

FGCU Graduate Affairs Team Thesis/Dissertation Guidelines

Draft prepared by: Michael Savarese.

Model guidelines were supplied by Danielle Rosenthal and modified by: Michael Savarese, Win Everham, and Jerry Jackson.

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Modified to reflect adoption of the Thesis Binding Request Form on September 26, 2005.

Modified to reflect title page of multiple volumes on February 14, 2006.

1. Title Page

- The title page will include:
 - The author's full legal name.
 - The full title of the thesis/dissertation.
 - The name of the university and administrative unit.
 - The year in which the thesis was approved.
- The title page should be structured as shown in the attached sample.

2. Approval Page

- The approval or signature page should be structured as shown in the attached model and must include:
 - Name and signature of the student.
 - Name and signature of each committee member.

3. Paper

- All copies will be printed on acid free paper.
- Paper with punched holes is unacceptable.
- The two library copies should be composed of bonded, 24-lb. weight paper.

4. Margins

- Leave 1½" margin at left for binding. Margins on the top, right, and bottom will be, at least, 1".
- All material to be included in the bound copies (including appendices) must fit within the margins.

5. Text

- Text is to be on one side of each sheet only (binding should be on the left side of the printed pages).
- Text is to be double-spaced and in a standard, 12-point font.
- Page numbers must appear in the upper right, at least 0.5" from the top and right edge of the paper. The numbers should be of the same font size as the text.

6. Graphics (e.g., maps, photographs, spreadsheets, etc.), accompanying materials (e.g., a CD, diskette, microform, etc.), and over-/under-sized materials

- If such materials are integral to the thesis/dissertation, they must accompany each bound copy.
- Such materials will be submitted in a format that complies with all other thesis/dissertation binding requirements.
- Photographs and other illustrative materials will be printed directly on the page.
- Other items may be:
 - Placed in a pocket with the bound thesis/dissertation
 - Folded, if the oversized material cannot be reduced without impairing its legibility.
- Be sure to make the necessary allowances for binding on the left: folded materials should not come closer than 1/2" at the edge of the regular pages so that the folds will not be cut when the binder trims the manuscript. Folded pages must be prepared on paper durable enough to withstand deterioration.

7. Copies of the Thesis / Dissertation

- Library Services must hold two bound copies of the thesis/dissertation along with applicable accompanying materials for each. One copy is for the general, circulating collection and the other for archival purposes.
- Additional bound copies must be provided to: the student's principal advisor and the administrative unit housing the graduate program.
- An uneditable electronic copy of the entire document must be submitted to the administrative unit housing the graduate program.

8. Multiple Volumes

- Each subsequent volume will include a title page that duplicates the title page of the first volume.
- The volume number should be indicated on the title page of each volume, with wording that indicates the number of the total number of volumes (e.g., Volume 1 of 2).
- The page numbering follows consecutively from one volume to another.

9. Binding

- Students must complete the "Thesis Binding Request Form" available at the Library at the time of submission of the thesis for binding.
- The student is responsible for binding fees.
- The Library will send the thesis/dissertation to the bindery.
- It is recommended that copies be submitted in 8½" x 11" boxes to prevent damage while being shipped to the bindery.

10. Copyright

- Information on copyright registration is available from the U.S. Copyright Office (<http://www.copyright.gov/>).
- The student is responsible for any fees associated with securing a copyright.
- The student is also responsible for inserting the copyright notice on an un-numbered page immediately preceding the title page.