



## **Guidelines for Formatting Theses and Dissertations**

### **Integrated Pharmaceutical Medicine Program**

This document is intended to help graduate students present the results of their research toward the MS or PhD degrees in the form of a scholarly document. The IPM Program Director can provide information and review document drafts in order to certify that theses and dissertations have been prepared in accordance with College of Graduate Studies guidelines. However, the student ultimately bears responsibility for meeting the requirements. Sample pages follow the description of the guidelines.

#### **Features**

All features are required unless not applicable to the work or if stated “optional.” Each component is to be identified with a major heading unless otherwise noted. Major headings must be centered with a two-inch top margin.

Margins: For the entire dissertation document, the left margin is 1.5 inches; right, top and bottom margins are 1 inch, except for pages with headings—these have a two-inch top margin.

Typeface: Choose a serif or sans-serif typeface, 11 point type.

Acceptable serif: Times New Roman, Cambria, Palatino

Acceptable sans-serif: Arial, Calibri, Chicago

Spacing: Double spacing is preferred, but 1.5-inch spacing is acceptable. Use single spacing within a reference, but double spacing between references (example in References section).

Page numbers: Every page must have a page number except the Title page and the Copyright page. Center the page numbers at the bottom of the page, above the one-inch margin. To ensure proper placement, set the footer margin to one inch and the body bottom margin to 1.2-inches. The preliminary pages (all features from abstract through List of Figures) are numbered with small Roman numerals (i, ii, iii). Page numbering begins with ii, on the Abstract page. Use Arabic numerals (1, 2, 3) for the remainder of the document, including the References. Separating the document into sections (Page Layout->Breaks->Section Breaks->Next Page) will enable you to alter the page number format and the numbering sequence.

References: When referring to cited work in the text, use the style (last name of first author, year). For example: single author (Tempor, 2014), two authors (Tempor and Fox, 2014), three and more authors (Tempor, et al., 2014).

Figures: Each figure, table or illustration must be numbered sequentially (either within the chapter or across the entire document, just be consistent), and must have a legend or caption that includes the type, the number, and a descriptive title. For example, Figure 2-7: Raptor Range in Antarctica. The Antarctic Skua is one bird of prey that elects to withstand the harsh climate of Antarctica. If a

figure is placed on a page with text, there must be two lines of blank space between the end of the legend and the text.

**Required Features** (in the order displayed)

- Title Page
- Copyright
- Abstract
- Vita
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable)
- Body
- References
- Appendices (if applicable)

**Optional Features**

- Dedication
- Acknowledgements

**Title Page**

The title page should include these items, centered on the page:

1. A full title, in title case (capitalize each word unless an article)
2. Identification of document type (thesis or dissertation)
3. The statement:
  - Presented in partial fulfillment of the requirements for the degree (insert the applicable degree, eg., Doctor of Philosophy or Master of Science) in the College of Graduate Studies of Northeast Ohio Medical University.
4. Candidate's name
5. Previously earned degrees (eg., M.S., J.D.)
6. Name of the graduate program
7. Name of the university
8. Year of graduation
9. Dissertation or thesis committee and committee member names

**Copyright Page**

Center the notice of copyright in the following format on the page immediately after the title page. This page will not have a page number.

Copyright by  
Jane Doe  
2014

**Abstract**

Center the heading Abstract two inches from the top of the page. Begin the abstract four spaces below the heading and left-justified.

**Dedication** (optional)

The dedication must be brief, double-spaced, left justified and centered on the page.

### **Acknowledgements (optional)**

Center the heading two inches from the top of the page. Left justify the paragraph. The acknowledgement (or acknowledgment, either spelling is acceptable) is a record of the author's indebtedness and includes notice of permission to use any previously copyrighted materials that appear in the text of the thesis or dissertation.

### **Vita**

Center the heading two inches from the top of the page. Include three sections to the Vita: biographical information, publications, fields of study. Left-justify the sections.

Biographical information: Include education and work related to the degree being received. Use leader dots between information and dates.

Publications: List only items published in a book or journal. If there are none, omit this section.

Fields of Study: List Major Field: Integrated Pharmaceutical Medicine. Any specialization you would like to include is optional and is placed below Major Field.

### **Table of Contents**

Center the heading two inches from the top of the page. List the contents four spaces below the heading, left-justified. The titles of all parts, sections, chapter numbers, and chapters are listed and must be worded exactly as they appear in the body of the document. The Table of Contents must include any appendices and their titles, if applicable. Use leader dots between the listed items and the page numbers.

### **List of Tables/Figures**

Lists of tables and/or figures are required if the document contains them. Center the heading List of Tables and/or List of Figures two inches from the top of the page (each gets its own page if both are used). Begin the list four spaces below the heading and left-justified. Figures should be identified by the same numbers and captions in their respective lists as they are in the document. Use leader dots between the listed items and their page numbers.

### **References**

Include a complete reference section after the final chapter but before the Appendix. Do this even if you have included references at the end of each chapter. The internal format of the references can vary (eg., whether the year precedes the title or follows it) as long as your entire document is consistent. References should be listed alphabetically according to the first author's last name. Center the heading on the page two inches from the top of the page. Left-justify the references with a starting 0.3-inch indent. For example:

Hansson, H.-A., Holmgren, J. & Svennerholm, L. (1977) Ultrastructural localization of cell membrane GM1 ganglioside by cholera toxin. Proc Natl Acad Sci USA 74:3782-3786.

Luppi, P.H., Fort, P. & Jouvet, M. (1990) Ionophoretic application of unconjugated cholera toxin B subunit (CTb) combined with immunohistochemistry of neurochemical substances: a method for transmitter identification of retrogradely labeled neurons. Brain research 534:209-24.

### **Appendix**

An Appendix or Appendices must be placed after the References (if being used). The heading Appendix should appear centered two inches from the top of the page. Appendices are identified with letters and titles. For example, Appendix B: Graphs. Include all appendix headers and titles in the Table of Contents.

**Submission**

All final Ph.D. dissertations and master's theses are submitted to the College of Graduate Studies through OhioLINK at <https://etdadmin.ohiolink.edu>. The document must be saved in PDF embedded font format (PDF/A) before beginning the upload to OhioLINK. OhioLINK will require a 500-word limit abstract separate from your document. OhioLINK will send an email to your registered address when the submission is complete. The submission then goes to the College of Graduate Studies for review. After it is reviewed, you will receive an email that it has been accepted or that changes need to be made. If changes are required, you will need to re-submit the revised document via a new OhioLINK submission.

## Sample Pages for Theses and Dissertations

The Effect of Drug Exposure on Owl Pupillary Light Reflex

A Dissertation

Presented in partial fulfillment of the requirements for the degree  
Doctor of Philosophy in the College of Graduate Studies,  
Northeast Ohio Medical University

Jane Doe  
M.S.

Integrated Pharmaceutical Medicine  
Northeast Ohio Medical University

2014

Dissertation Committee:  
Dr. Arlo Fox (advisor)  
Dr. Petunia Thistlethwaite  
Dr. Moose George  
Dr. Hubert Canadien  
Dr. Carol Tempor

Copyright  
Jane Doe  
2014

## Abstract

The barn owl, *Tyto alba*, has such an enormous range, it may be the most widespread of all bird species. As such, *Tyto alba* is an ideal species to serve as a representative of avian exposure to environmental degradation across ecosystems. Naturalists and bird watchers have documented the negative impact of chemical exposure on these magnificent creatures. However, these observations have not been systematic, nor have they been collected and synthesized into a framework from which significant conclusions can be drawn. The following experiments were conducted to create a baseline understanding of the physiological effects of drug exposure on a common bird species. These experiments will establish that drugs have accumulated in environments across ecosystems.

## Acknowledgements

I would like to thank the Audubon Society for igniting my passion for birds of prey early in my scientific development. I owe a great debt to the resourceful and dedicated birders around the world who were so generous with their time and expertise. They enabled me to obtain samples of which I would have otherwise been ignorant. Lastly, I would like to thank my advisor, Dr. Arlo Fox, for inspiring me to persevere and become the scientist I am today.

Vita

Research Associate, Audubon Society .....2007-2009  
Teaching Assistant, Raptors 101 .....2009-2010  
Laboratory Technician, Kent State University .....2011-2013

Publications

Doe, Jane; Tempor, Carol; and Fox, Arlo. (2013) High as a Kite: *Tyto Alba* in Degraded Environments, *Audubon Today* 233(5):110-121.

Fields of Study

Major Field: Integrated Pharmaceutical Medicine  
Minor Field: Avian Veterinary Compounding

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## Chapter 1: Introduction

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## References

Hansson, H.-A., Holmgren, J. & Svennerholm, L. (1977) Ultrastructural localization of cell membrane GM1 ganglioside by cholera toxin. *Proc Natl Acad Sci USA* 74:3782-3786.

Luppi, P.H., Fort, P. & Jouvét, M. (1990) Iontophoretic application of unconjugated cholera toxin B subunit (CTb) combined with immunohistochemistry of neurochemical substances: a method for transmitter identification of retrogradely labeled neurons. *Brain research* 534:209-24.