Last Updated: June 2010

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**GEf** 

#### GENERAL INFORMATION

#### Introduction

Old Dominion University requires a dissertation or record of study from all doctoral candidates and a thesis from all thesis option master's candidates. The thesis/dissertation/record of study should be presented in a scholarly, well-integrated, properly documented manner, which reports the original work done by the student under the supervision of the advisory committee.

This has been authorized by the Graduate Administrators Council of Old Dominion University to assist graduate students and their committee members in the preparation of theses, dissertations, and records of study. The primary purpose of this manual is to provide certain uniform standards regarding style and format and to allow enough flexibility to satisfy the acceptable practices of each academic discipline. The word thesis will be



#### **PROCEDURES**

#### Submission of Theses or Dissertations

INITIAL CREATION/REVISIONS

#### Human Subjects Research and Research Involving Animals, Hazardous Chemicals, Biohazardous Materials, Radioactive Materials

Any proposal for research involving human subjects must be reviewed and approved according to the ODU Procedures for Review of Human Subjects Research. The process and approval must be cited in the text of the thesis or dissertation.

All thesis or dissertation research involving human subjects, and certain human cultured cell lines, must conform to Federal, State, and University policies providing for the protection of human subjects. While some forms of research may be classified by Federal and State regulations as being exempt (i.e., survey research involving standard educational testing materials), all student research must first be reviewed and approved. An investigator determines whether or not the project should qualify as exempt from Institutional Review Board (IRB) review. If the investigator believes it to be exempt and the study does not have a federal funding source, it can be submitted to the College Human Subjects Review Committee (HSRC) for review. If the College committee approves the project, the process stops there. If the College committee believes the project to be non-exempt, the project is forwarded to the IRB for review. The exception to this process is that federally funded exempt research needs to be reviewed by the IRB. These projects bypass college committees.

The student will receive an approval number that must be cited in the thesis or dissertation.

Any proposal for thesis or dissertation research involving vertebrate animal subjects, hazardous chemicals, biohazardous materials, or radioactive materials and/or radiation producing machines must be reviewed and approved according to the guidelines established by the appropriate committee. The process and approval must be cited in the text of the thesis or dissertation.

Guidelines Established By:			
Human subjects	IRB		
Animal research	Institutional Animal Care and Use Committee		
Hazardous chemicals	Environmental Health and Safety Office		
Biohazardous materials	Institutional Biosafety Committee		
Radioactive materials	Radiation Safety Committee		

Additional questions regarding the review and approval processes outlined here should be directed to the University Research Compliance Officer. More information and appropriate forms can be found at <a href="http://www.odu.edu/ao/research/compliance/index.shtml">http://www.odu.edu/ao/research/compliance/index.shtml</a>.

#### GENERAL SPECIFICATIONS

#### Paper

# First Copy

One original copy of the thesis submitted to the Registrar's Office must be on one side of white, acid free (alkaline pH) 100 percent cotton fiber paper, available from the Old Dominion University Bookstore. This paper must be used for all pages except those requiring special photographic paper or fold-out pages. Any figures or tables on those pages must conform to the margins.

#### The paper

that confirms that the paper is one of the [exact] brands listed below or that it is acid-neutral OR 100% rag content. To find the manufacturer's watermark, hold the paper up to the light. The following 20-lb. watermarked acid-neutral papers are acceptable:

Crane's Thesis Paper (strongly recommended)

Hammermill Bond

Strathmore Bond Hollinger Acid-Free Bond

Xerox Image Bite or Archival

Bond Permalife

Trojan Bond Technaclear

# Subsequent Copies

While the acid-neutral papers are also suggested for subsequent copies, a good quality bond paper containing 25%rag (cotton content) is acceptable. The following are not acceptable for either copy:

recycled paper erasable paper regular paper from copy machines

#### Digitized Reproductions

Digitized reproductions of photographs are acceptable (and scan better when submitted to ProQuest UMI) if there is enough resolution and contrast for viewing. If photographs are used, they must be securely and permanently fastened to the paper. The use of color digitized reproductions is discouraged unless color is essential for the presentation of research. Consult with your graduate program director about the use of color photographs.

#### Tables and Figures

General

All figures and tables should be sharp black and white, clearly legible, and of professional quality. Hand-drawn material must be of publishable quality. Color is not acceptable when scanned by ProQuest UMI because colors will appear as nearly identical shades of gray. Thus, use of color in figures is limited to cases where it is

numbered with Arabic numerals beginning with the first page of text (numbered 1). Every page following will have a page number. The Vita is the last numbered page.

Page numbers are placed in the upper right-hand corner of the page, approximately one-half inch below the top edge of the paper and one inch from the right-hand edge.

Major Headings All headings must be consistent regarding point size and the use

#### Text

The following general rules must be followed in the body of the document:

- 1. Divide the body into chapters.
- 2. Use Roman numerals in chapter titles and any reference to chapters.
- 3. Do not use underlining and bold together.
- 4. Each text page needs at least 4.5 inches of text on it unless the page contains a table or a figure or the next text begins a new chapter or major section.
- 5. Numbering of equations must be consecutive. No two equations may be numbered the same unless identical term for term.
- 6. Do not use double columns in text.

#### Major Headings and Subheadings

The requirements for major headings and subheadings are as follows:

- 1. Major headings in the text are bold if other major headings are bold. Boldface or italics may be used for subheadings.
- 2. Each new chapter begins on a new page.
- The chapter designation (CHAPTERI) is upper-case and centered at the top of the page. The chapter title is also upper-case and centered at least one double-space (no more than two double-spaces) below chapter designation.
- 4. Titles and subheadings more than one line in length must be double-spaced.
- 5. There is no punctuation after a heading or subheading that is on a line by itself.
- 6. Only major headings may be centered and in all capital letters. First level subheadings may be typed in all capital letters provided they are placed flush left.
- 7. Spacing before/after headings and subheadings must be consistent throughout.
- 8. The style used for subheadings must clearly show their various levels and must be consistent from chapter to chapter.
- 9. Subheadings do not begin on a new page. Text continues within a chapter or section.
- 10. A subheading at the bottom of a page must be followed by at least one line of text.

#### References

All theses and dissertations must include a references section. The requirements for the section are as follows:

- 1. The title is the same heading used in the journal model (REFERENCES, WORKS CITED, BIBLIOGRAPHY). The heading is in all capital letters and bold if major headings are bold.
- 2. The reference list must be consistent, accurate an

6.

#### DEAN'S OFFICE CHECKLIST

Theses and d

# ANIMAL IMAGERY IN THE COMIC WORKS OF RICHARD B. SHERIDAN AND WILLIAM CONGREVE

by

Jane Ann Doe
B.A. August 2003, State University of New York
M.A. May 2005, University of Indiana
(Degrees held, with dates conferred, and Institutions)

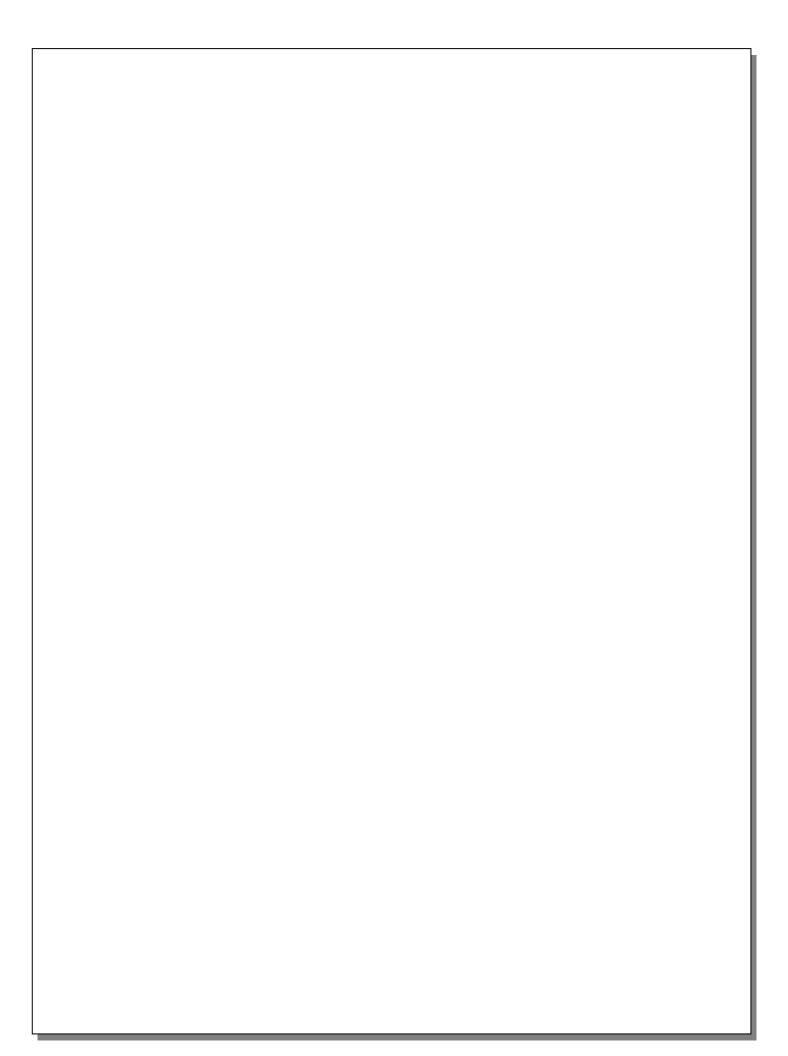
A Dissertation (or Thesis) Submitted to the Faculty of Old Dominion University in Partial Fulfillment of the Requirements for the Degree of

DOCTOR OF PHILOSOPHY (MASTER OF ARTS)

**ENGLISH** 

OLD DOMINION UNIVERSITY
May 2010
(May or August or December 2010)

Approved by:
John T. Jones (Director)
Anne Dailey (Member)



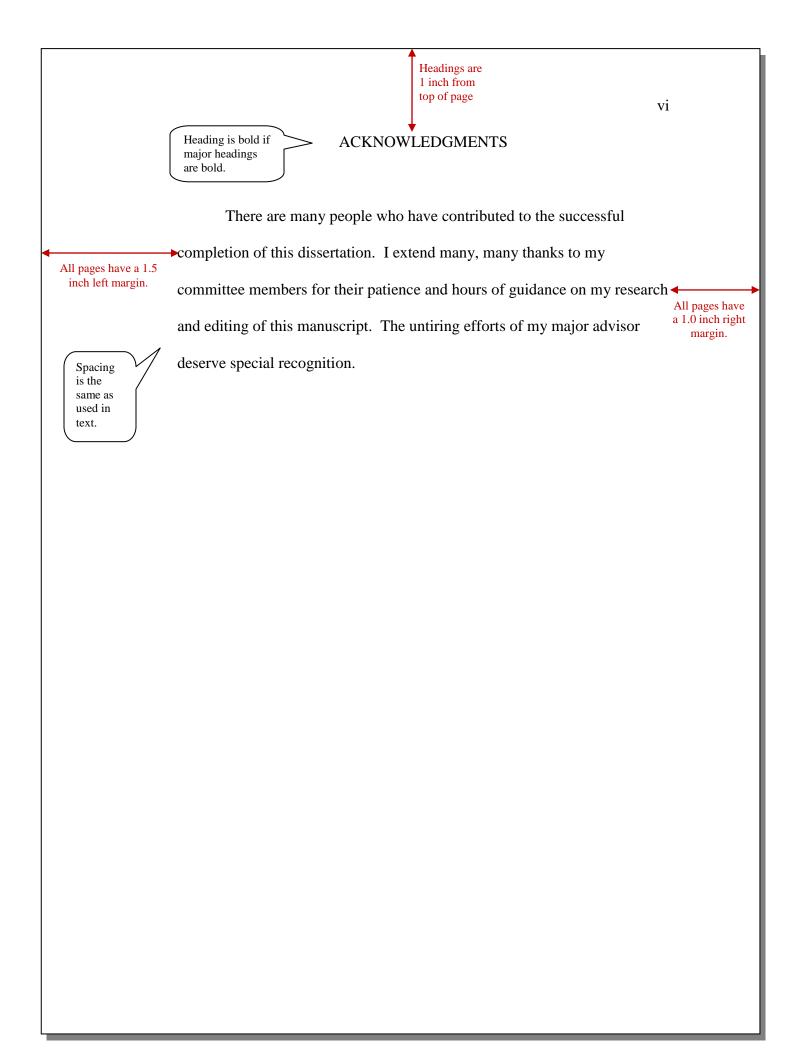


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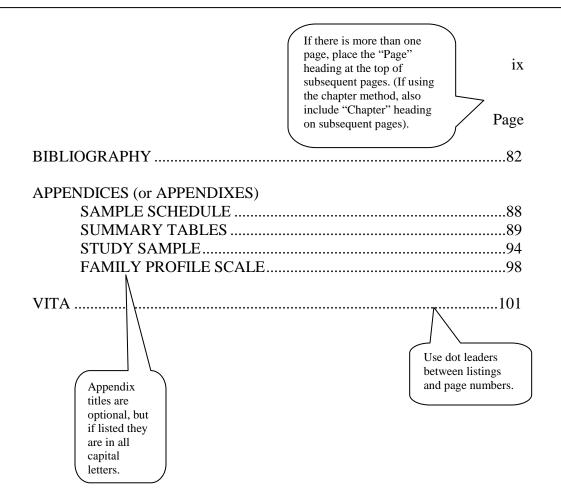
- 1. © symbol and/or the word "copyright"
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- 3. name of the copyright owner
- 4. "All rights reserved." (This may assist in



# Heading is bold if major headings are bold.

- A Amplitude Ratio, (No Units)
- C Centroid of pipe, inches
- Do Outside Diameter of Pipe, inches
- E Modulus of Elasticity, lb/in2
- EH Elastic Modulus at Operating Temperature, lb/in2
- f Stress-Range Reduction Factor, (No Units)
- F Force, lbs
- I Moment of Inertia of Pipe, in4
- Number of Cycles, cycles
- *P* Pressure, lb/in2
- R Stress Ratio, (No Units)
- Sa Sh = Allowable Static Stress, lb/in2
- Sc Allowable stress at Minimum Temperature (70°), lb/in2
- Se Endurance Limit, lb/in2
- SY Yield Strength, lb/in2
- V Shear, lbs
- ZNom Section Modulus, in3

The Nomenclature page is optional. If included it may appear immediately before the Table of Contents, before the reference section, or in the Appendix.



Do not use italics on the Table of Contents (except Latin terms and titles of works).

Check against text for agreement of:

- 1. page numbers
- 2. levels and styles of headings/subheadings
- 3. wording/spelling of headings/subheadings
- 4. consistent capitalization of headings/subheadings

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The title in the text must exactly match the title in the List of Tables. Only the first complete sentence of the title is needed in the List of Tables.

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