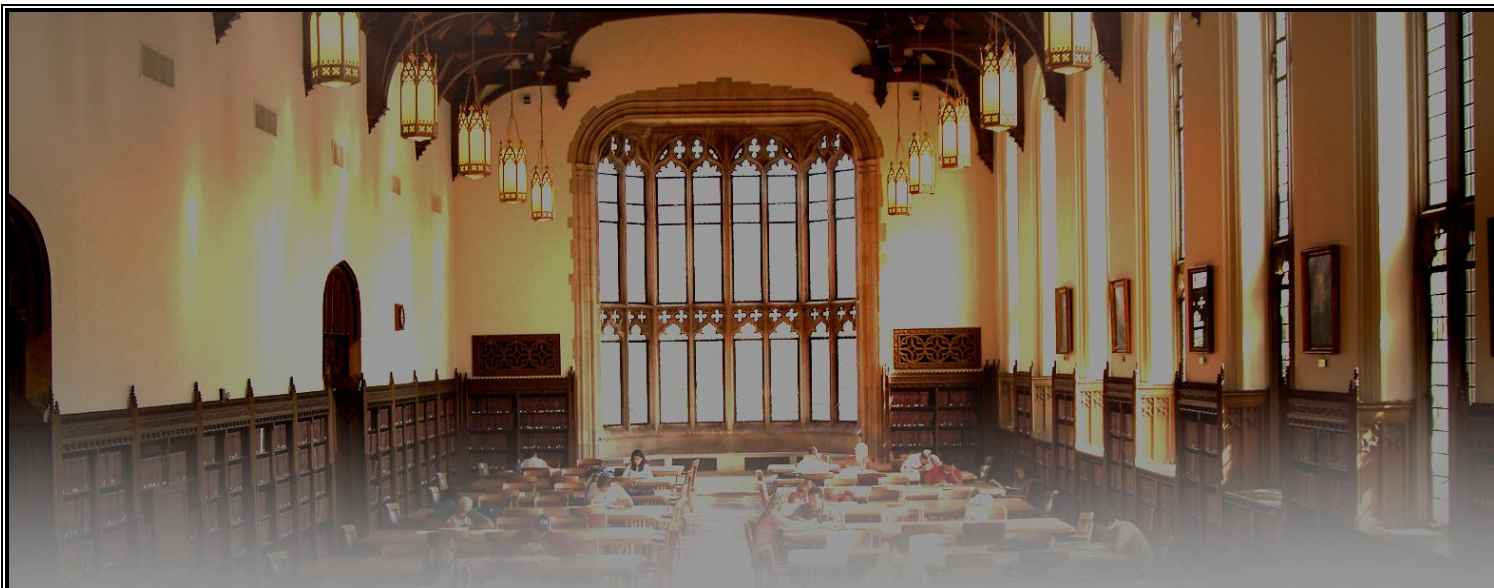




DISSERTATION INSTRUCTION PACKET



THE UNIVERSITY OF OKLAHOMA
GRADUATE COLLEGE

Revised 2013

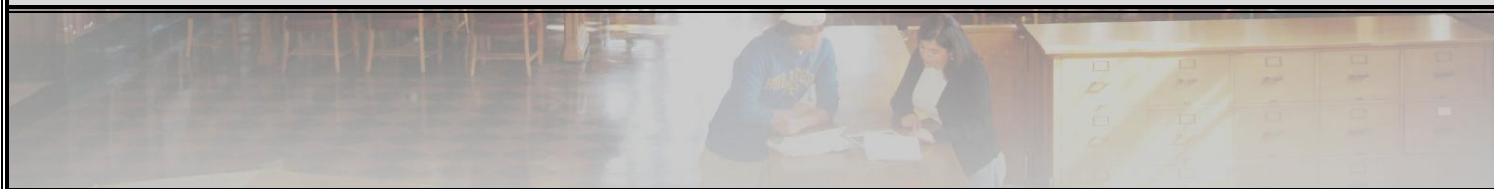


TABLE of CONTENTS

PART I – FORMATTING THE DISSERTATION	2
Getting Started	2
Deadlines and Policies	2
Templates	2
Optional Reading Copy Check	2
Order of Dissertation Contents	3
Print Submission	3
Electronic Submission	3
Maximizing Your Keywords and Abstract	4
Copyright	4
Doctoral Dissertation Formatting Checklist	5
General Formatting	6
Pagination	6
Fonts	6
Margins	6
Spacing	6
Formatting the Unnumbered Pages	6
Title Page (required)	6
Signature Page (required)	7
Copyright Page (required)	7
Dedication Page (optional)	7
Formatting the Front Matter	7
Acknowledgements (optional)	7
Table of Contents (required)	7
List of Tables (required for some)	7
List of Illustrations or List of Figures (required for some)	8
Abstract (required)	8
Formatting the Dissertation Text	8
Chapters, Sections, and Subheadings	8
Page Numbering	8
Tables, Illustrations, and Figures	8
Use of Color	8
Formatting the Back Matter	9
Bibliography or References (required)	9
Appendices (optional)	9
List of Exact Degree and Academic Unit Names	10
PART II – SAMPLE PAGES	13
Title Page	13
Signature Page	14
Copyright Page	15
PART III – RESEARCH ISSUES	16
Institutional Review Board	16
Copyright Legislation	16
Graduate College Policy Regarding Embargoes of Theses and Dissertations	17
Disclosure of Patentable Inventions	17
Procedures for Research Holds and IP Holds	18
PART IV – OTHER IMPORTANT INFORMATION	20
Diplomas and Letters of Completion	20
Commencement Exercises	20

PART I – FORMATTING *the* DISSERTATION

This packet is a tool to help you make sure your dissertation meets the Graduate College formatting requirements. Follow all of the instructions carefully, look closely at the sample pages and templates, and use the [checklist](#) on page 5. Your final document should be professional in appearance and free of errors.

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

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

GETTING STARTED

DEADLINES *and* POLICIES

Visit <http://gradweb.ou.edu> to review doctoral degree deadlines and the [Graduate College Bulletin](#), especially the *Dissertation Defense* section and the *Checklist for Doctoral Students*. **If you do not follow the policies in the Bulletin, your graduation could be delayed.**

SIGNATURE PAGE WARNING: If the final dissertation you bring to the Graduate College has formatting errors, you will not be permitted to deposit it until you have corrected the errors. If your signature page needs corrections, and one of your committee members is not available to sign again by the deposit deadline, your graduation could be delayed. **Make sure your signature page is formatted correctly before your committee signs.**

TEMPLATES

Pre-formatted Word for Windows dissertation templates are now available. Using a template is not required, but it can help you make sure the contents of your dissertation are in the correct order and format. To learn more, please read the [Thesis and Dissertation Template Guide](#).

OPTIONAL READING COPY CHECK

Effective Spring 2012, students are no longer required to submit a reading copy of the dissertation to the Graduate College. When you have finished formatting your dissertation, you may make an appointment to have a printed reading copy checked for formatting errors before you print the dissertation on the appropriate paper (see [Print Submission](#), p. 3).

What you should know before bringing a reading copy:

- The optional reading copy check is offered as a courtesy. You are ultimately responsible for making sure your dissertation meets the Graduate College formatting requirements.
- You must have an appointment. To schedule one, please visit <http://iadvise.ou.edu> or call (405) 325-3811.
- No reading copies will be checked after the deadline to request authority for your defense.
- You will need to wait at the Graduate College while your reading copy is being checked.
- The reading copy should be printed single-sided, unbound. Email submission is not accepted.
- The Graduate College may write on your reading copy to mark corrections needed.
- Bringing a reading copy does not authorize you to defend your dissertation. Contact your Graduate College counselor to make sure you are following the rules and meeting the deadlines for your defense and graduation.

ORDER of DISSERTATION CONTENTS

The following items must appear in this exact order (items in **bold** must be included in your dissertation; items that are not in bold are optional):

- **Title Page**
- **Signature Page**
- **Copyright Page**
- Dedication Page
- Acknowledgements
- **Table of Contents**
- List of Tables (Required if you have tables)
- List of Illustrations or List of Figures (Required if you have illustrations or figures)
- **Abstract**
- **The Text of the Dissertation**
- **Bibliography or References**
- Appendices

Any items not specifically mentioned above should be included as an Appendix. If you have any questions about the appropriate order of material, please contact the Graduate College at (405) 325-3811 or gradinfo@ou.edu.

PRINT SUBMISSION

The following instructions apply to Norman campus and Advanced Programs students. Tulsa campus students should contact the Tulsa Graduate College at (918) 660-3660 or tulsainfo@ou.edu for print submission instructions.

One (1) final copy of the dissertation, including a signature page with original signatures, must be printed on white, 20-24 pound weight, 100% cotton watermarked paper. For students majoring in geology/geophysics, two (2) final copies are required.

All pages must be printed single-sided. Do not bind the final copy/copies of your dissertation, since it/they will be bound after you complete the deposit with Library Acquisitions. If your dissertation contains items or accompanying materials that cannot be printed on the required paper within the required margins, such as discs, oversize items, photos, or certain computer printouts, contact the Library Acquisitions Department at (405) 325-2141.

ELECTRONIC SUBMISSION

The following instructions apply to Norman and Advanced Programs students. Tulsa campus students should contact the Tulsa Graduate College at (918) 660-3660 or tulsainfo@ou.edu for electronic submission instructions.

In addition to the print submission to Library Acquisitions, you are required to submit one electronic copy of the dissertation to the SHAREOK repository. For students whose dissertation defense is held on or after August 19, 2013, submitting an electronic copy of the final dissertation to ProQuest/UMI is no longer required.

The electronic copy must be submitted by the same deadline as the final printed copies. The signature page of the electronic copy must **not** be signed by your committee members. If you encounter any technical issues while uploading your submission, please email shareok@ou.edu.

The following information about keyword selection, abstract composition, and copyright has been provided by University Libraries.

MAXIMIZING YOUR KEYWORDS *and* ABSTRACT

Selecting good keywords will improve the likelihood that your work will be discovered in search engines, which in turn improves the likelihood that your work will be viewed and cited. Here are some tips to maximize the potential discoverability and use of your work:

1. Choose clear, accurate, descriptive *keywords*. Think about the search term(s) you would use to find material related to your dissertation topic, and include these in your keywords.
2. Some redundancy is good. Within your *abstract*, repeat key words or phrases from your dissertation title, reuse relevant keywords, and include other keywords or phrases you would use to find material related to your dissertation topic.
3. Try not to be too general. “Chemistry” is too broad; “green chemistry” is better.
4. Focus on 3-4 keyword phrases in your abstract; too many may decrease the likelihood that your work will be discovered, viewed and cited.
5. Make sure your abstract reads well; a search engine may find your work, but a human being will use your abstract to decide whether to read and/or cite your work.

COPYRIGHT

The initial owner of the copyright is the person who created the work. If you wrote or created it, you own it. Submitting your dissertation to the SHAREOK repository does not transfer your copyright ownership.

It is possible that an outside entity, such as an employer or funder, can consider your creation as a “work made for hire.” For more detailed information about this topic, see Circular 9 of the U.S. Copyright Office (<http://www.copyright.gov/circs/circ09.pdf>).

You may choose to register your copyright with the U.S. Copyright Office; this is not required for your original work to be protected (see also [Copyright Legislation](#), p. 16). Registering your copyright does provide evidence of your claim of copyright. For information on registering your copyright through the Copyright Office, see <http://www.copyright.gov/eco/>.

DOCTORAL DISSERTATION FORMATTING CHECKLIST

Check your dissertation for the following. If your dissertation does not meet all requirements below, you will not be permitted to deposit and your graduation could be delayed.

- ☐ Left margin must measure at least 1.6" but no more than 2.0"
- ☐ Top, bottom and right margins must measure at least 1.0" but no more than 1.5"
- ☐ Page numbers must have a consistent format and position: at least 0.5" but no more than 1.0" from the bottom of the page (including landscape-oriented pages)
- ☐ Page titles must have a consistent format and position (see p. 8)
- ☐ Use a standard 12-point font (headings may be 14-point)
- ☐ All required pages/sections must be included (see p. 3)
- ☐ Order of contents must follow packet instructions and any supplementary items should be included as an appendix/appendices (see p. 3)
- ☐ *Title Page* Must match the sample page and follow all the instructions in this packet beginning on p. 6
- ☐ *Title Page* Use the exact name of your degree (see p. 10)
- ☐ *Title Page* Your name must match University records
- ☐ *Title Page* Use the year you are depositing the dissertation
- ☐ *Title Page* Do not use page numbers or bold font on this page
- ☐ *Signature Page* Must match the sample page and follow all the instructions in this packet beginning on p. 6
- ☐ *Signature Page* Use the same title used on your Title Page
- ☐ *Signature Page* Use the exact name of your academic unit (see p. 10)
- ☐ *Signature Page* Include a prefix for each committee member, such as "Dr." (see p. 7)
- ☐ *Signature Page* Do not include additional information beyond the prefix (except ", Chair" and/or ", Co-Chair")
- ☐ *Signature Page* Do not use page numbers or bold font on this page
- ☐ *Copyright Page* Must match the sample page and follow all the instructions in this packet beginning on p. 6
- ☐ *Copyright Page* Use the same name and year used on your Title Page
- ☐ *Copyright Page* Do not use page numbers or bold font on this page
- ☐ *Dedication* Do not use page numbers or bold font on this page
- ☐ *Front Matter* Use Roman numeral page numbers throughout, beginning with "iv" (see p. 6)
- ☐ *Text* Use Arabic numeral page numbers throughout, beginning with "1" (see p. 6)
- ☐ *Text* Headings and subheadings must have a consistent format and position (see p. 8)
- ☐ *Text* Double-space the text (except footnotes and quotations of more than four lines and of two or more sentences)
- ☐ *Text* Tables, illustrations and/or figures must fit within the margins
- ☐ *Text* Landscape-oriented items must face the reader when the portrait-oriented page is turned 90 degrees to the right/clockwise (see p. 8)
- ☐ *Back Matter* Continue Arabic numeral page numbers throughout (see p. 6)

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

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

GENERAL FORMATTING

PAGINATION

The first three pages are counted but not numbered. If you are including a Dedication Page, it should be the fourth page in your dissertation, but it should not be counted or numbered. All other pages must be numbered. For some pages, you must use Arabic numerals (1, 2, 3...10...20...30, etc.) and for other pages, you must use Roman numerals (i, ii, iii...x...xx...xxx, etc.).

Start using Roman numerals on the Acknowledgements Page or the Table of Contents, if no Acknowledgements Page is included. Begin with Roman numeral “iv” and continue (“...v, vi, vii,” etc.) until the text of your dissertation begins. On the first page of the dissertation text, begin Arabic numerals with “1” and continue sequentially (“...2, 3, 4, 5,” etc.) to the final page of the document.

FONTS

Select a standard font that will enhance the professional publication quality of the dissertation, such as Times New Roman, Arial, Courier or Helvetica. Use a 12-point font throughout the document. Page, chapter, and section titles may be 14-point font. All page titles should look alike, with a consistent format and alignment. All headings and subheadings must have a consistent format and alignment as well.

MARGINS

For **every page** of the dissertation, set consistent margins that meet the following requirements.

Left = 1.6" minimum (may be as wide as 2.0"; thesis will be bound on the left)

Top, Bottom* & Right = minimum 1.0"; maximum 1.5"

***Please note:** The bottom margin is measured from the bottom edge of the paper to the bottom line of the **text** (not the page number). Leave at least 0.5" between the edge of the paper and the nearest edge of the page number.

SPACING

In this packet, the term “spacing” refers to how much space there is between each line of text. Read the rest of this packet to find specific spacing instructions for each part of the dissertation. Some pages (such as the Title Page) use both kinds of spacing, so follow the instructions carefully.

This is an example of **single spacing**. You must use single-spacing for some parts of the dissertation, such as the copyright page.

This is an example of **double spacing**. You must use double spacing for most of the dissertation, including the main text.

FORMATTING *the* UNNUMBERED PAGES

The following group of pages must follow precise formatting specifications. **Look closely at the sample pages in Part II of this packet.** Follow all margin requirements outlined above. Do not use bold font or page numbers on these pages. Note that most word processing software does not automatically spell-check text that is in ALL CAPS, so you must proofread these pages thoroughly.

TITLE PAGE (Required)

- Pay close attention to capitalization on this page.
- Center all text on this page.
- Spacing on this page is approximate; make sure your title page looks like the sample page.
- Type the title of your dissertation in ALL CAPS. If the title uses more than one line, double-space.
- Doctor of Musical Arts candidates must use the word “DOCUMENT” instead of “DISSERTATION” on the title page.
- **Turn to page 10 of this packet and find the exact name of your degree.** Type it in ALL CAPS (for example, DOCTOR OF PHILOSOPHY).
- Type your name in ALL CAPS. **Your name must match University records.**

- For the city and state, always use “Norman, Oklahoma”.
- For the date, use only the year that you deposit your dissertation. Do not add a month or day.

SIGNATURE PAGE (Required)

- Center all text on this page, except for the signature lines which must be aligned on the right.
- Type the title of your dissertation in ALL CAPS. If the title uses more than one line, single-space. The first line of the title should be approximately 2" below the top edge of the page.
- Skip two lines and type “A DISSERTATION APPROVED FOR THE”. Doctor of Musical Arts candidates must use the word “DOCUMENT” instead of “DISSERTATION”.
- On the next line, type the exact name of your department, school or college in ALL CAPS. **Turn to page 10 of this packet to find the exact name of your academic unit.**
- Skip 10-12 single-spaced lines after the name of your academic unit and type the word “BY”.
- Skip 5-6 single-spaced lines and set alignment to right.
- Create one signature line for each member of your committee. Type each committee member’s name and prefix (Dr./Mr./Mrs./Ms.) immediately beneath the signature lines. Do not leave extra space in between the name and the line.
- You may identify the chair by typing “, Chair” after his/her name (for a co-chair, you may type “, Co-Chair”). Do not identify other members with anything but their name and prefix.
- Each committee member must sign directly above his/her signature line. Members must not date their signature or put any extra information on the signature page.
- Both final copies must have original signatures of all committee members.

COPYRIGHT PAGE (Required)

- Center and single-space text on this page.
- On the last two lines, type the copyright information as shown on the sample page.
- Your name must be typed in ALL CAPS and must match your name on the Title Page.
- The year must match the year on the Title Page.

DEDICATION PAGE (Optional)

- If you choose to include a Dedication Page, place it immediately after the Copyright Page. The Dedication Page is not numbered or counted; do not add a page number.
- There are no specific spacing, alignment or title requirements for this page. The margins must be consistent with the rest of the dissertation. Do not use bold font.

FORMATTING *the* FRONT MATTER

The next group of pages is referred to as the “front matter.” This is where the page numbering will begin with Roman numeral “iv” and continue through the last page of the front matter. The formatting for the titles used in the front matter must be consistent and must match the formatting for those titles used in the back matter. **All pages must follow the instructions given in *General Formatting* (p. 6).**

ACKNOWLEDGEMENTS (Optional)

- Double-space this section.
- Title this section “Acknowledgements”.

TABLE OF CONTENTS (Required)

- This section may be single-spaced *or* double-spaced.
- Title this section “Table of Contents”.

LIST OF TABLES (Required for some)

- This section is required if your dissertation includes tables.
- Use the same spacing you used for the Table of Contents.
- Title this section “List of Tables”.

LIST OF ILLUSTRATIONS or LIST OF FIGURES (Required for some)

- This section is required if your dissertation includes illustrations or figures.
- Use the same spacing you used for the Table of Contents.
- Title this section “List of Illustrations” or “List of Figures”.

ABSTRACT (Required)

- Double-space this section.
- Title this section “Abstract”.

FORMATTING *the* DISSERTATION TEXT

The text of your dissertation begins with either your introduction or your first chapter. You may prepare the dissertation text in any format acceptable to your department and committee, **as long as you follow the instructions in this packet**. If you wish to use a format accepted by a national, professional-refereed journal, you may do so. Otherwise, the Graduate College suggests you follow the most recent edition of *The Chicago Manual of Style*.

Double-space the entire dissertation text, except for footnotes and quotations of more than four lines and of two or more sentences. **All pages must follow the instructions given in *General Formatting* (p. 6).**

CHAPTERS, SECTIONS, and SUBHEADINGS

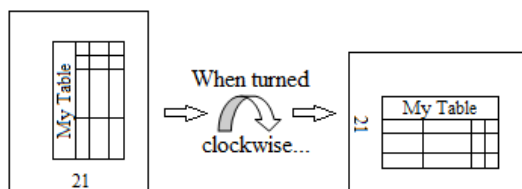
- All headings and subheadings within the text must be consistent with regard to formatting.
- No font larger than 14 point may be used.

PAGE NUMBERING

- You will begin the first page of the text with Arabic numeral “1” and continue sequentially to the final page of the document.
- Page numbers must be placed consistently throughout the document, and no less than 0.5" from the edge of the page.

TABLES, ILLUSTRATIONS, and FIGURES

- When necessary, you may use a font smaller than 12-point to allow an entire table to fit on one page. However, the text must be large enough that it is still easy to read.
- All tables, illustrations and figures must fit within the margins (see p. 6).
- If you place a table, illustration or figure horizontally (in landscape orientation), the item must face you when the portrait-oriented page is turned 90° to the right (clockwise). See the example below. **All page numbers must be in the same place at the bottom of the page.**
 - In Microsoft Word 2007 you should create a blank table, change the **Text Direction** in the **Table Tools: Layout** tab, and enter the information into the table.
 - In Microsoft Word 2003, change the **Text Direction** from the **Format** menu.



USE of COLOR

You may use colored graphics when appropriate. However, all copies of the dissertation must be identical.

FORMATTING *the* BACK MATTER

The next group of pages is referred to as the “back matter.” Page numbers must appear in the same place throughout the back matter as on all pages in the previous text. The formatting for the titles used in the back matter must be consistent throughout and must match the formatting for those titles used in the front matter. **All pages must follow the instructions given in *General Formatting* (p. 6).**

BIBLIOGRAPHY *or* **REFERENCES** (Required)

- Include all sources used.
- Each reference should be single-spaced, with a double space between references.

Doe, Jane. 2009. Reference example. *Journal of Dissertation Formatting Examples* 1 (3): 13-14.

Doe, John. 2009. Note the Double Space Between References. New York: University Press.

APPENDICES (Optional)

- An appendix must be used for anything not listed in *Order of Dissertation Contents* (p. 3).
- Each appendix must have a title. Text should be double-spaced where appropriate (handouts, IRB letters, and other items with a fixed format may be single-spaced).

LIST of EXACT DEGREE and ACADEMIC UNIT NAMES

Use the table below to find the exact name of your degree (for the title page of your dissertation) and the exact name of your academic unit (for the signature page of your dissertation). **If this information is not exactly correct, you will not be permitted to deposit your dissertation.**

You will need to know your major code to use the table. If you are not sure of your major code:

1. Log on to <http://iadvise.ou.edu> with your OU 4x4 and password.
2. Under *College-level Advisement*, click the name of your major.
3. At the top of the page, click "Student Record" (the third link from the right, before "Help" and "Logout"). This will load a short page showing your contact information and information about your major.
4. Find your major code in parentheses after the name of your major under "Major Description." It is four characters long: the letter "D" followed by three digits.
5. Find your major code in the list below.

If you have trouble finding your major code, or if you have questions about the name of your degree or academic unit, please contact the Graduate College at (405) 325-3811 or gradinfo@ou.edu for assistance.

The list below was last updated on August 12, 2013. If you are using a printed version of this packet, please visit <http://gradweb.ou.edu> to find the most current version.

Major Code	Major (for reference; <u>do not include in dissertation</u>)	Exact Name of Degree (for the <u>title page</u> of your dissertation)	Exact Name of Academic Unit (for the <u>signature page</u> of your dissertation)
D005	Adult & Higher Education	DOCTOR OF PHILOSOPHY	DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY STUDIES
D010	Aerospace Engineering	DOCTOR OF PHILOSOPHY	SCHOOL OF AEROSPACE AND MECHANICAL ENGINEERING
D025	Anthropology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF ANTHROPOLOGY
D070	Art of the American West	DOCTOR OF PHILOSOPHY	SCHOOL OF ART AND ART HISTORY
D071	Native American Art	DOCTOR OF PHILOSOPHY	SCHOOL OF ART AND ART HISTORY
D105	Biology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF BIOLOGY
D110	Bioengineering	DOCTOR OF PHILOSOPHY	DEPARTMENT OF BIOENGINEERING
D115	Botany	DOCTOR OF PHILOSOPHY	DEPARTMENT OF MICROBIOLOGY AND PLANT BIOLOGY
D140	Business Administration	DOCTOR OF PHILOSOPHY	MICHAEL F. PRICE COLLEGE OF BUSINESS
D145	Cellular and Behavioral Neurobiology: Aerospace & Mechanical Engineering	DOCTOR OF PHILOSOPHY	SCHOOL OF AEROSPACE AND MECHANICAL ENGINEERING
D146	Cellular and Behavioral Neurobiology: Biology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF BIOLOGY
D147	Cellular and Behavioral Neurobiology: Chemistry and Biochemistry	DOCTOR OF PHILOSOPHY	DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
D150	Cellular and Behavioral Neurobiology: Zoology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF BIOLOGY
D160	Chemical Engineering	DOCTOR OF PHILOSOPHY	SCHOOL OF CHEMICAL, BIOLOGICAL AND MATERIALS ENGINEERING
D170	Chemistry and Biochemistry	DOCTOR OF PHILOSOPHY	DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

The list below was last updated on **August 12, 2013**. If you are using a printed version of this packet, please visit <http://gradweb.ou.edu> to find the most current version.

Major Code	Major (for reference; <u>do not include in dissertation</u>)	Exact Name of Degree (for the <u>title page</u> of your dissertation)	Exact Name of Academic Unit (for the <u>signature page</u> of your dissertation)
D190	Civil Engineering	DOCTOR OF PHILOSOPHY	SCHOOL OF CIVIL ENGINEERING AND ENVIRONMENTAL SCIENCE
D210	Communication	DOCTOR OF PHILOSOPHY	DEPARTMENT OF COMMUNICATION
D235	Computer Science	DOCTOR OF PHILOSOPHY	SCHOOL OF COMPUTER SCIENCE
D255	Counseling Psychology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
D289	Ecology and Evolutionary Biology: Biology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF BIOLOGY
D290	Ecology and Evolutionary Biology: Botany and Microbiology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF MICROBIOLOGY AND PLANT BIOLOGY
D291	Ecology and Evolutionary Biology: Zoology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF BIOLOGY
D300	Economics	DOCTOR OF PHILOSOPHY	DEPARTMENT OF ECONOMICS
D315	Curriculum/Supervision	DOCTOR OF PHILOSOPHY	DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY STUDIES
D317	Curriculum/Supervision	DOCTOR OF EDUCATION	DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY STUDIES
D330	Educational Studies	DOCTOR OF PHILOSOPHY	DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY STUDIES
D350	Electrical and Computer Engineering	DOCTOR OF PHILOSOPHY	SCHOOL OF ELECTRICAL AND COMPUTER ENGINEERING
D370	Engineering	DOCTOR OF PHILOSOPHY	DEPARTMENT OF ENGINEERING
D372	Engineering Physics	DOCTOR OF PHILOSOPHY	DEPARTMENT OF ENGINEERING PHYSICS
D375	English	DOCTOR OF PHILOSOPHY	DEPARTMENT OF ENGLISH
D390	Environmental Engineering	DOCTOR OF PHILOSOPHY	SCHOOL OF CIVIL ENGINEERING AND ENVIRONMENTAL SCIENCE
D405	Environmental Science	DOCTOR OF PHILOSOPHY	SCHOOL OF CIVIL ENGINEERING AND ENVIRONMENTAL SCIENCE
D445	French	DOCTOR OF PHILOSOPHY	DEPARTMENT OF MODERN LANGUAGES, LITERATURES, AND LINGUISTICS
D460	Geography	DOCTOR OF PHILOSOPHY	DEPARTMENT OF GEOGRAPHY AND ENVIRONMENTAL SUSTAINABILITY
D470	Geological Engineering	DOCTOR OF PHILOSOPHY	MEWBOURNE SCHOOL OF PETROLEUM AND GEOLOGICAL ENGINEERING
D475	Geology	DOCTOR OF PHILOSOPHY	CONOCOPHILLIPS SCHOOL OF GEOLOGY AND GEOPHYSICS
D480	Geophysics	DOCTOR OF PHILOSOPHY	CONOCOPHILLIPS SCHOOL OF GEOLOGY AND GEOPHYSICS
D500	Exercise Physiology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF HEALTH AND EXERCISE SCIENCE
D501	Health Promotion	DOCTOR OF PHILOSOPHY	DEPARTMENT OF HEALTH AND EXERCISE SCIENCE

The list below was last updated on **August 12, 2013**. If you are using a printed version of this packet, please visit <http://gradweb.ou.edu> to find the most current version.

Major Code	Major (for reference; <u>do not include in dissertation</u>)	Exact Name of Degree (for the <u>title page</u> of your dissertation)	Exact Name of Academic Unit (for the <u>signature page</u> of your dissertation)
D505	History	DOCTOR OF PHILOSOPHY	DEPARTMENT OF HISTORY
D510	History of Science	DOCTOR OF PHILOSOPHY	DEPARTMENT OF HISTORY OF SCIENCE
D511	History of Science, Technology and Medicine	DOCTOR OF PHILOSOPHY	DEPARTMENT OF HISTORY OF SCIENCE
D525	Industrial Engineering	DOCTOR OF PHILOSOPHY	SCHOOL OF INDUSTRIAL AND SYSTEMS ENGINEERING
D545	Instructional Leadership and Academic Curriculum	DOCTOR OF PHILOSOPHY	DEPARTMENT OF INSTRUCTIONAL LEADERSHIP AND ACADEMIC CURRICULUM
D550	Instructional Psychology & Technology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
D570	Interdisciplinary Studies	DOCTOR OF PHILOSOPHY	GRADUATE COLLEGE
D660	Mass Communication	DOCTOR OF PHILOSOPHY	GAYLORD COLLEGE OF JOURNALISM AND MASS COMMUNICATION
D670	Mathematics	DOCTOR OF PHILOSOPHY	DEPARTMENT OF MATHEMATICS
D675	Mechanical Engineering	DOCTOR OF PHILOSOPHY	SCHOOL OF AEROSPACE AND MECHANICAL ENGINEERING
D685	Meteorology	DOCTOR OF PHILOSOPHY	SCHOOL OF METEOROLOGY
D690	Microbiology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF MICROBIOLOGY AND PLANT BIOLOGY
D705	Music Composition	DOCTOR OF MUSICAL ARTS	SCHOOL OF MUSIC
D706	Music Education	DOCTOR OF PHILOSOPHY	SCHOOL OF MUSIC
D707	Conducting	DOCTOR OF MUSICAL ARTS	SCHOOL OF MUSIC
D724	Organ	DOCTOR OF MUSICAL ARTS	SCHOOL OF MUSIC
D725	Piano	DOCTOR OF MUSICAL ARTS	SCHOOL OF MUSIC
D730	Voice	DOCTOR OF MUSICAL ARTS	SCHOOL OF MUSIC
D735	Wind/Percussion/String	DOCTOR OF MUSICAL ARTS	SCHOOL OF MUSIC
D765	Petroleum Engineering	DOCTOR OF PHILOSOPHY	MEWBOURNE SCHOOL OF PETROLEUM AND GEOLOGICAL ENGINEERING
D775	Philosophy	DOCTOR OF PHILOSOPHY	DEPARTMENT OF PHILOSOPHY
D780	Physics	DOCTOR OF PHILOSOPHY	HOMER L. DODGE DEPARTMENT OF PHYSICS AND ASTRONOMY
D790	Political Science	DOCTOR OF PHILOSOPHY	DEPARTMENT OF POLITICAL SCIENCE
D800	Psychology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF PSYCHOLOGY
D845	Sociology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF SOCIOLOGY
D850	Spanish	DOCTOR OF PHILOSOPHY	DEPARTMENT OF MODERN LANGUAGES, LITERATURES, AND LINGUISTICS
D855	Special Education	DOCTOR OF PHILOSOPHY	DEPARTMENT OF EDUCATIONAL PSYCHOLOGY
D885	Zoology	DOCTOR OF PHILOSOPHY	DEPARTMENT OF BIOLOGY

PART II – SAMPLE PAGES

TITLE PAGE

UNIVERSITY OF OKLAHOMA

GRADUATE COLLEGE

TITLE OF YOUR DISSERTATION (BE SURE TO
DOUBLE -SPACE IF TWO OR MORE LINES ARE NEEDED)

A DISSERTATION

SUBMITTED TO THE GRADUATE FACULTY

in partial fulfillment of the requirements for the

Degree of

EXACT NAME OF YOUR DEGREE

By

YOUR NAME
Norman, Oklahoma
Year

PART II – SAMPLE PAGES

SIGNATURE PAGE

TITLE OF YOUR DISSERTATION (BE SURE TO
SINGLE-SPACE IF TWO OR MORE LINES ARE NEEDED)

A DISSERTATION APPROVED FOR THE
EXACT NAME OF YOUR ACADEMIC UNIT

BY

Dr. John Doe, Chair

Dr. Jane Smith

Dr. Bob Jones

Dr. Sue Roberts

Dr. William Lee

PART II – SAMPLE PAGES

COPYRIGHT PAGE

PART III – RESEARCH ISSUES

The following information has been compiled from a variety of sources and covers only very general copyrighting legislation. For specific University of Oklahoma thesis and dissertation requirements, refer to the instructions and sample pages.

INSTITUTIONAL REVIEW BOARD

For information on human subjects research (HSR), visit the Institutional Review Board website at <http://irb.ou.edu>.

If you need clarification on whether or not your research requires IRB approval, please contact the IRB office.

In order for a student involved in an active IRB study to be eligible to deposit the final copies of his/her dissertation or thesis, s/he must submit a letter to the Graduate College from the IRB indicating that his/her involvement as a graduate student in the research project is officially terminated. To obtain this letter, the student will need to contact the IRB Office directly.

COPYRIGHT LEGISLATION

Under the present U.S. copyright law, copyright protection begins when the copyrightable material is created – that is, when the author has fixed the work in a tangible medium of expression. In other words, when a thesis or dissertation is reduced to tangible form, it automatically becomes protected by copyright, and the copyright in the work **immediately** becomes the property of the author. No publication, registration, or other action is required to secure copyright protection.

When a thesis or dissertation is published or otherwise made available to the public, a copyright notice should be prominently displayed on the material. The copyright notice consists of the international copyright symbol "©" (or the word "Copyright," the abbreviation "Copr.", a small letter "c" or any combination of these), plus the creator's name and the year in which the material was created. For example: © Copyright by John Jones 1992. The copyright notice should be displayed on the third page of the thesis or dissertation, following the cover sheet and signature page.

Finally, at the author's option, the copyright may be registered with the U.S. Copyright Office. Whether an author chooses to do this will depend on the author's own circumstances. The law provides several inducements or advantages to encourage copyright owners to make registration, including:

- Registration establishes a public record of a copyright claim.
- Registration is necessary before an infringement suit may be filed in court.
- If made before or within five years of publication, registration provides *prima facie* evidence in court of the validity of the copyright and of the facts stated in the registration certificate.
- If registered within three months after publication or prior to an infringement of the work, an author may be able to collect statutory damages and attorneys' fees in court actions. Otherwise, relief to a copyright owner may be limited to actual damages and profits.

In general, if the author chooses to register the work, he/she must submit to the Copyright Office a properly completed application form, any fees that are applicable, and two copies of the best edition of the work.

This information is provided as a general guide for printed theses/dissertations and may not be applicable for other media. If you have any questions, you should consult with the University Legal Counsel, the Office of Research Services, or the Graduate College.

(Effective - 1991)

GRADUATE COLLEGE POLICY REGARDING EMBARGOES *of* THESES *and* DISSERTATIONS

The University of Oklahoma Graduate College is committed to open access to knowledge. Open access supports the discovery and advancement of knowledge by making research digitally available to a broader community. Restricting access to research developed at the university conflicts with the values of learning, teaching, and peer review essential to our academic standing and integrity. Therefore, theses and dissertations are presented at open oral defenses and made openly accessible in print form on our library shelves. Dissertations are also made globally accessible in digital form. While it may be appropriate to delay immediate access to a thesis or dissertation in some cases, the Graduate College will not approve any publication restrictions, or *embargoes*, without compelling cause.

A student should discuss any potential need for publication restriction with his or her committee as early as possible in the research process. Before an embargo is requested, other forms of restricting distribution should be considered.

As soon as the need for an embargo is recognized, a petition should be submitted to the Dean of the Graduate College by the student, the committee chair, and the graduate liaison. A request for embargo will be granted only when the research meets at least one of these criteria:

1. The student's thesis or dissertation research contains information that is proprietary, protected, or confidential, or intellectual property that may potentially be patentable. To obtain an embargo on this basis, approval must be recommended to the Dean of the Graduate College by the University of Oklahoma Office of Technology Development. Therefore, to allow sufficient time for review of the thesis or dissertation before the defense, the student should notify the Office of Technology Development as soon as the need for an embargo is recognized.
2. The student's thesis or dissertation research has already been accepted for publication in the same form as that approved by the student's graduate committee. To obtain an embargo on this basis, the student must provide proof of acceptance for publication at the time he or she deposits the final thesis or dissertation.
3. The student's thesis or dissertation research contains intellectual or creative property whose value will be diminished by open access publication. To obtain an embargo on this basis, the student should work directly with the Dean of the Graduate College before the defense.

When a request for embargo is approved, normally the initial embargo will be granted for a period of three to six months, but no longer than one year. To request that an embargo be renewed or extended, a new petition must be submitted to the Dean of the Graduate College. Theses and dissertations should not contain material that requires permanent restriction; embargoes will not be extended indefinitely.

(Effective July 2013)

DISCLOSURE *of* PATENTABLE INVENTIONS

The purpose of this section is to remind you of the University of Oklahoma's policy concerning ownership of certain inventions and the patent rights thereto, and to make you aware of the University procedures to prevent inadvertent enabling disclosures of patentable inventions during the thesis/dissertation publication process.

The basic University Intellectual Property Policy provides, among other things, that all discoveries or inventions, whether patentable or unpatentable, including all patents (domestic and foreign) and patent applications based thereon, which are made or conceived by any member of the faculty, staff, or student body of the University of Oklahoma, either in the course of employment by the University of Oklahoma or substantially through the use of facilities or funds provided by or through the University are the property of the University.

Directives promulgated under the Intellectual Property Policy require that all inventions or discoveries falling within the purview of the policy must be disclosed in writing to the Office of Technology Development as soon as possible after the discovery or invention. The Intellectual Property Policy also affords substantial benefits and protection to inventors. The full policy may be found in various University publications, and copies of it and the implementing directives may be obtained from the Office of Technology Development, Three Partners Place, 201 David L. Boren Blvd, Suite 120, or www.otd.ou.edu.

When a thesis or dissertation is based wholly or in part on research from which an invention or discovery has resulted or may result, the thesis or dissertation may require special handling to prevent enabling disclosures which could damage or eliminate U.S. or international patent rights, or both. These special procedures will in no way impede progress toward the degree, affect acceptance of the thesis/dissertation, create a restriction on the publication of the thesis/dissertation, or delay the granting of the degree. They are aimed solely at protecting the rights of the University and the inventor.

The key to these protections is the student inventor. The student must provide both timely disclosure of the invention itself, and timely notification to the Graduate College of the requirement for handling of the thesis or dissertation. If you have any questions concerning either disclosure or the protection of your thesis or dissertation, please see your major professor and the Technology Transfer Administrator, Regina McNabb (rmcnabb@ou.edu) or OTD Administrative Assistant, Ruth Ann Shaffer (rashaffer@ou.edu) at 405.325.3800.

Revised 7/16/02

PROCEDURES for RESEARCH HOLDS and IP HOLDS

If the student/adviser signs or the University signs on behalf of the student/adviser a contract or similar type of legally binding document with a company, educational institution or individual person involved in the research to withhold the publishing of the dissertation for a specified amount of time, a Research Hold may be placed on the dissertation. A determination of research hold shall be made by the Office of Research Services based upon review of the research agreement. The student/adviser should contact the Executive Director, Andrea Deaton, regarding research holds.

If the student/adviser composes a dissertation which contains new inventions/discoveries, it may become property of the University of Oklahoma in accordance with the University's Intellectual Property Policy. Since the copyright law only protects the written portion of the document, formal patent applications may need to be filed to protect the intellectual property. Therefore, an Intellectual Property Hold may be placed on theses or dissertations which contain intellectual property, i.e., patentable information.

The student should contact the Office of Technology Development (OTD) at 405/325-3800 to speak with Regina or Ruth Ann. OTD will need a copy of the thesis/dissertation or the title pages.

The student will be asked to answer the following questions:

- Does the dissertation or thesis contain intellectual property that was obtained in the course and/or scope of employment from the University of Oklahoma or substantially through the use of facilities or funds provided by or through the University?
- Who is the faculty adviser?
- What is the name of the research that the dissertation or thesis is related to?
- Is the information contained in the dissertation or thesis directly related to an invention disclosure that has been filed with the Office of Technology Development previously?
- To which invention disclosure is it related?
- If no current disclosure exists, will an invention disclosure be filed with the OTD? Will it include the adviser or other OU faculty, staff or students?
- Who is the sponsor and is there a research agreement to which the publication is subject?

The *Request for Authority for Dissertation Defense* form for doctoral degree students is due at least 2 weeks before the defense date. On this form, the student/adviser should indicate whether the dissertation contains intellectual property (patentable information) or requires a research hold.

OTD will send the Graduate College a memo which allows the student to defend the thesis/dissertation and yet protects the Intellectual Property or Research. The OTD shall provide copies of the memo to the student, the Library and the adviser(s). The student will still be responsible for requesting the authority to defend from the Graduate College.

When the defense date is set, the student should bring a *Request for Authority for Dissertation Defense* form to the Graduate College for approval. If the memo from OTD to permit the defense has not been received by the Graduate College, the Academic Counselor should contact Regina or Ruth Ann for more information. The Academic Counselor must receive a copy of the letter before he/she can release the authority for the defense.

When ready to file the final copies – within 60 days of the defense or by the semester deadline, whichever comes first – the student should contact OTD.

OTD shall provide a memo/notice to Graduate College and the Library that OTD is aware of the filing and working on the technology associated therein. Proper protection should be afforded the paper.

OTD shall work with the Library and provide a memo, with a copy to the Graduate College, to allow for OTD to pick up the paper and maintain it for protection purposes.

Graduation will not be hindered by this procedure; it simply provides proper protection for the technology/paper.

OFFICE OF TECHNOLOGY DEVELOPMENT
Three Partners Place, Suite 120, 201 David L. Boren Boulevard
Norman, OK 73019
(405) 325-3800

PART IV – OTHER IMPORTANT INFORMATION

Providing all tuition and fee payments are resolved and all degree requirements have been met by the appropriate date, you will graduate in the semester in which your final dissertation copies are deposited. Please see the academic calendar for exact deadlines.

DIPLOMAS *and* LETTERS *of* COMPLETION

Degrees are posted to the transcript record approximately six weeks after the close of each semester. The Office of Records mails diplomas to students approximately 120 days after the close of each semester.

If you need proof of graduation prior to the delivery of the diploma or posting of the degree, you may request a letter of completion. The letter of completion is an official University of Oklahoma document, bearing the University seal and can be used as proof of graduation for purposes of potential employment, updating current personnel records, etc.

If you need a letter of completion, please complete a [Request for Letter of Completion](#) and submit it to the Graduate College at your convenience. The Office of Records will mail the letter(s) to the address you specify as soon as possible after all degree requirements—including resolution of all tuition/fee payments—have been satisfied.

If you owe fees or tuition, you will be cleared for graduation, but you will not receive your diploma until all such fees/tuition payments have been resolved through the Office of the Bursar. In addition, your degree will not be posted to your transcript if you have any outstanding financial obligations.

COMMENCEMENT EXERCISES

The OU Graduation Commencement Ceremony is held only once a year in the spring. All summer graduates, fall graduates and May graduation candidates participate in this ceremony. Please contact the Main Bookstore by April 1 to purchase a cap and gown for the ceremonies.

Please visit the [Graduation Office](#) for additional information.