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<th>Dissertation</th>
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<td>✅ Microfilming agreement (For Nursing students only. Include a copy of the title page and a short abstract attached to the agreement.)</td>
<td>✅ Two copies of short academic abstract, no page number and not counted</td>
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<td>✅ Text, beginning with chapter 1, numbered with Arabic number (1)</td>
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**Turn in a completed Survey of Earned Doctorate form with your dissertation**
Instructions for submitting final, unbound original thesis/dissertation

4 Equipment
   The Word Processor or Typewriter
   Printers and Fonts
   Paper

5 Format

6 Mechanics
   Margins
   Line Spacing
   Headings
   Page Numbers
   Corrections

7 Special Services
   Photocopies
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   Reproduction of Copyrighted Material

8 Abstracts

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   Doctoral Degree Candidates: The Dissertation

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   Master’s Degree Candidates
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16 Vita Page: Required for Doctoral Degree Candidates

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19 List of Illustrations Page: Master’s and Doctoral Degree Candidates
The Master’s Degree Candidate

A thesis, when required for a master’s program, must be written on a subject approved by the candidate’s advisory committee. The thesis must include the results of original and significant investigation, and it must be the candidate’s own work.

The ORIGINAL, UNBOUND thesis is presented to the Graduate School in a box conforming to its size. Occasionally, laser printers will not feed the heavy bond paper necessary to ensure the shelf life of the thesis. In these cases, it is permissible to print the thesis on regular copy paper, then photocopy it onto the required minimum of 25 percent white cotton bond paper. Deadlines are established each semester for submission of the thesis to the Graduate School. Consult the Graduate School for these deadlines and for a checklist of the materials to be submitted for graduation.

The Doctoral Degree Candidate

A dissertation is required for all doctoral programs and must be written on a subject approved by the candidate’s advisory committee. The dissertation must include the results of original and significant investigation, and it must be the candidate’s own work.

The ORIGINAL, UNBOUND dissertation is presented to the Graduate School in a box conforming to its size. Occasionally, laser printers will not feed the heavy bond paper necessary to ensure the shelf life of the dissertation. In these cases, it is permissible to print the thesis on regular copy paper, then photocopy it onto the required minimum of 25 percent white cotton bond paper. Deadlines are established each semester for submission of the dissertation to the Graduate School. Consult the Graduate School for these deadlines and for a checklist of the materials to be submitted for graduation.

Students are to follow the style manual recommended by their department. The following guidelines are provided to assist in the preparation of the thesis and the dissertation. Specific questions should be directed to the Graduate School, 210 Jesse Hall, (573) 882-9573 or 1-800-877-6312.

The term “research paper” is used throughout these guidelines as a reference to both the thesis and the dissertation.
You may use your own typewriter, word processor or personal computer. Before you begin to prepare a final draft of your research paper, determine that your hardware and software will allow you to produce a paper in the format (with regard to tables, illustrations and documentation) that is acceptable to your committee. If you need to use a campus computer lab to finish the work you started on your personal computer, please check with IAT Services Site Support Center (phone: 771-SITE) to verify that the software you are using is compatible with the software in the computer labs.

A variety of computers and word processing programs are available to students at public computing sites on the MU campus. However, not all software is available at all sites. Computing sites are located in the Physics Building, the Arts & Science Building, Middlebush Hall, Engineering Building East and West, the Memorial Union, the General Classroom Building, Stanley Hall, Blair Hall, Hill Hall, Walter Williams Hall, Gannett Hall, Brady Commons, and Pershing Hall. For details regarding IAT Services-supported software, please call 771-SITE or visit http://iatservices.missouri.edu/support.html. Bring your own data diskettes. Making back-up copies on separate diskettes is strongly recommended.

Some departments allow graduate students access to departmental computers. Inquire with your advisor or director of graduate studies.

Printers and fonts

Research papers must be printed using a letter-quality or laser printer. Various printers are available at public computing sites around campus.

Commonly used fonts include the following:

- **Courier**
- **ITC Avant Garde**
- **Palatino**
- **Geneva**
- **ITC Bookman**
- **Prestige Pica**
- **Helvetica**
- **New Century Schoolbook**
- **Times**

Use 10-point or 12-point fonts for regular text. Headings may be 14 or 16-point. Tables, figures, etc., may be smaller than 10-point. If the font you are using resembles those listed above, it is acceptable. If you are not sure that a font is acceptable, send a sample paragraph to the Graduate School with an inquiry and preferred method of responding (phone number, addresses: e-mail or regular mail).

Paper

The original, unbound final copy of your research paper must be printed on one side only on paper that has at least 25 percent cotton content. This paper is available from the campus bookstore and at office supply stores.

Reminder: Laser printers may not feed the required heavy bond paper easily, and it is permissible to print the research paper on regular copy paper, then photocopy it onto the required bond paper.

Note: Although early drafts of the research paper may be copied front-to-back for distribution to committee members, the final copy is to be printed only on one side of each page.
Most of the departments or degree-granting programs at MU have selected and will recommend a nationally recognized style manual or set of format guidelines. If your department has not selected or does not recommend a style manual or set of guidelines, the Graduate School recommends the latest edition of *A Manual for Writers of Term Papers, Theses and Dissertations*, by Kate L. Turbian. This manual is available at most bookstores. The final draft of your research paper must be prepared in accordance with nationally recognized standards of formatting. As a courtesy to the outside member of your committee, indicate in a note which style manual you used.

Consult with your advisor during the early drafts of your work to determine how to prepare and organize the front materials of your research paper (title page, table of contents, abstract, approval page), how to handle documentation (endnotes, footnotes, parenthetical insertions), how to prepare and present the list of works cited and how to paginate the research paper. All research papers must be prepared in standardized format and include: title page, table of contents, continuous pagination, a single list of works cited, etc. If your research paper includes illustrations, tables, maps, figures, etc., then you also must have a page listing each category, i.e., List of Illustrations, List of Tables, etc.

If you have any questions concerning the format of your research paper which cannot be answered by your advisor or director of graduate studies, feel free to contact the Graduate School for consultation: 573-882-9573 or 1-800-877-6312.

Please see page 1 for instructions on submitting the final research paper to the Graduate School.
Mechanics

Margins

Left Margin: 1 1/2 inches       Top, Bottom and Right Margins: 1 inch

The bottom margin may measure more than 1 inch to avoid "widows" and "orphans." (These are incomplete lines, as those beginning or ending a paragraph, carried over to the top of a new page. You may avoid them by either rewriting copy to eliminate the line or fill it out, or you may make the bottom margin deeper, moving the line to the next page.)

Line Spacing

Double-space all text, except quotations of four lines or longer should be single-spaced with the left and right margins indented on each side, and references, bibliographic works, endnotes, et al., should be single-spaced and double-spaced between entries.

Headings

Chapter headings and subheads should be consistent throughout the research paper. If you use all caps and center the chapter heading for the first chapter, be sure to use that format throughout the paper.

Also, there should be a minimum of three lines of space between the chapter heading and the start of the first paragraph.

Page Numbers

Place page numbers at least one inch from the edge of the paper. Your final draft will be trimmed 1/4 inch on all sides in the binding process. If page numbers are too close to the top or bottom of the page, they may be trimmed away.

The title page is counted as a Roman numeral page, but Roman numeral "i" is not printed. All other beginning pages contain Roman numbering. Regular Arabic page numbering begins with Chapter One, page 1. On the first page of each chapter, the page number should be placed at center bottom. Placement of page numbers thereafter may be at center bottom, center top, or top right.

Page numbers on landscape figures or tables need to be placed at the same locations as page numbers for other pages. You may need to use a typewriter to add these page numbers. Note: Landscape figures and tables should be paginated with the top of the figure or table to the binding side of the page.

Corrections

No form of correction fluid or hand-written corrections are to be used.
In addition to the original, unbound final copy that you turn in to the Graduate School, you may want to have some personal copies of your research paper made and bound. We recommend that you check with your department concerning copies given to advisors and/or departments.

The University of Missouri Printing Services, 2800 Maguire, offers valuable services to students in the reproduction of research papers. Interested students should call 882-7801. Kinko’s also offers photocopying and binding services.

Soft-back binding, such as spiral binding or perfect binding is done at Printing Services or Kinko’s. Contact the printers directly for more information.

Hard-back bindings are done at Walz Book Bindery in Jefferson City. Contact Nancy’s Trade-A-Book, 21 Conley Road, Suite”Q,” on the short side of the shopping center where Mega Market is located, (573) 449-6164, or Printing Services, 882-7801, to arrange for hard-back binding services from Walz Book Bindery. Nancy’s Trade-A-Book accepts payment by check or cash only and requests that thesis/dissertations be brought to them in a box with a lid. Both locations serve as a drop-off and pick-up place for having copies of your thesis/dissertation bound by Walz Book Bindery.

For microfilming purposes, a permission letter from the original publishing source should be submitted with the original, unbound final copy of the research paper.
The public abstract should be 250 words, single-spaced and include the following information at
the top of the page, flush left. See example that follows:

Public Abstract
Marshal Edmond, ID #500001
Ph.D.
Horticulture
Creation of the Picotee Hybrid Tea Rose
Advisor: Dr. Flora Fauna

________________________
advisor’s signature

Graduation Term: Fall 2001

The content of the 250-word public abstract should be written in such a way that the average
newspaper reader can understand what is written. Explain the following:

- Justification and significance of the research problem
- Type of research done
- Results found
- Implications of the research for advancing basic academic scholarship, enhancing economic or
  technological development, developing appropriate social policy or improving the overall quality of
  life in the community, state, nation or world.

Academic Abstracts

Master’s Degree Nursing students

The short abstract is not to exceed one page in length, double-spaced. The Graduate School
needs two copies of this abstract without a page number for the purpose of microfilming. If
the student wants to use the same abstract (or a longer version) in the thesis, that is permissible. It
also is double-spaced and receives a Roman numeral page number. (Not required for master's
degree programs other than nursing.)

All Doctoral Students

The abstract is not to exceed a page and a half in length. The abstract must be double-spaced.
The Graduate School needs two copies of the abstract without a page number for the purpose
of microfilming. If the student wants to use the same abstract (or a longer version) in the disserta-
tion, that is permissible. It also is double-spaced and receives a Roman numeral page number.
Note: Samples of different fonts are used on the following pages. Your research paper should have one font style throughout.
A STUDY OF HEALTH CARE DELIVERY COSTS

A Thesis presented to the Faculty of the Graduate School
University of Missouri-Columbia

In Partial Fulfillment
of the Requirements for the Degree

(Master of Arts)
or
(Master of Science)

by
CAROLYN HEYMeyer

Dr. Larry Jalowiec, Thesis Supervisor

MAY 2001*

* In caps, type month and year of graduation, not the month/year you defended your thesis.

Sample font used: Times
FAMILY TYPE AND INCIDENCE OF CHILDHOOD DEPRESSIONS

A Dissertation presented to the Faculty of the Graduate School University of Missouri-Columbia

In Partial Fulfillment of the Requirements for the Degree

(Doctor of Philosophy) or (Doctor of Education)

by

JEFFRY LEHMKUHL

Dr. Thomas Sink, Dissertation Supervisor

MAY 2001*

* In caps, type month and year of graduation, not the month/year you defended your dissertation.
A STUDY OF HEALTH CARE DELIVERY COSTS*  
Carolyn Heymeyer  
Dr. Larry Jalowiec, Thesis Supervisor  

ABSTRACT  
The abstract is not to exceed one page in length. The abstract must be double-spaced.  
The Graduate School needs one copy of the abstract without a page number for the purpose  
of microfilming. If the student wants to use the same abstract (or a longer version) in the thesis,  
that is permissible. It also is double-spaced and is placed after the acknowledgements page. It  
receives a Roman numeral page number.  
Submit two copies of the unpaginated abstract along with the original, unbound final copy of  
the thesis to the Graduate School, 210 Jesse Hall.

* Title must be typed at least 1 inch from the top of the page.

Sample font used: Times
FAMILY TYPE AND INCIDENCE
OF CHILDHOOD DEPRESSION

Jeffrey Lehmkuhl

Dr. Thomas Sink, Dissertation Supervisor

ABSTRACT

The abstract is not to exceed a page and a half in length. The abstract must be double-spaced.

The Graduate School needs one copy of the abstract without a page number for the purpose of microfilming. If the student wants to use the same abstract (or a longer version) in the dissertation, that is permissible. It also is double-spaced and receives a Roman numeral page number.
Sample Copyright Page
(if you choose to register your copyright)

©copyright by Jeffrey Lehmkuhl 20--
All Rights Reserved
VITA*

Jeffrey Lehmkuhl was born September 11, 1958, in Jefferson, South Carolina. After attending public schools in South Carolina, he received the following degrees: B.S. in Education from Appalachian State Teachers College at Boone, North Carolina (1980); M.A. in English from the University of Kentucky at Lexington (1987); Ph.D. in English from the University of Missouri-Columbia (1993). He is married to the former Jennifer Dunlavy of Kershaw, South Carolina, and he is presently a member of the English Department at Northwest Missouri State University, Maryville, Missouri.

* This is not a “curriculum” vita. It’s purpose is to give a bit of background about the author. The Vita must be typed at least seven lines from the top of the page. Leave three lines, then start the body of the Vita, double-spaced. There is no length restriction.

Sample font used: Bookman
The undersigned, appointed by the Dean of the Graduate School, have examined the (thesis or dissertation) entitled

FAMILY TYPE AND INCIDENCE OF CHILDHOOD DEPRESSION

presented by Jeffrey Lehmkuhl

a candidate for the degree of (Doctor of Philosophy or Doctor of Education or Master of ____________ )

and hereby certify that in their opinion it is worthy of acceptance.

____________________________________

____________________________________

____________________________________

____________________________________

(5 lines for dissertation, 3 lines for thesis)

*This page does not get a page number, nor is it counted.

Sample font used: New Century Schoolbook.
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*Do not use the heading “page” above the page numbers on this page.
Sample font used: Janson
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<td>1. Claude Monet, <em>Water Lilies</em>, about 1919-1926 (St. Louis Art Museum)</td>
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Guidelines for Preparing Theses and Dissertations

Graduate School
Spring 2001