

The University of Maryland Electronic Thesis and Dissertation (ETD) Style Guide

2021 Edition

Note: This guide was prepared by the Office of the Registrar in collaboration with the Graduate School and the University Libraries. Questions should be directed to registrar-graduate@umd.edu.

Contents

CHAPTER 1: INTRODUCTION	3
CHAPTER 2: BEFORE YOU PREPARE YOUR DRAFT	4
CHAPTER 3: PREPARING YOUR DRAFT	6
Submit as a PDF	6
Verify Proper Formatting	6
FRONT MATTER	9
BACK MATTER	13
CHAPTER 4: SUBMITTING YOUR DOCUMENT	14
Special Cases: Audiovisual Theses and Dissertations	16
School of Music Theses and Dissertations	16
School of Theatre, Dance, and Performance Studies Theses and Dissertations	18
Department of Art Theses and Dissertations	19
Special Cases: Theses and Dissertations with Certain Reproduced Images	22
Department of Art History and Archaeology Theses and Dissertations	22
School of Architecture, Planning, and Preservation Theses and Dissertations	23
CHAPTER 5: PUBLISHING YOUR DOCUMENT WITH PROQUEST DIGITAL DISSERTATIONS© AND DRUM, THE DIGITAL REPOSITORY AT THE UNIVERSITY OF MARYLAND	24
CHAPTER 6: SAMPLE PAGES	27

CHAPTER 1: INTRODUCTION

This Electronic Thesis and Dissertation (ETD) Style Guide assists you in the preparation of your Master's Thesis or Doctoral Dissertation, in most cases the final requirement for your degree. The Office of the Registrar on behalf of the Graduate School at the University of Maryland, College Park maintains specific requirements as to the format and appearance of its theses and dissertations; such requirements assure a standard of uniformity and aesthetic consistency commensurate with the rigorous academic principles of the University. Theses and dissertations completed in accredited Master's and Doctoral programs are published by ProQuest (<http://www.proquest.com/>) through an exclusive arrangement with the Library of Congress. These documents are also published electronically by the Digital Repository at the University of Maryland (DRUM) <https://drum.lib.umd.edu/>, a free online archive of research done by members of the University community.

This guide assists you in creating a thesis or dissertation that conforms to those standards. Under this arrangement, students submit an electronic version of their thesis or dissertation directly to ProQuest online. Officials from the University of Maryland will then review the document online and request revisions if necessary. This electronic process is the standard submission procedure for University of Maryland theses/dissertations. Complete submission procedures are located in Chapter 4 of this Guide (Submitting Your Document).

CHAPTER 2: BEFORE YOU PREPARE YOUR DRAFT

There are several steps that you need to go through before you begin formatting your thesis/dissertation.

1. **Take note of the published deadlines.** These deadlines indicate the date by which your academically complete document must be submitted to the system. An academically complete document is one to which all examining committee-ordered revisions have been made. Any formatting changes requested by the Office of the Registrar can be made after the ETD editors evaluate your submitted document.
2. **Understand the formatting requirements in this document, the University of Maryland ETD Style Guide.** Do not use a previously published University of Maryland, College Park dissertation or thesis as a model. Format requirements may have changed, and the model may not be appropriate for your discipline or needs. Please note that the formatting requirements of the Office of the Registrar supersede guidelines in any other style manual. You may wish to make use of the MS Word ETD Templates that the Office of the Registrar on behalf of the Graduate School has created. These documents are pre-formatted to the Office of the Registrar's formatting standards. A LaTeX template is also available on the Graduate School's [website](#).
3. **Choose an appropriate style manual.** The ETD Style Guide does not offer guidelines for formatting all elements of the document; it only outlines elements required by the Office of the Registrar on behalf of the Graduate School at the University of Maryland. For all other elements, please default to the standard style manual in your discipline. To determine the preferred style manual in your discipline, consult your advisor or director of graduate studies. Refer to a style manual for systems of scholarly reference, setting off direct quotations, numbering figures and tables, presentation of data, and similar features. For example, a psychologist will use the APA (American Psychological Association) manual; a student of literature, the MLA (Modern Language Association) manual.
4. **Obtain written permission (if needed) for using copyrighted material.** The U.S. Copyright Act of 1976 established the concept of "fair use" of copyright material in published work, but it does not provide absolute guidelines. Although ProQuest will publish your dissertation, ProQuest does not have the responsibility of seeking permissions for you. ProQuest uses The Chicago Manual of Style definition of "fair use." You should become familiar with the concepts outlined there. Generally, the use of a complete unit (a poem, journal article, photograph, map, letter, and so on) requires permission. It is more difficult to define at what point a lengthy excerpt exceeds fair use. Good judgment will tell you that reproducing a significant proportion of another author's work is not "fair." However, be aware that "fair use" also touches on scholarly ethics and the use to which the quotation or excerpt will be put in your work. Another author's work should not be used as a substitute for your own analysis and argument. When in doubt, seek permission; it is usually granted. For a sample letter requesting reprint permission, please see Chapter 6, Sample Letters and Pages.

5. **Obtain permission *before* conducting research involving human and animal subjects or certain hazardous materials.** Prior to undertaking research using human subjects, you will have had to seek and obtain approval from the Institutional Review Board (<http://www.umresearch.umd.edu/IRB/>). All vertebrate species research must be pre-approved by the Institutional Animal Care and Use Committee (IUACUC) of record (<https://research.umd.edu/iacuc>). If your research involves hazardous materials— biological or chemical agents or recombinant RNA/DNA— you must have approval from the appropriate university committee(s) and campus Department of Environmental Safety (<http://www.des.umd.edu>). **Be sure that approval is indicated on the Nomination of Examining Committee Form and that all relevant confirmation letters or forms are attached.**
6. **Obtain editorial, proofreading, or typing assistance.** If you hire someone to prepare your draft, you should provide them with this ETD Style Guide, and discuss special disciplinary requirements for your work. Remember to engage an individual early. You should also prepare a list of correctly spelled and hyphenated technical terms and foreign words for the typist, since standard dictionaries or computer spell-check utilities will not generally include such terms.
7. The Graduate School does not recommend particular services if you need assistance preparing your draft, but offers an English Editing Program for International Graduate Students (EEIGS) for whom English is not their first language. The EEIGS program is free and information is available at <https://gradschool.umd.edu/graduate-school-writing-center/english-editing-international-graduate-students>. ***Please remember that the ultimate responsibility for the language, style, and grammatical correctness of your thesis, including editing and proofreading, rests with you, the author.***
8. **Investigate possible patent and public disclosure issues.** A significant number of invention disclosures submitted by graduate students are related to materials contained within that student's thesis or dissertation. If your thesis or dissertation describes a new technology, any publication (digital or otherwise), presentation, or public posting—such as submission to ProQuest or DRUM, the Digital Repository at the University of Maryland — may be considered a “public disclosure” of the invention. If such public disclosure is made prior to applying for a patent, certain patent and intellectual property rights may be compromised. It is the responsibility of the author of a work submitted to the Electronic Thesis and Dissertation Program at the University of Maryland to notify the Office of Technology Commercialization of such submission if the work has been, or will be, submitted in part or in its entirety as an invention disclosure. *Note: Posting may compromise certain patent rights.* More information is available at: <https://www.umventures.org/>

CHAPTER 3: PREPARING YOUR DRAFT

This ETD Style Guide is focused on assisting your preparation of an electronic file that conforms to the standards set by the Office of the Registrar on behalf of the Graduate School. This electronic file will be submitted directly to ProQuest online and evaluated by the Office of the Registrar online.

Submit as a PDF

When submitting a page-based manuscript of your dissertation or thesis, it must be submitted to ProQuest in Adobe PDF format. When preparing your PDF, be sure to do the following:

- Embed all fonts (further information is provided below related to embedding fonts)
- Make sure there is no password protection on the PDF
- Ensure that security settings allow printing
- Format as individual, single pages

Note: As part of our normal process, ProQuest inserts an extra page in the front of every published manuscript.

The Office of the Registrar has developed a number of thesis and dissertation templates for users of Microsoft Word. These templates can serve as a guide for students creating an acceptable thesis or dissertation document and are available at our website. “Lite” or simplified versions of the templates are also available for documents with few chapters sub-sections. See <https://gradschool.umd.edu/students/academic-progress/thesis-and-dissertation-filing> for more information and to download a template for use.

Verify Proper Formatting

ProQuest makes no changes to the formatting or content of submitted manuscripts. Therefore, the burden of how the manuscript looks when it is accessed or printed is entirely the responsibility of the author. ProQuest strongly recommends that individual authors take responsibility for reformatting the document into Adobe PDF, for checking the reformatted document for accuracy, and for submitting the PDF document to the Graduate School or library for publication.

Digital Format Specifications	
File format manuscript	Adobe PDF required. NO compression; NO password protection; NO digital signature. You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.
Multimedia files and formats	Digital preservation best practices typically recommend including multimedia content as supplemental files, rather than embedding multimedia in PDFs. ProQuest will accept multimedia content of all file types. File types listed below will be migrated by ProQuest. File types other than those listed below are not guaranteed to be migrated.

Images	GIF (.gif); JPEG (.jpeg); TIFF (.tif)
Video	Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpeg)
Audio	AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)
Margins	Left: 1"; Right: 1"; Top and Bottom: 1" Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least 3/4" from edge of page.
Fonts	Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.
Line spacing	Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript; except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.
Color	Native digital manuscripts will appear in color when viewed electronically. Microfilm and print reproductions will NOT preserve color; colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is color-coded or based on color shading may not be interpretable. For best results, have color photographs reprinted in black and white by a professional lab.
Reproduction	PDF and print reproductions will include all color material. Microfilm reproductions will NOT preserve color; colors will appear in shades of gray.

Manuscript Specifications

Achieving a legible copy of acceptable quality in various formats and sizes requires a conservative approach to paper size and quality, fonts, font sizes, spacing, images and graphics. Your institution may provide you with specifications for some or all these details, in addition to specifications for required sections, organization, pagination, and others. In cases of variation, your institution's specifications supersede ours. Please adhere to either/both your institutional specifications and those that follow here to ensure the highest quality reproduction of your work.

MAKE SURE all your fonts are embedded. See the end of this guide for instructions on embedding fonts. Manuscripts without embedded fonts can cause ALL punctuation and formatting to disappear when the document is printed from the digital file and causes delays in our publishing process.

Supplementary Materials

If supplementary materials—such as audio, video, and spreadsheets—are part of your dissertation or thesis, you can submit them as supplementary files during the online submission process. Upload them as part of the submission process and provide a description of each supplementary file or files in the abstract of your graduate work.

- Do not embed media files in your PDF.
- Upload media files as supplementary files. During online submission, you will be asked to upload any supplementary files.
- Describe files in your abstract. Add a description of each supplementary file in your abstract.

Supporting Documentation for Supplementary Materials

Including supplementary materials with your submission may require additional paper documentation before we can complete the publishing process. For further information see [Sample Permission Letter for Use of Previously Copyrighted Material](#).

- Reprint Permission Letters: If you are going to include multimedia material covered under someone else's copyright—an audio or video clip, a digital photograph, etc.—you must provide us with written permission to include it.
- Third Party Software Licenses (if needed): If you are including third party software with your submission, you must provide written permission to distribute it. Note that this is different from including a file generated by a particular program. For example, including a Microsoft Excel file (.xls) does not require including the software license.

Embedding Fonts

This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, similar guidance can be found at <https://about.proquest.com/go/etdadmin-embedfonts>.

Create your manuscript using a TrueType font—NOT a scalable font. See below for a list of recommended TrueType fonts and point sizes.

- *Arial 10pt
- Century 11pt
- *Courier New 10pt
- Garamond 12pt
- *Georgia 11pt
- Lucida Bright 10pt
- Microsoft Sans Serif 10pt
- Tahoma 10pt
- *Times New Roman 12pt
- *Trebuchet MS 10pt
- *Verdana 10pt

*Web font. Designed for easy screen readability. Since many readers are likely to view and/or use your dissertation or thesis on screen, you may wish to improve the readability of your text by using one of these fonts.

Once you have chosen a True Type font you must embed it:

1. On the Tools menu, click Options, and then click the Save tab.
2. Select the Embed TrueType fonts check box.
3. Save the document.

Alternatively, if you have Adobe Acrobat Professional available to you, follow the instructions provided by the Graduate Thesis Office at Iowa State University:

1. Open your document in Microsoft Word.
2. Click on the Adobe PDF tab at top. Select "Change Conversion Settings."
3. Click on Advanced Settings.
4. Click on the Fonts folder on the left side of the new window. In the lower box on the right, delete any fonts that appear in the "Never Embed" box. Then click "OK."
5. If prompted to save these new settings, save them as "Embed all fonts."
6. Now the Change Conversion Settings window should show "embed all fonts" in the Conversion Settings drop down list and it should be selected. Click "OK" again.
7. Click on the Adobe PDF link at the top again. This time select Convert to Adobe PDF. Depending on the size of your document and the speed of your computer, this process can take 1-15 minutes.
8. After your document is converted, select the "File" tab at the top of the page. Then select "Document Properties."
9. Click on the "Fonts" tab. Carefully check all your fonts. They should all show "(Embedded Subset)" after the font name.
10. If you see "(Embedded Subset)" after all fonts, you have succeeded.

FRONT MATTER

The Formal Elements: Abstract, Title Page, Lists, Tables, and Appendices

The formal elements are described below. The Abstract, Title Page, Copyright Page, and Table of Contents must be formatted in the method described; other pages, as long as they adhere to the previously stipulated requirements (font, margins, justification, etc.) may be designed as the author deems appropriate. Below is the required order of the formal elements of the dissertation.

1. Abstract (must be first, required, non-numbered)
2. Title Page (must follow Abstract, required, non-numbered)
3. Copyright statement (highly recommended, non-numbered)
4. Preface or Foreword (if present, start at lower-case Roman numeral ii)
5. Dedication (if present, lower-case Roman)
6. Acknowledgements (if present, lower-case Roman)
7. Table of Contents (required, lower-case Roman)
8. List of Tables (if present, lower-case Roman)
9. List of Figures (if present, lower-case Roman)
10. List of Abbreviations (if present, lower-case Roman)
11. Body of Text (required, start at Arabic numeral 1)
12. Appendices (if any, Arabic)
13. Glossary (if any, Arabic)

14. References or Bibliography (usually required, Arabic)
15. Index (if any, Arabic)
16. Curriculum vitae (if included, non-numbered)

Abstracts

(Required; not numbered; double-spaced). We no longer have a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work. The abstract as you submit it will NOT be altered in your published manuscript. Please include an additional version of your abstract in English, even if the primary language of your dissertation or thesis is NOT English. For additional information regarding formatting of abstracts, please see the FAQ here: <https://about.proquest.com/go/etdadmin-missing-copypasteabs>.

Title Page

(Required; not numbered). The title page MUST include the following information:

- the full title of your thesis/dissertation in **all capital letters**,
- your name as it appears in university records,
- the year of the degree (not month or day),
- a standardized degree statement typed in inverted pyramid form (given below),
- an alphabetical list of all members of your committee, but with the Chair or Co-chairs first. If a member is of any professorial rank, use their title (e.g., "Professor," "Associate Professor," "Assistant Professor."); if not, use "Dr." or other title as appropriate.

Word your title very carefully. Electronic databases, citation indices, and bibliographies search using keywords, so choose terms carefully to reflect accurately the content of your thesis/dissertation. Be sure that the title is exactly the same on the abstract and title page. The title page must not include italics, unless foreign words or botanical terms form part of the title itself. Do not use abbreviations. Formulas, symbols, superscripts, Greek letters or chemical names must be expressed as words wherever this is possible and consistent with disciplinary standards.

See below for a standard degree statement (template and sample also available in Chapter 7.) Use the following wording, inserting the correct degree title and the year (only the year) of your graduation, and typing in inverted pyramid style:

Thesis [or Dissertation] submitted to the Faculty of the Graduate School of the
University of Maryland, College Park in partial fulfillment
of the requirements for the degree of [full degree title]
[year of graduation]

Copyright Page

(Highly suggested; not numbered). Both master's degree and doctoral candidates may register

their copyright on theses or dissertations. This can be done through the electronic submission process (via ProQuest) or through the Library of Congress. Follow the directions on the ProQuest website when you submit your document to have ProQuest register copyright on your behalf, or visit <http://www.copyright.gov> for information on registering directly with the United States Copyright Office.

Preface or Foreword/Dedication/Acknowledgements

(Optional; if used, begin numbering using lower-case Roman numeral ii). All, some, or none of these elements may be included. Many theses do not include any of these elements. Check your style manual for the preferred order in your discipline. According to The Chicago Manual of Style, a Foreword includes a statement about the work by someone other than the principal author. A Preface contains the author's own statement about a work, sometimes including acknowledgments and permissions. If all you want to do is acknowledge others' assistance and support, then label the page "Acknowledgements," not "Preface." Acknowledgements are made for special assistance or unusual permissions granted. You may wish to dedicate the work to a special mentor but avoid elaborate or fulsome language.

Table of Contents

(Required; if no optional elements precede, begin numbering with lower-case Roman numeral ii; otherwise, continue in sequence using lower-case Roman numeral). A table of contents is required in all theses. Most word processing software allows you to mark each chapter heading and subsection in the text and then generate a table of contents automatically with correct page numbers retained. You may single-space between chapter subheadings. You may choose to use or not use dot leaders. Most software-generated tables of contents would be acceptable.

Please note that the numbering of the entries in the table of contents must be consistent with any numbering system used in the text. Thus, if you number subheadings within Chapter 1 as 1.1, 1.2, and so on, this same numbering must be used in the table of contents. You need not number or label subheadings, however. In chapter 7 there is an example of the table of contents that is valid for both the thesis and dissertation.

List of Figures/List of Tables/List of Abbreviations

(Optional; number consecutively following the table of contents using lower-case Roman numerals). If you have at least one figure or one table, or more than one page of abbreviations, you must include the appropriate list. A table includes written material or data, whereas a figure refers to non-textual illustrative material. The easiest way to generate these lists is to create a secondary table of contents if your word processor permits. Unless your Style guide directs otherwise, use captions from your text to identify tables and figures in your list. Be sure all captions and numbering correspond exactly to those within the text. Check your style manual for the preferred order in your discipline. Remember to keep the required 1" left-hand margin.

Body

(Begin page numbering with Arabic numeral 1 and number all subsequent pages consecutively to the end.) The body of the thesis/dissertation should be typed continuously (except if your word processor is set to avoid “widows” and “orphans”), double-spaced, with each new chapter beginning on a fresh page. The chapter title may be typed no more than 3" from the top of the page and may be typed in a font not more than two or three points larger than the base font. However, you need not place the chapter heading lower on the page or use a larger font, if you prefer.

Illustrations and Non-Text Elements

In this guide, the term "illustration" is meant to cover all non-text elements of the thesis/dissertation, such as figures, tables, maps, plates, photographs, drawings, and so on. Each illustration must be numbered consecutively. Consult your style manual for a consistent numbering and identification system. Illustrations must be listed by category in the preliminary pages. All illustrations must conform to the minimum margin formats. If illustrations are larger, then use photographic reduction to achieve an appropriate size. However, figure captions should be consistent with the body of the thesis/dissertation text; these, like footnotes, can be 2 points smaller than the text, but no smaller than 10 point. In many cases, figures, graphs, and illustrations are landscape-oriented. Page numbering on these pages can be suppressed.

Images/Photographs

Since theses and dissertations are accepted only electronically, all images, photographs, plates, and illustrations should be included in the electronic file, via scanning or other method of reproduction. Most word processing programs (MS Word, WordPerfect) have a feature that enables you to embed objects, such as images, into the text. For information on including copyrighted images in your work (particularly for thesis / dissertations in Art History), please see the “Special Cases” sections of Chapter 5, Submitting Your Thesis or Dissertation.

Placement

Illustrations should be placed in the text as close to the first mention of the figure or table as possible--either on the same or on the following page, but not before the first reference. In some cases, tables and figures can be assembled in an Appendix.

Captions

All illustrations must be identified by captions, preferably on the same page. If a figure or table is too large or the caption too long for both to fit on the same page, the caption should appear on the preceding page. You may place several captions (clearly labeled) on one page, to be followed immediately by the several figures. If you have any questions or concerns about incorporating illustrative materials into your thesis/ dissertation, please consult with the staff of the Office of the Registrar for guidance before you begin to prepare the final manuscript.

BACK MATTER

Appendices

(Optional; pages numbered consecutively with the text). Follow the recommendations in your chosen style manual for materials appropriately presented in an Appendix rather than in the body of the text. You may have multiple appendices, which must be labeled consecutively (A, B, C, etc. or I, II, III, etc., as appropriate to your discipline). Cover pages should not be used. Be sure to include all appendices in your table of contents. An original survey instrument prepared in a typeface different from that of the thesis/dissertation is acceptable.

If used, scanned supporting materials reproduced from other sources (with permission) must meet the same requirements for margins and clarity as the rest of the dissertation. Copies from books, journals, maps, and so on must be completely clean and legible. Residual shadows from page edges, as may be created in the process of scanning, are not acceptable.

Glossary

(Optional; pages numbered consecutively with the text). Please note that the Office of the Registrar requires the glossary to be placed at the end of the document, prior to the list of scholarly references. Definitions may be single-spaced but double-space before beginning a new one.

Scholarly References

(Usually required; pages numbered consecutively with the text). Footnotes and Endnotes: Whether you choose to place footnotes for each chapter at the bottom of the page, gather notes for each chapter at the end of the chapter, gather all notes at the end of the dissertation, or use inter-textual parenthetical notes with a list of references at the end, be sure that placement and style are consistent throughout. Do not place some notes at the bottom of the page and gather others at the end of chapters. Do not use both parenthetical notes and citation footnotes (explanatory footnotes are acceptable). Prepare a sample page featuring your notes early in the typing process, to check that the font, margins and spacing conform with the formats required. Note that some word processing software will use the default initial font for footnotes, so check your document style to be sure that footnotes appear in the standard font you have chosen.

List of References: Each UMD thesis or dissertation must have a comprehensive list of references included in it, even if such references are already included in footnotes or endnotes. Your list of references or bibliography must be placed at the end of the thesis/dissertation, regardless of what your chosen style manual recommends.

Index

If your thesis/dissertation features an index, place it after the reference page. Follow the format described above for optional formal elements.

CHAPTER 4: SUBMITTING YOUR DOCUMENT

The Electronic Thesis and Dissertation (ETD) Process

The University of Maryland has entered into an agreement with ProQuest to accept theses and dissertations electronically. Following this style guide, you will be able to produce a document that is appropriate for submission to the University.

To begin the process of electronic submission of your thesis or dissertation, double check that your electronic file is in the proper format that conforms to the appearance standards set forth in this guide. **You may only begin the submission process after your defense has been completed and the report of the examining committee has been submitted to the Office of the Registrar.** You may not submit a “draft” of your thesis or dissertation to the ETD system; the document you submit must be identical to the one your committee has approved. Any thesis or dissertation submitted before the receipt of the Report of the Examining Committee will not be evaluated by the ETD editors.

When you have completed the formatting of your document and confirmed the submission of the Report of the Examining Committee, visit the ProQuest submission site at: <https://www.etsadmin.com/main/home?siteId=76> and follow the steps below:

1. Create an Account by clicking on “Sign up and get started today!” button at the bottom of the page.
2. Log in: Once you have created your account, you can log-in and begin the submission process by following the submission instructions.
3. Submit your document: Click “Submit Your Dissertation”- which will begin the submission process. You will be asked for some information on a number of subsequent pages and the submission steps.

Note the following as you begin your submission process:

Publishing Options. ProQuest gives you two types of licensing options: Traditional or Open Access. Select “Traditional Publishing” (open access is not necessary, as your document will be published in DRUM by the University, which is itself a free online archive).

Publishing Agreement. The agreement grants the University and ProQuest the non-exclusive right to archive, release, and reprint your work. This is a NON-EXCLUSIVE agreement; you retain all rights to publish and re-use your work, and can put restrictions on the release of your materials (this happens during the submission process). To continue, you must click “Accept.”

Contact Information. Enter current and future contact information in the spaces provided. It is imperative that this information be accurate, as the Office of the Registrar may need to contact you after you leave the University. When you have entered all requisite information, click “Continue.”

Dissertation/Thesis Details. Enter information regarding your thesis or dissertation; title, department, advisor, committee members, keywords, and abstract.

Supplementary Files. On this page you can attach any supplementary files (music, sound, video, computer programs, etc.) that accompany your thesis or dissertation. Images embedded into the body of your thesis or dissertation need not be attached in this way.

Copyright Application. ProQuest can register the copyright for your thesis or dissertation on your behalf. For a fee of \$75 (payable via credit card), ProQuest will file your copyright for you. You may also elect to file your own copyright with the United States Copyright Office, (<http://www.copyright.gov>) or not to register your work for copyright at all. Copyright registration is voluntary and your work is automatically protected under copyright from the moment the work is created. You will have to register your work, however, if you wish to bring a lawsuit for infringement of a U.S. work.

Order Bound Copies. On this page you can order bound copies (of varying sizes) of your thesis or dissertation, paid via credit card. Requests will be processed six to eight weeks after your document is delivered electronically to ProQuest.

Deadlines

The Graduate School maintains [deadlines for submission](#) of theses and dissertations for each academic term. Students must submit their thesis or dissertation before the stated deadline to qualify for graduation in a given semester. Those students who fail to submit before the deadline, but who submit before the first day of the subsequent academic term, will not be required to register for classes for that term to graduate.

Costs

If you choose to have your thesis or dissertation copyrighted through ProQuest, you can do this during the submission process as detailed above (at a cost of \$75). Copyright registration is voluntary and not required.

Submission Checklist

Your complete submission should include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to <https://www.etsadmin.com/main/home?siteId=76>.
- A completed **Report of the Examining Committee**. Your thesis or dissertation director will submit this report to the Office of the Registrar and the Graduate School on your behalf.
- Payment of any **optional copyright fees**. ProQuest charges \$75 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the submission process. Copyright registration is voluntary and not required.

Special Cases: Audiovisual Theses and Dissertations

A number of fields require theses and dissertations that contain audiovisual documentation of performances or works of art. The Office of the Registrar has created a series of requirements (outlined below) that detail the submission of these theses and dissertations.

Audiovisual theses and dissertations should be, when at all possible and when **copyright allows**, digitized and submitted to the Office of the Registrar via the ETD system.

File Formats for Audio files

All audio files must be submitted as 44.1K/16b WAV (.wav) files

File Formats for Video files

Acceptable video formats are Apple QuickTime (.mov), Microsoft Audio Video Interleaved (.avi), or MPEG-2 (H.262 .mpg or .mpeg)

Students should consult with technical and IT personnel in their respective colleges for assistance in creating electronic files for ETD submission. When electronic submission of the complete thesis is not possible or is subject to copyright restrictions, it should instead be submitted to the Office of the Registrar on **data CDs (MAC and PC compatible) or DVDs (ISSO 9660)**. **IN NO CASE SHOULD AUDIO CDs OR VIDEO DVDs BE SUBMITTED.**

For physical submission, the Office of the Registrar requires **one (1) complete set** of the original file for the University Libraries. The set should include a printed copy of the front matter (Abstract, Title Page, Table of Contents), along with any additional CDs/DVDs containing supplemental material (e.g. recital performances).

Audiovisual theses and dissertations are often completed by students in The School of Music, The School of Theatre, Dance, and Performance Studies, and the Department of Art. The process for submitting documents in each of these fields is outlined below.

School of Music Theses and Dissertations

It is the requirement of the Graduate School that all components of a defended thesis or dissertation be submitted to the Office of the Registrar for evaluation and final approval. It is also required that the document be submitted to the University Libraries (for inclusion in DRUM) and to ProQuest. Students must submit ALL written components of the document (such as analysis or performance notes), as well as ALL non-written components (such as music or performance recordings). Music thesis/dissertation documents are generally of three major types:

- A written work of scholarship or analysis, similar to the works of scholarship done in other disciplines,
- A performance or series of performances,
- A musical composition, either written or performed, or both.

These theses and dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the ETD system (<https://www.etsadmin.com/main/home?siteid=76>). Please contact your department or program for assistance with digitizing your recordings. PDF versions

of any and all written components of the thesis or dissertation, such as the abstract, program notes, performance commentary, and analysis, should also be submitted via the ETD system (<https://www.etsdadmin.com/main/home?siteId=76>). This submission should follow all requirements in this style guide and also include all required front matter (Abstract, Title Page, Table of Contents).

*Note: When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar on CD or DVD. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.*

Written Works of Scholarship

Theses and dissertations in the School of Music that consist of written scholarship should be submitted to the Office of the Registrar through the ETD system (<https://www.etsdadmin.com/main/home?siteId=76>). Refer to the section **Submission Checklist** above.

Audiovisual Recordings of Musical Performances or Musical Compositions

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Due to copyright restrictions, performance components of theses and dissertations may be ineligible for digital submission. These documents should be submitted to the Office of the Registrar following the guidelines for data CDs and DVDs provided under **Special Cases: Audiovisual Theses and Dissertations** above. **One (1) complete set** of CDs/DVDs must be provided to the Office of the Registrar.

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- the Table of Contents. **This document must include a list of all files in the thesis and all those contained on the CDs /DVDs**
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School of Theatre, Dance, and Performance Studies Theses and Dissertations

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*Note: When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar on CD or DVD. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.*

To submit your thesis or dissertation on CD or DVD, you must provide **one (1) copy** of the disc, in its own envelope, clearly marked with your name, degree, and year of graduation. Taping a copy of the thesis Title Page to the front of the envelope will speed processing.

Note the preferred file formats for these CDs and DVDs containing supplemental material.

File Formats for Audio files

For performances, submit the files (44.1K/16B WAV .wav) on CD-R (MAC and PC compatibility) or DVD (ISO 9660). Two complete sets of the original audio files must be submitted to the Office of the Registrar.

File Formats for Video files

Acceptable video formats are Apple QuickTime (.mov), Microsoft Audio Video Interleaved (.avi), or MPEG-2 (H.262 .mpg or .mpeg) on CD-R (MAC & PC Compatibility) or DVD (ISSO 9660). Two complete sets of the original video files must be submitted to the Office of the Registrar.

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- the Abstract Page
- the Copyright Page
- the Title Page
- any optional front matter (Dedication, Preface, etc.)
- the Table of Contents. **This document must include a list of all files in the thesis and all those contained on the CDs /DVDs**
- a copy of any written materials (performance notes, program, analysis, etc.), as required by the student's examining committee

Your complete submission should include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to <https://www.etdadmin.com/main/home?siteId=76>.
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Department of Art Theses and Dissertations

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- a copy of any written materials (performance notes, program, analysis, etc.), as required by the student's examining committee

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Department of Art History and Archaeology Theses and Dissertations

Art History and Archeology theses and dissertations that contain “fair use” or permitted images should be submitted using the traditional submission instructions (see page 14.)

If the thesis or dissertation contains images that are not publicly available and permission was unable to be obtained, students should do the following:

1. Contact the Director of Graduate Studies in Art History to discuss whether obtaining permissions for the copyrighted materials is financially or academically feasible or necessary.
2. Notify registrar-graduate@umd.edu that the dissertation or thesis will be submitted via the alternative process. The Registrar Office staff will then notify the libraries.
3. Submit a redacted (no images) version of the thesis to the University/ProQuest through the standard ETD system (<https://www.etdadmin.com/main/home?siteId=76>). This document will be for general publication on ProQuest Dissertations and Theses and DRUM. In addition to following all specified style and formatting requirements as listed in this style guide, the document:
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- It should be printed on 100% acid free paper;
- When brought/sent to the Office of the Registrar, the document must be accompanied by:
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Under U.S. patent laws, public dissemination of patentable information, such as through publication or a seminar, affects the deadline for filing for patent protection in the U.S. and may eliminate your ability to acquire foreign patent rights. As a result, if you intend to seek patent protection for material covered in your thesis or dissertation, you may wish to request a delay in publication through ProQuest and DRUM. A one-year embargo is usually sufficient for patent purposes.

The Office of Technology Commercialization (<http://otc.umd.edu>) may be able to help you with the patent process if you and the University jointly own the intellectual property rights in a patentable invention or if you as the sole owner of those rights assign them to the University. Consult the [University of Maryland Policy on Intellectual Property](#), Sections VI and VII.

Publishing

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Publisher contact information is available at AcqWeb's directory (<http://acqweb.library.vanderbilt.edu/pubr.html>). In addition, a list of publishers' copyright and self- archiving policies is maintained at the SHERPA site (<https://v2.sherpa.ac.uk/romeo/>).

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CHAPTER 6: SAMPLE PAGES

FIGURE 1: PAGE LAYOUT FOR THESES AND DISSERTATIONS

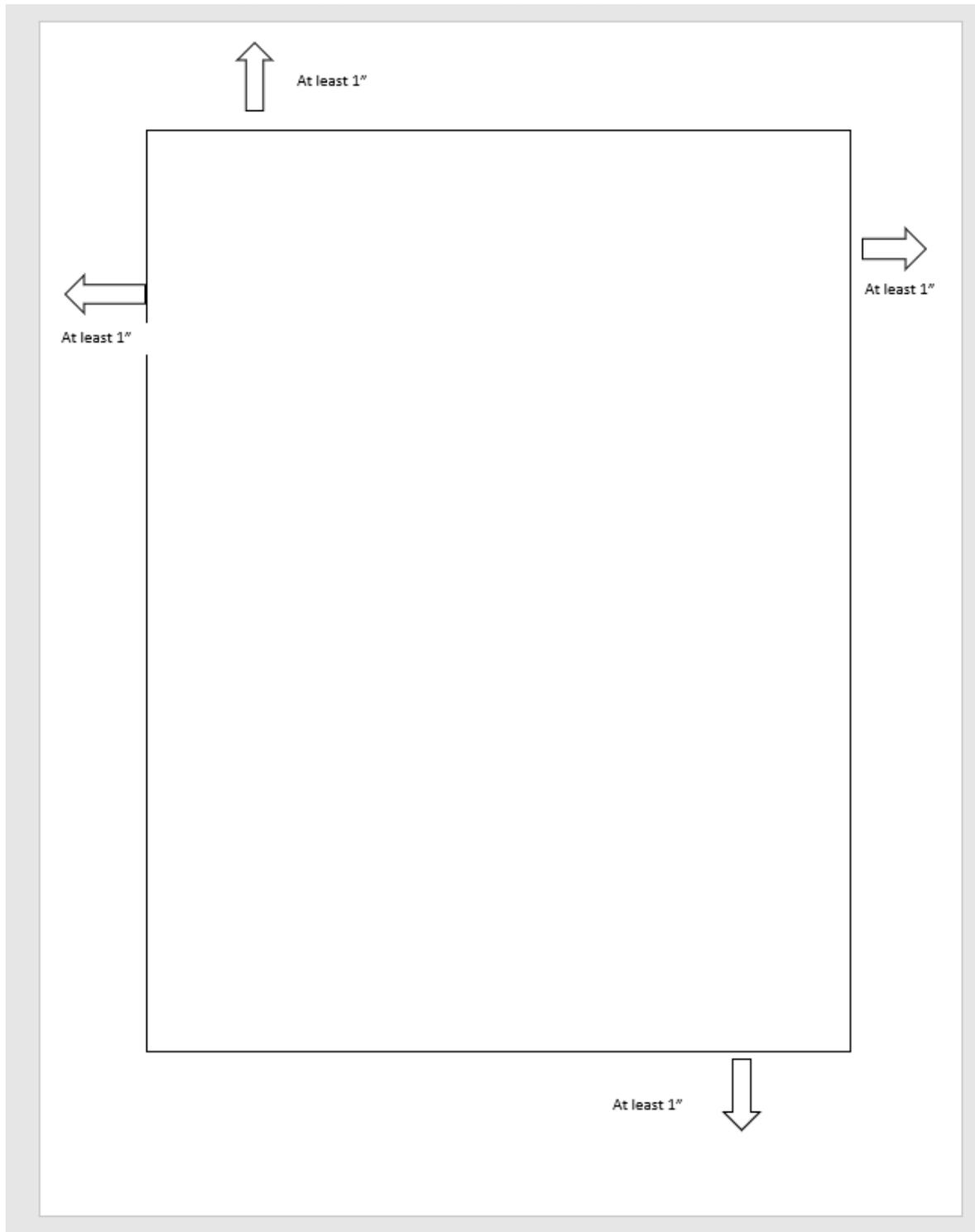


FIGURE 2: ABSTRACT PAGE FORMAT

ABSTRACT

[Begin typing centered heading less than 2" from top of page]

Title of Dissertation: TYPE YOUR TITLE HERE, ALL CAPS, [3-4 spaces]
SINGLE OR DOUBLE SPACED
[double-space]

Type Your Full Name, Degree (spell out your
degree e.g. Doctor of Philosophy), and Year
degree will be awarded here

[double-space]

Dissertation directed by: Type Your Advisor's Title, Name, and
Department

[Note: If you have two advisors, and they are co-chairs of your dissertation committee, you can include both names here]

[triple-space]

Begin typing the body of the abstract here, double-spacing throughout.

█

Format sample for thesis/dissertation abstract page [do not number this page]

FIGURE 3: SAMPLE ABSTRACT PAGE

ABSTRACT

Title of dissertation: ANALYTIC PROPERTIES AND CREMONA APPROXIMATION OF
TRANSFER MAPS FOR HAMILTONIAN SYSTEMS

Dan Tyler Abell, Doctor of Philosophy, 1995

Dissertation directed by: Professor Alex J. Dragt
Department of Physics

The motion of a dynamical system may be approximated as a sequence of discrete steps in time described by transfer maps. In the field of accelerator physics, Taylor series maps constitute a special, heavily-used class of such maps, which, despite their wide use, have poorly understood, or little appreciated, analytic properties. In Part I we show first how one may expect a (very general) transfer map to be analytic within some, perhaps quite limited, region of phase space. We then show that the underlying singularity structure of the original map--as determined by the dynamical system itself--governs the domain of convergence of a given Taylor series map. We conclude Part I by using the quartic anharmonic oscillator as an example to illustrate not only the complicated, rich, and very subtle behavior of such domains of convergence, but also the care and understanding required when drawing conclusions about the applicability of Taylor maps.

Following a Hamiltonian flow for a finite interval of time produces a symplectic map. In Part II we describe a procedure for converting a Taylor series approximation for a symplectic map into a polynomial map that is exactly symplectic--*i.e.*, a Cremona map--in such a way that the Cremona map agrees with the original Taylor map through terms of any desired order. We then introduce the concept of a sensitivity vector and show how that concept allows one to characterize optimal . . .

FIGURE 4: TITLE PAGE FORMAT

[Begin typing about 2-2.5" from the top of the paper]

TYPE THE COMPLETE TITLE OF YOUR DOCUMENT HERE, ALL CAPS

[triple-space]

by

[double-space]

Your Full Name as it appears in University Records

[leave four lines blank]

Dissertation submitted to the Faculty of the Graduate School of the
University of Maryland, College Park, in partial fulfillment
of the requirements for the degree of
[type your full degree title]
[year]

[use standardized language and
type in inverted pyramid]

Advisory Committee:
Professor [your Dissertation Director], Chair
[Committee Member 2]
[Committee Member 3]
[Committee Member 4]
[Committee Member 5]

FIGURE 5: SAMPLE TITLE PAGE

THE EFFECTS OF COGNITIVE ELABORATION, DISCREPANCY, AND DISCONFIRMATION ON
ATTITUDE CHANGE

by

Susan Elizabeth McGreevy

Thesis submitted to the Faculty of the Graduate School of the
University of Maryland, College Park in partial fulfillment
of the requirements for the degree of
Master of Arts
1992

Advisory Committee:

Professor Edward L. Fink, Chair
Professor Timothy Edgar
Professor Vicki Freimuth

FIGURE 6: SAMPLE TABLE OF CONTENTS PAGE

Table of Contents

Preface.....	ii
Foreword.....	iii
Dedication.....	iv
Acknowledgements.....	v
Table of Contents.....	vi
List of Tables.....	viii
List of Figures.....	ix
List of Illustrations.....	x
List of Abbreviations.....	xi
Chapter 1: Title of Chapter 1.....	1
Section 1.....	1
Subsection 1.....	1
Subsection 2.....	1
Subsection 3.....	1
Section 2.....	1
Subsection 1.....	1
Subsection 2.....	1
Subsection 3.....	1
Chapter 2: Title of Chapter 2.....	2
Section 1.....	2
Subsection 1.....	2
Subsection 2.....	2
Subsection 3.....	2
Section 2.....	2
Subsection 1.....	2
Subsection 2.....	2
Subsection 3.....	2
Chapter 3: Title of Chapter 3.....	3
Section 1.....	3
Subsection 1.....	3
Subsection 2.....	3
Subsection 3.....	3
Section 2.....	3
Subsection 1.....	3
Subsection 2.....	3
Subsection 3.....	3
Appendices.....	4
Glossary.....	5
Bibliography.....	6

FIGURE 7: SAMPLE COPYRIGHT PAGE

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[year of your degree]

FIGURE 8: SAMPLE FORM LETTER REQUESTING PERMISSION TO USE COPYRIGHTED MATERIALS

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Date

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