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Thesis Guide

General Guidelines:

- This guide is to be used with the formatting information provided by UMI Administrator. In case of variation, the guidelines stated here supersede those from UMI Administrator. If you have a single file (thesis or supplementary file) that is over 1000 MB, please contact Susan Tanner (stanner@fsmail.bradley.edu or 309-677-3487).
- There are 2 publishing options available with digital thesis submission. Read the Publishing Guide Options Guide provided by UMI Administrator before making a decision.

Fees:

- There is a \$30.00 processing fee payable to the Graduate School. More information is available on the Graduate School website http://www.bradley.edu/academic/gradschool/current/thesis/) about this fee. This fee is separate from any publishing fees charged by UMI Administrator Publishing fees are set by UMI Administrator. A listing of fees can be found on their website.
- A Fee Guide can be found on the Graduate School website. In case of variation, the fees stated on UMI Administrator website supersede those stated on the Graduate School website.

Fonts:

- All fonts must be embedded in your document to avoid all punctuation and formatting from disappearing when document is printed from a digital file. UMI Administrator offers a guide on how to embed fonts.
- Refer to the UMI Administrator guide for more information about fonts.

Margins:

- All margins must be a minimum of 1 inch.
- This applies to all material except page numbers, including figures, headers/footers, footnotes/endnotes, and full-page images.
- Page numbers: at least 3/4 inches from the edge of the page.

Equations, Superscripts, and Subscripts:

- Superscripts and subscripts may be one size smaller than the text.
- Separate equations with double spacing or enough space to clearly identify each equation are acceptable.

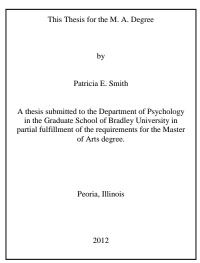
Footnotes:

- Footnotes may be single-spaced.
- Footnotes for each chapter are usually numbered consecutively.
- Follow the preference of your major department when deciding the location of footnotes: at the bottom of the page, grouped at the ends of the chapters, or grouped at the end of the thesis.

Title Page:

- The thesis title page follows the format of the sample below.
- The title page is not numbered, but it is considered as page i.

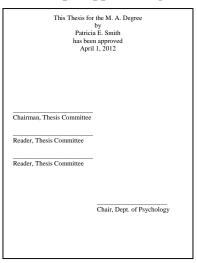
Sample Title Page



Approval Page:

- This page must include the original signatures of your thesis committee.
- The approval page follows the format of the sample below.
- This page is not numbered, or counted in the pagination.

Sample Approval Page



Bibliography:

The bibliography should meet your major department's style requirements, which often conform to the leading journals or book series of the field.

Appendices Files:

- Unusual or supplementary materials, such as questionnaires or copies of photographs, may be put into appendices.
- The appendix must be consecutively paginated with the text.
- The margins of the appendix must conform to the standards for the rest of the thesis.
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