



## **Fall 2022 Revision Highlights**

### ***Guidelines for the Preparation of Theses, Dissertations, & Synthesis Projects***

#### **Combined Title and Approval Page**

-Based on the research of manuscript guidelines from peer institutions, the title and approval pages have been merged into one simplified document. Faculty rank is no longer listed.

#### **Simplification of Abstract Page**

- Extended abstract header has been removed.

#### **Updates to Level Headings**

- The level heading requirements that apply to all documents have been revised and simplified.

#### **Expanded Checklists to Help Students to Track Formatting Progress**

- The examples of front and back matter have been simplified and include reminders on common mistakes based on feedback from our editors.

#### **Updates to Reflect Improvements in Review and Approval Process**

- The Guidelines now refer to updated online forms and steps for completing submission remotely through our partnership with University Printing Services.

#### **Section Descriptions for Better Navigability**

- The structure of the Guidelines has been made clearer with the addition of brief introductions explaining the function of each section.

#### **Text Revised for Concision and Clarity**

- The text has been edited to improve readability and make the document easier to review efficiently.

#### **More Prominent Embargo Information**

- In order to ensure that graduate students are well-informed about best practices related to embargos, this section has been moved up from the references section of the Guidelines.

#### **Clarification of Manuscript Review Requirements**

- Additional content has been added to avoid common misconceptions about the review process.