

The University of Maryland Electronic Thesis and Dissertation (ETD) Style Guide

2025 Edition

Note: This guide was prepared by the Office of the Registrar in collaboration with the Graduate School and the University Libraries. Questions should be directed to registrar-graduate@umd.edu.

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CHAPTER 1: INTRODUCTION

This Electronic Thesis and Dissertation (ETD) Style Guide assists you in the preparation of your Master's Thesis or Doctoral Dissertation, in most cases the final requirement for your degree. The Office of the Registrar on behalf of the Graduate School at the University of Maryland, College Park maintains specific requirements as to the format and appearance of its theses and dissertations; such requirements assure a standard of uniformity and aesthetic consistency commensurate with the rigorous academic principles of the University. Theses and dissertations completed in accredited Master's and Doctoral programs are published by ProQuest (<http://www.proquest.com/>) through an exclusive arrangement with the Library of Congress. These documents are also published electronically by the Digital Repository at the University of Maryland (DRUM) <https://drum.lib.umd.edu/>, a free online archive of research done by members of the University community.

This guide assists you in creating a thesis or dissertation that conforms to those standards. Under this arrangement, students submit an electronic version of their thesis or dissertation directly to ProQuest online. Officials from the University of Maryland will then review the document online and request revisions if necessary. This electronic process is the standard submission procedure for University of Maryland theses/dissertations. Complete submission procedures are located in Chapter 4 of this Guide (Submitting Your Document).

CHAPTER 2: BEFORE YOU PREPARE YOUR DRAFT

There are several steps that you need to go through before you begin formatting your thesis/dissertation.

1. **Take note of the published deadlines.** These deadlines indicate the date by which your academically complete document must be submitted to the system. An academically complete document is one to which all examining committee-ordered revisions have been made. Any formatting changes requested by the Office of the Registrar can be made after the ETD editors evaluate your submitted document.
2. **Understand the formatting requirements in this document, the University of Maryland ETD Style Guide.** Do not use a previously published University of Maryland, College Park dissertation or thesis as a model. Format requirements may have changed, and the model may not be appropriate for your discipline or needs. Please note that the formatting requirements of the Office of the Registrar supersede guidelines in any other style manual. You may wish to make use of the MS Word ETD Templates that the Office of the Registrar on behalf of the Graduate School has created. These documents are pre-formatted to the Office of the Registrar's formatting standards. A LaTeX template is also available on the Graduate School's [website](#).
3. **Choose an appropriate style manual.** The ETD Style Guide does not offer guidelines for formatting all elements of the document; it only outlines elements required by the Office of the Registrar on behalf of the Graduate School at the University of Maryland. For all other elements, please default to the standard style manual in your discipline. To determine the preferred style manual in your discipline, consult your advisor or director of graduate studies. Refer to a style manual for systems of scholarly reference, setting off direct quotations, numbering figures and tables, presentation of data, and similar features. For example, a psychologist will use the APA (American Psychological Association) manual; a student of literature, the MLA (Modern Language Association) manual.
4. **Obtain written permission (if needed) for using copyrighted material.** The U.S. Copyright Act of 1976 established the concept of "fair use" of copyright material in published work, but it does not provide absolute guidelines. Although ProQuest will publish your dissertation, ProQuest does not have the responsibility of seeking permissions for you. ProQuest uses The Chicago Manual of Style definition of "fair use." You should become familiar with the concepts outlined there. Generally, the use of a complete unit (a poem, journal article, photograph, map, letter, and so on) requires permission. It is more difficult to define at what point a lengthy excerpt exceeds fair use. Good judgment will tell you that reproducing a significant proportion of another author's work is not "fair." However, be aware that "fair use" also touches on scholarly ethics and the use to which the quotation or excerpt will be put in your work. Another author's work should not be used as a substitute for your own analysis and argument. When in doubt, seek permission; it is usually granted. For a sample letter requesting reprint permission, please see Chapter 6, Sample Letters and Pages.
5. **Obtain permission before conducting research involving human and animal subjects or certain hazardous materials.** Prior to undertaking research using human subjects, you will have had to seek and obtain approval from the Institutional Review Board (<http://www.umresearch.umd.edu/IRB/>). All vertebrate species research must be pre-approved by the Institutional Animal Care and Use Committee (IUACUC) of record

(<https://research.umd.edu/iacuc>). If your research involves hazardous materials— biological or chemical agents or recombinant RNA/DNA— you must have approval from the appropriate university committee(s) and campus Department of Environmental Safety (<http://www.des.umd.edu>). **Be sure that approval is indicated on the Nomination of Examining Committee Form and that all relevant confirmation letters or forms are attached.**

6. **Obtain editorial, proofreading, or typing assistance.** If you hire someone to prepare your draft, you should provide them with this ETD Style Guide, and discuss special disciplinary requirements for your work. Remember to engage an individual early. You should also prepare a list of correctly spelled and hyphenated technical terms and foreign words for the typist, since standard dictionaries or computer spell-check utilities will not generally include such terms.
7. The Graduate School does not recommend particular services if you need assistance preparing your draft, but students are free to engage an editing service if they so choose. ***Please remember that the ultimate responsibility for the language, style, and grammatical correctness of your thesis, including editing and proofreading, rests with you, the author.***
8. **Investigate possible patent and public disclosure issues.** A significant number of invention disclosures submitted by graduate students are related to materials contained within that student's thesis or dissertation. If your thesis or dissertation describes a new technology, any publication (digital or otherwise), presentation, or public posting—such as submission to ProQuest or DRUM, the Digital Repository at the University of Maryland — may be considered a “public disclosure” of the invention. If such public disclosure is made prior to applying for a patent, certain patent and intellectual property rights may be compromised. It is the responsibility of the author of a work submitted to the Electronic Thesis and Dissertation Program at the University of Maryland to notify the Office of Technology Commercialization of such submission if the work has been, or will be, submitted in part or in its entirety as an invention disclosure. *Note: Posting may compromise certain patent rights.* More information is available at: <https://www.umventures.org/>

CHAPTER 3: PREPARING YOUR DRAFT

This ETD Style Guide is focused on assisting your preparation of an electronic file that conforms to the standards set by the Office of the Registrar on behalf of the Graduate School. This electronic file will be submitted directly to ProQuest online and evaluated by the Office of the Registrar online.

Submit as a PDF

When submitting a page-based manuscript of your dissertation or thesis, it must be submitted to ProQuest in Adobe PDF format. When preparing your PDF, be sure to do the following:

- Embed all fonts (further information is provided below related to embedding fonts)
- Make sure there is no password protection on the PDF
- Ensure that security settings allow printing
- Format as individual, single pages

Note: As part of our normal process, ProQuest inserts an extra page in the front of every published manuscript.

The Office of the Registrar has developed a number of thesis and dissertation templates for users of Microsoft Word. These templates can serve as a guide for students creating an acceptable thesis or dissertation document and are available at our website. “Lite” or simplified versions of the templates are also available for documents with few chapters with sub-sections. The LaTeX template is also available. See <https://gradschool.umd.edu/students/academic-progress/thesis-and-dissertation-filing> for more information and to download a template for use.

Verify Proper Formatting

ProQuest 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. ProQuest strongly recommends that individual authors take responsibility for reformatting the document into Adobe PDF, for checking the reformatted document for accuracy, and for submitting the PDF document to the Graduate School or library for publication.

Digital Format Specifications

Category	Description
File format manuscript	Adobe PDF required. NO compression; NO password protection; NO digital signature. You are responsible for the appearance of your manuscript in PDF. It will appear and may be downloaded exactly as you submit it.
Multimedia files and formats	Digital preservation best practices typically recommend including multimedia content as supplemental files, rather than embedding multimedia in PDFs. ProQuest will accept multimedia content of all file types. File types listed below will be migrated by ProQuest. File types other than those listed below are not guaranteed to be migrated.
Images	GIF (.gif); JPEG (.jpeg); TIFF (.tif)

Category	Description
Video	Apple Quick Time (.mov); Microsoft Audio Video Interleaved (.avi); MPEG (.mpeg)
Audio	AIF (.aif); CD-DA; CD-ROM/XA; MIDI (.midi); MPEG-2; SND (.snd); WAV (.wav)
Margins	Left: 1"; Right: 1"; Top and Bottom: 1" Applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images. Page numbers: at least 3/4" from edge of page.
Fonts	Embedded fonts REQUIRED. Post Script Type 1 fonts required. Any legible font except script, italic, or ornamental fonts equivalent in scale to 10pt. Arial or 12pt. Times New Roman accepted. Italicized font may be used for non-English words and quotations. Applies to all text including captions, footnotes/endnotes, citations, etc.
Line spacing	Double-space: abstract, dedication, acknowledgements, table of contents, and body of the manuscript; except for quotations as paragraphs, captions, items in tables, lists, graphs, charts. Single-space: footnotes/endnotes, bibliographic entries, lists in appendices.
Color	Native digital manuscripts will appear in color when viewed electronically. Microfilm and print reproductions will NOT preserve color; colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that is color-coded or based on color shading may not be interpretable. For best results, have color photographs reprinted in black and white by a professional lab.
Reproduction	PDF and print reproductions will include all color material. Microfilm reproductions will NOT preserve color; colors will appear in shades of gray.

Manuscript Specifications

Achieving a legible copy of acceptable quality in various formats and sizes requires a conservative approach to paper size and quality, fonts, font sizes, spacing, images and graphics. Your institution may provide you with specifications for some or all these details, in addition to specifications for required sections, organization, pagination, and others. In cases of variation, your institution's specifications supersede ours. Please adhere to either/both your institutional specifications and those that follow here to ensure the highest quality reproduction of your work.

MAKE SURE all your fonts are embedded. See the end of this guide for instructions on embedding fonts. Manuscripts without embedded fonts can cause ALL punctuation and formatting to disappear when the document is printed from the digital file and causes delays in our publishing process.

Supplementary Materials

If supplementary materials—such as audio, video, and spreadsheets—are part of your dissertation or thesis, you can submit them as supplementary files during the online submission process. Upload them as part of the submission process and provide a description of each supplementary file or files in the abstract of your graduate work.

- Do not embed media files in your PDF.
- Upload media files as supplementary files. During online submission, you will be asked to upload any supplementary files.
- Describe files in your abstract. Add a description of each supplementary file in your abstract.

Supporting Documentation for Supplementary Materials

Including supplementary materials with your submission may require additional paper documentation before we can complete the publishing process. For further information see [Sample Permission Letter for Use of Previously Copyrighted Material](#).

- Reprint Permission Letters: If you are going to include multimedia material covered under someone else's copyright—an audio or video clip, a digital photograph, etc.—you must provide us with written permission to include it.
- Third Party Software Licenses (if needed): If you are including third party software with your submission, you must provide written permission to distribute it. Note that this is different from including a file generated by a particular program. For example, including a Microsoft Excel file (.xls) does not require including the software license.

Embedding Fonts

This guidance assumes you are writing your manuscript in MS Word on a PC. If you are using a Mac, similar guidance can be found at <https://about.proquest.com/go/etdadmin-embedfonts>.

Create your manuscript using a TrueType font—NOT a scalable font. See below for a list of recommended TrueType fonts and point sizes.

Recommended web fonts. These are designed for easy screen readability. Since many readers are likely to view and/or use your dissertation or thesis on screen, you may wish to improve the readability of your text by using one of these fonts.

Arial 10pt
Courier New 10pt
Georgia 11pt
Times New Roman 12pt
Trebuchet MS 10pt
Verdana 10pt

The following fonts are permissible but are not web fonts:

Century 11pt
Garamond 12pt
Lucida Bright 10pt
Microsoft Sans Serif 10pt
Tahoma 10pt

Once you have chosen a True Type font you must embed it:

1. On the Tools menu, click Options, and then click the Save tab.
2. Select the Embed TrueType fonts check box.
3. Save the document.

Alternatively, if you have Adobe Acrobat Professional available to you, follow the instructions provided by the Graduate Thesis Office at Iowa State University:

1. Open your document in Microsoft Word.
2. Click on the Adobe PDF tab at top. Select Change Conversion Settings.
3. Click on Advanced Settings.
4. Click on the Fonts folder on the left side of the new window. In the lower box on the right, delete any fonts that appear in the Never Embed box. Then click OK.
5. If prompted to save these new settings, save them as Embed all fonts.
6. Now the Change Conversion Settings window should show embed all fonts in the Conversion Settings drop down list and it should be selected. Click OK again.
7. Click on the Adobe PDF link at the top again. This time select Convert to Adobe PDF. Depending on the size of your document and the speed of your computer, this process can take 1-15 minutes.
8. After your document is converted, select the File tab at the top of the page. Then select Document Properties.
9. Click on the Fonts tab. Carefully check all your fonts. They should all show (Embedded Subset) after the font name.
10. If you see (Embedded Subset) after all fonts, you have succeeded.

FRONT MATTER

The Formal Elements: Abstract, Title Page, Lists, Tables, and Appendices

The formal elements are described below. The Abstract, Title Page, Copyright Page, and Table of Contents must be formatted in the method described; other pages, as long as they adhere to the previously stipulated requirements (font, margins, justification, etc.) may be designed as the author deems appropriate. Below is the required order of the formal elements of the dissertation.

1. Abstract (must be first, required, non-numbered)
2. Title Page (must follow Abstract, required, non-numbered)
3. Copyright statement (highly recommended, non-numbered)
4. Preface or Foreword (if present, start at lower-case Roman numeral ii)
5. Dedication (if present, lower-case Roman)
6. Acknowledgements (if present, lower-case Roman)
7. Table of Contents (required, lower-case Roman)
8. List of Tables (if present, lower-case Roman)
9. List of Figures (if present, lower-case Roman)
10. List of Abbreviations (if present, lower-case Roman)
11. Body of Text (required, start at Arabic numeral 1)
12. Appendices (if any, Arabic)
13. Glossary (if any, Arabic)
14. References or Bibliography (usually required, Arabic)
15. Index (if any, Arabic)
16. Curriculum vitae (if included, non-numbered)

Abstracts

The Abstract is a required element. We no longer have a word limit on your abstract, as this constrains your ability to describe your research in a section that is accessible to search engines, and therefore would constrain potential exposure of your work. The abstract as you submit it will NOT be altered in your published manuscript. Please include an additional version of your abstract in English, even if the primary language of your dissertation or thesis is NOT English. For additional information regarding formatting of abstracts, please see the FAQ here: <https://about.proquest.com/go/etdadmin-missing-copypasteabs>.

Title Page

The Title Page is a required element. The title page **MUST** include the following information:

- the full title of your thesis/dissertation in **all capital letters**,
- your name as it appears in university records,
- the year of the degree (not month or day),
- a standardized degree statement typed in inverted pyramid form (given below),
- an alphabetical list of all members of your committee, but with the Chair or Co-chairs first. If a member is of any professorial rank, use their title (e.g., “Professor,” “Associate Professor,” “Assistant Professor.”; if not, use “Dr.” or other title as appropriate.

Word your title very carefully. Electronic databases, citation indices, and bibliographies search using keywords, so choose terms carefully to reflect accurately the content of your thesis/dissertation. Be sure that the title is exactly the same on the abstract and title page. The title page must not include italics, unless foreign words or botanical terms form part of the title itself. Do not use abbreviations. Formulas, symbols, superscripts, Greek letters or chemical names must be expressed as words wherever this is possible and consistent with disciplinary standards.

See below for a standard degree statement (template and sample also available in Chapter 7.) Use the following wording, inserting the correct degree title and the year (only the year) of your graduation, and typing in inverted pyramid style:

Thesis [or Dissertation] submitted to the Faculty of the Graduate School of
the University of Maryland, College Park in partial fulfillment of the
requirements for the degree of [full degree title] [year of graduation]

Copyright Page

The Copyright Page is highly recommended though not required. Both master's degree and doctoral candidates may register their copyright on theses or dissertations. This can be done through the electronic submission process (via ProQuest) or through the Library of Congress. Follow the directions on the ProQuest website when you submit your document to have ProQuest register copyright on your behalf, or visit <http://www.copyright.gov> for information on registering directly with the United States Copyright Office.

Preface or Foreword/Dedication/Acknowledgements

The Preface or Forward/Dedication/Acknowledgement is optional. If used, begin numbering using lower-case Roman numeral ii. All, some, or none of these elements may be included. Many

theses do not include any of these elements. Check your style manual for the preferred order in your discipline. According to *The Chicago Manual of Style*, a Foreword includes a statement about the work by someone other than the principal author. A Preface contains the author's own statement about a work, sometimes including acknowledgments and permissions. If all you want to do is acknowledge others' assistance and support, then label the page "Acknowledgements," not "Preface." Acknowledgements are made for special assistance or unusual permissions granted. You may wish to dedicate the work to a special mentor but avoid elaborate or fulsome language. Before listing someone's full name, it is important to reach out to them and confirm having their full name shared publicly or in any context to ensure respect for their privacy and consent.

Table of Contents

The Table of Contents is a required element. If no optional elements precede, begin numbering with lower-case Roman numeral ii; otherwise, continue in sequence using lower-case Roman numeral. A table of contents is required in all theses. Most word processing software allows you to mark each chapter heading and subsection in the text and then generate a table of contents automatically with correct page numbers retained. You may single-space between chapter subheadings. You may choose to use or not use dot leaders. Most software-generated tables of contents would be acceptable.

Please note that the numbering of the entries in the table of contents must be consistent with any numbering system used in the text. Thus, if you number subheadings within Chapter 1 as 1.1, 1.2, and so on, this same numbering must be used in the table of contents. You need not number or label subheadings, however. In chapter 7 there is an example of the table of contents that is valid for both the thesis and dissertation

List of Figures/List of Tables/List of Abbreviations

The List of Figures/List of Tables/List of Abbreviations are optional elements. If used, number consecutively following the table of contents using lower-case Roman numerals). If you have at least one figure or one table, or more than one page of abbreviations, you must include the appropriate list. A table includes written material or data, whereas a figure refers to non-textual illustrative material. The easiest way to generate these lists is to create a secondary table of contents if your word processor permits. Unless your Style guide directs otherwise, use captions from your text to identify tables and figures in your list. Be sure all captions and numbering correspond exactly to those within the text. Check your style manual for the preferred order in your discipline. Remember to keep the required 1" left-hand margin.

Body

Begin page numbering with Arabic numeral 1 and number all subsequent pages consecutively to the end. The body of the thesis/dissertation should be typed continuously (except if your word processor is set to avoid "widows" and "orphans"), double-spaced, with each new chapter beginning on a fresh page. The chapter title may be typed no more than 3" from the top of the page and may be typed in a font not more than two or three points larger than the base font. However, you need not place the chapter heading lower on the page or use a larger font, if you prefer.

Illustrations and Non-Text Elements

In this guide, the term "illustration" is meant to cover all non-text elements of the thesis/dissertation, such as figures, tables, maps, plates, photographs, drawings, and so on. Each

illustration must be numbered consecutively. Consult your style manual for a consistent numbering and identification system. Illustrations must be listed by category in the preliminary pages. All illustrations must conform to the minimum margin formats. If illustrations are larger, then use photographic reduction to achieve an appropriate size. However, figure captions should be consistent with the body of the thesis/dissertation text; these, like footnotes, can be 2 points smaller than the text, but no smaller than 10 point. In many cases, figures, graphs, and illustrations are landscape-oriented. Page numbering on these pages can be suppressed.

Images/Photographs

Since theses and dissertations are accepted only electronically, all images, photographs, plates, and illustrations should be included in the electronic file, via scanning or other method of reproduction. Most word processing programs (MS Word, WordPerfect) have a feature that enables you to embed objects, such as images, into the text. For information on including copyrighted images in your work (particularly for theses / dissertations in Art History), please see the “Special Cases” sections of Chapter 5, Submitting Your Thesis or Dissertation.

Placement

Illustrations should be placed in the text as close to the first mention of the figure or table as possible--either on the same or on the following page, but not before the first reference. In some cases, tables and figures can be assembled in an Appendix.

Captions

All illustrations must be identified by captions, preferably on the same page. If a figure or table is too large or the caption too long for both to fit on the same page, the caption should appear on the preceding page. You may place several captions (clearly labeled) on one page, to be followed immediately by the several figures. If you have any questions or concerns about incorporating illustrative materials into your thesis/ dissertation, please consult with the staff of the Office of the Registrar for guidance before you begin to prepare the final manuscript.

BACK MATTER

Appendices

Appendices are optional elements; these pages are numbered consecutively with the text. Follow the recommendations in your chosen style manual for materials appropriately presented in an Appendix rather than in the body of the text. You may have multiple appendices, which must be labeled consecutively (A, B, C, etc. or I, II, III, etc., as appropriate to your discipline). Cover pages should not be used. Be sure to include all appendices in your table of contents. An original survey instrument prepared in a typeface different from that of the thesis/dissertation is acceptable.

If used, scanned supporting materials reproduced from other sources (with permission) must meet the same requirements for margins and clarity as the rest of the dissertation. Copies from books, journals, maps, and so on must be completely clean and legible. Residual shadows from page edges, as may be created in the process of scanning, are not acceptable.

Glossary

The Glossary element is optional; pages are numbered consecutively with the text. Please note that the Office of the Registrar requires the glossary to be placed at the end of the document, prior to the list of scholarly references. Definitions may be single-spaced but double-space before beginning a new entry.

Scholarly References

The Scholarly References element are required pages and numbered consecutively with the text. Footnotes and Endnotes: Whether you choose to place footnotes for each chapter at the bottom of the page, gather notes for each chapter at the end of the chapter, gather all notes at the end of the dissertation, or use inter- textual parenthetical notes with a list of references at the end, be sure that placement and style are consistent throughout. Do not place some notes at the bottom of the page and gather others at the end of chapters. Do not use both parenthetical notes and citation footnotes (explanatory footnotes are acceptable). Prepare a sample page featuring your notes early in the typing process, to check that the font, margins and spacing conform with the formats required. Note that some word processing software will use the default initial font for footnotes, so check your document style to be sure that footnotes appear in the standard font you have chosen.

List of References: Each UMD thesis or dissertation must include a comprehensive list of references, even if such references are already included in footnotes or endnotes. Your list of references or bibliography must be placed at the end of the thesis/dissertation, regardless of what your chosen style manual recommends.

Index

If your thesis/dissertation features an index, place it after the reference page. Follow the format described above for optional formal elements.

CHAPTER 4: SUBMITTING YOUR DOCUMENT

The Electronic Thesis and Dissertation (ETD) Process

The University of Maryland has entered into an agreement with ProQuest to accept theses and dissertations electronically. Following this style guide, you will be able to produce a document that is appropriate for submission to the University.

To begin the process of electronic submission of your thesis or dissertation, double check that your electronic file is in the proper format that conforms to the appearance standards set forth in this guide. **You may only begin the submission process after your defense has been completed and the report of the examining committee has been submitted to the Office of the Registrar.** You may not submit a “draft” of your thesis or dissertation to the ETD system; the document you submit must be identical to the one your committee has approved. Any thesis or dissertation submitted before the receipt of the Report of the Examining Committee will not be evaluated by the ETD editors.

When you have completed the formatting of your document and confirmed the submission of the Report of the Examining Committee, visit the ProQuest submission site at: <https://www.etsadmin.com/main/home?siteId=76> and follow the steps below:

1. Create an Account by clicking on “Sign up and get started today!” button at the bottom of the page.
2. Log in: Once you have created your account, you can log-in and begin the submission process by following the submission instructions.
3. Submit your document: Click “Submit Your Dissertation”- which will begin the submission process. You will be asked for some information on a number of subsequent pages and the submission steps.

Note the following as you begin your submission process:

Publishing Options. ProQuest gives you two types of licensing options: Traditional or Open Access. Select “Traditional Publishing” (open access is not necessary, as your document will be published in DRUM by the University, which is itself a free online archive).

Publishing Agreement. The agreement grants the University and ProQuest the non-exclusive right to archive, release, and reprint your work. This is a NON-EXCLUSIVE agreement; you retain all rights to publish and re-use your work, and can put restrictions on the release of your materials (this happens during the submission process). To continue, you must click “Accept.”

Contact Information. Enter current and future contact information in the spaces provided. It is imperative that this information be accurate, as the Office of the Registrar may need to contact you after you leave the University. When you have entered all requisite information, click “Continue.”

Dissertation/Thesis Details. Enter information regarding your thesis or dissertation; title, department, advisor, committee members, keywords, and abstract.

Supplementary Files. On this page you can attach any supplementary files (music, sound, video, computer programs, etc.) that accompany your thesis or dissertation. Images embedded

into the body of your thesis or dissertation need not be attached in this way.

Copyright Application. ProQuest can register the copyright for your thesis or dissertation on your behalf. For a fee of \$75 (payable via credit card), ProQuest will file your copyright for you. You may also elect to file your own copyright with the United States Copyright Office, (<http://www.copyright.gov>) or not to register your work for copyright at all. Copyright registration is voluntary and your work is automatically protected under copyright from the moment the work is created. You will have to register your work, however, if you wish to bring a lawsuit for infringement of a U.S. work.

Order Bound Copies. On this page you can order bound copies (of varying sizes) of your thesis or dissertation, paid via credit card. Requests will be processed six to eight weeks after your document is delivered electronically to ProQuest.

Deadlines

The Graduate School maintains deadlines for submission of theses and dissertations for each academic term. Students must submit their thesis or dissertation before the stated deadline to qualify for graduation in a given semester. Those students who fail to submit before the deadline, but who submit before the first day of the subsequent academic term, will not be required to register for classes for that term to graduate.

Costs

If you choose to have your thesis or dissertation copyrighted through ProQuest, you can do this during the submission process as detailed above (at a cost of \$75). Copyright registration is voluntary and not required.

Submission Checklist

Your complete submission should include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to <https://www.etdadmin.com/main/home?siteId=76>.
- A completed *Report of the Examining Committee*. Your thesis or dissertation director will submit this report to the Office of the Registrar on your behalf.
- Payment of any *optional copyright fees*. ProQuest charges \$75 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the submission process. Copyright registration is voluntary and not required.

Special Cases: Audiovisual Theses and Dissertations

A number of fields require theses and dissertations that contain audiovisual documentation of performances or works of art. The Office of the Registrar has created a series of requirements (outlined below) that detail the submission of these theses and dissertations.

Audiovisual theses and dissertations should be, when at all possible and when **copyright allows**, digitized and submitted to the Office of the Registrar via the ETD system.

File Formats for Audio files

All audio files must be submitted as 44.1K/16b WAV (.wav) files

File Formats for Video files

Acceptable video formats are Apple QuickTime (.mov), Microsoft Audio Video Interleaved (.avi), or MPEG-2 (H.262 .mpg or .mpeg)

Students should consult with technical and IT personnel in their respective colleges for assistance in creating electronic files for ETD submission. When electronic submission of the complete thesis is not possible or is subject to copyright restrictions, it should instead be submitted to the Office of the Registrar in a compatible file format as listed above. Email registrar-graduate@umd.edu for instructions on submitting the digital files that are subject to copyright restrictions. **IN NO CASE SHOULD AUDIO CDs OR VIDEO DVDs BE SUBMITTED.**

Audiovisual theses and dissertations are often completed by students in The School of Music, The School of Theatre, Dance, and Performance Studies, and the Department of Art. The process for submitting documents in each of these fields is outlined below.

School of Music Theses and Dissertations

It is the requirement of the Graduate School that all components of a defended thesis or dissertation be submitted to the Office of the Registrar for evaluation and final approval. It is also required that the document be submitted to the University Libraries (for inclusion in DRUM) and to ProQuest. Students must submit ALL written components of the document (such as analysis or performance notes), as well as ALL non-written components (such as music or performance recordings). Music thesis/dissertation documents are generally of three major types:

- A written work of scholarship or analysis, similar to the works of scholarship done in other disciplines,
- A performance or series of performances,
- A musical composition, either written or performed, or both.

These theses and dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the ETD system (<https://www.etdadmin.com/main/home?siteId=76>). Please contact your department or program for assistance with digitizing your recordings. PDF versions of any and all written components of the thesis or dissertation, such as the abstract, program notes, performance commentary, and analysis, should also be submitted via the ETD system (<https://www.etdadmin.com/main/home?siteId=76>). This submission should follow all requirements in this style guide and also include all required front matter (Abstract, Title Page, Table of Contents).

*Note: When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar. Email registrar-graduate@umd.edu for submission instructions. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.*

Written Works of Scholarship

Theses and dissertations in the School of Music that consist of written scholarship should be submitted to the Office of the Registrar through the ETD system (<https://www.etdadmin.com/main/home?siteId=76>). Refer to the section **Submission Checklist** above.

Audiovisual Recordings of Musical Performances or Musical Compositions

These theses and dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the ETD system (<https://www.etsadmin.com/main/home?siteId=76>). PDF versions of any and all written components of the thesis or dissertation, such as the Abstract, Title page, Table of Contents, program notes, performance commentary, or analysis, should also be submitted via the ETD system (<https://www.etsadmin.com/main/home?siteId=76>). This submission must follow all requirements in this style guide.

Due to copyright restrictions, performance components of theses and dissertations may be ineligible for digital submission. These documents should be submitted to the Office of the Registrar following the guidelines for data provided under **Special Cases: Audiovisual Theses and Dissertations** above. **One (1) complete file** must be provided to the Office of the Registrar. Email registrar-graduate@umd.edu for submission instructions.

To submit supplemental material (e.g. audiovisual recordings of your musical performance), you must provide **one (1) recording digitally to the Office of the Registrar using the file formats provided under Special Cases: Audiovisual Thesis and Dissertations above**. Email registrar-graduate@umd.edu for submission instructions.

Each digital submission must include the following:

- the PDF of the Abstract Page
- the PDF of the Copyright Page
- the PDF of the Title Page
- any optional front matter (Dedication, Preface, etc.)
- the Table of Contents. **This document must include a list of all files in the thesis and all those contained in the digital recording**
- any written materials (performance notes, program, analysis, etc.), as required by the student's examining committee
-

Your complete submission must also include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to <https://www.etsadmin.com/main/home?siteId=76>.
- A completed **Report of the Examining Committee**. Your dissertation director will submit this to the Office of the Registrar on your behalf.
- Payment of any **optional copyright fees**. ProQuest charges \$75 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the electronic submission process in the ProQuest portal. Copyright registration is voluntary and not required.

School of Theatre, Dance, and Performance Studies Theses and Dissertations

Audiovisual Recordings of Performances

These theses and dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the ETD system (<http://dissertations.umi.com/umd>). This system is able to accept electronic video files (MPEG or AVI is preferred). Please contact your college, department, or program for assistance with digitizing your recordings. PDF versions of any and all

written components of the thesis or dissertation, such as the abstract, program notes, performance commentary, or analysis, should also be submitted via the ETD system (<http://dissertations.umi.com/umd>). This submission should follow all requirements in this style guide. This submission must also include all required front matter (Abstract, Title Page, Table of Contents).

*Note: When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar. Email registrar-graduate@umd.edu for submission instructions. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.*

Note the preferred file formats for these CDs and DVDs containing supplemental material.

File Formats for Audio files

For performances, submit the files (44.1K/16B WAV .wav) on CD-R (MAC and PC compatibility) or DVD (ISO 9660). Two complete sets of the original audio files must be submitted to the Office of the Registrar.

File Formats for Video files

Acceptable video formats are Apple QuickTime (.mov), Microsoft Audio Video Interleaved (.avi), or MPEG-2 (H.262 .mpg or .mpeg) on CD-R (MAC & PC Compatibility) or DVD (ISSO 9660). Two complete sets of the original video files must be submitted to the Office of the Registrar.

Due to copyright restrictions, performance components of theses and dissertations may be ineligible for digital submission. These documents should be submitted to the Office of the Registrar following the guidelines for data provided under **Special Cases: Audiovisual Theses and Dissertations** above. **One (1) complete file** must be provided to the Office of the Registrar. Email registrar-graduate@umd.edu for submission instructions.

To submit supplemental material (e.g. audiovisual recordings of your musical performance), you must provide **one (1) recording digitally to the Office of the Registrar using the file formats provided under Special Cases: Audiovisual Thesis and Dissertations above**. Email registrar-graduate@umd.edu for submission instructions.

Each digital submission must include the following:

- the PDF of the Abstract Page
- the PDF of the Copyright Page
- the PDF of the Title Page
- any optional front matter (Dedication, Preface, etc.)
- the Table of Contents. **This document must include a list of all files in the thesis and all those contained in the digital recording**
- any written materials (performance notes, program, analysis, etc.), as required by the student's examining committee

Your complete submission must also include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to <https://www.etdadmin.com/main/home?siteId=76>.
- A completed **Report of the Examining Committee**. Your dissertation director will submit this to the Office of the Registrar on your behalf.
- Payment of any **optional copyright fees**. ProQuest charges \$75 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the electronic submission process in the ProQuest portal. Copyright registration is voluntary and not required.

Department of Art Theses and Dissertations

Visual Art Theses and Dissertations

Theses and dissertations consisting of works of visual art should be digitized and submitted to the Office of the Registrar via the ETD system (<https://www.etdadmin.com/main/home?siteId=76>). The system is capable of accepting digital images (either scanned images or digital photos) in JPEG or GIF format. The front matter of the document—Abstract Page, Table of Contents, Title Page, Dedication, Preface, etc.—and any written components of the document, such as work notes, self-analysis, or other materials required by the Thesis or Dissertation examining committee should be submitted to the ETD system as a single PDF document, formatted to the specifications set forth in this style guide. These documents are subject to all standard fees.

*Note: When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar. Email registrar-graduate@umd.edu for submission instructions. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.*

To submit supplemental material (e.g. audiovisual recordings of your musical performance), you must provide **one (1) recording digitally to the Office of the Registrar using the file formats provided under Special Cases: Audiovisual Thesis and Dissertations above**. Email registrar-graduate@umd.edu for submission instructions.

Each digital submission must include the following:

- the PDF of the Abstract Page
- the PDF of the Copyright Page
- the PDF of the Title Page
- any optional front matter (Dedication, Preface, etc.)
- the Table of Contents. **This document must include a list of all files in the thesis and all those contained in the digital recording**
- any written materials (performance notes, program, analysis, etc.), as required by the student's examining committee

Your complete submission must also include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to <https://www.etdadmin.com/main/home?siteId=76>.
- A completed **Report of the Examining Committee**. Your dissertation director will submit this to the Office of the Registrar on your behalf.
- Payment of any **optional copyright fees**. ProQuest charges \$75 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the electronic submission process in the ProQuest portal. Copyright registration is voluntary and not required.

Audiovisual Recordings of Performance Art

These theses and dissertations should be, when at all possible, digitized and submitted to the Office of the Registrar through the ETD system (<https://www.etdadmin.com/main/home?siteId=76>). This system is able to accept electronic video files (MPEG or AVI is preferred). Refer to the preferred formats listed under **Special Cases: Audiovisual Theses and Dissertations** and contact your college,

department, or program for assistance with digitizing your recordings. PDF versions of any and all written components of the thesis or dissertation, such as the abstract, program notes, performance commentary, or analysis, should also be submitted via the ETD system (<https://www.etsadmin.com/main/home?siteId=76>). This submission should follow all requirements in the University of Maryland Thesis and Dissertation Style Guide. This submission must also include all required front matter (Abstract, Title Page, Table of Contents).

*Note: When electronic submission of supplemental audio or visual components of the thesis or dissertation are not possible or subject to copyright, these components should be submitted to the Office of the Registrar. Office of the Registrar. Email registrar-graduate@umd.edu for submission instructions. Refer to the specific file formats under **Special Cases: Audiovisual Theses and Dissertations**.*

To submit supplemental material (e.g. audiovisual recordings of your musical performance), you must provide **one (1) recording digitally to the Office of the Registrar using the file formats provided under Special Cases: Audiovisual Thesis and Dissertations above**. Email registrar-graduate@umd.edu for submission instructions.

Each digital submission must include the following:

- the PDF of the Abstract Page
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- any written materials (performance notes, program, analysis, etc.), as required by the student's examining committee

Your complete submission must also include the following:

- A PDF document of your thesis or dissertation formatted according to the regulations set forth in this style guide and uploaded to <https://www.etsadmin.com/main/home?siteId=76>.
- A completed **Report of the Examining Committee**. Your dissertation director will submit this to the Office of the Registrar on your behalf.
- Payment of any **optional copyright fees**. ProQuest charges \$75 to file for copyright for dissertations and theses. This fee is payable directly to ProQuest via credit card during the electronic submission process in the ProQuest portal. Copyright registration is voluntary and not required.

Special Cases: Theses and Dissertations with Certain Reproduced Images

Thesis and dissertation documents sometimes include reproduced images that are in many ways important to the academic purpose of the document and assist readers and evaluators of the thesis or dissertation in making educated judgments on its merits. Unfortunately, the costs related to securing reprint rights to these images, particularly for a document that will be publicly available on the internet, is at times prohibitive for the typical graduate student. As such, submitting these thesis/dissertation documents (complete with images) through the ETD system often puts students in a position to violate copyright or intellectual property laws. In order to acknowledge this difficulty, the Office of the Registrar has devised the following alternative submission procedure for students who have completed applicable theses/dissertations.

The following instructions apply primarily to students in the Department of Art History and Archeology and the School of Architecture, Planning, and Preservation, but students with an applicable thesis/dissertation in another program can follow the same procedure outlined below.

Theses and dissertations that contain “fair use” or permitted images should be submitted using the traditional submission instructions (see page 14.)

If the thesis or dissertation contains images that are not publicly available and permission was unable to be obtained, students should do the following:

1. Contact the Director of Graduate Studies your department to discuss whether obtaining permissions for the copyrighted materials is financially or academically feasible or necessary.
2. Notify registrar-graduate@umd.edu that the dissertation or thesis will be submitted via the alternative process. The Registrar Office staff will then notify the Libraries.
3. Submit a redacted (copyrighted images removed) version of the thesis to the University/ProQuest through the standard ETD system (<https://www.etdadmin.com/main/home?siteId=76>). This document will be for general publication on ProQuest Dissertations and Theses and DRUM. In addition to following all specified style and formatting requirements as listed in this style guide, the document:
 - Should contain none of the prohibited images
 - Must have a “Disclaimer” page added to the front matter that includes the following statement: “The thesis or dissertation document that follows has had referenced material removed in respect for the owner's copyright. A complete version of this document, which includes said referenced material, resides in the University of Maryland, College Park's library collection.”

CHAPTER 5: PUBLISHING YOUR DOCUMENT WITH PROQUEST DIGITAL DISSERTATIONS© AND DRUM, THE DIGITAL REPOSITORY AT THE UNIVERSITY OF MARYLAND

After your document has cleared all necessary University of Maryland checks, the Office of the Registrar on behalf of the Graduate School releases the document to ProQuest for publication. At the time of release, a copy of the document is also deposited in the Digital Repository at the University of Maryland (DRUM).

During the submission process, you are required to grant the University and ProQuest a one-time, “non-exclusive right” to archive, release, and reprint your work. Both ProQuest and the libraries will host an electronic version of your work. ProQuest will keep a copy in its commercial database, ProQuest Dissertations & Theses Global database; and the libraries will keep a copy in the Digital Repository at the University of Maryland (DRUM), available at <http://drum.lib.umd.edu/>

What is ProQuest Information and Learning (PQIL)?

ProQuest (PQ) is a private company that maintains, through an arrangement with the Library of Congress, the bibliographic record for over 2 million master’s theses and doctoral dissertations dating back to 1861. This is done through the ProQuest Dissertations & Theses Global database, a popular full-text research tool to which many university libraries subscribe. Nearly 700 institutions submit titles to the database, including every accredited doctoral degree granting institution in North America. The submission agreement allows ProQuest to host your work and to offer it for sale through its database and other online outlets. You are entitled to receive an annual royalty payment of 10% of all income ProQuest receives from the sale of your work, payable in each year that the accrued royalties reach \$25.00. Institutions that have subscriptions to the ProQuest Dissertations & Theses Global database have free access to the full electronic text of all documents in the database.

Additionally, for a fee, ProQuest will submit your work to the Copyright Office of the Library of Congress for copyright registration. Note that you, as the author, hold copyright to your work regardless of registration, but registration makes copyright easier to enforce should your work be plagiarized.

What is DRUM?

DRUM, the Digital Repository at the University of Maryland, is a digital repository of academic and technical work done at the University of Maryland. As a digital repository, DRUM provides a distribution service by making files--including theses and dissertations--available via the Internet. Descriptive information on the available documents is distributed freely to search engines. As a repository, files are maintained on DRUM for the long term. Unlike the web, where pages come and go and addresses to resources can change overnight, repository items have a permanent URL and the institution is committed to maintaining the service into the future.

What are the benefits of having my work available through ProQuest and DRUM?

- Your research can be found, read, and used by a global audience, including scholarly colleagues and potential publishers and employers.
- Your research can be found by most popular search engines, such as Google or Google Scholar,

- as well as through special repository search engines.
- Increased accessibility to your research increases the chances of it being cited in other scholarly work.
 - Access to your work is maintained with a permanent URL, to which you can refer and link from your CV, email messages, or web pages.

What are my choices regarding access?

As the owner of copyright in your work, you have the exclusive right to reproduce, distribute, make derivative works based on, publicly perform and display your work, and to authorize others to exercise some or all of those rights. As a condition of graduation, your work must be published. When you submit your work to the Office of the Registrar on behalf of the Graduate School you will be given several options regarding access to your work via ProQuest and DRUM, the Digital Repository at the University of Maryland. Your options include:

A. Make your work available via ProQuest and DRUM as soon as it is received.

The abstract and full text of your work will be present in the ProQuest Dissertations & Theses Global database for purchase, and will be both freely available and searchable online via DRUM.

B. Automatically restrict online publication of the thesis or dissertation for two years. Students may place an embargo (a restriction) of two years on electronic access to your document through the ProQuest Dissertations & Theses Global database and DRUM. Should a student elect to restrict online publication of their work, a description of the research, including the student's name, the document's title, the advisor's name (or advisors' names), and the abstract will be available via ProQuest and DRUM, but the actual electronic file will be unavailable for viewing or download until the selected embargo period has passed. This embargo option does not require special permission, but students should discuss this option with their advisor(s) in advance of deciding whether to place a two-year embargo on their work

C. Request an online publication restriction of the thesis or dissertation for up to six years.

Students may request an embargo (a restriction) of up to six years on electronic access to their document through the ProQuest Dissertations and Theses Global database and DRUM if there is legitimate reason to do so. Should the work be restricted online for up to six years, a description of the research, including the student's name, the document's title, the advisor's name (or advisors' names), and the abstract will be available via ProQuest and DRUM, but the actual electronic file will be unavailable for viewing or download until the selected embargo period has passed. This embargo request requires written approval of the Dean of the Graduate School. Students must complete [this form](#), including a strong rationale for the extended embargo and the specific amount of embargo time requested. In rare circumstances, such time is necessary - e.g., extended patent reviews, publishing monographs, ongoing legal cases related to the project's research, etc. If a student previously embargoed their work for two years, they can only request an additional four-year embargo. Extensions beyond six years will not be considered except for highly extenuating circumstances (e.g., prolonged illness or caretaking responsibilities, long work deployment that precluded focusing on publication, ongoing legal cases related to the research that prohibit publication, etc.).

D. Request an indefinite online publication restriction of the thesis or dissertation. In extremely rare cases, students may request an indefinite embargo (a restriction) on electronic access to their document through the ProQuest Dissertations and Theses Global database and DRUM. In this case, a description of the thesis or dissertation, including the student's name, the work's title, the

advisor's name, and the abstract will be available via ProQuest and DRUM, but the actual electronic file will be embargoed indefinitely. This embargo request requires written approval of the Dean of the Graduate School. Students must complete [this form](#), co-signed by the advisor and student and include a strong rationale for the extended embargo. Indefinite embargoes can be placed only in service of a public good (e.g., for national security reasons). This restriction can be lifted at the request of the student at a later date.

Publication and Patent Issues

Patenting

Under U.S. patent laws, public dissemination of patentable information, such as through publication or a seminar, affects the deadline for filing for patent protection in the U.S. and may eliminate your ability to acquire foreign patent rights. As a result, if you intend to seek patent protection for material covered in your thesis or dissertation, you may wish to request a delay in publication through ProQuest and DRUM. A two-year embargo is usually sufficient for patent purposes.

The Office of Technology Commercialization (<http://otc.umd.edu>) may be able to help you with the patent process if you and the University jointly own the intellectual property rights in a patentable invention or if you as the sole owner of those rights assign them to the University. Consult the [University of Maryland Policy on Intellectual Property](#), Sections VI and VII.

Publishing

The policies of publishers of professional journals with respect to publishing articles that are identical to or a revised version of a work that was previously released can vary significantly from publisher to publisher. You may want to speak with publishers to whom you are likely to submit your thesis or dissertation. A two-year embargo on electronic publication is sufficient to comply with most publishers' policies regarding preposting of material.

If you intend to publish your research as a monograph, the process will be more complicated and longer than the process for publishing a professional article based on your thesis or dissertation. Again, you may want to ask potential publishers about their policies regarding publication of your thesis or dissertation in ProQuest and DRUM.

A list of publishers' copyright and self-archiving policies is maintained at the Open policy finder site (<https://openpolicyfinder.jisc.ac.uk/>)

If you have any questions concerning the availability of your work on the ProQuest Dissertations and Theses Global database or DRUM, please contact DRUM at drum-help@umd.edu.

CHAPTER 6: SAMPLE PAGES

FIGURE 1: PAGE LAYOUT FOR THESES AND DISSERTATIONS

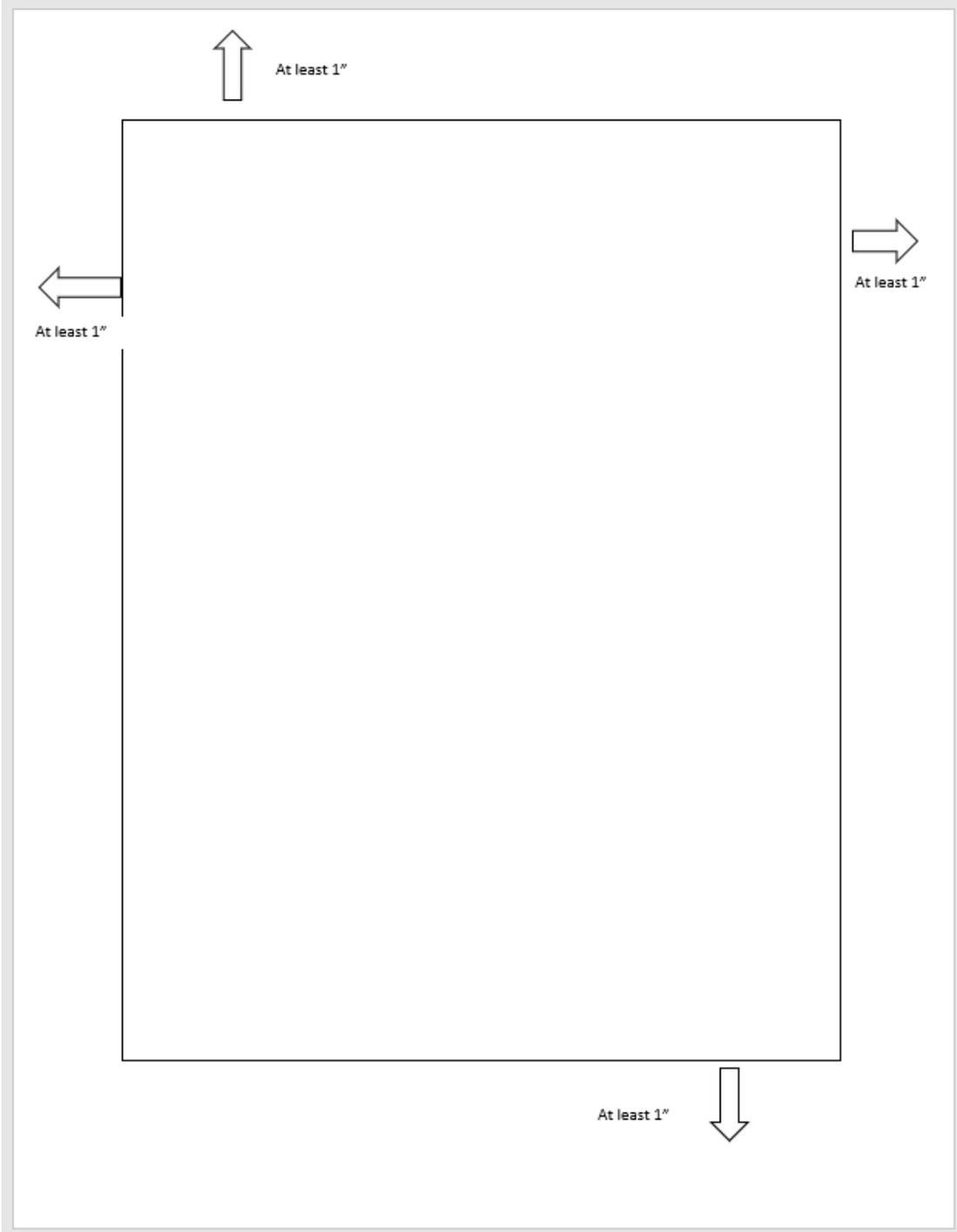


FIGURE 3: SAMPLE ABSTRACT PAGE

ABSTRACT

Title of dissertation: ANALYTIC PROPERTIES AND CREMONA APPROXIMATION OF
TRANSFER MAPS FOR HAMILTONIAN SYSTEMS

Dan Tyler Abell, Doctor of Philosophy, 1995

Dissertation directed by: Professor Alex J. Dragt
Department of Physics

The motion of a dynamical system may be approximated as a sequence of discrete steps in time described by transfer maps. In the field of accelerator physics, Taylor series maps constitute a special, heavily-used class of such maps, which, despite their wide use, have poorly understood, or little appreciated, analytic properties. In Part I we show first how one may expect a (very general) transfer map to be analytic within some, perhaps quite limited, region of phase space. We then show that the underlying singularity structure of the original map--as determined by the dynamical system itself--governs the domain of convergence of a given Taylor series map. We conclude Part I by using the quartic anharmonic oscillator as an example to illustrate not only the complicated, rich, and very subtle behavior of such domains of convergence, but also the care and understanding required when drawing conclusions about the applicability of Taylor maps.

Following a Hamiltonian flow for a finite interval of time produces a symplectic map. In Part II we describe a procedure for converting a Taylor series approximation for a symplectic map into a polynomial map that is exactly symplectic--*i.e.*, a Cremona map--in such a way that the Cremona map agrees with the original Taylor map through terms of any desired order. We then introduce the concept of a sensitivity vector and show how that concept allows one to characterize optimal . . .

FIGURE 4: TITLE PAGE FORMAT

[Begin typing about 2-2.5" from the top of the paper]

TYPE THE COMPLETE TITLE OF YOUR DOCUMENT HERE, ALL CAPS

[triple-space]

by

[double-space]

Your Full Name as it appears in University Records

[leave four lines blank]

Dissertation submitted to the Faculty of the Graduate School of the
University of Maryland, College Park, in partial fulfillment
of the requirements for the degree of
[type your full degree title]
[year]

[use standardized language and
type in inverted pyramid]

Advisory Committee:
Professor [your Dissertation Director], Chair
[Committee Member 2]
[Committee Member 3]
[Committee Member 4]
[Committee Member 5]

FIGURE 5: SAMPLE TITLE PAGE

THE EFFECTS OF COGNITIVE ELABORATION, DISCREPANCY, AND DISCONFIRMATION ON
ATTITUDE CHANGE

by

Susan Elizabeth McGreevy

Thesis submitted to the Faculty of the Graduate School of the
University of Maryland, College Park in partial fulfillment
of the requirements for the degree of
Master of Arts
1992

Advisory Committee:

Professor Edward L. Fink, Chair
Professor Timothy Edgar
Professor Vicki Freimuth

FIGURE 6: SAMPLE TABLE OF CONTENTS PAGE

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Glossary.....	5
Bibliography.....	6

FIGURE 7: SAMPLE COPYRIGHT PAGE

©Copyright by

[your name as it appears in university records]

[year of your degree]

FIGURE 8: SAMPLE FORM LETTER REQUESTING PERMISSION TO USE COPYRIGHTED MATERIALS

Your Return Address
Date

Publisher
Address
City, State, Zip

Dear (Publisher):

I request permission to reprint the following material from your publication:

(give complete bibliographical information for requested material in acceptable format for your discipline; include page numbers)

I have enclosed a copy of the material for your convenience.

This material will be reprinted in my dissertation, entitled *Title of Your Dissertation*, which I anticipate will be published (give graduation month and year).

Sincerely,

(Signature)

Your Name
Department

Permission to reprint the above-referenced material granted by:

Name / Title:

Conditions:

Signature:

ADDENDIX: THESIS AND DISSERTATION TEMPLATE INSTRUCTIONS

The Thesis and Dissertation Template is meant to assist you in creating a Thesis and Dissertation document that conforms to the formatting standards set forth in the University of Maryland Thesis and Dissertation Style Guide.

The Template is pre-formatted, enabling you to either compose your Thesis document using it directly, or to copy and paste your text into it. It might be most helpful to print out these Instructions and refer to them as you complete the Template.

The Template assumes a working knowledge of MS Word. This includes basic knowledge of Document Sections and Section Breaks, Headers and Footers, Format Headings, and Auto-Generating Table of Contents. For background information on these concepts, you might find it profitable to consult the Word Help feature prior to using the Template.

Front Matter

Abstract Page

This is the opening page of your Thesis. Enter the information the Template asks for in the appropriate cell of the table. An example is shown below:

Dissertation Title:	THE NOTHING THAT IS: WALLACE STEVENS AND COGNITIVE POETICS
	Jonathan W. Edwards, Doctor of Philosophy, 2004
Dissertation directed by:	Professor H.R. Wiley, Department of English

Note that the Dissertation/Thesis title is in ALL CAPS. For the author's name, enter your name as it appears in University records; enter the degree (spelled out instead of using abbreviations) you are receiving, and the year in which it is going to be awarded.

For your Dissertation/Thesis director, enter your Advisor's TITLE, FULL NAME, AND DEPARTMENT.

In the space below the, enter the text of your Abstract. Remember that abstracts for Master's Thesis must be no longer than 150 words, Ph.D. Dissertations no longer than 350.

The formatting for the Abstract page continues to the word “Break” at the bottom of the page. After the word “Break,” a new page is forced for the Title Page of the document. Once you have entered the text of your Abstract, delete the template text (“Break”) at the bottom of the page.

Title Page

Enter the Title of your Thesis, in ALL CAPS in the space provided. An example:

THE NOTHING THAT IS: WALLACE STEVENS AND COGNITIVE POETICS

In the second space, enter your Full Name as it appears in University records.

Jonathan W. Edwards

The inverted triangle format and language is standard for all University of Maryland theses and dissertations. In the spaces provided, enter the COMPLETE DEGREE CITATION and YEAR YOU ARE RECEIVING YOUR DEGREE. Make sure you change the sentence to read either “Thesis submitted...” or “Dissertation submitted...” according to which type of document you are turning in.

Thesis submitted to the Faculty of the Graduate School of the
University of Maryland, College Park, in partial fulfillment
of the requirements for the degree of
Doctor of Philosophy
2004

At the bottom of the page, enter the names of your Advisory Committee:

Advisory Committee:

Professor H.R. Wiley, Chair

Professor James Coville

Associate Professor Elizabeth Dixon

Assistant Professor Marlene King

Dr. Herbert Walker

Copyright Page

In the spaces provided, enter your FULL NAME as it appears in University records and the YEAR in which you received your degree.

© Copyright by

Preface / Foreword / Dedication / Acknowledgements / List of Tables, Figures and Illustrations.

These pages are optional. If included, they are numbered starting with Roman numeral ii. You can either compose your text directly using the template or copy and paste externally-generated text into it. The page numbering for these pages is set to meet Graduate School requirements. Simply delete the pages you do not require from this section. Each of the above pages is labeled with Heading 1 text, and will appear as a primary textual division on your Table of Contents.

Table of Contents/Using Document Headings

Word includes the capability to use pre-formatted document Headings (hereafter referred to as “Headings”). These Headings serve both as a consistent means to label Chapter sections AND as a way to automatically generate a Table of Contents. MS Word generates Table of Contents entries based on the text Headings used within the body of the document.

Using Word’s Headings feature is as easy as highlighting text and using a drop-down menu. Word’s Formatting Toolbar (a default toolbar, which contains Font Type and Size, Bold, Italic, and Underline, Justification, etc.) contains an auto-formatting feature that can be used to generate Headings. This drop-down menu is usually located on the top-left part of the Word window. The default setting is usually “Normal.” If you click on this drop-down menu, you will be presented with a number of formatting choices. You must use this drop-down Heading menu to auto-generate a Table of Contents.

Heading 1 is the largest (14 points), Heading 2 slightly smaller, Heading 3 and 4 still slightly different. Word generates the Table of Contents using Heading 1 text as a demarcation of a major division (usually a chapter) in the text, Heading 2 text as a marker of a chapter subdivision (such as 1.1, 1.2), and Heading 3 (1.1.1, 1.1.2, 1.1.3) a further subdivision.

Example:

This is unformatted “normal” text: this is used in the body of your document. No table of contents entries will be generated for text using this format.

Heading 1:

This is Heading 1 formatted text. This is used in the Template to mark off chapters or major divisions of your text. The template pages for the following parts of your document—Preface or Foreword, Dedication, Acknowledgements, Table of Contents, List of Tables, Figures, and Abbreviations, and Body text Chapter Headings (1-6)—are pre-labeled with Heading 1 formatting. These indicate major text divisions on your Table of Contents.

Heading 2: This is Heading 2 formatted text. The template uses this to mark off significant chapter subdivisions. The template Chapter Sections (Section 1, Section 2) are pre-labeled with Heading 2 text. Sections of text labeled with Heading 2 text will be indented on the Table of Contents under text labeled with Heading 1.

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Table of Contents / Generating the Table of Contents

This page is automatically generated by MS Word, hyper-linked to the Heading formats used throughout the Main Body and Front matter text. Text formatted using Heading 1 (usually used for Chapter Titles) will be imported into the table fully left-justified, signifying a major division within the text. Text sections labeled using Headings 2 and 3, will be nested as successive subsections below the Heading 1 text.

For example, if you use chapter headings and sub-section headings such as those below in the body of your text:

Chapter 1: Introduction (Chapter Heading, Heading 1 format)

- 1.1 Rationale (Chapter Section Heading, Heading 2 format)**
- 1.2 Literature Review (Chapter Section Heading, Heading 2 format)**
 - 1.2.1 Foundational Theory (Chapter Subsection Heading, Heading 3 format)
 - 1.2.2 Early Work (Chapter Subsection Heading, Heading 3 format)
 - 1.2.3 Contemporary Studies (Chapter Subsection Heading, Heading 3 format)
- 1.3 Project Overview (Chapter Section Heading, Heading 2 format)**

Chapter 2: Modernism and Cognition

- 2.1 Historical Problem**
- 2.2 Ezra Pound**
 - 2.2.1 The Cantos
 - 2.2.2 Pound and World War I
- 2.3 H.D.**
- 2.4 Modernism and Cognitive Theory**

Chapter 3: Stevens and the Resistance to Conceptual Integration

Chapter 4: Conclusion: Wallace Stevens and Blending Theory

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right click the Table, select “update field,” and “update entire table.” Your changes will be reflected automatically on the Table.

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Main Body Text / Chapters, Chapter Sections, and Chapter Subsections

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The pages for the Main Body text are numbered in Arabic numerals. The template is set up with these page numbers already inserted, numbered consecutively from Chapter 1.

Main Body Text / Document Sections, Footnotes and Endnotes

Each Chapter space is also contained within its own Document Section—this is a document division in MS Word that enables writers to use different page numbering schemes and formats, different headers and footers, and other features in different parts of their document. This feature of MS word is what enables the first pages of the Thesis (Abstract, Title Page, Copyright) to show no page numbers, the Front Matter to be in independently numbered Roman Numerals, and the Main Body to restart page numbering in Arabic Numerals.

The Document Section feature of MS Word also impacts the placement of footnotes and endnotes within the text. When you insert a footnote or endnote, you can use the Options menu of the Footnote / Endnote interface to set where the notes appear—at the bottom of the page, the end of the document section, or at the end of the document. “End of Section” is the default placement for the notes using the Template, using this, the notes will appear at the end of each chapter. You can also elect to change the placement of endnotes to the end of the thesis document.

Back Matter

Glossary and Appendices

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Bibliography / References

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