

UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE

TITLE OF YOUR THESIS

A THESIS
SUBMITTED TO THE GRADUATE FACULTY
in partial fulfillment of the requirements for the
Degree of
Mechanical Engineering

By
BRYAN BOONE
Norman, Oklahoma
2020

COMMITTEE PAGE

COPYRIGHT PAGE

1

START PAGES

FORMATTING *the* DOCUMENT

This packet contains important information about research-related issues and copyright. It is also a tool to help you make sure your document meets the Graduate College formatting requirements. Follow all of the instructions carefully, look closely at the sample pages, and use the checklist below. Your final document should be professional in appearance and free of errors.

Do not try to copy the format from someone else's document, and do not rely on formatting instructions from other departments on campus. As a graduate student, you are responsible for formatting your document correctly. You have worked hard to make your document an original contribution to your academic field, and it is also important to make your document professionally presentable. Submissions will be rejected if the document contains formatting errors.

Visit <http://ou.edu/gradcollege/> to review [degree deadlines](#) and the [Graduate College Bulletin](#).

If you have any questions about defending, formatting, or submitting your document, contact the Graduate College at (405) 325-3811 or gradinfo@ou.edu.

FORMATTING CHECKLIST FOR THESIS/DISSERTATION FINAL SUBMISSION TO SHAREOK

The requirements below must be satisfied. Submission that fail to meet these requirements will not be accepted.

- ☐ Standard, professional 12-point font must be used throughout (headings may be larger).
- ☐ Page margins must be consistent throughout the document (minimum 1" and maximum 1.5").
- ☐ The first three (3) pages of the document must appear in the following order: Title Page, Committee Page, and Copyright Page. Do not include page numbers on these pages.
- ☐ The text of the Title Page, Committee Page, and Copyright Page must include all text on the sample pages of the instruction packet (format may vary).
- ☐ The Title Page must include the exact name of the degree.
- ☐ The Committee Page must include the exact name of the academic unit.
- ☐ The Committee Page must include the names of each committee member (no signatures; format may vary).
- ☐ The document title on the Title Page and Committee Page must match the title on the *Approval for Thesis/Dissertation Submission to SHAREOK* form.
- ☐ Front matter must include at minimum a Table of Contents and Abstract. Roman numeral page numbers begin with "iv" on the page directly following the Copyright Page.
- ☐ Arabic numeral page numbers beginning with "1" on the first page of the thesis/dissertation text (e.g., Chapter 1 or Introduction) and continue through the remainder of the document.
- ☐ Page numbers must be in a consistent position throughout the document on every page following the Copyright Page.
- ☐ All tables, figures, illustrations, and other visual content must be within the margins.
- ☐ Bibliography or References section(s) must be included.
- ☐ Submission must include a complete .pdf version of the entire thesis/dissertation document with the file name
Year_StudentLastName_StudentFirstName_Thesis or
Year_StudentLastName_StudentFirstName_Dissertation.pdf
- ☐ Submission must include a version in the native file format used to create the document (.docx, .zip, or .tar for LaTeX, etc.) with a file name that matches the .pdf document.

As a graduate student, you are responsible for formatting your document correctly.

If you have any questions about formatting or submitting your document,
contact the Graduate College at (405) 325-3811 or gradinfo@ou.edu.