

**SCHOOL OF GRADUATE STUDIES
CASE WESTERN RESERVE UNIVERSITY
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**INSTRUCTIONS FOR COMPLETING AND SUBMITTING
ELECTRONIC DISSERTATIONS**

The purpose of this document is to provide general guidance with which to format, convert, and upload your dissertation. The process involves converting a successfully defended, approved doctoral dissertation in final form to a Portable Document Format (PDF) file for subsequent upload(s) to the OhioLINK website.

The publication style is primarily governed by the academic discipline of your program. In the absence of a program-specific determination, the applicable style manual for dissertations at Case Western Reserve University will be limited to the latest version of one of the following: *A Manual for Writers of Term Papers, Thesis and Dissertation* by Kate L. Turabian, published by the University of Chicago Press; *The MLA Style Sheet*, published by the Modern Language Association of America; or the *APA Publication Manual*, published by the American Psychological Association.

ORDER OF CONTENTS

The organization of the dissertation must follow the order below:

Title page
Typed ETD sign-off sheet
Copyright page (optional)
CWRU Waiver (optional)
Dedication page (optional)
Table of Contents
List of Tables
List of Figures
Preface
Acknowledgements
List of Abbreviations
Glossary
Abstract
--TEXT--
Appendix
Bibliography

TYPE FACE & FONT

Any standard type face is acceptable; font size should be 12.

MARGINS

The margins on the left side of all pages must be 1½ inches. Top, bottom and right margins must be 1 inch. All photographs, charts, tables, graphs, drawings, etc. must fit within these specified margins.

SPACING

Double Space all text. Long quotations, footnotes, and endnotes may be single-spaced.

TABLES AND FIGURES

If you use tables, figures, and/or illustrations, you must include an itemized/numbered list of those tables, figures, or illustrations in the front matter. Please separate these lists on different pages.

TITLE PAGE

The title page must contain the following information: Title, Name, Degree, Department, University Name, Month and Year of Graduation. See the sample title page.

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Dissertation abstracts must not exceed 350 words. See the sample abstract.

REFERENCES/BIBLIOGRAPHY

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PAGINATION

The numbering of pages should begin with the table of contents (page number one).

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This is a sample Title page.

THE ELECTRODEPOSITION OF NICKEL FROM
MIXED SOLVENT SYSTEMS

by

JOHN JAMES DOE

Submitted in partial fulfillment of the requirements

For the degree of Doctor of Philosophy

Dissertation Adviser: Dr. Joseph Jones

The above line is optional

Department of Chemistry

CASE WESTERN RESERVE UNIVERSITY

January, 2004

(Please list the Date of your Graduation)

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This is a sample of the abstract page.

The Electrodeposition of Nickel from
Mixed Solvent Systems
(Please be sure that the title is in upper/lower case – as shown)

Abstract

by

JOHN JAMES DOE

The abstract text begins here.

No more than 350 words for a doctoral dissertation.

Double space text.