

European Global School

Paris – France

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INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF DOCTORAL DISSERTATIONS AND MASTERS' THESIS

Prepared by the Registrar and the
Record Office of Graduate Studies,
European Global School, Paris – France

Dear Graduate Student,

At last you are ready to document the thinking and research and creativity of your graduate work. As you prepare your thesis or dissertation, it is important to keep in mind the form and appearance that your final product will take, for this product will be preserved and made available to all graduates throughout the world by way of microfilm and interlibrary loan programs.

To help you shape your work into the proper form, the Office of Graduate Studies and Registrar has prepared this booklet. I urge you to take time to read these instructions carefully. I hope you will do this well in advance of the date you submit your work, since your thesis or dissertation cannot be accepted if you fail to follow the guidelines.

If you find any part of this booklet unclear or confusing, or if you have any questions concerning the preparation of your thesis or dissertation, do not hesitate to contact the Registry Office at rbl@egs.education or call for your queries to +33 (0)1 53 43 94 50. Our staff will be more than happy to meet with you personally to discuss any of your problems or concerns.

A thesis or dissertation is a permanent record of the thought and effort you have devoted to your graduate work. Submitting your work in the proper form is an essential part of the entire process and will ensure its legibility to graduates who wish to consult it.

I join with the staff of the Office of Graduate Studies and Registrar in wishing you great success.

University Archivist

INSTRUCTIONS FOR
PREPARATION AND SUBMISSION
OF DOCTORAL DISSERTATIONS AND MASTERS' THESIS

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INTRODUCTION

IMPORTANT: Read this booklet before formatting your dissertation/thesis. For a hard copy version of this booklet, with instructions and samples, please contact the Office of Graduate Studies and Registrar at rbl@egs.education or call +33 (0)1 53 43 94 50 or download it from the university's website at <http://www.egs.education>

The submission of your dissertation for the Ph.D. or thesis for the M.S. or MBA is the last step leading to the award of your degree. Your finished manuscript is a scholarly work that is the product of extensive research and related preparation. The final copy of your dissertation/thesis, preserved in the European Global School Library Archeive, becomes the official and permanent record, available to other graduates and faculty.

For these reasons, the Academic Review Committee of the European Global School has established criteria for uniformity in physical format that have been compiled in this booklet. These are the minimal requirements to which all dissertations and thesis must conform in order to be accepted. **It is your responsibility to ensure that all of these requirements are met. You are advised to become thoroughly familiar with these instructions before you begin writing.** Questions may be directed to the Academic Review Committee unit of the Office of Graduate Studies and Registrar rbl@egs.education

Doctoral and master's candidates are expected to submit a final version of the dissertation/thesis to the European Global School, who accepts it on behalf of the Graduate Council, a subcommittee of the Academic Senate. Acceptance of the dissertation or thesis by the University Archivist represents the final steps in the completion of all requirements by the candidate.

Please note as you read the following pages that the word "dissertation" is used to refer to both thesis and dissertations. As necessary, the manuscripts are identified specifically.

A. SPECIFICATIONS

Format

The following section specifies the format that must be adhered to in preparing the final copy of your dissertation.

Margins

Every page of the dissertation must be kept within the following margins:

Top: 1-inch minimum

Bottom: 1 1/4 inch minimum

Right: 1-inch minimum

Left (binding edge): 1 1/2 inch minimum

Remember, these are minimum requirements. It is recommended that you increase these slightly when formatting your word processing program, e.g. 1.6" left, 1.1" right. This allows for print magnification at time of photocopying as well as any printer feed problems.

For facing caption pages, reverse the right and left margins, leaving one and one-half inches on the right and one inch on the left.

Spacing and Indentation

Except where otherwise specified, the dissertation must be double spaced on one side of the page. The first line of each paragraph must be indented four to eight spaces.

Pagination

Every page of the dissertation must be numbered, except for the title page and the blank or copyright page. This includes text, tables, photographs, illustrations, appendices and bibliography.

The preliminary pages are numbered in lower-case Roman numerals that are centered at the bottom of the page. Begin numbering the preliminaries with the signature page.

The text and all other pages of the dissertation, including references, caption pages, appendices, photos, figures, charts, etc., are all numbered in Arabic numerals beginning with 1, and continuing consecutively through the end of the manuscript. No punctuation or diacritics of any kind (such as -4-, 4., 4', 4.5, 4a) may be used.

The first page number of every chapter or section is centered at the bottom of the page, 1/2 inch from the bottom edge. Subsequent pages are numbered at the upper-right corner, approximately 1/2 inch from the top and lined up with the right hand margin. Facing caption pages are numbered at the upper-left corner, approximately 1/2 inch from the top and lined up with the left hand margin. See the sample pages in Section V of this booklet.

Charts, Tables, Graphs, Figures, and Captions

Illustrations

Illustrations may be located throughout the text or as an appendix, located prior to references and/or bibliography. Charts and tables may be placed horizontally or vertically, but in either case must fit within the required margins. It may be necessary to use a reducing copier in order to achieve this. If necessary, wide tables, charts, and figures can be placed sideways, with the upper portion of the illustrations towards the binding edge. Figures may be embodied in the text or be on a separate page. Figures and tables may be located either throughout the work or in an appendix. List(s) of figures, tables or other illustrations, with a brief descriptive title, must be included in the preliminary pages. If you have a few tables, you may include them in a “list of figures and tables” rather than having separate lists for each. (See Sample Pages)

Captions and Caption Pages

Each figure or table must be numbered and have a caption. The standard is for captions to be placed above tables and below figures and pictures. Captions may be single or double-spaced. Lengthy captions should be single-spaced. Use consistent spacing. A facing caption page may be necessary with full-page figures. Such a caption page must be the mirror image of a normal page: the wider margin is on the right, and the number is in the upper-left corner. In this instance, the caption is always on a page by itself, not on the back of a preceding page. Consult EGS regarding a facing caption page that extends onto another page. All captions, with the appropriate page numbers, are listed in the list of figures and/or tables; lengthy captions may be abbreviated to the first phrase.

Oversize Material

Consult with EGS staff on the inclusion of oversize material.

Photographs, Maps and Slides

Photographs may be included in the body of the dissertation but must fit within the specified margins. Pagination must be observed. We strongly recommend black and white or color photocopying which is the best and least expensive method. Otherwise, single-weight matte-finish, fiber-based photographic paper is required. The Office of Learning Resources may assist with this procedure. Photographs may not be mounted on cotton paper. Glossy photographs are not acceptable.

Slides must be submitted in clear, polypropylene storage pages. Slides must be numbered and labeled (typed) with the name of the graduate. A list of slides must be included in the table of contents and contain the slide number, title of slide, date and other descriptive information.

Audio and Video Tape

Audiotapes presented to the University Archives must be on Scotch 207 or better 1/4 inch reel-to-reel and recorded in two-track stereo at 7 1/2 ips. The tails must be wound out. Videotape must be VHS format. Audio- and videotapes must be labeled (typed) with the

name of the graduate student, title(s) of the work(s), total playing time, and number of reels.

Quotations and Footnotes

If a quotation exceeds six lines, it should be single-spaced and set off from the text with an indentation of an additional 1/2" on both the right and left, measured from the right and left margins. No quotation marks may be used in this case.

Footnotes may be placed either at the end of the chapter or at the bottom of the page; in the latter case, they are to be separated from the text by a solid line extending approximately twenty spaces from the left margin. Footnotes are single-spaced with a double space between footnotes.

Appendices, References, Bibliography

Appendices may be single-spaced. References are to be single-spaced with a double space between entries. A bibliography lists works that you consulted or to which the reader may be referred, while "references" is used to head a list of works cited in the text. The format of the references and/or bibliography should follow that of your discipline. Do not depersonalize non-primary authors by referring to them in the bibliography as et al.

Using Published Material

The following summary is provided for quick reference purposes only; if you are using material, which has been submitted for publishing or has been published, you must read the full text that follows.

Advance permission must be obtained from the Dean of Graduate Studies for any chapter or portion of a chapter to which one or more of the following applies:

1. You have co-authors (regardless of whether or not you are submitting it for publication);
2. The chapter or portion thereof is being prepared for publication;
3. The chapter or portion thereof has been submitted for publication;
4. The chapter or portion thereof has been published.

If approved by the dissertation committee, reports of research undertaken during graduate study at EGS that have been published or submitted for publication in appropriate media may be accepted in their printed form in full or in part as the doctoral dissertation or master's thesis (see Section II C., Permissions). The candidate and his/her adviser must request permission from the Dean of Graduate Studies to use reprints, previously published material, or material submitted for publication. Requests must be written and include an explanation of what articles are to be used, the date of publication, and other relevant information. This request must be made **PRIOR** to preparing the dissertation draft.

If this material has co-authors other than the dissertation advisor, the student must submit letters from **all** co-authors to the Dean, giving their approval for the co-authored material

to be used. This must be done even if copyright has been retained. You need to determine if the publisher's permission is also required. See the sample letters in Section V.

Reprints must adhere to the prescribed margin specifications and be printed on cotton paper. This may necessitate reduction of the material. When using reprints in full, page numbers of the reprint are to be removed and replaced with numbers corresponding to the position of the reprint within the dissertation. The name and date of the journal from which the reprint is taken must appear on the first page of the reprint but is optional on subsequent pages. Chapters may have their own abstract.

Acknowledgement of the use of this material is to be included in both the "Acknowledgements" section and at the end of the appropriate chapter. A sample statement would read:

The text of Chapter Three (or this chapter), in part or in full, is a reprint of the material as it appears in (name of publication) (or: has been submitted for publication). The dissertation author (or I) was the primary (or secondary) researcher and/or author and the co-author(s) listed in this (these) publication(s) directed and supervised the research which forms the basis for this chapter.

It is the student's responsibility to ensure that the use of published material is in compliance with the copyright laws of the United States. When the author is the copyright owner, he or she must supply a copyright page giving the following information for each publication:

Copyright by (name of author-copyright owner);
Copyright registration number (obtain this from the copyright certificate);
Year copyright was obtained.

When the copyright owner is someone other than the author, it is necessary to obtain permission to reproduce material in the dissertation and on microfilm. (See Section II C., Permissions). No dissertation containing material that has been copyrighted will be accepted without appropriate authorization.

For more detailed copyright information as it refers to dissertations and thesis, you may want to access a website maintained by University Microfilms, Inc
<http://www.umi.com/hp/Support/DExplorer/copyright/>

Freestanding Chapters

In some circumstances, the nature of the dissertation may naturally lead to its division into chapters that can be self-contained or freestanding and that may constitute material essentially ready for submission for publication. Such a division is an acceptable alternative to the customary format but is subject to the following restrictions:

1. The dissertation will contain a general abstract and may contain a general introduction to the subject of research.

2. Each chapter may have an abstract, introduction, and subsequent subsections in the style usually followed in the particular discipline.
3. All chapters must utilize the same editorial style for footnotes, references, and identifications of figures, equations, and other material, as well as for the location of footnotes, references and figures.
5. The figures, tables and appendices must carry chapter identification or be consecutively numbered. Referring to the former chapter as a separate document may refer to figures or tables in one chapter in another chapter. In the list of figures and/or tables called for in the table of contents, the figures and tables for each chapter should be listed under suitable chapter subheadings.

2. Organization

Dissertations and Thesis Written in a Foreign Language

The dissertation must be written in English, with the exception that students specializing in German, French, or Spanish literature may write the manuscript in the respective language.

Students in other disciplines must seek permission to write their manuscript in a language other than English. To do so, immediately after advancement to candidacy, the candidate must submit to the Dean of Graduate Studies a letter approved by the dissertation chair, committee, and department chair. All members of the candidate's dissertation committee must have a reading knowledge of the language presented in the dissertation.

There must be legitimate reasons for substituting English with a foreign language such as subject matter, special primary audience, publication arrangements, academic position in a foreign country, historical or literary value, or principal language(s) used in the documents to be analyzed and interpreted. **Inability to write in English is not a valid reason.**

ABSTRACTS FOR FOREIGN LANGUAGE DISSERTATIONS AND THESIS

If your dissertation or thesis is approved to be written in a foreign language, you must submit two abstracts. One must be approximately 1000 words and in English. The other (250 words for a master's, 350 words for a Ph.D.) must be written in the language of the dissertation.

Preliminary Pages

The following preliminary pages precede the body of the dissertation in the following order and are numbered using lower case Roman numerals centered at the bottom of each page:

1. *Title page (not numbered; see sample)
2. *Copyright page or blank page (not numbered; see sample)
3. *Signature page (always numbered: iii; and pages thereafter numbered consecutively; see sample)
4. Dedication page (optional)
5. Epigraph (optional)
6. *Table of contents (see sample)
7. List(s) of symbols, figures, tables, illustrations, and/or photographs (if contained in manuscript -see sample)
8. Preface (optional)
9. Acknowledgement(s) (optional)
10. * Vita, publications, fields of study (doctoral dissertations only-see sample)
11. * Abstract (final item in the preliminary pages-see sample)
 - * Required pages

In Section V, you will find samples illustrating the preliminary pages. Format your table of contents the same as the “sample” provided. It must list all parts of the dissertation including all preliminary pages (beginning with page iii), text divisions, appendix, references, and bibliography. If you include a preface, no part of the dissertation that is essential to an understanding of the main body of the text should appear in the preface.

The Abstract

It is important to write an abstract that gives a clear impression of the content and major divisions of the dissertation. Use whole sentences, not elliptic phrases. Abstracts of Ph.D. dissertations must not exceed 350 words. Abstracts of masters’ thesis are limited to 250 words. (See sample)

References

Reference matter follows the text of the dissertation. This may include:

1. Addenda (such as questionnaires or computer data)
2. References
3. Bibliography
4. Appendix

This order should be followed in formatting either an entire paper or individual, freestanding chapters.

3. Producing The Dissertation and Thesis

Overall Appearance

The general appearance of your dissertation is most important. Scholars around the world will deposit your dissertation with the EGS Library Achieve for use.

Interlineations crossed out words or letters, strikeouts, erasures or other corrections in the manuscript are not acceptable. Liquid paper or other correction techniques are not allowed, and no material may be mounted by use of paper clips, staples, or adhesives of any kind, including photographic dry mounting tissue. Photographs and special end papers used for graphs, charts, and maps may be included when they are prepared in the manner prescribed by EGS. Page headers are not permitted in any form. Page footers may only be used for creating standard footnotes.

Methods for Submission Manuscript

The final copy of your work must be submitted in electronically form (i.e. email attachment) to EGS at rbl@egs.education

Typeface

Consistency is vital. Any easily read typeface style is acceptable with the exception of cursive types. The same typeface style must be used throughout. The font size must be 10 or larger. An easy to read typestyle in a size 12 fonts is recommended. Also, all section headings must be consistent in appearance and placement. Remember, too, that no correction fluid is allowed on any copies. Any symbols, equations, figures, or lines that are drawn must be in permanent black ink.

Italics

Italics may be used in the text and the preliminary pages for emphasis only, usually a single word or phrase, and may not be used for headings or sub-headings.

Computers

Academic Review Committee (ARS) maintains sets of instructions and sample files to assist candidates who wish to use the word processing packages - Microsoft Word. As you are probably aware Microsoft Word is a popular word processing package for personal computers. Like most contemporary word processing packages it features WYSIWYG functionality (What You See Is What You Get).

When properly used, the techniques illustrated in the samples should produce the required formatting shown in this manual.

B. COPYRIGHT AND PUBLICATION

Publishing the Dissertation

It is required that the dissertation be made accessible to the public. This requirement is met by submitting final manuscript to the PGS/IKI Library Archive.

Copyright

Copyrights in France are regulated by the French Intellectual Property Code and related international agreements. For instance, France is signatory to the Berne Convention for the Protection of Literary and Artistic Works, the Universal Copyright Convention of Geneva, and WIPO Copyright treaty. Additionally, as member of the European Union, France abides by the European Union Directives related to copyrights such as the European convention for the protection of audiovisual heritage, Directive 2001/29/EC, among others. The National Institute of Industrial Property is the government office in charge of regulating copyrights and related in France. This article provides information on the basics of copyrights in France.

The copyright notice consists of the following three elements: the symbol, or the word “Copyright”; the year of first publication of the work; and the name of the copyright owner in the work. The notice shall be affixed to the copies in such manner and location as to give reasonable notice of the claim of copyright (L-112-1).

In order to affix the notice of copyright correctly on your dissertation, place the following notice on the page immediately following the title page at the center of the page just above the bottom margin:

Copyright

Your name as it appears on the title page, 2016

All rights reserved

By adding the copyright notice, you have notified the reader that the dissertation is copyrighted.

Copyright Permission

Use of copyrighted work in your dissertation without securing permission and without paying royalties is permissible when the circumstances amount to what the law calls “fair use,” that is, when the following factors are weighed: the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and the effect of the use upon the potential market for or value of the copyrighted work. Instances of quotations that exceed fair use require permission of the copyright owner. You must contact the copyright owner, describe the use you are making of the material, and request permission to use it in your dissertation.

A statement listing such materials should be included in the acknowledgements of the dissertation and at the end of each applicable chapter. The statement shall (1) inform the reader that permission has been granted, and (2) state the source of the permission. See the sample letters in Section V.

Plagiarism

Plagiarism is presenting someone else’s work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

The School regards plagiarism in examinations as a serious matter. Cases will be investigated and penalties may range from deduction of marks to expulsion from the School, depending on the seriousness of the occurrence. Even if plagiarism is inadvertent, it can result in a penalty. The forms of plagiarism listed above are all potentially disciplinary offences in the context of formal assessment requirements.

The regulations regarding conduct in examinations apply equally to the ‘submission and assessment of a thesis, dissertation, essay, or other coursework not undertaken in formal examination conditions but which counts towards or constitutes the work for a degree or other academic award’. Additionally, this includes the transfer and confirmation of status exercises undertaken by graduate students. Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. Intentional plagiarism in this context means that you understood that you were breaching the regulations and did so intending to gain advantage in the examination. Reckless, in this context, means that you understood or could be expected to have understood (even if you did not specifically consider it) that your work might breach the regulations, but you took no action to avoid doing so. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.

If plagiarism is suspected in a piece of work submitted for assessment in an examination, the matter will be referred to the Director (Academic Program). They will thoroughly investigate the claim and call the student concerned for interview. If at this point there is

no evidence of a breach of the regulations, no further disciplinary action will be taken although there may still be an academic penalty. However, if it is concluded that a breach of the regulations may have occurred, the Program Director will refer the case to the President of the School.

C. SUBMISSION

You have the ultimate responsibility for submitting a dissertation that fits the format described in this booklet and is free of spelling and other errors. After your dissertation is submitted to the EGS Library Archive, no changes in the text or substitution of pages may be made.

D. CHECKLIST FOR CANDIDATES

Before your preliminary appointment at EGS, read through this list to ensure that you can complete requirements without unexpected problems or delays.

1. Have you requested and obtained permission from EGS to use published, co-authored, and/or copyrighted material in your dissertation?
2. Have you checked to make sure that dissertation is complete and that the pagination is correct?
3. Have you checked the actual pagination, preliminary pages, and text against the table of contents, list of figures, and list of tables?
 1. Are the entries in the table of contents, list of figures, and list of tables' exact copies of the actual headings and captions in the text?
 2. Have the title page, copyright or blank page, signature page, Table of Contents, and abstract pages been prepared according to the format described in this manual (see sample pages)?
 3. Have you indicated the correct year on the title page, signature page, and abstract?
 4. Have you entered the exact degree title for your degree as approved by the Graduate Council and as listed in the EGS course program? For example: Business in Administration
 5. Does the title of your work appear in exactly the same form on the title page, abstract, and final report?
 6. Is your name as it appears on your academic records in full the same on the title page, signature page, abstract, Degree and Diploma Application, and, for doctoral dissertations?
 7. Does the name of the chair of your committee appear on the title page and abstract?
 8. Have you included an abstract that does not exceed 350 words for a doctoral dissertation, or 250 words for a Masters thesis?

E. SAMPLE PAGES

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List of Tables page	
Chapter acknowledgement	
Doctoral candidate curriculum vitae	23
Doctoral dissertation / Master's thesis abstract	24

SAMPLE TITLE PAGE FOR EGS STUDENTS



EUROPEAN GLOBAL SCHOOL

PLACE FULL TITLE OF DISSERTATION HERE

A dissertation (or thesis) submitted in partial satisfaction of the
requirements for the degree Doctor of Philosophy
(or Master of Science/Fine Arts)

in

Degree title goes here (Specialization if any)

*[exact degree title here
i.e. Physics, History, Engineer
ing Sciences (Robotics)]*

by

Your Full Name

Committee in charge:

Professor Jane D. Smith, Chair (*Only the title "Professor" may be used;*
Professor Josephine Bloom *if not appropriate for all committee*
Professor Robert Brown *members, list all names without any titles.*
Professor Thomas R. Sanchez *Alphabetize all listed after chair.*)
Professor Howard C. Wong

2016

*(If submitted after the last day of Fall Quarter use the following year)
(Do not number this page)*

This page follows the title page of the dissertation and it is not numbered. If you are not going to copyright, place a blank page after the title page. If you are going to copyright, the format to be used appears below. It must be centered within the left and right margins and double-spaced between lines.

Copyright

Your name as it appears on the title page, 2016

All rights reserved.

(Do not number this page)

FOR DOCTORAL DISSERTATIONS

The dissertation of YOUR NAME HERE is approved, and it is acceptable in quality and form for publication on microfilm:

Professors sign here

in permanent ink

Chair
European Global School
2016

FOR MASTERS' THESIS

The thesis of John Smith is approved:

Professors sign here

in permanent ink

Chair
European Global School
2016

DEDICATION

In recognition of reading this before beginning to format the dissertation or thesis; for following the instructions written herein; for consulting with European Global School staff; and for not relying on other completed manuscripts, this booklet is dedicated to all graduate students about to complete the dissertation or thesis.

TABLE OF CONTENTS

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* Signature Page	
Dedication	
Epigraph	
* Table of Contents	
** List of Symbols	
** List of Figures	
** List of Tables	
Preface	
Acknowledgements	
* Vita, Publications and Fields of Study (Ph.D. and MBA only)	
* Abstract	
Chapter 1. Introduction	
Chapter 2. Chapter Title	
2.1. Sub-title or Section	
2.2. Sub-title or Section	
Chapter 3. Chapter Title	
Conclusion	
References	
Bibliography	
Appendix (or Appendices)	

** required pages (** if contained in manuscript)*

FOR DOCTORAL DISSERTATIONS ONLY

May substitute with a resume or C.V. appropriate to your discipline.

VITA

1992	B.A., Oxford University
1992 – 1996	U.S. Navy
1997 - 1999	Teaching Assistant, Department of Mathematics, University of San Diego
1999	M.S., University of Washington
1999 – 2001	Research Assistant, University of Washington
2001	Ph.D., University of Colorado

PUBLICATIONS*

“Distribution of Control Points in a System for Analysis of Stress Distribution,” IRE Transactions of the I.R.E. Professional Group on Automatic Control, Vol. AC-7, pp. 272-289, September, 2000.

FIELDS OF STUDY*

Major Field: Engineering (Specialization or Focussed Studies)

Studies in Applied Mathematics.

Professors Josephine Bloom and Sigmund White

Studies in Mechanics.

Professor Herman N. Ross, University of California, Berkeley

Studies in Electromagnetism.

Professors Y. Frances Lee and Alvin Washington

** optional*

(Use accepted format in your field for listing publications)

ABSTRACT OF THE DISSERTATION (or THESIS)

Place Full Title of

Dissertation Here

by

Your Full Name

Doctor of Philosophy in Engineering Sciences (Systems Science)

(or Musical Arts, or Master of Arts/Science/Fine Arts)

European Global School, 2016

Professor Jane D. Smith, Chair

The abstract begins here. The abstract, limited to 350 words for a doctoral dissertation, or 250 words for a master's thesis, should consist of a short statement of the problem, a brief exposition of the methods and procedure employed in gathering the data, and a condensed summary of the findings of the study. Abstracts in excess of the maximum will not be accepted. The abstract may continue onto a second page. It must be double spaced.