Old Dominion University
Strome College of Business

Guide for Preparation of Theses & Dissertations

Created by Professor William Q. Judge: February,2013
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GENERAL INFORMATION

Introduction

Old Dominion University requires a dissertation or record of study from all doctoral candidates and a thesis from all thesis option master's candidates. The thesis/dissertation/record of study should be presented in a scholarly, well-integrated, properly documented manner, which reports the original work done by the student under the supervision of the advisory committee.

This Guide for Preparation of Theses and Dissertations (hereafter referred to as "CBPA Guide") has been authorized by the Graduate Administrators Council of Old Dominion University and the Strome College of Business (SCB) to assist graduate students and their committee members in the preparation of theses, dissertations, and records of study. The primary purpose of this manual is to provide uniform standards regarding style and format while allowing enough flexibility to satisfy the acceptable practices of each academic discipline. The word "thesis" will be used in reference to general instructions equally applicable to all theses, dissertations, and records of study. "Journal model" will be used in reference to general style instructions.

Presentation of Material

The finished work must reflect a comprehensive understanding of the pertinent literature and express in clear and legible English the method, significance, and results of the student's research. Full documentation and appropriate tabular and/or graphic presentation are especially important. The completed manuscript should be no longer than is necessary to present all pertinent information. The length will vary widely according to research topic, academic discipline, and the degree sought.

There are two options for a SCB thesis: (1) single work, or (2) multiple essays. Students should decide the format as early as possible, in concert with their thesis chair and/or departmental norms. However, they may switch from one format to the other at any time provided that their thesis committee approves the switch.

The first type is a single work thesis. The thesis should be presented as an integrated unit; continuity from chapter to chapter is important. Several studies or experiments may be presented in separate chapters or major sections. Continuity in the thesis is provided by common Abstract, Introduction, Conclusion, and Reference sections. Each study or experiment may have subdivisions such as Introduction, Materials and Methods, Discussion, and Summary. The thesis may have only one Abstract and one Reference section; a study or experiment cannot have a separate Abstract or Reference section. The Reference section of the thesis will be an integrated list, not a series of lists. For further details, please refer to the ODU website: http://www.odu.edu/content/dam/odu/offices/graduate-studies/thesis-dissertation/docs/thesis_dissertation_guide.pdf

The second is multiple essays (2 or 3 essays) on a related thesis topic. The relatedness of the topic in the thesis is provided by common Abstract, Introduction, and Conclusion sections. The Abstract synthesizes the essays. Each individual essay should have subdivisions such as Abstract, Introduction, Materials and Methods, Discussion, Summary, and References. No more

than one essay may be conceptual; the others must be empirical studies. A certain amount of overlap is to be encouraged among essays. For example, portions of the Introduction may need to be cited in the various subsequent chapters because those portions delineate the entire historical background of the study's focal topic.

The multiple essay process is similar to a single work thesis or dissertation. The student is expected to work with his or her dissertation chairperson to decide if the multiple essay format is desirable and logical given the central topic and the research plan. Once the format is decided, the student needs to develop a written proposal of the thesis plan and defend the proposal. After the proposal is approved, the student will complete the thesis and defend it.

Because the multiple essay format is different in format from the traditional single work essay, specific formatting guidelines are provided. The multiple essay format proposal should consist of the following:

- A three to six page introduction of the research stream represented by the multiple essays. The essays should have a coherent theme that relates to a substantive topic or research issue.
- A completed version of essay 1 (approximately 30 to 40 pages of text plus references). This essay will most often be a theoretical paper. It should be almost ready for final submission to a journal at the time of the proposal defense.
- A written proposal for essay 2 including theory, hypotheses, and methods (approximately 10 to 20 pages of text plus references).
- A central thought paper for essay 3, in relevant (approximately 5 to 10 pages of text plus references).

The final multiple essay thesis introduction should "set the stage" for the ensuing essays, it and describes their collective meaning and combined contribution to the field. Specifically, it should include:

1. A definition or statement of the overarching problem confronting the field;
2. The importance of the problem, i.e., why it is worth researching; why it matters to the field;
3. A summary overview of the important literature. This overview need not be complete because each essay will have its own unique literature review;
4. The specific research questions to be explored in subsequent essays;
5. A summary of the research design(s) to be used to address those questions.

The multiple essay thesis conclusion section should integrate the findings from the previous essays. Specifically, this includes: (1) a brief summary of the dissertation's major findings, (2) discussion of those aggregate theoretical and empirical findings vis a vis the extant literature, and (3) discussion of the practical and theoretical implications of the essays. The conclusion chapter ties everything together and helps the reader see how the essays, taken together, make a contribution to the knowledge base regarding the problem. It should present and discuss research imperatives and knowledge gaps not visible when each essay is considered individually and should articulate an agenda for future research on the issues addressed in the thesis.

Important notes about the multiple essay format:

- There is a minimum of two and maximum of three essays in a multiple essay format. The committee approves the number of the essay at the proposal defense.
- The maximum page limit for each essay is 50 pages, unless approved by the student's thesis committee.
- The essays should form a cohesive body of work that supports a theme or themes that are expressed clearly in the introduction of the dissertation. The need for three essays (as opposed to just two) should be clear and approved by the thesis committee.
- No more than one of the essays can be conceptual in nature or based on a synthesis of the literature. Other essays should be based on data that are analyzed by the student.
- A certain amount of overlap among the essays is acceptable. For example, portions of the Introduction may need to be cited in the various subsequent chapters because they delineate the entire historical background of the study's focal topic.

Style

Each graduate program maintains an approved list of journal styles and/or accepted style manuals. The style specifications for the thesis should be approved during the preparation of the research proposal and the appropriate instructions should be cited in the graduate student's permanent file.

The journal and style guide will be followed for:
* general layout of the essay including titles, headings, capitalization, margins and font sizes
* placement of table identification and titles;
* placement of figure identification and titles;
* references and citations formatting.

Whenever there are differences in format and layout between the specifications of this *CBPA Guide* and the journal model, this guide overrules the journal. Consistency of style and form should be the rule throughout the manuscript. The thesis or dissertation is not expected to duplicate a published journal in typographic arrangement and display. The more sophisticated publication and layout practices of some journals (e.g., such as the use of double columns on a text page) are not to be followed. These instructions are for the convenience of the editors and printers of a journal and do not necessarily apply to the format of a thesis. Check with the graduate program coordinator in your department for further style instructions.

Publication of Research

Graduate students may publish material that subsequently will be used as part of the thesis provided that the student's graduate committee is notified at the time the student submits the paper for publication. In addition, students should be aware of the agreement that is signed when a journal accepts an article for publication. At that time, the student assigns rights to the journal as publisher and the student may no longer possess rights. See Copyright section for more information.

Students may publish earlier essays from the multiple essay thesis before their final defense, but they must first receive permission from their thesis chair to do so. After the successful thesis defense, any new submission or re-submission, including changes in the authorship or article content, will be at the discretion of the Ph.D. graduate.

Copyright

Copyright protection extends for a statutory period on creative, original works of authorship fixed in a tangible medium. Since a thesis or dissertation is legally classified as a literary work, care must be taken not to violate copyright laws. If the manuscript contains any material (figures, tables, text, etc.) taken from other sources, the student has the responsibility to determine if a license or a letter of permission from the copyright holder is needed. This is true even if the student is an author of the other source – a letter of permission from the publisher may still be needed should the publisher own the copyright. Note: A work need not bear the copyright symbol in order to be protected under copyright law. If a letter is needed, it must be included in a separate appendix. In addition, an extra copy of the letter must be provided to the Office of the Registrar.

Doctoral candidates who wish to register their work may do so through the ProQuest UMI Dissertation Publishing program. Copyright arrangements and payment must be made at the time the manuscript is submitted to the Office of the Registrar. If you wish ProQuest UMI to act as your agent in securing the copyright, you must indicate this on the agreement form and pay a fee that includes the copyright registration fee. Master's degree candidates should contact the Office of the Registrar for information on procedures for registering a copyright. Registration offers certain advantages to the copyright holder in the event of infringement.

Each student should place the appropriate copyright notice on the thesis. The copyright notice must be placed on a separate page immediately after the Abstract Page. Refer to the sample pages in this manual for specific directions. A copyright notice should also appear on all material in non-paper formats included in a thesis (e.g., audiotape, videotape, CDs, DVDs).

Submission to ProQuest UMI

The manuscripts of all doctoral candidates are scanned by ProQuest UMI from print copies. Agreement forms concerning the scanning arrangements are available from the Office of the Registrar and must be completed when the manuscripts are submitted. A non-refundable fee is charged for submission to the ProQuest UMI Dissertation Publishing program. Publication of the thesis is optional at an additional fee. One of the extra copies of the Title/Approval Page and Abstract is forwarded to ProQuest UMI for inclusion in Dissertation Abstracts.

Thesis/Dissertation Writing Procedures

Submission of Theses or Dissertations

INITIAL CREATION/REVISIONS

The student and her/his committee collectively ensure quality of content and correctness of form of the thesis/dissertation. The student may be given ongoing evaluations by the

committee, but final approval may be given only on the completed document. The student must apply for graduation prior to the semester of graduation and be actively enrolled at the university.

MULTIPLE ESSAY PROPOSAL DEFENSE REQUIREMENTS:

- Presentation of the completed first essay
- Presentation of the second essay's theory and methods
- Presentation of the third essay's core ideas (if relevant)
- The minimum requirement for the multiple essay format proposal defense is that essay 1 needs to be completed.

MULTIPLE ESSAY FINAL THESIS/DISSERTATION DEFENSE REQUIREMENTS

- A revised summary of the research stream representing the three essays.
- The presentation of a completed version of essay 2.
- The presentation of a completed version of essay 3 (if relevant).

SUBMISSION TO THESIS/DISSERTATION COMMITTEE

The final document must be submitted to the thesis or dissertation director a minimum of two weeks prior to the oral defense. If the director, committee, and GPD agree that the document is in acceptable form for presentation at an oral defense, announcements will be published and distributed.

THESIS/DISSERTATION DEFENSE

Theses/dissertations must be defended in front of designated examining committees. The decision as to whether a student has passed or failed the examination rests with the committee, but it shall take into account the opinions of other participating faculty members. A majority of the committee, including a majority of those from the student's major department, must approve the thesis or dissertation. A unanimous decision is not necessary.

THESIS/DISSERTATION COMMITTEE RECOMMENDATIONS

Immediately following the examination, the chair of the committee shall communicate the results to the student. In many cases, further revision of the document may be required. The Thesis/Dissertation Acceptance form and the thesis or dissertation should be transmitted to the GPD for review and approval.

REVIEW BY DEAN'S OFFICE

The Dean's Office shall review the thesis or dissertation for compliance with this guide and shall return it for correction if necessary. The manuscript must be corrected and resubmitted as a new document, and the entire review process begins anew. All original submission deadlines must be met during the re-submission process in order to graduate that semester. The student should not make final copies of the thesis/dissertation until it has been approved by the Dean's Office. Note: Graduation will be postponed if corrections are not made on time.

BINDING FEE

ETD (Electronic Thesis & Dissertation) SUBMISSION TO ProQuest
All theses and dissertations must be submitted electronically to ProQuest. Fees for registering with the U.S. Copyright Office and ordering bound copies of the thesis or dissertation are payable directly to ProQuest.
Please order a minimum of two bound copies - one for your dissertation chair and one for the program.
http://www.etdadmin.com/cgi-bin/school?siteId=715

OTHER MATTERS
For any details not covered in this document, please contact the Graduate Program Director within the SCB for clarification.

Human Subjects Research

Any proposal for research involving direct contact with living human subjects must be reviewed and approved according to the ODU Procedures for Review of Human Subjects Research. The process and approval must be cited in the text of the thesis or dissertation.

All thesis or dissertation research involving human subjects, and certain human cultured cell lines, must conform to Federal, State, and University policies providing for the protection of human subjects. While some forms of research may be classified by Federal and State regulations as being exempt (i.e., survey research involving standard educational testing materials), all student research must first be reviewed and approved. The student's thesis/dissertation director, acting as lead investigator, determines whether or not the project should qualify as exempt from Institutional Review Board (IRB) review. If the investigator believes it to be exempt and the study does not have a federal funding source, it can be submitted to the College Human Subjects Review Committee (HSRC) for review. If the College committee approves the project, the process stops there. If the College committee believes the project to be non-exempt, the project is forwarded to the IRB for review. The exception to this process is that federally funded exempt research needs to be reviewed by the IRB. These projects bypass college committees. The student will receive an approval number that must be cited in the thesis or dissertation.

Any proposal for thesis or dissertation research involving vertebrate animal subjects, hazardous chemicals, biohazardous materials, or radioactive materials and/or radiation producing machines must be reviewed and approved according to the guidelines established by the appropriate committee. The process and approval must be cited in the text of the thesis or dissertation.

Research Focus	Guideline Establishment & Review
Human subjects	Institutional Review Board
Animal research	Institutional Animal Care and Use Committee
Hazardous chemicals	Environmental Health and Safety Office
Biohazardous materials	Institutional Biosafety Committee
Radioactive materials	Radiation Safety Committee

Additional questions regarding the review and approval processes outlined here should be directed to the University Research Compliance Officer. More information and appropriate forms can be found at http://www.odu.edu/ao/research/compliance/index.shtml.

General Specifications

Digitized Reproductions

Digitized reproductions of photographs or other materials are acceptable if there is enough resolution and contrast for viewing. The recommended minimum resolution for digitized images and/or photographs is 300dpi.

Tables and Figures

General	All figures and tables should be sharp black and white, clearly legible, and of professional quality. Hand-drawn material must be of publishable quality. If color is used for tables and figures, a consistent color scheme should be used. For example,tables should not differ drastically from one another in form, color, or general appearance.
Titles	Each table and figure in the text must have a unique title. If a figure or table is reduced in size, the title must remain normal size (10-12 point or 12-14 point). Ensure consistent formatting of table/figure titles – capitalization, placement, use of a period at the end.
Numbering	Each table and figure in the text must have a unique number. Figures and tables are numbered consecutively throughout the text, and each table or figure must be mentioned by number in the text. When possible, first mention of each table or figure must be either within 1.5 pages before the table/figure or on the page immediately following the table/figure. Exceptions must be approved, in advance, by the Dean of the College.
Size	The minimum font size within a table or figure is 10 point.
Placement	Tables and figures may be included on a page with text or they may appear on separate pages. If a table or figure is placed on a page with other material, the table or figure should be separated from the text (or other materials) by a minimum of 2 double spaces (4 single spaces) at the top and bottom. Placement of titles on tables and figures (above or below) is determined by the style format chosen as a model. If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand, binding side of the page. The caption is placed in the same direction as the figure or table. The page number stays in regular (portrait) position.
Oversized Tables and Figures	Tables or figures longer than one page in length must have the complete title and number of the table/figure on the first page only. Subsequent pages have the table or figure number and the word "Continued" and necessary column headings for ease of reading. The end line of a table appears only on the last page of the table.
Captions	Captions or titles on a facing page are to be used only when absolutely necessary. Facing page captions may be used for figures only, never tables. This format applies only when the caption cannot be placed directly onto the page on which the figure appears. If a facing page caption is necessary, the facing page must face in the normal manner. The caption page comes first with only the page number on the front side of the page; (facing page is blank) the caption is placed on the back side of the page in the same direction as the figure. The facing page with the caption and the page with the figure are both numbered consecutively, with the page numbers in the standard position. The number of the page on which the figure itself appears is the only one recorded in the List of Figures.

MANUSCRIPT DETAILS

Font Face	The entire thesis must be of uniform font or typeface. Do not attempt to replicate a journal's use of varying sizes and styles of typeface or font. Any standard bookface font may be used. The GPD will make the final decision regarding the legibility and acceptability of fonts. Acceptable printers will produce solid, unbroken lines of type. Consult with your GPD if there is doubt about the acceptability of a printed document. Italics or boldface print (in the same point size as the text) may be used for major headings, subheadings and for emphasis. Underlining is an acceptable alternative to italics, but do not use underlining and bold together. Exceptions to the above statements include: tables, figures, and material in appendices may be in different fonts.
Font Size	The thesis must be of uniform font size (either 10 point or 12 point). Exceptions: Tables, figures, and appendix material can vary in point size in order to fit to one page. Major headings may be up to two point sizes larger than the text (maximum suggested size is 14 point). If this option is chosen, it must be used for all headings throughout the entire manuscript. Point side reduction may be made in narrative text footnotes, tables, figures and appendix material only. The minimum size for numbers and upper-case letters is 1.5 millimeters; symbols must be large enough to remain legible after scanning to pdf. The font of the preliminary pages, narrative text, endnotes, reference section, and vita may not be reduced.
Margins	Margins are 1.0" on all sides - left side, right side, top, and bottom. All typing except page numbers must be within the area defined by the margins. Justified right-hand margins may be used in theses only with the approval of the GPD.
Pagination	Every page in the thesis except the Title/Approval Page and the Abstract must be numbered. Preliminary pages are numbered with lower-case Roman numerals beginning with the Title/Approval Page, understood to be i (no page number appears on this page), and the Abstract, understood to be ii (no page number appears on this page). The text and supplementary pages are numbered with Arabic numerals beginning with the first page of text (numbered 1). Every page following will have a page number. The Vita is the last numbered page. Page numbers are placed in the upper right-hand corner of the page, one-half inch below the top edge of the paper and one inch from the right-hand edge. All headings
Headings	All headings must be consistent regarding point size and the use of bold type. All major headings must be centered at the top of a new page in all capital letters. Point size may be the same size as the body text or up to 2 points larger: 12 point if text is 10 point or 14 point if text is 12 point.
Spacing	The manuscript may be double spaced or one and one-half spaced. Mixing of spacing in the text is unacceptable. Single spacing is used only for long, blocked, and inset quotations; footnotes; endnotes; and itemized or tabular material. For spacing of specialized pages (Table of Contents, List of Figures, etc.) see the sample pages included at the end of this guide.

Content Order

The following table lists the contents in the proper order of presentation. All sections *in italics* are optional.

- Preliminary Pages (with Roman numeral page numbers)
  - Title/Approval Page (no page number)
  - Abstract (no page number)
  - *Copyright Notice*
  - *Dedication*
  - *Acknowledgments*
  - *Nomenclature*
  - Table of Contents
  - List of Tables (if two or more tables appear in the text)
  - List of Figures (if two or more figures appear in the text)
  - List of Graphs (if two or more graphs appear in the text)
  - List of Plates (if two or more plates appear in the text)
- Text (with Arabic numeral page numbers)
  - Introduction (as first chapter or section)
  - Main body of text divided into various chapters or sections
  - Summary or Conclusion (as last chapter or section)
- References and Supplemental Sections
  - Reference section
  - Appendix material (i.e. copyrights)
  - Vita

Text

The following general rules must be followed in the body of the document:

1. Divide the body into chapters. If using a multiple essay format, each essay is considered a chapter.
2. Use Roman or Arabic numerals in chapter titles and any reference to chapters.
3. Do not use underlining and bold together.
4. Each text page needs at least 4.5 inches of text on it unless the page contains a table or a figure or the next text begins a new chapter or major section.
5. Numbering of equations must be consecutive. No two equations may be numbered the same unless identical term for term.
6. Do not use double columns in text.

Major Headings and Subheadings

The requirements for major headings and subheadings are as follows:

1. Major headings in the text are bold if other major headings are bold. Boldface or italics may be used for subheadings.
2. Each new chapter begins on a new page.
3. The chapter designation (CHAPTER 1) is upper-case and centered at the top of the page. The chapter title is also upper-case and centered at least one double-space (no more than two double-spaces) below chapter designation.
4. Titles and subheadings more than one line in length must be double-spaced.

5. There is no punctuation after a heading or subheading that is on a line by itself.
6. Only major headings may be centered and in all capital letters. First level subheadings may be typed in all capital letters provided they are placed flush left.
7. Spacing before/after headings and subheadings must be consistent throughout.
8. The style used for subheadings must clearly show their various levels and must be consistent from chapter to chapter.
9. Subheadings do not begin on a new page. Text continues within a chapter or section.
10. A subheading at the bottom of a page must be followed by at least one line of text.

References

All theses and dissertations must include a references section or sections in the three essay format. The requirements for the section are as follows:

1. The title is the same heading used in the journal model (REFERENCES, WORKS CITED, BIBLIOGRAPHY). The heading is in all capital letters and bold if major headings are bold.
2. The reference list must be consistent, accurate, and complete.
3. A journal article or accepted style guide approved by the GPD is used as a model for the reference list. Capitalization, punctuation and ordering (alphabetized, or alphabetized and numbered, or non-alphabetized and numbered) of information must follow this model.
4. The use of italics (or quotation marks) for book titles, journal names and article titles and the use of bold type must match the journal model.
5. In an alphabetized list, the system of ordering multiple entries must be consistent.
6. Citations should contain: volume number and page range for journal articles; publisher and city for books; city for universities, laboratories or corporations. Refer to the appropriate style manual for rules governing internet citations.
7. Unpublished material must contain sufficient information for retrieval.
8. Designation of state names (abbreviated or not) should be consistent.
9. Single space within citations and between citations or use the spacing of text throughout the entire section.
10. All references must be cited in the text and all textual citations must be referenced. All textual citations must be from sources the student has actually used.
11. General references consulted and used as background study may be listed under a separate subdivision of the reference section. A subheading such as "Supplemental Sources Consulted" should be added at the end of the sources cited section. Follow the same style used in the reference section.

Appendices

Appendices are used for supplementary material. The requirements for appendices are as follows:

1. Heading(s) is/are bold if major headings are in bold.
2. Appendix headings may either be on a separate cover sheet before appendix material or at the top of the first page of each appendix. Be consistent from appendix to appendix.
3. Appendix headings are centered. Appendix titles are centered, in all capital letters and appear at least one double space below heading.
4. Page numbering is continued from the last page of references.

5. All material must be within margins.
6. Tables and figures in appendices may be numbered consecutively following the text, or they may be numbered with an appendix designation. If numbered consecutively from the text, they must be included in the List of Tables or List of Figures
7. Material may be reduced but must conform to minimum size and legibility requirements.
8. Material may have mixed fonts and point sizes and may be single spaced.

Vita

The requirements for the vita section are as follows:

1. The heading (VITA) is in bold if major headings are in bold.
2. Wording of the student's name must agree with the name on the first three thesis pages.
3. The vita should contain the address for department of study and a brief biographical sketch listing educational background (including background for all previous degrees: degree, major subject, university and date of graduation).
4. Other information is optional but encouraged: professional experience, publications, business or academic information.
5. Name of the word processor may be stated at the bottom of the page. (Example, The word processor for this thesis was Mary Jones.)
6. The vita is limited to one page.
7. Use either paragraph style with same spacing as text or resume style.

Dean's Office Checklist

Theses and dissertations submitted to the Dean's Office will be reviewed for acceptable execution of the following requirements:

- ✓ General neatness and legibility.
- ✓ Quality of duplication or reproduction.
- ✓ Consistency in style and format.
- ✓ Title/Approval Page and Abstract must match the format of samples in this guide.
- ✓ Correspondence between titles and page numbers in the text and in the Table of Contents, List of Tables, and List of Figures.
- ✓ Journal model or style guide formatting for Tables, Figures, and References.
- ✓ Each major heading is centered, in all capital letters, and at the top of a new page.
- ✓ Major headings and first level subheadings appear in the Table of Contents.
- ✓ Formatting of figures and tables should follow Thesis Manual requirements.
- ✓ Consecutive numbering of tables and figures throughout the body of the thesis.
- ✓ Use only page numbers outside the margins.
- ✓ No liquid paper or visible corrections.
- ✓ Documents should begin with the Title/Approval Page and end with the Vita.
- ✓ Inclusion of a major introductory chapter and a major concluding chapter.
- ✓ Consistent first-, second-, and third-level heading formats throughout.

ETD ProQuest Submission Process

All theses must be submitted to ProQuest. The following section outlines the submission process. If you have questions about the submission process, please e-mail the ETD Manager at etd@odu.edu.

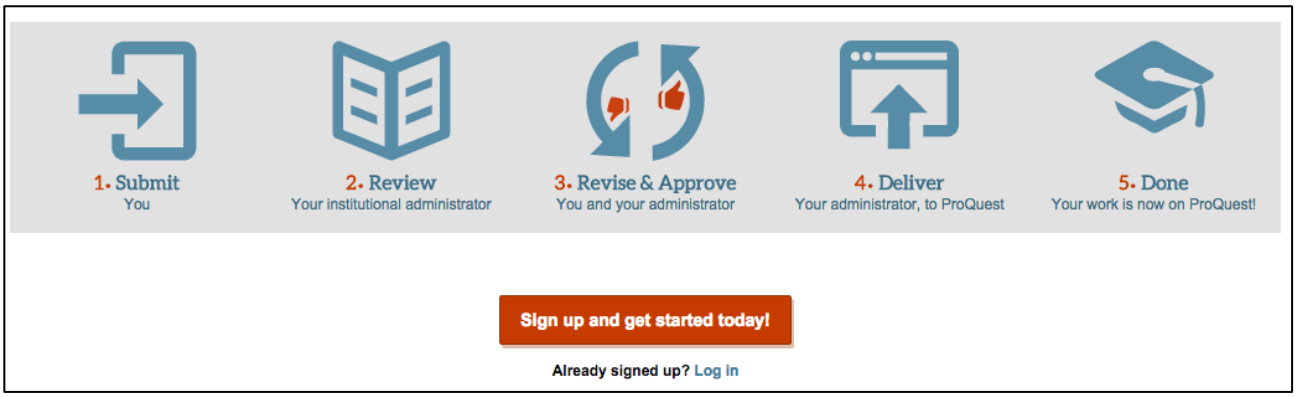
Before You Begin

Be sure to have the following:

1. The full text of the abstract and thesis in PDF format. This must be in one file.
2. Optional supplemental files (images, sound files, etc.) that are an integral part of the thesis but not part of the full text.
3. Names of committee advisor and other members.
4. The subject category list. You must choose one main category and two optional supplementary subject areas.
   Note: For assistance selecting appropriate subjects, contact the Perry Library Lead Cataloger.
5. Up to six keywords. These are optional but useful.

Creating an Account

1. Go to http://www.etdadmin.com/odu. Click the "Sign up and get started today!" button.



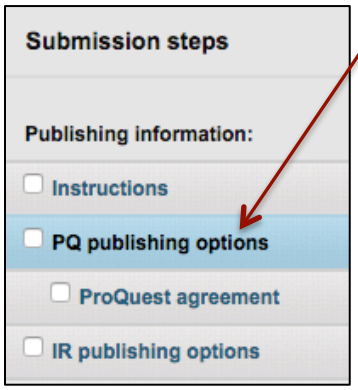
2. On the "Create new student account" page, fill out the required fields, and click "Create."

3. You will receive an email asking you to confirm and activate your account.

4. After activating your account, you are ready to begin the submission process – an eight step procedure that should take less than an hour to complete.

ETD Submission Process

Once you are logged in to the ETD Administrator site, the navigation tabs on the left allow you to save your submission as you work. Remember to hit the "Save & Continue" button before leaving each section. You may leave the ETD Administrator at any time and then return to your submission later.



STEP 1: Select PQ publishing options and accept publishing agreements

ProQuest provides the option to have major search engines discover your work.

If you select "Yes," Google and Google Scholar will provide a link to your work in ProQuest and a link to your work in ODU Digital Commons. Select "Yes" for the greatest possible access to your work.

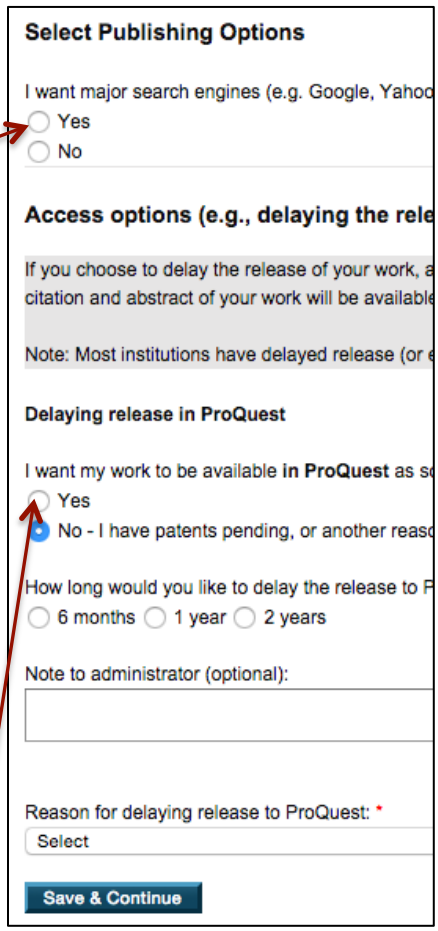
If you select "No," only the ODU Digital Commons link will be available in Google and Google Scholar. It will also be listed in the ProQuest database.

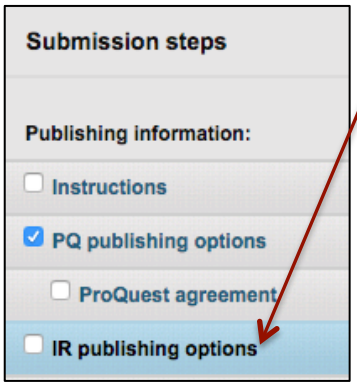
The publishing agreement allows you to embargo the release of the thesis for up to two years. If you wish to embargo for longer, you must request permission from the Office of Graduate Studies.

Unless you have publishing or patent restrictions, it is best to make the thesis available as soon as it is published.

Click "Save & Continue."

You will be prompted to accept the ProQuest Publishing Agreement. You must accept the agreement to continue.





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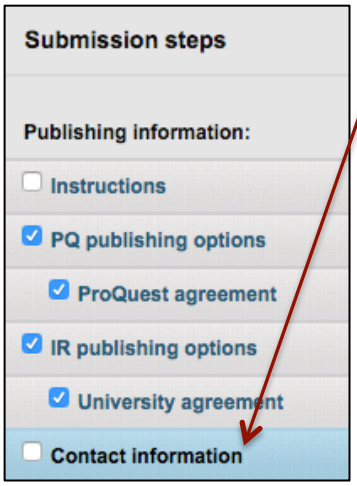

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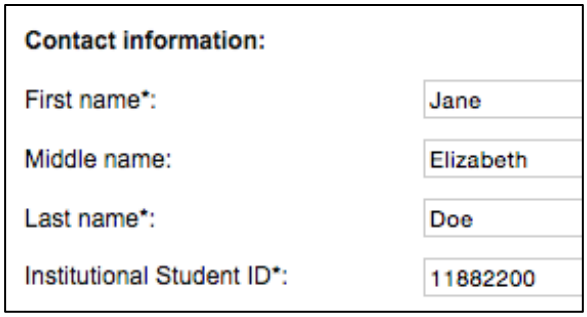

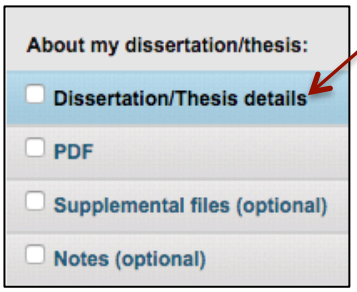

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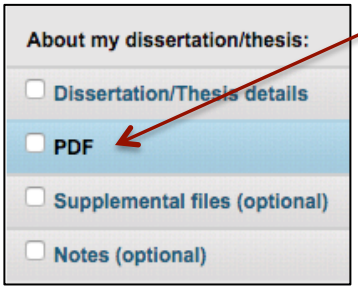

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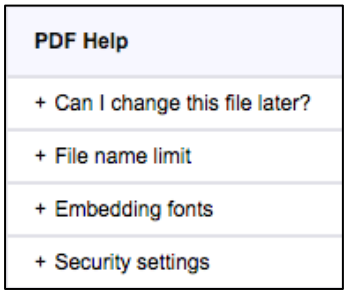

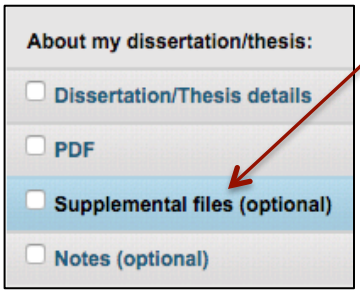

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RICHARD B. SHERIDAN AND WILLIAM CONGREVE

by

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Jane Ann Doe
B.A. August 2003, State University of New York
M.A. May 2005, University of Virginia

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Old Dominion University in Partial Fulfillment of the
Requirements for the Degree of

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(MASTER OF ARTS)

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Anne Dailey (Member)

David R. Smith (Member)

William Coza (Member)

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ANIMAL IMAGERY IN THE COMIC WORKS OF

RICHARD B. SHERIDAN AND WILLIAM CONGREVE

by

Jane Ann Doe
B.A. August 2003, State University of New York
M.A. May 2005, University of Virginia

A Dissertation Submitted to the Faculty of
Old Dominion University in Partial Fulfillment of the
Requirements for the Degree of

DOCTOR OF PHILOSOPHY

ENGLISH

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Director: Dr. John T. Jones

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John Eugene Doe
Old Dominion University, 2015
Director: Dr. John T. Jones

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1.0-inch left margin

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There are many people who have contributed to the successful completion of this dissertation. I extend many, many thanks to my committee members for their patience and hours of guidance on my research and editing of this manuscript. The untiring efforts of my major advisor deserve special recognition.

ACKNOWLEDGMENTS

There are many people who have contributed to the successful completion of this dissertation. I extend many, many thanks to my committee members for their patience and hours of guidance on my research and editing of this manuscript. The untiring efforts of my major advisor deserve special recognition.

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NOMENCLATURE

A	Amplitude Ratio, (No Units)
C	Centroid of pipe, inches
Do	Outside Diameter of Pipe, inches
E	Modulus of Elasticity, lb/in2
EH	Elastic Modulus at Operating Temperature, lb/in2
f	Stress-Range Reduction Factor, (No Units)
F	Force, lbs
I	Moment of Inertia of Pipe, in4
N	Number of Cycles, cycles
P	Pressure, lb/in2
R	Stress Ratio, (No Units)
Sa	*Sh* = Allowable Static Stress, lb/in2
Sc	Allowable stress at Minimum Temperature (70°), lb/in2
Se	Endurance Limit, lb/in2
SY	Yield Strength, lb/in2
V	Shear, lbs
ZNom	Section Modulus, in3

NOMENCLATURE

A	Amplitude Ratio, (No Units)
C	Centroid of pipe, inches
Do	Outside Diameter of Pipe, inches
E	Modulus of Elasticity, lb/in2
EH	Elastic Modulus at Operating Temperature, lb/in2
f	Stress-Range Reduction Factor, (No Units)
F	Force, lbs
I	Moment of Inertia of Pipe, in4
N	Number of Cycles, cycles
P	Pressure, lb/in2
R	Stress Ratio, (No Units)
Sa	*Sh* = Allowable Static Stress, lb/in2
Sc	Allowable stress at Minimum Temperature (70°), lb/in2
Se	Endurance Limit, lb/in2
SY	Yield Strength, lb/in2
V	Shear, lbs
ZNom	Section Modulus, in3

SAMPLE 1
This approach uses Roman numerals to number chapters and is the most frequently used method.

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List major headings in all capital letters.

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Appendix titles are optional, but if listed they should appear in all capital letters.

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SAMPLE 2
This approach uses Arabic numerals to number chapters.

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The title in the text must exactly match the title in the List of Tables. Only the first complete sentence of the title is needed in the List of Tables.

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3. Pilot Group: Distribution of Categories of Interaction Occurring in the First and Final Teaching Sessions: Validating Data 100

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The title in the text must exactly match the title in the List of Graphs. Only the first complete sentence of the title is needed in the List of Graphs.

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