

## ROGER WILLIAMS UNIVERSITY LIBRARY

### Requirements for Submission of Theses

*To be accepted for deposit in the University Library, a thesis must adhere to all of the following requirements:*

#### Steps for Submitting an Electronic Thesis to the Library

1. The student completes his/her thesis and obtains the required signatures.
2. The student downloads and completes the [Student Work Access Agreement Form](#)
3. The student submits, in an electronic format, the Thesis Deposit and Access Agreement Form and the thesis with required signature to the Digital Scholarship/Metadata Librarian. *Submissions will not be accepted without required signatures.*
4. The Student sends the submission by email at [mwu@rwu.edu](mailto:mwu@rwu.edu). If you have questions, please call the librarian at 254-3053.

#### General Requirements:

**Number of copies:** The Library requires one electronic file of the thesis for possible inclusion in the Library's digital repository [DOCS@RWU](mailto:DOCS@RWU).

**Format:** The Library accepts theses in Microsoft Word or PDF formats. Other digital formats may be accepted at the Library's discretion, but students must secure permission before submitting a thesis to the library in an alternate format.

**File size:** The maximum size of an electronic thesis is limited to 50 MB. To reduce the size of a thesis, it is recommended to submit graphic and illustrative files separately. The supplementary files should be clearly labeled for identification.

**Student Work Access Agreement Form:** The Library requires the form to be completed and submitted with the thesis. The Library keeps the completed form as a record of submission and obtains permission from the author to post the electronic thesis in its digital repository. The form can be downloaded at [Student Work Access Agreement Form](#)

#### Stylistic Requirements:

**Printing:** The use of headers or chapter titles larger than 3/16" is discouraged and the use of excessive italics or bold print is prohibited. A standard font style and print size should be used such as Times New Roman 12, Letter Gothic 12 and Helvetica 12 for PC, and Times 14, Helvetica 12, and Geneva 12 for Macintosh.

**Spacing:** Double space the text. Only footnotes, long quotations, bibliography entries (double space between entries), and captions for graphic or illustrative material may be single spaced.

**Margins:** All (right, left, top, and bottom) margins should be set at one inch. Use these margins throughout the thesis.

**Justification:** Text should be left justified only. Ease of reading should be the primary consideration in determining line formatting.

**Thesis Preliminary Pages:**

1. Title page (required)

These elements should be included:

- Title of thesis
- Name of author
- Degree earned (Bachelor of Arts, Master of Arts, etc)
- Academic department or discipline of author
- Institutional affiliation of author
- Expected date of thesis acceptance

*(Please use the official names of College, School, Department and Program as listed in the University catalog for the year the thesis is submitted.)*

*(See sample title page in Appendix.)*

2. Signature page (required)

These elements should be included:

- Title of thesis
- Name of author, signature and date of signature
- Name of advisor, signature and date of signature
- Name of Dean of academic school or college, signature and date of signature

3. Dedication and /or Acknowledgements (optional)

4. Table of Contents (optional)

5. List of figures, tables, etc (optional)

6. Abstract (required)

An abstract must be included with the thesis document. The abstract should not exceed 150 words and should summarize the results, conclusions or main arguments presented in the thesis.

**Pagination:** Page numbers are required and should appear consistently throughout the document either in the upper right corner or centered at the bottom or top of the page. If using footnotes, place the page number at the top of the page. Below is a guide to pagination:

1. Every sheet of the document must be counted in page numbering, (except blank pages) however, not every page will show a number.
2. The title page counts as the first preliminary page, but does not carry a number.
3. Preliminary pages, including the signature page, dedication/acknowledgments, table of contents, list of illustrations, and abstract, use lower case roman numerals as page numbers. (e.g. i,ii,iii,iv,v...) (*See sample in Appendix.*)
4. The main body of the work uses Arabic numerals, beginning with page 1 and numbering consistently through the final page of text. This numbering includes introduction, appendices, bibliography, and index. A display page (indicating a new section or chapter title) is included in the numbering but does not show the number on the page.

**Collation:** The following order is required:

1. Title page
2. Signature page
3. Dedication/Acknowledgements, if any
4. Table of Contents, if any
5. List of figures, tables, etc., if any
6. Abstract
7. Preface, if any
8. Text
9. Endnotes (if preferred over footnotes)
10. Bibliography or list of references
11. Appendices, if any

**Style Manuals:** The style manual appropriate to the discipline should be adhered to throughout the document.

**Proofreading:** Proofreading, spell-checking, and proper bibliographic citations are essential to do prior to submitting the completed document. No thesis will be accepted for deposit if it fails to meet standards of excellence for published works.

**Permissions:** Students are responsible for obtaining permission in writing from the owner(s) of each third party copyrighted material included in the work (including images) and from any third party whose privacy rights should be considered.

On the Home Front: Gender Disruption and the Great War

John S. Smith

Master of Arts

Forensic Psychology

Feinstein College of Arts and Sciences

Roger Williams University

April 2008

Title Page

Signature Page

## Dedication/Acknowledgements

## Table of Contents



## List of Figures, Tables

## Abstract

Preface