

*Please Read, Distribute, and Post As Necessary*  
**Dissertation Procedure**  
Revised June 2009

This document addresses general thesis approval procedures, as well as the two required paper copies. Refer to "Guidelines for Submission of Electronic Theses and Dissertations (ETDs)" for guidelines on formatting and submitting your dissertation to OhioLINK and UMI.

- 1) You should follow the style manual accepted by your department. Any calls regarding style will be forwarded to your department/dissertation committee chair.
- 2) Please follow this "Dissertation Procedure" handout for the correct format of the title page, signature page, abstract, and envelopes.
- 3) The correct chronological procedure you should follow to have your dissertation approved and finalized is:
  - a) Approval of the dissertation topic by your department/dissertation committee.
  - b) Human Subjects/Animal Use and Care approvals, if necessary, must be obtained prior to initiating dissertation research and then documented in the appendix of the student's completed dissertation.
  - c) Complete "Intent to Produce a Thesis or Dissertation" form when applying for graduation. The form is available from the School of Graduate Studies and Research, Tod 359, or on the graduate school's website. If your dissertation title is subsequently changed, please notify the School of Graduate Studies and Research.
  - d) Approval of the written dissertation by your committee **following the successful defense** of your dissertation at which time the committee members must sign in original ink (not red) **all** signature page copies that will be needed for binding (e.g.: two copies for binding--two original signature pages). Xerox copies of the two original signature pages are **not** acceptable. For ETD submission, your signature page will be included **without** student and faculty signatures.

You should submit **one draft copy on regular paper, and all signature pages on acid-free 100% cotton bond paper**, of the dissertation for approval to the Dean of the School of Graduate Studies & Research by the deadline as noted in the "Dissertation Presentation" handout.
  - e) After approval of the dissertation by the Dean of the School of Graduate Studies & Research, you will be notified that approval has been granted so that you may pick up the paper signature pages, have the dissertation printed on the required cotton bond paper, and pay the binding fees.
  - f) Prior to graduation, you must turn in **no fewer than two copies** of the dissertation on the approved paper, with all signatures in ink on the signature page, contained in manila envelopes as required to the School of Graduate Studies & Research. (Acceptable paper may be obtained from the YSU Bookstore and other locations. The dissertation should be printed on acid-free, 100% cotton bond paper.) The School of Graduate Studies & Research will forward all paper copies to Maag Library for binding. Maag Library will contact you (in approximately 10-12 weeks) when you can pick up the bound dissertations.
  - g) You must also submit a receipt for the binding fee and UMI processing when you submit the paper copies described in item (f) above. The binding fee is currently \$25 per paper

copy; you must also pay a \$65 fee for submission of your dissertation to UMI. Please complete the “Fees for Thesis and Dissertation Binding” form and turn it in to the School of Graduate Studies and Research with your receipt. The form is available in the School of Graduate Studies and Research and on their website.

- h) You must also submit a CD-ROM with both MS-Word and PDF versions of the dissertation. The School of Graduate Studies and Research will apply an electronic signature to your PDF document, identifying it as having been approved. The electronically signed PDF document will be e-mailed to you. Follow the instructions in Part 3 of “YSU Guidelines for Submission of Electronic Theses and Dissertations (ETDs)” to upload your document to the OhioLINK ETD Center.
- i) **Failure to complete these processes will result in the student not graduating for said semester and will automatically defer the student to the next semester's graduation.**

**Youngstown State University  
Dissertation Presentation  
Style Manual**

Follow the style manual used by your field, as determined by your department, when writing a dissertation.

**Title, Signature, and Abstract Pages**

The title page, the signature page, optional copyright page, and the one-page abstract must conform to the attached examples. If you would like to include a personal message, you may do so on a separate page, *after* these three/four pages and *before* the body of the dissertation.

**Margins and Page Numbering**

Margins are 1" on the top, bottom, and right-hand side, and 1 1/2" on the left-hand side. The body of the dissertation begins with page number 1. Pages prior to page 1 are numbered with Roman numerals. The first page numbered is the abstract (page iii); the title and signature pages are not numbered.

**Human Subjects/Animal Subjects**

If use of human subjects was involved in your research, include documentation of approval received from the YSU Human Subjects Research Committee. Use of animal subjects requires documentation of approval by the YSU Institutional Animal Care and Use Committee.

**Deadlines**

It is the responsibility of the student and the student's advisor and dissertation committee to make arrangements to complete the dissertation, including the defense, by the deadline. The student should seek departmental approval of the dissertation, including format, at an early date to allow ample time for revisions, if necessary.

Deadline for presenting **one copy on regular paper and all signature pages on acid-free 100% cotton bond paper** for approval to the Dean of School of Graduate Studies & Research is  
Fall and Spring semesters: The first day of final examinations  
Summer semester: The Monday of the final week of classes

The dissertation should be in final format and have been thoroughly edited before it is brought to the School of Graduate Studies & Research for the Dean's approval.

**Paper**

Dissertations must be printed on acid-free, 100% cotton bond paper (available at the YSU Bookstore and elsewhere).

**Paper Copies Required**

We require two copies, for Maag Library and your department. The student may submit additional copies if desired.

**Envelopes for Paper Copies**

Place each copy in a separate 10" x 13" manila envelope with clasp and leave unsealed. Type the following information on the front of each envelope:

Youngstown State University

School of Graduate Studies & Research

Student's Name

Home address

Title of Dissertation

Degree and Program (as shown on Title Page)

Month, Year degree is to be conferred

**FORMAT FOR DISSERTATION TITLE PAGE**

*Title page must conform exactly to the following:*

[TITLE OF DISSERTATION]

by

[Your Name]

Submitted in Partial Fulfillment of the Requirements

for the Degree of

[Title of Degree]

in the

[Name of Program]

Program

YOUNGSTOWN STATE UNIVERSITY

[Month, Year]

**FORMAT FOR SIGNATURE AND RELEASE PAGE**

[Dissertation Title]

[Author]

I hereby release this dissertation to the public. I understand that this dissertation will be made available from the OhioLINK ETD Center and the Maag Library Circulation Desk for public access. I also authorize the University or other individuals to make copies of this dissertation as needed for scholarly research.

Signature:

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*Typed Name, Student*

Date

Approvals:

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*Typed Name, Dissertation Advisor*

Date

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*Typed Name, Committee Member*

Date

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*Typed Name, Committee Member*

Date

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Peter J. Kasvinsky, Dean of School of Graduate Studies & Research

Date

**FORMAT FOR COPYRIGHT PAGE (if desired)**

*[To insert the copyright symbol: Insert—Symbol—Special Characters]*

©

First name Initial. Surname

Year

## **FORMAT FOR ABSTRACT PAGE**

### ABSTRACT

An abstract is a concise account of the thesis or dissertation and should state the problem, describe the procedure or method used, and summarize the conclusions reached. An abstract is required for all documents. Format the paragraphs with the same layout used in the document. All lines on the abstract page are double-spaced. Abstract should not exceed one double-spaced page.