

DISSERTATION GUIDELINES

An approved dissertation is a mandatory component of the requirements for the Doctor of Philosophy in Marine Science: Coastal and Marine Systems Science. The dissertation is a permanent record of the independent research and creative work that is an integral part of this degree. Since the dissertation will be preserved and shared with other scholars and professionals, high standards must be upheld concerning the form and appearance.

A dissertation is based on original research that is approved by the degree candidate's Graduate Advisory Committee. Questions about research and about the Graduate Advisory Committee should be directed to the Graduate Faculty Advisor or the MSCI Associate Chair of Graduate Programs. When a degree candidate completes their dissertation, it must be reviewed by their Graduate Advisory Committee and defended before them.

It is recommended that the defense of the dissertation be conducted no less than sixty days (60) before the date the degree candidate expects to receive their degree to ensure sufficient time for revisions.

Generally, the dissertation body should consist of an introduction, literature review, methods, results and discussion, and a concluding section. This structure can occur by chapter or overall; but the dissertation must contain these elements within the body. The form and appearance of the dissertation must comply with the dissertation guidelines specified below. Note that the dissertation must be written in English.

Type styles: Any legible 12-point font can be acceptable, but styles with serifs are recommended because they normally have greater legibility. Font type should be consistent throughout the manuscript. Typefaces that are overly ornate or difficult to read cannot be accepted. Please use boldface sparingly. If you have any questions about acceptable type styles, please contact your Graduate Faculty Advisor.

Margins:

- Left margins must be one- and one-half inches (1 ½") throughout, including appendixes, charts, figures, tables, etc.
- Right margins must be one inch throughout.
- Top margins: First pages of all chapters must have two-inch margins at the top. All other pages must have one-inch margins at the top.
- Bottom margins must be one inch throughout.
- Landscape pages should have 1.5" top margins rather than left margins. All other margins are 1".

Spacing: The text of the manuscript must be double-spaced.

Pagination: Use lowercase Roman numerals to number introductory pages (title page, acknowledgements, dedication, etc.) with the title page bearing no number but included in the sequence. A *table of contents* is required, listing all preliminary pages, chapter or section headings, list of references, and appendixes (if any). Arabic numerals are to be used to number the remaining pages of the text, including appendixes. Placement of page numbers must be consistent (bottom-center or upper-right corner) and always one-half inch from the edge of the page. (See the page arrangement guideline at the end of this document)

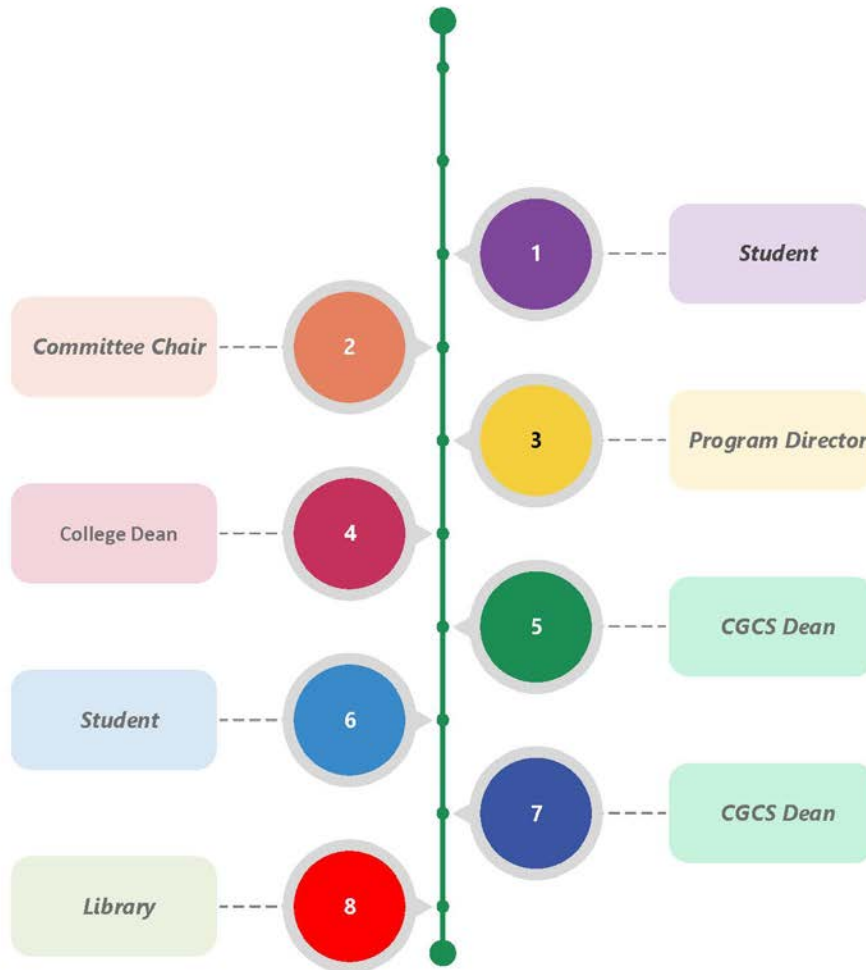
References: A list of references must be appended to the dissertation, either by chapter or overall. It must list (alphabetically by authors*) all references that you cited. For the form of entries, consult a style manual.

Nomenclature: All variables, abbreviations, and acronyms must be defined in an alphabetized list at the start of the dissertation or at the start of each chapter.

Equations: All equations should be numbered by chapter or overall.

Title page: The title page must follow the format of the template provided on the MSCI graduate forms webpage.

Final Dissertation Submission:



Coastal Carolina University

Thesis/Dissertation Approval Process

1. **Student** uploads file at www.coastal.edu/forms/manuscripts.php
2. **Committee chair** approves for content and formatting on behalf of committee.
3. **Program Director** approves formatting and program specific requirements
4. **College Dean's Office** approves on behalf of college specific requirements
5. **CGCS Dean's Office** approves on behalf of Graduate Studies
6. **Student** uploads approved file to www.etsdamin.com/ for copyright assignment and library posting and abstract distribution
7. **CGCS Dean's Office** approves for library posting and abstract distribution
8. **Library** posts manuscript at digitalcommons.coastal.edu/etd/

Order of Pages and Numbering for Dissertation

Dissertation Components

Number to Type on Page

Blank page (Flyleaf)	(Not numbered)
Title page	Small Roman numeral, number “i” assigned, but not typed
Copyright	Small Roman numeral, numbered consecutively (begins with “ii”)
Dedication page*	Small Roman numeral, numbered consecutively
Acknowledgements*	Small Roman numeral, numbered consecutively
Abstract	Small Roman numeral, numbered consecutively
Preface*	Small Roman numeral, numbered consecutively
Table of Contents	Small Roman numeral, numbered consecutively
List of Tables (if 4 or more)	Small Roman numeral, numbered consecutively
List of Figures (if 4 or more)	Small Roman numeral, numbered consecutively
List of Symbols, Acronyms, and/or Abbreviations	Small Roman numeral, numbered consecutively
Body of Dissertation	Arabic numerals, starting with 1 and numbered consecutively (divided into chapters or sections)
List of References**	Arabic numerals, numbered consecutively
Appendix*	Arabic numerals, numbered consecutively
Blank page (Flyleaf).....	(Not numbered)

*These elements are optional; all others are required.

** Can be listed by chapter.

PLEASE NOTE: ALL pages must be numbered except the flyleaves and the title page (number is assigned, but not typed). The list of Figures and Tables must include page numbers.

Dissertation Checklist for Graduation and Submission

- Ensure all prior paperwork is on-file regarding your dissertation: Graduate Advisory Form, Passed Comprehensive and Qualifying Exam, Dissertation Proposal Form, Application for Admission to Candidacy and Degree Plan, Results of Dissertation Defense, and SLO Assessment.
- Ensure that your Self-Service program progress shows everything complete except your dissertation.
- Ensure you have submitted a graduation application.
- Defended your dissertation and received final approval of any revisions of your dissertation by your Graduate Faculty Advisor and Graduate Advisory Committee.
- The approved dissertation must be uploaded to <http://www.coastal.edu/forms/manuscripts.php> no later than 5 days preceding either commencement or the last day of final exams to graduate within that semester. List your Graduate Advisor as the “Committee Chair” on the submission site.

Direct any questions regarding the preparation of your dissertation to your Graduate Faculty Advisor or the MSCI Associate Chair of Graduate Programs. Deviations from this format can be approved by MSCI Associate Chair of Graduate Programs if sufficiently justified. It is recommended that you have the formatting of the dissertation checked by the Associate Chair prior to final submission to avoid delays in the approval process.