

THE RUSH UNIVERSITY  
GUIDE TO THE FORMATTING AND SUBMISSION  
OF THESES AND DISSERTATIONS

BY

THE CENTER FOR ACADEMIC EXCELLENCE

REVISED JUNE 2019

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## COPYRIGHT STATEMENT

I hereby guarantee that no part of the dissertation entitled *The Rush University Guide to the Formatting and Submission of Dissertations and Theses* which I have submitted for publication, has been copied from a copyrighted work, except in cases of passages properly quoted from a copyrighted work, copied with permission of the author, or copied from a work in which I own the copyright; that I am the sole author and proprietor of the dissertation; that the dissertation in all respects complies with the Copyright Revision Act of 1976; that the dissertation contains no matter which, if published, will be libelous or otherwise injurious to, or infringe in any way the copyright of any other party; and that I will defend, indemnify and hold harmless Rush University Medical Center against all suits and proceedings which may be brought and against all claims which may be made against Rush University Medical Center by reason of the publication of the dissertation.

Albert R. Einstein

March 31, 2020

## ACKNOWLEDGMENTS

This formatting manual stands in a long tradition of scholarship and archival work at Rush University, and I thank each member of the Rush University staff and faculty, past and present, who have worked with student submission of theses and dissertations. I also thank each former Rush University student whose past work helped serve as a model for this new edition of formatting standards.

I am grateful to the Graduate School at Loyola University Chicago under whose guidance I first learned how to format a dissertation. I wish to offer particular thanks to William Farina for his experience and advice throughout this process.

Finally, on behalf of the students, faculty, and library staff, I wish to thank to Sandra Wenner for her tireless efforts in years past in facilitating the formatting and submission process.

For all the students at Rush University

## TABLE OF CONTENTS

ACKNOWLEDGMENTS	iii
LIST OF TABLES	vii
INTRODUCTION	1
CHAPTER ONE: SUBMISSION GUIDELINES AND DEADLINES	2
CHAPTER TWO: FORMATTING REQUIREMENTS AND GUIDELINES	4
Elements of A Manuscript	
Requirements for Page Numbering and Margins	6
CHAPTER THREE: FORMATTING FRONT MATTER	8
Title Page	8
Copyright Statement	9
Acknowledgments	10
Dedication	10
Preface	11
Table of Contents	11
Lists of Tables, Figures, Abbreviations, and Other Materials	12
Abstract	13
CHAPTER FOUR: FORMATTING THE MAIN TEXT	14
Chapters and Sections	14
Figures and Tables	15
Citations and Sources	15
Use of Copyrighted Material	16
CHAPTER FIVE: FORMATTING BACK MATTER	18
Appendices	18
Reference List	18
Approval Sheet	19
CHAPTER SIX: GUIDE TO THE ELECTRONIC SUBMISSION OF YOUR FINAL COPY	21
APPENDIX A: SAMPLE MASTER’S DEGREE TITLE PAGE	29
APPENDIX B: SAMPLE DOCTORAL DEGREE TITLE PAGE	31
APPENDIX C: COPYRIGHT STATEMENT TEMPLATE	26

APPENDIX D: SAMPLE APPROVAL SHEET	22
APPENDIX E: FORMATTING CHECKLIST	28
REFERENCES	36

## LIST OF TABLES

Table 1. Elements of A Manuscript

4

## INTRODUCTION

This manual is designed as an aid to formatting and submitting your thesis or dissertation at Rush University. The manual also serves as a model for how to format your manuscript, and includes a formatting checklist as an appendix. This manual includes specific formatting instructions for the approval sheet and any other extra documents you will submit along with your final, formatted copy of your dissertation or thesis.

There are three sections to a formatted dissertation or thesis: the front matter, the main text, and the back matter. The front matter consists of the title page, copyright statement, abstract, optional preface, optional dedication, optional acknowledgements, the table of contents, and the lists of any tables, figures, or other types of material that are included in the main text. The main text consists of the primary body of your dissertation, and includes all chapters and/or sections of your dissertation. The back matter includes your references and an appendices.

The formatting checklist is what the formatting office will use to verify each part of your dissertation after you apply for your format check. We highly encourage you to go through the checklist yourself before you submit your formatted manuscript to ensure that you have not omitted any required element.



## CHAPTER ONE

### SUBMISSION GUIDELINES AND DEADLINES

The submission process for your thesis or dissertation will be done in stages. You must complete each stage in order to proceed. Before your defense, you will submit the following elements of your manuscript for a format check:

- 1. All Front Matter**
- 2. 50% of a thesis OR one chapter of a dissertation, as applicable**
- 3. All Back Matter**

Please see Chapter Two of this manual for a description of the elements of the front and back matter. Your manuscript may be unfinished or your research incomplete at the time of the format check, but the formatting of your front matter, back matter, and required portion of your text must be correct in order to get credit for the format check. Please consult the CSS website for the university deadlines for submission.

If you submit your manuscript after the deadline, you will move to the next degree conferral period, and you will not be eligible for the current graduation cycle. You may also be required to pay for and register for additional courses to keep your registration current.

After your successful defense, you will submit the final, approved version of your manuscript to Rush University through the ProQuest website. You will also upload a signed approval sheet through the ProQuest website. You must submit both items on or before the final submission deadlines.

The university deadlines are not negotiable. If you submit your manuscript after the deadline, you will not be eligible for the current cycle of graduation and degree conferral, and you may be required to pay for and register for additional courses to keep your registration

current. If you submit your manuscript after the deadline, you will move to the next degree conferral period.

The final version of your manuscript must meet all formatting requirements set out in this manual for you to be eligible for degree conferral. It is in your best interest to complete all steps in the formatting process on time and to review your manuscript as thoroughly as possible before submission to ensure that the formatting of your manuscript is error free.

## CHAPTER TWO

### FORMATTING REQUIREMENTS AND GUIDELINES

Follow your style guide for formatting standards throughout your manuscript. If your project requires the use of multiple formatting styles, the style guide must be consistently followed and without error within each section of your manuscript. These Rush University formatting requirements supersede the requirements of your style guide whenever the style guide differs from this manual.

#### **Elements of A Manuscript**

The following elements are required as part of your manuscript. Some elements are optional, as indicated in the table below.

Table 1. Elements of a manuscript.

<b>Front Matter</b>
Title Page
Copyright Statement
Acknowledgments (optional)
Dedication (optional)
Preface (optional)
Table of Contents
List of Tables (optional/as applicable)
List of Figures (optional/as applicable)
List of Other Materials (optional/as applicable)
List of Abbreviations (optional/as applicable)
Abstract
<b>Main Text</b>

All chapters or major sections in order.
<b>Back Matter</b>
Appendices (optional/as applicable)
Reference List

<b>Back Matter</b>
--------------------

Appendices (optional/as applicable)
-------------------------------------

Reference List
----------------

### **Typeface and Margins.**

Your manuscript must use a 12-point, serifed, roman typeface. Acceptable fonts include Times New Roman, Baskerville, or Garamond. The same typeface must be used throughout the entirety of your thesis or dissertation, from the title page to the back matter, unless your manuscript includes sections that have been formatted for publication. If you are submitting published or alternately formatted sections of your manuscript, your size and font must remain consistent within each section.

You will maintain 1-inch margins throughout the entire document.

### **Spacing.**

Your manuscript must be double spaced, with certain exceptions. You must single space the subheading listings in the table of contents, as well as any block quotes that you include in your text and your final bibliography or reference list. Be sure to include a double space after each citation on your references list and after each entry in your lists of tables, figures, or other materials.

Within the body of your text, use only one space after a period, colon, question mark, or exclamation point. Each paragraph must also be indented once. Avoid large blank spaces, as well as additional space at the bottom of pages, and do not add extra spaces after headings or subheadings.

Consistent spacing is essential your manuscript, and is key to producing a credible manuscript in keeping with the level of scholarship you've produced. Erratic spacing between lines of text, sentences, or words, or above or below tables will require formatting revisions to produce an orderly, professional-looking document. Please consult the formatting of this manual for an example.

## **Requirements for Page Numbering and Margins**

### **Page numbering.**

Insert page numbers in the upper right hand margin of your document. Page numbers must fall within the 1-inch top margin.

Each page in the manuscript, including the title page, will have a page number. The title page, copyright statement, dedication, acknowledgments, table of contents, and the title pages of any appendices will not show their page numbers, but these pages will still count in the pagination of your manuscript.

The front matter will be numbered using lower case Roman numerals. The first page of the main text will use Arabic numerals and begin with 1. Do not show the number on the title page, dedication, or table of contents. Do not use running heads.

## **Requirements for Subheadings**

The formatting of your subheadings should follow your style guide, with the exception of the major headings for each section. You must use the same heading hierarchy throughout your project, unless you are using different style guides for different sections of your manuscript. If your style guide doesn't have subheadings, use APA subheadings. Please note that subheadings are not the same as chapter divisions for a dissertation-length manuscript. APA subheadings are formatted as follows:

### **Level I Subheading**

Level I subheadings indicate a major section division within your chapter. Level 1 subheadings should be center justified and should use bold text.

### **Level II Subheading.**

You should indent the paragraph which follows the Level II subheading. End each subheading Level II and below with a period.

**This is a Level III subheading.** Level III subheadings are integrated into the paragraph which they precede.

**Level IV subheadings also run into the paragraph.** It's important to ensure that Level III subheadings and below follow sentence style capitalization.

*Finally, this is a Level V subheading.* Do not end a page with a heading or subheadings. If your heading falls at the bottom of the page, insert a page break to start the next heading at the stop of the next page.

CHAPTER THREE  
 FORMATTING FRONT MATTER

There are separate requirements for each element of the front matter. Each element will follow a very specific format.

**Title Page**

The title page will include the following text, centered top to bottom and left to right:

- The complete title of your thesis or dissertation, in all capital letters, on the first line,
- Your full name, previous degrees, and the year those degrees were awarded, in all capital letters, as follows:

BY

YOUR NAME HERE

B.S., UNIVERSITY OF AWESOME, 2010

M.S., UNIVERSITY OF EVEN MORE AWESOME, 2012

- The candidacy statement, in all capital letters and in its entirety, as follows:

SUBMITTED TO RUSH UNIVERSITY

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF

DOCTOR OF PHILOSOPHY

- A copyright text, as follows, substituting your name and the year of your degree conferral:

(c) Copyright Your Name Here, 2019

All Rights Reserved

If you are submitting a thesis or dissertation for a degree other than a Doctor of Philosophy, replace the text “Doctor of Philosophy” with the appropriate degree. The title page will not



display its page number. Do not use running heads. Please consult Appendix A and Appendix B for examples of how to format the title page for master's and doctoral degrees, respectively.

### **Copyright Statement**

The copyright statement is the second page in your manuscript and this page will bear the center-justified title COPYRIGHT STATEMENT on the first line of the page. The copyright statement page will not display its page number. You will begin the copyright statement on the second line of the page. You must reproduce the following double-spaced, left-justified text of the copyright statement:

I hereby guarantee that no part of the [dissertation or thesis] entitled [title, in italics] which I have submitted for publication, has been copied from a copyrighted work, except in cases of passages properly quoted from a copyrighted work, copied with permission of the author, or copied from a work in which I own the copyright; that I am the sole author and proprietor of the [dissertation or thesis]; that the [dissertation or thesis] in all respects complies with the Copyright Revision Act of 1976; that the [dissertation or thesis] contains no matter which, if published, will be libelous or otherwise injurious to, or infringe in any way the copyright of any other party; and that I will defend, indemnify and hold harmless Rush University Medical Center against all suits and proceedings which may be brought and against all claims which may be made against Rush University Medical Center by reason of the publication of the [dissertation or thesis].

After the copyright statement, you will add a double space, and then add your own name and the month and year of your submission, as follows:

Albert R. Einstein

March 2020

You must customize the copyright statement for your particular project by changing the bracketed text, and your name and the month and year of submission. For example, if you are submitting a thesis, you must remove the words “dissertation and” from between the brackets, and you must include the full title of your project in underlined text where the statement reads “[title, in italics].” You must also remove all brackets from the statement. Please see the second page of this manual for a sample copyright statement. You will also find the text of this statement in Appendix A.

### **Acknowledgments (optional)**

In the optional acknowledgments section, you may formally thank your supervisor, members of your committee, libraries or other institutions, your fellow researchers, faculty, classmates, or family for their support and specific contributions throughout the dissertation-writing or thesis-writing process. The text should be centered underneath the center-justified heading ACKNOWLEDGMENTS, and the acknowledgments page should not display its page number in lower case Roman numerals. The acknowledgments page should count in the pagination of your manuscript. The text should be written in your own words using formal narrative prose and use complete sentences. You may consult other dissertations for examples of acknowledgments and/or ask your committee about writing conventions for acknowledgments. Please see page iii of this manual for an example.

### **Dedication (optional)**

This optional section is where you may dedicate your thesis or dissertation to a specific person or persons. The text of your dedication should be centered top to bottom and left to right.

The text does not need to be a complete sentence, as in the following examples:

For my sister

For my cats, Napoleon and Wellington, for their constant support

Dedications are brief and should only be one or two lines. Do not include punctuation at the end of the dedication. The dedication page will not display its page number, but will count in the pagination of your manuscript.

### **Preface (optional)**

The optional preface consists of text that introduces the project, but does not include information central to the argument or your findings in the main text. The text should be centered underneath the center-justified heading PREFACE, and the page or pages of the preface should display their page numbers in lower case Roman numerals.

### **Table of Contents**

Your manuscript will include a properly organized table of contents that lists each primary component of your manuscript. Your title page will not show its page number, but will be counted in the pagination of your manuscript. You must list the sections of your dissertation in the order in which they appear in this manual, and your list of contents will follow the center-justified heading TABLE OF CONTENTS. If you are submitting a dissertation you should divide your manuscript into chapters. A master's thesis should not use chapter divisions, unless it contains chapter-length sections. The title page of your dissertation should list each chapter. If

your thesis is not divided into chapters, you may list your thesis by its title on the title page. You may list subsections of your thesis under the thesis title, at your discretion. Please see the title page of this manual for an example of how to list subsections on a title page.

You must include the following items in your table of contents: acknowledgments (if using), abstract, preface (if using), all lists, all tables, all other types of materials, every chapter or major section, appendices (if using), and copyright statement. You must *not* include the following items in your table of contents: title page, table of contents, dedication, or approval sheet. You *may* choose to include chapter or section subheadings in your table of contents.

Each chapter or major section must be listed with its generic heading in all capital letters, for example: CHAPTER ONE: or SECTION ONE:, followed by the chapter's descriptive title, for example: CHAPTER ONE: IMPRESSIONISM AND YOU.

If you include subheadings, you must indent their entries. Level I subheadings should be indented once and Level II subheadings should be indented twice. Any text that runs over onto a second line should also be indented. Do not use a series of periods to mark the line between the item and its page number. You may consult the table of contents of this manual for an example.

#### **Lists of Tables, Figures, Abbreviations, and Other Materials (as applicable)**

If you include tables, figures, terms, or other materials in your manuscript, you must list each one on a list of tables page and/or a list of figures page. If your manuscript includes a list of abbreviations or a list of terms, that list will follow the lists of tables or figures. The title for a list of tables will be LIST OF TABLES, and the title for a list of figures will be LIST OF FIGURES. Any list of abbreviations or terms will be titled LIST OF ABBREVIATIONS, or LIST OF TERMS, as applicable to your project. The title will be center justified on the first line

of the page. If you are including other materials with your manuscript that are not tables or figures, you must itemize each in a list titled **LISTS OF OTHER TYPES OF MATERIALS**.

Each item in your list will include the generic title and number, the specific title of the item, and the page number on which the item appears in your manuscript, for example:

Table 1: Average Amount of Caffeine Consumed While Formatting 15

Each item must be numbered using whole Arabic numbers (1, 2, 3, etc.) and not using decimals or chapter numbers (1.1, 1.2, 1.3, etc.). Use a colon between the generic title and the specific title of each item. Each entry in your list must be single spaced, with a double space between each entry in the list. The list will be left justified, and the page numbers must be aligned with the right margin of the page. Using tab stops can enable you to easily align the page numbers along the right margin. Please consult the lists at the beginning of this manual as an example.

### **Abstract**

Your abstract can be of any length, but should be concise and should include a statement of the problem, a brief description of your procedures and research methods, your results, and your conclusions. Please print any symbols and clearly and accurately. The text will follow underneath the center-justified heading **ABSTRACT**.

## CHAPTER FOUR

### FORMATTING THE MAIN TEXT

The main body of your text includes each of your chapters or major sections, all of which are logically organized and which develop and explain your research and your central argument. The first page of the main body of text will begin numbering with Arabic numerals and be page 1. Page numbers will continue in the upper right corner of the header.

The main body of your text must be properly formatted and edited for correct grammar and structure. Editing your text can be time consuming and will ideally require outside assistance from several readers. Reading sections of your text out loud can help you find and correct any errors within your text. Be sure to allow plenty of time throughout the writing process for proofreading before you submit your manuscript for the format check. Manuscripts that have significant grammatical and structural errors will not pass the format check or final approval process.

#### **Chapters and Sections**

Each chapter or major section must begin on a new page. If any chapter title or subheading ends a page of text, use a page break to begin the section at the top of the next page. The title of a chapter or major section will be centered on the first line of the page, as follows:

### CHAPTER ONE

#### IMPRESSIONISM AND YOU

The text of the chapter will begin on the line immediately below the title. Subheadings must follow the hierarchies in your style guide.

The title and number of each chapter or major section must be the same as the title and number listed in the table of contents. The page numbers for each chapter must correspond to the page number listed in the table of contents.

### **Figures and Tables**

Each table, graph, or figure must be numbered, and must be accompanied by a label that includes the generic title, the number, and the specific title of the item, for example:

Table 1: Average Amount of Caffeine Consumed While Formatting

Each caption must be single spaced and should be placed as close as possible to the table or figure it describes. Each caption should be consistently either left justified or centered, and should be consistently either above or below the table or figure, as applicable. In other words, if you place a caption above one table, you should place the caption above every table in your manuscript. If you place a caption below one figure, you should place the caption below every figure. Also, if you choose to use bold font used for captions, that bold must also be consistently used throughout the manuscript. The font for each caption may one or two points smaller than the 12-point font used for the main text. The page number for each figure or table must match the page number listed in the table of contents, as objects and pages can shift throughout the revision and formatting process.

If the table or graph is wider than the margins of the page, you may include it on its own on a landscaped page. Landscaped pages are oriented horizontally unlike vertical, portrait-oriented pages. The page numbers for landscaped pages must also be oriented horizontally so that the numbers appear in the correct place in the completed manuscript. One way to do this is

to create a text box, orient the text box on its side, and remove any borders from around the text box. Also, do ensure that the box is in the correct position within the margins.

### **Citations and Sources**

You must cite every source used in your thesis or dissertation. Your citations must be formatted according to the style guide or guides you have used throughout your project. If you have questions about properly formatting in-text citations, or the use of quotations, paraphrase, or summary within your project, please contact your committee. The Center for Academic Excellence will also provide academic support and advice regarding citation styles and the ethical use of sources.

Block quotations must be single spaced and indented. The length of block quotations is determined by your style guide. Block quotations do not take quotation marks and should be introduced by the correct punctuation.

Footnotes must also be single spaced, and they may be 1 to 2 points smaller than the 12-point typeface used in your main body of text. You must double space between individual footnotes. Footnotes should begin numbering with “1” for each chapter or major section of your manuscript. Endnotes are not permitted.

### **Use of Copyrighted Material**

You must include an unsigned copyright statement (see Appendix B) as the second page of your manuscript. Keep the originals of any permission letters (discussed below), as questions regarding permission to use copyrighted material may arise at a later date. Copies of letters of permission must be submitted as a supplemental file with the thesis or dissertation to ProQuest.



You must obtain written permission to quote extensively or to reproduce tables, figures, graphs, or charts that have appeared in another person's work. The written permission should specifically authorize you to use and reproduce material in your dissertation or thesis. For unpublished, copyrighted material, you must obtain permission from the author(s). For published material, you must obtain permission from the publisher.

If portions of your manuscript have already been published, or if your manuscript has been accepted for publication, it is highly likely that the publisher owns the copyright. You must read your signed author agreement to determine if you have permission to use the material in your dissertation or thesis. If you do not have permission, you will need to obtain written permission from the publisher to include previously published material in your manuscript. If you are unable to secure permission, you may not include that text in your manuscript. You may, however, include a citation for your previously published work in lieu of the text, if your supervisor and committee permits. You must reproduce each letter of written permission in a properly formatted appendix to your thesis or dissertation. Please see the section of this manual on appendices for formatting specifications.

## CHAPTER FIVE

### FORMATTING THE BACK MATTER

The back matter of your manuscript consists of any appendices, and your references.

Pagination continues through the back matter using Arabic numerals.

#### **Appendices (optional)**

You may include appendices to your manuscript, if necessary. Please consult your committee for guidance on what information to append to your manuscript, if necessary.

Each appendix should have its own title page. The title page will include the generic title (Appendix A, Appendix B., etc.) and the descriptive title. Use designating letters, not numbers, for each appendix title. The entire title will be centered left to right and top to bottom and be printed in all capital letters, as follows:

#### APPENDIX A

##### AMOUNT OF LAUNDRY DONE WHILE DISSERTATING

Any figures, charts, or graphs must be of sufficient quality to be legible. You will not need a header at the top of the following pages of each appendix.

#### **Reference List**

If you are using bibliography style references, you must include all sources that you referred to and directly cite in your dissertation or thesis. If you are using references style reference list, you must include only those sources that you directly cite in your dissertation or thesis. You must ensure that each citation is correct and corresponds to in-text citation in your main body of text.

The first page of your reference list will bear the center-justified header REFERENCES. The first citation will begin on the next line. Each citation will be single spaced, with two spaces in between each citation. The second line and any subsequent lines of each citation must be indented once.

You must use the same style guide for your entire reference list. If you are using multiple citation styles throughout your project, you may use one of the style guides you have used for a major section of your manuscript. If you use automatically generated citations, be sure to verify that each citation in your reference list is correct, as automatically generated citations may still contain errors.

### **Approval Sheet**

The approval sheet will not appear your manuscript. The approval sheet is a form you will create. You will upload an unsigned copy of your approval sheet to ProQuest as a supplemental file for the format check, and you will submit a signed copy of your approval sheet via email as part of the final submission process.

The approval sheet will have the center-justified title DISSERTATION APPROVAL SHEET or THESIS APPROVAL SHEET, as applicable to your project, on the first line of the page. On the second line, you will copy the following text, with some emendations:

The undersigned have examined the dissertation entitled *On The Origin of Species by Means of Natural Selection* presented by Charles R. Darwin, a candidate for the degree of Doctor of Nurse Practitioner, and hereby certify that, in their judgement, the dissertation is worthy of acceptance.

You must customize this text so that it correctly states whether your manuscript is a thesis or a dissertation, and you must insert your name, the full title of your thesis or dissertation, and the full name of the degree for which you are a candidate.

The approval sheet also includes lines for each of your committee members to sign. Under each line, you must list the name, title, and the university of each of your committee members. Please consult Appendix A of this manual for a sample approval sheet, which will show you how to lay out the signature portion of this page.

## CHAPTER SIX

### GUIDE TO ELECTRONIC SUBMISSION OF YOUR FINAL COPY

After your successful defense, you will submit the final, approved version of your dissertation or thesis to Rush University through the ProQuest website. You will also submit a signed copy of your approval sheet through the ProQuest website. A link to the ProQuest website and a guide to ProQuest submission can be found on the Center for Academic Excellence website.

#### **Printing and Binding**

You may wish to purchase a hard copy of your dissertation or thesis. ProQuest will allow you to purchase printed and bound copies as part of their submission process. Please consult the ProQuest website for details.

APPENDIX A

SAMPLE MASTER'S DEGREE TITLE PAGE

ON THE ORIGIN OF SPECIES  
BY MEANS OF NATURAL SELECTION  
BY  
CHARLES R. DARWIN  
B.S., UNIVERSITY OF AWESOME, 2010  
SUBMITTED TO RUSH UNIVERSITY  
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF  
MASTER OF SCIENCE  
(c) Copyright Your Name Here, 2019  
All Rights Reserved

APPENDIX B

SAMPLE DOCTORAL TITLE PAGE



ON THE ORIGIN OF SPECIES  
BY MEANS OF NATURAL SELECTION  
BY  
CHARLES R. DARWIN  
B.S., UNIVERSITY OF AWESOME, 2010  
M.S., UNIVERSITY OF EVEN MORE AWESOME, 2012  
SUBMITTED TO RUSH UNIVERSITY  
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF  
DOCTOR OF NURSING PRACTICE  
(c) Copyright Your Name Here, 2019  
All Rights Reserved

APPENDIX C

SAMPLE APPROVAL SHEET

## DISSERTATION APPROVAL SHEET

The undersigned have examined the dissertation entitled *On The Origin of Species by Means of Natural Selection* presented by Charles R. Darwin, a candidate for the degree of Doctor of Nurse Practitioner, and hereby certify that, in their judgement, the dissertation is worthy of acceptance.

---

Name of Chairperson  
Rank  
Department  
University

---

Name of Committee Member  
Rank  
Department  
University

---

Name of Chairperson  
Rank  
Department  
University

---

Name of Committee Member  
Rank  
Department  
University

APPENDIX D

COPYRIGHT STATEMENT TEMPLATE

## COPYRIGHT STATEMENT

I hereby guarantee that no part of the [dissertation or thesis] entitled [title, in italics] which I have submitted for publication, has been copied from a copyrighted work, except in cases of passages properly quoted from a copyrighted work, copied with permission of the author, or copied from a work in which I own the copyright; that I am the sole author and proprietor of the [dissertation or thesis]; that the [dissertation or thesis] in all respects complies with the Copyright Revision Act of 1976; that the [dissertation or thesis] contains no matter which, if published, will be libelous or otherwise injurious to, or infringe in any way the copyright of any other party; and that I will defend, indemnify and hold harmless Rush University Medical Center against all suits and proceedings which may be brought and against all claims which may be made against Rush University Medical Center by reason of the publication of the [dissertation or thesis].

Albert R. Einstein

March 31, 2020

APPENDIX E  
FORMATTING CHECKLIST

## FORMATTING CHECKLIST

The Center for Academic Excellence will use this checklist to approve the format of your manuscript. Do not include this checklist as part of your manuscript. We highly recommend that you also use this checklist to review your manuscript before you submit it for the format check and before you submit your final approved version.

Name:	
Program:	
Date:	

  

	The manuscript has received credit for the format check, but requires revision. You must resubmit your revised manuscript <b>ten</b> days before the final deadline for the current degree conferral period.
	The manuscript needs a second format check before receiving credit, and requires some revision. You must resubmit your revised manuscript within <b>ten days of receipt of this notice in order to be eligible for this degree conferral period.</b>
	The manuscript has not been approved and needs <b>substantial</b> revision. You must resubmit your revised manuscript within <b>ten days of receipt of this notice in order to be eligible for this degree conferral period.</b>

When   X   appears before an item, it requires revision.

When    appears before an item, it does not require any further revision.

*Any additional comments will appear in red.*

### General Requirements

#### Font.

   Font/typeface must be 12-point throughout the manuscript, except within notes.

   Font(s) must be Roman, serif fonts. Recommended fonts include: Times New Roman, Baskerville, Georgia, Garamond, Palatino, or Verdana.

   Major chapter headings must use in regular type and must not use bold type.

#### Margins.

   Left margin must measure 1 inches.

   Right margin must measure 1 inches.

\_\_\_ Top margin must measure 1 inches.

\_\_\_ Bottom margin must measure 1 inches.

### **Spacing.**

\_\_\_ Double-space the main text.

\_\_\_ Block quotes should be single-spaced.

\_\_\_ There should be no extra space at bottom of pages, between paragraphs or sections, or before tables or figures.

\_\_\_ Remove extra space before/after headings or subheadings.

### **Page Numbering.**

\_\_\_ Page numbers should appear in the upper right corner of the document.

\_\_\_ Page numbers must respect margin requirements (i.e. numbers must be one inch from the edge of the page and one inch from the top margin) in the upper right hand of the document.

\_\_\_ Page numbers must be in the same font as the rest of the text, 12-point font serif typeface.

\_\_\_ Dedication page is showing its page number.

\_\_\_ Front matter does not use lower case Roman numerals, in places or throughout.

\_\_\_ First page of the main text does not begin with the Arabic numeral 1.

\_\_\_ Running head is used in places throughout the manuscript.

### **General Requirements.**

\_\_\_ Manuscript contents are not in the correct order.

\_\_\_ Proofread:

## **Front Matter**

### **Title Page.**

\_\_\_ Title of thesis or dissertation must be complete and consistent.

\_\_\_ The format of the title page must conform exactly to the sample Rush's Manual for Theses and Dissertations.

\_\_\_ Margins, text placement, and spacing must conform exactly to specifications in the manual.



- \_\_\_ Candidacy statement must be complete and correctly formatted.
- \_\_\_ Copyright statement must be complete and correctly formatted.
- \_\_\_ Date must be the year of your degree conferral.
- \_\_\_ Do not display a running head on the title page.
- \_\_\_ Do not display a page number on your title page, but do count it in your pagination.
- \_\_\_ Proofread:

### **Copyright Statement.**

- \_\_\_ Include a Copyright statement page, and format it as illustrated in Rush's Manual for Theses and Dissertations.
- \_\_\_ Include the heading COPYRIGHT STATEMENT.
- \_\_\_ Heading must be center-justified.
- \_\_\_ Text of copyright statement should begin on the line immediately below the heading.
- \_\_\_ Text should be double spaced.
- \_\_\_ Page number should appear in the upper right corner.
- \_\_\_ Proofread:

### **(Optional) Acknowledgments.**

- \_\_\_ Type generic heading in UPPER CASE; do not type the manuscript title or other information.
- \_\_\_ Heading must be center-justified.
- \_\_\_ Double-space text.
- \_\_\_ Maintain standard double spacing between heading and text.
- \_\_\_ Page number should appear in the upper right corner.
- \_\_\_ Proofread:

### **(Optional) Dedication.**

- \_\_\_ Center top to bottom, left to right. Attribution, if included, should be right-aligned.
- \_\_\_ Single-space the dedication's text.
- \_\_\_ Do not display a page number on your title page, but do count it in your pagination.

\_\_\_ Proofread:

**(Optional) Preface.**

\_\_\_ Type generic heading in UPPER CASE; do not type the manuscript title or other information.

\_\_\_ Heading must be center-justified.

\_\_\_ Double-space text.

\_\_\_ Maintain standard double spacing between heading and text.

\_\_\_ Page number should appear in the upper right corner.

\_\_\_ Proofread:

**Table of Contents.**

\_\_\_ Type generic heading in UPPER CASE

\_\_\_ Heading must be center-justified.

\_\_\_ List of contents does not begin on the line immediately below the heading.

\_\_\_ Text is not double spaced.

\_\_\_ Page numbers on the table of contents are incorrect and/or don't match the page numbers in the text.

\_\_\_ Data in the table of contents (i.e., order of contents, titles/headings, page numbers) must appear exactly as in the body of the paper.

\_\_\_ Proofread:

**Lists of Tables, Figures, Abbreviations, or Other Materials (as applicable).**

\_\_\_ Type generic heading in UPPER CASE. Do not use column headings.

\_\_\_ Heading must be center-justified.

\_\_\_ Create a list of tables and/or a list of figures. Place after the Table of Contents.

\_\_\_ List should be left-justified.

\_\_\_ Double-space text.

\_\_\_ Single-space and indent run-overs of long titles.

\_\_\_ Items in list must have generic title, and/or number, and/or specific title. Followed by a colon.

- \_\_\_ Maintain standard double spacing between heading and text.
- \_\_\_ All page numbers must be aligned evenly and flush right.
- \_\_\_ All page numbers must be aligned with the last line of an entry (not the first).
- \_\_\_ Data in the list (i.e. titles/headings, page numbers) must be given as they are in the text.  
Descriptive matter beyond number and title may be included in the Lists at your discretion.  
We recommend including information that helps distinguish the tables/figures from one another but omitting information about how to read the table/figure.
- \_\_\_ Proofread:

### **Abstract.**

- \_\_\_ Type generic heading in UPPER CASE; do not type the manuscript title or other information.
- \_\_\_ Heading must be center-justified.
- \_\_\_ Text of abstract does not begin on the line immediately below the heading.
- \_\_\_ Double-space text.
- \_\_\_ Page number should appear in the upper right corner.
- \_\_\_ Proofread:

### **Main Text**

- \_\_\_ Create UPPER CASE generic chapter headings and descriptive titles.
- \_\_\_ Headings must be center-justified.
- \_\_\_ Format titles with generic headings above descriptive titles (both double spaced). Do not use a colon.
- \_\_\_ Maintain standard double spacing between heading and text.
- \_\_\_ Chapters or major sections do not begin on a new page.
- \_\_\_ Data in text (i.e., titles/headings, page numbers) must appear exactly as in TOC.
- \_\_\_ Page numbers must respect margin requirements.
- \_\_\_ Proofread:

### **Headings and Subheadings.**

- \_\_\_ Use levels of headings properly and consistently. (See your style manual or the Rush formatting manual for guidelines)
- \_\_\_ Subheadings should use bold type when consistent with the style guide requirements (APA, etc.)
- \_\_\_ Do not insert extra space before/after subheads unless the subhead would otherwise end a page.
- \_\_\_ Do not end a page of text with a heading.
- \_\_\_ Data in text (i.e., titles/headings, page numbers) must appear exactly as in TOC.

### **Tables and Figures.**

- \_\_\_ Number tables, figures, charts, etc. consecutively throughout manuscript.
- \_\_\_ Tables, figures, etc. will be numbered in whole numbers only. No decimal points or chapter numbers may be used in table numbers.
- \_\_\_ Single-space titles and descriptive matter. Do not indent. Table/figure labels should be consistently either left-aligned or centered).
- \_\_\_ Do not use bold, all caps, or italic text (except where italics are appropriate for certain elements within a label). Insert a period between the table number and the table title and keep them on the same line, eg:
- \_\_\_ Titles and descriptions must be consistently either left justified or centered.
- \_\_\_ Titles and descriptions must be on the same page as the table or figure they accompany.
- \_\_\_ Avoid large empty spaces. Tables/figures should only occupy their own pages if they are landscape pages or if the material that follows cannot be moved up to fill the remaining space on the page.
- \_\_\_ Avoid splitting tables. Where splitting is necessary, do not split a column headers from the rest of the table; in that case, move the table to the next page to keep them together. Split between cells rather than within cells.
- \_\_\_ Reduce size of material to conform to margins.
- \_\_\_ Improve quality of print/presentation.

\_\_\_ Data in text (i.e., titles/headings, page numbers) must appear exactly as in the Lists.

\_\_\_ Proofread:

### **Citations.**

\_\_\_ Block quotations will be single spaced, with standard double spacing separating the quote from the lines before and after it.

\_\_\_ The parenthetical citation for block quotes should follow the quote's closing punctuation.

\_\_\_ Citation format must be correct, consistent, and complete.

\_\_\_ Proofread:

### **Back Matter**

### **Appendices.**

\_\_\_ Use a cover page to introduce each appendix.

\_\_\_ Title of each appendix must be in upper-case letters and centered top to bottom and left to right.

\_\_\_ Title of each appendix must include both generic heading and descriptive title.

\_\_\_ Page number must appear in upper right corner. Page numbering should continue from the end of the main text.

\_\_\_ Proofread:

### **Bibliography or Reference List.**

\_\_\_ Type generic heading BIBLIOGRAPHY or REFERENCES in all caps.

\_\_\_ Heading must be center-justified.

\_\_\_ Maintain standard double spacing between heading and text.

\_\_\_ Single space entries. Double space between entries.

\_\_\_ Indents are irregular in some or all of the entries.

\_\_\_ Citation style is incorrect in some or all of the entries.

\_\_\_ Citation style is not consistent with the citation and formatting style of the rest of the manuscript.

\_\_\_ Page number must appear in upper right corner.

\_\_\_ Proofread:

**Approval Sheet.**

\_\_\_ Formatting of the APPROVAL SHEET must conform to the example in the Manual for Theses and Dissertations. It does not have to be signed for the format check.

\_\_\_ Upload a correctly formatted Approval Sheet as a supplementary pdf file in ETD upon first submission for the format check.

\_\_\_ For final copy, the Approval sheet must be signed by the committee and uploaded to ETD.

\_\_\_ The text of the approval sheet must be reproduced in its entirety.

\_\_\_ Proofread:

**Comments:**

Please see Rush's Manual for Theses and Dissertations for information on the submission of final, approved copies of the manuscript.

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## BIBLIOGRAPHY

*Publication manual of the American psychological association* (2009). Washington, D.C.:

American Psychological Association.