



**GUIDELINES FOR THE PREPARATION
OF THE
MASTERS THESIS AND DOCTORAL DISSERTATION**

University of Oklahoma Health Sciences Center
Graduate College
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ORGANIZATION OF THESES AND DISSERTATIONS

The Graduate College allows the submission of theses and dissertations in two different organizations; the traditional organization or the manuscript organization. The organization that a student uses is at the discretion of the student's committee and the degree granting program.

The Traditional Organization

This is the organization that has been historically used for theses and dissertations. Following is the format for thesis and dissertations using this type of organization:

- Chapter 1: Introduction
- Chapter 2: Materials and Methods
- Chapter 3: Results
- Chapter 4: Discussion
- Chapter 5: Summary

The Manuscript Submission/Publication Organization

The manuscript submission/ publication organization allows students to organize the Methods and Materials and Results chapters of the Traditional Organization into independent chapters each comprised of a manuscript. The manuscripts do not need to be submitted or accepted for publication to be included in the thesis or dissertation. Work that is done but is not ready for publication at the time of writing the thesis or dissertation would be organized as an independent chapter using the same format as a manuscript. Manuscripts with more than one author should include a statement outlining the student's contribution to the work. For example, "AB generated the data in Figures 2,3 and 5 and wrote the Introduction (and/or Discussion and/or manuscript)."

The Introduction and the Discussion chapters would be comparable to these chapters in the traditional organization. The Introduction should be a scholarly work that introduces the topic of the thesis or dissertation, reviews the literature of the topic, and presents the hypotheses to be tested. It is important that this section be unique and specific to this document. The Discussion should discuss the results presented in the thesis or dissertation in the context of the field of study. It is important that this section be a scholarly extension of the discussion sections in the manuscripts in the chapters. This section should not be just a reiteration of the discussion presented in each of the manuscript chapters.

The Introduction and the Discussion chapters in this organization would constitute what is usually considered the "scholarly" part of the thesis or dissertation. This organization would allow the student to gather, organize and write up their results as a manuscript for submission and hopefully encourage and facilitate the submission of manuscripts.

Manuscripts in the format submitted for publication are the copyright of the author and can be placed directly into the theses or dissertation, even if published; only the journal format is the copyright of the journal. If the student and their committee agree published manuscripts may be placed in the thesis or dissertation in the published format; however, the student must obtain permission from the publisher to use this format and permission of the publisher must be submitted to the Graduate College. In either case, the source of a published manuscript must be included.

Following are examples of the format for thesis and dissertations using the manuscript submission /publication organization:

Example A:

Chapter 1: Introduction – must include scholarly review of the literature
Chapter 2*: To be submitted manuscript, submitted manuscript or published manuscript
Chapter 3*: To be submitted manuscript, submitted manuscript or published manuscript
Chapter 4*: To be submitted manuscript, submitted manuscript or published manuscript
Chapter 5*: Discussion – must include scholarly discussion of results
Chapter 6*: Summary

Example B:

Chapter 1: Introduction – must include scholarly review of the literature
Chapter 2†: Materials and Methods
Chapter 3*: To be submitted manuscript, submitted manuscript or published manuscript
Chapter 4*: To be submitted manuscript, submitted manuscript or published manuscript
Chapter 5*: To be submitted manuscript, submitted manuscript or published manuscript
Chapter 6*: Discussion – must include scholarly discussion of results
Chapter 7*: Summary

*Number of middle chapters dependent upon the number manuscript chapters. Chapter could also contain results that will not be published but can be presented in thesis or dissertation.

†The addition of a Materials and Methods chapter would be at the discretion of the student and their committee. This would provide the opportunity to provide details on the development of innovative methods or details that would not find their way into a manuscript.

Preparation of Thesis/Dissertation

The candidate is responsible for seeing that the thesis/dissertation is submitted in proper format. The highest standard of mechanical details must be achieved. The candidate is responsible for the form of the thesis/dissertation and with the aid of the committee should carefully edit the final draft for arrangement, sentence structure, paragraphing, punctuation, spelling, quotations, and the form of footnotes, tables, and bibliography.

The thesis/dissertation should be prepared in a style acceptable to your department and committee, however, the Graduate College requirements must be followed. **REGARDLESS OF THE STYLE USED, THE FOLLOWING ITEMS MUST REMAIN.**

All dissertations and theses must be submitted in electronic format using the [OUHSC ProQuest ETD Administrator](#). In addition, the thesis or dissertation can be printed if the student and/or program desire personal bound copies.

Order of Material

Title Page, Signature Page, Copyright Page, Acknowledgments, Table of Contents, List of Tables, List of Illustrations, Abstract, the Text of the Thesis/Dissertation, Bibliography or Literature Cited, Appendix, Index (optional). (See attached sample pages.)

Numbering of Pages

For electronic submission, all pages are numbered, including the title page.. Page numbers must be centered, 0.5 inches from the bottom of the page.

Font Selection

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Legends, Table entries, footnotes and quotations of more than four lines or two or more sentences. In the Table of Contents, titles of more than one line are single spaced.

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Either block style with no indentation or indented 1/2" is acceptable. You must be consistent.

Title Page (see attached sample)

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3. Name of Degree
4. Graduate's Name (first name first)
5. Location should always be Oklahoma City, Oklahoma
6. Year thesis/dissertation deposited

Signature Page (see attached sample)

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Acknowledgments Page (see attached sample)

Abstract

Table of Contents/List of Tables and List of Illustrations

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Any logical system of subdivision within chapters or sections is permissible, but the scheme must be consistent throughout the manuscript. The subdivision within a chapter or section does not begin on a new page unless the preceding page is filled. If there is not room for the complete heading and at least two lines of text at the bottom of a page, the new subdivision should begin

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References usually consist of information in parentheses or square brackets within the text. Two common methods of referencing are (1) to use author's name and date of publication, as in (Smith, 1990), or (2) to assign numbers to the bibliographical entries and insert the corresponding number for the reference in the text, as in [95]. Use a citation manager such as EndNote.

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A thesis/dissertation must include a list of materials used in the preparation of the manuscript. This may consist only of references cited in the text (List of References) or it may include works consulted as well (Bibliography). **Use bibliographic software such as EndNote. Consult your mentor and committee to select a reference style appropriate to your field of research.** Double space between each reference. References of more than one line should be single spaced.

Appendix

An appendix is not required, however if desired, you must maintain the same margins and consecutive page numbering as used in the body of the text.

Acknowledgments

This page is to thank those who have helped in the process of obtaining the graduate degree. Permissions to quote copyrighted material are listed here, as well as acknowledgments for grants and special funding.

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Tables and figures are to be incorporated in the text as appropriate and not included as a set at the end of the chapter or thesis/dissertation. Tables which would normally take more than an 8 ½ x 11 inch sheet must be divided into multiple pages or reduced by using a smaller font. All titles and page numbers must be in the same font and type size as the body of the text. The area used for the graph and for all captions and legends must be within the appropriate margins.

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How to prepare your dissertation for submission to ProQuest

http://media2.proquest.com/documents/UMI_PreparingYourManuscriptGuide.pdf

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Search Tips

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- Click on "Search"
-

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ProQuest Dissertations & Theses

- Search across four different databases, including dissertations and theses produced at institutions worldwide from 1743 to the present
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The databases listed below have options available that will allow you to limit a particular search to dissertations and/or theses. These databases do not typically provide full text access to the dissertation or thesis.

CINAHL (Cumulative Index to Nursing and Allied Health Literature)

- Provides "publication type" limits for **Doctoral Dissertation** and **Masters Thesis**
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IN A SMALL OKLAHOMA DAILY FOLLOWING
A READER INTEREST SURVEY

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BY

GARY ROBERT JONES

Oklahoma City, Oklahoma

2015

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IN A SMALL OKLAHOMA DAILY FOLLOWING
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ACKNOWLEDGMENTS

It is with deep gratitude and appreciation that I acknowledge the professional guidance and friendship of Dr. To be Named. His constant encouragement and support helped me to achieve my goal. My gratitude goes to the other members of the laboratory, Dr. John Doe and technicians, David Smith and Mike Reed. Their technical help and good humor made these years a great learning experience.

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ABSTRACT

The Simultaneous Multiple-Angle Reconstruction Technique (SMART), which uses the impedance estimation as an initial estimate, is the most popular algorithm in use today. A modification of the SMART algorithm is proposed in this study. This new, improved algorithm is designated SMART2. Receiver Operating Characteristic Analysis (ROCA) was used to compare the performance of the SMART and SMART2 algorithms. It was found that heart phantom tomogram obtained using SMART2 were superior to those obtained using SMART.

CHAPTER I

INTRODUCTION AND LITERATURE REVIEW

The presence of protein bound carbohydrates in the serum was recognized before the beginning of this century (1,2). The major monosaccharide components of serum glycoproteins are galactose, mannose, glucosamine and sialic acid. Galactosamine and fucose are minor constituents of some serum glycoproteins. These carbohydrates are widely distributed in major serum protein fractions with the possible exception of serum albumin, but are particularly prominent in the γ -globulin fractions.

It is well known that the concentration of the glycoprotein in human serum is greatly increased in a number of physiological and pathological states. (3). Very little is known at the present time about the metabolic alterations which lead to these changes.

In the present investigation the mechanism of serum glycoprotein biosynthesis was studied in normal rats and in rats bearing Walker 256 sarcoma. D-Glucosamine- ^{14}C was utilized as a means of following..... *It is important that you carefully review the literature in order to know more about the field of study.*

CHAPTER II

MATERIALS AND METHODS

TISSUE PREPARATION (*1st level sample*)

Tissue samples were prepared routinely from Holtzman male rats weighing approximately 300 grams. Rats were secured from the Houston Cheek Co., Houston, Texas.

Whole Homogenates (*2nd level sample*)

The bloated and weighed liver was cut into slices and homogenized with 0.1 M phosphate buffer (pH 7.2) by 30 strokes in a glass homogenizer designed by Dr. Caputto...

DEAE-cellulose Chromatography (*3rd level sample*)

DEAE-cellulose was equilibrated with 0.02 M phosphate buffer (pH 7.2). It was then packed to a height of 21 cm. in a 1.9 x 30 cm. column. The column was charged with 15 ml of an ...

Reminder: *The appearance of the heading must vary for each level of subdivisions*

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