

Guide to Preparing Your Thesis or Dissertation

Failure to comply with these guidelines may result in a delay of graduation.

Recommended Style Guides: Your dissertation or thesis should be neat, crisp, and technically perfect in its final form. Use the style appropriate for your discipline. See the most recent edition of the following style guides for reference. Work with your advisor on the appropriate style.

These references are available in the I.D. Weeks Library:

American Psychological Association (2020). *Publication manual of the American Psychological Association: The official guide to APA style*. 7th edition.

Modern Language Association of America (2016). *MLA handbook*. 8th edition.

Modern Language Association of America (2008). *MLA style manual and guide to scholarly publishing*. 3rd edition.

Slade, Carole and Robert Perrin (2009). *Form & style: Research papers, reports, & theses*. 13th edition.

Turabian, K. L. (2018). *A manual for writers of research papers, theses, and dissertations: Chicago Style for students and researchers*. 9th edition.

Electronic Thesis and Dissertation Submission: <http://www.etdadmin.com/sdakota>

CHECKLIST - FINAL COPIES OF DOCUMENT

_____ **Margins:** All margins = one inch (1")

_____ **Format and Page Numbers:** Every page except the title page contains a page number and page numbers must not be placed in the margins. The text must be double-spaced. (See the appropriate pagination guidelines below for preliminary pages, text, and references.)

Preliminary Pages: (Lower case Roman numerals, center bottom, except title page)

_____ **Title Page: (sample page shown below)** No page number and date must be month and year of degree completion.

_____ **Copyright page:** (optional—dissertation only; no page number) The form of the notice follows:

Copyright by
YOUR NAME IN CAPITAL LETTERS
Year
All Rights Reserved

_____ **Committee signature page (sample page shown below)** – signature page may be scanned into the document or committee members can submit their signature electronically. You may also use the DocuSign [template](#) in the Portal for the committee signature page.

_____ **Abstract (sample page shown below):**

- _____ No more than 350 words
- _____ Single-spaced on one page
- _____ Two-spaced paragraph indention
- _____ Advisor’s approval signature

_____ **Table of Contents**

_____ **List of Tables** (titles and page references)

_____ **List of Illustrations** (titles and page references)

Text: (Use Arabic numerals, center bottom OR upper right. Double-space your text; lengthy quotations, abstract, footnotes, tables and bibliography may be single-spaced. Use a readable font size: 10 or 12 point.)

References: (Use Arabic numerals, continued from text.)

_____ **Appendices**

_____ **Bibliography:** Observe the format in the standard in your discipline.

_____ **Footnotes:** Observe the format in the standard in your discipline. Notes may be placed at the bottom of each page, at the end of chapters, or at the end of your paper.

_____ **Maps, Graphs, and Photos:** Any graphics should be clear, of high contrast and conform to margins. Use graphics only when necessary to convey information.

Final submission:

Prepare the final version according to the guidelines above. Submission is done online using ProQuest at <http://www.etdadmin.com/sdakota>. Please refer to the **ProQuest Process** Document on the myUSD Portal for more information on navigate the ProQuest site.

Survey of Earned Doctorate: Authors of dissertations must also complete a doctoral survey form, available online at <https://sed.norc.org/survey>. You do not need to include the survey within your dissertation. (Ph.D. graduates only)

Questions?

The Graduate School

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Overall FAQ: <https://support.proquest.com/#articledetail?id=kA11W000000PEa5SAG>

**THESIS/DISSERTATION TITLE
CENTERED IN CAPITAL LETTERS**

By

Betty Boo

B.S., Northern State College, 1975
M.A., University of South Dakota, 1981

A Thesis/Dissertation Submitted in Partial Fulfillment of
the Requirements for the Degree of _____

Division/Department of _____
(Example: Division of Educational Administration)

_____ Program
(Example: Adult and Higher Education)
In the Graduate School
The University of South Dakota
Date of Graduation

The members of the Committee appointed to examine
the thesis/dissertation of Betty Boo find it
satisfactory and recommend that it be accepted.

Billy BOB

Chairperson, Billy Bob

Jane Doe

Jane Doe

Sally Sue

Sally Sue

John Doe

John Doe

Sam Sledge

Sam Sledge

ABSTRACT

This is a sample abstract for a thesis/dissertation. An abstract should consist of 350 words or less, be single-spaced, have a two-spaced paragraph indentation, and include the thesis/dissertation advisor's signature.

Thesis/Dissertation Advisor

Dr. James Jones

Dr. James Jones