Master’s Thesis Manual
Department of Health Services Administration
University of Maryland School of Public Health

General Information

The MHA/MPH with Thesis Option

All Master of Public Health (MPH) and Master of Health Administration (MHA) students are required to complete an internship (HLSA 778, 4 credits), AND either a field-based project (HLSA 786 MHA Project, 3 credits) or a thesis (HLSA 799, 6 credits). The MHA/MPH project option provides for one 3-credit hour elective during the course of the program. The thesis option replaces both the HLSA 786 project and the elective with 6 credit hours of HLSA 799.

The MHA/MPH thesis is a capstone experience and must be completed after all other required coursework is completed. Electives may be taken concurrently with completion of the Thesis. MPH students considering a research-oriented career, or who plan to continue on for a doctoral degree, may consider a master's thesis. The six credit-hour thesis (HLSA 799) replaces the HLSA786 MPH capstone project (3 credits) and one elective (3 credits) that are needed to meet the 45-credit MPH/MHA degree. The student must still complete the 4-credit internship (HLSA 778) in addition to the thesis. University of Maryland Thesis and Dissertation Style Guides and Templates can be found in the appendices of this document as well as online at www.gradschool.umd.edu. Click on Forms and Publications.

This document has two parts. It provides a Checklist - which describes the steps for your thesis- and Forms, Deadlines and Guidelines - which will guide you through the thesis steps. You should discuss the thesis option with your academic advisor and go to your academic advisor for any clarification or question you may have. Please note the due dates for each step. Make sure you complete all the steps in a timely manner. Students who fail to make appropriate progress or who are late for two or more steps during the thesis process will not get a Pass grade and will have to repeat the thesis to graduate.
CHECKLIST

Semester before starting thesis (Fall of final year)

Meet with your academic advisor
- You must meet with your advisor to receive approval to register for thesis credits the following semester;
- To select a Thesis Topic: The thesis begins with a research question about some aspect of health services that a student may wish to answer. The purpose of the thesis is to design, conduct, and evaluate an original, independent research study to answer the research question.

Select thesis committee
- A Thesis Examining Committee of three faculty members must approve the thesis proposal. All three members must be members of the Graduate Faculty of the University of Maryland. One of these three must be the student's faculty advisor, who chairs the committee. In addition to the chair, at least one other member of the thesis examining committee must be a member of the Department of Health Services Administration. This committee must first be approved by the Graduate School, using the form NOMINATION OF THESIS OR DISSERTATION COMMITTEE (available at www.gradschool.umd.edu, click on Forms and Publications and then click on Graduate School Forms). Note the deadline for submitting this form is 60 days prior to the final defense. Once they have approved the Thesis Examining Committee, the Graduate School will issue and send to the Department the "Report of Examining Committee" form.

Developing the Thesis Proposal: After selecting a thesis topic and thesis examining committee, the student in consultation with his/her faculty advisor prepares a written proposal that details what is to be accomplished and how it will be done. The final structure of this proposal follows published University guidelines as referenced in the Appendix. Students should begin to develop their thesis proposal the semester before they plan on defending their final thesis. A sample template for the proposal is included in the Appendix. Information on the required formatting is also found in the Appendix.

Requesting Approval of the Thesis Proposal: When the proposal is ready for review, the student will schedule a meeting with the Thesis Examining Committee. The meeting should take place no later than March 1 for spring graduation, and November 1 for fall graduation. The student must submit a copy of her/his proposal to the examining committee at least 10 working days in advance of the meeting. He/she must also post an abstract of the study and information about the meeting time, place and date 10 working days before the meeting on the departmental listserv. Students should complete the SPH Graduate Research Meeting form with all the information needed for the
announcement. At the proposal meeting, the document may be approved as is, approved with certain changes, or rejected. In the latter two cases, the student will revise the proposal and submit the proposal to the chair of the committee. If needed, a second formal in-person meeting may be required. NOTE: Students are limited to two formal proposal meetings.

Once the proposal is approved, committee members will provide written approval in the form of signatures on the *SPH Proposal Approval Form*. The thesis advisor forwards this form to the MPH Director of Graduate Studies, who will sign the form and place it in the student's file. If the research thesis involves human subjects, university human-subjects approval must be obtained only after the proposal has been approved by the Thesis Examining Committee and before data collection can begin. If the research thesis does not involve human subjects, the *Human Subject Research Determination* form needs to be submitted and approved the University’s IRB. For complete details, see POLICIES AND PROCEDURES PERTAINING TO RESEARCH/PROJECTS INVOLVING HUMAN SUBJECTS available online (http://www.umresearch.umd.edu/IRB/index.html).

**Thesis Semester (Spring of final year)**

**Completing the Research**

- After the project proposal has been approved (and Human Subjects approval obtained if required), the student may begin work on the project. It is expected the project will be conducted according to what was approved by the Project Examining Committee. Before making any substantive changes to that proposal, approval from the examining committee is required. The student must consult with their faculty advisor to determine which changes are substantive and require committee approval.

**Defending the Thesis**

- The final step in completing a master’s thesis is to successfully pass an oral defense conducted by the Thesis Examining Committee, ideally the same committee that approved the thesis proposal. Again, the chairperson and at least one member of the Thesis Examining Committee must be from the Department of Health Services Administration.
- The oral defense meeting must be scheduled at least 10 working days in advance of the meeting with examining committee members. Again, 10 working days prior to the meeting, the student must give each member of the examining committee and the Director of Graduate Studies a finished copy of the thesis manuscript to review, and post the signed study abstract on the departmental bulletin board. Students should complete the *SPH Graduate Research Meeting form* with all the information needed for the announcement. Any member of the faculty or any graduate student may attend the oral defense meeting, which is typically held in the department conference room.
Three things can happen at the oral defense: the thesis can be accepted as is, can be rejected, or can be accepted on the condition that certain changes are made within a specified time frame. When final approval is granted, the Thesis Examining Committee will sign and submit the "Report of Examining Committee" form to the Graduate School. After passing the oral defense, the student must submit an electronic copy of his/her thesis to the Graduate School (submit on-line at www.gradschool.umd.edu/etd/) and one hard copy to the MPH Director of Graduate Studies.

**Formatting the Thesis for Grad School Publication**
- Once the student passes the oral thesis defense they must ensure the Report of Examining Committee is signed by all committee members and submitted to the Registrar.
  - The Report of the Examining Committee form should be emailed to the Thesis Chair after the Graduate School approves the nomination of thesis committee, if the Thesis Chair does not receive the Report of the Examining Committee form prior to your oral defense, contact the Office of the Registrar. The current point of contact is Diane Barrett, she can be reached at 301-314-8226.

**Other Things to Consider with Thesis Chair**
- Copyright (Optional)
- Embargo access to the electronic full text of thesis through DRUM (Optional)
  - One year
  - Six years
  - Indefinitely (requires written approval by the Dean of the Graduate School)
# Thesis Forms, Deadlines and Guidelines

<table>
<thead>
<tr>
<th>Forms &amp; Guidelines</th>
<th>Due date</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MPH Thesis Proposal</strong></td>
<td>March 1st, November 1st</td>
<td>6</td>
</tr>
<tr>
<td><strong>NOMINATION OF THESIS OR DISSERTATION COMMITTEE FORM</strong></td>
<td>60 days prior to final defense</td>
<td>2</td>
</tr>
<tr>
<td><strong>SPH Graduate Research Meeting form</strong></td>
<td>10 days prior to Thesis Proposal Meeting</td>
<td>2</td>
</tr>
<tr>
<td><strong>SPH Proposal Approval Form</strong></td>
<td>Committee members must sign after the Thesis Proposal Meeting</td>
<td>3</td>
</tr>
<tr>
<td><strong>University Human Subjects Approval or Human Subject Research Determination Form (Depends on the type of research, consult if your Thesis Chair if you are not sure)</strong></td>
<td>Before work on the thesis begins</td>
<td>3</td>
</tr>
<tr>
<td><strong>Report of Examining Committee</strong></td>
<td>Committee members must submit after final approval of the project</td>
<td>4</td>
</tr>
<tr>
<td><strong>Student must submit an electronic copy of his/her thesis to the Graduate School (submit on-line at <a href="http://www.gradschool.umd.edu/etd/">www.gradschool.umd.edu/etd/</a>) and one hard copy to the MPH Director of Graduate Studies. The student must follow the Electronic Thesis and Dissertation (ETD) Style Guide formatting:</strong></td>
<td>After passing the oral defense and by April 23 for Spring graduation</td>
<td>4</td>
</tr>
</tbody>
</table>
MPH Thesis Proposal Outline

Proposals should be about 12-15 pages double spaced. Remember that the defense should be scheduled in the semester prior to completing the thesis. If you plan on graduating in the spring, your proposal should be defended no later than December 1; if you plan on graduating in the fall, your proposal should be defended no later than May 1. The final thesis should include the updated content from the proposal with the results and discussion section.

I. Introduction (1 page)
II. Research Question/Specific Aims (1/2 – 1 page)
   a. List the broad, long term objectives and what the proposed research is intended to accomplish.
   b. Why is what you propose important?
   c. List 2-6 specific aims which are used to organize the background and significance preliminary studies, and design/methods sections.
   d. State hypotheses to be tested for each aim.
   e. EXAMPLE FORMAT
      Text
      Overall goal of the project
      Hypothesis to be tested
      Bullet Points
      Population/animal model to be studied
      Data to be collected or intervention used
      Dependent variable to be measured
      Analysis of data
      Accomplishments expected at the end of the project

III. Background (Lit Review – Answer the “So what” question) (3-5 pages)
   a. Why is research study so important?
   b. Critically evaluate existing knowledge
   c. Specifically identify gaps that the project is intended to fill
   d. Relate the specific aims to long term relevance
   e. EXAMPLE FORMAT
      i. What is known about the condition or disease in the population being studied?
      ii. What is known about the independent variables being studied?
      iii. How well is the dependent variable usually measured?
      iv. What analyses have been performed by others to date?

IV. Research Design and Methods* (5-8 pages)
   a. Overall Study Design
   b. Description of the Participants and criteria for selection
   c. Data collection (if conducting); Data source (if secondary analysis)
   d. Dependent Variable Definition
   e. Description of Variables
   f. Data analysis
   g. Human Subjects
   h. Study strengths and limitations
      i. Timeline
V. Public Health Significance (1/2 – 1 page)
VI. MPH Competencies Addressed in Thesis (1/2 – 1 page)
UNIVERSITY OF MARYLAND, COLLEGE PARK
Office of the Registrar

NOMINATION OF THESIS OR DISSERTATION COMMITTEE

This form must be submitted to the Office of the Registrar at least 6 weeks before the examination and before the established deadline dates

Date: ____________________

Print Full Name (Last, First, Middle) ______________________________

Student University ID Number (UID) ________________________________

Address ________________________________

Graduate Program Code ________________________________

City, State, Zip ________________________________

Degree Sought: ________________________________

(Area Code) Telephone ________________________________

Email Address ________________________________

Title of Thesis or Dissertation: ______________________________________

Are Human Subjects involved in the research?  □ Yes  □ No (If yes, please attach a copy of the approval from University Institutional Review Board [IRB])

Are vertebrate species (birds, mammals, fish, etc.) involved in this research?  □ Yes  □ No (If yes, please attach the UMCP Animal Care and Use Committee (UMCP-ACUC) form, showing protocol number and approval date)

Is recombinant DNA/RNA involved in this research?  □ Yes  □ No (If yes, please attach a copy of the approval from the UM Institutional Biosafety Committee).

Publication of a thesis or dissertation (in part or entirely) may compromise certain intellectual property rights. Contact the Office of Technology Commercialization (www.otc.umd.edu) if you envision eventual commercialization of your work.

Expected Oral Examination Date ________________________________ (Please note that an oral examination may not be held until the Office of the Registrar approves the recommended committee.)

List all nominees on the table provided on the reverse of this form.

Is this a □ New Committee  □ Revised Committee?

If this is a revised committee, did the original committee ever meet?  □ Yes  □ No (If yes, please explain using a separate sheet. If the candidate failed before the original committee, please attach a letter of explanation from the Director of Graduate Studies.)

Advisor (Print Name then Sign) ________________________________ Date ________________________________

Telephone Extension/Email Address ________________________________

Director of Graduate Program (Print Name then Sign) ________________________________ Date ________________________________

Telephone Extension/Email Address ________________________________

For the Registrar or Designee ________________________________ Date ________________________________

Note: Nomination for Graduate Faculty Members is available online at https://gradschool.umd.edu/forms

Please return this form to: The Office of the Registrar
1113 Mitchell Building ● University of Maryland
College Park, Maryland 20742-5121
Email: registrar-graduate@umd.edu
Fax: 301-314-9568

Revised 07/2017
Nominated Committee:

<table>
<thead>
<tr>
<th>Name and Rank (or Title)</th>
<th>Program/Department/Place of Employment</th>
<th>Registrar Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dean’s Representative (Doctoral Committees Only):

<table>
<thead>
<tr>
<th>Is the Dean’s Representative a voting committee member?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

The Master’s Thesis Examination Committee:
- Minimum of three voting members of the Graduate Faculty, including two Full Members.
- Chair should be the student’s advisor and a Full Member of the Graduate Faculty.
- Faculty that leave UMD (except Emeriti) are Grad Faculty for one year and are then nominated as Special Members.

The Doctoral Defense Committee:
- Minimum of five voting members of the Graduate Faculty, including three Full Members.
- Chair should be the student’s advisor and a Full Member of the Graduate Faculty. Requests for a Co-chair must have prior Graduate School approval.
- Each committee needs a Dean’s Representative as a voting or non-voting member. The Dean’s Representative must have a research interest related to that of the student. The Dean’s Representative must be a tenured member of the Graduate Faculty and must be from another tenure home than the student’s primary advisor, or co-advisor(s).
- Faculty that leave UMD (except Emeriti) are Grad Faculty for one year and are then nominated as Special Members.

Graduate Faculty Categories:
- Full Members are UMD faculty that are tenured or on the tenure-track.
- Adjunct Members include visiting, adjunct, and affiliated faculty who can serve on thesis or dissertation committees.
- Special Members are qualified scholars outside UMD. They are approved for renewable five-year appointments.

Prerogatives of Membership by Category:

**Full Members** of the Graduate Faculty are eligible to teach courses restricted to graduate student enrollment; serve on program graduate committees; direct Master’s thesis research and chair Master’s thesis examining committees; direct doctoral dissertation research and chair doctoral dissertation examining committees; and vote for and serve on the Graduate Council and its committees.

**Adjunct Members** of the Graduate Faculty are eligible to teach courses restricted to graduate student enrollment, serve on program graduate committees, direct Master’s thesis research, chair Master’s Thesis Examining Committees, and co-direct doctoral dissertation research, but not direct doctoral dissertation research or chair Dissertation Examining Committees.

**Special Members** of the Graduate Faculty are eligible to serve on program graduate committees and co-direct Master’s thesis research, but may not direct or co-direct doctoral dissertation research or chair Master’s Thesis or Doctoral Dissertation Examination Committees.

For the most up-to-date policy information please consult the Graduate Catalog at
The student named below has filed an Application for Graduation, indicating an expectation to graduate at the end of this semester/term. The Graduate School asks you to certify that satisfactory completion of the program by attaching a printed copy of a completed degree audit printout from uAchieve. The audit printout will show the student has fulfilled the graduate program course requirements for the master’s degree specified above. (For Spring 2018 may include IP, in progress, courses)

Date: ____________________

<table>
<thead>
<tr>
<th>Print Full Name (Last, First, Middle)</th>
<th>Student University ID Number (UID)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td>Graduate Program Code</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree Sought</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Area of Specialization</td>
<td>Supporting Area</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Please Check One:</td>
<td></td>
</tr>
<tr>
<td>[ ] Thesis Option</td>
<td>[ ] Non-Thesis Option</td>
</tr>
</tbody>
</table>

**PROGRAM:** The degree audit should clearly indicate courses required for the degree. (Courses in which the student received the grade of “D” or “F” are not applicable.) The Program should represent ALL courses the student plans to present for the degree sought, work completed and work in progress. Any transfer coursework must have been taken within seven years of the award of the University of Maryland, College Park Master’s degree for which the student is currently enrolled. All other coursework must normally be taken within five years of the Master’s degree. **Coursework older than five years at the time of graduation must be revalidated and approved by the Graduate School.**

<table>
<thead>
<tr>
<th>Advisor (Print Name then Sign)</th>
<th>Date</th>
<th>Telephone Extension/Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Graduate Program (Print Name then Sign)</td>
<td>Date</td>
<td>Telephone Extension/Email Address</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please return this form to:

The Office of the Registrar
1113 Mitchell Building ● University of Maryland
College Park, Maryland 20742-5121
Email: registrar-graduate@umd.edu
Fax: 301-314-9568
HUMAN SUBJECT RESEARCH DETERMINATION

Principal Investigator (PI):  Click here to enter text.
PI's Email Address:  Click here to enter text.

Student/Co-Investigators:  Click here to enter text.
Co-I’s Email Address:  Click here to enter text.

Department:  Click here to enter text.

1. Project Information:

A. Provide a brief description of the project: Describe the specific objectives, including background information and rationale for the proposed project. This summary should be written in a way that will be intelligible to non-specialists in your specific subject area.

Click here to enter text.

B. Describe the subject population/type of data/specimens to be studied: Identify who your subjects will be and indicate the type of data or specimens you will collect. Describe the methods in which the data or specimens will be collected, stored, and how confidentiality will be maintained.

Click here to enter text.

2. Determination of Research – 45 CFR 46.102 (d):

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge (publication, presentation, etc.)

A. For existing specimens, was the data/specimen(s) obtained in a systematic manner?

☐ No  ☐ Yes  ☐ Not Applicable – does not involve future data collection

B. For future data collection, will the data/specimen(s) be obtained in a systematic manner?

☐ No  ☐ Yes  ☐ Not Applicable – does not involve future data collection

C. Is the project designed to develop or contribute to generalizable knowledge (publication, presentation, etc.)?

☐ No  ☐ Yes
D. Is the intent of the project to create an archive for the purpose of providing a resource for others to do research?

☐ No  ☐ Yes

E. For research only involving coded private information or specimens, was the private information or specimens collected specifically for the currently proposed research project through an interaction or intervention with living individuals?

☐ No  ☐ Yes

3. Determination of Human Subject – 45 CFR 46.102(f):

*Human subject* means a living individual about whom an investigator (whether professional or student) conducting research obtains *(1)* Data through intervention or interaction with the individual, or *(2)* Identifiable private information.

*Intervention* includes both physical procedures by which data are gathered and manipulations of the subject or the subject's environment that are performed for research purposes.

*Interaction* includes communication or interpersonal contact between investigator and subject.

*Private information* includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.

A. Does the study involve intervention or interaction with a human subject?

☐ No  ☐ Yes

B. Does the study involve access to identifiable private information?

☐ No  ☐ Yes

C. Are the data/specimens received by the investigator with identifiable private information?

☐ No  ☐ Yes

D. Are the data/specimens coded such that a link exists that could allow the data/specimen(s) to be re-identified?

☐ No  ☐ Yes
a. If **YES**: Is there a written agreement that prohibits the Principal Investigator, Co-Investigator, student investigator(s), and any other members of the research team from access to the link?

☐ No  ☐ Yes  (If yes, please explain below.)

Click here to enter text.

b. Are there other legal requirements that prohibit the release of the key to the investigators, until the subjects are deceased?

☐ No  ☐ Yes  (If yes, please explain below.)

Click here to enter text.
Thesis and Dissertation Electronic Publication Form

Student Information

First Name ___________________________ Last Name ___________________________ Student University ID Number (UID) ___________________________

Degree Program ___________________________ Graduation Date ___________________________

Street Address ___________________________

City ___________________________ State ___________________________ Zip ___________________________

Daytime Phone Number ___________________________ Email Address ___________________________

Electronic Distribution Information (Please check only one):

☐ I authorize immediate access to the electronic full text of my work through ProQuest and DRUM

☐ I request that the University of Maryland embargo (restrict) access to the electronic full text of my thesis or dissertation through DRUM for:

☐ One (1) year ☐ Six (6) years ☐ Indefinitely*  

*an indefinite embargo requires written approval by the Dean of the Graduate School

Copyright Clause for U.S. Government Employees Only

The work entitled ___________________________ was prepared as part of my official duties as an employee of the U.S. Government and, in accordance with 17 U.S.C. 105, is not available for copyright protection in the United States. ☐ Does Not Apply

By signing and submitting this agreement, I grant the University of Maryland a no cost, nonexclusive, right and license to include the scholarly material identified below in the Digital Repository at the University of Maryland (“DRUM”), and, through DRUM, to reproduce, publicly display, and distribute the material to users world-wide at no cost provided the University does not alter the content of the material.

I represent that I am the sole or joint owner of the entire copyright in the material or, to the extent that I do not hold copyright in any part of the material, I have the written authority from the owner of copyright to grant this license to the University of Maryland. If the material is based on work that was sponsored or supported by an agency or entity other than the University of Maryland, I represent that I have complied with any requirements the sponsor may have imposed on publication including a right of review or inclusion of an acknowledgement of sponsor support.

I acknowledge that I have reviewed the options for making my thesis or dissertation publicly available through DRUM and that I have discussed these options with my advisor. I understand that I must enter into a separate license agreement with ProQuest for my work to be included in its database.

Signature ___________________________ Date ___________________________

Title of Thesis/Dissertation ___________________________

Advisor ___________________________  Advisor Signature ___________________________

Return to: Office of the Registrar | 1113 Mitchell Building | College Park, MD 20742 | registrar-graduate@umd.edu
Publishing Your Thesis or Dissertation:

*ProQuest Theses and Dissertations & DRUM, the Digital Repository at the University of Maryland*

Congratulations on finishing your doctoral dissertation or master’s thesis. As a condition of graduation, your work must be published. You fulfill that condition by submitting your document in PDF form to the University for approval, archiving, and publication through the Graduate School and ProQuest’s UMI Dissertation Publishing program. ProQuest will keep a copy of your work in its commercial electronic database, *ProQuest Theses and Dissertations* and the Libraries will keep a copy in the Digital Repository at the University of Maryland (DRUM), available at [http://drum.lib.umd.edu](http://drum.lib.umd.edu). DRUM is an open-access archive through which others will be able to access your work at no charge. The submittal process is described in detail at [http://www.gradschool.umd.edu/current_students/electronic_thesis_and_dissertations_at_um.html](http://www.gradschool.umd.edu/current_students/electronic_thesis_and_dissertations_at_um.html) and in the University’s ETD Style Guide, available at [http://www.gradschool.umd.edu/current_students/etd_style_guide.html](http://www.gradschool.umd.edu/current_students/etd_style_guide.html).

**What is ProQuest?**

ProQuest is a private company that maintains, through an arrangement with the Library of Congress, the bibliographic record for over 2 million master’s theses and doctoral dissertations dating back to 1861. Those works are stored in the *ProQuest Dissertations and Theses*, a commercial full-text research database to which many university libraries subscribe. Nearly 700 institutions submit titles to the database. In signing the submission contract with ProQuest, you authorize ProQuest to host your work and sell it through its database and other online outlets. You are entitled to receive an annual royalty payment of 10% of all income ProQuest receives from the sale of your work, payable in each year that the accrued royalties reach $25.00.

Additionally, for a fee, ProQuest will register copyright in your work with the United States Copyright Office. Note that as the author you hold copyright in your work regardless of whether it is registered. Registration may be useful in deterring persons from infringing your copyright and will allow you to seek monetary damages in a copyright infringement lawsuit.

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

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

**What are my choices regarding access?**

As the owner of copyright in your work, you have the exclusive right to reproduce, distribute, make derivative works based on, publicly perform and display your work, and to authorize others to exercise some or all of those rights. The agreement you execute to submit your work to ProQuest and DRUM is your authorization to allow them to exercise some of your rights under copyright. When you submit your work to the Graduate School you will choose what level of access to allow to your work via *ProQuest Dissertations and Theses* and DRUM. Those options are:

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

The abstract and full text of your work will be present in *ProQuest Dissertations and Theses* for purchase, and will be freely available and searchable online via DRUM.

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

You may place an embargo (a restriction) on electronic access to your work through *ProQuest Dissertations and Theses* and DRUM for legitimate reasons. Patents or future publication, for example, might be jeopardized by providing unrestricted access (see below). Should you elect to restrict access to your work, your name, the title of your work, a description of your research, your advisor’s name, and the abstract will be available via ProQuest and DRUM, but the full text version will not be available for viewing or download until the selected embargo period has passed.
C. Restrict online publication of your work indefinitely

You may place an indefinite embargo on your work. If you choose this option, your name, the title of your work, a description of your research, your advisor’s name, and the abstract will be available via ProQuest and DRUM, but the full text version will not be available for viewing or download. This option requires the written approval of the Dean of the Graduate School. You may request the restriction be lifted at any time.

Publication and Patent Issues

Patenting:
Under U.S. patent laws, public dissemination of patentable information, such as through publication or a seminar, affects the deadline for filing for patent protection in the U.S. and may eliminate your ability to acquire foreign patent rights. As a result, if you intend to seek patent protection for material covered in your thesis or dissertation, you may wish to request a delay in publication through ProQuest and DRUM. A one-year embargo is usually sufficient for patent purposes.

The Office of Technology Commercialization (http://otc.umd.edu) may be able to help you with the patent process if you and the University jointly own the intellectual property rights in a patentable invention or if you as the sole owner of those rights assign them to the University. Consult the University of Maryland Policy on Intellectual Property, Sections VI and VII, at http://www.president.umd.edu/policies/iv320a.html.

Publishing:
Professional journals have policies regarding the publication of articles that were previously published and revised versions of previously published articles. You should consult the author guidelines on publisher web sites to whom you are likely to submit your work before you complete the Thesis and Dissertation Electronic Publication Form. A one-year embargo on electronic publication is sufficient to comply with most publishers’ policies regarding pre-posting of material.

If you intend to publish your research as a monograph, the process will be more complicated and longer than the process for publishing a professional article based on your thesis or dissertation. Again, you should consult publishers’ policies and guidelines to determine if they affect publication of your thesis or dissertation in ProQuest and DRUM. A six-year embargo on electronic distribution should provide adequate time for prior monograph publication.

If you have any questions concerning the availability of your work on ProQuest Dissertations and Theses or DRUM, please contact the UM Libraries’ DRUM Team at drum-help@umd.edu or the Graduate School at gradschool@umd.edu.
The University of Maryland
Electronic Thesis and Dissertation (ETD) Style Guide
2017 Edition
## Contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAPTER 1: INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>CHAPTER 2: BEFORE YOU PREPARE YOUR DRAFT</td>
<td>4</td>
</tr>
<tr>
<td>CHAPTER 3: PREPARING YOUR DRAFT</td>
<td>6</td>
</tr>
<tr>
<td>Basic Requirements</td>
<td>6</td>
</tr>
<tr>
<td>FRONT MATTER</td>
<td>8</td>
</tr>
<tr>
<td>BACK MATTER</td>
<td>12</td>
</tr>
<tr>
<td>CHAPTER 4: FORMATTING YOUR DOCUMENT WITH MS WORD</td>
<td>14</td>
</tr>
<tr>
<td>CHAPTER 5: SUBMITTING YOUR DOCUMENT</td>
<td>23</td>
</tr>
<tr>
<td>Costs</td>
<td>24</td>
</tr>
<tr>
<td>Submission Checklist</td>
<td>24</td>
</tr>
<tr>
<td>Special Cases: Audiovisual Theses and Dissertations</td>
<td>25</td>
</tr>
<tr>
<td>School of Music Theses and Dissertations</td>
<td>25</td>
</tr>
<tr>
<td>School of Theatre, Dance, and Performance Studies Theses and Dissertations</td>
<td>27</td>
</tr>
<tr>
<td>Department of Art Theses and Dissertations</td>
<td>29</td>
</tr>
<tr>
<td>Special Cases: Theses and Dissertations with Certain Reproduced Images</td>
<td>31</td>
</tr>
<tr>
<td>Department of Art History and Archaeology Theses and Dissertations</td>
<td>31</td>
</tr>
<tr>
<td>School of Architecture, Planning, and Preservation Theses and Dissertations</td>
<td>32</td>
</tr>
<tr>
<td>CHAPTER 6: PUBLISHING YOUR DOCUMENT WITH PROQUEST DIGITAL DISSEMINATIONS© AND DRUM, THE DIGITAL REPOSITORY AT THE UNIVERSITY OF MARYLAND</td>
<td>34</td>
</tr>
<tr>
<td>CHAPTER 7: SAMPLE PAGES</td>
<td>37</td>
</tr>
</tbody>
</table>
CHAPTER 1: INTRODUCTION

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

The flexibility of electronic publishing—fast becoming the standard for theses and dissertations—enables the Graduate School to determine its own standards, independent of the printing process. This guide will assist you in creating a thesis or dissertation that conforms to those standards. Since September 2003, through an arrangement with ProQuest/UMI, the University of Maryland, College Park has accepted theses and dissertations primarily in electronic format. Under this arrangement, students submit an electronic version of their thesis or dissertation directly to ProQuest/UMI online. Officials from the University of Maryland will then review the document online and request revisions if necessary. This electronic process is the standard submission procedure for University of Maryland theses/dissertations; the Graduate School will no longer accept hardcopy thesis or dissertation documents except in special circumstances at the discretion of the Dean of the Graduate School. Complete submission procedures are located in Chapter 5 of this Guide (Submitting Your Document).
CHAPTER 2: BEFORE YOU PREPARE YOUR DRAFT

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

1. **Take note of the published deadlines.** These deadlines indicate the date by which your academically complete document must be submitted to the system. An academically complete document is one to which all examining committee-ordered revisions have been made. Any formatting changes requested by the Graduate School can be made after the ETD editors evaluate your document during the submission process. As long as the complete approved thesis/dissertation of your document is submitted by the deadline, it is considered to have met the deadline, even if Graduate School formatting standards have not yet been met.

2. **Understand the formatting requirements in this document, the University of Maryland ETD Style Guide.** Do not use a previously published University of Maryland, College Park dissertation or thesis as a model. Format requirements may have changed, and the model may not be appropriate for your discipline or needs. Please note that the formatting requirements of the Graduate School supersede guidelines in any other style manual. You may wish to make use of the MS Word ETD Templates that the Graduate School has created. These documents are pre-formatted to Graduate School formatting standards. A LaTeX template is also available on the Graduate School website (https://gradschool.umd.edu/students/academic-progress/thesis-and-dissertation-filing).

3. **Choose an appropriate style manual.** The ETD Style Guide does not offer guidelines for formatting all elements of the document; it only outlines elements required by the Graduate School at the University of Maryland. For all other elements, please default to the standard style manual in your discipline. To determine the preferred style manual in your discipline, consult your advisor or program. Refer to a style manual for systems of scholarly reference, setting off direct quotations, numbering figures and tables, presentation of data, and similar features. For example, a psychologist will use the APA (American Psychological Association) manual; a student of literature, the MLA (Modern Language Association) manual.

4. **Obtain written permission (if needed) for using copyrighted material.** The U.S. Copyright Act of 1976 established the concept of “fair use” of copyright material in published work, but it does not provide absolute guidelines. Although ProQuest will publish your dissertation, ProQuest does not have the responsibility of seeking permissions for you. ProQuest uses The Chicago Manual of Style definition of “fair use.” You should become familiar with the concepts outlined there. Generally, the use of a complete unit (a poem, journal article, photograph, map, letter, and so on) requires permission. It is more difficult to define at what point a lengthy excerpt exceeds fair use. Good judgment will tell you that reproducing a significant proportion of another author’s work is not “fair.” However, be aware that “fair use” also touches on scholarly ethics and the use to which the quotation or excerpt will be put in your work. Another author’s work should not be used as a substitute for your own analysis and argument. When in doubt, seek permission; it is usually granted. For a sample letter requesting reprint permission, please see Chapter 7, Sample Letters and Pages.
5. **Obtain permission before conducting research involving human and animal subjects or certain hazardous materials.** Prior to undertaking research using human subjects, you will have had to seek and obtain approval from the Institutional Review Board (http://www.umresearch.umd.edu/IRB/). All vertebrate species research must be pre-approved by the Institutional Animal Care and Use Committee (IACUC) (http://www.umresearch.umd.edu/IACUC/index.htm.) If your research involves hazardous materials—biological or chemical agents or recombinant RNA/DNA—you must have approval from the appropriate university committee(s) and campus Department of Environmental Safety (http://www.des.umd.edu). **Be sure that approval is indicated on the Nomination of Examining Committee Form and that all relevant confirmation letters or forms are attached.**

6. **Obtain editorial, proofreading, or typing assistance.** If you hire someone to prepare your draft, you should provide them with the URL of this ETD Style guide, and discuss special disciplinary requirements for your work. Remember to engage an individual early. You should also prepare a list of correctly spelled and hyphenated technical terms and foreign words for the typist, since standard dictionaries or computer spell-check utilities will not generally include such terms. The Graduate School does not recommend particular services to prepare your draft. Most programs have lists of experienced typists, and the Diamondback carries advertisements. The Graduate School offers an English Editing Program for International Graduate Students (EEIGS) for whom English is not their first language, yet who must present their theses or dissertations in English. The EEIGS program is free and information is available at https://umdwritingfellows.wordpress.com/english-editing-for-international-graduate-students-eeigs/. **Please remember that the ultimate responsibility for the language, style, and grammatical correctness of your thesis, including editing and proofreading, rests with you, the author.**

7. **Investigate possible patent and public disclosure issues.** A significant number of invention disclosures submitted by graduate students are related to materials contained within that student's thesis or dissertation. If your thesis or dissertation describes a new technology, any publication (digital or otherwise), presentation, or public posting—such as submission to ProQuest or DRUM, the Digital Repository at the University of Maryland—may be considered a “public disclosure” of the invention. If such public disclosure is made prior to applying for a patent, certain patent and intellectual property rights may be compromised. It is the responsibility of the author of a work submitted to the Electronic Thesis and Dissertation Program at the University of Maryland to notify the Office of Technology Commercialization of such submission if the work has been, or will be, submitted in part or in its entirety as an invention disclosure. **Note: Posting may compromise certain patent rights.**

The Office of Technology Commercialization can be reached at http://www.otc.umd.edu, or at the following addresses:
- Office of Technology Commercialization, University of Maryland
  6200 Baltimore Avenue, Suite 300
  Riverdale, Maryland 20737
  TEL: (301) 403-2711; FAX: (301) 403-2717; EMAIL: otc@umd.edu
CHAPTER 3: PREPARING YOUR DRAFT

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

Basic Requirements

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

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

The Graduate School has developed a number of thesis and dissertation templates for users of Microsoft Word. These templates can serve as a guide for students creating an acceptable thesis or dissertation document, and are available at our website. “Lite” or simplified versions of the templates are also available for documents with few chapter sub-sections. See https://gradschool.umd.edu/students/academic-progress/thesis-and-dissertation-filing for more information and to download a template for use.

File Format

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

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

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

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

- Arial 12
- Bookman 12
- Times New Roman 14

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

Margins

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

Justification

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

Line Spacing

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

- Front matter such as the title page, table of contents, lists of tables and figures may be single-spaced.
- Tables within the text may be single-spaced.
- Extended citations within the text may be set off and single-spaced. Consult your style manual for details.
• Definitions within glossaries or questions within surveys may be single-spaced, but double-spaced between entries. Scholarly references—footnotes, endnotes, bibliography or list of references—may be single-spaced, but double-spaced between entries.

Page Number Placement

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

Widows and Orphans

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

Chapters

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

FRONT MATTER

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

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

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

Abstract

(Reduced; not numbered; double-spaced). Your abstract provides a summary of the thesis/dissertation. Its purpose is to convey the essence of your work to those who may not wish to read the entire document. Abstracts include a statement of the problem, a summary of methods or procedures, the results, and the conclusions. The Title of your thesis/dissertation on the Abstract page must be in all capital letters.

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

Title Page

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

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

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

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

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

Preface or Foreword/Dedication/Acknowledgements

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

Table of Contents

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

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

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

Body

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

Illustrations and Non-Text Elements

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

Images/Photographs

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

Other Materials

Some theses will include video or audio tapes; films or slides, or computer or compact discs. These materials should be converted into digital format (MP3 or WMA for audio files, MPEG, AVI or QuickTime for video files) for submission to ProQuest through the electronic submission process. If these materials cannot be submitted electronically, 2 copies of each should be submitted in hard copy to
the Graduate School. Attach a copy of your Abstract page and Title page to any materials you submit. For more information, please see the “Special Cases” sections of Chapter 5, Submitting Your Thesis or Dissertation.

Placement

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

Captions

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

BACK MATTER

Appendices

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

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

Glossary

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

Scholarly References

(Usually required; pages numbered consecutively with the text). Footnotes and Endnotes: Whether you choose to place footnotes for each chapter at the bottom of the page, gather notes for each chapter at the end of the chapter, gather all notes at the end of the dissertation, or use inter-textual parenthetical notes with a list of references at the end, be sure that placement and style are consistent throughout. Do not place some notes at the bottom of the page, and gather others at the end
of chapters. Do not use both parenthetical notes and citation footnotes (explanatory footnotes are acceptable). Prepare a sample page featuring your notes early in the typing process, to check that the font, margins and spacing conform with the formats required. Note that some word processing software will use the default initial font for footnotes, so check your document style to be sure that footnotes appear in the standard font you have chosen.

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

Index

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

Curriculum Vitae (C.V.)

(Optional; not numbered). Inclusion of your academic curriculum vitae is optional. If you choose to include a C.V., please note that it follows the blank page at the end of the dissertation and is not numbered. It must have the same page layout as the rest of the dissertation, including margins.
CHAPTER 4: FORMATTING YOUR DOCUMENT WITH MS WORD

This chapter is intended as a resource to assist you in formatting your thesis or dissertation document with Microsoft Word. In this section, we address many of the technical issues that students have with formatting their document; this includes setting font, margins, and justification, as well as the (at times counter intuitive) method for using multiple page numbering schemes within a single document. For purposes of this brief tutorial, Word 20010 is used. Word 2007 has a similar interface. The Graduate School has prepared some MS Word Templates that come pre-formatted to UMD thesis and dissertation standards. You may wish to use these documents instead of formatting your thesis yourself; the choice, however, is yours.

Margins

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

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

To change your font in Word, follow these instructions.

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

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

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

Justification

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

1. Select the text for which you want to change justification. If changing the justification for an entire document, click Editing on the far right side of the Home ribbon. Click Select and then Select All.

2. Click Home on the top ribbon.

3. In the center there are icons of horizontal lines. The button on the left (with an uneven right side) is for LEFT justification. The button on the far right (with the even lines) is for FULL justified.
Page Numbering in MS Word

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

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

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

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

First Section Break: After Abstract, Title Page, and Copyright page, before Front Matter.
1. Place your cursor at the bottom of the text field on the Copyright page (about 9” down).

2. Then click Page Layout on the ribbon.

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

Note: If you switch to Draft document view you can see which section breaks exist in your document:
click the View tab then Draft in Document Views section. You can also delete breaks in this view:
highlight the break and press the Backspace or Delete key.

Table of Contents
4. After inserting your first Break, your document should be divided into two Sections—one for the Abstract, Title Page, and Copyright Page, and one for the rest of the document. You should notice no formatting differences between sections at this point.

5. Repeat this process on the last page of your Front Matter (Table of Contents, List of Figures, Tables, Abbreviations, etc.) to create a break between the Front Matter and the Main Body Text of your Thesis / Dissertation.

6. You should now have 3 Sections in your document.

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

1. First, go to the first page of your document (the top).

2. Click the Insert tab on the ribbon and select Page Numbers.

3. Choose your page number location in the drop down menu. The Graduate School requires either Bottom (Footer) Right, Bottom (Footer) Center, or Top (Header) Right placement.
4. Selecting your preferred placement should insert Arabic page numbers throughout your ENTIRE document, from Abstract page through Appendices. (We'll be changing the number format (to non-numbered, to Roman numerals, to Arabic) for each section in a moment.)

5. This is the counterintuitive part—one would think that it would be enough to simply go to each Section and change the format, but this is not so. Each Section's Headers and Footers are linked to each other, so that a change made in Section one's header carries through to the headers of each subsequent section. This makes changing page numbering for each section a bit tricky. What we'll have to do is un-link the headers and / or footers before we try to change the page number format.

6. If you chose to put the page number at the Top of the page, you'll need to edit Headers. If you chose the Bottom of the page, you'll need to edit the Footers.

7. First, go to the beginning of your second section, which will be the beginning of the Front Matter.

8. Double click near the page number. Your document should go gray, and you'll see text boxes at the top and bottom of the screen.

9. The Header/Footer view also shows the linked status of the Header/Footer. On the top right corner of each Header/Footer box, you should see “Same as Previous.” This indicates that the Header format is linked to the previous section's format. The Link to Previous button is in the center of the Header and Footer Design ribbon. It should be depressed by default. Click on the Link to Previous button to un-select it. Your section 2 page numbers will now be disconnected with the first section's formatting.
10. Repeat this action on the first page of your Main Body Text: double click near the page number and un-select the Link to Previous button on the Header and Footer Design ribbon that appears at the top. This will disconnect the header of Section 3 from that of Section 2.

11. Now we can change the format of each section's page numbers. For Section 1 (Abstract, Title Page, Copyright Page). On the first page of the section, click on the page number to go to Header / Footer view. Simply delete the page number from the Header or Footer. There will be no page numbering on these pages.
12. Section 2 (Front Matter): while on the first page of Section 2, click the Insert tab on the ribbon and then click Page Numbers.


14. For this section, select the Roman Numerals from the drop-down “Number format” menu. Click “Start at” under “Page numbering” and type “ii” if it is not already there. Press OK.
15. For Section 3 (Main Body Text) go to the first page of Section 3. Click the Insert ribbon. Click Page Numbers and then select Format Page Numbers in the drop down menu. In the new window that appears change the “Number format” to Arabic Numbers. Select “Start at” under “Page numbering” and type “1” if not already there. Press OK.
CHAPTER 5: SUBMITTING YOUR DOCUMENT

The Electronic Thesis and Dissertation (ETD) Process

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

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

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

1. Create an Account: On the right hand side of the screen click “Submit my dissertation/thesis” in the “Ready to begin?” box. On the login screen click “Create an Account” in the “New user?” box. You will be prompted to enter an email address and some other information. After you enter this information, a password will be emailed to the account you specify.

2. Log in: Once you have created your account, you can log-in and begin the submission process.

3. Convert your document to PDF: If you have not already created a PDF document, you can use ProQuest’s Word-to-PDF conversion tool to create one. This tool is located under the tab “PDF Conversion”.

4. Submit your document: Click “Submit Your Dissertation”- which will begin the submission process. You will be asked for some information on a number of subsequent pages and the submission steps are listed in the left column.

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

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

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

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

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

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

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

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

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

Submission Checklist
Your complete submission should include the following:
- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to http://dissertations.umi.com/umd.
- A completed Report of the Examining Committee. In most cases, your dissertation director will submit this report to the Office of the Registrar on your behalf.
- A completed Thesis and Dissertation Electronic Publication Form. This form will indicate your preferences regarding electronic publication of your thesis or dissertation and should be sent to the Office of the Registrar, 1113 Mitchell Building, registrar-graduate@umd.edu.
- Payment of any optional copyright fees. ProQuest charges $55 to file for copyright for
dissertations and theses. This fee is payable directly to ProQuest via credit card during the submission process. Copyright registration is voluntary and not required.

**Special Cases: Audiovisual Theses and Dissertations**

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

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

**File Formats for Audio files**
All audio files must be submitted as 44.1K/16b WAV (.wav) files

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

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

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

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

**School of Music Theses and Dissertations**

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

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

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

Written Works of Scholarship

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

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

Office of the Registrar
1113 Mitchell Building
University of Maryland, College Park
College Park, MD 20742
registrar-graduate@umd.edu

Audiovisual Recordings of Musical Performances or Musical Compositions

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

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

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

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

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

Your complete submission must include the following:

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

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

Office of the Registrar  
1113 Mitchell Building  
University of Maryland, College Park  
College Park, MD 20742  
registrar-graduate@umd.edu

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

**Audiovisual Recordings of Performances**

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

**Note:** When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar on CD or DVD. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.
To submit your thesis or dissertation on CD or DVD, you must provide one (1) copy of the disc, in its own envelope, clearly marked with your name, degree, and year of graduation. Taping a copy of the thesis Title Page to the front of the envelope will speed processing.

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

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

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

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

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

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

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

Office of the Registrar  
1113 Mitchell Building  
University of Maryland, College Park  
College Park, MD 20742  
registrar-graduate@umd.edu
Department of Art Theses and Dissertations

Visual Art Theses and Dissertations

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

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

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

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

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

Office of the Registrar  
1113 Mitchell Building  
University of Maryland, College Park  
College Park, MD 20742  
registrar-graduate@umd.edu

**Audiovisual Recordings of Performance Art**

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

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

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

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

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

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

Office of the Registrar  
1113 Mitchell Building  
University of Maryland, College Park  
College Park, MD 20742  
registrar-graduate@umd.edu

Special Cases: Theses and Dissertations with Certain Reproduced Images

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

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

Department of Art History and Archaeology Theses and Dissertations

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

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

1. Contact the Director of Graduate Studies in Art History to discuss whether obtaining permissions for the copyrighted materials is financially or academically feasible or necessary.

2. Notify registrar-graduate@umd.edu that the dissertation or thesis will be submitted via the alternative process. The Registrar Office staff will then notify the libraries.

3. Submit a redacted (no images) version of the thesis to the University/ProQuest through the standard ETD system ([http://dissertations.umi.com/umd](http://dissertations.umi.com/umd)). This document will be for general publication on ProQuest Dissertations and Theses and DRUM. In addition to following all specified style and formatting requirements as listed in this Style guide, the document:
   - Should contain none of the prohibited images;
   - Must have a “Disclaimer” page added to the Front Matter that includes the following statement: “The thesis or dissertation document that follows has had referenced
material removed in respect for the owner’s copyright. A complete version of this
document, which includes said referenced material, resides in the University of Maryland,
College Park’s library collection.”

- Should be accompanied by the submission of all required payments and paperwork to
the Office of the Registrar (1113 Mitchell Building):
  - The signed Report of the Examining Committee
  - A copy of the *Thesis and Dissertation Electronic Publication Form*

4. After the formatting of the online submission in step 3 above is approved, submit one (1)
unbound hard copy of the complete thesis in an envelope to the Office of the Registrar (1113
Mitchell Building). This will be the UMD Libraries official archival copy of the document for Art
History students. This document, in addition to adhering all of the formatting and style
requirements listed in this Style guide must also conform to the following:
  - The thesis/dissertation must be a complete version of the document defended;
  - It must include all images at 72 dots per inch resolution;
  - It should be printed on 100% acid free paper;
  - When brought/sent to the Office of the Registrar, the document must be accompanied
    by:
    - A $25 printing fee (check made payable to the University of Maryland)

School of Architecture, Planning, and Preservation Theses and Dissertations

School of Architecture, Planning, and Preservation theses and dissertations that contain “fair use” or
permitted images can be submitted using the traditional submission instructions (see page 23.)

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

1. Contact the Director of Graduate Studies to discuss whether obtaining permissions for the
copyrighted materials is financially or academically feasible or necessary.

2. Notify registrar-graduate@umd.edu that the dissertation or thesis will be submitted via the
alternative process. The Registrar Office staff will then notify the libraries.

3. Submit a redacted (no images) version of the thesis/dissertation to the ETD system
(http://dissertations.umi.com/umd). This document will be for general publication on ProQuest
Dissertations and Theses and DRUM. In addition to following all specified style and formatting
requirements as listed in this style guide, the document:
  - Should contain none of the prohibited images;
  - Must have a “Disclaimer” page added to the front matter that includes the following
statement: “The thesis or dissertation document that follows has had referenced
material removed in respect for the owner’s copyright. A complete version of this
document, which includes said referenced material, resides in the University of
Maryland, College Park's library collection.”
  - Should be accompanied by the submission of all required payments and paperwork to
the Office of the Registrar (1113 Mitchell Building):
4. After the formatting of the online submission in step 3 above is approved, submit one (1) unbound hard copy of the complete thesis in an envelope to the Office of the Registrar (1113 Mitchell Building). This will be the UMD Libraries’ official archival copy of the document. This document, in addition to adhering all of the formatting and style requirements listed in this style guide must also conform to the following:

- The thesis/dissertation must be a complete version of the document defended;
- It must include all images at 72 dots per inch resolution;
- It should be printed on 100% acid free paper;
- When brought/sent to the Office of the Registrar (1113 Mitchell Building), the document must be accompanied by:
  - A $25 printing fee (check made payable to University of Maryland)
CHAPTER 6: PUBLISHING YOUR DOCUMENT WITH PROQUEST DIGITAL DISSERTATIONS© AND DRUM, THE DIGITAL REPOSITORY AT THE UNIVERSITY OF MARYLAND

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

During the submission process, you are required to grant the University and ProQuest a one-time, “non-exclusive right” to archive, release, and reprint your work. Both ProQuest and the Libraries will host an electronic version of your work. ProQuest will keep a copy in its commercial database, ProQuest Dissertations and Theses; and the Libraries will keep a copy in the Digital Repository at the University of Maryland (DRUM), available at http://drum.lib.umd.edu/

What is ProQuest Information and Learning (PQIL)?

ProQuest (PQ) is a private company that maintains, through an arrangement with the Library of Congress, the bibliographic record for over 2 million master’s theses and doctoral dissertations dating back to 1861. This is done through the ProQuest Dissertations and Theses database, a popular full-text research tool to which many university libraries subscribe. Nearly 700 institutions submit titles to the database, including every accredited doctoral degree granting institution in North America. The submission agreement allows ProQuest to host your work and to offer it for sale through its database and other online outlets, such as Amazon.com. You are entitled to receive an annual royalty payment of 10% of all income PQIL receives from the sale of your work, payable in each year that the accrued royalties reach $25.00. Institutions that have “open access” subscriptions to ProQuest’s Dissertations and Theses have free access to the full electronic text of all documents in the database.

Additionally, for a fee, ProQuest will submit your work to the Copyright Office of the Library of Congress for copyright registration. Note that you, as the author, hold copyright to your work regardless of registration, but registration makes copyright easier to enforce should your work be plagiarized.

What is DRUM?

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

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

What are my choices regarding access?

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

A. Make your work available via ProQuest and DRUM as soon as it is received.
The abstract and full text of your work will be present in ProQuest Dissertations and Theses for purchase, and will be both freely available and searchable online via DRUM.

B. Restrict online publication of your work for either 1 or 6 years.
You may place an embargo (a restriction) on electronic access to your document through ProQuest Dissertations and Theses and DRUM if there is legitimate reason to do so. Patents or future publication, for example, might be jeopardized by providing unrestricted access (see below). Should you elect to restrict online publication of your work, a description of your research, including your name, the title, your advisor’s name and the abstract will be available via ProQuest and DRUM, but the actual electronic file will be unavailable for viewing or download until the selected embargo period has passed.

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

The Graduate School requests that all students completing a thesis or dissertation fill out the Thesis and Dissertation Electronic Publication Form, which will enable you to communicate to the Graduate School your preferences regarding electronic access to your work.
Publication and Patent Issues

Patenting

Under U.S. patent laws, public dissemination of patentable information, such as through publication or a seminar, affects the deadline for filing for patent protection in the U.S. and may eliminate your ability to acquire foreign patent rights. As a result, if you intend to seek patent protection for material covered in your thesis or dissertation, you may wish to request a delay in publication through PQIL and DRUM. A one-year embargo is usually sufficient for patent purposes. The Office of Technology Commercialization (http://otc.umd.edu) may be able to help you with the patent process if you and the University jointly own the intellectual property rights in a patentable invention or if you as the sole owner of those rights assign them to the University. Consult the University of Maryland Policy on Intellectual Property, Sections VI and VII, at http://www.president.umd.edu/policies/iv320a.html.

Publishing

The policies of publishers of professional journals with respect to publishing articles that are the identical to or a revised version of a work that was previously released and can vary significantly from publisher to publisher. You may want to speak with publishers to whom you are likely to submit your work regarding their policies before you complete the Thesis and Dissertation Electronic Publication Form. A one-year embargo on electronic publication is sufficient to comply with most publishers’ policies regarding pre-posting of material.

If you intend to publish your research as a monograph, the process will be more complicated and longer than the process for publishing a professional article based on your thesis or dissertation. Again, you may want to ask potential publishers about their policies regarding publication of your thesis or dissertation in PQIL and DRUM. A six-year embargo on electronic distribution should provide adequate time for prior monograph publication.

Publisher contact information is available at AcqWeb’s directory, (http://acqweb.library.vanderbilt.edu/pubr.html). In addition, a list of publishers’ copyright and self-archiving policies is maintained at the SHERPA site (http://www.sherpa.ac.uk/romeo.php.).

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

The Electronic Publication Form, which outlines your rights and enables you to communicate to the Graduate School your preferences regarding electronic access to your work, is available at the Graduate School website.
CHAPTER 7: SAMPLE PAGES

FIGURE 1: PAGE LAYOUT FOR THESES AND DISSERTATIONS
FIGURE 2: ABSTRACT PAGE FORMAT

ABSTRACT
[Begin typing centered heading about 2-2.5" from the top of the paper.]

[3-4 spaces]

Title of Dissertation / Thesis: [TYPE THE COMPLETE TITLE OF YOUR DISSERTATION HERE, SINGLE OR DOUBLE-SPACED. USE ALL CAPITAL LETTERS.] (If necessary, continue under the first word, not at the left margin.)

[double-space]

[Your full name as it appears in university records, the full degree citation, and year]

[double-space]

Dissertation / thesis directed by: [Academic title and full name of your advisor.
Academic department or program of advisor.]

[triple-space]

Begin typing the body of the abstract here, double-spacing throughout. Remember that the abstract for a doctoral dissertation must not exceed 350 words or 2450 characters. Abstracts for Master’s theses must not exceed 150 words.

Figure 2: Format sample for the thesis / dissertation abstract page [do not number this page]
ABSTRACT

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

Dan Tyler Abell, Doctor of Philosophy, 1995

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

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

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

Figure 3: Sample abstract page for thesis / dissertation (Abell dissertation, partial)
FIGURE 4: TITLE PAGE FORMAT

[Begin typing about 2 1/2" from the top of the paper.]

[TYPE THE COMPLETE TITLE OF YOUR THESIS IN ALL CAPITAL LETTERS, CENTERED, SINGLE OR DOUBLE-SPACED]

(triple-space)

by

(double-space)

[Your full name as it appears in university records]

(leave four lines blank)

Thesis submitted to the Faculty of the Graduate School of the University of Maryland, College Park in partial fulfillment of the requirements for the degree of [type full degree title] [type year]

(use standardized language and type in inverted pyramid)

Advisory Committee:

Professor ____________, Chair
Professor ____________
Professor ____________
Professor ____________

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

Figure 4: Format sample for title page [do not number this page]
THE EFFECTS OF COGNITIVE ELABORATION, DISCREPANCY, AND DISCONFIRMATION ON ATTITUDE CHANGE

by

Susan Elizabeth McGreavy

Thesis submitted to the Faculty of the Graduate School of the University of Maryland, College Park in partial fulfillment of the requirements for the degree of Master of Arts 1992

Advisory Committee:
Professor Edward L. Fink, Chair
Professor Timothy Edgar
Professor Vicki Fraimuth

Figure 5: Sample title page (McGreavy thesis)
Figure 6: Sample copyright page
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>ii</td>
</tr>
<tr>
<td>Foreword</td>
<td>iii</td>
</tr>
<tr>
<td>Dedication</td>
<td>iv</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>v</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>vi</td>
</tr>
<tr>
<td>List of Tables</td>
<td>viii</td>
</tr>
<tr>
<td>List of Figures</td>
<td>iv</td>
</tr>
<tr>
<td>List of Illustrations</td>
<td>v</td>
</tr>
<tr>
<td>List of Abbreviations</td>
<td>vi</td>
</tr>
<tr>
<td>Chapter 1: Title of Chapter 1</td>
<td>1</td>
</tr>
<tr>
<td>Section 1</td>
<td>1</td>
</tr>
<tr>
<td>Subsection 1</td>
<td>1</td>
</tr>
<tr>
<td>Subsection 2</td>
<td>1</td>
</tr>
<tr>
<td>Subsection 3</td>
<td>1</td>
</tr>
<tr>
<td>Section 2</td>
<td>1</td>
</tr>
<tr>
<td>Subsection 1</td>
<td>1</td>
</tr>
<tr>
<td>Subsection 2</td>
<td>1</td>
</tr>
<tr>
<td>Subsection 3</td>
<td>1</td>
</tr>
<tr>
<td>Chapter 2: Title of Chapter 2</td>
<td>2</td>
</tr>
<tr>
<td>Section 1</td>
<td>2</td>
</tr>
<tr>
<td>Subsection 1</td>
<td>2</td>
</tr>
<tr>
<td>Subsection 2</td>
<td>2</td>
</tr>
<tr>
<td>Subsection 3</td>
<td>2</td>
</tr>
<tr>
<td>Section 2</td>
<td>2</td>
</tr>
<tr>
<td>Subsection 1</td>
<td>2</td>
</tr>
<tr>
<td>Subsection 2</td>
<td>2</td>
</tr>
<tr>
<td>Subsection 3</td>
<td>2</td>
</tr>
<tr>
<td>Chapter 3: Title of Chapter 3</td>
<td>3</td>
</tr>
<tr>
<td>Section 1</td>
<td>3</td>
</tr>
<tr>
<td>Subsection 1</td>
<td>3</td>
</tr>
<tr>
<td>Subsection 2</td>
<td>3</td>
</tr>
<tr>
<td>Subsection 3</td>
<td>3</td>
</tr>
<tr>
<td>Section 2</td>
<td>3</td>
</tr>
<tr>
<td>Subsection 1</td>
<td>3</td>
</tr>
<tr>
<td>Subsection 2</td>
<td>3</td>
</tr>
<tr>
<td>Subsection 3</td>
<td>3</td>
</tr>
<tr>
<td>Appendices</td>
<td>4</td>
</tr>
<tr>
<td>Glossary</td>
<td>5</td>
</tr>
<tr>
<td>Bibliography</td>
<td>6</td>
</tr>
</tbody>
</table>
Your Return Address
Date

Publisher
Address
City, State, Zip

Dear (Publisher):

I request permission to reprint the following material from your publication:

(give complete bibliographical information for requested material in acceptable format for your discipline; include page numbers)

I have enclosed a copy of the material for your convenience.

This material will be reprinted in my dissertation, entitled Title of Your Dissertation, which I anticipate will be published (give graduation month and year).

Sincerely,

(Signature)

Your Name
Department

Permission to reprint the above-referenced material granted by:

Name / Title:

Conditions:

Signature:

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