

[Here](#) you can find the **Thesis and Dissertation Handbook for BGSU Faculty and Student**.

To make your own latex file for your dissertation, you need to download the files you need [here](#) (all files in the folder: **Dissertation**) and put them in one folder. (You are supposed to visit it before you see this file)

The main file to run is **dissertation.tex**. You may need to run it with PDF LaTeX twice to get everything set up. If you use bibtex, you also need to run BibTeX twice to make your bibliography work when you make changes on the reference.bib file.

PS. There are some online LaTeX editors you may want to use, refer to the file: **Instructions for editing the latex files on Overleaf (online).pdf** for one example.

You can start to place the contents on the "acknowledgements", "abstract", "chapter1-chapter5", and "appendix".

([Here](#) is the WIKIBOOKS for LaTeX, [here](#) is the WIKIBOOKS for Mathematics Symbols in LaTeX, and [LaTeX Tutorial](#))

Some notes for the dissertation:

- TITLE PAGE:
 - The date on your title page must reflect the year and month you graduate. May, August and December would be the only options.
- DOCUMENT:
 - According to the Graduate College ETD handbook your **entire document** is to be **Times New Roman, 12 point font, 1 inch margins and double spaced**. The size of the headings and position needs to be consistent for all first level headings. They need to all be centered, not bolded, be in all caps, and 12 point size. Every heading must be done consistently the same. No italics text or underlining is allowed in the table of contents, with the exception of Latin names and book/journal/film/play titles.
 - All first level headings include Abstract, Acknowledgments, Table of Contents, List of Figures, List of Tables, Chapters or their equivalents, References/Bibliography/Works Cited and any appendices.
 - The contents in the bookmark in the pdf file need to be general without specific titles.
 - Use \caption{} function on figures or tables, the system will generate the table and figure contents automatically.
For example,

```
\begin{figure}[h]
\centering
\includegraphics[width = 4.5 in ]{Figure1.eps}
\caption{The Histograms and Q-Q Plots of two groups.}\label{qq}
\end{figure}
```
 - If a graph or a table are over 4-1/2" in height, including table title heading and any footnotes, they may be given a page of their own after the textual reference. Because of their size, many tables or figures require their placement on the page to be landscape. These pages should be rotated so that the text is consistent with the portrait style pages. This will allow the reader to easily read the material.
 - Tables, figures, etc., should include a heading, source, and any required footnotes or other explanations.
 - Footnotes crediting an outside source should appear immediately below the table or figure. If a paragraph of explanation is required, it should be single-spaced and placed immediately below the table or figure.

- The text is to be continuous except for the start of new chapters and when tables/figures/schemes are more than 4 ½ inches in length.
- **Watch!** The Graduate College ETD handbook does get updated often so looking at a previous Thesis or Dissertation does not allow for what the requirements are currently. ☹ It means that you may need to adjust the settings on the template by yourself. Good luck!
- OhioLINK:
 - Open the file: [Guidelines for OhioLINK ETD Center submission.pdf](#) to see the settings for the pdf file.
 - The keywords must be separated by semi colons and there is an example of this within OhioLINK.
 - Your first and last name need the first letter of each capitalized.
 - Your title in OhioLINK needs to be title case or sentence case, not all capital letters. Please see the example in OhioLINK below where you submit the information for your title for further instructions.
 - The number of pages of your document needs listed in OhioLINK.
 - Your **Graduate Faculty Representative** needs to be listed as “Other” in OhioLINK.
 - All dissertations are required per the Graduate College to be uploaded to ProQuest, please select the appropriate statement within OhioLINK.

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