

Guide for Electronic Submission of Master's Thesis & Doctoral Dissertations

The College of Graduate Studies requires all students to upload the **final** version of their Thesis/Dissertation to MEDICA at <http://medica.library.musc.edu/submit> as fulfillment of his/her degree requirements. By submitting your Thesis/Dissertation, you are confirming that your committee has approved this final version and it is ready to be submitted. A signed signature page should be the first page of your Thesis/Dissertation.

You have the option of placing the release of your document under embargo, which means that until a specified period of time has elapsed; your document will not be accessible. You have the choice of making your Thesis/Dissertation available to only MUSC users (with NetID/password) for either a fixed period of time or permanently. For example, you can restrict your Thesis/Dissertation to MUSC users for 2 years or a total embargo for 2 years and MUSC only thereafter. Or any combination of time and audience. MEDICA will honor any reasonable embargo period.

The Notification of Defense form is due in the Dean's Office three weeks before the final defense. Students may defend any time during the semester but all **final/approved** Thesis/Dissertations **MUST** be submitted by the last day of classes. (Please see chart below) If your **FINAL/APPROVED** Thesis/Dissertation is not submitted to MEDICA by the last day of classes (last day to submit Thesis/Dissertation in the chart below), you will be required to register for the next semester at your own expense and your completion date will change to that semester. **No exceptions will be made.**

Semester	Last day to Submit Thesis/Dissertation	Date degree will be posted
Summer 2015	August 13, 2015	August 18, 2015
Fall 2015	December 11, 2015	December 19, 2015
Spring 2016	April 28, 2016	May 20, 2016
Summer 2016	August 16, 2016	August 20, 2016
Fall 2016	December 13, 2016	December 21, 2016
Spring 2017	April 27, 2017	May 19, 2017
Summer 2017	August 15, 2017	August 19, 2017
Fall 2017	December 12, 2017	December 20, 2017

Please notify the Program Coordinator in the Dean's office through email when you submit your FINAL Thesis/Dissertation to MEDICA. (weised@musc.edu)

All manuscripts are delivered to MEDICA as PDF files. It is up to the student to confirm and verify the PDF file before submission. When preparing your PDF, be sure to do the following:

- Embed all fonts
- Make sure there is no password protection on the PDF
- Ensure that security settings allow printing
- Format as individual, single pages

MEDICA makes no changes to the formatting or content of submitted manuscripts. Therefore, the burden of how the manuscript looks when it is accessed or printed is entirely the responsibility of the author.

You do NOT supply copies of your Thesis/Dissertation to the Dean's Office. Students who would like bound copies of their Thesis/Dissertation may order copies by uploading it directly to one of the following. Student is responsible for any expenses incurred, if any.

<http://thesisondemand.com>

<http://phdbookbinding.com/>

Formatting:

Title and Abstract Title Pages

1. Title of your thesis/dissertation: Please enter the title using Headline Capitalization, otherwise known as Title Case. Capitalize the first letter of every word except articles ("a," "an," and "the"), coordinating conjunctions (for example, "and," "or," "but," "so," "yet," and "nor"), and prepositions with fewer than four letters (like "in"). The first letters of the first and last words are always capitalized, regardless of what they are. The title should be entered exactly as you want it to appear on the final thesis/dissertation.
2. Committee member names should **not** have professional titles-do not put Dr., Ph.D., or M.D. before or after committee member names. (See Sample title page next page)

The Abstract

In the abstract, you must (1) present the problem of the thesis/dissertation, (2) discuss the approach, materials and methods used, (3) summarize the major findings, and (4) state the conclusions reached. Individual chapters should not have abstracts. The length of the abstract should be limited to 350 words.

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).

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 Microbiology and Immunology

2015

Approved by:

Chairman, Advisory Committee

[Chairman Name]

[Committee Member Name]

[Committee Member Name]

[Committee Member Name]

[Committee Member Name]

Margins

All pages in the thesis/dissertation must be formatted:

1. With at least a 1.5 inch margin on the left
2. At least a one inch margin on the top, right side, and bottom
3. There must be at least a 1” margin beneath the bottom page number
4. All text in the thesis/dissertation, including footnotes, page numbers, tables, figures (illustrations), schemes, and figure legends, must fall within these margins

Typing and Spacing

All text (**including the abstract**) must be double-spaced –see **Exceptions:**

1. **Except:** When an entry in the Table of Contents, List of Tables, List of Figures (Illustrations), List of Schemes, and in the Reference Section is longer than one line, that entry is single-spaced within that entry
2. **Except:** If a chapter heading or subheading is longer than one line, that entry is single spaced within the entry
3. **Except:** Indented quotations should be single spaced
4. **Except:** Dissertation/Thesis titles and footnotes may be either single spaced or double spaced
5. Do not use italics or script fonts for the general body of the document.

Pagination

The title page is counted as page one and the copyright page (if needed) as page two, but numbers do not appear on them. Lower case roman numerals (iii, iv, v, vi, etc.) are used for all subsequent pages up to the first page of the text. (page 1 of Chapter 1).

Beginning with page 1 of Chapter 1, Arabic numbers are used and are continuous through the last page including all appendices.

Footnotes

All footnotes must appear at the bottom of the page

1. Footnotes should begin renumbering with 1 at the beginning of each new chapter
2. Footnotes may be continued on the next page, but must begin on the page they are cited. Endnotes will not be allowed.
3. Footnote lines should be consistent in length, approximately 2 inches and the footnote line separator should be consistent in length with the regular footnote line

Format for Citations, Figures, Tables

1. If your thesis/dissertation includes tables, figures (illustrations), schemes, you must include a List of Tables, List of Figures, and List of Schemes to be placed after the Table of Contents. Note: Tables and figures must fall within the specified margins
2. Table number and captions go above the table
3. Figure number and captions go below the figure
4. When possible, the student should try to keep each figure/table all on one page with caption, inserting page breaks where necessary or they can be continuous to the next page without labeling-“continued”
5. There is no rule on font or justification of text in captions, just be consistent

6. You can either single space or double space your captions, just be consistent

Figures and Tables with Landscape Orientation

The top of the figure or table should be rotated toward the binding (left) edge. The caption for the Landscape Figure or Table must also be rotated; however the page number is not. The page number must appear at the bottom as if the figure were in portrait presentation

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).

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.

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 indentation. Standard paragraph indentation 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 page
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.

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

Checklist of Remaining Requirements after Successful Defense

- Complete Online Degree Application. (this can be done one semester before requirements are completed.) MD/PhD and DMD/PhD students will complete this through the College of Medicine and Dental Medicine
- Turn in Successful Defense form
- Thesis/Dissertation Rubric
- Schedule exit interview with the College of Graduate Studies Dean (contact Amy Connolly to schedule, connolla@musc.edu)
- On-line Student Survey (complete prior to exit interview with the Dean)
- Graduate Information form (DMD/PhD and MD/PhD students can skip this form)
- Deposit Thesis/Dissertation in MUSC Repository (MEDICA)
Students who would like bound copies of their Thesis/Dissertation may order copies by uploading it directly to one of the following. Student is responsible for any expenses incurred, if any.

<http://thesisondemand.com>

<http://phdbookbinding.com/>
- Survey of Earned Doctorates (<https://sed.norc.org/doctorate>) (MS students do not complete)
- Contact Anne Thompson in the Digital Imaging Office (843-792-4730) and schedule an appointment to have picture taken for the COGS graduate composite. (If you do not have regalia, I have some you can borrow for the picture.) Guys should wear a shirt and tie for the picture.
- Financial Aid Exit (if you received Financial Aid) go to this site
http://academicdepartments.musc.edu/vpfa/finance/controller/studentaccounting/current_students/
to get more information on the loan exit interview.

This information may be found at the following url.

http://academicdepartments.musc.edu/grad/curr_students/forms_guidelines.htm/graduation_forms.htm

Updated 8/6/15