The University of Maryland
Electronic Thesis and Dissertation (ETD) Style Guide
2016 Edition

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CHAPTER 3: PREPARING YOUR DRAFT

Since the University of Maryland, College Park is now accepting theses and dissertations primarily in electronic format, this ETD Style Guide is focused on assisting your preparation of an electronic file that conforms to the standards set by th dactsTan T1 4 84 t0 Td(t)Tj0.337 0 Td(n)Tj0.522 0 Td(o)Tj0.533 0 T

- Definitions within glossaries or questions within surveys may be single-spaced, but double-spaced between entries. Scholarly references- footnotes, endnotes, bibliography or list of references- may be single-spaced, but double-spaced between entries.

Page Numbers

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 1.5" 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,tspln esrTw 0.228 0 Td(is)Tj0 y Tw 1.185 0 Td()Td( )Tj0.228 0 Td(a)Tj0.4.62

the Graduate School. Attach a copy of your Abstract page and Title page to any materials you submit. For more information, 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 never 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 Graduate School 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, II, 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 Graduate School requires the glossary to be placed at the end of 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 l

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 incrd(v)Tj0.446 0 T2.6(i)]TJ0 Tc 2.783 0 0.012 Tw [(st0 Tw 610.3(ss)]TJ0 Tc 0Td(c)Tj0.402 0 Td(o)1 -1.207 Td0.

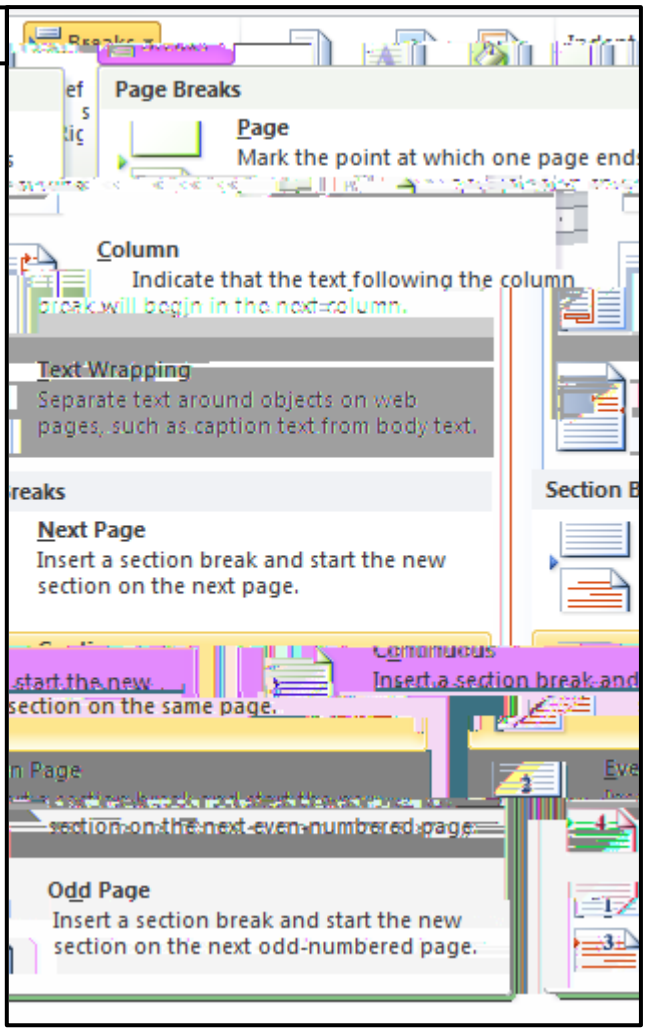
Page Numbering in MS Word

This is often the most difficult part of formatting a thesis or dissertation. The Graduate School requires three different page numbering schemes in each thesis dissertation:

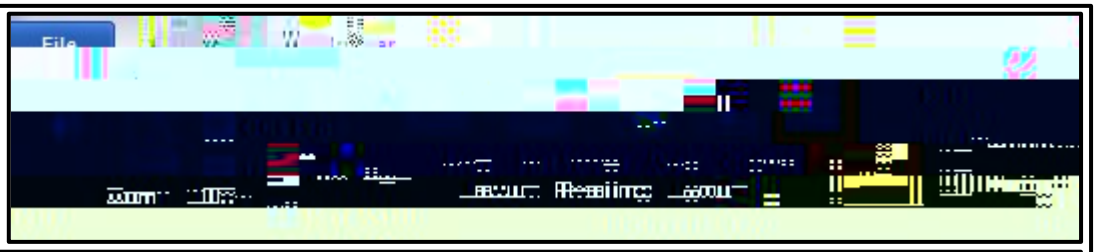
- No Page Numbers: Abstract, Title Page and Copyright Page
- Lower-Case Roman Numerals (ii, iii, iv, v, vi, viii): Front Matter (Table of Contents, List of Figures, Tables, Acknowledgements, etc.)
- Arabic Numerals (1,2,3,4): Main Body Text, Reference, Appendices

In Word, page numbers are properties of document subdivisions, called Sections. One Word file (a single document) can have an unlimited number of Sections. For a University of Maryland thesis or dissertation done in MS Word, you will

3. From this drop down menu, select Continuous (in the Section Breaks portion of the menu.)



Note: If you switch to Draft document view you can see which section breaks exist in your document:



click the View tab then Draft in Document Views section. You can also delete breaks in this view: highlight the break and press the Backspace or Delete key.

4. After inserting your first Break, your document should be divided into two Sections—one for the Abstract, Title Page, and Copyright Page, and one for the rest of the document. You should notice no formatting differences between sections at this point.

5. Repeat this process on the last page of your Front Matter (Table of Contents, List of Figures, Tables, Abbreviations, etc.) to create a break between the Front Matter and the Main Body Text of your Thesis / Dissertation.

6. You should now have 3 Sections in your document.

You are now ready to insert page numbers. This process can be a bit counter-intuitive, since we're not simply numbering everything consecutively.

1. First, go to the first page of your document (the top).

2. Click the Insert tab on the ribbon and select Page Numbers.

2

3. Choose your page number location inu at

10. Repeat this action on the first page of your Main Body Text: double click near the page number and un-select the Link to Previous button on the Header and Footer Design ribbon that appears at the top. This will disconnect the header of Section 3 from that of Section 2.

10

on
tl

12. Section 2 (Front Matter): while on the first page of Section 2, click the Insert tab on the ribbon and then click Page Numbers.

13. Select Format Page Numbers from this drop down menu. A new window will appear.

13

14. For this section, select the Roman Numerals from the drop-down “Number format” menu. Click
“Start0Tj0.62 0 Td(d)Tj0.522 0 Td(r02 Tw380.008 Tc 0.008 T2wy337 0 Td(h)Tj0.533 0 Td(e)Tj0.5 0 Td( )Tj0.2.f20fc

15. For Section 3 (Main Body Text) go to the first page of Section 3. Click the Insert ribbon. Click Page Numbers and then select Format Page Numbers in the drop down menu. In the new window that appears change the “Number format” to Arabic Numbers. Select Number 1 Td(e)Tjt-0.001 Tc 0.003 Tw

CHAPTER 5: 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: Mis on

imperative that this information be ac

- Payment of any optional copyright fees. ProQuest charges $55 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the submission pro

- A musical composition, either written or performed, or both.

These theses and dissertations should be, when

- 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
- any written materials (perform.533 0 Td(se)Tjt

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 Quick Time (.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.

NOTE Data CDs or DVDs should be submitted and not audio or video CDs or DVDs

Each set must include a printed copy of:

- 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. This is uploaded to http://dissertations.p

Department of Art Theses and Dissertations

Visual Art Theses and Dissertations

Theses and dissertations consisting of works of visual art should be digitized and submitted to the Office of the Registrar via the ETD system (http://dissertations.umi.com/umd). The system is capable of accepting digital images (either scanned images or digital photos) in JPEG or GIF format. The front matter of the document—Abstract Page, Table of Conth bt538.0522 0 Td(o Tw 1.185 Tc 0.(n)Tj0.01 Tc 0.(t)Tj0.26

The packaged envelope and Thesis and Dissertation Electronic Publication Form can be submitted to:

Office of the Registrar
1113 Mitchell Building
University of Maryland, College Park
College Park, MD 20742
registrar-graduate@umd.edu

Audiovisual Recordings of Performance Art

These theses and dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the ETD system (http://dissertations.umi.com/umd). This system is able to accept electronic video files (MPEG or AVI is preferred). Refer to the preferred formats listed under Special Cases: Audiovisual Theses and Dissertations and contact your college, department, or program for assistance with digitizing your recordings. PDF versions of any and all written components of th 0 nTJ 0 Tj -0.001 Tc 4 0

during the submission process. Copyright registration is voluntary and not required.

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College Park, MD 20742
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material removed in respect for the owner's copyright. A complete version of this document, which includes said referenced material, resides in the University of Maryland, College Park's library collection."

- Should be accompanied by the submission of all required payments and paperwork to the Office of the Registrar (1113 Mitchell Building):
  - The signed Report of the Examining Committee
  - A copy of the Thesis and Dissertation Electronic Publication Form

4. After the formatting of the online submission is approved, submit one (1) unbo

What are the benefits of having my work available through ProQuest and DRUM?

- Your research can be found, read, and used by a global audience, including scholarly colleagues and potential publishers and employers.
- Your research can be found by most popular search engines, such as Google or Yahoo, as well as through special repository search engines.
- Increased accessi ryside e

x [illegible]

Publication and Patent Issues

Patenting

Under U.S. patent laws, public dissemination of patentable information, such as through publication or a seminar, effects 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 PQIL and DRUM. A one-year embargo is usu

CHAPTER 7: SAMPLE PAG

FIGURE 2: ABSTRACT PAGE FORMAT

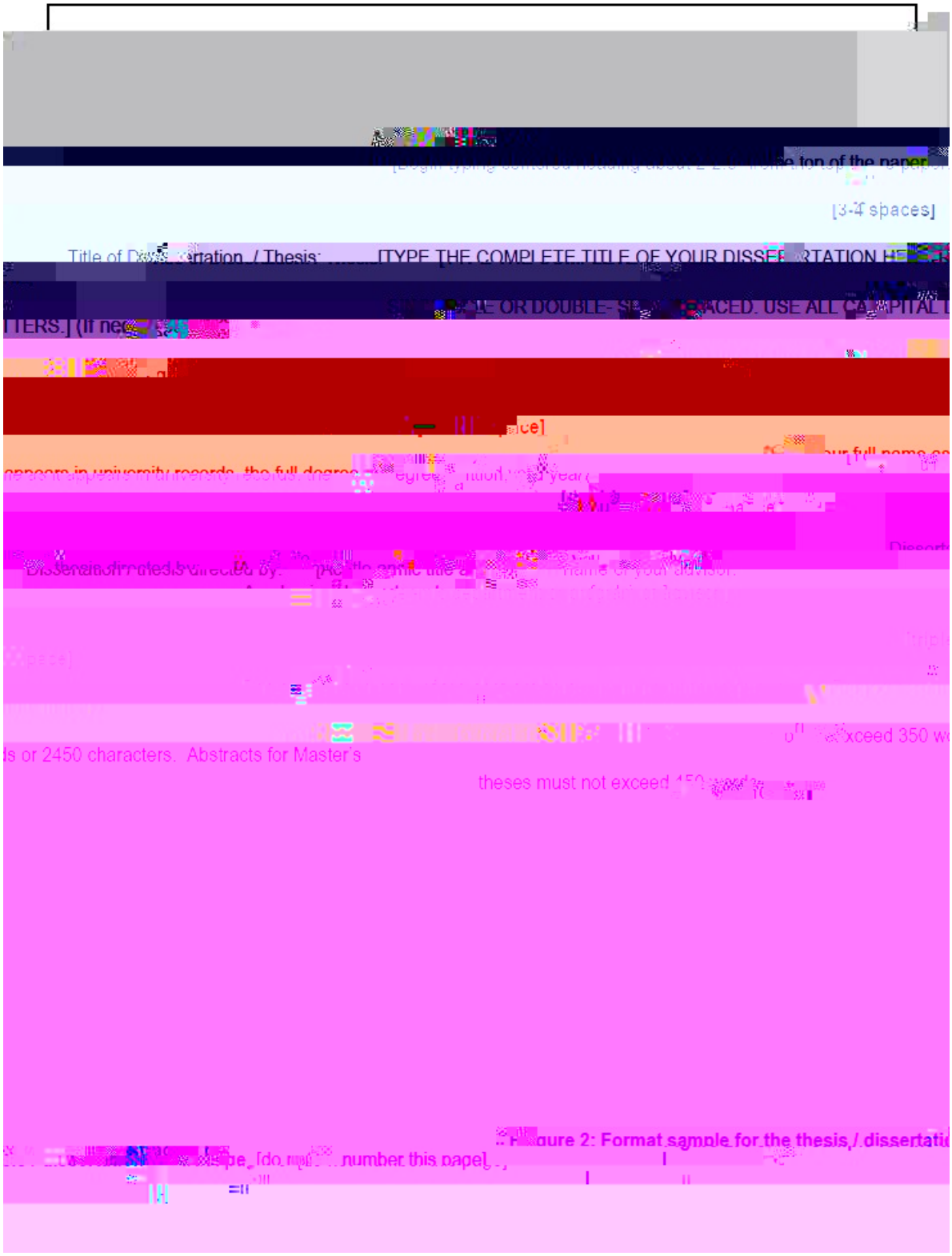

FIGURE 3: SAMPLE ABSTRACT PAGE

FIGURE 4: TITLE PAGE FORMAT

FIGURE 5: SAMPLE TITLE PAGE

FIGURE

FIGURE 7: SAMPLE TABLE OF CONTENTS
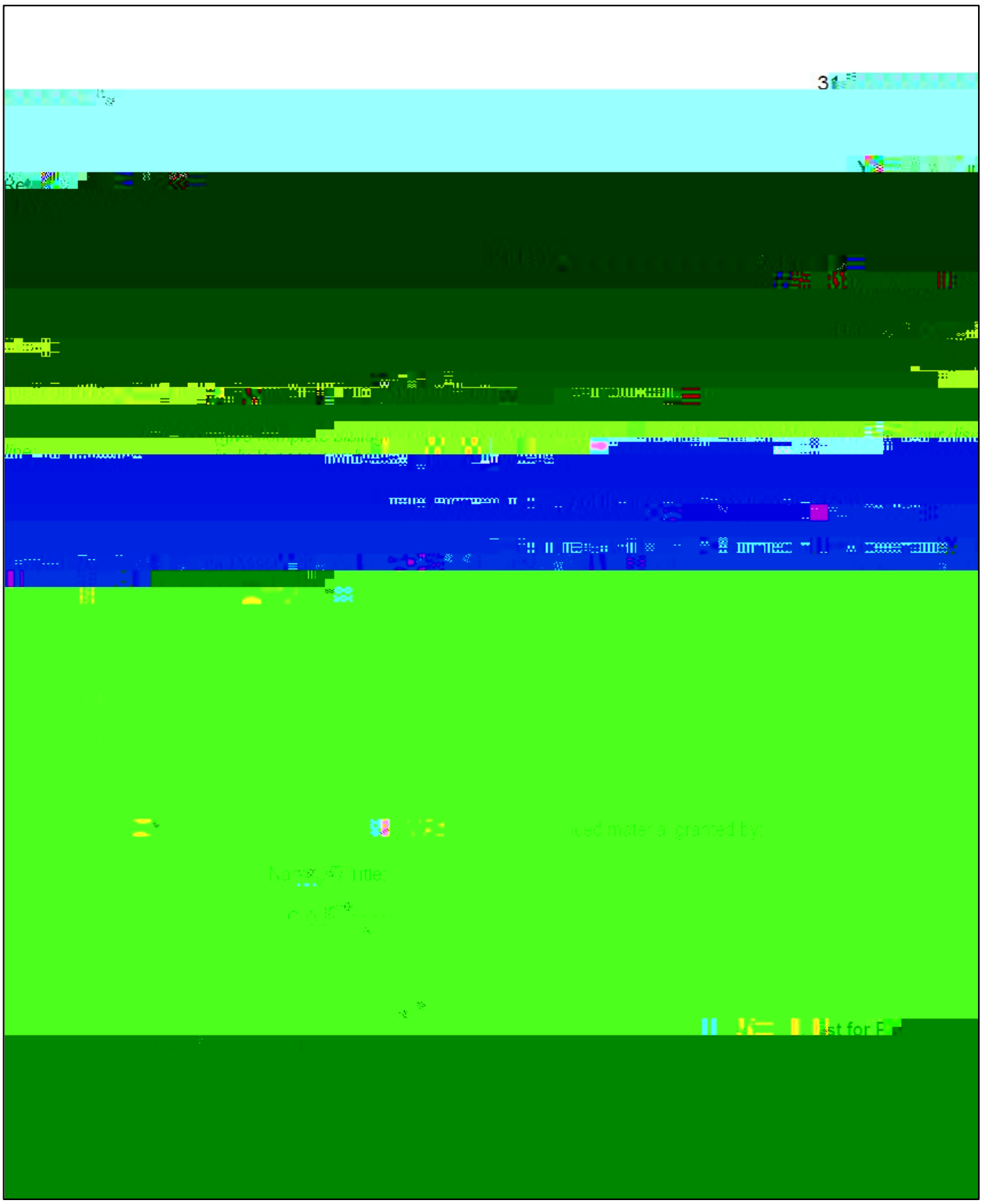
FIGURE 8: SAMPLE FORM LETTER REQUESTING PERMISSION TO USE COPYRIGHTED MATERIALS