THESIS AND DISSERTATION MANUAL:

A MANUAL OF REQUIREMENTS
FOR FORMAT AND ARRANGEMENT

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Introduction

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

Be advised, students must use the most recent version of the Manual to produce his/her thesis/dissertation. The current Manual is available at: www.rowanu.com/thesis. Do not use previously submitted theses or dissertations as formatting guides as they may use information no longer acceptable.

The Manual addresses two kinds of documents as described below.

Master’s Thesis

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

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

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

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

1. The Thesis Committee must be comprised of at least two faculty members, including the Chair of the Committee, who is typically the student’s advisor.

2. The Thesis Committee is responsible for evaluating and reviewing the content, format and style of the thesis from its initial stages up to its final version.

3. The Thesis Committee is also fully responsible for making sure that the thesis is free of typos, obvious grammatical errors, and that it satisfies the format and style prescribed in the Manual.
4. A thesis defense (if required by the program) should not be scheduled until the Thesis Committee is satisfied with the content, format and style of the document.

5. For purposes of review and approval by the thesis/dissertation committee, students can print their documents on regular white paper, or submit electronically. Students should check with their Thesis Committee for the preferred method of review submission.

Doctoral Dissertation

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

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

The Doctoral Dissertation is required as partial fulfillment for the doctoral degree (Ph.D., Ed.D.) at Rowan University.

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

1. The Dissertation Committee must be comprised of at least three dissertation committee members, including the Chair of the Dissertation Committee.

2. The Dissertation Committee is responsible for evaluating and reviewing the content, format and style of the dissertation from its initial stages up to its final version.

3. The Dissertation Committee is also fully responsible for making sure that the dissertation is free of typos, obvious grammatical errors, and that it satisfies the format and style prescribed in the Manual.

4. A dissertation defense should not be scheduled until the Dissertation Committee is satisfied with the content, format and style of the document. For more details, doctoral students must consult with their College and Department for program guidelines.

5. For purposes of review and approval by the thesis/dissertation committee, students can print their documents on regular white paper, or submit electronically. Students should check with their Dissertation Committee for the preferred method of review submission.
Final Approval Process

Master’s Thesis

1. The student should apply for graduation through the Rowan University Registrar.

2. As part of the thesis/dissertation submission process, there is a required $75 fee for document processing and archiving services. This payment must be made online through the Rowan Online Marketplace:
   http://commerce.rowanonline.com/store/events/items/4755

3. After payment of the $75 Thesis and Dissertation Fee, the student will be enrolled in the required online Pre-Submittal Workshop administered through the Canvas learning management system.

4. Following a successful defense of the thesis by the candidate (if required by the program), the Thesis Committee members will sign Part A of the Thesis Approval Form.

5. Upon approval of the thesis in content, format and style, the Chair of the Thesis Committee must sign Part B of the Thesis Approval Form.

6. Next, the student will submit the following two items in PDF format to the Office of Graduate Research Services via the ProQuest ETD Administrator, which is accessed through the Pre-Submittal Workshop.
   1) Properly signed Thesis Approval Form
   2) Properly formatted, advisor approved thesis in PDF format

7. Upon receipt of all materials, the Office of Graduate Research Services will review the document for format and style as prescribed by the Manual.

8. If the format and style do not meet the guidelines of the Manual, the Assistant Vice President for Research, Office of Graduate Research Services will not sign Part C of the Thesis Approval Form and will return the thesis back with required revisions to the student and Chair of the Thesis Committee.

9. The student must make all required revisions and submit their revised thesis to the Office of Graduate Research Services by uploading the document to the ProQuest ETD Administrator site.

10. Upon final approval of the document in format and style, the Assistant Vice President for Research, Office of Graduate Research Services, will sign Part C of the Thesis Approval Form and will submit the signed form to the Registrar. This is the final step toward the completion of the Master’s degree, provided all other requirements for the college/department have been met.
Doctoral Dissertation

1. The student should apply for graduation through the Rowan University Registrar.

2. As part of the thesis/dissertation submission process, there is a required $75 fee for document processing and archiving services. This payment must be made online through the Rowan Online Marketplace: http://commerce.rowanonline.com/store/events/items/4755

3. After payment of the $75 Thesis and Dissertation Fee, the student will be enrolled in the required online Pre-Submittal Workshop administered through the Canvas learning management system.

4. Following a successful defense of the dissertation by the candidate, the Dissertation Committee members will sign Part A of the Dissertation Approval Form.

5. Upon approval of the dissertation in content, format and style, the Dissertation Committee must sign Part B of the Dissertation Approval Form.

6. Next, the student will submit the following two items in PDF format to the Office of Graduate Research Services via the ProQuest ETD Administrator, which is accessed through the Pre-Submittal Workshop.

   1) Properly signed Dissertation Approval Form
   2) Properly formatted, advisor approved dissertation in PDF format

7. Upon receipt of all materials, the Office of Graduate Research Services will review the document for format and style as prescribed by the Manual.

8. If the format and style do not meet the guidelines of the Manual, the Assistant Vice President for Research, Office of Graduate Research Services will not sign Part C of the Dissertation Approval Form and will return the dissertation back with required revisions to the student and Chair of the Dissertation Committee.

9. The student must make all required revisions and submit their revised dissertation to the Office of Graduate Research Services by uploading the document to the ProQuest ETD Administrator site.

10. Upon final approval of the document in format and style, the Assistant Vice President for Research, Office of Graduate Research Services, will sign Part C of the Dissertation Approval Form and will submit the signed form to the Registrar. This is the final step toward the completion of the Doctoral degree, provided all other requirements for the college/department have been met.
Forms

The two forms mentioned below are available at: www.rowanu.com/thesis

1. Thesis Approval Form. This form must be filled out by the student before the defense takes place and must be presented for the committee’s approval and signatures (Part A and B) prior to submission to the Office of Graduate Research Services. This form must be uploaded to the ProQuest ETD Administrator during the submission process.

2. Dissertation Approval Form. This form must be filled out by the student before the defense takes place and must be presented for the committee’s approval and signatures (Part A and B) prior to submission to the Office of Graduate Research Services. This form must be uploaded to the ProQuest ETD Administrator during the submission process.

Pre-Submittal Workshop

The required online Pre-Submittal Workshop is provided to assist students in the preparation of their thesis or dissertation document for submission to the Office of Graduate Research Services for final format review and approval. The content is self-guided and organized into sections for easy accessibility, and includes sample pages as well as a video walk-through of formatting guidelines.

The Goals of the online Pre-Submittal Workshop are:

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

Students are encouraged to take full advantage of all of the materials available in the workshop. A clear understanding of the guidelines and requirements set forth in the Manual prior to submission to the Office of Graduate Research Services will save students considerable time and effort as they go through the final format review process.

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

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

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

2. Once on the ProQuest ETD Administrator site, students should select, “Submit my dissertation/thesis”. Students may then log in using an existing account, or create an account as a new student.

3. Students must complete all steps of the submission process through the ProQuest ETD Administrator, including: accepting the ProQuest Publishing Agreement, accepting the University Agreement for publishing in the Institutional Repository, uploading the properly formatted thesis/dissertation document, uploading the properly signed Thesis/Dissertation Approval Form, and entering information about the submission. Additionally, students will have the option to order bound copies of their approved thesis/dissertation directly from ProQuest.

4. Upon receipt of all materials, the Office of Graduate Research Services administrator will review the thesis/dissertation for compliance with the format and style requirements as prescribed in the Manual, and will register a decision.

5. In the event that any errors are found in format and style, the student and the Chair of the Thesis/Dissertation Committee will receive notification of required revisions via email.

6. Once all required revisions are completed, the student must upload the revised document to their ProQuest ETD Administrator account.

7. Next, the Office of Graduate Research Services administrator will review the revised document and register a decision. Any further required revisions will be communicated to the student and the Chair of the Thesis/Dissertation Committee.

8. The student must make all required revisions and upload the revised document to their ProQuest ETD Administrator account for further review.

9. If no further revisions are required, the document will be accepted for submission and will be sent electronically to the ProQuest Dissertations & Theses Global repository and the Rowan University open access repository (Rowan Digital Works).

10. The Office of Graduate Research Services will notify the Registrar of final approval of the thesis/dissertation for graduation purposes, and will notify the student and the Chair of the Thesis/Dissertation Committee of the completion of final format review.
Rowan University Libraries

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

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

- Theses and Dissertations will be uploaded to the Rowan open access repository (Rowan Digital Works) in electronic format: http://rdw.rowan.edu/etd/

- Students have the option to withhold their work from public access in the Rowan University Libraries online archive repository (Rowan Digital Works) for a period of up to two years in order to facilitate the application of a patent, commercial publication contract, or other commercial opportunity or to meet research sponsored requirements. Otherwise, the thesis/dissertation will be released for immediate open access.

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

**ProQuest Dissertations & Theses Global**

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

- Upon receipt of all documents to the Office of Graduate Research Services, and the completion of your thesis/dissertation format review, your document will be delivered electronically to the ProQuest Dissertations & Theses Global repository.

- Students have the option to withhold their work from public access in the ProQuest Dissertations & Theses Global repository for a period of up to two years in order to facilitate the application of a patent, commercial publication contract, or other commercial opportunity or to meet research sponsored requirements. Otherwise, the thesis/dissertation will be released for immediate access.

- For more information on the ProQuest Dissertations & Theses Global repository, please visit: http://www.proquest.com/products-services/pqdtglobal.html
Deadlines

Final Format Review

Theses/dissertations are accepted for review by the Office of Graduate Research Services on an ongoing basis. However, students must enroll in the required online Pre-Submittal Workshop at the beginning of the term in which they wish to submit their thesis/dissertation for final format review. Students are encouraged to submit their materials as soon as their defense has taken place in order to receive approval in a timely manner. Once submitted, it takes an average of 2-4 weeks for documents to receive final approval. Documents requiring major revisions may take longer.

Applying for Graduation

Prior to submission of materials for final format review, students should apply for graduation through the Rowan University Registrar by the deadline for the term in which they wish to graduate. Please be advised that a student’s official graduation date is determined by the term in which the final approval of the thesis/dissertation is received by the Registrar.

A list of deadlines for the current academic year is posted online. Please visit http://www.rowan.edu/provost/registrar/graduation.html for more information.

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

Limited Graduation Application Extension

Graduate students that have finished all necessary coursework but are working to complete their thesis/dissertation, receive a limited extension on their Graduation Application. A student’s Graduation Application will be reviewed by the Registrar when final approval of their thesis/dissertation is received. Please note that the official graduation date will be adjusted to reflect the term in which this approval is received.

Be advised that final approval of your thesis/dissertation must be received within one year of your Graduation Application. If it is not received by that time, your application will be rejected and you will have to reapply for graduation.
Responsibilities

Responsibilities of the Student

- It is the responsibility of the student to read and adhere to the Manual to ensure that his/her thesis/dissertation is formatted and proofread according to the guidelines described in the Manual prior to submission to the Office of Graduate Research Services for final format review.

- It is the responsibility of the student to pay the $75 Thesis and Dissertation Fee via Rowan Online Marketplace.

- It is the responsibility of the student to access the required online Pre-Submittal Workshop administered through the Canvas learning management system. (See the section in this Manual titled Pre-Submittal Workshop for more information)

- In the event that any errors are discovered by the advisor or Chair of the Thesis/Doctoral Committee, it is the student’s responsibility to see that appropriate corrections are made.

- Any thesis/dissertation, when submitted to Office of Graduate Research Services, which does not adhere to proper format guidelines as prescribed in the Manual, will be returned to the student for minor revisions. Theses/dissertations requiring major revisions will be returned to the student with a recommendation for further review of the guidelines prescribed in the Manual prior to resubmission.

- It is the responsibility of the student to complete all required revisions and to submit the revised document to the Office of Graduate Research Services for further review.

- If the student is having trouble completing the required revisions, it is the responsibility of the student to seek appropriate assistance. The Office of Graduate Research Services does not provide technical support. A list of student resources is included in Appendix D of this Manual.

- The student must apply for graduation through the Rowan University Registrar.

- It is the responsibility of the student to check with their department head or faculty advisor, as individual academic departments may have additional requirements.

Responsibilities of the Thesis/Dissertation Committee

- The Thesis/Doctoral Committee is responsible for evaluating and reviewing the content, format and style of the thesis/dissertation from its initial stages up to its final version.
The Thesis/Doctoral Committee is also fully responsible for making sure that the thesis/dissertation is free of typos, obvious spelling and grammatical errors, and that it satisfies the **format** and style prescribed in the Manual before signing the Thesis/Dissertation Approval Form.

In the event that any errors are found in content, format and style, it is the responsibility of the advisor or Chair of the Thesis/Doctoral Committee to communicate these errors to the student for revision and ensure that revisions are made prior to signing the Thesis/Dissertation Approval Form.

**Responsibilities of the Office of Graduate Research Services**

- The Office of Graduate Research Services is responsible for ensuring that all theses and dissertations adhere to the format and style as prescribed in the Manual.

- The Office of Graduate Research Services will not review the content (including references), spelling, and grammar of thesis/dissertation documents. Content, spelling, and grammar should be addressed by the Thesis/Doctoral Committee prior to submission to the Office of Graduate Research Services for final format approval.

- In the event that any formatting errors are found, it is the responsibility of the Office of Graduate Research Services to communicate minor errors to the student for revision. If major errors are found, the Office of Graduate Research Services will return the document to the student and recommend further review of the requirements prescribed in the Manual before resubmission.

- Upon final approval of the document in format and style, it is the responsibility of the Assistant Vice President for Research, Office of Graduate Research Services to sign the Thesis/Dissertation Approval Form, and to submit the signed form to the Registrar. The Office of Graduate Research Services will then submit the approved thesis/dissertation document electronically to the Rowan open access repository (Rowan Digital Works), and the ProQuest Dissertations & Theses Global repository for archiving and public access.

**Copyright Registration**

Copyright is a form of protection granted by law for original works of authorship that exist in a tangible medium. Copyright covers both published and unpublished works. The United States is a signatory of the Berne Convention which established automatic copyright of original works; however, it is recommended that you register your copyright with the United States Copyright Office in order to provide a public record of the copyright for claims purposes. If an infringement occurs, copyright registration will allow the copyright holder to proceed with a legal claim and allow compensation for damages and attorney’s fees in successful litigation. For detailed information and to proceed with registration, visit the US Copyright Office website: [http://www.copyright.gov](http://www.copyright.gov).
For Authors who have not already filed copyright registration through the United States Copyright Office, ProQuest/UMI offers the option to file for copyright on your behalf. If you choose this option, a copyright fee of $55.00 is payable via credit card during the ProQuest ETD Administrator online submission process.

**General Information**

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

**Plagiarism**

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

**Confidential or Secret Theses**

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

**Manuscript Option Dissertation Format**

The Manuscript Option Dissertation Format offers doctoral students the opportunity to prepare chapters within their dissertation for future publication in a scholarly journal. Any doctoral candidate interested in the Manuscript Option Dissertation Format, must first consult with their Dissertation Chair. Manuscript Format Dissertations should follow APA 6th edition guidelines in addition to the formatting requirements outlined herein this Manual. The formatting requirements below pertain only to Manuscript Format Dissertations:

- For consistency, all chapters, including Manuscript Format chapters, must be numbered consecutively.
- Each Manuscript chapter should use the title of the Manuscript as the chapter title. There should not be a separate Manuscript title below the chapter title.
- In the Table of Contents, list all chapter titles/level 1 headings and all level 2 and level 3 subheadings, including Manuscript Format chapter titles and headings/subheadings.
- The Dissertation should contain a single References section, rather than separate References for each Manuscript.
Style

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

The preliminary pages of the thesis/dissertation must follow strictly the style and format provided in the Manual. To help students accomplish this, we have created sample pages for reference beginning on page 30 of the manual.

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

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


The style and format guidelines provided in this Manual are based on APA, 6th edition standards, which are the only acceptable style and format for doctoral dissertations. However, the main body of a master’s thesis can adhere to other styles as dictated by their corresponding disciplines.

**General Format Requirements**

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

Font

- Font size for main text must be 12 points.
- Font size for titles of chapters and all headings must be 12 points.
- Font size for footnotes must be 10 points.
- Font size for captions in figures and tables must be 12 points.
- No specific font is required; however, traditional serif fonts such as Times New Roman or Palatino are highly recommended.
- Font type must be consistent throughout the entire document.
- Font color must be black, without highlighting.
Margins

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

Pagination

- All page numbers (where it applies) must be centered at 1 inch from the bottom of the page.
- Page numbers on landscape pages should appear in portrait orientation.
- All pages are counted but not necessarily numbered (see below).
- The following pages ARE counted BUT NOT numbered: title page, copyright page, and dedication page (if included).
- Use lowercase Roman numerals (i, ii, iii, iv, v, etc) for the following preliminary pages: Acknowledgment(s), abstract, table of contents, list of tables, and list of figures. Since the preceding pages are counted, the acknowledgments page should not be numbered as page i.
- Use Arabic numbers (1, 2, 3, etc) for the main body (starting with the first chapter), references, appendices, bibliography, and all other pages including photographs, illustrations, and drawings.
- Regardless of the number of preliminary pages, the first text page must be Arabic numeral 1, and the pagination must continue with consecutive Arabic numbers throughout the body and end matter of the thesis/dissertation.

Spacing

- Double space general text material.
- Insert at least 3 single-spaced lines of space above table titles and figures and below figure captions, tables, and other graphics.
- Single space text for footnotes, table titles and figure captions.
- Single space text within entries for the references page(s) and double space between each entry.

Thesis/Dissertation Arrangement

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

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

Main Body

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

Format Requirements for Preliminary Pages

Title Page

The student can use the Title Page samples on pages 31 and 32 for reference, in addition to following the instructions outlined below:

- The title page must look like the samples given on pages 31 and 32.
- The title page top margin should be 1.75 inches.
- Use all capital letters in bold face for the title. Title text should be single spaced.
- Use your full name, including your middle initial or name.
- Write out the proper degree name for which you are a candidate. Doctoral candidates should write their degree name only (Ex. Doctor of Education), while Master’s Degree candidates should use the precise degree and program name (Ex. Master of Arts in Reading Education). Please see Appendix C for a list of approved program names.
- Enter the name of the Department and College in which you are enrolled as a student.
- Use the month, day and year in which you defend your thesis or dissertation.
- This page is counted but not numbered (it counts as the very first page of the thesis/dissertation).

Copyright Page/Blank Page

The student can use the Copyright Page sample on page 33 for reference, in addition to following the instructions outlined below. If you choose not to add a copyright page, a blank page should be substituted.

- Include a copyright page with the following information: a copyright notice, full legal name of author, and year of publication on file.
Center the information on the page as shown in the sample on page 33.
This page has a top margin of 1 inch.
For more information regarding copyright issues, visit: http://www.copyright.gov.
This page is counted but not numbered.

**Dedication(s) Page**

The student can use the Dedication(s) Page sample on page 34 for reference, in addition to following the instructions outlined below:

- The Dedication(s) page is optional.
- The heading **Dedication(s)** must appear at the top of the page, must be bold, centered, and without punctuation as shown on page 34.
- This page has a top margin of 1 inch.
- This page is counted but not numbered.

**Acknowledgment(s) Page**

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

The student can use the Acknowledgment(s) Page sample on page 35 for reference, in addition to following the instructions outlined below:

- The heading **Acknowledgment(s)** must appear at the top of the page, must be bold, centered, and without punctuation as shown on page 35.
- This page has a top margin of 1 inch.
- Acknowledgment(s) should fit onto a **single page**.
- This page is counted and numbered with a lowercase Roman numeral. For example, in a thesis that includes a copyright page but no dedication page, the acknowledgment page will be (iii). Since the preceding pages are counted, the acknowledgment(s) page should not be numbered as page i.
- Text must be double-spaced.

**Abstract Page**

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

The student can use the Abstract Page sample on page 36 for reference, in addition to following the instructions outlined below:

- The heading **Abstract** must appear at the top of the page, must be bold, centered, and without punctuation as shown on page 36.
Below the Abstract heading you should have your name, the title of the thesis/dissertation, academic year, name of advisor, and proper name of the degree for which you are a candidate. This heading material should be single spaced and centered as shown on page 36.

- The text begins two double-spaced lines below this heading.
- This page has a top margin of 1 inch.
- Abstracts must fit onto a single page.
- This page is counted and numbered with a lowercase Roman numeral.
- Text must be double-spaced.

**Table of Contents Page**

The student can use the Table of Contents Page sample on page 37 for reference, in addition to following the instructions outlined below:

- The heading **Table of Contents** must appear at the top of the page, must be bold, centered, and without punctuation as shown on page 37.
- If the Table of Contents continues on a subsequent page, the heading **Table of Contents (Continued)** must appear at the top of the page, must be bold, centered, and without punctuation.
- These pages have a top margin of 1 inch.
- Use a double-spaced line between entries.
- Separate titles from page numbers with right-justified tabs and dot leaders (**not periods**).
- These pages are counted and numbered with lowercase Roman numerals.

**Table of Contents Entries**

- The only page prior to the Table of Contents to be listed is the Abstract; no other prior page must be included. Do not list the table of contents itself.
- List of Figures and List of Tables should be included in the table of contents if these pages are included in your document.
- List chapter titles/level 1 headings, and all level 2 and level 3 subheadings in the table of contents.
- All chapter headings, subheadings, and appendix titles must be worded in the table of contents exactly as they appear in the body of the thesis/dissertation.
- Chapters should be numbered in the table of contents exactly as they appear in the body of the document.
- Full appendix titles should be included in the table of contents with a colon after the designated appendix letter. (Ex. Appendix A: Title)
- Heading levels should be differentiated in the Table of Contents. Chapter titles/level 1 headings will be flush left, level 2 subheadings will be indented .25 in. from the left margin, and level 3 subheadings will be indented .5 in. from the left margin. (See section titled Levels of Headings in the Manual on page 24)
- All chapter headings, subheadings, and titles listed in the table of contents, regardless of heading level, should be written in APA title case as outlined below:
  - Capitalize the first word of the title/heading and of any subtitle/subheading;
  - Capitalize all “major” words (nouns, verbs, adjectives, adverbs, and pronouns) in the title/heading, including the second part of hyphenated major words (e.g., Self-Report not Self-report); and
  - Capitalize all words of four letters or more.

List of Figures Page

The student can use the List of Figures Page sample on page 38 for reference, in addition to following the instructions outlined below:

- The heading **List of Figures** must appear at the top of the first page, must be bold, centered, and without punctuation as shown on page 38.
- This page has a top margin of 1 inch.
- List of Figures should have column headings above listings.
- In the List of Figures, all figure numbers and captions are to be listed exactly as they appear in the body of the text with respect to numbering, wording, capitalization, and punctuation. Captions are listed in their entirety, except that if the caption is lengthy it may be truncated to the first common point of punctuation (comma, semicolon, colon, or period) for entry in the list. The practice chosen must be followed consistently for all figures.
- Figures should be numbered consecutively with Arabic numerals in the order in which they are referenced in the text. (See the section titled Tables and Figures on page 25 of the manual for more information.)
- Use a double-spaced line between entries.
- Separate figure captions from page numbers with right-justified tabs and dot leaders (**not periods**).
- These pages are counted and numbered with lowercase Roman numerals.

List of Tables Page

The student can use the List of Tables Page sample on page 39 for reference, in addition to following the instructions outlined below:

- The heading **List of Tables** must appear at the top of the first page, must be bold, centered, and without punctuation as shown on page 39.
- List of Tables should have column headings above listings.
- In the List of Tables, all table numbers and captions are to be listed exactly as they appear in the body of the text with respect to numbering, wording, capitalization, and punctuation.
- Tables should be numbered consecutively with Arabic numerals in the order they are referenced in the text. (See the section titled Tables and Figures on page 25 of the manual for more information.)
- Use a double-spaced line between entries.
- Separate table titles from page numbers with right-justified tabs and dot leaders (not periods).
- These pages are counted and numbered with lowercase Roman numerals.

**Format Requirements for Body of Document**

**Main Body of Text**

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

**Headings in Text**

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

  **Chapter 1**

  **Title of the Chapter**

- Body text should begin a double-spaced line below chapter heading.
- Headings must be 12 point font.
- Headings and subheadings must have at least two full lines of body text below them. If only one line of text fits below a heading, move the heading to the next page.
- All chapter headings, section titles, and appendix titles must be worded in the body of the text exactly as they appear in the table of contents.
Levels of Headings

The APA Manual 6th ed. outlines 5 possible heading styles organized by level. Typically, chapter headings will be the only level 1 headings, and any headings that come after chapter headings will follow the APA heading structure beginning with level 2 (flush left, bold, uppercase).

There should never be another level 1 heading directly under the chapter title. **Headings should always follow the same top-down progression.**

Examples are provided below with directions for formatting each level of heading in the body of the document:

**First Level**

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

**Second Level**

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

**Third level.** A level 3 heading is indented, boldface, and followed by a period. Capitalize only the first letter of the first word in the heading and the first letter of proper nouns. The paragraph text should begin directly following the heading.

**Fourth level.** A level 4 heading is indented, boldface, italicized, and followed by a period. Capitalize only the first letter of the first word in the heading and the first letter of proper nouns. The paragraph text should begin directly following the heading.
Fifth level. A level 5 heading is indented, italicized, and followed by a period.

Capitalize only the first letter of the first word in the heading and the first letter of proper nouns. The paragraph text should begin directly following the heading.

Tables and Figures

- Tables and figures should be interleaved with the body of text describing them.
- Tables and Figures should be numbered consecutively with Arabic numerals in the order in which they are referenced in the text. For example, the first table referenced in the body of the text should be numbered, Table 1 with subsequent tables numbered consecutively. Figures should also be numbered in this manner.
- Place figure captions below figures. (See Sample K, page 41)
- Place table titles above tables and below the table numbers using italic fonts. (See Sample K, page 41)
- Single space text for table titles and figure captions.
- Avoid the use of color figures and photographs if possible.
- According to APA 6th Edition, if possible, avoid breaking tables and figures into consecutive pages. If a table does not fit into a single page, one should split the table and repeat the table column headings in continued part of table on the next page.
- If a table or figure continues onto a subsequent page(s), include the following caption: Table x (continued) or Figure x (continued).
- Landscape figures and tables should have their captions in landscape orientation. However, page numbering must be in portrait orientation. (See Sample J, page 40)
- Document margin limitations apply to tables and figures. Tables and figures cannot extend into any of the margins.
- Insert at least 3 single-spaced lines of space above table numbers and figures and below figure captions, tables, and other graphics.

Footnotes

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

References

- The heading References must appear at the top of the first page, must be bold, centered, and without punctuation.
- This page has a top margin of 1 inch.
- Begin the list of sources a double-spaced line below the heading.
- Single space text within entries, with a double-spaced line between each entry.
- Do not split entries over two pages. If an entire entry does not fit on one page, place the entire entry on the next page.
- Entries (except for engineering) must be listed according to APA 6th edition. Please refer to Appendix A for details on how to list references depending on the nature of the source.
- Entries for engineering master's theses and doctoral dissertations must follow the IEEE citation format, which is described in Appendix B of the Manual.
- These pages citation format, which is described in Appendix B of the Manual.

**Appendices**

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

- The heading **Appendix A** (or B, C, etc.) and the title of the material must be bold, centered, and without punctuation.
- Title of material should be bold and centered a double-spaced line below appendix heading.
- Label the appendices consecutively alphabetically (**Appendix A, Appendix B, Appendix C...**).
- If a document contains a single appendix, then it should simply be labeled **Appendix** and does not require a letter designation.
- Appendix material should begin a double-spaced line below the appendix title.
- List each appendix and its full title separately in the table of contents. Appendix titles should be worded in the body of the text exactly as they appear in the table of contents.
- Appendix material should appear within the required page margins.
- These pages are counted and numbered with Arabic numerals.

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

Font (p. 17)
- Font size is 12 points throughout document, including chapter titles and headings.
- General text is double-spaced.
- Traditional serif font, such as Times New Roman or Palatino, is used consistently throughout document.

Margins (p. 18)
- Left margin is 1.5 inches wide on every page, including those with tables and figures.
- Right, top, and bottom margins are 1 inch wide on every page (with the exception of the title page), including those with tables and figures and appendix material.
- Title page has a top margin of 1.75 inches.

Pagination (p. 18)
- Page numbers are in bottom center of each page (where applicable).
- Preliminary pages (acknowledgements through Abstract) are numbered using lowercase roman numerals (e.g. iii, iv).
- Main text (Chapter 1 through end of thesis or dissertation) is numbered consecutively using Arabic numerals (e.g., 1, 2, 3).

Arrangement (p. 18)

Title Page (p. 19)
- Title page follows the format shown on pages 31 & 32 of the Manual.
- Top margin is 1.75 inches.
- For master’s degree, program is given: Master of Science in ___________.
  (See Appendix C for list of approved program names)
- Month, day and year of defense are given.
- The page is counted but not numbered.

Copyright or Blank Page (p. 19)
- Copyright page follows the format shown on page 33 of the Manual.
- If thesis/dissertation is not copyrighted, a blank page has been inserted.
- The page is counted but not numbered.

Dedication(s) (optional) (p. 20)
- The heading Dedication(s) appears at the top of the page and is bold and centered.
- The page is counted but not numbered.
Acknowledgment(s) (optional) (p. 20)

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

Abstract (p. 20)

- The heading **Abstract** appears at the top of the page and is bold and centered.
- Abstract follows the format of the sample on page 36 of the Manual.
- Heading material includes: your name, title of thesis/dissertation, academic year, chair/advisor name, and degree for which you are a candidate centered below the **Abstract** heading.
- The heading material is single-spaced.
- The abstract text begins two double-spaced lines below heading material.
- The text is double-spaced.
- Abstract appears on a single page.

Table of Contents (p. 21)

- The heading **Table of Contents** appears at the top of the page and is bold and centered.
- The heading **Table of Contents (continued)** appears on subsequent pages.
- Chapter headings, subheadings, and appendix titles are worded exactly as they appear in the body of the thesis/dissertation.
- Titles are separated from page numbers with right-justified tabs and dot leaders.

List of Figures (p. 22)

- The heading **List of Figures** appears at the top of the page and is bold and centered.
- List of figures contains column headers as illustrated in the sample on page 38 of the Manual.
- The wording of the entries matches exactly the wording of the figure captions in the text.
- Figure captions are separated from page numbers with right-justified tabs and dot leaders.

List of Tables (p. 22)

- The heading **List of Tables** appears at the top of the page and is bold and centered.
- List of tables contains column headers as illustrated in the sample on page 39 of the Manual.
- The wording of the entries matches exactly the wording of the table titles in the text.
- Table titles are separated from page numbers with right-justified tabs and dot leaders.

Headings in Text (p. 23)

- Chapter headings appear at the top of the page and are bold and centered.
- Chapter headings appear as below:
  
  **Chapter I**

  **Title of the Chapter**

- Headings are consistent with formatting according to APA guidelines. (Please see p. 24)
Tables (p. 25)

- Table titles are in italics and are located directly above the tables, below the table number, and are single spaced.
- There are at least three single-spaced lines of space above table numbers and below tables.

Figures (p. 25)

- Figure captions are directly beneath the figures and are single spaced.
- There are at least three single-spaced lines of space above figures and below figure captions.

Footnotes (optional) (p. 25)

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

References (p. 26)

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

Appendices (p. 26)

- The heading (e.g., Appendix A) is bold and centered, and without punctuation.
- The title of the appendix is bold and centered, and appears below the appendix heading.
- The appendix material begins a double-spaced line below the appendix title.
- These pages are counted and numbered in Arabic numerals.
Sample Pages

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

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

by

Jane D. Student

A Thesis

Submitted to the
Department of Interdisciplinary and Inclusive Education
College of Education
In partial fulfillment of the requirement
For the degree of
Master of Arts in Special Education
at
Rowan University
August 19, 2017

Thesis Chair: Joseph Professor, Ph.D.
AN EXPLORATORY INVESTIGATION OF THE LITERACY SKILLS OF STUDENTS WITH DOWN SYNDROME

by

Jane D. Student

A Dissertation

Submitted to the Department of Educational Services and Leadership College of Education In partial fulfillment of the requirement For the degree of Doctor of Education at Rowan University August 19, 2017

Dissertation Chair: Joseph Professor, Ph.D.
Sample C: Copyright Page Format

© 2017 Jane S. Jones

Material should be centered at the top of the page.

This page is counted but not numbered.

Top margin should be 1 inch.
Dedication

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

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

**Figure** | **Page**
---|---
Figure 1. Title | 12
Figure 2. Title | 20

Figure 3. If a figure caption is long and continues onto a subsequent line, then the subsequent line(s) should be indented, and the caption should be single spaced.

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

This page is counted and numbered.

vii
Sample I: List of Tables Page Format

List of Tables

Table

Column Headings

Page

Table 1. Title ..................................................................................................................23

Table 2. Title ..................................................................................................................25

Table 3. If a table caption is long and continues onto a subsequent line, then
the subsequent line(s) should be indented, and the caption should be single
spaced ....................................................................................................................................27

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

This page is counted and
numbered

viii
<table>
<thead>
<tr>
<th>Age</th>
<th>Vanilla</th>
<th>Chocolate</th>
<th>Strawberry</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>5–10</td>
<td>19</td>
<td>12</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>11–15</td>
<td>14</td>
<td>17</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>16–20</td>
<td>10</td>
<td>12</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>21–25</td>
<td>9</td>
<td>9</td>
<td>4</td>
<td>15</td>
</tr>
</tbody>
</table>

Note. These results are from a random sampling of 150 people surveyed at the mall.
Table 1  
Favorite Ice Cream Flavor by Age  

<table>
<thead>
<tr>
<th>Age</th>
<th>Vanilla</th>
<th>Chocolate</th>
<th>Strawberry</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-10</td>
<td>19</td>
<td>12</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>11-15</td>
<td>14</td>
<td>17</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>16-20</td>
<td>10</td>
<td>12</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>21-25</td>
<td>9</td>
<td>9</td>
<td>4</td>
<td>15</td>
</tr>
</tbody>
</table>

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

Figure 1. Totals organized by flavor of ice cream.
Appendix A

Reference Examples

Journals and Periodicals General Format (APA Format):


Books General Format:

NOTE: Include all states/country with location.


Governmental Work:


Government Work Example Using a URL:


Nongovernmental Organization:


More Than Seven Authors:

Unpublished Dissertation or Thesis:

Appendix B

IEEE Citation Reference

Books

Basic Format:

NOTE: Use et al. when three or more names are given.

Handbooks

Basic Format:

Reports

The general form for citing technical reports is to place the name and location of the company or institution after the author and title and to give the report number and date at the end of the reference.

Basic Format:

Conference Title Articles

Basic Format:

For an electronic conference article when there are no page numbers:
[1] J. K. Author [two authors: J. K. Author and A. N. Writer ] [three or more authors: J. K. Author et al.], “Title of Article,” in [Title of Conf. Record as ], [copyright year] © [IEEE or applicable copyright holder of the Conference Record]. doi: [DOI number]

For an unpublished paper presented at a conference:
Online Sources

FTP

Basic Format:

WWW

Basic Format:
[1] J. K. Author. (year, month day). Title (edition) [Type of medium]. Available:
   http://www.(URL)

E-Mail

Basic Format:
[1] J. K. Author. (year, month day). Title (edition) [Type of medium]. Available e-mail:
   Message:

Telnet

Basic Format:
[1] J. K. Author. (year, month day). Title (edition) [Type of medium]. Available Telnet:
   Directory: File:

   Patents, Standards, Theses, Unpublished

Patents

Basic Format:

Standards

Basic Format:
[1] Title of Standard, Standard number, date.

Theses (M.S.) and Dissertations (Ph.D.)

Basic Format:

Unpublished

These are the two most common types of unpublished references.

Basic Format:


Periodicals

NOTE: When referencing IEEE Transactions, the issue number should be deleted and month carried.

Basic Format:
Appendix C

Degree Programs Offered at Rowan University

Master’s Degree Programs

College of Education
- Master of Arts in Higher Education
- Master of Arts in Learning Disabilities
- Master of Arts in Reading Education
- Master of Arts in School Psychology
- Master of Arts in Special Education

College of Engineering
- Master of Science in Chemical Engineering
- Master of Science in Civil Engineering
- Master of Science in Electrical and Computer Engineering
- Master of Science in Mechanical Engineering

College of Humanities and Social Sciences
- Master of Arts in Criminal Justice
- Master of Arts in History

College of Science and Mathematics
- Master of Arts in Clinical Mental Health Counseling
- Master of Science in Bioinformatics
- Master of Science in Computer Science
- Master of Science in Pharmaceutical Sciences

Doctoral Degree Programs
- Doctor of Education
- Doctor of Philosophy

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1 This list only includes the degree programs that currently have a thesis/dissertation requirement (or option).
Appendix D

Student Resources

Word Processing Assistance

- Lynda.com is an online training library provided at no cost to Rowan employees and students. This includes 24/7 online access to the entire library of over 2,000 training videos for software like Microsoft Word, Excel, Adobe Photoshop and even Pinterest and Twitter. They can be viewed anywhere you have internet access and there are videos for all skill levels. You can access this service through the following link: http://www.rowan.edu/toolbox/training/lynda/

- Microsoft provides support for their products online through a searchable database. If you need assistance with formatting in Word, please visit the following site: https://support.microsoft.com/en-us/product/office/word

APA Guidelines and Formatting Assistance

- The Rowan University Writing Center is available for assistant with specific questions regarding APA Guidelines and assistance with format. The writing center is located in Room 131, on the 1st floor of Campbell Library.

For Appointments:
Online: rowan.mywconline.com
Email: writingcenter@rowan.edu
Call: (856) 256-4376

Helpful Links for APA Guidelines:

- http://www.apastyle.org/
- https://owl.english.purdue.edu/owl/resource/560/01/

Rowan University Libraries:

- The Rowan University Libraries collects and makes available Rowan University theses and dissertations. For more information please visit: http://rdw.rowan.edu/etd/
Resources at Campbell Library

Finding Scholarly Journals and Books

- To search specific library databases, go to: http://libguides.rowan.edu/az.php
- To search for specific journal titles, go to our E-Journals finder: http://rl5qf8nx6k.search.serialssolutions.com/?L=RL5QF8NX6K&tab=JOURNALS
- To search for books in our catalog, go to http://library.rowan.edu/vwebv/searchBasic.

Interlibrary Loan

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

- To request a book, use EZBorrow: https://e-zborrow.relaisd2d.com/gateway/ROWAN.html
- To request a journal article or other item, use Illiad: https://libra.rowan.edu/illiad/campbell/logon.html

Subject Librarians

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

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

References

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

Additionally, librarians can help you interpret style manuals and show you how to store and format citations more efficiently using citation management software such as RefWorks.

For more information on citing sources, please visit: http://www.lib.rowan.edu/help/citing.
Appendix E

Dot Leaders

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

1. Begin by typing text.

2. Set the Tab Stop at the desired location by clicking on the horizontal ruler at the top of the page.

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

![Paragraph Dialogue Box](image1)

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

![Tabs Dialogue Box](image2)
6. Pressing the **Tab Key** after the text will insert the dot leaders.

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

More information can be found at: [https://support.office.com/](https://support.office.com/)
Appendix F

ProQuest ETD Administrator Workflow

Student submits documents through ProQuest ETD Administrator

The Office of Graduate Research Services reviews student submission

The Office of Graduate Research Services registers decision

Revisions sent to student and Thesis/Dissertation Committee Chair

Thesis/dissertation accepted (If no revisions are necessary)

Thesis/Dissertation Approval Form signed by the Assistant Vice President for Research, Office of Graduate Research Services

Student uploads revised thesis/dissertation to ProQuest ETD Administrator

Signed Thesis/Dissertation Approval Form submitted to the Registrar for graduation purposes.

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