

# POLICIES

## INTRODUCTION

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# 1: MANUSCRIPT PREPARATION

## Materials and Instructions

### Font

The font size for the body of the thesis/project/dissertation must be no smaller than 12-point and should remain the same font type throughout the entire document; the font of table and figure titles, their captions and legends, and all notes should be no smaller than 8-point. Font must be legible. Select a clear, basic font (example: Arial, Times New Roman). Script fonts are not acceptable. Font must be black, except for hyperlinks.

### Margins

All pages (including the title and preliminary pages and pages containing tables or figures) must have 1-inch (2.5 cm) margins on all sides. Only page numbers may encroach on the margins.

### Justification

Text must be justified against the left margin and each paragraph should be indented. Full justification to the right is not acceptable.

Page numbers cited in the Table of Contents, List of Tables, and List of Figures must be right justified.

### Spacing

Double-space all text in the body of the thesis/project/dissertation including the Vita Auctoris. *The following exceptions*

## **Color**

Text, with the exception of web links, must be in black ink. Both black and white and color illustrations/figures are acceptable.

## **Section Breaks/Preparing One Document**

The the

name, and the initials of the religious order may follow the name and precede the abbreviations of a previous degree or degrees (e.g., Reverend Andrew Smith, O.F.M., B.A., M.Div.) The centered block that is low on the page (but above the year of degree conferral) is uniform in content except for the title of the degree

## ***Table of Contents***

The word **Table of Contents** appear at the top center of the page. In the Table of Contents single-space between chapter titles and subheadings within chapters; double-space between chapters and chapter equivalents (List of Tables, List of Figures, appendices, etc.). Second and any subsequent lines in the titles or subheadings must be aligned under the first letter of the title. The associated page numbers ar



### ***List of Abbreviations (optional)***

If numerous abbreviations and/or codes appear in the text, a List of Abbreviations may be prepared for the benefit of the reader. The order within the List should be either alphanumeric or in the order of the first appearance of the abbreviation/code within the text. The List would be formatted in the manner of the List of Tables or List of Figures, but without associated page numbers. The List of Abbreviations would immediately follow the List of Figures within the preliminary pages.

### **Body of the Thesis/Project/Dissertation**

Typically, the body is divided into chapters (sections for Ed.D. projects ONLY). Chapters always begin with a title page, a table of contents, and a list of abbreviations.

must appear at the top center of the page. The Vita Auctoris must be written in a narrative, not resume-style, format and be double-spaced. This is a personal/professional biography that may include the following events in chronolog

**YOUR THESIS/PROJECT/DISSERTATION TITLE APPEARS HERE ALL IN  
CAPITAL LETTERS, DOUBLE-SPACED, BOLD  
TYPE, EACH LINE SHORTER THAN  
THE LINE ABOVE IT**

John J. Smith, B.A., M.A.

A Thesis/Project/Dissertation Presented to the Graduate Faculty of  
Saint Louis University in Partial Fulfillment  
of the Requirements for the Degree of  
Insert Degree

Year

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## **2: TABLES AND FIGURES**

### **Referring to Tables, Figures, and Appendices in Text**

**Every** figure, table, and appendix must be referenced within the text; the reference in each instance is through the number of the table or figure or the letter of the appendix. The reference may be embedded in a sentence, be placed in parentheses at the end of a sentence, or be a separate sentence (e.g., See Figure 10. ).

### **Placement of Tables and Figures**

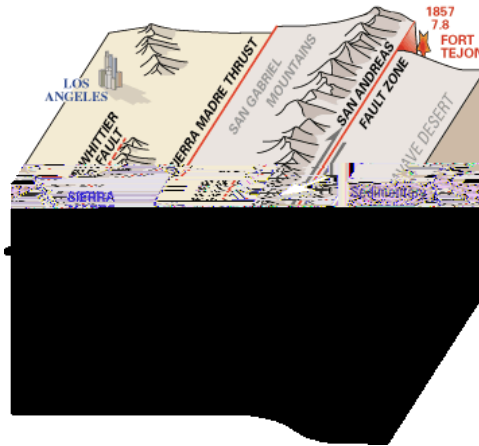


Figure 1: The San Andreas Fault and Fault Segments Comprising the Fault System  
(Author, date, pg. #)

### Tables on Multiple Pages

When a table is continued on one or more successive pages, the **Continue** followed by the table number and the word **Continue** is to appear at the top of each of those pages. The column headings are also repeated on each consecutive page of the table. Only the first page of the table is cited in the List of Tables.

Table 5. Continued

Author(s), Year/ Place	Aim	Design/ Setting	Sample size/ Gender/ % AA	Key Findings
Furman et al., 2016. Cleveland, Ohio.	1. Promote and support BF among high-risk inner-city mothers.	Quasi-experimental, pre-posttest. Urban	N=66 Male. 74% AA	Increased BF knowledge and BF perceptions, and intention to support BF post intervention.

### Scanning/Digitizing P



## **4: COPYRIGHT INFORMATION**

### **Determining if Material is Copyrighted**

The copyright symbol (©) indicates that the person or company whose name appears after the symbol copyrights the material.

Some general rules of thumb are as follows: 1) professional journals, magazines, and newspapers often hold the copyright on all articles they publish including articles with the student as the author; 2) publishing houses usually hold the copyright on all books; 3) foreign copyrights are as valid as U.S. copyrights; 4) permission is required for the use of materials from some private collections and museums without respect to copyright.

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## **Issues of Continuity and Consistency**

A published article is a complete entity unto itself as it appears in a journal, but within the three-article dissertation option it is just one part of a larger document. As a result

**5: INFORMATION FOR STUDENTS PURSUING A  
MASTER OF SCIENCE IN DENTISTRY**

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## **6: FREQUENTLY ASKED QUESTIONS**

### **Style Manuals**

**What should I do when my department /major field style manual and the Sainty  
Louis University-G**

## **How do I properly rank my headings?**

Some formatting manuals, such as that of the APA, give specific layout instructions. Others permit the author to design the ranking. Just bear in mind the following: the chapter title is of the highest rank, so it should be the flatter which means it should grab the reader's attention more than headings within the chapter. The chapter title and all equally ranked titles are centered at the top of the page. The chapter title could be all capital letters, a larger font size, bold type, etc., to make it stand out. The first heading you use for the first section of the chapter is of the next rank; thus, it needs to have one less feature than the chapter heading (i.e., perhaps it is a smaller font, or not bold type, or not all capital letters). If there are subsections beneath this heading, their headings rank lower, so the subheading has one less feature than the heading (e.g., it may be left justified rather than centered, or not bold type, not all capital letters, etc.). Remove or reduce one feature each time in proceeding to a lower rank.

### **Terminology Used with Ranking Headings**

UPPERCASE:	ALL LETTERS ARE CAPITALIZED IN THE HEADING
Title Case:	All Words except Articles and Prepositions Are Capitalized
Sentence case:	The heading looks like a sentence; only the first letter and Proper names are capitalized
lower case:	all letters in the heading are lower case

## **The Format Check**

**Why is the**



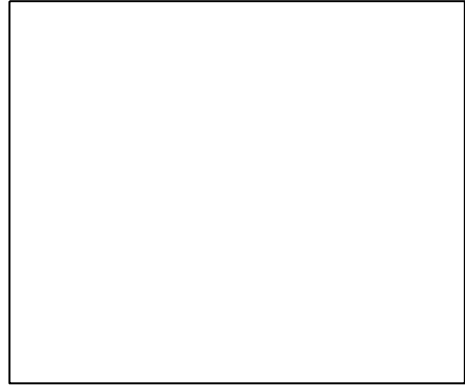
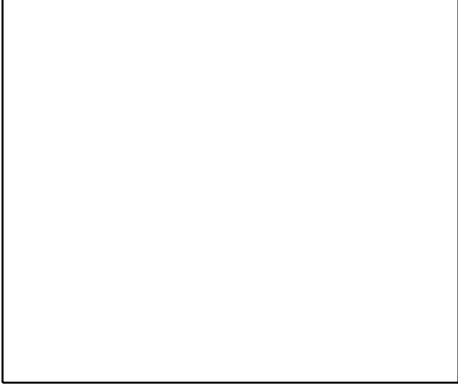
## **7: COMMON MISTAKES**

### **Pluralizing Decades or Years**

DO NOT USE an apostrophe when pl



Do not se



## 8: FORMAT CHECKLIST

**Please be sure you checked that all of the following have been done correctly before submitting your dissertation, project, or thesis to your Candidacy Specialist.**

### **General Guidelines**

- margins all around
- Text is left justified only.
- Type used is at least 12 pt. font for the body of the thesis/project/dissertation.
- Font used is a clear, simple, and basic style.
- Headings and body consistent throughout document
- Headings or subheadings for a new section may not be on the last line of a page.

### **Title Page of Thesis/Project/Dissertation**

- Follow exactly the examples of the Title Page found at the end of Section 1 of the guide

### **Preliminary Pages**

- All preliminary pages have lower-case Roman numerals centered at the top of the page





- All tables, figures, and appendices are referred to in the text in sequential order.
- Tables and figures are correctly formatted.
- Text pages must use portrait orientation. If a table or figure is shown in landscape orientation, it must stand alone with its title/caption; there must be no dissertation text on the same page.

### **Appendix/Appendices**

- If only one appendix, it is called just Appendix, not Appendix A.
- Each appendix has a name, describing the contents of the appendix.
- Follows the last chapter of your dissertation, project, or thesis and precedes the
  - Bibliography/References
- All pages are numbered
- Includes all permissions granted for use of already published work.

### **Bibliography/References/Works Cited**

- Format used follows the most current edition of the style guide of student discipline.
- Spacing of references (single- or double-spaced) is determined by the style guide of the student discipline.

### **Vita Auctoris (Required)**

- Double-spaced and with paragraph indentation
- Follows the Bibliography/References/Works Cited.
- Written in the third person
- Written in a narrative, not resume-style, format.

### **Preparing for Format Review**

- Create a separate abstract (no references).
- Prepare a Word or pdf file to send to the doctoral candidacy specialist for the format review.