



## Guidelines for the Preparation of Dissertations, Theses and Research Papers

### SUBMISSION DEADLINES

#### Spring

- Initial Submission Deadline - 12<sup>th</sup> week of the Semester, Friday, 4:30 PM
- Final Submission Deadline - 13<sup>th</sup> week of the Semester, Friday, 4:30 PM

For example, for Spring 2024 the deadlines are

- Initial Submission Deadline - April 5, 2024, 4:30 PM
- Final Submission Deadline - April 12, 2024, 4:30 PM

#### Summer

- Initial Submission Deadline - 3<sup>rd</sup> week of the Semester, Friday, 4:30 PM
- Final Submission Deadline - 4<sup>th</sup> week of the Semester, Friday, 4:30 PM

For example, for Summer 2024 the deadlines are

- Initial Submission Deadline – June 28, 2024, 4:30 PM
- Final Submission Deadline - July 5, 2024, 4:30 PM

#### Fall

- Initial Submission Deadline - 12<sup>th</sup> week of the Semester, Friday, 4:30 PM
- Final Submission Deadline - 13<sup>th</sup> week of the Semester, Friday, 4:30 PM

For example, for Fall 2024 the deadlines are

- Initial Submission Deadline - November 8, 2024, 4:30 PM
- Final Submission Deadline - November 15, 2024, 4:30 PM

#### Important Information:

- Any day before or on the initial deadline is okay for submission. Upload your paper as soon as possible to get the feedback faster.
- Submit a *complete paper* by the initial deadline. Your submission should include all required pages, should not have any blank pages or unfilled charts.
- Revise your paper based on the feedback provided by the administrator and resubmit it. This process continues until the paper meets the guidelines and format required. (You pay ProQuest when you submit the first time, but you don't pay for any subsequent submissions. There is not a fee for Research Paper submission to OpenSIUC.)
- The initial and final submission deadlines are firm. If you cannot meet both deadlines, then your paper can be considered for the following semester graduation.

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**Who must submit final papers to the Graduate School?**

- Ph.D. students must submit Dissertations.
- Ed.D. students must submit Capstone Reports.
- Some Master’s students submit Theses. Some Master’s students submit Research Papers. Some Master’s students do not submit a final paper to the Graduate School. Consult your advisor.

# PART I – THESIS and DISSERTATION GUIDELINES

## ORGANIZATION OF PAGES

Download and use a template for your paper! Here is the link: Thesis/Dissertation [Templates](#)

The pages of your paper should be in the following order:

1. Title page
2. Copyright statement (when applicable)
3. Approval page
4. Abstract
5. Dedication (Optional)
6. Acknowledgments (Optional)
7. Preface (Optional – required when you have included extensive text from articles that you authored and were previously published, or if you have something overall to explain or clarify about your paper.
8. Table of Contents
9. List of Tables (required only if you have more than one table)
10. List of Figures (required only if you have more than one figure)
11. Text/Body
12. Exhibits (tables, figures, photographs, etc. – only required if you are presenting all of your tables and figures after the body of your paper)
13. References (or other appropriate title prescribed by your program’s style manual, such as Works Cited or Bibliography)
14. Appendices (Optional – required if you have copyright permission or other documents that do not fit elsewhere in your paper)
15. Vita

## TITLE PAGE

- Make sure that your paper title on the title page, the approval page, the abstract page, the vita page, and your Oral Defense and Thesis/Dissertation Approval forms match exactly.
- Month Year at the bottom of this page is the month and year of graduation.

## APPROVAL PAGE

- Only the names (not the signatures) of your committee are needed for this page. (The signatures will be on the original Thesis/Dissertation Approval form that is submitted to the Graduate School.). Do not include a committee member’s name on this page if that member didn’t sign both your approval form and your oral defense form.

- Use your official SIU major in the line “in the field of ....”
- Date on this page is the date on which your committee signs your approval form. It should be in the format Month Date, Year, for example, March 8, 2024.

## ABSTRACT

- Date on this page is the date of your defense in the format Month Date, Year.
- This is the first page of your paper to have a page number, lower case Roman numeral i.

## PREFACE

- If you were author on articles that are being included in your thesis or dissertation, describe this content and their contribution to the thesis/dissertation on the Preface page. Also on the Preface page, make a statement that the content is being included with permission from the publisher, and include a complete citation of the published article(s). Note which chapter(s) contain the previously published article(s).

## TABLE OF CONTENTS

- Do not list the Table of Contents as an entry on the Table of Contents page.
- Put the ones digit of every page number in a straight vertical line at the right margin.
- Include the titles of Chapters and Appendices.
  - For Thesis / Dissertation – sub-headings within chapters may also be included, but this is optional.
- Where chapter titles are longer than one line, end the first line before it reaches the page number vertical line, and then indent the first word of the second line so that it starts under the first word of the title. (See template.)
- Indent the chapter listings under the word CHAPTERS, and indent the appendices listings under the word APPENDICES. (indent one tab)
- The APPENDICES line is only required if you have more than one appendix. If you have only one appendix, then name it APPENDIX. If you have more than one appendix, then name them with capital letters, for example, APPENDIX A, APPENDIX B, APPENDIX C, etc. and then the appendix title.
- Table of Contents are already created on the templates, and you only need to customize this page. We do not recommend using the M.S. Word built-in table of contents feature since over the years many formatting issues have arisen when students have attempted to use this feature. If you are not typing in the Graduate School Template, then you can copy the table of contents page from the template and paste it into your document. Then customize it with your content information.

## LIST OF TABLES and LIST OF FIGURES

- Put the ones digit of every page number in a straight vertical line at the right margin.
- It is required to include table/figure title next to table/figure number.
- Where table/figure titles are longer than one line, end the first line before it reaches the page number vertical line, and then indent the first word of the second line so that it starts under the first word of the first line.

For example...

Figure 23. The effect of switch cost on the total annual cost and the optimum number of switches..... 65

## Formatting Guidelines

### FONTS

- Use the same font throughout your paper. Some standard fonts to choose from: Times New Roman, Bookman, Courier, or Ariel.
- The regular text in the body of the document should use a 10 or 12 point font size. Headings and subheadings may go up to 14 point but must be of the same font style as the body of the text.
- Bold **and** *Italics* may be used. In general, *italics* is used for Genera, species, letters, words or phrases cited as a linguistic example, and foreign words. Bold and italics may be used to distinguish heading and sub-heading levels; follow your department guidelines, and be consistent throughout your paper.
- **For tables**, six (6) point font should be the smallest used. Try to use the same size as the rest of the body, if possible.

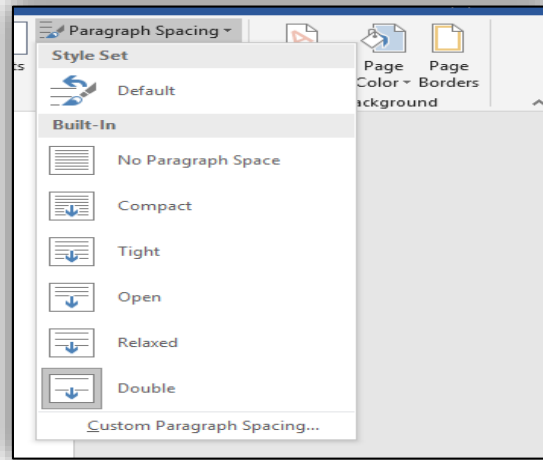
### SPACING

- The body of the document must be double spaced.
- There should be no extra spacing between paragraphs.
- There should be no extra spacing before and after each sub-heading.
- Spacing within a table may be single or double spaced, based on readability.
- There should be a judicious use of spacing to "set off" tables, charts, and figures; typically, one double space above and one space under the table. Keep spacing above and below tables and figures consistent throughout the paper.
- Places where single spacing is acceptable:
  - Between the lines of a title or heading that takes up more than one line. (Note: when breaking for second line, do not break up a word. Consider readability.)
  - Between the lines of a long quote that is indented on both sides.
  - Within a figure or table.
  - Between the lines of a figure/table title or explanation/description
  - Within a reference in the References section. If you single space between the multiple lines of a reference, then you should insert a blank space between reference entries.

- Within footnotes.

### Double spacing the document

- Navigate to *Design* tab.
- Go to Paragraph Spacing (on Top Right) and Set that to **Double**.



or

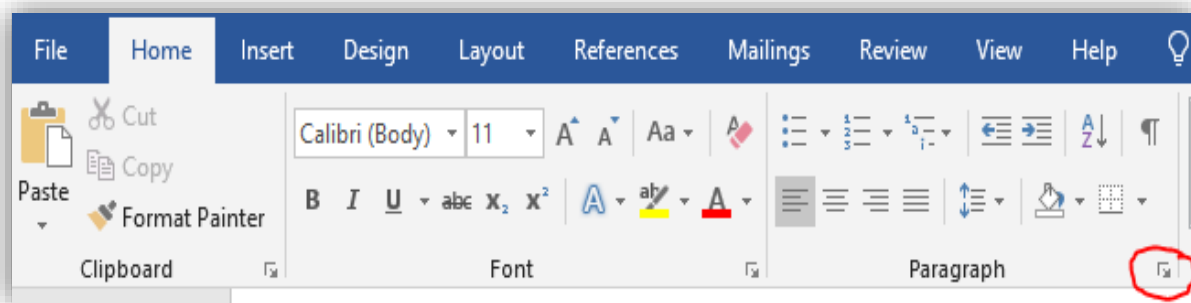
- Select the paragraph which needs to be double spaced.
- Navigate to Home → Paragraph line spacing options → 2.0

### Deleting extra space above each sub heading, paragraphs.

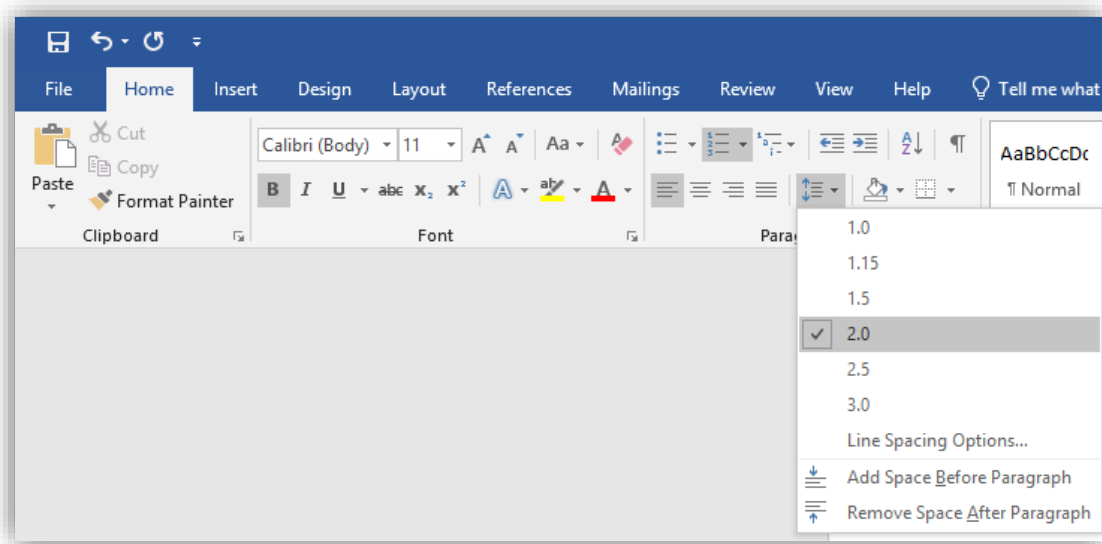
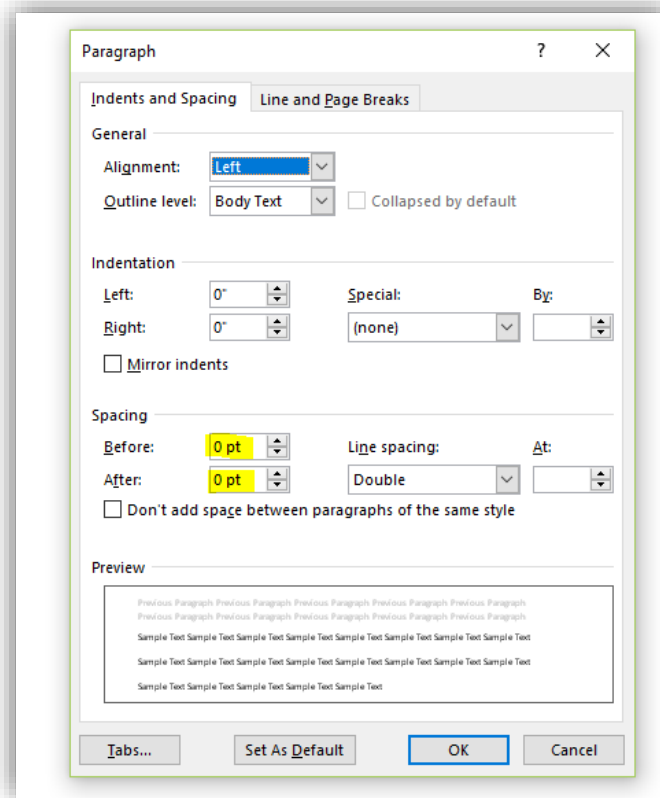
Only 2.0-line space is allowed throughout your work. Sometimes, even though the line spacing is set to double, you still can see some extra space between the lines, especially above each sub heading, new paragraph etc.

To fix this:

- Select text.
- On Home tab → Paragraph → Click paragraph Settings button on the bottom right.



- On Indents and Spacing tab set the *Spacing* to 0 for both *Before* and *After* tabs.
- Click OK.





## TEXT JUSTIFICATION

- The text in chapters should be left justified only, or “flush left” – the only exception to this rule is papers written by Mathematics majors.
- Text on title page and approval page are centered.
- Chapter titles are centered, and other headings may be centered, as fits your program-designated style.

## MARGINS AND INDENTATIONS

- Margins are one inch all around. So, text should start one inch below the top of the page and end one inch above the bottom of the page.
- Pages with charts, tables, and figures may have greater margins than listed but may not violate the required margins.
- Paragraph indentations should be a uniform five spaces. All paragraphs should be indented.
- With a heading at the bottom of a page, when there is not room for at least one line of text under it, move the heading to the next page. In this situation, it is acceptable to have a larger bottom margin. Turn off Orphan and Widow Control.

## PAGINATION

- No page numbers on Title page, Copyright page, or Approval page.
- The pages after the Approval page and preceding the text, i.e. Abstract, Acknowledgements, Table of Contents etc. should be numbered using lower case Roman numerals (i, ii, iii, ..) starting with Abstract.
- Roman numeral page numbers must be centered and positioned one-half inch from the bottom of the page.
- Text pages, References/Bibliography, Appendices and Vita should consist of Arabic numerals (1, 2, 3..) only, without punctuation, embellishment, or running headers. This numeral paging should be continuous.
- For theses and dissertations, the Arabic page numbers may be located either right-aligned on the top of the page or centered one-half inch from the bottom of the page.
- Page numbers need to be consistent with the same font style and size as the regular text.
- If a page of your document is formatted with landscape orientation, the header and footer of the page are also formatted with landscape orientation. Page numbers on landscape-oriented pages should be in the same position as page numbers on portrait-oriented pages. For example, if portrait pages have page numbers centered at the bottom, then the landscape pages will also have page numbers centered at the bottom.

## Creating different page number styles in one document

- Use the Section break formatting to have different page numbering styles. A new *section* is created that starts on the next page. With this *type of section break*, you can apply different page numbers, headers, footers, page orientation, paper size, and vertical alignment to the **sections** in the document. **If you are using templates, this is already taken care.**

Thesis/ Dissertation should have the following sections:

**Section 1** - No page numbers on Title page, Copyright page, or Approval page.

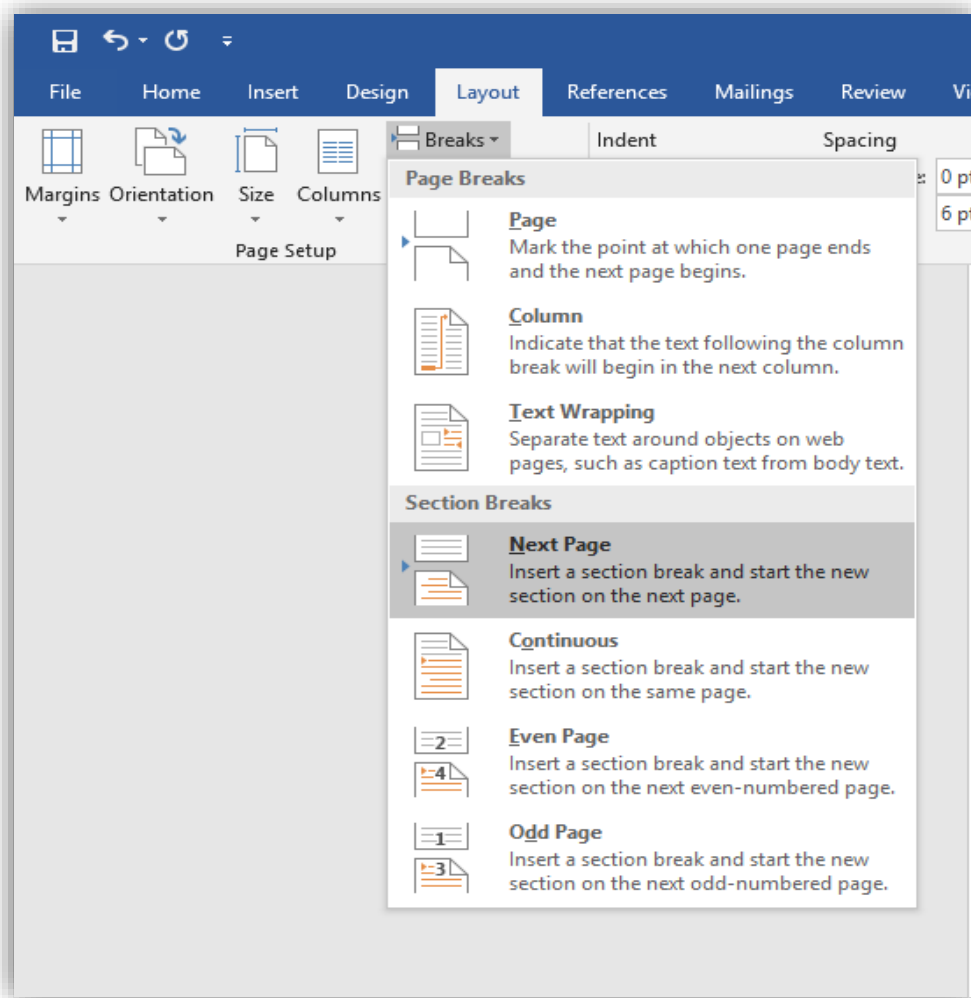
**Section 2** - The pages after the Approval page and preceding the first page of the body/chapter 1, i.e. Abstract, Acknowledgements, Table of Contents etc. should be numbered using lower case Roman numerals (i, ii, iii ..) starting with Abstract.

**Section 3** – Body of the paper pages, References/Bibliography, Appendices and Vita should consist of Arabic numerals (1, 2, 3...)

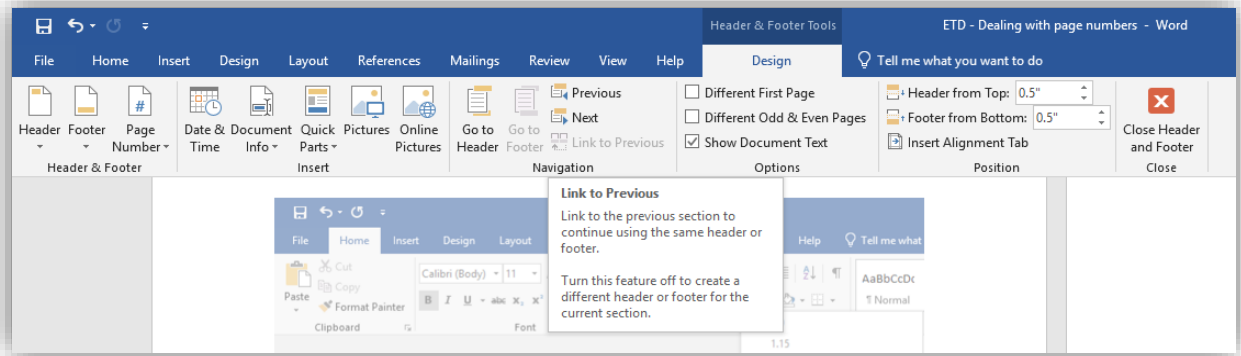
By default, word document comes with Section 1. So, creating Section breaks 2,3 should serve the purpose.

### For creating Section 2

- Click at the end of the Approval page.
- Click *Layout* tab → *Breaks* then under *Section Breaks*, click *Next Page*. So, this creates a new section 2 from Abstract.



- Click on the header/ footer of Abstract page (Section 2) and click *Link to Previous* button to **disable** it. This unlinks Section 2 from Section 1 and allows user to create roman page numbers in Section 2 without creating page numbers in section 1.



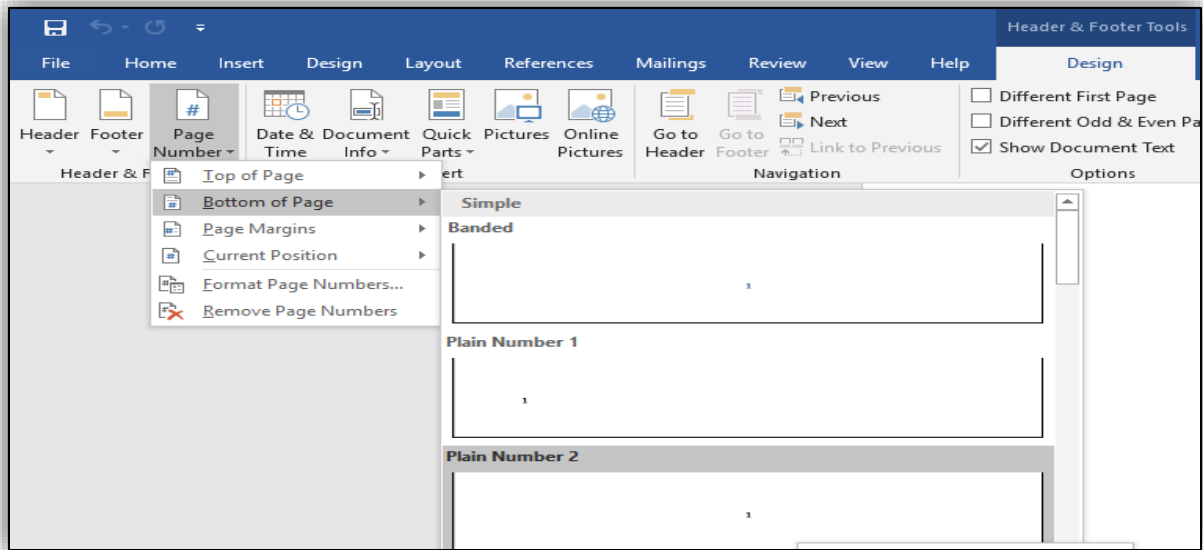
### For creating Section 3

- Click at the end of page with last roman page number.
- Click *Layout* tab → *Breaks* then under *Section Breaks*, click *Next Page*. So, this creates a new section 3 from Chapter 1 (text).
- Click on the header/ footer of Chapter 1 (Section 3) and click *Link to Previous* button to **disable** it. This unlinks Section 3 from Section 2 and allows to create Arabic page numbers in Section 3 without messing up with roman numbers in section 2.

**Note:** Don't forget to unlink header and footer of each section from its previous section. By default, the Link to Previous button is enabled. You can see it dark grey if it is enabled.

### Inserting roman page numbers for front pages

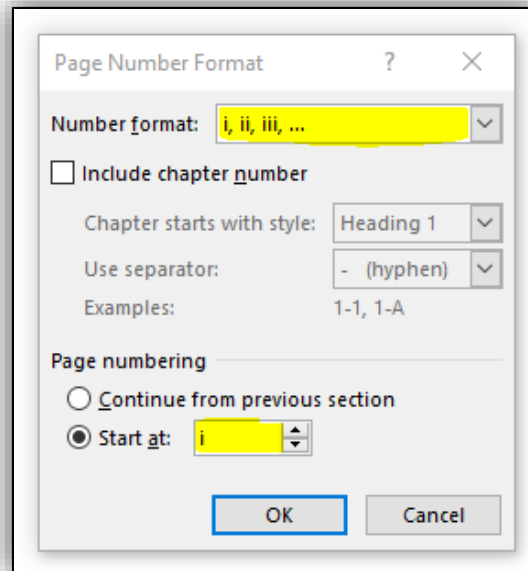
- Double click on the footer section of the Abstract page (Section 2). It automatically opens the Design tab.
- Click Page number → Bottom of the page and choose center alignment (Plain Number 2).



- It assigns Arabic page numbers 1, 2, 3 ..
- Select page number and change the font style and size to make it consistent with the text.

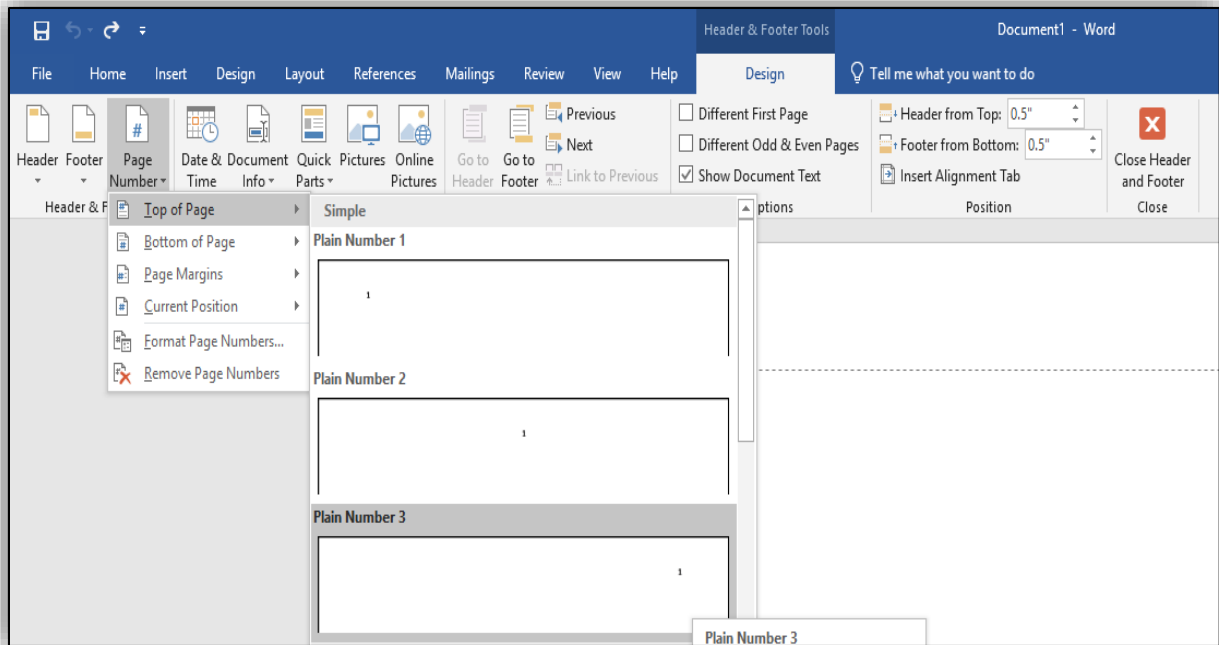


- Now right click on the page number and choose Format Page numbers to change the format from Arabic to Roman page numbers.
- Choose Roman number format from the drop-down list, start at i and click OK.



### Inserting Arabic Page numbers

- Arabic page numbers are located either right-aligned on the top of the page or centered on the bottom of the page.
- Follow the same procedure mentioned above in order to insert Arabic page numbers at the bottom center. You don't have to change the number format.
- To have them aligned on the top- right, double click on the header section of the first chapter page.
- Click Page number → Top of the page and choose right alignment (Plain Number 3).

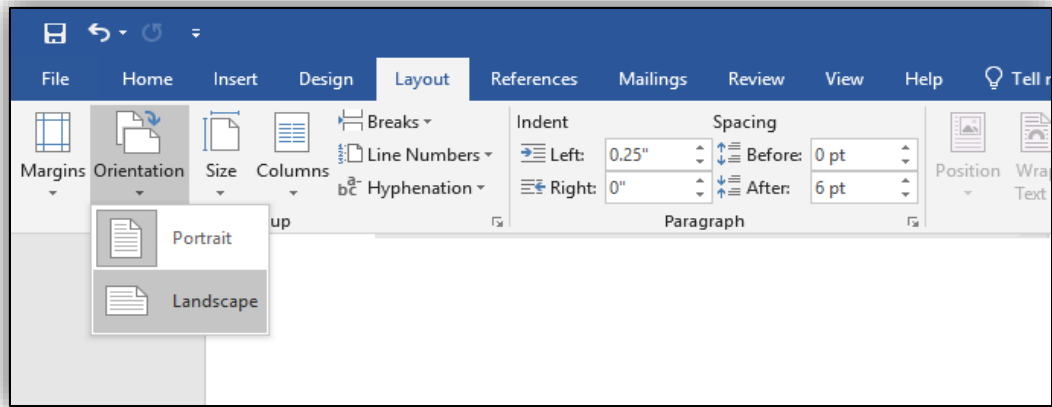


- It assigns Arabic page numbers 1, 2, 3 ..
- Select page number and change the font style and size to make it consistent with the text.



### Changing the orientation of a particular page(s) to Landscape

- Create a *Section break - next page* on the previous page for which the orientation has to be changed.
- Add another *Section break* at the end of last landscape page.
- Click the header, to confirm a new section has been created. This allows you to change the page layout of only this section without changing the layout of the entire document.
- Click *Layout* → *Orientation* and set the Orientation to *Landscape*



## HEADINGS AND SUBHEADINGS

- Chapter titles – All chapter titles and top headings should be in all capital letters. (including front and back content, e.g., PREFACE, CHAPTER 1, APPENDIX, etc.)
- Either bold all top headings or don't bold any. Be consistent.
- Use numerals (1,2,3...) instead of words (ONE, TWO, THREE) to represent Chapter numbers. E.g. CHAPTER 1 instead of CHAPTER ONE (in the Table of Contents and on the heading for the first page of the chapter).
- Be consistent with chosen format style for headings and sub-headings throughout your document.
- Don't leave a heading without text underneath it at the very bottom of the page.

## MULTIMEDIA OBJECTS

Multimedia object types include oversized tables, complex equations, graphs, diagrams, digital pictures, digital video, digital audio, virtual reality, and computer software that you have developed.

- Multimedia objects and oversize maps/files may be included as a supplementary file.
- Supplementary files may be uploaded to ProQuest in addition to your ETD pdf file.

## TABLES AND FIGURES

Most simple objects like tables and figures (graphs, diagrams, photos, etc.) can be embedded in your paper. Here are some guidelines when you embed the objects.

- If the object is the first thing on the page, begin at the top one-inch margin. It can be centered left-to-right on the page, but do not center it top-to-bottom on the page.
- A page can have multiple objects, provided they all completely fit, without compromising on margins.
- Number the object according to its position in the chapter (e.g., in Chapter 5 you may have a Table 5.1, Table 5.2, and Figures 5.1, 5.2, and 5.3).
- Put table titles above the tables. Figure titles can be located either above or below the figures, but choose above or below and stay consistent throughout your paper.

- When tables or figures are too wide to fit within the required one-inch margins, either reduce the size (if possible) or change the orientation of that page to landscape.
- Include a LIST OF TABLES page if you have more than one table in your paper. Include a LIST OF FIGURES page if you have more than one figure in your paper.
- Tables and figures may not be put into your paper side-ways so that the reader is required to turn their head or rotate the page in order to read the table or figure.

If you don't embed tables and figures throughout the body of your paper, you have two other options: 1) include all tables and figures for a certain chapter at the end of that chapter or 2) include a section titled EXHIBITS after your final chapter and before the REFERENCES section. Put all tables and figures in the EXHIBITS section. Include an entry for EXHIBITS on the TABLE OF CONTENTS page.

#### INCLUDING PREVIOUSLY-PUBLISHED CONTENT

To include content that has been published elsewhere (even if you are the author), you must follow certain steps to ensure you avoid copyright infringement.

- Content that is in the PUBLIC DOMAIN does not have copyright issues. This content includes works created and published by the U.S. government and works where the author has been deceased for over 70 years.
- In the past few years, more content is being published on websites like Creative Commons where the copyright holders wish to make their content available in the public domain, without needing to request permission, provided the stated terms are met. If you include content from one of these websites in your paper, note this situation near the content or by using a footnote. Include the full citation and the statement that permission to publish is granted.
- If published content is not in the public domain, either from being published by the U.S. government, being an older work, or found on a website like Creative Commons, then to be safe you should assume that it is covered by copyright laws.
- To include previously published content (anywhere in your paper, including in the appendix) that is not in the public domain, you must do two things: 1.) Cite the source where you found the content near the content wherever you are including it. Use a full citation with title, author, date, publisher, URL (if appropriate), etc. 2.) Include the permission that you received to include the content in your paper. This permission might come in various forms: an email from the publisher, an excerpt from original work/website that states that anyone has permission, or (if you were the author) a clause from your publishing contract. (see Example 1 below.). Put proof of permission in an appendix titled PUBLISHER PERMISSION.
- Examples of content that must have permission include: an entire survey instrument that someone else wrote and published, a unique and complicated figure that someone else designed and published, a poem or song that someone else wrote and published, a photograph or image that someone else took/created and published. Note the difference between being able to use a survey instrument to gather data for your research study and



being able to include that entire survey instrument in your appendix! These two actions require different and separate permissions.

- You have more flexibility to use PART OF something without getting permission. For example, you could provide the first 3 questions of the survey instrument, a couple lines of the poem, or you could adapt part of the complicated figure to fit your research (see Example 2 below.) If you use only a small part of the content, this is considered FAIR USE. You can do this without getting permission, but you still must cite the original source. If you adapted the work, state that you adapted it as part of the citation. Also include the original source in your list of REFERENCES.
- FAIR USE can also be achieved by using a small version of an image or photograph (as opposed to a larger one). Use the smallest size possible that will be acceptable for your purposes. Also, it is best to include previously-published content only when it is intricate to the message of your paper, when it is the best way to elaborate or support your argument. Another aspect to fair use is when you use the previously published content in a way that is transformative from the original purpose. For example, a photograph might have been originally published to entertain, but a student might use it again in their thesis to elaborate on an educational point or argument. Always include a complete citation of the original source of an image or photograph, near the image in your paper.
- Many publishers have forms to request permission on their websites. If there is no form, an email is also an acceptable method of requesting permission. Be sure to tell them that you want to include the content in your thesis or dissertation. They almost always say yes to this type of use.
- A dissertation or thesis that contains the student's published or in-press manuscripts, or lengthy excerpts from these manuscripts, shall, on the Preface page, describe this content and their contribution to the thesis/dissertation. Also on the Preface page, make a statement that the content is being included with permission from the publisher, and include a complete citation of the published article(s). Proof of publisher permission can be included on the Preface page (if it is short/only a few lines) or should be included in the Appendix (if it is longer/more than a few lines of text). Examples of proof are an excerpt from the publishing contract, a statement from the journal's website, or an email from the publisher.
- These guidelines are not intended to be legal advice. The Graduate School requires students to make all efforts to avoid copyright infringement. Visit the ProQuest website to read an article by [Kenneth Crews titled Copyright and Your Dissertation or Thesis: Ownership, Fair Use, and Your Rights and Responsibilities.](#)

\* Note the difference between being able to use a survey instrument to gather data for your research study AND being able to include that entire survey instrument in your appendix! These two actions require different and separate permissions.

Ask Dr. Rose Moroz if you have questions about including previously-published content. See below for examples.

### Example 1

This example shows where a student included a previously-published figure, properly cited its source, found permission on the publisher’s website, and included the permission in the appendix. Note the student’s use of “adapted from” to show the reader that the student made some changes to the figure to fit their project.

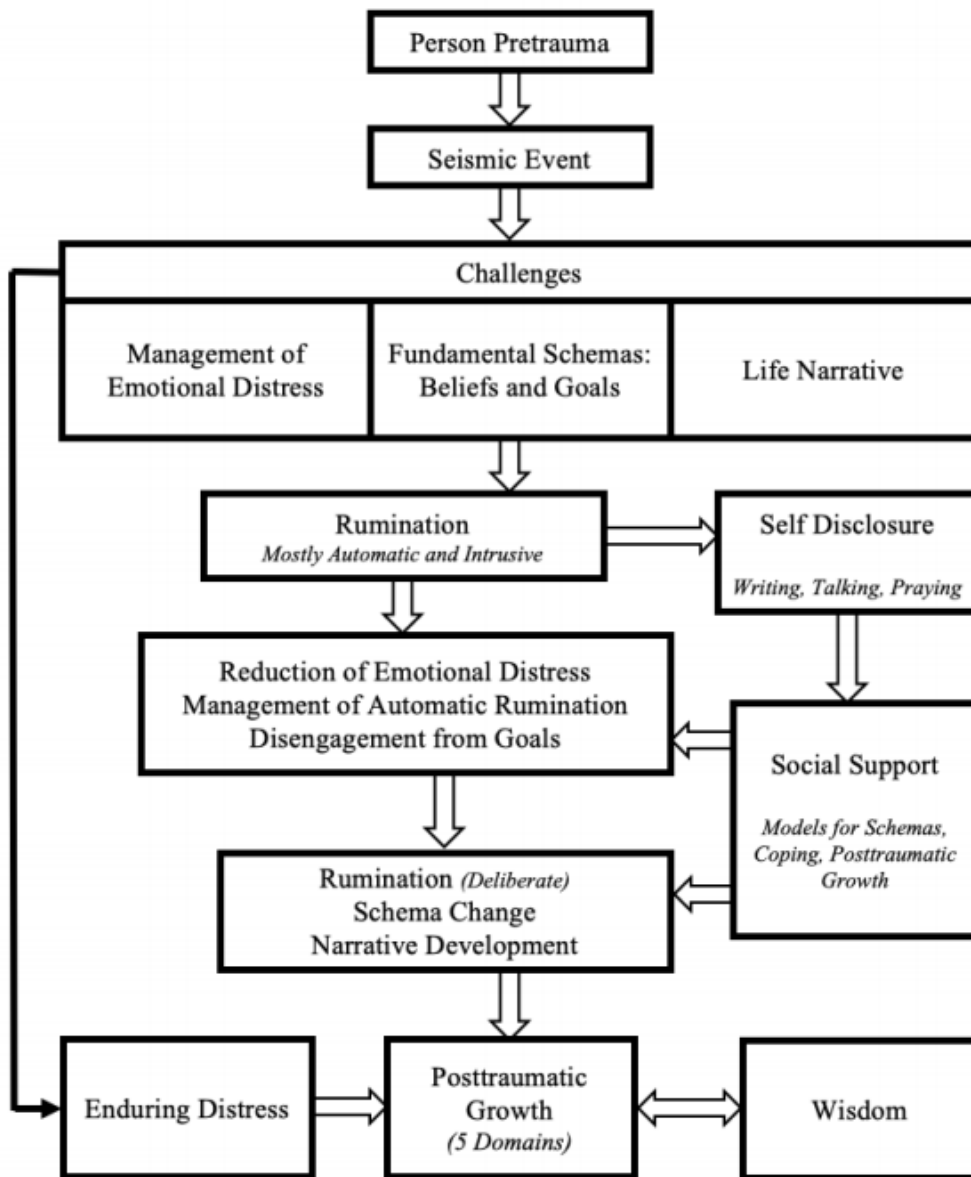


Figure 2. The Trauma and Transformation Model. Adapted from “Posttraumatic Growth: Conceptual Foundations and Empirical Evidence” by R. G. Tedeschi and L. G. Calhoun, 2004, *Psychological Inquiry*, 15, p. 7. Copyright 2004 by Lawrence Erlbaum Associates, Inc. Used with permission from the publisher (see Appendix K).

## APPENDIX K

### PERMISSION TO REPRINT THE TRAUMA AND TRANSFORMATION MODEL



RightsLink®



Home



Help



Email Support



Sign in



Create Account



#### TARGET ARTICLE: "Posttraumatic Growth: Conceptual Foundations and Empirical Evidence"

Author: Richard G. Tedeschi, , Lawrence G. Calhoun

Publication: Psychological Inquiry

Publisher: Taylor & Francis

Date: Jan 1, 2004

*Rights managed by Taylor & Francis*

#### Thesis/Dissertation Reuse Request

Taylor & Francis is pleased to offer reuses of its content for a thesis or dissertation free of charge contingent on resubmission of permission request if work is published.

[BACK](#)

[CLOSE](#)

## Example 2

This example shows where a student included just a small part of a previously-published attitude scale (in order to avoid needing publisher permission) and properly cited the source where the entire attitude scale could be found.

### APPENDIX E

#### WHITE RACIAL IDENTITY ATTITUDE SCALE (WRIAS)

The following provides an example of the WRIAS, including the Likert scale used in the current study and one item corresponding to each of the five statuses, listed consecutively. For the complete scale, please refer to the following work:

Helms, J. E. & Carter, R. T. (1990). Development of the White racial identity inventory. In J. E. Helms (Ed.), *Black and White racial identity* (67-80). Westport, CT: Greenwood Press, Inc.

This questionnaire is designed to measure people's social and political attitudes. There are no right or wrong answers. Use the scale below to respond to each statement.

1	2	3	4	5
Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree

1. I hardly think about what race I am.
2. I do not understand what people of color want from White people.
3. I get angry when I think about how White people have been treated by people of color.
4. I feel as comfortable around people of color as I do around White people.
5. I involve myself in causes regardless of the race of the people involved in them.

### APPENDIX

- List of terms, definitions, questionnaires, and other supplemental information which is useful, but not essential, to the body of the thesis or dissertation may be included in an appendix.
- When you have only one appendix, name it APPENDIX. When you have more than one appendix, name each Appendix with a letter (Appendix A, Appendix B, etc.) and a title. List each Appendix separately with a title in the Table of Contents.
- An APPENDICES cover page prior to Appendix A in your paper is optional.
- Because these final papers will be available online, you must remove all signatures from any documents that you include in your paper.
- Any previously-published content that you include in your appendix must be properly cited and permission displayed as appropriate. (See the previous section of this document.)

## VITA

- Only mention the degrees you have already earned, not the degree in progress.
- Only list publications that were already published or accepted, not the ones in process.
- If a publication has been accepted for publication but not yet published, note it with (in press).

## Submission Guidelines

After you pass your defense...

- Your committee members will sign the Thesis/Dissertation Approval and Oral Defense forms, and your program representative will submit these forms to the Graduate School. The Graduate School does not accept these forms when submitted by students.

## SOME ITEMS TO HAVE HANDY WHEN YOU LOGIN TO SUBMIT YOUR PAPER

- A PDF copy of your dissertation/thesis. This must be a single file.
- Abstract
- Supplementary files, if you have any, (images, data, etc.) that are an integral part of the dissertation/thesis, but not part of the full text. Supplementary files are optional.
- Advisor and other Committee Members' names, correct spelling.
- Three subject categories that best include your dissertation/thesis.
- A credit card to make the payment.

## SUBMISSION PROCESS FOR THESIS/DISSERTATION

Allow about 30-60 minutes to submit your paper for the first time. There are several steps to the process and questions to answer.

- Visit the [ProQuest](#) Submission site and create a login account.
- Fill out the form according to the instructions provided.
- Preview and make certain all information is correct.
- Respond to questions about type of publishing, copyright registration, delay of publication (“embargo”), and ordering bound copies. (See below for more details about these questions.)
- Pay submission fee(s) using credit card (minimum fee required \$30 for the Library Copy; other fees for optional services).
- Browse and upload your paper.
- Submit any associated supplementary multimedia files (optional)
- Select "Submit" to submit to the Graduate School
- You will see a web page indicating that your ETD (paper) arrived and awaits review by the Graduate School Administrator. To send an email to the administrator, use [etdsupport@siu.edu](mailto:etdsupport@siu.edu).

## IMPORTANT DETAILS ABOUT THE SUBMISSION PROCESS

- Submit a complete paper prior to or by the Initial Submission deadline.
- After you submit, please allow a couple of days to receive formatting feedback via email.

- Be patient because others are also submitting. Sometimes 50 or more students submit in one day!
- Come to see us during our walk-in hours or anytime by an appointment.
- For any queries, call us at 618-536-7791 or send an email to [ETDsupport@siu.edu](mailto:ETDsupport@siu.edu)

## FEES

- There is a \$30 one-time fee to cover the cost of a hardbound copy for the SIU Carbondale Morris Library. This is the only fee required for submitting your thesis/dissertation.
- You don't have to pay for the resubmissions as you revise your paper and upload again.
- Choose Traditional Publishing and ProQuest will upload your paper to OpenSIUC. There is no publishing fee for Traditional Publishing.
- ProQuest would charge an additional \$95.00 fee for making your work openly accessible, but you can get the same service (Open Access) free of cost through OpenSIUC by replying to the OpenSIUC email that you will receive 4-6 weeks after graduation. For more information, visit <https://opensiuc.lib.siu.edu/> or email [opensiuc@lib.siu.edu](mailto:opensiuc@lib.siu.edu) or see the section below.
- As author of your thesis/dissertation, you own the copyright, but you have the option to request that ProQuest register your copyright on your behalf. If you choose this option, an additional copyright fee of \$75.00 will be added to your submission costs. For more information about copyright and your thesis/dissertation, select the "Resources & Guidelines" tab in ProQuest.

## OPEN ACCESS AND OPENSIUC INFORMATION

- When submitting to ProQuest, you will be asked to select a type of publishing. Choose "Traditional Publishing." If you would like to make your thesis/dissertation available via open access, then you can do this for no charge through OpenSIUC. There is a \$95 charge for this service through ProQuest, but there is no need to pay this fee!
- After your thesis/dissertation has been approved and your date of graduation has passed, the Graduate School will forward your ETD to ProQuest, and then ProQuest will forward your ETD to OpenSIUC. OpenSIUC will post your ETD so that anyone on the SIU campus may access your thesis/dissertation, unless you have requested an embargo.
- OpenSIUC will send you an email asking if you want to make your thesis/dissertation Open Access, which would make it available to anyone anywhere via the internet. If you do want this, then respond to the email to allow this to happen. Then your thesis/dissertation will be available to everyone within SIUC and beyond. OpenSIUC will make this happen without charge, but only if you give your permission.
- If you do not respond to the OpenSIUC email, then your thesis/dissertation will only be available in three ways: 1) a printed copy in the Special Collections section in Morris Library 2) through OpenSIUC (on-campus access only) and 3) via ProQuest either by direct purchase or via access to the ProQuest Dissertations and Theses database, unless you requested an embargo.
- If you can't find the email from OpenSIUC, and you want your thesis/dissertation to be available through Open Access, then you can contact OpenSIUC at [opensiuc@lib.siu.edu](mailto:opensiuc@lib.siu.edu) and make this request.

- More information about OpenSIUC is available at <http://opensiuc.lib.siu.edu/faq.html> .

## EMBARGO

- ProQuest will ask if you want them to release your work (make it available on their website and to search engines) right away or to delay release.
- The soonest that your work will be released is about 5 weeks after the day of graduation. You can choose to release your work after any length of time or even never release it.
- If you choose to delay the release of your work, access to the full text of your work will be delayed for the period of time that you specify using this option.
- Choose “No” to delay the release of your work, and then choose the length of the delay and the reason for the delay. See below.

**Delaying release in ProQuest**

I want my work to be available in ProQuest as soon as it is published. \*

Yes  
 No - I have patents pending, or another reason why I need to delay access to the full text of my work.

How long would you like to delay the release to ProQuest? \* (more info)

6 months    1 year    2 years

Note to administrator (optional): 200 characters

[Clear](#)

Reason for delaying release to ProQuest: \*

Select ▼

- To delay more than 2 years, write a note to the administrator. Tell exactly how long you would like to delay. Then choose a reason for delay from the drop-down.
- If you arrange an embargo and later want to shorten or lengthen the embargo time period, contact both ProQuest (800-521-0600 or [disspub@proquest.com](mailto:disspub@proquest.com)) and OpenSIUC ([opensiuc@lib.siu.edu](mailto:opensiuc@lib.siu.edu)) to request the change.

## COPYRIGHT REGISTRATION

As author of your thesis or dissertation, you own the copyright, but ProQuest will offer to register your copyright with the U.S. Office of Copyright for \$75.

- Registering with the U.S. Office of Copyright establishes your claim to the copyright for your dissertation/thesis and provides certain protections if your copyright is violated.
- More Information: [http://www.copyright.gov/help/faq/mandatory\\_deposit.html](http://www.copyright.gov/help/faq/mandatory_deposit.html)
- This is optional. Consult with your advisor if you are unsure about whether or not to do this.

## ORDERING COPIES

- Ordering bound copies through ProQuest is optional. It costs around \$62.00 and takes about 8-12 weeks after the graduation date to be mailed.
- Another option is for you to print your approved paper and take it to the SIU Carbondale University Bookstore in the Student Center. They will arrange for it to be professionally bound for just \$30.00 in 4 weeks or less after your paper is approved. Contact the Bookstore at 618-536-3321 for more information.
- Another option is for you to order a bound copy of your final paper through another publishing service that you find. Be sure to use the final, approved version of your paper.

## AFTER YOUR PAPER HAS BEEN APPROVED

After your paper has been approved, here's the email message that you will receive:

Congratulations! Your thesis/dissertation submission has met the formatting requirements and has been accepted by the SIUC Graduate School. Your submission will be delivered to ProQuest for publishing 4-6 weeks after graduation. If you requested a delay of publication, your request will be honored.

- Once approved, you don't have to submit your paper again. The final, approved submission is used as the final version.
- After your paper is approved, your file is sent to the Graduate School Graduation Office for graduation clearance. You must apply for graduation in order to graduate. Visit <https://gradschool.siu.edu/current-students/graduation.php> for more information.
- The Graduation office will NOT send you any message if/when you have been cleared for graduation. Instead, your program will be notified only if there is a problem.

## SURVEY OF EARNED DOCTORATES

- If you are a Ph.D. student, you must complete the Survey of Earned Doctorates available at <https://sed-ncses.org/login.aspx> before the final submission deadline. After you complete this survey, an S.E.D. completion certificate will be e-mailed to you and to the Graduate School. You do not need to forward this completion certificate.

## FORMS

- All Thesis/ Dissertation Oral Defense and Approval forms are available on <https://gradschool.siu.edu/about-us/forms.php>. These forms are to be completed, signed, and submitted by your advisor or program administrator or staff. Forms submitted by students will not be accepted.
- The Graduate School would need one Oral Defense and one Approval form by the Final Submission Deadline in order to accept your paper.
- Thesis/Dissertation Approval forms are archived in the SIUC Student Information System.
- Signatures on the forms must be valid.
- The instructions for digitally signing forms are available at <https://gradschool.siu.edu/about-us/forms.php>
- Email IRB/IACUC compliance letters to Dr. Rose Moroz, Assistant Dean of the Graduate School at [rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu) if your paper involves human subjects or use of live vertebrate animals.



## LETTER OF COMPLETION

If you need to have official university confirmation that you have completed your degree, prior to graduation day, then you may send an email with your dawg tag to [grad.graduation@siu.edu](mailto:grad.graduation@siu.edu) to request a Letter of Completion. This letter cannot be written until after you are completely cleared for graduation.

## OTHER NOTES

- If you were required to secure permission for using human subjects or animals in your study, then you must submit a copy of your approval letter to the Graduate School. Send it attached to an email addressed to [rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu). It is recommended that you make a statement within your methods section that the study methods have been approved by the SIUC Human Subjects Committee or SIUC Institutional Animal Care and Use Committee. You are not required to include the actual approval letter in your paper. If you do include it in your appendix, be sure to white out any signatures.
- If you include equations in your paper, and you number them, place the equation numbers in a straight vertical line at the right margin. Be consistent with your numbering system.
- Make sure you don't have any INC or DEF grades on your transcript (other than 599 or 600). You must complete all incomplete courses before graduation, or the grade will turn to F when your degree is posted.
- Diplomas are mailed after graduation. Please allow up to 8 weeks after graduation to receive your diploma. Alternately, you may arrange to pick up your diploma at the Graduate School, if you prefer, by sending an email to [grad.graduation@siu.edu](mailto:grad.graduation@siu.edu).
- If you have questions about graduation applications or procedures, contact [grad.graduation@siu.edu](mailto:grad.graduation@siu.edu).
- If you have questions about the commencement ceremony, visit <https://commencement.siu.edu/>
- If you have questions about the ProQuest website or ordering through ProQuest, contact their Customer Service at 800-521-0600 extension #77044 or [disspub@proquest.com](mailto:disspub@proquest.com).
- Questions or feedback regarding this Guidelines document should be directed to Dr. Rose Moroz, Assistant Dean of the Graduate School, [rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu).

Revised 3/25/2024

## **PART II – RESEARCH PAPER and CAPSTONE REPORT GUIDELINES**

Ed.D. students submitting a Capstone Report should follow the guidelines for a Research Paper.

Visit website to download the Research Paper [Template](#).

### **ORGANIZATION OF PAGES**

The pages of your paper should be in the following order:

1. Title page
2. Copyright statement (when applicable)
3. Approval page
4. Abstract (Optional)
5. Dedication (Optional)
6. Acknowledgments (Optional)
7. Preface (Optional)
8. Table of Contents
9. List of Tables (with page references – required if you have more than one table)
10. List of Figures (with page references – required if you have more than one figure)
11. Text/Body
12. Exhibits (tables, figures, photographs, etc. – required if you are presenting all of your tables and figures after the body of your paper)
13. References (or other appropriate title prescribed by your program’s style manual)
14. Appendices (Optional – required if you have copyright permission or other documents that do not fit elsewhere in your paper)
15. Vita

### **TITLE PAGE**

- Make sure that your paper title on the title page, the approval page, the abstract page, the vita page, your Oral Defense and Research paper Approval forms match exactly.
- Month Year at the bottom of this page is the month and year of graduation.

### **APPROVAL PAGE**

- Only the names (not the signatures) of your committee are needed for this page. (The signatures will be on the original paper Research Paper Approval form that is submitted to the Graduate School.)
- Date on this page is the date on which your committee signs your approval form. It should be in the format Month Date, Year, for example, March 8, 2019.

## ABSTRACT (optional)

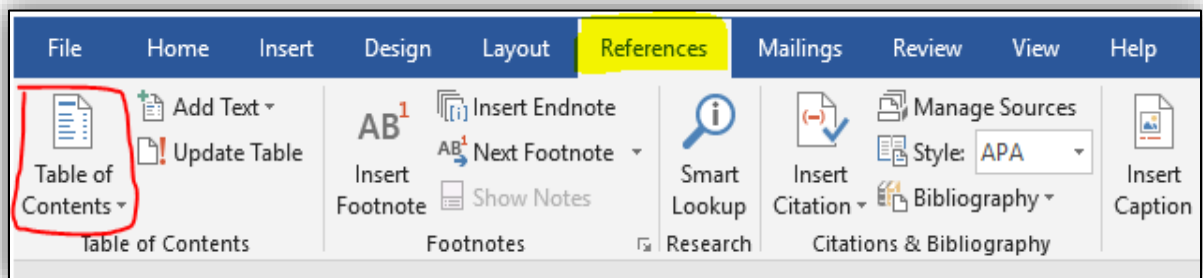
- Date on this page is the date of your defense in the format Month Date, Year.

## TABLE OF CONTENTS

- Do not list the Table of Contents as an entry on the Table of Contents page.
- Put the ones digit of every page number in a straight vertical line at the right margin.
- Include the titles of Chapters and Appendices.
- Where chapter titles are longer than one line, end the first line before it reaches the page number vertical line, and then indent the first word of the second line so that it starts under the first word of the first line. (See templates.)
- Indent the chapter listings under the word CHAPTERS, and indent the appendices listings under the word APPENDICES.
- Table of Contents are already created on the templates, and you only need to customize this page. Another option is to create an active Table of Contents by following the instructions below.

### Inserting a table of contents using the inbuilt option from MS Word

- In Word, tables of contents rely on your use of styles to format headings. If you already used the Heading 1, Heading 2, and other heading styles to format your document, you're ready to insert your Table of Contents. Follow these steps to insert a Table of Contents:
  - Click where you want to create the table of contents and click the References tab.
  - In the Table of Contents group, click Table of Contents.



- Choose the style of Table of Contents you wish to insert. Automatic Table 1 creates a Table of Contents titled Contents. Automatic Table 2 creates a Table of Contents titled Table of Contents. So, Automatic Table 2 is recommended.
- Manually add the sub titles CHAPTER and PAGE and align them utmost right and left respectively.
- Word will create a Table of Contents from the document text you styled with one of the first three heading styles: Heading 1, Heading 2, and Heading 3. The Table

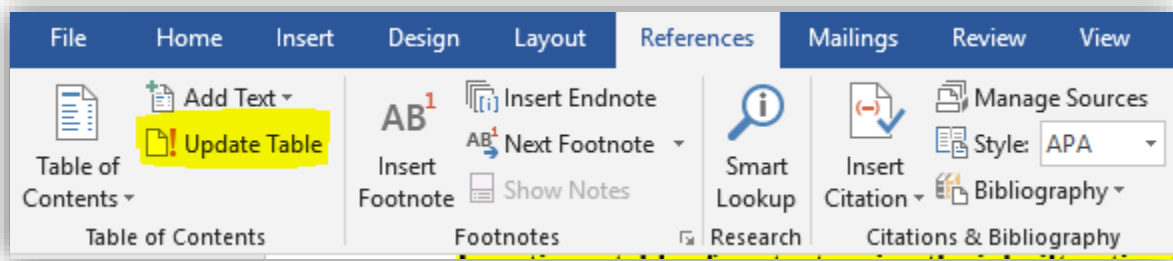
of Contents will include a string of dots between the heading text and the page number for each heading.

- When readers hover over a page number, the headings are highlighted which reminds that they can use the Table of Contents for navigation.
- After the headings are inserted, change the font style of the title TABLE OF CONTENTS, center align it, make it all capitals and also set the font color to Black.
- Set the line spacing to 2.0, change the font style, size of the headings, page numbers (if needed) to make it consistent with the rest of the document.

## Updating Table of Contents

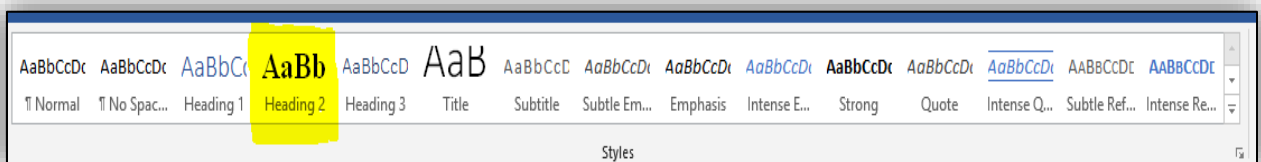
After you've edited your document, page numbers and headings may change, which will make your Table of Contents incorrect!

- To update your Table of Contents, right-click in the table and choose Update Field  
or
- choose Update Table from the Table of Contents group on the References tab. Select entire table or page numbers only and click OK to regenerate the table of contents from your headings.



## No Heading styles?

- If the headings in your document aren't formatted with styles, before inserting your table of contents, select each of the top-level headings for your Table of Contents and apply the Heading style from the Styles group on the Home tab of the ribbon.



or

- Follow the templates and manually type in the headings to create a Table of Contents.

LIST OF TABLES and LIST OF FIGURES

- Put the ones digit of every page number in a straight vertical line at the right margin.
- It is required to include table/figure title next to table/figure number.
- Where table/ figure titles are longer than one line, end the first line before it reaches the page number vertical line, and then indent the first word of the second line so that it starts under the first word of the first line.

For example...

Figure 23. The effect of switch cost on the total annual cost and the optimum number of switches..... 65

**Formatting Guidelines**

FONTS

- Use the same font throughout your paper. Some standard fonts to choose from: Times New Roman, Bookman, Courier, or Ariel.
- The regular text in the body of the document should use a 10 or 12 point font size. Headings and subheadings may go up to 14 point but must be of the same font style as the body of the text.
- Bold **and Italics** may be used. In general, *italics* is used for Genera, species, letters, words or phrases cited as a linguistic example, and foreign words. Bold and italics may be used to distinguish heading and sub-heading levels; follow your department guidelines, and be consistent throughout your paper.
- **For tables**, six (6) point font should be the smallest used. Try to use the same size as the rest of the body, if possible.

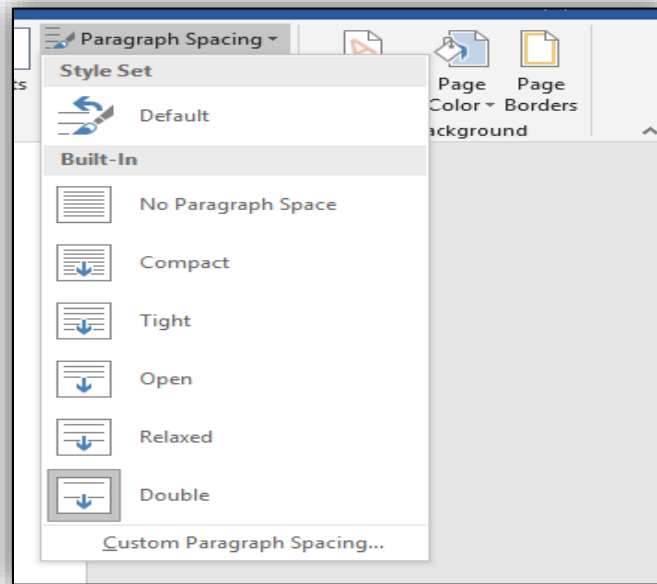
SPACING

- The body of the document must be double spaced.
- There should be no extra spacing between paragraphs.
- There should be no extra spacing before and after each sub-heading.
- Spacing within the table may be single or double spaced based on the readability of the data.
- There should be a judicious use of spacing to "set off" tables, charts, and figures; typically, one double space before and after the table. Again, once spacing is chosen, you must be consistent throughout.
- Places where single spacing is acceptable:
  - Between the lines of a title or heading that takes up more than one line.
  - Between the lines of a long quote that is indented on both sides.
  - Within a figure or table.
  - Between the lines of a figure/table title or explanation/description
  - Within a reference in the References section. If you single space between the multiple lines of a reference, then you should insert a blank space between reference entries.

- Within footnotes.

### Double spacing the document

- Navigate to *Design* tab.
- Go to Paragraph Spacing (on Top Right) and Set that to **Double**.



or

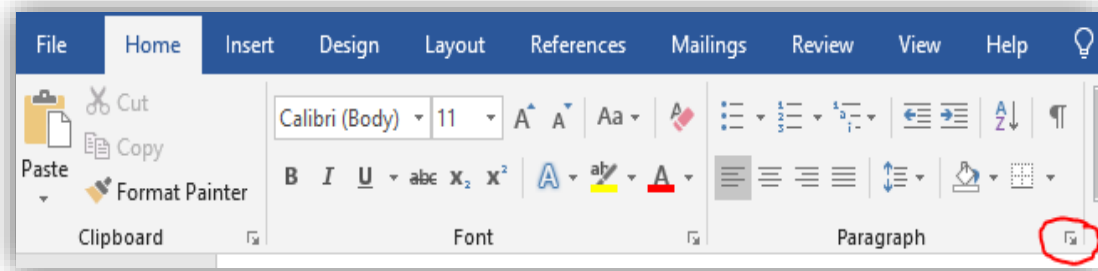
- Select the paragraph which needs to be double spaced.
- Navigate to Home → Paragraph line spacing options → 2.0

### Deleting extra space above each sub heading, paragraphs.

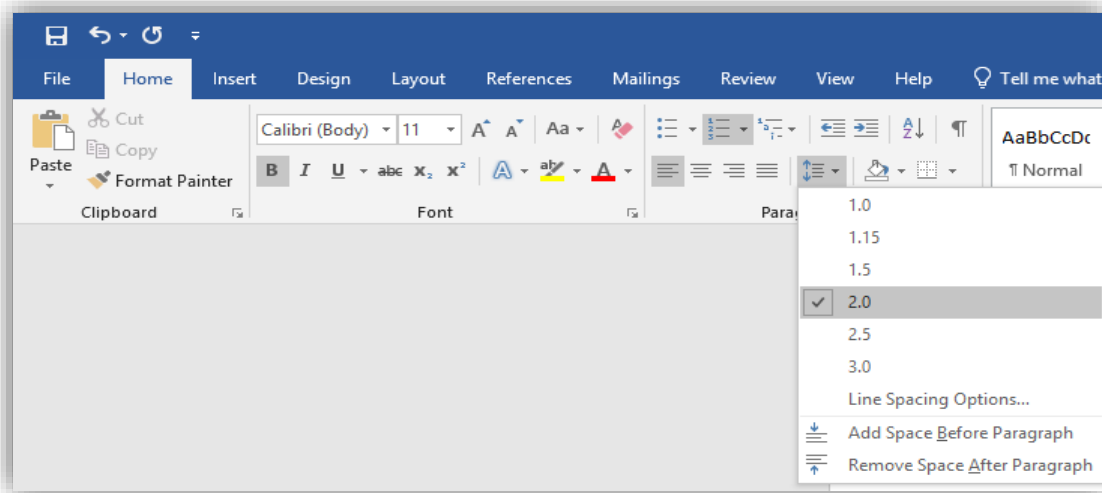
Only 2.0-line space is allowed throughout your work. Sometimes, though the line spacing is set to double, you still can see some extra space between the lines, especially above each sub heading, new paragraph etc.

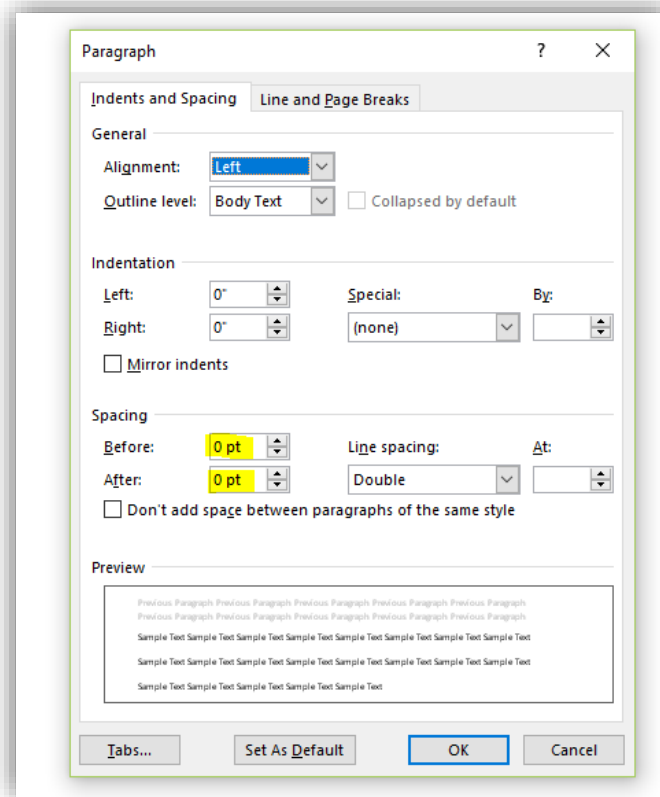
To fix this:

- Select text.
- On Home tab → Paragraph → Click paragraph Settings button on the bottom right.



- On Indents and Spacing tab set the *Spacing* to 0 for both *Before* and *After* tabs.
- Click OK.





## TEXT JUSTIFICATION

- The text in chapters should be left justified only, unless your program requires full justification of text (e.g., Mathematics).
- Text on title page and approval page are centered.
- Chapter titles are centered, and other headings may be centered, as fits your program-designated style.

## MARGINS AND INDENTATIONS

- Margins are one inch all around. So, text should start one inch below the top of the page and end one inch above the bottom of the page.
- Pages with charts, tables, and figures may have greater margins than listed but may not go into the required margins.
- Paragraph indentations should be a uniform five spaces.
- With a heading at the bottom of a page, when there is not room for at least one line of text under it, move the heading to the next page. In this situation, it is acceptable to have a larger bottom margin.

## PAGINATION

- No page numbers on Title page, Copyright page, or Approval page.
- The pages after the Approval page and preceding the text, i.e. Abstract,



Table of Contents etc. should be numbered using lower case Roman numerals (i, ii, iii, ..) starting with Abstract.

- Roman numeral page numbers must be centered and positioned one-half inch from the bottom of the page.
- Text pages, References/Bibliography, Appendices and Vita should consist of Arabic numerals (1, 2, 3..) only, without punctuation, embellishment, or running headers. This numeral paging should be continuous.
- For Research Papers, the Arabic page numbers should be located right-aligned on the top of the page.
- Page numbers need to be consistent with the same font style and size as the regular text.
- If a page of your document is formatted with landscape orientation, the header and footer of the page are also formatted with landscape orientation. Page numbers on landscape-oriented pages should be in the same position as page numbers on portrait-oriented pages. For example, if portrait pages have page numbers on the top right, then the landscape pages will also have page numbers on the top right corner.

### **Creating different page number styles in one document**

- Use the Section break formatting to have different page numbering styles. A new *section* is created that starts on the next page. With this *type of section break*, you can apply different page numbers, headers, footers, page orientation, paper size, and vertical alignment to the **sections** in the document. **If you are using templates, this is already taken care.**

Research paper should have the following sections:

**Section 1** - No page numbers on Title page, Copyright page, or Approval page.

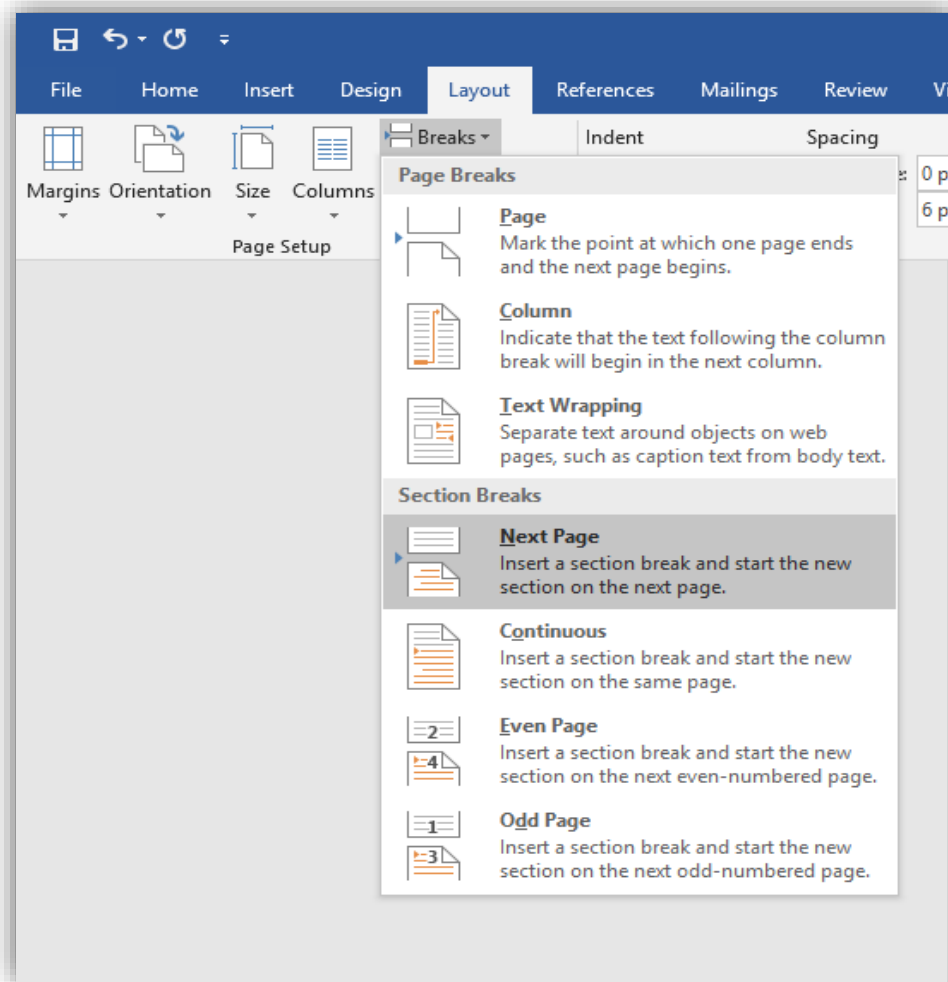
**Section 2** - The pages after the Approval page and preceding the text, i.e. Abstract, Acknowledgements, Table of Contents etc. should be numbered using lower case Roman numerals (i, ii, iii ..) starting with Abstract.

**Section 3** - Text pages, References/Bibliography, Appendices and Vita should consist of Arabic numerals (1, 2, 3..)

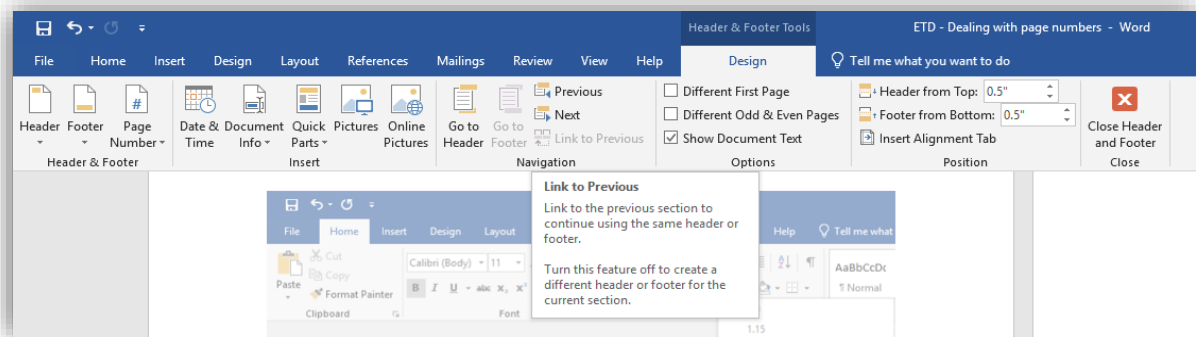
By default, word document comes with Section 1. So, creating Section breaks 2,3 should serve the purpose.

### **For creating Section 2**

- Click at the end of Approval page.
- Click *Layout* tab → *Breaks* then under *Section Breaks*, click *Next Page*. So, this creates a new section 2 from Abstract.



- Click on the header/ footer of Abstract page (Section 2) and click *Link to Previous* button to **disable** it. This unlinks Section 2 from Section 1 and allows user to create roman page numbers in Section 2 without creating page numbers in section 1.



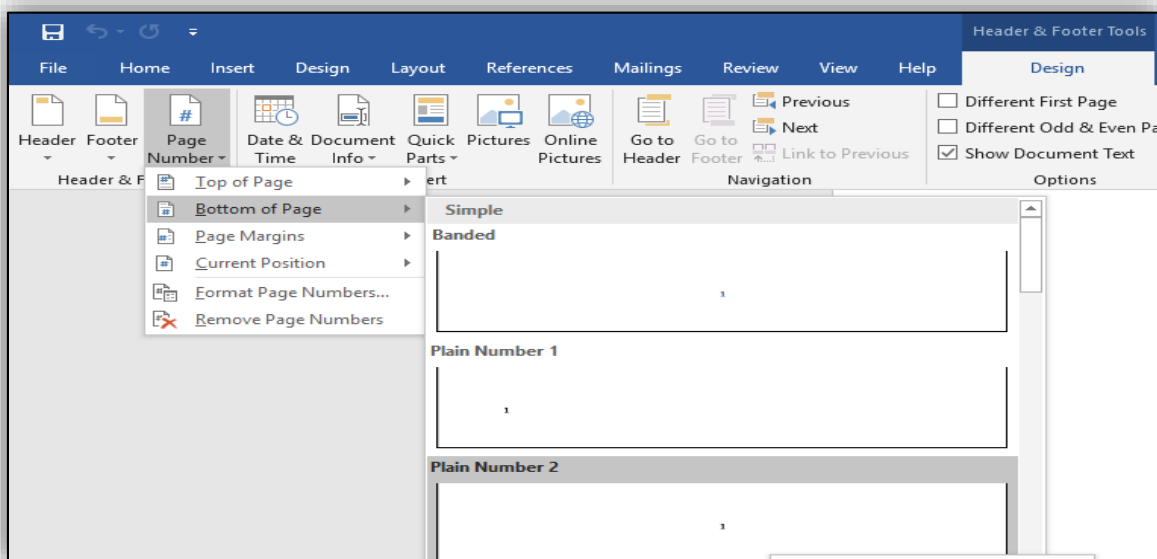
### For creating Section 3

- Click at the end of page with last roman page number.
- Click *Layout* tab → *Breaks* then under *Section Breaks*, click *Next Page*. So, this creates a new section 3 from Chapter 1 (text).
- Click on the header/ footer of Chapter 1 (Section 3) and click *Link to Previous* button to **disable** it. This unlinks Section 3 from Section 2 and allows to create Arabic page numbers in Section 3 without messing up with roman numbers in section 2.

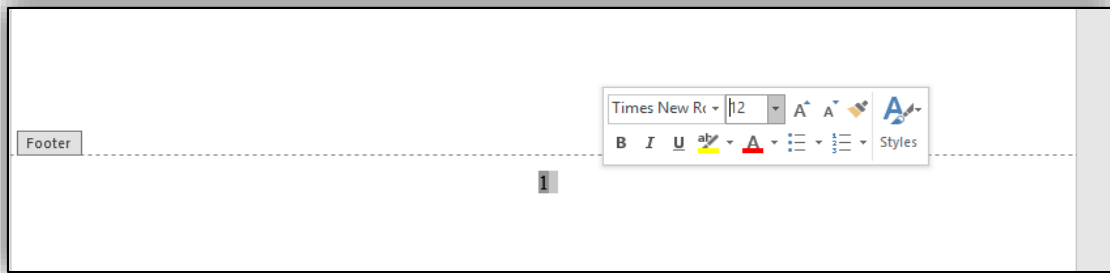
**Note:** Don't forget to unlink header and footer of each section from its previous section. By default, the Link to Previous button is enabled. You can see it dark grey if it is enabled.

### Inserting roman page numbers for front pages

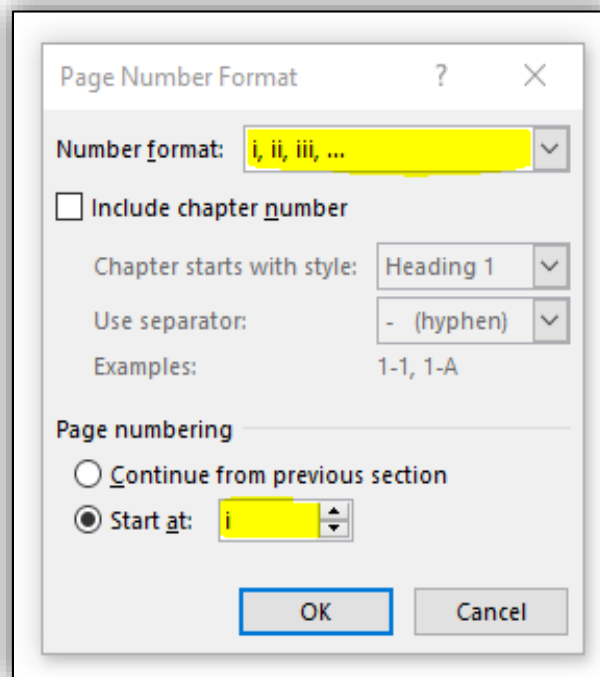
- Double click on the footer section of the Abstract page (Section 2). It automatically opens the Design tab.
- Click Page number → Bottom of the page and choose center alignment (Plain Number 2).



- It assigns Arabic page numbers 1, 2, 3 ..
- Select page number and change the font style and size to make it consistent with the text.

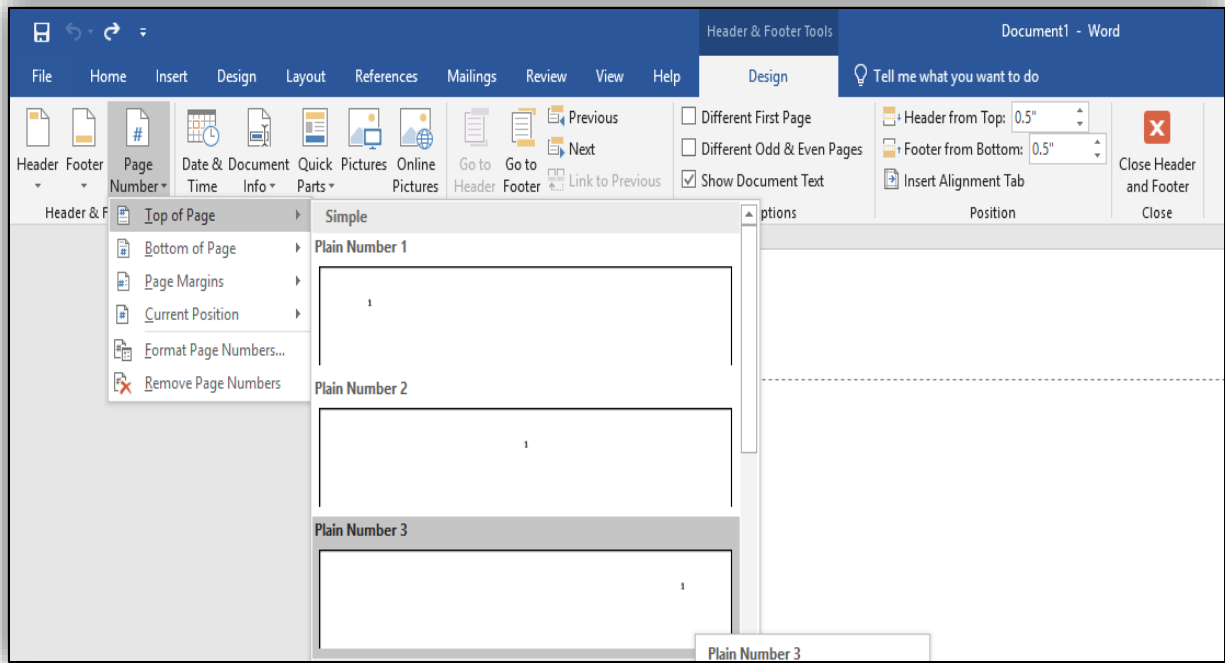


- Now right click on the page number and choose Format Page numbers to change the format from Arabic to Roman page numbers.
- Choose Roman number format from the drop-down list, start at i and click OK.



### Inserting Arabic Page numbers

- Arabic page numbers are located right-aligned on the top of the page
- To have them aligned on the top- right, double click on the header section of the first chapter page.
- Click Page number → Top of the page and choose right alignment (Plain Number 3).

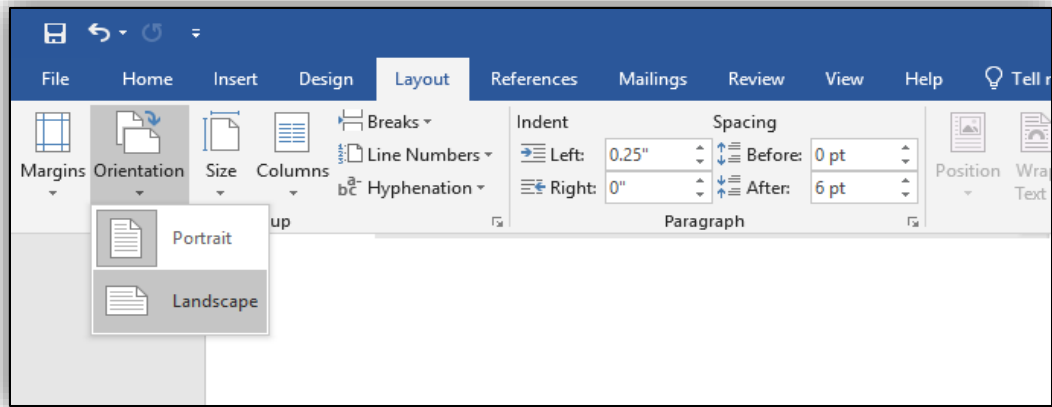


- It assigns Arabic page numbers 1, 2, 3 ..
- Select page number and change the font style and size to make it consistent with the text.



### Changing the orientation of a particular page(s) to Landscape

- Create a *Section break - next page* on the previous page for which the orientation has to be changed.
- Add another *Section break* at the end of last landscape page.
- Click the header, to confirm a new section has been created. This allows you to change the page layout of only this section without changing the layout of the entire document.
- Click *Layout* → *Orientation* and set the Orientation to *Landscape*



## HEADINGS AND SUBHEADINGS

- Chapter titles – All chapter titles and top headings should be in all capital letters. (including front and back content, e.g., PREFACE, CHAPTER 1, APPENDIX, etc.)
- Either bold all top headings or don't bold any.
- Use numerals (1,2,3...) instead of words (ONE, TWO, THREE) to represent Chapter numbers. E.g. CHAPTER 1 instead of CHAPTER ONE (in the Table of Contents and on the heading for the chapter).
- Be consistent with chosen format style for headings and sub-headings throughout your document.
- Don't leave a heading without text underneath it at the very bottom of the page.

## MULTIMEDIA OBJECTS

Multimedia object types include oversized tables, complex equations, graphs, diagrams, digital pictures, digital video, digital audio, virtual reality, and even computer software that you have developed.

- Multimedia objects and oversize maps/files may be included as an Additional file.

## SIMPLE OBJECTS

Most simple objects like tables, graphs, and diagrams can be embedded in your paper using your Word Processor. Here are some guidelines when you embed the objects.

- Float the object to the top of the page.
- Your page can have multiple objects provided they all completely fit, without compromising on margins.
- Title should be directly below the object for figures and above for tables. Number the object according to its position in the chapter (e.g., in Chapter 5 you may have a Table 5.1, Table 5.2, and Figures 5.1, 5.2, and 5.3).
- When tables or figures are too wide to fit within the required one-inch margins, either reduce the size (if possible) or change the orientation of that page to landscape.

## APPENDIX

- List of terms, definitions, questionnaires, and other supplemental information which is useful, but not essential, to the body of the research paper may be included in an appendix.
- When you have more than one appendix, name each Appendix with a letter (A, B, C, etc.) and list each Appendix separately with a title in the Table of Contents.
- An APPENDICES cover page prior to Appendix A in your paper is optional.
- Because these final papers will be available online, you must remove all signatures from any documents that you include in your paper.

## VITA

- Only mention the degrees you have already earned, not the degree in progress.
- Only list publications that were already published or accepted, not the ones in process. If a publication has been accepted but not yet published, note it with (in press).

## Submission Guidelines

After you pass your defense...

- Your committee members will sign the Research Paper Approval and Oral Defense forms, and you or your department representative will submit one original of each of these forms to the Graduate School.

BEFORE YOU BEGIN THE SUBMISSION PROCESS, PLEASE MAKE SURE YOU HAVE THE FOLLOWING ITEMS:

- The submission's title
- An abstract of 250 words or less (optional)
- A list of keywords (10 maximum) (optional)
- Full name of your Advisor
- Your document in Word format (preferred) or pdf
- Additional files, if any.

## SUBMISSION PROCESS FOR RESEARCH PAPER

- Navigate to [OpenSIUC](#) submission site.
- You will need an account to make your submission. To do so, click on the “My Account” link in the upper right of the screen.



- Login to your account.
- Click on the "Submit Research" link in the lower left of the screen.

The screenshot shows the OpenSIUC website interface. At the top left is the SIU Southern Illinois University Carbondale logo. The main header features the text 'OpenSIUC' over a background image of a campus. Navigation links for 'Home', 'About', 'Help', and 'My Account' are in the top right. A left sidebar contains a search bar, 'Advanced Search' link, 'Notify me via email or RSS' option, and a list of links including 'Graduate School's Research Papers Guidelines', 'Browse', 'Collections', 'Disciplines', 'Authors', 'Journals', 'Author Corner', and 'Author Guidelines'. The 'Submit Research' link is highlighted with a yellow box. The main content area is titled 'Submission Process For Research Papers' and includes sections for 'Create an Account', 'Submitting Your Research Paper', 'Article Title', 'Author', 'Degree Name', 'Department', and 'Advisor'.

- Fill in all the details, browse and upload your Research Paper.
- Submit any associated supplementary multimedia files (optional).
- When the preceding steps are complete, click on the “Submit” button at the bottom of the screen. This completes the submission process.

### IMPORTANT DETAILS ABOUT THE SUBMISSION PROCESS

- Submit complete paper by initial deadline.
- Any day before the initial deadline is okay for submission, The sooner the better!
- After you submit, please allow us a couple of days to get back to you.
- Be patient because others are also submitting.

After your paper has been approved, here’s the email message that you will receive:



Dear XXXXXXXX,

Congratulations, after careful review, your article "Title" has been accepted for publication in Research Papers. We look forward to publishing your article as soon as possible.

Research Paper Administrator  
Southern Illinois University Carbondale

- Once approved, you don't have to submit your paper again. The final submission is used as the final version.
- After your paper is approved, your file is sent to the Graduate School Graduation Office for graduation clearance.
- The Graduation office will NOT send you any message if you have cleared for graduation. Instead, your department will be notified only if there is a problem.

#### FEES

- There is not a fee for Research Paper submission.

#### COPYRIGHT

##### **Copyright Permission for Use of Published Work**

- To use an already published work (text, photograph, drawing, data etc.) in your paper, you must obtain permission from the publisher of that work.
- Most publishers have forms to request permission on their websites. If there is no form, an email is also an acceptable method of requesting permission.
- Cite the source in your paper at the point of use, and insert the permission letter/email in the Appendix.

#### **Forms**

- The Research Paper Oral Defense and Approval forms are available on <https://gradschool.siu.edu/about-us/forms.php>
- Create 2 originals for each, just to be safe. Only 1 original of each must be submitted to the Graduate School.
- The Graduate School would need one Oral Defense and one Approval form before the Final Submission Deadline in order to accept your paper. Either you or your program representative will submit one original of each of these forms to the Graduate School.
- The Signatures must be original – no fax, scans, stamps, or color printed.
- Committee members who are away from campus and cannot sign the forms by hand may e-sign them. The instructions for getting the e-signatures are available on <https://gradschool.siu.edu/common/documents/forms/instructions-for-e-signing.pdf>
- Print the e-signed forms and get the signatures from other faculty members by hand on those same papers.

## LETTER OF COMPLETION

If you need to have official university confirmation that you have completed your degree, prior to graduation day, then you may send an email with your dawg tag to [grad.graduation@siu.edu](mailto:grad.graduation@siu.edu) to request a Letter of Completion. This letter cannot be written until after you are completely cleared for graduation.

Questions about formatting a Research Paper should be directed to Mr. John Russell at [johnprussell@siu.edu](mailto:johnprussell@siu.edu).

Questions or feedback regarding this Guidelines document should be directed to Dr. Rose Moroz, Assistant Dean of the Graduate School, [rmtmoroz@siu.edu](mailto:rmtmoroz@siu.edu).

Revised February 11, 2022