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## 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

The student completes his/her thesis and obtains required signatures.

The student downloads and completes the [Thesis Deposit and Access Agreement Form](#).

The student submits, in an electronic format, the Thesis Deposit and Access Agreement Form and the thesis with required signature to the Librarian. Submissions will not be accepted without required signatures.

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 University Digital Repository. [DCS@RWU.edu](mailto:DCS@RWU.edu)

**Format:** The Library accepts theses in Microsoft Word or PDF formats. Other digital formats are not accepted. [DCS@RWU.edu](mailto:DCS@RWU.edu)

The supplementary files should be clearly labeled for identification.

**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 [Thesis Deposit and Access Agreement Form](#).

### Stylistic Requirements:

**Printing:** 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 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

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 Q X P E H U V H J (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.

Appendix I Title Page Sample

# On the Home Front: Gender Disruption and the Great War

John S. Smith

Master of Arts

Forensic Psychology

Title Page

Signature Page

## Dedication/Acknowledgements

## Table of Contents





Abstract

