



UNIVERSITY OF
SOUTH DAKOTA
GRADUATE SCHOOL

Thesis and Dissertation Guide

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Introduction

Congratulations on nearing the end of your master's or doctoral program at USD. You have come a long way to get to this point and just have a few more steps to cross the finish line. One of the last things you will do to complete your program is prepare your thesis/dissertation manuscript for publication in ProQuest and USD RED (repository). This guide is meant to assist you through this process. Your degree cannot be conferred until you have successfully submitted your manuscript to ProQuest and it's been approved by the Graduate School. When you submit to ProQuest, you will automatically be submitting to USD RED. This guide primarily addresses the preliminary pages and some parts of the body. Beyond the preliminary pages, please consult with your department on the style guide they recommend you use for the body of the manuscript. This guide should be followed closely in addition to the guidance provided by [ProQuest](#) to prepare your manuscript.

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

Before you begin preparing your manuscript

- 1.) Access [myUSD Portal](#) and view the Thesis & Dissertation Guide (this document) and read it thoroughly.
 - a. Tips: Watch [Training for Dissertation/Thesis Process](#) Video
- 2.) Read through [ProQuest Process](#). This document will explain how to set up an account in ProQuest and submit your manuscript.
- 3.) Make your manuscript [digitally accessible](#).

Margins

The following margins are required for all pages:

- Left: 1 inch
- Right: 1 inch
- Top: 1 inch
- Bottom: 1 inch
- Page numbers: at least 3/4th of an inch from the edge of the page (the page number will be in your 1-inch margin).

Font

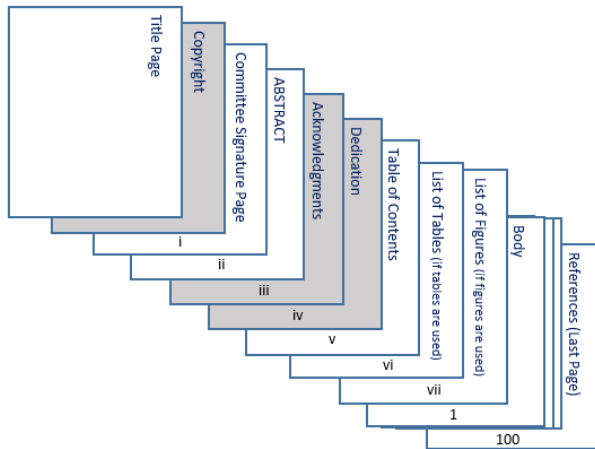
NOTE: ProQuest's [Preparing Your Manuscript for Submission](#) has additional information on fonts and embedding.

- ProQuest suggests the following fonts and corresponding sizes:
 - Arial 10pt
 - Times New Roman 12pt
 - Verdana 10pt
- Your font must be embedded.
- All font should be black including citations.

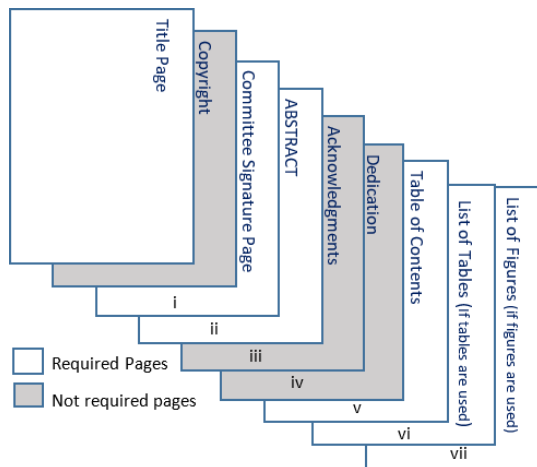
Pagination

- TIP – use the same font for your page numbers as the rest of your manuscript.
- Preliminary pages must be numbered with **lowercase** roman numerals in the **center bottom** of the page (i, ii, iii). The **ONLY** two preliminary pages that **DO NOT** have page numbers are the title and copyright page.
- Body pages should be numbered with Arabic numerals (1, 2, 3). The first page of the body must start with 1.
 - Body page numbers: Use Arabic numerals, in the center bottom or upper right. Use a readable font size (10 or 12 point). The font size must be consistent through the entire manuscript
 - Double space the body of the manuscript.

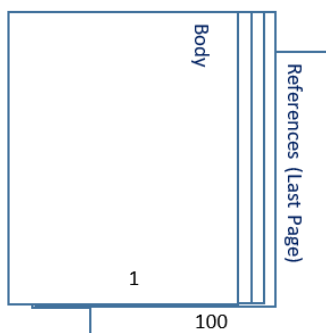
Preliminary and Body Layout Combined



Preliminary Material Layout



Body Material Layout



Adding Page Numbers

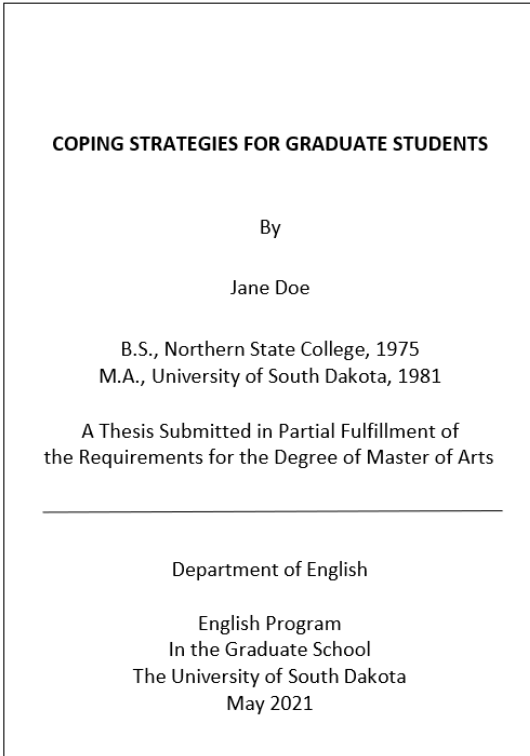
- Create your Dissertation/Thesis in Microsoft Word. DO NOT add page numbers yet to the document or the pages you need to insert (example: abstract or committee signature pages).
 - Your abstract/committee signature pages will need to be added once all pages are converted to a PDF.
- Create your Table of Contents but DO NOT add the page numbers on the Word document.
- Convert your Word document without the page numbers, signature page, or abstract page to a PDF.
- Once converted to a PDF, insert the signed signature page and signed abstract page to the appropriate location in your document.
- At this point, you can add your page numbers using [Adobe Acrobat Pro](#).
- TIP: make sure that you go back and add the page numbers to your table of contents and reinsert in your PDF.

Page By Page Examples

Title Page

1. This page is not numbered.
2. The date listed is the month and year of degree completion **NOT** the defend date (ex. May, August, December).
3. A line is required for this page. To insert a line in Microsoft Word, follow Microsoft's [Insert a line](#) directions.

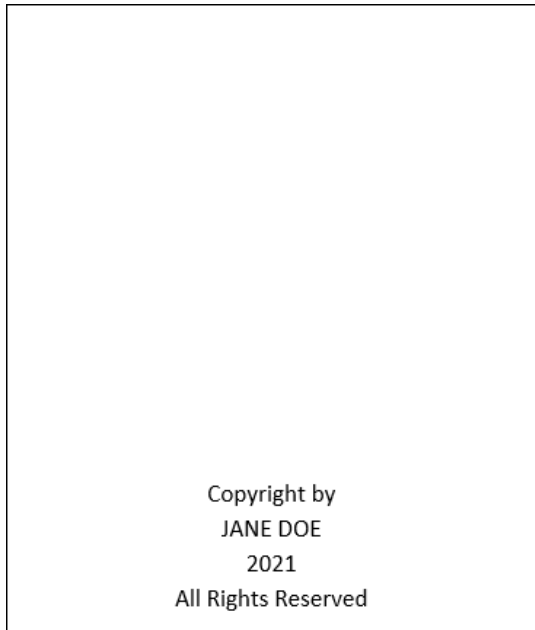
NOTE: The example below is a final **example** of how your title page should look. Please view the [Title Page Instructions](#) document and download the [Title Page Template](#) to ensure proper formatting.



Copyright Page

This page is not numbered and is optional.

NOTE: The example below is a final **example** of how your copyright page should look. Please view the [Copyright Page Guide](#) to ensure proper formatting.



Committee Signature Page

- This page is numbered with a lowercase “i” at the bottom center of the page.
- Do **NOT** submit your thesis/dissertation to the Graduate School for edits until you have **ALL** the signatures on this page.
- You may use the [Thesis/Dissertation Committee Signature Page](#) template in the Portal or you may make your own, but using the template is the easiest way to complete this.
- If you create your own template it must look like the example. You **MUST** have a signature description for the chairperson only.

NOTE: This is a final **example** of how your committee signature page should look.

Please view the [committee signature page guide](#) to ensure proper formatting.

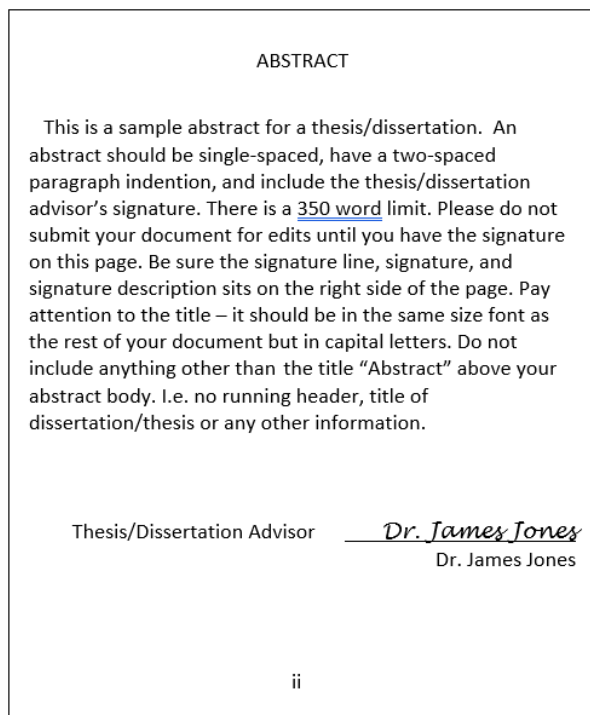


Abstract

- This page is numbered with a lowercase “ii” at the bottom center of the page.
- Do **NOT** submit your document for edits until you have the signature on this page.

- This page must be single spaced and should not include a key words section.
- You must have a two-space indentation at the beginning of your paragraph. To do this, hit the space bar twice (do not hit tab).
- Do not list “thesis/dissertation advisor” - Only list which applies to you, either thesis or dissertation.
- You can have abstracts for each chapter, but an abstract that covers the entire manuscript is required.
- 350-word limit.
- Acknowledgements/Dedication (optional pages)
- List of Tables (if any)
- List of Figures (if any)
- It is recommended to use the template in [Microsoft Word](#) that will create this page for you.
- It is required to have a lowercase roman numeral at the center bottom of each page of your table of contents.

NOTE: This is a final **example** of how your abstract page should look. Please view the [Abstract Guide](#) to ensure proper formatting.



List of Tables

- If you have any tables in your document, it is required to have a List of Tables.
- This page will directly follow your Table of Contents.
- It is required for the List of Tables to be listed in the Table of Contents.
- This page needs a lowercase roman numeral at the bottom center of the page.
- When listing tables, include the title/number of the table and what page the table is on.
- Tables in the body of the manuscript pages must fit within the margin guidelines and be clear and high contrast to avoid blurriness when printing.
- If you cannot achieve legibility with the figure and have it within the required margins, flip the figure on its side so the top of the table is now on the left side of the page (counterclockwise). Be sure page numbers stay where they are supposed to be. See the example below.

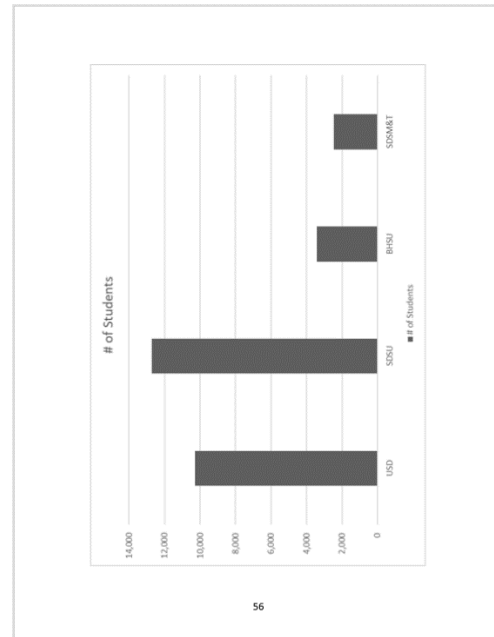
Table of Contents

- You may format this page how you would like; however, you need to include all the preliminary pages in the following order:
 - Committee Signature Page
 - Abstract

# of Students	
USD	10,284
SDSU	12,725
BHSU	3,413
SDSNM&T	2,418

55

where they are supposed to be. See the example below.



List of Figures

- If you have any figures in your manuscript, it is required for you to have a list of Figures page. You do not need a List of Figures if you do not have any figures in your manuscript.
- This page will come directly after the List of Tables and should be listed in your Table of Contents.
- This page needs a lowercase roman numeral at the bottom center of the page.
- When listing figures, include the title of the figure and what page it is on.
- Figures in the body of the manuscript pages must fit within the margin guidelines and be clear and high contrast to avoid blurriness when printing.
- If you cannot achieve legibility with the figure and have it still within the margins, flip the figure on its side so the top of the table is now on the left side of the page (counterclockwise). Be sure that the page numbers stay

Body

- The first page of the body should always start with number 1. Use Arabic numerals, in the center bottom or upper right. Use a readable font size (10 or 12 point). The font size must be consistent through the entire manuscript.
- The body of the manuscript should be double spaced. The following should be single spaced: quotations as paragraphs, captions, items in tables, lists, graphs, and charts, footnotes/endnotes, bibliographic entries, and lists in appendices.
- References can be listed at the end of each chapter or on the very last page of the document. The reference list should be in black font.

USD Digital Accessibility Policy

The University of South Dakota (USD) is committed to ensuring equal access for individuals with disabilities to the programs and services of the University in accordance with the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, and Section 504/Section 508 of the 1973 Rehabilitation Act as amended. Equal access includes access to electronic and information technology. USD strives to ensure all aspects of electronic and information technology – from procurement and development to online course content and public web pages – are accessible to individuals with disabilities.

IT IS YOUR RESPONSIBILITY TO MAKE YOUR MANUSCRIPT DIGITALLY ACCESSIBLE BEFORE SUBMISSION.

Guide on making your publication accessible: [Digital Accessibility Resource Guide](#)

The Center for Teaching and Learning hosts Zoom webinars during the fall and spring semester to train on digital accessibility.

NOTES:

- It's important your manuscript is in its final, approved form when you check for digital accessibility.
 - Once you submit to ProQuest, the Graduate School will check to make sure you have followed the guide and will let you know of any changes you need to make.
 - The Graduate School will then check your final manuscript for accessibility.

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. The preliminary pages are separate from any style guide, so your chosen style guide is only for the body of your manuscript, as long as it does not conflict with this guide. See the most recent edition of the following style guides for references.

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 (2021). *MLA handbook*. 9th 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.

Guidelines Checklist

Please take time to view this checklist before submitting for edits

- All margins are set to one inch
- Page numbers are 3/4th inch from the edge of the page
- Figures and graphs do not go outside the required one-inch margins
- The title page and copyright page (if included) do not have page numbers and look exactly as the guide shows.
- All preliminary pages are numbered with lowercase roman numerals at the bottom center of the page starting with “i” on the committee signature page.
- All preliminary pages are in the correct order corresponding to the pagination above.
- The title page has both your department/division and program listed.
- The correct month and year for your graduation date is listed on the title page
- All signatures for the committee signature page and abstract pages are present. Do not submit without all signatures.
- The Table of Contents includes all numbered preliminary pages at the top in the correct order.
- The first page of the body of text starts with “1” and every page is numbered consecutively including the references and appendices in the center bottom or upper right-hand corner.
- Font is set at 10-12 point and all lettering is set in the same font.
- All references are in black font.
- The manuscript is digitally accessible

Useful Links

Additional support from ProQuest:

- Resources and Guidelines: <https://www.etdadmin.com/student/resources>
- What's new (ProQuest Support page): <http://www.etdadmin.com/ca/cgi-bin/main/support>
- ProQuest FAQ: <http://www.etdadmin.com/ca/cgi-bin/main/faq>

My.USD Portal Links

- my.USD Thesis/Dissertation link: https://my.usd.edu/uPortal/p/graduate-school.ctf3/max/render.uP?pP_tab=21025-graduate-thesis-guide
- If you do not have Adobe Acrobat Pro DC and would like to use it for editing your manuscript:
 - Download a [free trial](#).
 - The I.D. Weeks Library has three computer stations with the software on the west side of the first floor (all are attached to scanners).
 - The Center for Teaching and Learning (CTL) has laptops with the software that you can request to use in their office.
 - Discounted software for students can be purchased [OnTheHub](#)
- Review all graduation [responsibilities and deadlines](#) to ensure you have completed all requirements to graduate.

Please refer to the [ProQuest Process document](#) on the myUSD portal for more information on how to use ProQuest.

Contact Information

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Slagle Hall #304 Vermillion, SD
57069

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Outside North America: +800-4997-4111

OR

+1 734-707-2513

Email: disspub@proquest.com

