

CLARK ATLANTA UNIVERSITY
OFFICE OF GRADUATE STUDIES

THESIS AND DISSERTATION
GUIDE

Revised November 2007

Colleagues,

As I promised during the spring (March 22, 2007), I am resending this information to the Deans of the various schools, so that we shall all be governed by the same rule.

Since 2000, I have been using *Webster's Collegiate Dictionary* for my editing "Bible" for spelling preferences and usage, particularly with words like "African American." Some reference works do not address whether it should or should not be hyphenated. The Tenth Edition of *Webster's* recommended no hyphen when African American is used as a **noun**. The hyphen was required when African-American is used as an **adjective**.

Examples:

Noun: Two African Americans appeared in that dramatic production.
I am an African American.

Adjective: Two African-American actors were in that production.
I am an African-American citizen.

The confusion arose when the Eleventh Edition of *Webster's* appeared, and it recommended the use of the hyphen both nominally and adjectivally. This is the format that we began using with the appearance of the Eleventh Edition. However, William A. Sabin's *Gregg Reference Manual (Ninth Edition)*, which treats troublesome aspects of language usage, hyphenation, etc., contains a paragraph which, I believe, will put the matter to rest for us once and for all. It is found in Part I: Grammar, Usage, and Style, Section 1101, Note g, p. 294:

g. Many ethnic references consist of two words, the second of which is American. **Do not hyphenate** terms like an African American, a German American, or a Chinese American **when they are used as nouns**, because the first element in each case modifies the second. **Hyphenate such terms, however, when they are used as adjectives:** African-American entrepreneurs, a German-American social club, Chinese-American restaurants. Also hyphenate such terms when the first element is a prefix; for example, Afro-Americans, Anglo-Americans. **(Bold type my own)**

Sincerely,

Earle D. Clowney
University Editor
VIII-17-MMVII

PREFACE

The writing of a thesis or dissertation is intended to demonstrate the student's ability to carry out independent scholarly research, to draw logical conclusions from data gathered, and to present the results in a clear, intelligible, and consistent form, in keeping with the established conventions of the scholarly community. It is the obligation of any university, as a whole, to ascertain that every thesis or dissertation which it accepts has met these standards. This is the ultimate purpose of all Clark Atlanta University regulations governing theses and dissertations.

Therefore, it is the responsibility of the individual student to meet all the requirements and NOT the responsibility of the typist, or of the professors and others who must ascertain that the standards have been met.

Deadlines for the submission of theses and dissertations serve a necessary function. Extensions of published deadlines are not automatic. Extensions will be granted only for causes which are the responsibility of the University.

The instructions and suggestions included in this *Guide* apply to all Schools and Departments of Clark Atlanta University. It is the duty of the faculty advisors and the department chair to determine that each thesis or dissertation conforms to all University standards; it is the obligation of each School's Dean to verify that these standards have been met. It is the obligation of the Office of Graduate Studies to assure that Clark Atlanta University accepts only theses and dissertations which conform to these regulations.

These instructions, however, may be supplemented by additional specifications which are officially published in the Student Handbook for individual schools and departments, or may be appended to the student's copy of this *Guide*. All such supplementary guidelines must be filed with the Dean of the appropriate School and with the Office of Graduate Studies.

In this *Guide* the word "thesis" will be used to refer to both theses and dissertations, unless otherwise specified.

TABLE OF CONTENTS

GENERAL PREPARATION FOR RECEIVING THE DEGREE	1
STANDARDS OF FORMAT STYLE	2
Paper	2
Appearance	2
Typeface	2
Margins	2
Line Spacing	3
Pagination	3
Division of Words	3
Chapter Headings	3
Figures	4
Tables	4
Footnotes	5
Bibliography	5
Documentation Format	5
PARTS OF A THESIS	6
Thesis/Dissertation Transmittal Form	6
Abstract	6
Preliminary Pages	7
Text	8
Bibliography or References	8
COMMON ERRORS CAUSING THE REJECTION OF FINAL DRAFTS	8
REQUIREMENTS FOR FILING THE FINAL DRAFT	10
Paper Quality	10
Number of Copies	10
Print	10
Documentation	10
PUBLICATIONS OF THESES OR DISSERTATIONS	11
AUTHORIZED STYLE MANUALS	12
FINAL DRAFT CHECKLIST	13
EXAMPLES.....	15

GENERAL PREPARATION FOR RECEIVING THE DEGREE

The candidate must fulfill three sets of requirements for a graduate degree:

1. Departmental requirements,
2. School requirements, and
3. University-wide requirements.

It is the responsibility of the faculty advisor and the department chair to apprise the candidate of these requirements as well as the procedure for completing a graduate degree.

Where applicable, the thesis or dissertation (with its defense) is the final requirement for the degree. Therefore, it is necessary to apply for graduation before the thesis is completed so that the University can expeditiously conduct all the verifications and preparations for graduation. Each semester's deadline for submission of the "Application for Graduation/Candidacy" is specified in the *Graduate Catalog* and in announcements from the Office of the Registrar. Normally, the deadline for submitting an application to graduate in the Spring semester occurs during the preceding Fall semester.

An Application for Graduation is effective only for the semester's graduation which it identifies. If the student does not graduate, a new form must be submitted for the subsequent semester in which the student expects to graduate. Some departments and schools also have a separate process for "admission to candidacy." Students should ensure that department and school candidacy requirements are met prior to the submission of an Application for Graduation. Regulations and deadlines are published in the relevant program's handbook for graduate students.

There are also deadlines for the final submission of the thesis to the Office of the School Dean and to the Office of Graduate Studies. These deadlines are also published in the *Graduate Catalog*. Before the thesis can be submitted to the Office of Graduate Studies, it must be approved by the Dean of the School in which the student is registered. No later than fourteen (14) days before the University-wide deadline, the thesis must be submitted to the Office of the Dean of the School. **Both deadlines are firm deadlines.**

After either of these deadlines, errors discovered by the Dean of the School or the Office of Graduate Studies will prevent graduation during that semester. Students are urged to submit their theses to the School Dean's Office as early as possible. **A thesis can be submitted to the School Dean only when the student's thesis committee and the Department Chair officially verify that all regulations and requirements have been satisfied, and that the thesis itself is completely satisfactory.** Students must allow adequate time for these reviews and the corrections which they may require.

STANDARDS OF FORMAT & STYLE

Paper

Prior to final submission approval, standard copy paper may be used. However, the two copies submitted to the Office of Graduate Studies, upon final approval of the document, must be on 20-pound, 100% cotton bond paper. This is not special or unusual paper; it is available at campus bookstores, office supply stores, and may be ordered over the Internet. Heavier weight paper and lower cotton content papers are not acceptable.

Appearance

The thesis must be typed or machine-printed, neat in appearance, and without error. Strikeovers, handwritten corrections, or interlineations are not accepted, nor are corrections made using fluid, tape, or erasers. The thesis can only be printed on one side of the page.

Typeface

Fonts vary in size depending on the software used. The thesis must be typed in *Times New Roman* 12-point font. Only non-italic fonts may be used for the core of the manuscript text. Type size may be smaller for footnotes, captions, and for information in figures and tables. Print outside of the basic text (e.g., footnotes and content notes) should be typed in *Times New Roman* 10-point font. Italics may be used for headings, foreign words, book titles, or occasional emphasis. The use of underlining and bold face in the text, headings, and titles is dictated by governing style manuals. Signatures on the transmittal page should be typed on the line that precedes the signature line.

Margins

Copy machines and printers may shift text on a page. Therefore, the following are minimum margins.

Left: 1.5 inches (this margin is wide for binding requirements)
Right: 1 inch
Top and Header: 1 inch measured from top of page to top of page number
Bottom and Footer: 1 inch measured from bottom of page to bottom of page number

Note: Some preliminary pages and the first page of each chapter must have a top margin of two inches, which should be measured from the top of page to the top of words.

Line Spacing

The text of the thesis must be double-spaced throughout. Lengthy quotations (a prose quotation of two or more sentences which runs to five or more typewritten lines) must be in block form, single-spaced, indented five spaces from the margin on both sides, and not enclosed in quotation marks (see style manual for specific details). Paragraph indentation in block quotations is ten spaces from the left margin of the thesis text. Care must also be taken to observe all rules for marking omissions in the quotation, including omission of the beginning of the first sentence of a new paragraph in the quoted source. Refer to governing style manual for guidelines regarding the spacing of footnotes, bibliographic entries, long quoted passages, figure and table captions, and items in lists and tables.

Pagination

Preliminary pages must be numbered using lower-case Roman numerals centered one inch from the bottom of the page. The title page is counted, but not numbered. Immediately after the title page come the copyright page, the “STATEMENT OF UNDERSTANDING,” and the “NOTICE TO BORROWERS.” These pages are neither counted nor numbered. The next page is numbered “ii.” (In most cases, the ACKNOWLEDGEMENTS page is the first numbered preliminary page). The remaining preliminary pages follow **in consecutive order**. “In consecutive order” means that no new chapter or section can repeat the numbering of an earlier chapter. All pages of the body of the thesis (including illustrations, charts, tables, appendices, bibliographies, etc.) are numbered in consecutive order using Arabic numerals.

The first page of each chapter must have the page number located at the bottom center (page numbers must observe the 1-inch bottom margin). Page numbers thereafter must be placed in the top, right-hand corner (page numbers must observe 1-inch top and right margins).

The Abstract, if longer than one page, is numbered using Arabic numbers (1, 2) one and two at the bottom center of the page. Additional specifications may be found in the manual adopted by the student’s school or department.

Division of Words

The right-hand margin need not be justified. Words must not be divided in a way which leaves one letter of the word on either line or the past tense ed of a verb at the end of the first line. (Please note that all of Turabian’s other caveats concerning word division must also be observed.)

Chapter Headings

Each chapter must have a heading and a title. Both should be in all capital letters, centered, and in observance of the 2-inch top margin. Chapter headings can use either Arabic numerals or Roman numerals, depending on the dictate of the governing style manual. If a preference is not indicated in the style manual, use Arabic numerals to

indicate the chapter number in the TABLE OF CONTENTS and in the text. Chapter headings refer to the chapter number (i.e., CHAPTER 1, CHAPTER I). Chapter titles refer to brief descriptive titles that have been assigned to each chapter to indicate content (i.e., INTRODUCTION, METHODOLOGY, LITERATURE REVIEW).

Figures

Charts, graphs, photographs, diagrams, etc., are called figures and should be numbered consecutively using Arabic numerals. The “LIST OF FIGURES” will be an item in the “TABLE OF CONTENTS.”

The figure caption is placed two lines below the figure. Refer to your governing style manual to determine whether or not the figure caption should be flush with the left margin or centered. The caption must be typed, and must include the identifying figure number, the figure title clarifying any label abbreviations used on photographs or diagrams, and the magnification, if any. The style described above may be followed for typing the figure caption, except that “Figure” may be abbreviated as “Fig.”

Any chart, graph, structure, etc., should follow the paragraph in which it is first mentioned. If it is too long to fit within the required margins, or if it is one or more pages in length, it should be placed on the page immediately following its first mention and continued on the succeeding page(s) as necessary.

Tables

Tables should be numbered consecutively in Arabic numerals, given titles (which must be typed), and listed with page numbers in a “LIST OF TABLES.” The “LIST OF TABLES” will be an item in the “TABLE OF CONTENTS.”

In the text, the number and title of the table are centered above the table. The title should describe in a clear, concise manner the nature of the data presented in the table. Superscripts, asterisks, etc., may be used to designate explanatory notes. These notes should be beneath the table.

Each table directly pertinent to the presentation should be included as an integral part of the thesis and must appear on a page where it is first mentioned in the text, or, if it is too long to fit in the appropriate position on that page, **it must immediately follow the page on which it is first mentioned.** Tables one page or less in length should never be divided. Tables must not exceed the usual margins of the page in the thesis. Wide tables (broadsides) may be oriented in “landscape” position with the heading on the left-hand margin, i.e., at the binding. This margin must remain 1.5 inches wide. Occasionally, it may be necessary to paste together separate pages for wide tables. If so, only white linen tape or binding material should be used. These tables must appear within the required margins of one page. Excessively long tables may be continued from page to page; an example of the heading for the continuation would be: “Table 30 (Continued).”

Footnotes

Unless guidelines of the school or department specify that footnotes must be placed at the bottom of the page within the margins specified above, footnotes may be placed there or collected at the end of each chapter as endnotes. In either case, they are numbered consecutively beginning afresh with each chapter.

Bibliography

The bibliography should maintain the same margins as that of the beginning of chapter headings, and be titled as BIBLIOGRAPHY, or as certain departments specify, REFERENCES. In the table of contents, the bibliography or reference page is not to be listed as an individual chapter. In some cases, a single alphabetical list will suffice, but there is important scholarly advantage in arranging the bibliography in classifications which will be authorized by the student's Thesis Committee. The BIBLIOGRAPHY or REFERENCES should be listed alphabetically by the last names of the authors. The authors' names should be written exactly as they appear in the publication.

The Bibliography or References is always the last section of the thesis. Appendices should come before the bibliography. The last page of the Bibliography or References should be the last page of the thesis.

Documentation Format

At Clark Atlanta University, each discipline registers its standard reference for all decisions of format, other than the specifications included in this Clark Atlanta University *Guide*, with the School Dean and the Office of Graduate Studies. Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations* [Chicago: University of Chicago] is the applicable guide for all issues not addressed in this CAU *Guide* or in the departments' designated manual.

An alternative standard may be chosen by the department or program and authorized by the School Dean, provided all the following conditions are met:

1. Any requirements of this Clark Atlanta University *Guide* will be followed when there is a discrepancy between the discipline's designated standard format and this CAU *Guide*.
2. The alternative standard is as complete as Turabian's *Manual* in addressing the documentary phenomena which arise in the discipline for which it is being authorized.
3. The School Dean has submitted to the Office of Graduate Studies:
 - a. a letter authorizing the alternative documentation format for the specified Department(s) and

- b. an official copy of the alternative guidelines. (A list of currently authorized style manuals is given on page 9 of this document.)

PARTS OF THE THESIS

The document submitted to School Deans includes several items which must be placed in the order specified here.

1. Thesis/Dissertation Transmittal Form
2. Abstract
3. Thesis, consisting of preliminary pages, text, and a bibliography or reference list

Thesis/Dissertation Transmittal Form

The transmittal form must be properly signed by all appropriate persons. Spell out all department and school names, in their entirety. The title of the thesis should exactly match the title provided on the ABSTRACT and the Title Page. Only degrees that precede or follow names should be abbreviated. On each transmittal form, signatures must be original and placed adjacent to typed name. Photocopies will not be accepted.

Abstract

The ABSTRACT should be one page or less in length and contain no more than 350 words. It should present clearly and concisely the main objectives of the study, the results, and their significance. References are generally not included in the abstract. If references must appear, they must be self-contained (completely cited) within the abstract. The abstract is independent of the thesis itself and should not be listed in the TABLE OF CONTENTS.

Student and advisor name should appear on the ABSTRACT exact as they do on the transmittal form. Only list degrees that have been conferred upon the student, not degrees that are in progress. Do not place a comma between the month and year when providing thesis date. Two lines should separate the thesis title from the line containing the advisor's name, and two lines should separate the line containing the thesis date from the body of the abstract.

Each page of the abstract has a top margin of one inch. If there are two pages, each is numbered in the center at the bottom margin, using Arabic numbers and comply with margin requirements..

Preliminary Pages

The preliminary pages must be ordered as follows:

1. **Title Page.** See the example for the exact content and format required. Titles that are more than one line should be presented as an inverted pyramid. The top margin of this page is two inches. This page is not numbered, although it is page “i.” The date listed at the bottom should be the month and year that the degree will be conferred, not the date the thesis was completed. The student name provided should appear exactly as it does on the transmittal form and the ABSTRACT. The information on this page should be in all capital letters.
2. **Copyright Page.** See the example for format. The text appears immediately above the bottom margin of the page. This page is not numbered. Only the name of the student should be in all capital letters. Use standard copyright symbol: ©
3. **STATEMENT OF UNDERSTANDING.** The top margin of this page is two inches. See the example for the format and exact text. This page is not numbered. The student should sign and date each copy; photocopies will not be accepted. It is permissible to replace “thesis/dissertation” with “thesis” or “dissertation,” depending on which is being submitted. Underline the name of the specific School.
4. **NOTICE TO BORROWERS.** The top margin of this page is two inches. See appendices for the exact format and text. The “copyright,” “STATEMENT OF UNDERSTANDING,” and “NOTICE TO BORROWERS” are unnumbered insertions. This page is not numbered.
5. **ACKNOWLEDGEMENTS.** Acknowledgements are optional, must be on a separate page, cannot exceed one page, and should not exceed one paragraph in length, and should adopt a restrained and decorous tone. Dedications are inappropriate in theses and dissertations, but a dedicatory statement may be included within the ACKNOWLEDGEMENTS. A separate page for a dedication is not permissible. The ACKNOWLEDGEMENTS page is the first numbered preliminary page, and should be numbered “ii.” The top margin of this page is two inches.
6. **TABLE OF CONTENTS.** See Turabian’s *Manual* for an example of a correct format. Note that any subheadings within chapters must reflect formal subdivisions with headings in the text of those chapters. Do not list unnumbered preliminary pages in the Table of Contents. Do not include the Abstract in the Table of Contents. The first listed item should be the ACKNOWLEDGEMENTS. The top margin of this page is one inch.

7. **LIST OF FIGURES.** This page is required if any figures appear in the text. See Turabian's *Manual* for an example of the correct format. The top margin for this page is two inches.
8. **LIST OF TABLES.** This page is required if any tables appear in the text. See Turabian's *Manual* for an example of a correct format. The top margin of this page is two inches.
9. **LIST OF ABBREVIATIONS.** This page is required if the text holds any abbreviations which are peculiar to the text or to an extremely restricted scholarly audience. The school or department will publish its regulations regarding acceptable abbreviations -- those which are to be listed and those which need not be. The top margin for this page is two inches.

Text

Typically, the main text consists of the following sections and sections should be ordered as displayed below:

1. Introduction
2. Chapters (including footnotes or endnotes)
3. Appendices (if any)

The first page of each such section has a top margin of two inches. Note that appendices precede the bibliography or references.

Bibliography or References

The BIBLIOGRAPHY was previously discussed under "Standards of Format and Style" above. The first page has a top margin of two inches.

Each of these sections must be listed in the TABLE OF CONTENTS, with page numbers. Subdivisions within each section must employ headings and subheadings with consistency according to the authoritative format being used.

COMMON ERRORS CAUSING THE REJECTION OF FINAL DRAFTS

Errors in the final draft will result in the rejection of the draft submitted to the Office of Graduate Studies. It is the responsibility of the student to correct all errors, including those of the typist. Listed below are common errors that may result in a delay of a candidate's fulfillment of the final requirement for the degree:

- A. Errors in spelling and grammar, use of language inappropriate for scholarship (i.e., contractions), and use of sentence fragments cause more rejections of the final draft of theses than do any other kinds of errors. Therefore, students and faculty are urged to proofread and edit assiduously.

- B. **It is the responsibility of the student and not of the typist or the faculty advisors, to conform to all details of documentation format.** Second only to errors of spelling and grammar, errors in format of FOOTNOTES and BIBLIOGRAPHY cause the most rejections of otherwise “final” drafts. Students and faculty are advised, therefore, to be extremely careful to ascertain that all rules of format are followed exactly.
- C. Final drafts which are submitted on paper which does not meet the specifications of quality designed in this *Guide* will be rejected.
- D. Careful attention should be given to the correct numbering of pages. No unnumbered pages may be included in the text of the thesis.
- E. Final drafts that do not comply with the marginal guidelines set forth in this *Guide* will be rejected.
- F. It must be understood that errors found in a thesis after the deadline for submission will require a delay in graduation.

REQUIREMENTS FOR FILING THE FINAL DRAFT

Paper Quality

Prior to final manuscript approval, standard copy paper may be used. However, the two manuscript copies submitted to the Office of Graduate Studies upon final approval of the document must be on white 100% cotton fiber, watermarked, twenty-pound weight paper, 8 ½ x 11 inches. This is not special or unusual paper; it is available at campus bookstores, office supply stores, and may be ordered over the Internet. Heavier weight paper and lower cotton content papers are not acceptable.

Number of Copies

The University requires two approved, official copies of the thesis. These copies will be bound by the University and deposited in the Atlanta University Center Robert W. Woodruff Library. An extra copy of the abstract is also required (a total of three abstracts). The individual school or department may require additional copies. Students are advised to keep a copy of the final draft for their own files.

Print

Official copies of the thesis must be perfectly legible and without discernible erasures. “Liquid paper” corrections are unacceptable. Both copies may be produced by a photocopier or by a computer printer, provided it is of “letter-quality” typeface and all other University specifications of form are met. Computer printouts must meet the same standards of paper, page size, and legibility, including upper and lower case, letter-quality typeface, etc. A single, consistent type size and typeface must be used throughout the text, except for tables, figures, and chemical symbols. Black India ink should be used for symbols which do not exist in available typeface. Carbon copies are unacceptable.

Documentation

Each copy of the thesis must be accompanied by the following documents:

1. **THESIS/DISSERTATION TRANSMITTAL FORM** (See the example).
When the thesis is presented to the Office of Graduate Studies, this form must be signed by all members of the Thesis Committee, by the Department Chair, and by the Dean of the School. When the thesis has complete approval of the University, this form is also signed by the Dean of Graduate Studies. These signatures attest that the signers have **read** and **approved** the **final draft** of the thesis in **every respect**. Two copies on 100% cotton paper are required, each bearing original (not photocopied) signatures.
2. **ABSTRACT** (See the example).
3. **STATEMENT OF UNDERSTANDING** (See the example).
4. **NOTICE TO BORROWERS** (See the example).

PUBLICATION OF DISSERTATIONS

Doctoral dissertations may be submitted to University Microfilms International for publication in microfilm form and to ProQuest, if the student so desires. The required instructions, contract forms, and schedule of fees for this service are available in the Robert W. Woodruff Library. The student must complete this process at the time the dissertation is submitted to the Office of Graduate Studies.

The need to register copyright depends on the nature of the materials and on plans for the future publication or revision of the thesis. Under present law, the works of an author are protected from the date of creation and on throughout the life of the author, plus another fifty years thereafter (Public Law 94-553, The Copyright Act 1976, effective January 1, 1978). Whether the thesis or dissertation copyright is registered or not, the author retains the right to publish all or any part of the manuscript by any means at any time, except, in the case of the doctoral dissertation, as described by the ProQuest Agreement. Registration of the copyright puts on public record the exact details of a copyright claim. In order to bring suit against an infringer, registration is necessary.

Further information about copyright may be obtained at www.loc.gov/copyright.

Students interested in registering a thesis or dissertation may apply directly to the Registrar of Copyright, Copyright Office, Library of Congress, 101 Independence Avenue, S.E., Washington, D. C. 20559-6000, telephone (202) 707-9100.

AUTHORIZED STYLE MANUALS

It is imperative that students who are preparing a thesis or dissertation consult the style manual designated by their department or school when writing their thesis or dissertation. The latest edition is always the applied authority.

Except for the requirements stated in this *Guide*, the thesis must follow the appropriate manual strictly and consistently. Using a footnoting form from one manual and the bibliography form of another, for example, is not permitted.

At Clark Atlanta University, the default style manual is *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate L. Turabian [Latest edition]. For questions unanswered in this manual, the writer is referred to *The Chicago Manual of Style*. Chicago: University of Chicago Press [Latest edition].

Academic programs use one of the following manuals of style:

African and African-American Studies, Africana Women's Studies, Criminal Justice/Sociology, History, Humanities, International Affairs and Development, Political Science:

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press, [Latest edition].

Chemistry:

Dodd, Janet S. *The ACS Style Guide; A Manual for Authors and Editors*. Washington, D.C.: American Chemical Society, [Latest edition].

Education and Social Work:

Publication Manual of the American Psychological Association. Washington, D.C.: American Psychological Association, [Latest edition].

English and Humanities:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York: Modern Language Association of America, [Latest edition].

Mathematical Sciences:

Higham, Nicholas J. *Handbook of Writing for the Mathematical Sciences*. Philadelphia: Society for Industrial and Applied Mathematics, [Latest edition].

Physics:

Contact Department Chairperson.

General Dissertation Information:

Long, Thomas J., John J. Convey and Adele R. Chwalek. *Completing Dissertations in the Behavioral Sciences and Education; A Systematic Guide for Graduate Students*. San Francisco: Jossey Bass, [Latest edition].

Note: If your department and governing style manual are not listed here, contact your department chairperson.

FINAL DRAFT CHECKLIST

Please note that the Internet guides for use of style manuals are often incomplete and inaccurate. They should never be relied upon as authoritative. Also, a student should not use theses or dissertations previously filed or past CAU regulations for format examples because changes are made periodically, and candidates are responsible for following the requirements in effect when the manuscript is filed.

In order to reduce the likelihood of final draft rejection, the student should consider the following questions:

1. Is the final draft on the approved paper and is the print quality clearly legible?
2. Are the margins correct?
3. Is the title **exactly** the same on the transmittal form, the abstract and the title page?
4. Are the preliminary pages numbered correctly and placed in the proper order?
5. Have all pages been numbered except those which must not be numbered?
6. Have Arabic and Roman numerals been chosen correctly?
7. Were the Title Page, Copyright Page, STATEMENT OF UNDERSTANDING, and NOTICE TO BORROWERS left unnumbered?
8. Do the page numbers and wording of all titles and subtitles in the TABLE OF CONTENTS correspond exactly with the proper page numbers and wording in the text?
9. Has the TABLE OF CONTENTS been excluded as an item in the Table of Contents?
10. Do subheadings in the TABLE OF CONTENTS include all and only the relevant subheadings in the text?
11. Has proper spacing been provided for subheadings in the text and for tables and figures?
12. Are the footnotes in the final draft formatted and numbered correctly?
13. Are all pages included and ordered correctly in both copies of the final draft?

14. Were the ACKNOWLEDGEMENTS limited to one page?
15. Has the final draft been reviewed for typographical errors, misspelled words, and incorrect use of punctuation marks?
16. Are there two spaces after periods that follow sentences?
17. Does the final draft include the required documentation, i.e., THESIS/DISSERTATION TRANSMITTAL FORM, ABSTRACT, STATEMENT OF UNDERSTANDING, NOTICE TO BORROWERS?
18. Have all front matter pages, preliminary pages, and beginning pages been placed in the correct order as follows:

TRANSMITTAL,
ABSTRACT,
TITLE PAGE,
COPYRIGHT PAGE,
STATEMENT OF UNDERSTANDING,
NOTICE TO BORROWERS,
[ACKNOWLEDGEMENTS],
TABLE OF CONTENTS,
[LIST OF FIGURES],
[LIST OF TABLES],
[ABBREVIATIONS]

Un-bracketed items are always required, and bracketed items are required under certain circumstances.

EXAMPLES

**2" Top
Margin**

**1" Right
Margin**

ALTERNATIVE MODELS OF SPECIAL EDUCATION:
A CASE OF AKWA IBOM STATE OF NIGERIA

**1.5"
Left
Margin**

7 Blank Lines

A DISSERTATION
SUBMITTED TO THE FACULTY OF CLARK ATLANTA UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
THE DEGREE OF DOCTOR OF PHILOSOPHY

6 Blank Lines

BY
JANE DOE

5 Blank Lines

DEPARTMENT OF EDUCATIONAL LEADERSHIP

4 Blank Lines

ATLANTA, GEORGIA

MAY 2000

**1" Bottom
Margin**

NOTES:

The date reports the month and year of the ceremony in which the degree is conferred.

The copyright page contains only material at the bottom of this page and in the same position.

Although placing the copyright notice (i.e., © 1988 John Doe) on your work notifies the world that your work is copyrighted, you must register your work with the United States Copyright Office to preserve your right to file an infringement lawsuit in the United States.

**1.5" Left Margin
1" Right Margin**

**Double space all text.
Place name in all caps.**

© 2004

JOHN DOE, JR.

All Rights Reserved

**1" Bottom
Margin**

2" Top Margin

NOTICE TO BORROWERS

1.5" Left Margin

2 Blank Lines

All dissertations deposited in the Robert W. Woodruff Library must be used only in accordance with stipulations prescribed by the author in the preceding statement.

1" Right Margin

The author of this dissertation is:

Name: _____

Street Address: _____

City, State and Zip: _____

The director of this dissertation is:

Professor: _____

Department: _____

School: _____ Clark Atlanta University

Office Telephone: _____

2 Blank Lines

Users of this dissertation not regularly enrolled as students of the Atlanta University Center are required to attest acceptance of the preceding stipulations by signing below. Libraries borrowing this dissertation for use of patrons are required to see that each user records here the information requested.

1 Blank Line

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