

MANUSCRIPT REQUIREMENTS

The student has the responsibility to present to the major professor for final approval a document of professional quality and free of errors. Currently, very few students use a typist to produce the final draft of a thesis or dissertation, however if one is used, the student, not the typist, is responsible for proof reading and editing the final version of the document.

Students should be aware that the preparation of a thesis/dissertation could be an expensive undertaking. Each student should have a clear understanding in advance with any person or agency involved in the production of the final document. The Graduate School cannot act as referee in disputes between students and others in such matters.

The Graduate School does not prescribe a particular style of writing, but departments and major professors often do. If the department and advisor do not specify a particular style, the student may consult one of the following sources for guidelines:

- Council of Biology Editors Style Manual: A Guide for Authors, Editors, and Publishers in the Biological Sciences, 6th ed. rev., New York, NY, 1994.
- MLA Handbook for Writers of Research Papers, (by Joseph Gibaldi), 6th ed., New York, Modern Language Association of America, 2003.
- John B. Howell's Style Manuals of the English-Speaking World: A Guide, Phoenix, AZ, Oryx Press, 1983.
- Campbell, William G., Stephen V. Ballou and Carole Slade, Form and Style: Theses, Reports, Term Papers, 8th ed., Boston: Houghton Mifflin, 1990.
- The Chicago Manual of Style, 14th ed., rev. and expanded, Chicago: University of Chicago Press, 1993.
- Publication Manual of the American Psychological Association, 5th ed., Washington D.C, American Psychological Association, 2001.

REGARDLESS OF THE STYLE USED, THE FINAL DRAFT OF THE THESIS OR DISSERTATION MUST COMPLY WITH ALL THE REQUIREMENTS DESCRIBED IN THIS FORMATTING GUIDE.