldface, and the first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin on the following line indented .5 inches from the left margin.

### ***1.1.1 Third Level Heading***

A level 3 heading is boldfaced and italicized. The first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin on the following line indented .5 inches from the left margin.

**1.1.1.1 Fourth Level Heading.** A level 4 heading is indented, boldface, and followed by a period. The first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin directly following the heading.

**1.1.1.1.1 *Fifth Level.*** A level 5 heading is indented, boldface, italicized, and followed by a period. The first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin directly following the heading.

	Heading Levels with Numbers
Level	Format
Chapter Heading/ Level 1	<b>Chapter #</b>  <b>Centered, Boldface, Title Case</b>
Level 2	<b>1. 1 Flush-Left, Boldface, Title Case</b>
Level 3	<b>1.1.1 <i>Flush-Left, Boldface, Italicized, Title Case</i></b>
Level 4	<b>1.1.1.1 Indented, Bold, Title Case Heading Ending with a Period.</b> Begin body text after period.
Level 5	<b>1.1.1.1.1 <i>Indented, Bold, Title Case Heading Ending with a Period.</i></b> Begin body text after period.



## Quick Guide: Thesis and Dissertation Format Checklist

This checklist is to be used in conjunction with the Thesis and Dissertation Manual. The page numbers in parentheses refer to specific parts of the Manual. Please make sure you have checked off all items on this list prior to submitting your document to the Office of Graduate Academic Services for final document approval.

---

### Font (p. 19)

- ☐ Font size is 12 points throughout document, including chapter titles and headings.
- ☐ General text is double-spaced.
- ☐ Traditional serif font, such as Times New Roman or Palatino, is used consistently throughout document.

### Margins (p. 20)

- ☐ Left margin is 1.5 inches wide on every page, including those with tables and figures.
- ☐ Right, top, and bottom margins are 1 inch wide on every page (with the exception of the title page), including those with tables and figures and appendix material.
- ☐ Title page has a top margin of 1.75 inches.

### Pagination (p. 20)

- ☐ Page numbers are in bottom center of each page (where applicable).
- ☐ Preliminary pages (acknowledgements through Abstract) are numbered using lowercase roman numerals (e.g. iii, iv).
- ☐ Main text (Chapter 1 through end of thesis or dissertation) is numbered consecutively using Arabic numerals (e.g., 1, 2, 3).

### Arrangement (p. 20)

- ☐ Thesis/dissertation follows the arrangement specified on page 20 of the Manual.

### Title Page (p. 21)

- ☐ Title page follows the format shown on pages 37 and 38 of the Manual.
- ☐ Top margin is 1.75 inches.
- ☐ Program is given: Master of Science/Doctor of Philosophy in \_\_\_\_\_.
- ☐ Month, day, and year of defense are given.
- ☐ The chair and full committee are listed with their degrees, titles and departments.
- ☐ The page is counted but not numbered.

### Copyright or Blank Page (p. 21)

- ☐ Copyright page follows the format shown on page 39 of the Manual.
- ☐ If thesis/dissertation is not copyrighted, a blank page has been inserted.
- ☐ The page is counted but not numbered.

### Dedication Page (optional) (p. 22)

- ☐ The heading **Dedication(s)** appears at the top of the page and is bold and centered.
- ☐ The page is counted but not numbered.

### **Acknowledgments (optional) (p. 22)**

- ☐ The heading **Acknowledgment(s)** appears at the top of the page and is bold and centered.
- ☐ The page is counted and numbered in lower case Roman numeral (e.g. iii, iv)
- ☐ Acknowledgments fit onto a single page.

### **Abstract (p. 22)**

- ☐ The heading **Abstract** appears at the top of the page and is bold and centered.
- ☐ Abstract follows the format of the sample on page 42 of the Manual.
- ☐ Heading material includes: your name, title of thesis/dissertation, academic year, chair name, and degree for which you are a candidate centered below the **Abstract** heading.
- ☐ The heading material is single-spaced.
- ☐ The abstract text begins two double-spaced lines below heading material.
- ☐ The text is double-spaced.
- ☐ Abstract appears on a single page.

### **Table of Contents (p. 23)**

- ☐ The heading **Table of Contents** appears at the top of the page and is bold and centered.
- ☐ The heading **Table of Contents (Continued)** appears on subsequent pages.
- ☐ Chapter headings, subheadings, and appendix titles are worded exactly as they appear in the body of the thesis/dissertation.
- ☐ Titles are separated from page numbers with right-justified tabs and dot leaders (**not periods**).

### **List of Figures (p. 24)**

- ☐ The heading **List of Figures** appears at the top of the page and is bold and centered.
- ☐ The heading **List of Figures (Continued)** appears on subsequent pages.
- ☐ List of Figures contains “Figure” and “Page” column headers.
- ☐ The wording, spelling and capitalization of the entries matches exactly the wording, spelling and capitalization of the figure titles/captions in the text.
- ☐ Figure titles/captions are separated from page numbers with right-justified tabs and dot leaders (**not periods**).

### **List of Tables (p. 24)**

- ☐ The heading **List of Tables** appears at the top of the page and is bold and centered.
- ☐ The heading **List of Tables (Continued)** appears on subsequent pages.
- ☐ List of Tables contains “Table” and “Page” column headers.
- ☐ The wording of the entries matches exactly the wording of the table titles in the text.
- ☐ All important words are capitalized.
- ☐ Table titles are separated from page numbers with right-justified tabs and dot leaders (**not periods**).

### **Headings in Text (p. 25)**

- ☐ Chapter headings are bold and centered.
- ☐ Chapter titles are the only centered headings in the document.

- ☐ Chapter headings appear as below:

## **Chapter I**

### **Title of the Chapter**

- ☐ Headings are formatted according to given guidelines. (Please see p. 25)

#### **Tables (p. 27)**

- ☐ Table numbers are bolded above the table title.
- ☐ Table titles are in italics and are located directly above the table, below the table number, and are single spaced.
- ☐ There are two line breaks between the text before the table material and the text after the table material.
- ☐ Tables do not appear in the middle of a paragraph or sentence.

#### **Figures (p. 27)**

- ☐ Figure formatting follows either Option A or Option B as described on page 27.
- ☐ There are two line breaks between the text before the figure and the text after the figure material.
- ☐ Figures do not appear in the middle of a paragraph or sentence.

#### **Footnotes (optional) (p. 29)**

- ☐ Footnotes are separated from text with a line.
- ☐ There is one single-spaced line of space between line and first footnote.
- ☐ Each footnote entry is 10 point font and single-spaced.
- ☐ All footnotes are numbered in the order in which they appear in the manuscript with superscript Arabic numerals.

#### **References (p. 29)**

- ☐ The heading **References** appears at the top of the first page and is bold and centered.
- ☐ Individual entries should not be split over two pages.
- ☐ Each entry is single-spaced.
- ☐ Double spacing is used between entries.

#### **Appendices (p. 29)**

- ☐ The heading (e.g., **Appendix A**) is bold and centered, and without punctuation.
- ☐ The title of the appendix is bold and centered, and appears below the appendix heading.
- ☐ The appendix material begins a double-spaced line below the appendix title.
- ☐ Tables and figures that appear in the appendices are labeled according to instructions on page 28.

## Sample Pages

The following pages are formatted according to the requirements prescribed by the Manual, and should be used as a guide when formatting your thesis/dissertation. For reference, important format requirements are indicated in red. Please ensure that your preliminary pages match the formatting in these sample pages prior to submission for final format approval. In addition to samples of preliminary pages, a sample page in landscape orientation, and a sample table and figure of each option type are also included.

If you prefer, a template is available for download in the *Pre-Submittal Workshop*. This template can be used to format the preliminary pages of your thesis/dissertation. The preliminary pages include: the title page, copyright page, dedication(s) page, acknowledgment(s) page, abstract page, table of contents, list of figures, and list of tables. Correct margins, spacing, and page numbers have been formatted in the template for your convenience.

More sample pages, full sample documents, templates, and guides for various formatting requirements are available here: <https://sites.rowan.edu/sgs/graduate-academic-services/sample-documents.html>

**Sample A: Thesis Title Page Format**

Top margin should be 1.75 inches.

**THE USE OF *LOREM IPSUM* AS PLACEHOLDER TEXT IN GRADUATE-  
LEVEL ACADEMIC WRITING**

Left margin should be 1.5 inches.

The title should be all caps, **bold**, centered, and single spaced.

by

Jane D. Student

A Thesis

Right margin should be 1 inch.

Submitted to the  
Department of Educational Services and Leadership  
College of Education  
In partial fulfillment of the requirement  
For the degree of  
Master of Arts in Higher Education  
at  
Rowan University  
May 6, 2021

Please list all committee members, their degrees, their titles, and their departments.

Thesis Chair: Example Professor Name, Ph.D., Professor. Department of Educational Services and Leadership

Committee Members:

Zhang San, Ph.D., Professor, Chair of the Department of Educational Services and Leadership

Ashok Kumar, Ph.D., Associate Professor, Department of Educational Services and Leadership

Juanita Perez, Associate Professor, Department of Educational Services and Leadership

Sample B: Dissertation Title Page Format

Top margin should be 1.75 inches.

THE USE OF *LOREM IPSUM* AS PLACEHOLDER TEXT IN GRADUATE-  
LEVEL ACADEMIC WRITING

Left margin should be 1.5 inches.

The title should be all caps, **bold**,  
centered and single spaced.

by

Jane D. Student

A Dissertation

Right margin should be 1 inch.

Submitted to the  
Department of Educational Services and Leadership  
College of Education  
In partial fulfillment of the requirement  
For the degree of  
Doctor of Education  
at  
Rowan University  
May 6, 2021

Please list all committee  
members, their degrees,  
their titles, and their  
departments.

Dissertation Chair: Example Professor Name, Ph.D., Professor, Department of  
Educational Services and Leadership

Committee Members:

Zhang San, Ph.D., Professor, Chair of the Department of Educational Services and  
Leadership

Ashok Kumar, Ph.D., Associate Professor, Department of Educational Services and  
Leadership

Juanita Perez, Associate Professor, Department of Educational Services and Leadership

**Sample C: Copyright Page Format**

Top margin should  
be 1 inch.

© 2017 Jane D. Student

Material should be centered at  
the top of the page.

This page is counted but **not**  
numbered



## Sample D: Dedication(s) Page Format

### Dedication

Heading is **bold** and centered at the top of the page.

I would like to dedicate this manuscript to my mother, Janette S. Mother. Without her, this would never have been possible.

Text is double spaced and not centered.

This page is counted but **not** numbered





### Sample E: Acknowledgment(s) Page Format

#### Acknowledgments

Heading is **bold** and centered  
at the top of the page.

I would like to express my appreciation to Professor John P. Professor for his guidance and help throughout this research. The skills and knowledge that I have gained are things that I will take with me into my next professional endeavor. I look forward to whatever challenges that come my way knowing that I am prepared to take them on.

I would like to thank my husband for his unwavering love and support through this endeavor.

Text is double spaced.

This page is counted and  
numbered

## Sample F: Abstract Page Format

### Abstract

Heading is **bold** and centered at the top of the page.

Jane Student  
AN EXPLORATORY INVESTIGATION OF THE LITERACY SKILLS OF  
STUDENTS WITH DOWN SYNDROME  
2016-2017

Student Name

TITLE

Academic Year

Thesis/Dissertation Chair

Degree for which you are a candidate

Joseph Professor, Ph.D.

Master of Arts in Special Education

Approved program names are included in Appendix B.

Text begins two double-spaced lines below the heading.

The purposes of this exploratory investigation were to (a) ascertain the literacy performance of a group of students with mental retardation and Down syndrome in grades 1-12 (n = 105) and (b) determine the relative value of phonemic awareness for predicting reading and writing achievement for this population. Students demonstrated wide variability in their performance on literacy measures. The average word recognition for the group was Primer level; average reading comprehension was Pre- Primer level; and the average spelling level was the Primer level. Regression analyses revealed phonemic awareness significantly predicted performance on narrative word recognition, reading comprehension, words spelled correctly per student, and use of invented spellings per student. Implications for teaching students with mental retardation and Down syndrome to reading and writing are discussed.

Text is double spaced and limited to one page.

This page is counted and numbered

## Sample G: Table of Contents Page Format

### Table of Contents

Heading is **bold** and centered at the top of the page.  
Heading for subsequent pages:  
**Table of Contents (Continued)**

Abstract .....	v
List of Figures.....	vii
List of Tables .....	viii
Chapter 1: Introduction .....	1
Statement of the Problem .....	2
Significance of the Study .....	4
Questions .....	6
Problems .....	8
Purpose of the Study .....	11
Chapter 2: Literature Review .....	13
Chapter 3: Methodology .....	16
Context of the Study .....	17
Instrumentation .....	19
Chapter 4: Findings .....	22
Chapter 5: Summary, Conclusions, Recommendations, and Other Elements That Will Make This Heading Take Up Two Lines .....	26
Summary .....	28
Conclusions .....	31
References.....	33
Appendix A: Full Title of Appendix .....	36
Appendix B: Full Title of Appendix.....	37

Flush-Left

Indented .25 inches

Indented .5 inches

Single-space  
headings that  
take up more  
than one line.

Dot Leaders

This page is counted and  
numbered

**Sample H(A): List of Figures Page Format (Figure Option A)**

Heading is **bold** and centered at the top of the page.  
Heading for multiple pages:  
**List of Figures (Continued)**

<b>List of Figures</b>	
<b>Figure</b>	<b>Page</b>
Figure 1. Title Goes Here.....	12
Figure 2. Title Goes Here.....	20
Figure 3. If a Figure Title is Long and Continues onto a Subsequent Line, Then the Subsequent Line(s) Should be Indented, and the Caption Should be Single Spaced .....	22

In the List of Figures, ALL figure numbers and titles are to be listed **exactly** as they appear in the body of the text with respect to numbering, wording, capitalization, and punctuation. For Figure Option A, all important words in the figure title need to be capitalized.

**Note:** Repeat the column headings “Figure” and “Page” on each page of the List of Figures.

This page is counted and numbered

**Sample H(B): List of Figures Page Format (Figure Option B)**

Heading is **bold** and centered at the top of the page.  
Heading for multiple pages:  
**List of Figures (Continued)**

<b>List of Figures</b>	
<b>Figure</b>	<b>Page</b>
Figure 1. Title goes here .....	12
Figure 2. Title goes here .....	20
Figure 3. If a figure title is long and continues onto a subsequent line, then the subsequent line(s) should be indented, and the caption should be single spaced .....	22

In the List of Figures, figure numbers and captions are to be listed **exactly** as they appear in the body of the text with respect to numbering, wording, capitalization, and punctuation. For Figure Option B, please only list the first sentence of your figure caption, and only capitalize the first word of that sentence.

**Note:** Repeat the column headings “Figure” and “Page” on each page of the List of Figures.

This page is counted and numbered

**Sample I: List of Tables Page Format**

**List of Tables**

Heading is **bold** and centered at the top of the page.  
Heading for multiple pages:  
**List of Figures (Continued)**

Table	Column Headings	Page
Table 1. Title .....		23
Table 2. Title .....	Dot Leaders	25
Table 3. If a Table Title is Long and Continues onto a Subsequent Line, Then the Subsequent Line Should be Indented, and the Title Should be Single Spaced .....		27

In the List of Tables, ALL table numbers and captions are to be listed **exactly** as they appear in the body of the text with respect to numbering, wording, capitalization, and punctuation.

**Note:** Repeat the column headings “Table” and “Page” on each page of the List of Tables.

This page is counted and numbered

**Table 1**

*Favorite Ice Cream Flavor by Age*

Age	Vanilla	Chocolate	Strawberry	Other
5 – 10	19	12	2	4
11 – 15	14	17	3	5
16 – 20	10	12	6	9
21 – 25	9	9	4	15

*Note.* These results are from a random sampling of 150 people surveyed at the mall. (Also, if any Note is long enough to take up more than one line, then the lines should be double-spaced.)

Page number appears in portrait orientation.

Table caption appears in landscape orientation.

Add 1.5 inches worth of space between the “top” of the page and the table/figure.

**Sample K(A): Table and Figure Format (Figure Option A)**

**Table 1**

Table Number

*Favorite Ice Cream Flavor by Age*

Table Title

Age	Vanilla	Chocolate	Strawberry	Other
5-10	19	12	2	4
11-15	14	17	3	5
16-20	10	12	6	9
21-25	9	9	4	15

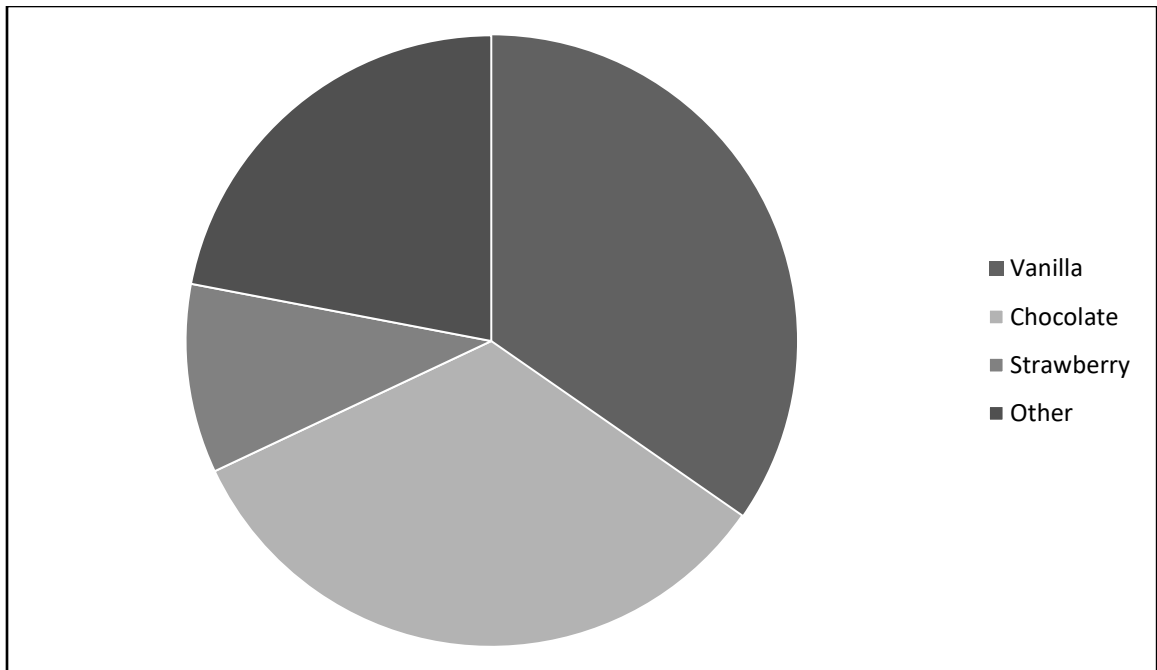
*Note.* These results are from a random sampling of 150 people surveyed at the mall.

**Figure 1**

Figure Number

*Totals Organized by Flavor of Ice Cream*

Figure Title



*Note.* These results are from a random sampling of 150 people surveyed at the mall.



**Sample K(B): Table and Figure Format (Figure Option B)**

**Table 1**

Table Number

*Favorite Ice Cream Flavor by Age*

Table Title

Age	Vanilla	Chocolate	Strawberry	Other
5-10	19	12	2	4
11-15	14	17	3	5
16-20	10	12	6	9
21-25	9	9	4	15

*Note.* These results are from a random sampling of 150 people surveyed at the mall.

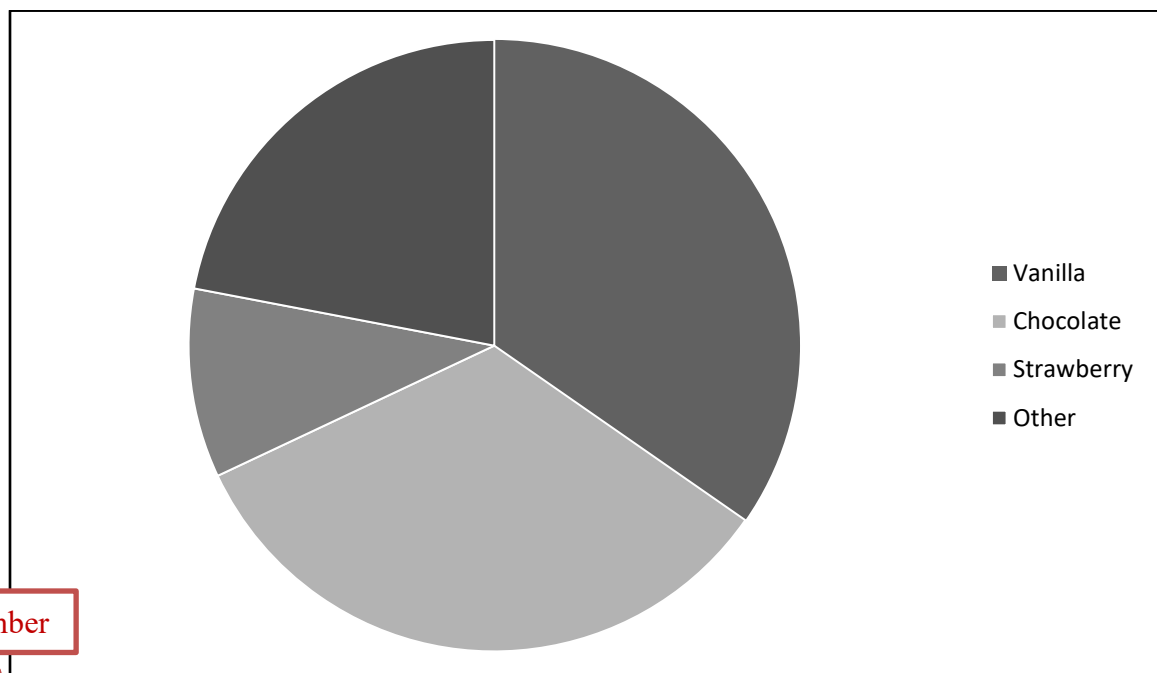


Figure Number

*Figure 1.* Totals organized by flavor of ice cream. These results are from a random sampling of 150 people surveyed at the mall.

Figure Caption (only the first sentence of this caption should appear in the List of Figures)

## Appendix A

### How to Set Up a Document for Page Numbering and Margin Differences

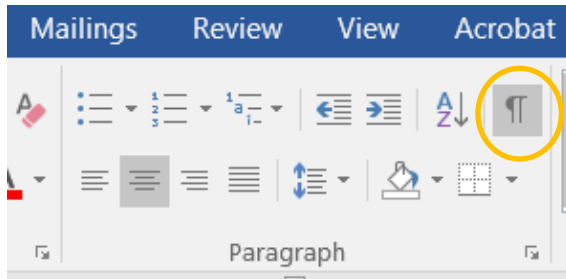
#### Overview of Sections

Word allows you to have multiple margin and page numbering styles by using the Section Break feature. Think of the document as having four Sections. Each Section is detailed below in terms of its contents, its page numbering style, and its margin style. Please follow the instructions in this appendix to be sure that your Sections, page numbers, and margins are all correct before submitting your document to Graduate Academic Services. Please also remember that there is a pre-formatted template for these section styles in the *Pre-Submittal Workshop* that you are free to use.

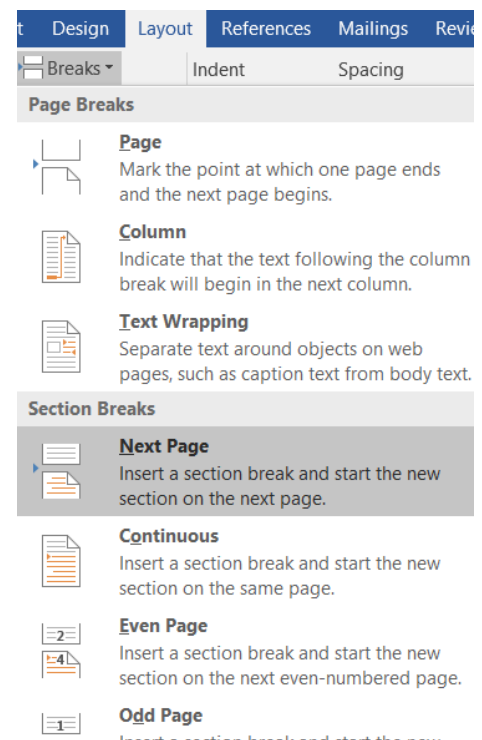
- Section 1
  - Title Page
  - Has no page numbers.
  - Has a top margin of 1.75", a left side margin of 1.5", and a 1" margin for the right and the bottom sides.
- Section 2
  - Copyright and Dedications Pages
  - Has no page numbers.
  - Has a left side margin of 1.5" and a 1" margin for the top, right, and bottom sides.
- Section 3
  - Acknowledgements, Abstract, Tables of Contents, List of Figures, and List of Tables
  - Has Roman Numeral page numbers beginning at the page on which the section starts. (For example, if the document includes a Dedication page, Section 3 starts on page "iv," but if it does not include a Dedication page, Section 3 starts on page "iii.")
  - Has a left side margin of 1.5" and a 1" margin for the top, right, and bottom sides.
- Section 4
  - Begins with Chapter 1 of the thesis/dissertation.
  - Has Arabic Number page numbers which begin at "1" on the first page of the first chapter of the document.
  - Has a left side margin of 1.5" and a 1" margin for the top, right, and bottom sides.

## How to Add Section Breaks

1. Show hidden formatting by clicking on the “Show/Hide” button; this will show all formatting, including paragraph, page, and section breaks.



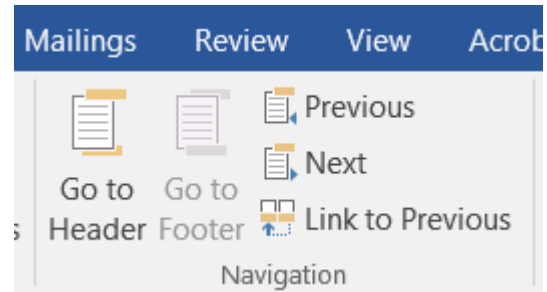
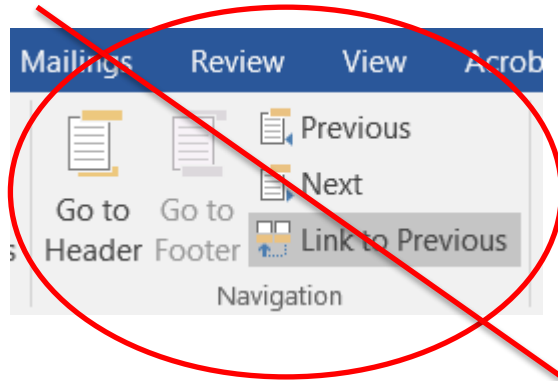
2. Place the cursor at the bottom of the title page, after all of the page's material.
- Press the Layout tab.
  - Press the Breaks dropdown menu.
  - Choose “Next Page” under Section Breaks.



3. Each section's Header and Footer section should be disconnected from the previous section. You can tell if a section is connected to the previous section by putting your cursor in the Header and Footer (double click the top and bottom of the page so that a dotted line and “Footer –Section #-” or “header =Section#- appears). If there is a note on the right side that reads “Same as Previous,” then your section footers are currently connected, and need to be disconnected.

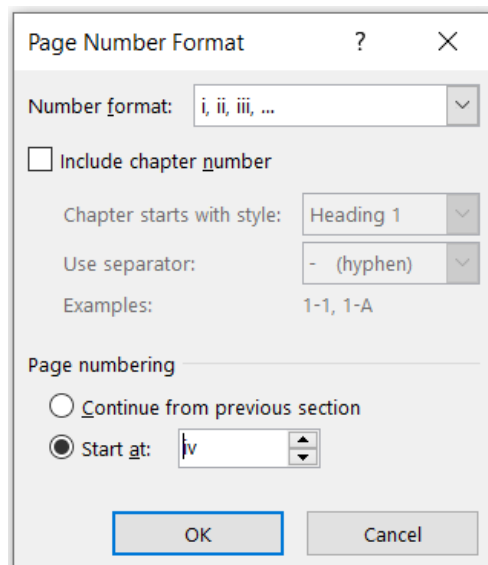
To disconnect your sections:

- a. Double-click the top and bottom of the page so that you are working in the Header and then the Footer.
- b. In the “Design” tab, click on “Link to Previous.” This should disengage the button.



## How to Add Specific Page Number Styles

1. Make sure that your sections are separated by Section Breaks, and then double-click the bottom of the page so that you are working in the Footer.
2. To remove the page number from Section 1 (the Title page), make sure that the Design tab is displayed at the top of the screen, and click on the Page Number drop-down menu, then select Remove Page Numbers. Repeat this process for Section 2 by double-clicking into the Footer of the Copyright page and selecting Remove Page Numbers for that section, as well.
3. To add lowercase Roman numeral page numbers for Section 3, double-click into the Footer of the Acknowledgements page and select the Page Number drop-down menu, and then Format Page Numbers.



Choose the lowercase Roman numeral format, and select “Start at,” then enter the correct page number. Press OK. If you have included a Dedication page, this page will be page iv. If you have not included a Dedication page, this page will be page iii. If you have not included either the Acknowledgement or Dedication pages, then your page iii will be your Abstract page.

If the page number does not appear automatically at this point, choose the Page Number drop-down menu again and press “Bottom of page,” and then the option that places the page number at the center. The page number should appear. Make sure, again, that the font and font size match the rest of your document.

This section will continue through your Table of Contents, List of Figures, and List of Tables, until it finally changes to Section 4 on the first page of your thesis or dissertation’s first chapter.

4. To switch to Arabic numbers on the first page of Section 4, double-click into the Footer of the first page of the first chapter of your thesis/dissertation, select the Page Number drop-down menu, and select Format Page Numbers. Choose the Arabic Number format (1, 2, 3...) and choose to “Start at” page 1.

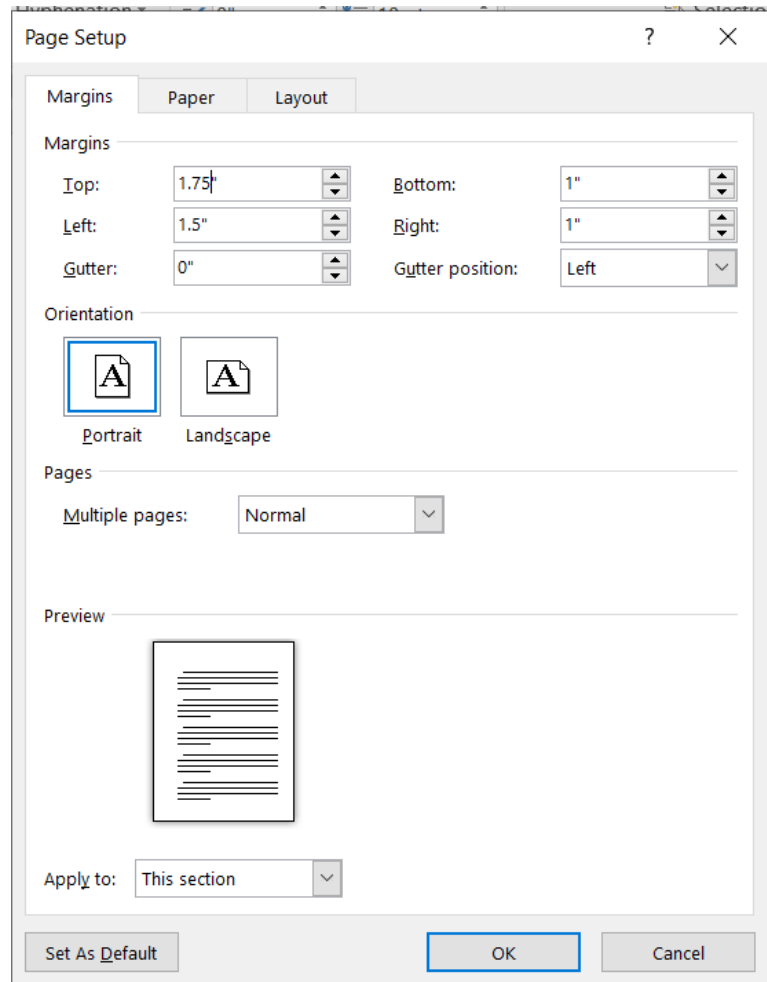
The image shows the 'Page Number Format' dialog box. It has a title bar with a question mark and a close button. The 'Number format' dropdown is set to '1, 2, 3, ...'. Below it is an unchecked checkbox for 'Include chapter number'. Under this checkbox, 'Chapter starts with style' is set to 'Heading 1' and 'Use separator' is set to '- (hyphen)'. Below these are 'Examples' showing '1-1, 1-A'. The 'Page numbering' section has two radio buttons: 'Continue from previous section' (unselected) and 'Start at' (selected). The 'Start at' option has a text box with the number '1' and up/down arrows. At the bottom are 'OK' and 'Cancel' buttons.

This should make a “1” appear at the bottom center of the first page of your first chapter. Please remember to make sure that the page numbers are the same font and font size as the rest of the text in the document. To select all page numbers in the section at once,

double-click into the Footer, and then double-click on the page number so that it is highlighted. Press CTRL+A to select all and change the font to the correct style and size. At that point, all page numbers in the section should change accordingly.

## How to Create Custom Margins in Different Sections

1. Now that your sections are set up correctly, adding custom margins is much easier. To add the correct margins for Section 1, place your cursor on the Title page and select Layout, and then the Margins drop-down menu. Select “Custom Margins...”



For the top margin, type 1.75"; for the left margin, type 1.5"; and for the bottom and right margins, type 1". Press OK.

2. To add correct margins in Sections 2, 3, and 4, follow the same steps, but instead of adding a 1.75" inch margin to the top, the top margin should be 1", the left margin should remain 1.5", and the right and bottom margins should remain 1".

## **Appendix B**

### **Degree Programs Offered at Rowan University<sup>2</sup>**

#### **Master's Degree Programs**

##### **College of Education**

Master of Arts in Higher Education

Master of Arts in Reading Education

##### **College of Engineering**

Master of Science in Biomedical Engineering

Master of Science in Chemical Engineering

Master of Science in Civil & Environmental Engineering

Master of Science in Electrical & Computer Engineering

Master of Science in Mechanical Engineering

##### **College of Humanities and Social Sciences**

Master of Arts in Criminal Justice

Master of Arts in History

Master of Arts in Diversity and Inclusion

Master of Science in Emergency Threat Response Management

Master of Public Policy

##### **College of Performing Arts**

Master of Arts in Music Education

##### **College of Science and Mathematics**

Master of Arts in Clinical Mental Health Counseling

Master of Arts in Clinical Psychology

Master of Science in Bioinformatics

Master of Science in Computer Science

Master of Science in Mathematics

Master of Science in Pharmaceutical Sciences

---

<sup>2</sup> This list only includes the degree programs that currently have a thesis/dissertation requirement (or option).

Master of Science in Materials Science and Engineering

**School of Health Professions**

Master of Science in Athletic Training

**Doctoral Degree Programs**

**College of Education**

Doctor of Education in Educational Leadership

Doctor of Philosophy in Education

**College of Engineering**

Doctor of Philosophy in Engineering

Doctor of Philosophy in Biomedical Engineering

Doctor of Philosophy in Chemical Engineering

Doctor of Philosophy in Civil & Environmental Engineering

Doctor of Philosophy in Electrical & Computer Engineering

Doctor of Philosophy in Engineering Education

Doctor of Philosophy in Mechanical Engineering

**College of Science and Mathematics**

Doctor of Philosophy in Clinical Psychology

Doctor of Philosophy in Complex Biological Systems

Doctor of Philosophy in Data Science

Doctor of Philosophy in Materials Science and Engineering

Doctor of Philosophy in Pharmaceutical Chemistry



## Appendix C

### Student Resources

#### Word Processing Assistance

- Rowan faculty, students and staff can install Office 365 for free on up to five personal devices in order to gain access to Microsoft Word. You can find instructions to do so at the following link:  
[https://support.rowan.edu/sp?id=kb\\_article\\_view&sysparm\\_article=KB0012543](https://support.rowan.edu/sp?id=kb_article_view&sysparm_article=KB0012543)
- LinkedIn Learning is an online training library provided at no cost to Rowan employees and students. This includes 24/7 online access to the entire library of over 2,000 training videos for software like Microsoft Word, Excel, Adobe Photoshop, and even Pinterest and Twitter. They can be viewed anywhere you have internet access and there are videos for all skill levels. You can access this service through the following link: <https://irt.rowan.edu/service-catalog/teaching/linkedin/index.html>
- Microsoft provides support for their products online through a searchable database. If you need assistance with formatting in Word, please visit the following site: <https://support.microsoft.com/en-us/product/office/word>

#### The Rowan Writing Center

- The Rowan University Writing Center is available to assist with any stage of the process, from researching to formatting. The Writing Center is located in the Campbell Library, Room 131.
  - To make an appointment, visit <https://rowan.mywconline.com/> and make an account if you do not already have one. From there, choose a time/tutor that is right for you.
  - If you need specialized assistance, please email the Writing Center at [writingcenter@rowan.edu](mailto:writingcenter@rowan.edu) to describe the kind of help you are looking for.

#### Helpful Links for APA Guidelines:

- <https://apastyle.apa.org/>
- <https://owl.purdue.edu/>

## Resources at Campbell Library

### Finding Scholarly Journals and Books

- To search specific library databases, go to: <http://libguides.rowan.edu/az.php>
- To search for specific journal titles, go to our E-Journals finder:  
[https://primo.rowan.edu/discovery/jsearch?vid=01ROWU\\_INST:ROWAN](https://primo.rowan.edu/discovery/jsearch?vid=01ROWU_INST:ROWAN)
- To search for books in our catalog, go to:  
[https://primo.rowan.edu/discovery/search?vid=01ROWU\\_INST:ROWAN](https://primo.rowan.edu/discovery/search?vid=01ROWU_INST:ROWAN)

### Interlibrary Loan

You may choose to use interlibrary loan when Campbell library does not own the material you need.

- To request a book, use the resources linked here:  
<https://www.lib.rowan.edu/campbell/services/borrowing-renewing/interlibrary-loan>

### Subject Librarians

Subject librarians are available for one-on-one consultations in person or over the phone to help you locate and acquire sources for your research.

- Find the librarian for your academic discipline via the following link:  
<http://www.lib.rowan.edu/services/liaisons>.
- Or, use the Ask a Librarian service to consult a librarian via chat or email:  
<https://askus.lib.rowan.edu/campbell>

### References

Librarians are available assist you in properly citing your sources and creating a reference page using the required citation style for your discipline.

Additionally, librarians can help you interpret style manuals and show you how to store and format citations more efficiently using citation management software such as RefWorks. For more information on citing sources, please visit:

<http://www.lib.rowan.edu/help/citing>.

*APA Academic Writer* <http://ezproxy.rowan.edu/login?url=https://academicwriter.apa.org/>

*The IEEE Guide to Writing in the Engineering and Technical Fields*

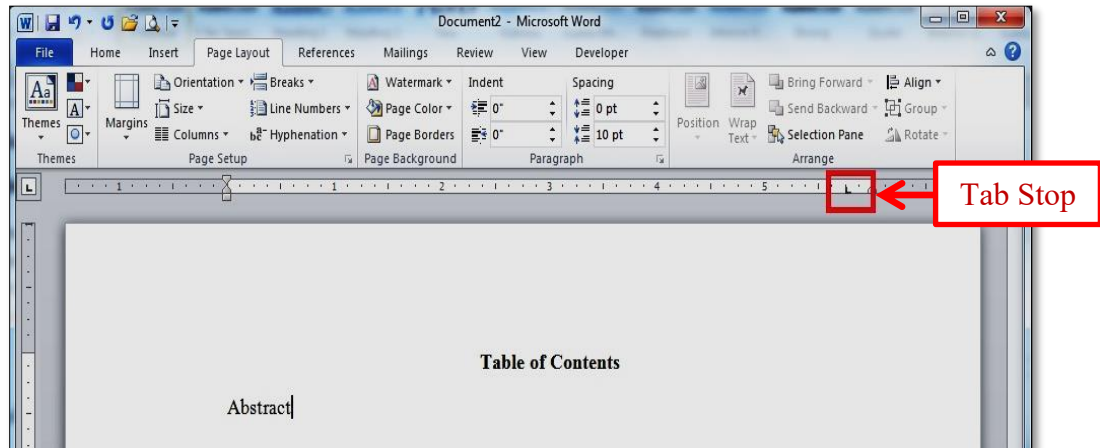
<https://ebookcentral.proquest.com/lib/rowan/detail.action?docID=5015535>

## Appendix D

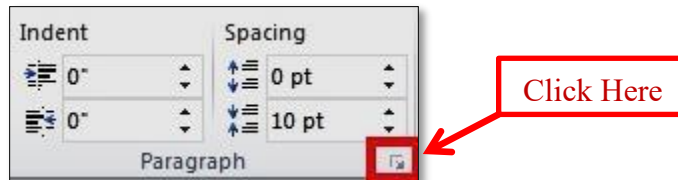
### Dot Leaders

Dot leaders should be used in the Table of Contents, List of Figures, and List of Tables to separate titles, figure captions, and table titles from page numbers. Below are instructions for how to insert dot leaders in Microsoft Word. Please note there may be slight variations to the steps based on the version of Word you are using.

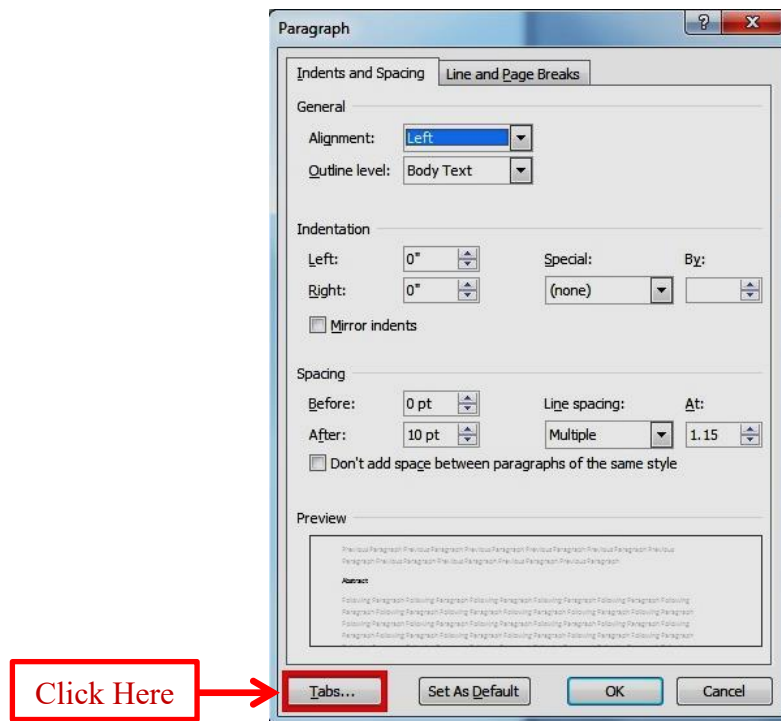
1. Begin by typing text.
2. Set the **Tab Stop** at the desired location by clicking on the horizontal ruler at the top of the page.



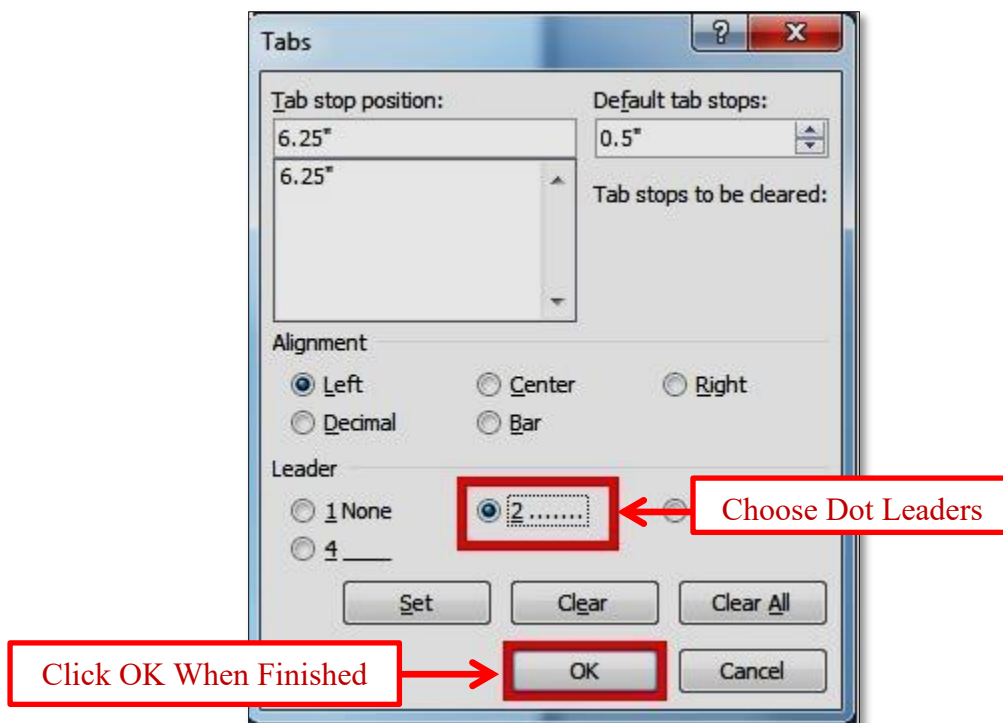
3. Open the **Paragraph** Dialogue Box.



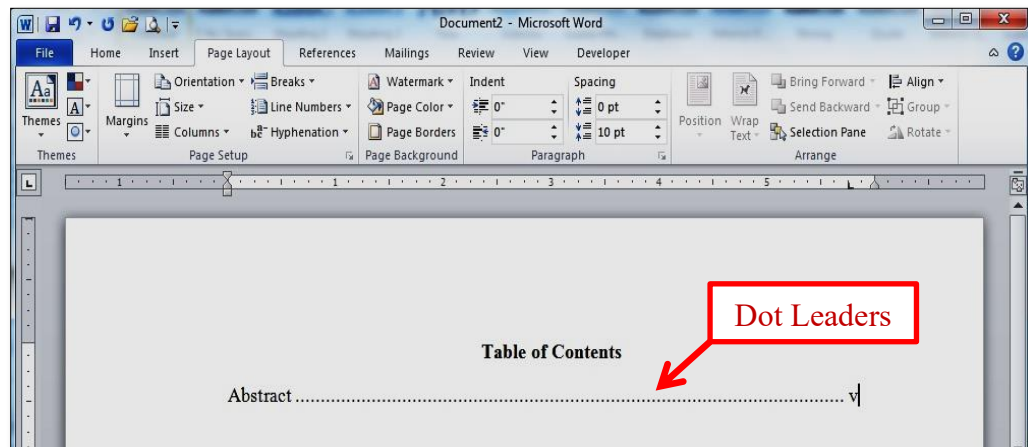
4. Click on **Tabs** in the **Paragraph Dialogue Box**.



5. Choose the option for dot leaders in the **Tabs Dialogue Box** and then click **OK**.



6. Pressing the **Tab** Key after the text will insert the dot leaders.



When you press **Enter** to start a new line, the formatted tab stop will be available on the new line.

More information can be found at: <https://support.office.com/>

## Appendix E

### Thesis/Dissertation Paperwork and Formatting Approval Process



## Appendix F

### ProQuest ETD Administrator Workflow

