

# The University of Georgia



## Theses and Dissertations

Student Guide to  
Preparation and Processing

Graduate School  
2010

Revised: September 2010

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**For help with questions regarding these guidelines, please contact:**

**Graduate Enrolled Student Services**

**e-mail: [gradinfo@uga.edu](mailto:gradinfo@uga.edu)**

## 1. GUIDING PRINCIPLES

This manual establishes a set of standards designed to ensure consistency, legibility, and professional appearance of theses and dissertations. These standards are not intended to comprehensively address all the minutia of style and formatting. Students should refer to their academic department's choice of style manuals for such specifics.

- **The thesis or dissertation must be the original work of the student. The student must also be the first author of any journal articles included as chapters.**
- **The major professor is responsible for ensuring that the student adheres to the requirements stated in this guide.**
- **It is not sufficient simply to imitate the format of another thesis or dissertation. Theses and dissertations accepted in the past do not set precedent for exceptions to the rules given here.**
- **Ultimate responsibility for adhering to the correct format rests with the student, not the print, computer, or software being used. It is the responsibility of the student to select appropriate equipment or services, to proofread the result, and to make alterations.**
- **It is the student's responsibility to ensure that both departmental and Graduate School deadlines are met and proper procedures are followed for the defense and submission of the thesis or dissertation.**
- **It is the student's and major professor's responsibility to ensure that the copyrights of documents used in the preparation of the thesis or dissertation are protected by correct citations and by acquiring copyright releases from the copyright holders.**

## 2. ELECTRONIC SUBMISSION

---

**Format Check** The student must submit one complete, formatted copy of the thesis or dissertation in the Portable Document Format (PDF) to the Graduation Office by the appropriate deadline date (see below).

---

**If it is apparent that the student has not made a serious effort to follow this manual's formatting guidelines, the thesis or dissertation will not be accepted for the format check and the student's graduation date may be moved to the next semester.**

---

If the staff in the Graduation Office determine that the document requires formatting corrections, these corrections, along with any required by the student's committee, must be complete in time for the final submission.

---

Remember, the document you submit does **not** have to be your final version. The Graduate School understands that changes to the content of your thesis or dissertation will be made between the format check and final submission, especially if you are defending between the two submission deadlines.

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See the ETD website [<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>] for information on how to convert word processor files to the PDF file format as well as how to combine multiple files into one. Please note that this conversion process can sometimes be difficult and time consuming. It is important to learn the necessary techniques and practice them as early as possible.

---

**See the Graduate School web page for actual deadline dates:**

[<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>]

---

**Submit your document for format checking at the following website:**

[[https://gradschoolforms.webapps.uga.edu/form\\_types/5](https://gradschoolforms.webapps.uga.edu/form_types/5)]

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- 
- Final Submission** The corrected, final ETD copy may be submitted only after:
- 1) all revisions have been completed
  - 2) all formatting problems identified during the format check have been corrected, and
  - 3) the student has defended and the student's committee has approved the document.
- 

The final copy, along with:

- 1) the **Defense Approval form** (paper submission)  
<http://grad.uga.edu/index.php/current-students/forms/>
- 2) the **Electronic Thesis and Dissertation (ETD) Submission Approval form** (paper submission)  
<http://grad.uga.edu/index.php/current-students/forms/>

**must** be submitted no later than the appropriate deadline date (see below).

---

The PDF document and the forms may be submitted in any order and at any time prior to the deadline. However, the Graduation Office will not process the final version of the document until the two forms noted above have been received.

---

The student will receive a congratulatory email when the final document is approved. This final approved copy is considered to be the official copy. After processing by the Graduate School, the file will be transferred to the University Library System.

---

**No paper copies are accepted in lieu of electronic submission.**

---

**No changes can be made to the thesis or dissertation after it has been accepted as the final copy.**

---

**See the Graduate School web page for actual deadline dates:**

[<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>]

---

**Submit your document for final approval at the following website:**

[<https://getd.libs.uga.edu/>]

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**Printed  
Copies**

Bound paper copies may be required by the student's department and committee members. (Again, the Graduate School neither requires nor accepts paper copies). Print and Copy Services at the Tate Student Center will print and bind theses and dissertations in the traditional black hard cover with gold lettering. The only files that the Print and Copy Services Center will process are the final copies stored in the Graduate School's electronic archives. **Since these files cannot be changed after final approval, students must make sure that they are satisfied with the format and content of their documents at the time of submission.**

---

By default, the Print Center prints all files black and white on 8.5x11 inch paper. If you wish to print any pages in color or on larger sheets, please inform the Print Center at the time of placing your order.

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The Print and Copy Services Center only *prints* the files that they receive from the Graduate School. The Print Center cannot modify these files in any way. Any format errors found in the printed copies are errors that existed in the final document submitted by the student. The Graduate School and the Print Center are not responsible in any way for these errors. **It is entirely up to the student to ensure that the final PDF file will print correctly.** The student should arrange with the Print Center to view a proof of the printed copy prior to the generation of multiple copies for binding in order to check for missing pages, the correct printing of non-standard fonts, and the correct printing of images.

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Please see the ETD website for details on how to ensure that your document will print correctly: [<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>].

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**Dissertation Abstracts** Doctoral students may elect to submit the abstract of their dissertation or the entire dissertation for publication in UMI's *Dissertation Abstracts* database. Since the dissertation may be accessed through The University of Georgia's Library Database, the Graduate School no longer requires publication in *Dissertation Abstracts*. Students should discuss this option with their major professor before making a decision. Students choosing this option may access the Bell & Howell (UMI) web site at: [\[http://www.proquest.com/hp/Support/DServices/prepare/packets.htm\]](http://www.proquest.com/hp/Support/DServices/prepare/packets.htm) for more information, to complete the appropriate form, and to pay the required fee.

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**Survey of Earned Doctorates** The Survey of Earned Doctorates gathers data from all doctorate graduates each year. The responses become part of the Doctorate Records File, a virtually complete data bank on doctorate recipients from 1920 to the present. These data serve policymakers at the federal, state, and local and university levels. Privacy: Information you provide is kept confidential and is safeguarded in accordance with the Privacy Act of 1974, as amended. The survey data are reported only in aggregate form or in a manner that does not identify information about any individual. Your information is vital to future program development and funding. Please register for the survey at [\[http://survey.norc.uchicago.edu/doctorate\]](http://survey.norc.uchicago.edu/doctorate). You will receive a pin and password to take the secure survey.

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### 3. GENERAL FORMATTING

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**Paper Size** All pages of a thesis or dissertation must be printable on the following standard U.S. paper sizes: 8.5 x 11, 8.5 x 14, or 11 x 17 inch sheets.

---

**Margins** Margins must be **consistent** throughout the document (they should be exactly the same on each page of the same type). Centering is always done relative to the text area (i.e., within the margins), not the page edge.

---

**Side Margins:**

The **left and right margins** must be **1 inch** for all pages. However, a **left margin of 1.5 inches** may be used for binding purposes. The right margin may only be set to 1 inch.

---

**Top Margin:**

The **first page** of each section in the front matter as well as main body sections (title pages for chapters, main references section, and appendices) must have a **top margin of 1.75 inches** (with the exception of the copyright page). The top margin of **all subsequent pages** must be set at **1 inch**. To accomplish the 1.75 inch top margin requirement, set the top margin to 1 inch as standard, and then hit the enter key twice to move the cursor down two **double spaced** lines. Your text will now appear at the 1.75 inch top margin.

---

**Bottom Margin:**

Text **must not fall below the 1 inch** bottom margin, except for page numbers. This includes footnotes when they appear at the bottom of the page.

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**Page Numbering** Except for the abstract, every page of the thesis or dissertation must be **assigned** a page number.

---

The page numbers for the **title page, copyright page, and approval page** are **assigned but not typed** on the page.

---

Placement of page numbers must be consistent throughout the document, whether they are roman numerals (iv, v, vi, vii) in the front matter or Arabic numbers (1, 2, 3, 4) in the text. The default setting of the word processing program in use may be used to place the page numbers as stated below:

- (1) All page numbers may be **centered at the bottom of the page**, or
- (2) All page numbers may be placed at the **top right** corner

With either of the above styles, the page number on the first page of sections and chapters may be suppressed (assigned but not typed) if the author so chooses.

---

**Justification** Full-justified typing (with extra space between words to create a smooth right margin) is optional and is permitted only as long as the resulting spacing between words is pleasing and not excessive.

---

**Line Spacing** The body of the entire thesis or dissertation and the abstract must be **double-spaced**. Single spacing is permitted but **optional** in the following text:

- (a) footnotes,
- (b) block quotations,
- (c) tables and figures and their captions,
- (d) bibliography entries (if single spaced, double-space between entries)

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**Typefaces (Fonts)** The entire thesis or dissertation, including figure and table captions, and all page numbers, must be typed in the **same typeface and size**. Exception are allowed in the following cases:

- (a) footnotes, (same typeface, smaller size permitted)
- (b) body of tables, (same typeface, smaller size permitted)
- (c) body of figures and other reproduced material,
- (d) documents reproduced illustratively in appendices (e.g., survey questionnaires), and
- (e) portions of the main text where the content absolutely requires a different font (e.g., computer code, difference voices in a dialogue, etc.).

---

The body of the thesis or dissertation must be set in either **11 or 12 point type**. No typeface larger than 12 point is acceptable throughout the thesis or dissertation.

---

The selection of the typeface is very important. The typeface should be one normally associate with a standard word processing program. Non-typical or non-standard fonts may not survive the conversion into the PDF format or may cause the document to be excessively large.

---

**All fonts used in a thesis or dissertation must be embedded in the PDF files** submitted to the Graduate School. This ensures that the document will be readable on all computers, regardless of their configuration.

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**Media Files** **All media files used in a thesis or dissertation must be in a non-proprietary format.** Media files included in a thesis or dissertation must be viewable/playable with software that is free and easily available. Examples of acceptable file types are: QuickTime, Windows Media (.wmv), Real Player (.rm), and MP3.

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**Landscape-oriented Page** Page numbering for landscape-oriented pages can be set in one of the two following manners:

- (1) For best on-screen readability: page numbers appear in the correct position when the page is viewed on a screen. This is usually what word processing software does by default when pages are changed to landscape layout within a document. Note that “screen-centric” page numbers may end up being obscured in bound copies of the document. [Sample Page]
- (2) For best on-paper readability: page numbers appear in the correct position when the page is printed and bound, i.e., as if the page were actually portrait-oriented. [Sample Page]

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**Headings and Subheadings** The Graduate School does not set any specific standards for the format of chapter headings and subheadings except for font size (11 or 12 point required). Students should refer to the standards set by their department’s choice of style manual.

---

Regardless of formatting style, all heading and subheading formatting must be **consistent** throughout the document.

---

**Paragraphs** Paragraphs are distinguished by indentation (optional in the first paragraph of a chapter or section).

---

There are no skipped lines or extra spaces between paragraphs.

---

**Widows and Orphans** The first or last line of a paragraph, a heading, or a subheading must not be isolated by a page break. Such isolated lines are called “widows” and “orphans” and most word processors can be set to prevent them. For more details, see the ETD help website [<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>].

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---

**Tables and Figures** All figures and tables must fit within the margins described earlier in this manual.

---

Figures and tables must be **uniquely numbered** in either of the following manners:

- (1) **consecutive numbering** throughout the thesis/dissertation (e.g. Table 1, 2, 3, 4, etc.),
  - (2) combination chapter and figure/table number designation, e.g., Figure 1.1, 1.2, 1.3, 2.1, 2.2, etc.. (This numbering method is required for documents with manuscript-style chapters).
- 

A table or figure may be (a) **embedded in the text**, (b) **placed on a separate page following the text where it is first cited**, or (c) **at the end of its respective chapter**. If the table or figure is embedded in the text, reasonable but not excessive blank space (typically two double-spaced lines) should be left above and below it, and then the text should resume. If the table or figure is on a separate page, no extra space should be left at the bottom of the previous page; the text should run continuously. The text cannot contain editorial instructions about placement of tables or figures.

---

**Table captions:**

The number and caption of a table must be placed **above the table**. The table and the table caption must appear in the same typeface and size as the text of the thesis or dissertation. If the caption consists of more than one sentence, the first sentence constitutes the title of the table and is the only part of the caption listed in a List of Tables.

---

**Figure captions:**

The number and caption of a figure must be placed **below the figure** or on a separate page preceding the figure. The figure caption must also appear in the same typeface and size as the text of the thesis or dissertation.

---

## 4. ORGANIZATION

The thesis or dissertation must be assembled in the **following order** and **conform to the sample pages** in this guidebook:

- Please note that all front matter (except for the copyright page) and main-body sections should follow the top margin format described previously in this manual:
  - **Top margin, first page = 1.75 inches**
  - **Top margin, all subsequent pages in the same section = 1 inch**

### Front-Matter Sections:

---

#### Abstract

*(Required)*

[Sample Page]

**No page number assigned or typed.**

---

A statement of the problem, the procedure or methods, and the results and conclusions.

---

350 word maximum for dissertations.

150 word maximum for theses.

---

Must include **index words** which are related to the topic and which can be used to find the document when searching the library's databases.

The maximum word count does not include index words.

---

#### Title Page

*(Required)*

[Master's Sample]

[Doctoral Sample]

Page number **"i"** assigned but not typed.

---

Must include ALL of the information indicated by the appropriate sample title page in this manual.

---

The year at the bottom is your graduation year.

---

Do not include major information in degree listings.

---

---

**Copyright Page****(Required)**

[Sample Page]

**Page number “ii” assigned but not typed.**

---

You automatically own the copyright on your thesis or dissertation by virtue of the fact that you wrote it. A copyright page is placed in your document to call this to the reader’s attention. It is not necessary to register the copyright at this time to protect your exclusive rights to the material in the document. For more information about copyright laws, visit the U.S. government’s web site [<http://www.loc.gov/copyright/>].

---

**Approval Page****(Required)**

[Sample Page]

**Page number “iii” assigned but not typed.**

---

Includes the names of **all the committee members on the latest approved advisory committee form**. Format it exactly like the sample page.

---

The date at the bottom is the graduation month and year (not the month in which you submit the document).

---

**Dedication Page****(Optional)**

[Sample Page]

**Not listed** in Table of Contents.

---

Page “iv”, **this page and front-matter pages hereafter carry typed lowercase Roman numerals.**

---

**Acknowledgements and/or Preface** **If present, must be listed in Table of Contents**

**(Optional)**

[Sample Page]



---

**Table of Contents**      This is the map to your document. Each entry in the Table of Contents  
*(Required)*              must match the corresponding entry in the text exactly in terms of  
[Sample Page]              wording, capitalization, punctuations, page number, etc.

---

Do not show more than one level of subdivision within a chapter (you may list chapter titles only [level 1 headings], or chapter titles and the next level of headings [level 2 headings], but none below that).

---

**A complete Table of Contents, including correct page numbers of entries, is required for the First Format Check.**

---

---

**List of Tables**              **If present, must be listed in Table of Contents.**

---

*(Optional)*  
[Sample Page]              Entries must match the caption in the text word-for-word, and include  
page numbers.

---

---

**List of Figures**              **If present, must be listed in Table of Contents.**

---

*(Optional)*  
[Sample Page]              Entries must match the caption in the text word-for-word, and include  
page numbers.

---

**Main-Body Sections:**

- All pages of the main body of the document are numbered with Arabic numerals, starting with “1”.
- The first page of all sections in the main body are listed in the Table of Contents.
- Please note again that all main-body sections should follow the top margin format described previously in this manual:
  - **Top margin, first page = 1.75 inches**
  - **Top margin, all subsequent pages in the same section = 1 inch**

**Forward or  
Introduction  
(Optional)**

If present, list in Table of Contents and use Arabic page numbers.

**Chapters (or  
Sections)**

[Regular Chapter First  
Page Sample]

[Manuscript-Style  
Chapter First Page  
Sample]

Each chapter should begin on a new page. A section within a chapter does not begin on a new page unless the previous page is filled. Any section that begins at the bottom of a page must include at least two lines of text before the page break and two lines at the top of the following page.

**Journal Articles used as Chapters** (manuscript style) differ from regular chapters in that they use a cover page at the beginning of each manuscript chapter. For more details, please refer to the following section in this manual.

**Bibliography (or  
References or  
Works Cited)  
(Required)**

Treat the title of this section as you do those of all other chapters/sections in regards to typeface style and margins.

Format the entries according to your department’s choice of style manual.

---

**Appendix or  
Appendices**            Treat the title(s) of this section as you do those of all other  
                                 chapters/sections in regards to typeface style and margins.

*(Optional)*

---

Should be placed after the bibliography.

---

**Index**                    Usually absent.

*(Optional)*

---

## 5. JOURNAL ARTICLES AS CHAPTERS (Manuscript Style)

In some departments, theses or dissertations may include, as chapters, articles that have been or will be submitted to scholarly journals. This style (also referred to as “manuscript style”) has been approved by the Graduate School for use by all departments. However, students must have the approval of their departments to use the manuscript style for chapters in their theses or dissertations.

---

**Authorship**     The student must be either the sole author or the first co-author of each article submitted as a manuscript chapter.

---

**Copyright Release**     Evidence of permission to use articles which have been published or accepted for publication must be included. It is the student’s responsibility to secure such copyright releases prior to submitting the thesis/dissertation to the Graduate School. The Graduate School will accept a letter of permission or an e-mail from the publisher. The Graduate School will not accept a thesis or dissertation for the final submission unless all copyright releases are on file (articles that have yet to be submitted or are under review do not need copyright releases).

---

**General Formatting**     The formatting requirements for a manuscript chapter are identical to those of a non-manuscript chapter (e.g., margin size, line spacing, consistency of heading styles, no excessive blank spaces between sections or before tables and figures, etc.).

---

Digital reproductions of reprints **are not** acceptable.

---

**Page Numbering**     Continuous page numbering is required throughout the dissertation or thesis.

---

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**Overall** A thesis or dissertation with manuscript chapters **must** also include:

**Document Structure**

- (1) An introductory chapter that informs the reader of the structure of the thesis or dissertation.
- (2) A literature review that defines the objectives of the research, and
- (3) A concluding chapter that ties together the major results.

Unavoidably, this will duplicate some of the introductory and concluding material in each article.

---

The introduction and literature review chapters may be combined into a single chapter entitled “Introduction and Literature Review.”

---

The first page of each of these chapters should be formatted the same as regular non-manuscript style chapters (no cover page).

---

**Manuscript Cover Page** The manuscript cover page, including footnote format, must conform to the style of the sample page in this booklet.

---

[Sample Page]

The names of all authors, in journal-submitted order, and the name of the journal (with volume, page numbers, date if known, and article status, e.g., to be submitted, submitted to, etc.) must be given as a footnote to the title on the first page of each manuscript chapter, so as to indicate the current status of each manuscript.

---

**Figures and Tables** Figures and tables must include a chapter and figure/table designation (ex. Figure 1.1, 1.2, 1.3; 2.1, 2.2, 2.3, etc.) both in the text and the caption, so that no figure/table number occurs more than once in a thesis/dissertation.

---

## 6. SAMPLE PAGES

### Introduction

This supplementary packet contains sample pages to help you see what the pages in your thesis or dissertation should look like. These samples are for *qualitative* comparisons only. Do *not* use a ruler to obtain actual measurements from these samples. Do *not* place your pages up against the sample pages and hold them up to the light to compare them. You will be wasting your time. If you set up your word processor files correctly, everything will end up in its correct place without you having to measure anything.

Furthermore, if you have access to Microsoft Word, there is no need to pay attention to the sample page for the front matter, as front matter templates are available on the ETD website: [<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/>].

### NOTE:

**The sample pages have headers appearing in <grey and enclosed in angle brackets>. These headers are there to help you find your way around the sample pages. They should NOT appear in your thesis or dissertation.**

### NOTE:

**In the following sample pages, fake names and identifying terms are use to help you understand the kind of information that should appear at a particular location.**

THE TITLE OF YOUR THESIS OR DISSERTATION GOES AT THIS MARGIN

by

YOUR NAME HERE

(Under the Direction of Major Professor's Name)

ABSTRACT

This is the format for the abstract of your paper. This portion of your document goes at the very beginning of your thesis or dissertation. It is neither counted nor numbered as a page. The abstract for a thesis should not exceed 150 words. A dissertation abstract should not exceed 350 words. It is double spaced. Index words must be included after the body of the abstract following the format below. Index words are key words or phrases used in your paper that would enable a person to successfully search out your document in a library or an Internet search engine. The first word of each index term should be capitalized. Be sure to indent your index words, following the format below.

INDEX WORDS:     Index term, Dissertation, Thesis guidelines, Graduate School, Student,  
                          Graduate degree, The University of Georgia

<Sample Front Matter Pages, page 23>  
<Dissertation Title Page>

THE TITLE OF YOUR DOCUMENT BELONGS HERE, CENTERED, ALL CAPS, AND  
DOUBLE SPACED

by

IMA GREAT SAMPLE

B.S., The University of Georgia, 1994

M.Ed., The University of Georgia, 1996

(\*International students must include the name of the country between the school and the date  
the degree was received.)

A Dissertation Submitted to the Graduate Faculty of The University of Georgia in Partial  
Fulfillment of the Requirements for the Degree

DOCTOR OF PHILOSOPHY

ATHENS, GEORGIA

2010



<Sample Front Matter Pages, page 24>  
<Thesis Title Page>

THE TITLE OF YOUR DOCUMENT BELONGS HERE, CENTERED, ALL CAPS, AND  
DOUBLE SPACED

By

IMA GREAT SAMPLE

B.S., The University of Georgia, 1994

(\*International students must include the name of the country between the school and the date  
the degree was received.)

A Thesis Submitted to the Graduate Faculty of The University of Georgia in Partial Fulfillment  
of the Requirements for the Degree

MASTER OF SCIENCE

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2010

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## DEDICATION

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## ACKNOWLEDGEMENTS

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## CHAPTER 1

### INTRODUCTION

#### Purpose of the Study

This study seeks to understand the reasons why there is such a large quantity of stress associated with the pursuance of a terminal academic degree. It is widely known that most graduate students report high levels of stress on the Academic Stress Index, especially in the first year of study. The author here has conducted research that hopes to explain the particular sources of this stress, reasons that the levels of stress seems amplified, and numerous ways to alleviate the stress. One very successful avenue for stress relief has been the Exercise Model coupled with preventative measures in the final stages of writing the long-awaited dissertation. It is the belief of the author that the findings of this study will provide future students with effect and solid stress relief.

#### How This Study is Original

The present study deals with a particular age level in the range of 22 to 35 years old. The author assumed that the largest majority of graduate students fell into this age range and that many other life stressors occurred during this period of the normal human life-span. Each of the participants in the study completed a permission form and was evaluated by a medical professional to ensure overall physical and mental health both before and after the research was conducted. The participants were paid for their time by the researcher and were debriefed immediately following the study. All of the participants were enrolled as full time students and were doing research to support their dissertation. Each of the participants in the study completed

a permission form and was evaluated by a medical professional to ensure overall physical and mental health before and after the research was conducted. The participants were paid for their time by the researcher and were debriefed immediately following the study.

### Expected Results

CHAPTER 2

THE TITLE OF YOUR MANUSCRIPT BELONGS HERE, CENTERED, ALL CAPS, AND  
DOUBLE SPACED <sup>1</sup>

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<sup>1</sup> Sample, I.G. and U.B. Goodwin. 1999. *Psychology Today*. 1045:562-603.  
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<sup>1</sup> Sample, I.G. and U.B. Goodwin. Accepted by *Psychology Today*.  
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<sup>1</sup> Sample, I.G. and U.B. Goodwin. Submitted to *Psychology Today*, 12/10/02.

<sup>1</sup> Sample, I.G. and U.B. Goodwin. To be submitted to *Psychology Today*.

### Abstract

Here you will insert your abstract text. An abstract is required at the beginning of each manuscript-style chapter.

### Introduction

You may begin your next section of text either on the same page as the abstract for your manuscript-style chapter, such as this. Or you may choose to begin this section on the next page. Abstract and reference sections are the only sections within each chapter that may have a page all their own, with no other sections appearing either immediately before or after it. All other sections must run continuously throughout the chapter without excessive spaces between each.

Here is a landscape page with page numbers in the correct place for viewing on the screen. Note that, if the thesis or dissertation is printed and bound, the page number may disappear into the binding (only a problem for documents with the page number in the top right corner; pages with the bottom centered placement will be just fine). This page number placement is allowed by the Graduate School.

Here is a landscape page with the page numbers in the correct place for best readability on the printed page. This page number placement is allowed by the Graduate School.

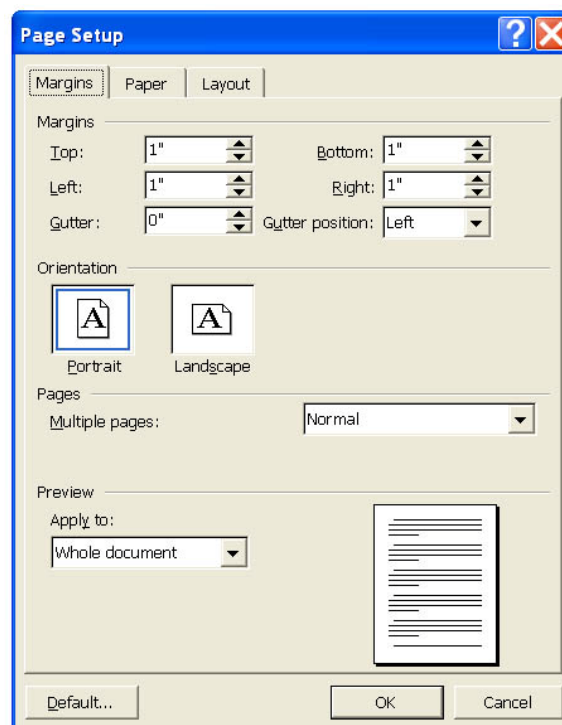
## 7. BASIC FORMATTING INSTRUCTIONS

### Setting Up the Different Top Margins

**NOTE:** If you use the front matter templates provided on the ETD website, all of the following work is already taken care of for you [<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/>].

#### **Microsoft Word:**

1. Set all margins to 1 inch. Make sure that the header and footer are set to 0.5 inches, and gutter to 0 inches (header/footer settings are in the Page Setup menu, but location will vary depending on program version).
2. On pages that need 1.75" top margins (e.g., pages in the front matter, first pages in chapters, etc.), place the cursor at the top of the page, make sure you are using double spacing ("Format" – "Paragraph" – "Line Spacing" – select double), and then hit the Enter key twice. Your first line of text is now at 1.75 inches.



#### **WordPerfect:**

1. If your page numbers are in the upper right corner:
  - a. Set all your top margins to .625". The page number will appear at this height, but the text will appear at 1".
  - b. On pages that require 1.75" margin:
    - i. Place the cursor in the top left corner of the new page
    - ii. Hit the Enter key twice, making sure that you are using double spacing. Any text you type on the line after the two "enters" will be at 1.75 inches from the top edge of the page.
2. If your page numbers are on the bottom:
  - a. Set the top margin to 1"
  - b. On pages that require 1.75" margin:
    - i. Place the cursor in the top left corner of the new page
    - ii. Hit the Enter key twice, making sure that you are using double spacing. Your text will now appear 1.75 inches from the top of the page.



### **Formatting Your Copyright Page:**

**NOTE:** If you use the front matter templates provided on the ETD website, all of the following work is already taken care of for you [<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/>].

Of course the first step is to set the margins on the page. You'll need 1.0 inch on the left and 1.0 in on the right. Then you should center the text on the page and position it somewhere on the **Lower Half** of the page. This page is **not** numbered, but it is counted! So if you have to add this page after your Format Check, you may have to renumber all of your pages that are numbered with a roman numeral, starting with page **iv**.

The next step is to insert the copyright symbol. Follow these instructions, depending on which program you are using.

#### **Microsoft Word:**

1. Position the cursor where you want to insert the symbol.
2. From the Insert drop menu, choose Symbol.
3. Select the symbol.
4. Click the Insert button, then close.

#### **Word Perfect:**

1. Position the cursor where you want to insert the symbol.
2. Type Control and W at the same time.
3. Choose Typographic and select the © symbol.
4. Then click Insert and Close.

Your page should look something like this:

© 2010

Your Name Here

All Rights Reserved

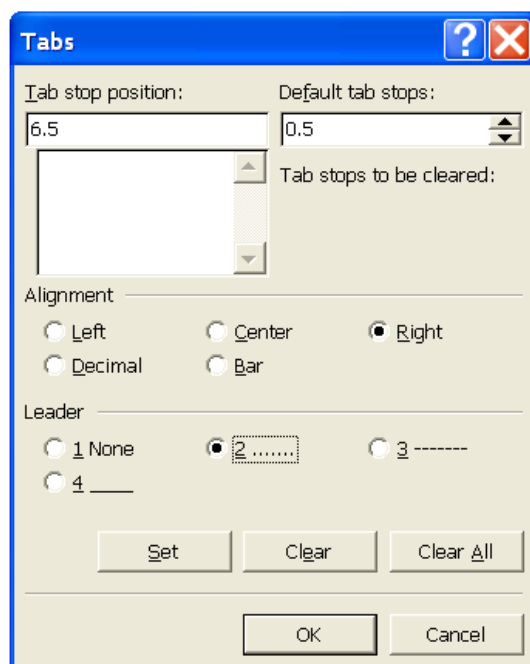
If so, then congratulations! Now you just have to worry about your Table of Contents...

## Formatting Your Table of Contents in Microsoft Word:

**NOTE:** If you use the front matter templates provided on the ETD website, all of the following work is already taken care of for you [<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/>].

Formatting your Table of Contents can be quite a challenge, but hopefully with these helpful hints, you'll be on your way to a successful format check!

1. First, you want a fresh page to work with – that means a page with no previous formatting. If you have worked on that page before, then be sure to delete all of your previous keystrokes.
2. Next, set your margins to 1.0 inches on all sides; 0.5 inch headers and footers, if you have not already done so. Insert two double-spaced returns at the top of the page so that the first line of text will appear 1.75 inches from the top of the page.
3. Your cursor should now be on the first line of the page. Center this line and type in all caps TABLE OF CONTENTS. Then you will right justify the next line and type “Page.” Then make sure you left justify the cursor on the next line. Type “ACKNOWLEDGEMENTS” (if you are including that section).
4. This is the point when you'll need to set a **TAB STOP**. In *previous versions of Word*, you will choose “Format”, then choose “Tabs”. In *Word 2007*, you will open the “Paragraph” toolbox under the “Home” tab, then click on the “Tabs...” button on the lower left of the window. The Tabs box will appear. Type in the settings illustrated below and then click OK. If you are using 1.5 inch left margins instead of 1 inch, you will need to set the Tab Stop Position to 6.0, rather than 6.5.



5. Now make sure that your cursor is positioned right after the S in ACKNOWLEDGEMENTS. Press the Tab key. Your dot leaders should appear and your cursor should now be at the right margin. Type your page number in and hit return.
6. Voila! You've formatted your first line! Now, just a few points to remember: if you want some headings or subheadings to be indented from the left margin, you'll have to use the space bar. Be sure and count the number of spaces you enter each time to make sure that your headings will be lined up properly. If you hit the Tab key to space over you'll soon see the dots appear. Just use Edit – Undo to get back to where you were before.

### **Formatting the Table of Contents in WordPerfect:**

**NOTE:** If you have access to MS Word and use the front matter templates provided on the ETD website, all of the following work is already taken care of for you

[\[http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/\]](http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/).

We think you'll find that this is much easier than you expected. Just follow these simple steps:

1. Set the margins on the page. For the first page of your Table of Contents, you'll need a 1.75 inch top margin. As always, all the other margins should be 1 inch (if your contents stretch to another page, then remember that your top margin will be 1 inch because that will be the second page of the section).
2. Center the first line of text at the top margin and type "TABLE OF CONTENTS" (without the quotes, of course).
3. Right justify the next line and type "Page"
4. Left justify the next line and type "ACKNOWLEDGEMENTS" (if you are including that section). After the S in ACKNOWLEDGEMENTS, take the mouse and use the "Format" drop down menu at the top of your screen. Select "Line" and then select "Flush Right with Dot Leaders." Voila! You have dot leaders all the way to the right margin. Since your cursor is already there, just type the page number and press enter. Now you're ready to format the next line.
5. If you want to have the word "CHAPTER" on a line by itself, as in the sample pages, then just type it on the next line and press enter again.
6. For each entry that you want a page number by, just follow the steps in number 4 above.

## **Additional Handy Tips**

### **Starting New Pages:**

Do you need to start a new page? *Don't* hit the Enter key a whole bunch of times until you get to the bottom of your present page and start typing your new page.

Why? Because if you add or remove lines above your string of “enters,” the text that used to be at the top of a new page will no longer be in the right place. It will have either moved up to the previous page or down into the middle of its original page. This is a perfect example of “fragile” formatting: you change anything and your formatting breaks.

How do I start a new page correctly? Use what is called a “page break.” This forces text to *always* appear on its own new page, no matter what changes you make above it, and regardless of the size paper or screen on which your document is viewed.

In both MS Word and WordPerfect, you can insert a page break by holding down the Control key and then pressing the Enter key (Ctrl+Enter).

### **Page Numbering Trickery:**

Having trouble with the various page numbering requirements? Here are two options for you in order to meet our requirements.

If you have access to MS Word and use the front matter templates provided on the ETD website, all of the necessary front matter page numbering is already taken care of for you [<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/>]. This will make things a lot easier, because then you only have to add your body text beginning on the Chapter 1 starter page that is already present.

**(1) Separate Documents:** If do not have access to MS Word, or are choosing not to use the templates we provide, then you might find it easiest to divide your thesis or dissertation document into three separate files in order to ensure that your pages are all numbered in the correct manner.

1. The first will be for the pages that are either not numbered or do not have visible page numbers (Abstract through Approval pages).
2. The second file will begin with the Dedication page (if using, otherwise the first section after the Approval page). You will place page numbers on these pages either at the top right corner, or bottom centered on the page, ensuring to select that you wish to use roman numerals, with the first page starting at “iv.”
3. The third and last file will begin with your first page of body text, typically Chapter 1. You will place page numbers on these pages in the same position as the front matter numbers, selecting regular Arabic numbers, starting at page 1.

You will then combine the three files during the PDF conversion process.

**(2) Section Breaks:** However, if you are more technology savvy and would like to have your entire dissertation or thesis combined into a single Word document, this can be done using “section breaks”. Section breaks are used to divide the document into different sections that can each have its own set of formatting settings in place, including page numbers or page orientation.

For most documents, a total of 2 sections breaks will be used, dividing the document into three sections. Each section will be divided based on the pages outlined above (Steps 1-3 of “Separate Documents”). At the end of each page where you are changing between two different page numbering methods, you will insert a section break, rather than a page break. You will then change the preferences for your headers/footers as well. All of this can be done following these steps:

1. At the bottom of your Approval page, go to the “Insert” menu in Word and select “Break.” You will then select the “Section Break – Next Page” option.
  - a. *Word 2007:* “Page Layout” tab, “Breaks” dropdown, and then select “Next Page” under the Section Breaks section
2. Viewing the new page, you will then open the Header or Footer (wherever you would like your page numbers to appear) by going to the “View” menu in Word and select “Header and Footer.”
  - a. *Word 2007:* “Insert” tab, “Header” or “Footer” dropdown, and then select “Edit Header” or “Edit Footer”
3. Select the location where you would like your page number to appear. In the Header & Footer toolbox that appears, you will first need to de-select the “Same as Previous” or “Link to Previous” option. (It is this final little trick that will allow you to change formatting of page numbers, or have page numbers visible on some pages but not all).
4. You will then format and insert your page numbers how you see fit, ensuring to set the first visibly numbered page in your front matter to “iv.”
5. Repeat these steps when moving from the end of your Front Matter sections to the first page of the body.

Your document will now have all of the appropriate page numbers, and there will be no combination of documents to worry about when converting your ETD to a PDF.

#### **Additional Word 2007 Note:**

Please note, by default in versions of Microsoft Word since the 2007 edition, an extra line is automatically inserted upon hitting the enter key, when moving to new lines/paragraphs. You will need to disable this in order to ensure that spacing throughout your entire document is consistent and falls within the Graduate School guidelines.

This is especially important for those pages that require a 1.75 inch top margin, as the enabling of this function makes double (2.0) line spacing appear as though it is actually greater.

This can easily be disabled by opening the “Paragraph” toolbox under the Home tab, and check the box next to “Don’t add space between paragraphs of the same style”. If you do this at the beginning of your document, it should carry throughout the entire file.

You'll find plenty of additional handy tips, including information on how to convert your word processor files, on the ETD website at [<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/>].

For additional help regarding these guidelines, please contact:

Graduate Enrolled Student Services – [gradinfo@uga.edu](mailto:gradinfo@uga.edu)