
LEHIGH UNIVERSITY

P.C. Rossin College of Engineering and Applied Science

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Thesis and Dissertation Guidelines

The thesis or dissertation must conform to the following:

Complete Proquest publishing guidelines may also be found here:

http://www.etdadmin.com/UMI_PreparingYourManuscriptGuide.pdf

1) All straight text is to be double spaced. Quotations, if more than a few lines in length, should be set in from margins and single spaced. Footnotes, tabulations, formulas, *etc.* should likewise be single spaced.

2) It is recommended that SI (Système Internationale) units (kg m s) be used throughout. If, however, your discipline uses a different set of units as a standard, use those.

3) A left-hand margin of at least 1-1/2 inches shall be allowed for binding. The other margins shall be at least one inch wide. Margins on illustrations, tables, graphs, *etc.*, shall conform to the above. **Page numbers should be at the center bottom without violating the 1-inch margin in typed form, not hand written.** Figure numbers and titles should be placed at the bottom of the page. It is recommended to manipulate margins by 0.1” or 0.2” to ensure margin requirements.

4) Illustrations, tables, graphs, *etc.*, shall be consecutively numbered, so that they may be readily referred to in the context. Figures and tables placed sideways on the page must be outward facing (facing to the right). The lettering and numbering on graphs and other illustrations shall be typed. Only the major coordinate rulings should appear on graphs.

5) A Table of Contents, giving at least the chapter headings, with page numbers, must be prefixed to the thesis or dissertation. If the thesis or dissertation contains a significant number of tables, figures, and plates, they shall be listed in the Table of Contents. This list will normally follow the list of chapter headings. Check to be sure that the titles on the actual figures, *etc.*, agree with those listed.

6) An abstract is to be prepared which will summarize the main findings and conclusions of the thesis or dissertation. There is no length restriction for abstracts. As much as possible, the abstract should contain information, not merely an outline of the work done.

7) Each thesis or dissertation must have a “vita” or appendix giving a short biography of the candidate. This shall include the place and date of birth, names of parents, institutions attended, degrees (with dates) and honors, titles, or publications, teaching or professional experience, and other pertinent information.

8) Samples of the title page and signature sheet for the thesis and dissertation appear following the end of this section.

9) The material of the complete thesis or dissertation shall be arranged and numbered as follows:

- the title page (which is page i but is not numbered)
- copyright page (which is page ii)
- the certificate of approval (iii)
- acknowledgments (if any)
- the table of contents
- list of tables (if any)
- list of figures (if any)
- list of illustrations (if any), (*NOTE: Roman numeral pagination ends here*)
- an abstract **Arabic numeral 1**, (*NOTE: Arabic numeral pagination starts with the abstract at page 1 and is continued in consecutive order to the last page of the thesis or dissertation*)
- the main text of the thesis or dissertation including footnotes, tables and figures
- bibliography or list of references
- any appendices
- the “vita” or brief biography (last page)

10) The PDF you upload online is limited to a file size of 100MB and supplementary files are limited to 10MB.

11) No source or object computer program is to be incorporated into the thesis or dissertation. Instead, these should be included in an appendix or submitted through the online submission system as a supplemental file. Proper credit should be given for use made of other programs.

12) The student should consult his or her advisor concerning University rules on the copyrighting of computer programs.

13) The pages of the entire thesis or dissertation, including illustrations, tables, graphs, appendices, bibliography, shall be numbered as indicated in 9) above. It is important that every page (except the title page, as noted above) be numbered. There is no other way for the bookbinder or microfilm operator to restore the proper sequence if the pages become separated.

14) Several referencing styles can be used in listing books, articles, reports, unpublished materials, and public documents, etc. in your bibliography. Please consult with your advisor on the appropriate style used in your department. It is important that you maintain consistency with one style throughout your thesis or dissertation. The following list highlights manuals that are excellent guides to referencing styles:

- American Psychological Association. (1983). Publication manual of the American Psychological Association. Arlington, VA: Author.
- Dodd, J.S. (Ed.) (1986). The ACS style guide: A manual for authors and editors. Washington, DC: American Chemical Society.
- Gilbaldi, J. & Achtert, W.S. (1988). MLA handbook for writers of research papers. (3rd ed.). New York: Modern Language Association of America.
- Turabian, K.L. (1987). A manual for writers of term papers, theses, and dissertation. (5th ed.). Chicago: University of Chicago Press.
- University of Chicago Press. (1982). The Chicago manual of style. Chicago, IL: Author.

SAMPLE TITLE PAGE FOR THESIS

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(Your Name)

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Master of Science

in

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