

OFFICE OF GRADUATION EDUCATION

**PREPARATION GUIDE
FOR DISSERTATIONS & THESIS**

DRAFT

Rensselaer Polytechnic Institute

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1. INTRODUCTION AND PREPARATION

Every doctoral candidate must submit a doctoral dissertation and, except in the non-thesis option for the master's degree, every master's candidate must submit a thesis to the Office of Graduate Education. Master's candidates who must complete a project to meet the requirements of their degree must submit their work to their advisor; they have the additional option of submitting their completed project to OGE in accordance with the Master's candidate preparation and submission process demonstrated in this manual.

This manual is intended to provide guidelines for writing and submitting a thesis, project, or dissertation. The Office of Graduate Education (OGE), in response to changing technology, revises the manual on an as-needed basis and publishes the most currently revised document on the OGE website [1]. Product names mentioned in this manual are used for illustration purposes only and are not intended as endorsements or requisites. You can consult the Rensselaer catalog [2] and the academic calendar [3] for due dates related to thesis defense and submission. You should also review the appropriate checklist for degree completion requirements:

- [Master's Candidates](#)
- [Doctoral Candidates](#)

The subject of the dissertation or thesis is selected in consultation with the department member designated as the candidate's thesis advisor or thesis research professor.

The Office of Graduate Education approves the final dissertation or thesis and reserves the right to reject documents that vary from the guidelines in this manual or an

approved alternative guideline. Please read this manual carefully, paying close attention to the sample pages in the [Appendix](#). In addition to structural formatting, you are also responsible for assuring that your manuscript follows conventional rules of grammar, punctuation, and spelling. For entries not mentioned in this manual, you may consult a standard style guide. The Rensselaer Library maintains a file of style guides sponsored by professional societies and of instructions for authors issued by professional journals in your discipline. Please visit the Library Reference Desk for more information. We also recommend that you seek assistance from your advisor for any formatting requirements that may be unique to your discipline. We encourage you to bring your unfinished manuscript to the Office of the Graduate Education staff for formatting advice before printing your final copy and in advance of any submission deadlines.

2. THE SUBMISSION PROCESS

The Office of Graduate Education certifies deposit of the dissertation or thesis for degree eligibility.

After passing the final examination and no later than the published submission due date, you must submit **one paper copy** to the Office of Graduate Education **and one electronic copy** to Digitool (Rensselaer Research Libraries electronic submission website) [4]. OGE will review both print and electronic copies and release them to the Library.

Electronic submission does not affect your personal copyright. Rensselaer will restrict access to your dissertation in accordance with US copyright law. Only your name as author, the title, and abstract of your dissertation or thesis will be searchable and displayable via the internet beyond Rensselaer.

Electronic submission or publication of a doctoral thesis on microfilm does not affect its publication in whole or in part as a book or in a journal. You are strongly encouraged to seek conventional publication in a recognized technical or scientific journal. Consult your research professor for assistance.

Note that your department may require copies of your thesis – please be aware that their submission requirements are separate from those of Graduate Education. If you need additional copies bound for your department, you must make these arrangements individually (contact the Rensselaer Union Bookstore).

2.1 Printed Copy and Supporting Paper Work

2.1.1 Master's Thesis

Master's candidates must submit the thesis to the advisor and advisory committee for review at least two weeks before the final copy is due in the Office of Graduate Education. For due dates, check the academic calendar [3].

Bring the following items to OGE in paper form, no later than the published submission due date in the academic calendar (these items are separate from, but in addition to the electronic submission of your thesis).

1. Submit the thesis to the Office of Graduate Education, 1516 Peoples Ave., in a manila envelope with a copy of the title page taped to the front. *Do not tape the original signed title page to the envelope.*
 - Print the document single-sided, on *white acid-free bond paper with 25 percent cotton content*.
 - The final copy must have the committee's *original signatures in black ink on the title page*.
 - Do *not* have the thesis bound or hole-punched.
2. An additional abstract is required for the electronic submission only.
 - The thesis title page to go with the abstract is an extra copy of your unsigned thesis title page.
3. The [Record of Master's Thesis Presentation Form](#) signed by your advisor and committee.
4. Receipt from the Bursar's Office for the appropriate binding/processing fee.
5. The Graduate Student [Exit Survey](#), available on the OGE website [1].

Candidates in Architecture are required to deposit their original drawings or photo-reproductions with their theses. The term "photo-reproduction" excludes the blueprint process, which is not acceptable.

It is highly recommended that these items be submitted well in advance of the submission due date to allow time for corrections if necessary.

2.1.2 Master's Project

Master's candidates who will be completing a project instead of a thesis to satisfy the requirements of their degree are not required to submit their projects to the Office of Graduate Education. The project is submitted to the advisor for review and the final grade is assigned accordingly. If a Master's candidate chooses to submit a project to OGE, they must follow the same guidelines shown above in [section 2.1.1](#).

2.1.3 Doctoral Dissertation

Doctoral candidates must submit a copy of the dissertation in its final form along with a copy of the abstract to the thesis advisor at least one month before the end of the term in which it is expected that the degree will be awarded. You must furnish each doctoral committee member with an individual copy of the dissertation and the abstract at least one week before the dissertation defense. For due dates specific to your intended semester of graduation, check the academic calendar [3].

Bring the following items to the Office of Graduate Education in paper form, no later than the published submission due date (These items are separate from, but in addition to the electronic submission of your dissertation).

1. Bring one copy of the dissertation, printed single-sided on white, acid-free bond paper with 25 percent cotton content, to the Office of Graduate Education, located at 1516 People's Ave. The Title Page must have *the Doctoral Committee's original signatures, in black ink*. The dissertation should be in a manila envelope with a copy of the title paged taped to the front. *Do not tape the original title page to the envelope.*
2. An additional copy of the abstract, suitable for publication in University Microfilms' Dissertation Abstracts (information available at the ProQuest publishing website) [5].
3. The title page for the abstract (this is *identical* your unsigned dissertation title page).
4. [The Record of Dissertation Exam Form](#) signifying the doctoral committee's approval of content, format, and total dissertation credit hours, signed by the doctoral committee.

5. Receipt from the Bursar's Office for the binding/processing fee.
6. Completed [ProQuest Information and Learning agreement](#) (also known as UMI).
7. Money order for copyright fee (optional, please refer to the ProQuest Information and Learning agreement form for details).
8. Completed [Survey of Earned Doctorates](#).
9. Completed Rensselaer Graduate Student [Exit Survey](#).
10. Complete one additional survey: the [First Destination Survey](#). We have many employers who request compensation guidelines for PhD graduates, this data can help strengthen salary offers for students.
11. Reprint Permission Letters, if required.
12. Third party software licenses, if required.

Candidates in Architecture are required to deposit their original drawings or photo-reproductions with their theses. The term "photo-reproduction" excludes the blueprint process, which is not acceptable.

It is highly recommended that these items be submitted well in advance of the submission due date to allow time for corrections if necessary.

2.2 Electronic Submission via Digitool

2.2.1 How and When to Submit

You should submit the electronic version after your committee has approved your final copy and before you bring the signed copy and the other items listed in the preceding section of this manual to the Office of Graduate Education. Note that the submission software (DigiTool) currently requires either Microsoft's Internet Explorer or Mozilla Firefox.

Before actually submitting your thesis or dissertation, be sure to read the [detailed instructions](#). When you are ready to submit, go to the “Submit Your Thesis” website [4] to start the submission process. The websites of both the Office of Graduate Education and the Research Libraries also contain a link to the electronic submission page.

2.2.2 File Formats for Thesis or Dissertation and Optional Additional Files

The submitted documents must be in **PDF** (Portable Document Format). During the process you will be asked to submit two (2) PDF files:

1. A PDF file consisting of the *thesis title page* (unsigned) and the abstract. The title page and abstract should be identical to those in your complete thesis or dissertation. Please refer to the [sample pages](#).
2. A PDF file containing the complete thesis or dissertation.

Embedded files¹ may be used for illustrative purposes in the body of a thesis and may use standard proprietary viewing formats such as Apple or Windows QuickTime, Macromedia Flash, Windows Media Player, etc. Each embedded file, like other illustrative material, should be identified with a caption where it occurs in the text. The caption should identify the file format, required application, and a brief summary of content.

Supplemental files may have value independent of the text for example: a complete musical performance, a video work, or a dataset. Examples of possible file types include spreadsheets, flash and video files. If preapproved by your thesis committee, you may submit one or more supplemental files.

Supplemental files must be *listed and described in an appendix of the thesis* and identified by name, file type, size, disk number (if more than 1 disk), required application software, and any special hardware requirements.

¹ Keep in mind that embedded files may not be reliably preserved in the future, especially proprietary formats such as Apple Quick Time (.mov) and Microsoft Audio Video (.avi). To aid in future migration, embedded files essential to the text should also be submitted as supplemental files, preferably in a non-proprietary format.

Currently accepted file types are listed below. If you have a file type that is not in the list, please contact ETD Support [6].

File formats marked with an asterisk (*) are proprietary.

Table 2.1: Accepted supplemental file types for electronic submission

Images:	Audio:
GIF (.gif)	.aif* (Macintosh and Silicon Graphics)
JPEG (.jpg)	.mp3 (Thomson/Frauenhofer)
PDF (.pdf)	.snd* (Macintosh)
TIFF (.tiff .tif)	.wav* (Microsoft)
Video:	Other:
.mov* (Apple Quick Time)	.txt
.avi* (Microsoft AudioVideo Interleaved)	.csv
MPEG (.mpeg .mpg .mp2)	.xls .xlsx* (Excel)
	.swf* (Flash)
	.midi (for electronic instruments)

All supplemental files must also be submitted on optical disks (e.g. DVDs, CDs) and accompany the print version of the thesis (in addition to electronic submission). Optical Disks should be numbered "Disk 1," "Disk 2" etc. and labeled with the author's name and

date of graduation using a permanent black ink marker. (*Paper labels may not be used because adhesives and inks may affect disk preservation.*) Any film/tape formats must be converted to an accepted digital format (preferably a non-proprietary format) and submitted on optical disk.

A maximum of 22 supplemental files can be submitted electronically. If your thesis includes more, you need to advise OGE that additional files will have to be copied from an accompanying optical disk for the electronic version of your thesis to be complete.

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3. PREPARING YOUR MANUSCRIPT

This section will help you meet the formatting and appearance requirements for your thesis or dissertation. In addition to the guidelines presented in this chapter, OGE recommends *A Manual for Writers of Research Papers, Theses, and Dissertations*, by Kate L. Turabian (7th Edition) as an outstanding reference for graduate students who are preparing a dissertation or thesis for submission.

3.1 Specifications & Style

The specifications for printed and electronic manuscripts are identical. Basic requirements are as follows:

Table 3.1: Basic format specifications for a thesis or dissertation

Printing	Black ink, single sided. Pictures or figures may be printed in color.
Font Style and Size	The same font size and style must be used throughout the entire document. Font should be no smaller than 10 point. You can use a different font for titles of figures, formulae, or to meet a specific need of the thesis, (e.g.) use of italics or quotes.
Spacing	Text should be spaced no closer than four lines per inch.
Margins	1 inch margin on the top, bottom, and outside (right-hand) edges. For the inside (left-hand) margin (or, binding edge), NO LESS THAN A 1.5 INCH margin must be used.

3.2 Detailed Format Specifications

This section will present more particular formatting specifications for various aspects of thesis and dissertation preparation. It is also intended to highlight some areas of concern and items to attend to while preparing your document.

3.2.1 Graphs, Charts, and Tables

Graphs, charts, tables, diagrams, and all "non-verbals" should be prepared especially for the thesis or dissertation. Tables must be printed. Equations and labels used in charts and graphs must be printed. Handwritten items are not acceptable.

3.2.2 Uniform Resource Locators (URLs)

URLs may appear as references in the References (Bibliography). However, the body of the thesis should contain no URLs to external resources that are critical to the text because of the impermanence of such links. External resources, if important, may be documented by including a printed screen shot of the main page in an Appendix.

In the references section, web references are cited as follows:

[http://www.\(web site name\).com](http://www.(web site name).com) (Date Last Accessed, Month Day, Year)

or

[http://www.\(web site name\).com](http://www.(web site name).com) (Retrieved on Month Day, Year)

This example is cited in Chicago references style. For more examples of references and reference styles, please refer to the [sample pages](#) section of this document.

3.2.3 Pagination

This section provides guidelines for numbering pages throughout your thesis or dissertation document.

1. All pages must include a page number, except for the thesis title page.
2. Begin the numbering of the "front matter²" with small Roman numeral "i" placed at the bottom center at least 1/2" from the bottom of the page.

The title page is counted as the first page of your document (Roman numeral "i"), the actual page number will be "hidden" and must not appear on the title page. Consecutive numbering after the title page continues with Roman numerals throughout the abstract until you reach the introduction page.

² "Front matter" is a reference to the material in your thesis or dissertation that follows your title page and precedes the first page (introduction page in the first chapter) of the body of the document.

3. Starting with the body³ of the document, pages must be numbered with Arabic numerals (starting with Arabic numeral “1”) and continue consecutively throughout the entire document, including Appendices.

4. The number of each page is placed in the same position on all pages at the upper right corner in line with the right-hand margin and at least ½ inch down from the top of the paper so as to allow two trims at the bindery.

- Another acceptable method for positioning the pages numbers is placing all numbers in the bottom center with the page number at least ½ inch from the bottom of the paper (as shown throughout this document).

All pages introducing a major section or chapter of the document must have page numbers positioned at the bottom center of the page, regardless of where page numbers are located throughout the rest of the thesis or dissertation.

5. Page numbers in the upper right corner must be aligned with the right hand margin with a minimum clearance of ½ inch from the top of the page. Page numbers appearing at the bottom of the page should be centered, again with a minimum of ½ inch clearance between the number and the bottom of the page.

Pages which contain landscaped figures, tables, or images must have page numbers positioned in the same location as the rest of the document.

3.2.4 Footnotes

Cite all sources used for (or presented as) footnotes in an appropriate "References Cited" section(s)⁴ at the end of the manuscript. Apply this formatting even if you have elected to also list references at the end of each chapter.

3.2.5 Reproductions

Reproductions, typically used in figures, tables, or appendices, must be placed within the normal margins.

³ The “body” of the document refers to the section of the thesis or dissertation following the “front matter,” beginning with the introductory page to the first chapter.

⁴ a.k.a “Bibliography,” “References,” “Works Cited” section

3.2.6 Use of Copyrighted Material

When copyrighted material (beyond brief excerpts) is included in the thesis, the author should obtain written permission authorizing use of the material from the copyright holder. Ownership of the copyright can be determined by inspecting the copyright notice which by law must be on the backside of the title page of any copyrighted materials. Proper acknowledgment should be made in the thesis of any work done by others.

3.2.7 Appropriate Attribution⁵

All previously published works (or excerpts of previously published works) for which the student is the author or co-author, when included in the thesis document, must be appropriately attributed/cited **exactly** in the following manner:

1. If the entire chapter has been published previously, a footnote must be included at the bottom of the first page of the chapter which contains the pre-published material. This statement must read **exactly** as follows:

“This chapter previously appeared as: (complete publication citation as printed in the literature cited/references section)”

2. If verbatim sections of previously published material are included in the chapter, a footnote must be included at the bottom of the first page of the chapter which contains this material. This statement must read **exactly** as follows:

“Portions of this chapter previously appeared as: (complete publication citation as printed in the literature cited/references section)”.

3. If the chapter is going to be published, the footnote should read **exactly** as follows:

“To appear in: (publication citation as presented in the literature cited/references section)”

OR

“(publication citation as presented in the literature cited/references section)
(In Press)”

⁵ Please refer to the [Appendix](#) for an example of appropriate attribution

3.3 Precise Section Guidelines

3.3.1 Organization of a Thesis or Dissertation

A thesis or dissertation includes the following sections which must follow the order shown:

1. Title Page	Required
2. Copyright Notice	Required*
3. Table of Contents	Required
4. List of Tables	Required**
5. List of Figures	Required**
6. Preface, Foreword, Acknowledgments	Optional
7. Abstract	Required
8. Introduction	Required***
9. Historical Review	Required***
10. Theory	
11. Method of Procedure	
12. Materials and Apparatus	
13. Results	
14. Discussion	Required****
15. Conclusions	Required****
16. Summary	
17. Literature Cited or References	Required
18. Appendix	
19. Index	

*Required if student chooses the copyright option.

**Required if tables or figures are in the document.

*** These chapters may be combined as "Introduction and Historical Review," and may include the review of the literature and/or the current state of the art.

**** These two chapters are frequently combined and titled "Discussion and Conclusions."

Figure 3: Organization of a thesis or dissertation

Please refer to the [Appendix](#) to view examples of formatted pages as described in this section.

3.3.2 Title Page

This section provides a list of requirements for the title page of your thesis or dissertation.

- The title page must not include a page number, although it is considered page “i” of the document.
- Beginning with the Copyright page (page “ii”), use small Roman numerals for all prefatory pages.
- Original signatures, in black ink, not photocopies, are required on the master’s thesis and doctoral dissertation title page.

Signatures on the title page must be handwritten in black ink.

- Substitute "DOCTOR OF ENGINEERING" for "DOCTOR OF PHILOSOPHY" for the Doctor of Engineering degree, and “MASTER OF ENGINEERING” for “MASTER OF SCIENCE” for the Master of Engineering degree.

- If the thesis is submitted prior to the month of graduation (the only months of graduation are May, August and December), write the actual month and year of completion at the bottom of the title page (do not use the day of the month), for example:

July 2009

(For Graduation August 2009)

- On the “Major Subject” line of your title page, list only the program or discipline for which you are receiving the degree rather than the full department name: for example, “Computer and Systems Engineering” rather than “Electrical, Computer and Systems Engineering,” or “Mechanical Engineering” rather than “Mechanical, Aeronautical & Nuclear Engineering.”

Please note that you must format the title page exactly as it appears in the [sample pages](#).

3.3.3 Copyright Notice

This section provides a list of requirements for the copyright page of your thesis or dissertation (if applicable).

- Candidates who intend to file a copyright application with the U.S. Copyright Office must include a copyright notice as the second page of the thesis. A copyright notice is recommended for all dissertations and theses, even those that are not formally registered with the U.S. Copyright Office.
- The notice consists of three parts: the copyright symbol '©' and/or the word copyright, the name of the copyright owner, and the year of publication.
- The copyright notice is always page “ii” of the front matter of your thesis or dissertation.
- Doctoral students wishing to register their copyright with the U.S. Copyright Office may do so on their own, or as a part of the publishing agreement with ProQuest Information and Learning.
- Complete the optional copyright section of the ProQuest Information and Learning Agreement [7].
- Submit the copyright fee, payable to ProQuest Information and Learning (or PQIL), to the Office of Graduate Education. This fee must be paid by Money Order only.
- Master’s degree candidates desiring to register their copyright with the U.S. Copyright Office must personally file the correct papers.

3.3.4 Table of Contents

This section provides a list of requirements for the table of contents page(s) of your thesis or dissertation.

- The contents listed on the CONTENTS page must not include the title page (or table of contents page).
- The first page of CONTENTS is numbered “ii” (“iii” if a copyright notice is included in the document), centered in the bottom margin.
- All numbering and lettering of titles of sections of the document must correspond identically to their placement within the document.

3.3.5 List of Tables

This section provides a list of requirements for the list of tables page(s) of your thesis or dissertation.

- Number these page(s) consecutively in lowercase Roman numerals continuing from the last numbered page of CONTENTS.
- All numbering, lettering, and captions in the LIST OF TABLES must correspond identically to their placement within the document.

3.3.6 List of Figures

This section provides a list of requirements for the list of figures page(s) of your thesis or dissertation.

- Number these page(s) in lowercase Roman numerals consecutively from the page preceding it.
- The term “figure” refers to any graphs, photographs, templates, and all other types of illustrations.
- All numbering, lettering, and captions in the LIST OF FIGURES must correspond identically to their placement within the document.

3.3.7 Foreword, Preface, and Acknowledgments

The forward, preface, and acknowledgements pages are an optional addition to your manuscript which may describe how your study started and evolved, how the material has

been organized and presented, or who assisted you throughout your studies. As part of the front matter, these pages will continue to include lowercase Roman numerals consecutively from the preceding page.

3.3.8 Abstract

An abstract contains a statement of the problem to be discussed in the thesis or dissertation, describes procedures or methods used, and briefly reviews results and conclusions. Continue to number these pages consecutively from the preceding page using lowercase Roman numerals. There is no limit to the length of the abstract.

A separate copy of the abstract title page and abstract is used for publication in ProQuest/UMI Dissertations Abstracts International should be consecutively numbered in Arabic numbers. The abstract title page (unsigned) counting as page one (unnumbered).

The Abstract Title Page and Abstract must be printed on acid-free bond paper with a cotton content of at least 25%.

ProQuest Information and Learning (PQIL) [7] will enter these additional abstracts into a database. They do not accept figures or diagrams that include graphics in this copy. For example, a chemical formula may be used, but a diagram depicting chemical bonding is not acceptable. PQIL will not publish abstracts that do not conform to these rules and will return them to their authors.

3.3.9 Introduction

The introduction section is the beginning of the main body of the thesis or dissertation and introduces the first chapter of the manuscript.

Note that, beginning with the Introduction, pages are numbered with Arabic numerals through the remaining pages of the thesis or dissertation, including the separate tables and figures inserted at the appropriate points in the text and any appendices at the end.

3.4 Software Recommendations

We suggest that you produce your thesis or dissertation using Microsoft Word or LaTeX, since they are used most commonly, and support is more widely available. LaTeX is particularly well-suited to formatting a long and complex document with tables of contents, cross-references, tables, and figures. It also produces very high-quality mathematical expressions. Academic and Research Computing (ARC) in the Voorhees Computing Center provides templates for both LaTeX and Word that satisfy the Office of Graduate Education's requirements. The instructions for using these templates [8] contain detailed information on preparing your thesis. As an alternative to LaTeX or Microsoft Word, Open Office is available at the Open Office website [9]. If you choose Open Office to produce your thesis or dissertation, you will need to create your own template using the specifications listed and the sample pages shown in this manual.

3.4.1 Notes on Electronic Submission

The PDF files you submit to Digitool must have all fonts embedded and must be text searchable.

If you prepare your thesis in LaTeX, there are straightforward (and free) methods of conversion to PDF. See [Creating a PDF File from a LaTeX Thesis \[10\]](#) for detailed instructions.

If you use Word, a current version of the Adobe Acrobat program (e.g. *for 2011-12 versions 9 and 10 are current*) is the recommended method for conversion. For detailed instructions, see [Creating a PDF File from a Microsoft Word Thesis \[11\]](#). You can obtain Acrobat Pro from the Campus Computer Store at a very favorable student price. Or you can use Acrobat Pro in the Sage 4510 PC Lab and on the machines in the VCC north lobby with

the Sage 4510 image. Both the Folsom and Architecture Libraries have several machines (the ones connected to scanners) with Acrobat Standard. Adobe provides free conversion [12], but this may not be practical for large manuscripts.

3.5 Preparing & Managing Your References

References to relevant literature should follow the commonly accepted practice in the candidate's field. Your advisor will assist you with the proper form of citation.

- Font style and size must be the same as used throughout the main body of the document.
- Where the use of footnotes is an accepted practice, these may appear at the bottom of a page, at the end of the thesis, or at the end of long chapters. If footnotes appear at the bottom of a page, the reference(s) cited must also appear in the Literature Cited section of the thesis.
- Footnotes are indicated by superscript numbers inserted in the text at the appropriate point.
- Footnotes may include references to pertinent literature, or may simply consist of parenthetical elaboration.
- In any case, a section containing a list of all cited material and all references consulted but not cited must be included.
- If references are not cited by number, this list must be alphabetical by the first author's last name.
- If footnotes are not used, citations in the body of the text may be identified by a number corresponding to the number of the cited source in this list.
- Journal names may be abbreviated when this is common practice in a particular field.
- Check the library for examples of scholarly publications in your field.
- When citing URLs, you must include the "Date Last Accessed mm/dd/yyyy" in the citation.

A few of the popular reference management tools used for scholarly work includes:

1. Microsoft Word 2007 provides built-in reference tools which help to facilitate the creation and maintenance of your bibliography section. For a tutorial and more detailed information on this process, please visit the "Word 2007 Help and How-to" section of the Microsoft Office Word 2007 website [13].
2. Zotero is a popular reference management program frequently used to prepare and maintain a references section. From the Zotero website: "Zotero is a free,

easy-to-use tool to help you collect, organize, cite, and share your research sources. It lives right where you do your work- in the web browser itself." Zotero is available to download for free, at the Zotero website [14]. To use this program, you will need to have the Mozilla Firefox browser installed.

3. Mendeley is a separate standalone reference management tool used to manage references and generate a bibliography electronically. From the Mendeley website: "Mendeley is a free reference manager and academic social network that can help you organize your research, collaborate with others online, and discover the latest research." It allows the user to "automatically generate bibliographies, collaborate easily with other researchers online, easily import papers from other research software, find relevant papers based on what you're reading, access your papers from anywhere online, etc." More information about Mendeley is available at the Mendeley website [15].
4. BibTeX is a type of reference management software used for the formation and formatting of references sections. This tool is typically used in concert with the LaTeX document preparation system. BibTeX allows the user to consistently present bibliographic information separately from the style/formatting of this information. BibTeX uses a "style-independent text-based file format for lists of bibliography items." BibTeX bibliography file names usually end in ".bib." Information about BibTeX tools is available at the Open Directory Project [16].
5. EndNote is a commercial reference management software package, used to manage references when writing essays and articles. EndNote groups citations into "libraries" with corresponding data folders. There are several ways to add a reference to a library: manually, exporting, importing, and connecting from EndNote. More information about how to use and download/install EndNote is available at the EndNote website [17].

In addition to the various references preparation and management tools outlined above, your advisor and examples of other publications in your field (available at the library) may provide insight into exactly which reference management tool may be most suitable for you.

3.6 Other Campus Resources Available

3.6.1 Thesis Binding

The binding fee paid to the Bursar's Office covers the processing cost of having your thesis bound for permanent archiving at the Folsom Library. The Office of Graduate Education arranges to have your thesis bound; do not submit a bound copy to us. These

copies are not returned to you. However, as a courtesy to the Rensselaer community, the Rensselaer Union Bookstore will arrange to bind personal copies of your thesis at contracted rates. If you are interested, please contact the Bookstore directly.

Do NOT submit a bound copy of your thesis or dissertation to OGE!

3.6.2 Center for Communication Practices (CCP)

The Center for Communication Practices, located on the lower level of Folsom Library, offers all Rensselaer students assistance with any type of writing and with oral presentations. Students are encouraged to come with an early draft of their writing or presentation. The Center provides an instructional, not an editorial, service. That is, the staff responds to writers' work, helping them become more aware of the strengths of their texts and teaching them how to edit their own work. If a student needs extra help with written English, they should bring small sections of early drafts; the staff will do their best to help them learn to recognize and correct errors. Students may also bring later drafts to consult with Center staff about clarity and style. The staff can also advise students about courses in writing offered at Rensselaer.

The Center for Communication Practices is open five days a week during the Fall and Spring semesters. The hours are Monday-Thursday, 10:00 a.m. to 5:00 p.m. and Friday, 10:00 a.m. to 1:00 p.m. The Center is not open during school holidays; limited assistance may be available over the summer. For more information, students can visit their website [\[18\]](#).

4. REFERENCES

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- [16] *Open Directory Project: BibTeX*. (n.d.). Retrieved July 5, 2011, from

<http://www.dmoz.org/Computers/Software/Typesetting/TeX/BibTeX/>

[17] *EndNote Home Page*. (n.d.). Retrieved July 5, 2011, from <http://www.endnote.com/>

[18] *Center for Communication Practices*. (n.d.). Retrieved July 5, 2011, from <http://www.ccp.rpi.edu/>

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5. APPENDIX

This section includes sample pages of a thesis or dissertation to illustrate the exact formatting requirements and specific guidelines expected for the various components of your manuscript.

The following sample pages or sections are presented in these appendices⁶:

[Appendix 1 Sample of a Master's Thesis Title Page](#)

[Appendix 2 Sample of a Master's Project Title Page](#)

[Appendix 3 Sample of a Doctoral Dissertation Title Page](#)

[Appendix 4 Sample of an Abstract Title Page to go With the Separate Abstract](#)

[Appendix 5 Sample of a Copyright Page](#)

[Appendix 6 Sample of a Contents Page](#)

[Appendix 7 Sample of a List of Tables Page](#)

[Appendix 8 Sample of a List of Figures Page](#)

[Appendix 9 Sample of an Acknowledgements Page](#)

[Appendix 10 Sample of an Abstract Page](#)

[Appendix 11 Sample of an Appropriate Attribution](#)

[Appendix 12 Sample of a Figure and Proper Citation](#)

[Appendix 13 Sample References](#)

⁶ Please note that on a number of the sample pages shown in this section, two page numbers are included on the bottom center of the same page. In these cases, the page number printed “on top” is the page number which is intended to be used in the thesis or dissertation; the page number “below” represents the sequential page number within this manual.

Appendix 1 Sample of Master's Thesis Title Page⁷
DIFFERENTIAL EQUATIONS

ON TWO LINES

By

Isaac Newton

A Thesis Submitted to the Graduate
Faculty of Rensselaer Polytechnic Institute
in Partial Fulfillment of the
Requirements for the Degree of

MASTER OF SCIENCE

Major Subject: MATHEMATICS

Approved by the
Examining Committee:

Galileo
Thesis Advisor

Fig Newton, Member

Copernicus, Member

Rensselaer Polytechnic Institute
Troy, New York
January 1685
(For Graduation May 1685)

⁷ Please note that for all title pages, the page number must not be shown on the page. The page number shown here is within the context of this manual.

Appendix 2 Sample of Master's Project Title Page

DIFFERENTIAL EQUATIONS

ON TWO LINES

By

Isaac Newton

A Project Submitted to the Graduate
Faculty of Rensselaer Polytechnic Institute
in Partial Fulfillment of the
Requirements for the Degree of

MASTER OF SCIENCE

Major Subject: MATHEMATICS

Approved by the
Examining Committee:

Galileo
Thesis Advisor

Fig Newton, Member

Copernicus, Member

Rensselaer Polytechnic Institute
Troy, New York

January 1685
(For Graduation May 1685)

Appendix 3 Sample of Doctoral Dissertation Title Page

DIFFERENTIAL EQUATIONS

ON TWO LINES

By

Isaac Newton

A Thesis Submitted to the Graduate
Faculty of Rensselaer Polytechnic Institute
in Partial Fulfillment of the
Requirements for the Degree of

DOCTOR OF PHILOSOPHY

Major Subject: MATHEMATICS

Approved by the
Examining Committee:

Galileo
Thesis Advisor

Fig Newton, Member

Copernicus, Member

A. Nother Member, Member

Rensselaer Polytechnic Institute
Troy, New York

January 1685
(For Graduation May 1685)

Appendix 4 Sample of an Abstract Title Page to Go With the Separate Abstract⁸

DIFFERENTIAL EQUATIONS

ON TWO LINES

By

Isaac Newton

A Thesis Submitted to the Graduate
Faculty of Rensselaer Polytechnic Institute
in Partial Fulfillment of the
Requirements for the Degree of

DOCTOR OF PHILOSOPHY

Major Subject: MATHEMATICS

Approved by the
Examining Committee:

Galileo
Thesis Advisor

Fig Newton, Member

Copernicus, Member

A. Nother Member, Member

Rensselaer Polytechnic Institute
Troy, New York
January 1685
(For Graduation May 1685)

⁸ Please note that this Abstract Title Page is **identical** to the title page of your thesis or dissertation.

Appendix 5 Sample of a Copyright Page

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Copyright 1685

By

Isaac Newton
All Rights Reserved

Appendix 6 Sample of a Contents Page

CONTENTS

LIST OF TABLES.....	iv
LIST OF FIGURES.....	v
ACKNOWLEDGMENT.....	x
ABSTRACT.....	xi
1. INTRODUCTION	1
1.1 This is a Section Heading	1
1.1.1 This is a Subsection Heading	1
1.1.1.1 This is a Subsubsection Heading.....	1
1.1.2 This is a Subsection Heading.....	2
1.1.3 This is a Subsection Heading	2
LITERATURE CITED	6
APPENDICES	7
A. THIS IS AN APPENDIX.....	7
A.1 A Section Heading Inside an Appendix.....	7
B. THIS IS ANOTHER APPENDIX	8

Appendix 7 Sample of a List of Tables Page

LIST OF TABLES

Table 1.1 This is the Caption for Table.....1

Table 1.2 This is the Caption for Table 22

Table 1.3 This is the Caption for Another Table.....3

Table 1.4 This is the Caption for Yet Another Table.....4

Table 1.5 This is a Table Which Has a Very Long Caption. It Will Wrap Around to a Second
Line5

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Appendix 8 Sample of a List of Figures Page

LIST OF FIGURES

Figure 1.1 This is the First Figure1

Figure 1.2 Another Figure.....2

Figure 1.3 The Caption for Another Figure.....3

Figure 1.4 The Last Figure4

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Appendix 9 Sample of an Acknowledgments Page

ACKNOWLEDGMENT

This is a sentence to take up space and look like text. This is a sentence to take up space and look like text. This is a sentence to take up space and look like text.

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Appendix 10 Sample of an Abstract Page

ABSTRACT

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Appendix 11 Sample of an Appropriate Attribution

CHAPTER 1

1.1 Introduction

This is a sentence used to take up space and look like text. This is a sentence used to take up space and look like text. This is a sentence used to take up space and look like text.

This is a sentence used to take up space and look like text. This is a sentence used to take up space and look like text. This is a sentence used to take up space and look like text. This is a sentence used to take up space and look like text. This is a sentence used to take up space and look like text. This is a sentence used to take up space and look like text.

This chapter previously appeared as: Newton, Isaac 1685. Journal Article Title. *Journal Title* 136: 60-65.

OR

Portions of this chapter previously appeared as: Newton, Isaac 1685. Journal Article Title. *Journal Title* 136: 60-65.

OR

If this chapter is going to be published, the footnote should read as follows:

To appear in: Newton, Isaac 1685. Journal Article Title. *Journal Title* 136: 60-65.

OR

Newton, Isaac. Journal Article Title. *Journal Title* (In Press).

(Please note that references listed here as footnotes should also be listed in the references section).

Appendix 12 Sample of a Figure and Proper Citation

This is a sentence used to take up space and look like text. This is a sentence used to take up space and look like text. This is a sentence used to take up space and look like text.

3. Find x .

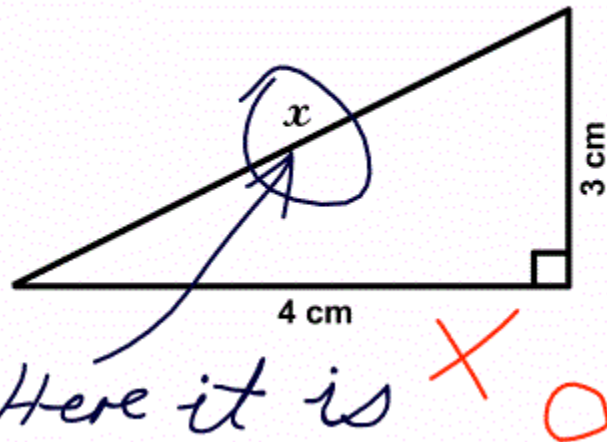


Fig. 1. Math Exam [1]

The example above is cited in IEEE reference style. Appendix 13, will show how the cited reference in the figure above can be written in different standard reference styles.

Appendix 13 Sample References

REFERENCES

Modern Language Association (MLA) Style:

Author First Name Last Name. *Book Title*. 1st ed. Publisher Name, Year.

Author First Name Last Name. "Journal Title." *Publication Name*, vol. 136, Year, pp. 60-65.

"Math Exam – That was funny." *That Was Funny*. Date Last Accessed 11 Apr 2011.

OR

"Math Exam – That was funny." *That Was Funny*. Retrieved 11 Apr 2011.

American Psychological Association 6th Edition (APA) Style:

Author First Name Last Name. Year. *Book Title* (1st ed., Vols. 1-1, Vol. 1).
Publisher Name.

Author First Name Last Name. (Year). Journal Title. *Publication Name*, 136(1), 60-65.

Math exam – That was funny. (n.d.) *That Was Funny*. Humor,. Retrieved April 11, 2011, from <http://www.thatwasfunny.com/math-exam/411>

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Chicago Manual of Style (Author-Date Format):

Author First Name Last Name. Year. *Book Title*. 1st ed. Vol. 1. 1 vols.

Publisher Name.

Author First Name Last Name. Year. Journal Title. *Publication Name* 136, no. 1:
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2011).

OR

Anon. Math exam – That was funny. Humor. *That Was Funny*.

<http://www.thatwasfunny.com/math-exam/411> (Retrieved April 11, 2011).

IEEE Style:

[1] (or 1.) Author First Name Last Name, *Book Title*, Publisher Name, Year.

[1] (or 1.) Author First Name Last Name, "Journal Title," *Publication Name*, vol.
136, Year, pp. 60-65.

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April 1, 2011).

OR

[1] (or 1.) "Math exam – That was funny," *That Was Funny* (Retrieved April 1,
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