

A GUIDE
TO THE PREPARATION OF
THESES AND DISSERTATIONS

THE COLLEGE OF GRADUATE STUDIES
MEDICAL UNIVERSITY OF SOUTH CAROLINA

CHARLESTON, SOUTH CAROLINA

SPECIAL INSTRUCTIONS FOR DISSERTATIONS AND THESES

All three copies should be delivered to the Graduate Office. The library will bind these three copies (the original and two copies) of dissertations and theses free of charge. **These three copies are not for the personal use of the author.** Upon return from the bindery, the original and one copy are added to the library's collection. The second copy is returned to the program/department through which the degree was received.

The original of a dissertation must be printed on 100% cotton rag paper and the two copies on at least 25% cotton rag. **Ph.D. students** take the original three copies of your dissertation to the Dean's Office. The original will be shipped for microfilming, which the Dean's Office pays for and the other two will be held until the original is returned from UMI, then all three copies will be bound. **M.S. students** take the original and two copies to the library for binding. An additional copy of the title page should be signed and dated by the Bindery and returned to the Dean's Office. The Dean's Office will reimburse up to \$135.00 for printing expenses. (Original receipts must be submitted in order to receive reimbursement.)

Personal copies of dissertations and theses may be bound through the library for \$9.75 a book. If you wish to bind personal copies, take them to the bindery on the 3rd floor of the library and be prepared to write a check to The HF Group. **Any Questions? Contact the Bindery at 792-9645.**

In preparing a thesis or a dissertation for submission to the Bindery Department in the Library or to the College of Graduate Studies, the student should keep in mind that neatness and correctness in form are second only in importance to accuracy and soundness of research. This brief guide, it is hoped, will assist the degree candidate in the preparation of an acceptable dissertation/thesis. It is not intended to be an exhaustive manual. The best advice is to seek input from your mentor or Advisory Committee. If they are happy, everyone will be happy. The only absolute rules are the signature page format, margins, length of the abstract and pagination.

GENERAL REGULATIONS OF THE COLLEGE OF GRADUATE STUDIES

The Advisory Committee should be consulted before the initial rough draft of the thesis or dissertation is begun. The following practices are required of all degree candidates in the College of Graduate Studies:

SEE APPENDIX II FOR THE FORM TO SUBMIT WITH FINAL DRAFT AT THE TIME THE EXAMINATION IS SCHEDULED.

1. Number of Copies:

MASTER'S CANDIDATE: The master's candidate must have a copy of the unbound thesis available to the department three weeks before the defense. After defense, original (final) and two copies should be submitted to the Bindery Department of the Library. The student may have additional copies prepared for himself/herself or others at his/her own expense.

DOCTORAL CANDIDATE: The doctoral candidate must have a copy of the unbound dissertation available to the department three weeks before the final examination. The original (**final) and two copies will be submitted by the Graduate following the defense. The original and one copy is placed in the Library and one copy is sent to the department. The student may wish to have other copies prepared for himself or others at his own expense.

****THE FINAL ON 100% COTTON RAG PAPER MUST CONTAIN TITLE PAGE WITH THE ORIGINAL SIGNATURES - A XEROX COPY OF THE SIGNATURES WILL NOT BE ACCEPTED.**

2. Condition of Copy:

The College of Graduate Studies requires each student to assume full responsibility for the correctness in content and form of all copies of the thesis/dissertation. All copies must be clear and legible. All copies must be accurately proofread.

3. Paper:

The original copy must be on any brand 100 percent cotton rag content paper, 20 pound weight, 8 1/2" x 11" size. Other copies on 25% or 50% cotton rag content.

Suggested places where the paper can be purchased are:

Kinko's Copies - 73 St.Philip St - Ph# 723-5130/873 Orleans Rd 571-4746

MUSC University Press - 122 Bee St., Suite BG105, 792-0392

4. Type style:

For standard textual material, the thesis or dissertation must be typed on the correct rag content paper on one side only double spaced in any standard typeface. Type pitch should be either 10 or 12 characters per inch. Variable spacing of letters is acceptable only if the spacing does not average more than 12 characters per inch. If your word processor measures type size in points, either 11 or 12 points is acceptable. If right-hand justification is used, there cannot be gaps between words or before punctuation marks. The type should be black, and it must be uniform in size, face, and color throughout the manuscript.

5. Corrections:

The appearance of the finished work should be neat, clean, and without noticeable corrections. Do not use correction tape or fluid of any kind. This may necessitate retyping individual pages or an entire manuscript. Tape or fluid corrections dry out and flake off, leaving the original errors. Make no inked corrections or insertions.

6. Symbols:

India ink and permanent black ink, including some fine-point felt tip or ball point pens, are acceptable for inserting symbols that are not available in type. Equations and symbols must be typed rather than handwritten.

7. Margins:

All copies must have uniform margins as follows: the first page of text and all first pages of chapters should have margins of two inches at the top, one and one-half inches at the left, and one inch at the right and bottom; all other pages should have margins of one and one-half inches at the left and one inch at the right, top and bottom. Any pages not meeting these specifications will be rejected and must be retyped. Charts, graphs, tables, etc. must meet these specifications. This requirement may necessitate photographic reduction.

8. Title Page:

Arrange per the sample in Appendix I.

- (a) The title of the thesis or dissertation
- (b) The name of the candidate
- (c) The following statement:

A thesis (or dissertation) submitted to the faculty of the Medical University of South Carolina in partial fulfillment of the requirement for the degree of _____ in the College of Graduate Studies.

- (d) The name of the Department
- (e) The year
- (f) On the right-hand side the words:

Approved by:

followed by five lines (or more if necessary) for the
signatures of the Advisory Committee.

This title page is to be signed after final revisions are made. (This original signed title page, on 100% rag paper, must be turned in to the Graduate Studies Office. A xerox copy of signatures will not be accepted.)

9. Table of Contents:

Use one of the following sample tables of contents as a model for capitalization, spacing, and format for the table of contents for the manuscript. The first model should be followed if the chapters are called chapters. The second model should be followed if the chapters are not called chapters.

Sample 1.

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10. List of Tables and List of Figures:

Unless these lists are necessary for textual cross reference, they need not be included in the manuscript. When such lists are used, table and figure titles must agree with textual usage word-for-word, cap-for-cap, and comma-for-comma. Page numbers should be those on which the table begins or the figure image appears. Do not combine figures and tables into one list, and do not make a list consisting of only one table or figure. (See Table of Contents sample.)

11. Pagination:

Small Roman numerals should be used to number the introductory pages, with the title page, which is the first of these, bearing no number. Arabic numerals should be used to number the pages of the text. The first page of text and the beginning page of each chapter should be left unnumbered. All page numbers should be placed in the same position centered at the bottom of the page at least one inch from the edge of the paper.

12. Footnotes:

The student is advised to limit footnotes to content footnotes that consist entirely of the writer's explanation or amplification of information presented in the text. (See #16 Materials and Methods.)

13. Headings:

All chapter or comparable section titles, headings, subheadings, and table headings or figure legends should be typed single-spaced. Underline all first-, second-, and third-level headings, and all paragraph headings with solid rather than broken underlining. Do not number subheadings unless necessary for textual cross-reference. Carry-over lines of all flush-left headings should be indented to avoid the appearance of two separate headings.

Usage of a given level should be consistent throughout the work. For example, do not use centered first-level headings in some chapters and flush-left first-level headings in other chapters. When listing headings in the table of contents, each level should be identified by proper indentation.

14. Tables:

Tables should be numbered consecutively either throughout the text and appendices or within each chapter or appendix, in which case they are coded to the chapter number or appendix letter (e.g., 2-1, 2-2, A-1, A-2). Tables should be inserted near their first mention in the text or as a logical group within the chapter. Type all table titles single-spaced above the table. Table sources and notes should be placed directly below the table, not at the bottom of the page. Use consistent capitalization for all table titles and column headings. Use superscript symbols or lowercase letters rather than numerals for table footnotes. Reference indicators to these notes should be used only on column heads or in the main body of the table, never on the table number or title. If it cannot be inserted on the stub head (the left-hand column), any note needed for the table number or title should be so indicated--Note: ... and should follow Source: (if any) at the foot of the table.

Tables Complete on One Page. Long narrow tables may be divided, with one half on the left and the other on the right of the same page, with a double vertical line dividing the two halves. Wide tables may be typed broadside on a right-hand page, with the title at the binding edge. Type the page number in standard textual position in the upper margin.

Continued Tables. Tables too long or too wide for a single page--broadside or upright--may be continued on the following right-hand page(s). If necessary, a minimum of one inch may be used on all four sides. The table title should NOT be repeated. The heading should read Table 10--continued. Column and row headings **must** be repeated for continued tables.

Extended Tables. Several methods can be used to set up facing pages. If the left column (the stub) of a wide table (broadside) is too long for a page, the balance of the copy may be typed on the facing broadside page as though there were no break. Headings are not repeated and one-inch margins are used at the binding edge.

When the left column applies to all items across the page, but each column head varies, the page may be typed as two facing pages (upright), with the left column copy appearing only on the left page to form an extended table. In this case, the table title is typed on the left page only. In all cases, both left and right pages are numbered in standard textual position (left-hand pages are numbered in lower center depending on position of other page numbers). The title and page number on the left page are cited in the list of tables.

Definition of Broadside. A broadside page is one printed with the top at the left side or binding edge. It is read by turning the copy to the right. All copy, with the exception of page numbers, is typed on the 11-inch length rather than the 8 1/2 inch width as for standard manuscript pages. Table headings are typed above tabular material, and figure captions are typed below the illustration parallel to the way the copy is read. All broadside materials must face right.

Oversize Tables. Tables too long to conform to minimum margins may be reduced Xerographically on dissertation/thesis paper. The page number, table number, and title must be typed after the reduction. ONLY oversized tables may be reduced.

15. Figures:

Textual Setup. Schemes, charts, maps, graphs, diagrams, photographs, plates, etc. should be called figures. They should be numbered consecutively throughout the text and appendices or within each chapter with the figure number coded to the chapter number (e.g., 2-1, 2-2, 3-1, 3-2). In no case are figures coded to section numbers. The figure number and title should be typed below the figure. Students who use figures from other sources must include a source citation below the figure and include the source in the reference list. Figures may be inserted near their mention in the text or as a logical group within the chapter. Figure titles should be set up in a consistent style throughout the manuscript.

If the figure occupies the full 6 x 9 inch type area, the legend and identification may be typed on a facing left-hand page (reverse side blank) which is counted but does not get a typed page number. A right-hand broadside page should have the top of the image at the binding edge. The figure number and legend should be typed parallel to the illustration. Figures should conform to standard margin requirements, but if size is a problem, a minimum of one inch may be allowed on all four sides.

16. Materials and Methods:

Information that is sometimes referred to by the use of footnotes in journals will be included in the text. Materials will be included as follows:

(a) Drugs: Proprietary (trademarked) names should be capitalized. The chemical name should be followed by the trade name and the manufacturer's name set off by parentheses. This format is used for the first reference only.

Example: Amphotericin B (Fungizone; E.R. Squibb and Sons) was added to a final concentration of 1.0-2.0 micrograms/milliliter medium.

(b) Reagents and Chemicals: The source or supplier of a reagent or chemical should follow the name of the reagent or chemical and be set off by parentheses. If a reagent has been prepared by the investigator or another investigator, the ingredients and amounts should follow the name and be set off by parentheses. This format is used for the first reference only.

Example 1: Calcium chloride (Baker) was added to a final concentration of 12-15 millimolar Ca⁺⁺.

Example 2: The control medium in all experiments was amphibian Ringer solution (NaCl, 111.4 millimolar; KCl, 3.5 millimolar; NaHCO₃, 2.4 millimolar; pH, 7.75-7.85; osmolality, 210-230 mOsm/kg water.)

(c) Equipment: The name of the manufacturer of a piece of equipment should follow the name of the type of equipment and be set off by parentheses. This format is used for the first reference only.

Example: The microelectrode was rigidly mounted in a vertical direction on a micromanipulator (Pfeiffer).

(d) Biological Material: The supplier of biological materials should follow the description of the material and be set off by parentheses. This format is used for the first reference only.

Example: Female CBA mice (Cumberland View Farms, Clinton, Tenn.) approximately 3 months old and weighing 20-24 grams were used in these experiments.

17. List of References:

A list of references should be appended to the thesis or dissertation. References to literature cited should be numbered consecutively in parentheses in the text and listed in numerical order under the title, LIST OF REFERENCES, or cited by author in the text and listed in alphabetical order under the title, LIST OF REFERENCES. Journal titles may be abbreviated but must follow the form adopted in The World List of Scientific Periodicals. The following forms should be used in listing references:

(a) Journal Citations: Family names and initials of all authors (family name of first author precedes initials; initials precede family names of all co-authors); "title of article"; journal title; volume, inclusive pages, and year.

Example:

Henshaw, E.C., Revel, and H.H. Hiatt. "A Cytoplasmic Particle Bearing Messenger Ribonucleic Acid in Rat Liver." *J. Mol. Biol.* 14: 241-256, 1965.

(b) Books: Author, title, city of publication, publisher, year and page.

Example 1:

Woodliff, H.J. *Blood and Bone Marrow Cell Culture*. Philadelphia: J.B. Lippincott Company, 1964, p. 43.

Example 2:

Beyer, C., and C.H. Sawyer. "Hypothalamic Unit Activity Related to Control of the Pituitary Gland." In: *Frontiers in Neurology*, edited by W.F. Ganong and L. Martini. London: Oxford University Press, 1969, p. 255.

18. Abstracts:

One copy of the abstract should be placed in each copy of the thesis/dissertation. Place the original (final) abstract in with the original (final) thesis/dissertation.

(a) The abstract shall be typed on the proper paper, double-spaced, with a margin of one and one-half inches on the left side and at least one inch on the right, top, and bottom.

(b) The abstract shall not be more than 350 words.

(c) The abstract shall consist of the briefest possible summary of the thesis or dissertation and the conclusions reached. Explanatory matter and opinion in general shall be omitted.

(d) The title shall be arranged and typed as follows at the top of the page:

FULL NAME (in CAPITALS). Title (in ordinary type). NAME (in CAPITALS) of the Chairman of the Advisory Committee (in parentheses).

Example:

MARK DAVID JONES. Electron Microscopic Aspects of Denervate Skeletal Muscle. (Under the direction of JOHN DOE).

19. Keyed References:

Name/Date. References keyed by name and date to an alphabetical bibliography are a simple and frequently used system -- e.g., Metcalfe (1986) completed the work, or this work (Van Zandt & Springsteen, 1987) is the best study on the subject. All names and dates must be verified for spelling and correct dates against the bibliography. References with the same name(s) and date should be identified as 1976a and 1976b in the text and bibliography. Page numbers for direct quotes are included as (1976, p. 6).

Numbered systems. Numbered references may be keyed to an alphabetical listing and thus appear in random order in the text. Great care should be taken in alphabetizing. Numbered references may also be keyed to a list of references numbered in sequence according to first use in text; care must be taken to ensure strict numerical sequence if this system is chosen. (In a sequential system one cannot cite reference 10 before first citing references 1-9 in sequence.) In a numbered system, the first reference number assigned to a work of an author is retained throughout the manuscript. A second work by the same author requires a new number. In any reference system, the names cited in the text must agree with those found in the reference list. Superscript references, parenthetical references, and bracketed references cannot be subjects of sentences or objects of prepositions.

All numbered references used in the text must appear in the reference listing and vice versa. Textual superscript numbers must **follow** all punctuation except dashes. Superscript numbers should be ONLY a half line above the sentence. No parentheses or brackets should be used around superscript reference numbers. Numbered references may also be keyed by on-the-line numbers enclosed within parentheses or brackets. These numbers **precede** all terminal punctuation except after a single-spaced block quotation. Care should be taken that enclosed on-the-line references are easily distinguished from other enclosed material such as equation numbers. Multiple references and page numbers may be cited as follows:

Many researchers have found this to be true. 1-14

Many researchers have found this to be false (11-23).

"This is true" (11, p. 554).

"This is true" {5:597}.

All reference numbers, author names, and dates should be checked against the reference list for absolute accuracy and consistency. General reference numbers, author names, and dates should be checked against the reference list for absolute accuracy and consistency. General references not keyed to the text should be included under another heading such as "Supplemental Bibliography" and should **not** be numbered.

Coded systems. The first three letters of the first author's surname followed by the last two digits of the year of publication form the code. Care should be taken to follow strict alphabetical order when arranging the reference list. A few examples follow:

Ada75 Adams, G.M., & Zimmerman, B., Phys. Rev. 96,503(1975).

Cra80a Crane, A., & Smith, G., Phys. Rev. 96, 504 (1980).

Cra80b Crane, A., & Travis, H., Phys. Rev. 96, 529 (1980).

20. Appendix Material:

The appendices include material inappropriate to the body of the main text. Figures and tables discussed in the text cannot be placed in the appendices. If more than one type of material is used (e.g., questionnaires and other types of raw data), each appendix should be given a capped number or letter and a capped title (not cap and lowercase). Appendix copy should be typed with standard margins and spacing requirements, in the same typeface as the rest of the manuscript. **No printed or mimeographed materials or original letterhead pages may be included.** When technical problems such as broadside material prevent the placement of appendix number and title in standard position on the first page of an appendix, a half-title page should be used to supply the appendix number and title. The appendix number and title should NOT be broadside. The half-title page is counted but is NOT given a typed page number.

Computer printouts. Computer programs included in an appendix must meet margin requirements of at least one inch on all sides. Computer printouts must be letter quality.

Mechanics for Theses and Dissertations

Although each candidate is urged to use an accepted style guide or standard scholarly journal as the basic guide for general usage of numbers, abbreviations, expressions, etc., there are general rules that apply to all theses and dissertations.

Abbreviation of Measurement

Numerals should always be used for decimals and percentages and with abbreviations of measurement. When a number is used at the beginning of a sentence, however, a numeral cannot be used, and consequently abbreviations of measurement or percent symbols cannot be used with the spelled-out numbers. Either *percent* or *per cent* may be used (consistently) in such cases. Percentages from 10 up must always be expressed with numeral and symbol --10%. Hence, no sentence may begin with such a percentage. If periods are used after abbreviations, usage should be consistent, including tables and figures. Any abbreviations of measurement above 1.0 should be used with the plural verb.

Ellipses

Within a sentence, omissions are indicated by 3 **spaced** ellipsis points. Between and at the end of sentences where omissions have been made, the final period precedes the 3 ellipsis points. When typed correctly, it will look like this. . . . Ellipsis points are not needed at the beginning or ending of quotations.

Plural Words

Forms such as *data, criteria, phenomena, media, spectra, maxima, or minima* require plural verbs and components (*are, have, were, some, many, few, these, their* -- NOT *is, has, little, this*, etc., which are used with the singular form).

Quotations

Quotations longer than 40 words should be set off from the text in single-spaced block form. There should be no quotation marks preceding or following single-spaced block quotations. Brackets { } should be used to indicate the candidate's insertions. In textual quotations, source reference and page number should be outside the final end quote, rather than after the author's name. For block quotations, this information should appear after the terminal punctuation. All direct quotations, text or block, need page documentation.

When a quotation, either in the text or block, is used as a syntactical part of the author's sentence, it begins with a lowercase letter, even though the original is a complete sentence beginning with a capital.

The candidate should use *{sic}* only to indicate a natural doubt as to meaning or error in fact. Errors which are obviously typographical should be corrected as an editorial courtesy.

Hyphenation

Misuse of hyphens leads to confusion and lack of clarity in meaning. Usage should be carefully checked throughout the manuscript for consistency. Keeping a "use list" of hyphenated words will help the candidate and typist maintain consistency and avoid constant back checking of earlier usage.

Self. Used as a prefix to make a compound, *self*, whether adjective, adverb, or noun, is always followed by a hyphen -- e.g., *self-contained*, *self-centered*, *self-help*, *self-concept*. The exception is adjective forms such as *selfless* and *selfsame*.

Compound modifiers. Many compounds are hyphenated when used as adjectives before a noun (*a well-known fact*) but are treated as separate words when used as predicate adjectives (*The fact is well known*).

Hyphen to distinguish meanings. *A better burnished copper* (a burnished copper that is better); *a better-burnished copper* (a copper that is better burnished). *That man eating fish seem hungry* vs. *that man-eating fish seems hungry*.

Spelled-out compound numerals. Numbers from twenty-one to ninety-nine and fractions used as adjectives are hyphenated. When either numerator or denominator already contains a hyphen, watch meaning: *thirty-one hundredths* vs. *thirty one-hundredths*.

Meaning is changed when hyphens follow numbers: *Six-foot lockers* (6 feet in length) vs. *six foot lockers* (a total of six lockers); *thirty odd men* vs. *thirty-odd men*; *six day-old calves* vs. *six-day-old calves*.

When spelled out, *tenfold*, *multifold*, etc. do not require hyphens; however, if numerals are used, it should be *5-fold* or *6-, 10-, and 12-foot boards* (each component needs a hyphen).

Compound adjectival forms. Hyphens are needed for clarity: *all-inclusive studies* vs. *all inclusive studies*, *data-gathering procedures*; *thought-provoking actions*; *acid-containing foods*.

Prefixes. *Post, pre, over, under, intra, inter, sub, anti, super, non, pseudo, etc.*, should be spelled without a hyphen (*postwar, pretest, cochairman*) except before a capital letter or date (*un-American, non-English-speaking, pre-1978*). When in doubt, consult a dictionary.

End-of-line hyphenation. Divide words only between syllables. Two-letter divisions are not permissible. Do not divide a word between pages of text. Words pronounced as one syllable cannot be divided (*width, friend, scheme*). When in doubt, consult a dictionary.

Beginning a Sentence

No sentence, except in a footnote, should begin with a symbol, an abbreviation (except Dr., Mrs., Mr., and so on), or a numeral.

Widows

Widows, the last line of a paragraph typed as the first line of a new page, are not permissible. A line may be taken from the preceding page, making it short, or the widow may be run on one line at the bottom of the preceding page provided that there remains at least a 3/4-inch bottom margin.

Headings and New Paragraphs

Never type a heading on the last line of a page; there should be at least 2 lines of type following it or the heading should be carried over. Never begin a paragraph on the last line of a page. Leave only a standard double space between paragraphs (do NOT triple space) and indent the first lines of all paragraphs with standard paragraph indention. Standard paragraph indention may be 5, 6, 7, or 8 spaces, and it should be consistent throughout the manuscript.

Continued Pages

Since thesis and dissertation pages are numbered consecutively, it should not be indicated that such pages as the table of contents, lists of tables and figures, and appendices are continued. *Continued* should be used only for tables and figures requiring more than one page.

Contractions

Avoid contractions. The chumminess they convey is most often inappropriate to the more formal style of theses and dissertations.

Dashes

Dashes are typed as double hyphens--like that--without spacing before or after the dash.

Acceptable Usage

If each chapter or section is complete within itself in that it treats one aspect of several included in the total study, a general introductory chapter precedes the main body of work, with a final chapter giving total results, conclusions, and/or recommendations for further research.

The items listed below are required for all theses and dissertations:

1. A common table of contents covering the entire study.
2. An abstract of the complete study preceding Page 1 of the main text.
3. A common bibliography, list of references, or literature cited section at the end of the text.
4. All pages numbered in sequence

Unacceptable Usage : The following practices are not acceptable for theses and dissertations:

1. Omission of sufficient material to tie all components together to form a completely unified whole, e.g., omission of the general introductory chapter or the conclusion chapter.
2. Scientific references, bibliography, or literature-cited section at the end of each chapter.
3. All-cap subheadings required by journals for rapid content identification on double-column pages.
4. Beginning first-level subheadings on separate pages.
5. Use of an abstract or summary at the beginning of each chapter.
6. Chapters paged individually, with 1 appearing on each new chapter or section page.
7. Use of double-spaced references and any other use obviously based on journal specifications for printing requirements not suitable for a unified dissertation or thesis presentation.
8. Use of previously published or co-authored papers.

Figures and tables **cannot** be grouped at the end of the thesis or dissertation. They must be integrated into the text as they are discussed.

Papers in Dissertation or Thesis

Students, generally those in scientific fields, who plan publication of the results of their research as journal articles based on individual chapters or sections of the dissertation, very often prepare the manuscript with this idea in mind.

For years the Graduate School has encouraged students to use the scholarly journal in which they have published, or hope to publish, as a guide for thesis and dissertation preparation. A printed journal article on an analogous subject serves as a tangible, graphic guide for style of writing, use of abbreviations and numbers, reference system, and overall usage policies that help the student become proficient in the editorial requirements of the journal. Since the printed article illustrates the specific usage, the journal style manual is needed only for format preparation of the final copy to be submitted for journal publication.

Pagination and Copy Sequence

Preliminary Pages	Remarks	Counted	Numbered Small Roman	Listed In Contents
Title Page		yes (i)	no	no
Copyright Notice	If any	yes (ii)	no	no
Dedication	If any; no heading	yes	no	no
Acknowledgments	If any; first page to carry typed page number	yes	yes	yes
Preface	If any; seldom used	yes	yes	yes
Table of Contents	Exact headings as in text with page numbers	yes	yes	no
List of Tables	If any; list page on which table begins	yes	yes	yes
List of Figures	If any; list page on which image appears	yes	yes	yes
Key to Symbols or Abbreviations	If any	yes	yes	yes
Abstract	Master's 1-2 page max; Doctoral 350 word max; Last page before page 1 of text	yes	yes	yes
Miscellaneous text pages			Arabic	
Half Title Pages	Right-hand pages used as dividers where needed	yes	no	no
Legend Pages	Left-hand page used to identify figures too large to accommodate legends	yes	no	no
Facing Pages	Use for extended tables & figures; upright or broadside (facing left- & right-hand)	yes	yes	yes
First Pages, Chapters, Appendix	Title/heading 2" down; Number in bottom center	yes	yes	yes
Back Pages			Arabic	
Glossary	If any	yes	yes	yes
Appendix	If more than one, list each separately by number & title in all caps	yes	yes	yes
List of References or Bibliography	May precede appendix if appendix contains no references; single-space with double-space between	yes	yes	yes

Before and after copying and before submission, check each page number to avoid missing, duplicate, transposed, or Xeroxed pages in the original; check college copy as well. Make sure all pages are present and in correct position before submitting the original and college copies.

Acknowledgements

Acknowledgements recognize the persons to whom you are indebted for guidance and assistance and those to whom you are grateful for any special or non-routine aid. Acknowledgements should be expressed simply and tactfully. They should be 1 1/2 or double-spaced and conform to margin requirements. They are numbered consecutively with other preliminary pages with small Roman numerals centered at the bottom of the page. Acknowledgements and/or Dedication are not listed in the Table of Contents.

Deadlines

MASTER'S CANDIDATE: Following approval by the advisory committee, one copy of the unbound thesis must be available to the department not less than two weeks before the date of the defense. A notice from the candidate's Advisor must also be sent to the Graduate Office three weeks before the defense giving title, place, date, and time of the defense.

DOCTORAL CANDIDATE: Following approval by the advisory committee, one copy of the unbound dissertation must be available to the department not less than two weeks before the date of the defense. A notice from the candidate's Advisor must also be sent to the Graduate Office three weeks before the defense giving title, place, date, and time of the defense.

Signatures of Advisory Committee

The Graduate Office will not accept a thesis or dissertation that has not been signed by the Advisory Committee.

No diploma will be awarded until the final signed copy of the dissertation has been received by the Graduate Office or the final signed copy of the thesis submitted to the Library.

APPENDIX I
SAMPLE TITLE PAGE

Cellular Transport and Disposition of Drug X:
Role of Drug X

by

Mark David Jones

A dissertation submitted to the faculty of the Medical University of South
Carolina in partial fulfillment of the requirements for the degree of Doctor of
Philosophy in the College of Graduate Studies.

Department of Cell and Molecular Pharmacology and Experimental Therapeutics

2011

Approved by:

Chairman, Advisory Committee

APPENDIX II

College of Graduate Studies
Medical University of South Carolina

THESIS/DISSERTATION DEFENSE NOTIFICATION

We, the members of the advisory Committee for:

Student's Name Department

Certify that the thesis/dissertation is ready for defense: _____ (Degree)

Chairperson, Advisory Committee Co-chair, if applicable

Date

Date

Date

Date
**Signatures signify that you will be present at the defense. (please see note at the bottom of the page)*

Number of Publications ___ Published ___ In Press ___ Submitted Date: _____

We, the following, have reviewed the draft of the thesis/dissertation and concur with the advisory committee that it is ready for defense.

Graduate Coordinator Chairperson, Department/Steering Committee

Dissertation/Thesis Announcement Information ~ Please type or print legibly ~
One copy of the final rough draft is available in the following location: _____

Date: _____ Day: _____ Time: _____

Room No: _____ Building: _____

TITLE OF THESIS OR DISSERTATION: (Please attach a copy of the Thesis/Dissertation signature page)

This announcement must be in the Graduate Office at least three weeks prior to the defense date!
****In the case when a member will not be present, the member must delegate his/her responsibility to a faculty member with the same general background. The member is also required to attach a legible note to this form stating replacement's name and department along with an approval signature from the Chairman of the Advisory Committee. Substitution may be made for only ONE member of the committee.***