Separate Studies or Papers where the Student is the Sole Author

Separate studies or papers submitted as one thesis or dissertation should be treated as "chapters" which must form a cohesive document. Combined papers require one abstract, one set of preliminary pages, and one set of references, which may be broken into sections corresponding to the articles from which they came. Page numbers must run consecutively throughout the text. You should remove any introductions from the separate studies or papers and incorporate them into a comprehensive introduction. Additionally, you should use the introduction to explain how each chapter approaches and examines the central thesis or central database. You also should write a comprehensive conclusion to the entire document. If any portions of your thesis or dissertation have been published previously then, in an appendix, note which portions have been previously published, when, and in which journals or books.

Separate Studies or Papers where the Student is the First Listed Co-Author

Graduate Education recognizes the necessity for graduate students to undertake collaborative research with a mentor and/or with other graduate students. Such collaborative research often results in co-authored journal articles and/or meeting presentations; nevertheless, Graduate Education does not allow co-authored dissertations or theses.

When including previously published journal articles or meeting presentations in which the student is the first listed co-author, the student must meet the following conditions:

1) The article must constitute its own chapter within the dissertation or thesis; although, it may retain its original abstract and references;
2) An overall introductory chapter must explain how each chapter approached and examined the central thesis or dataset;
3) The last chapter of the document must summarize the findings of all chapters and appendices;
4) In a separate appendix, the student must either include signed letters from co-authors granting permission to use the articles, or a statement by the student to the effect that all co-authors have granted their permissions.

Students incorporating previously published journal articles into their documents may do so in one of two ways:

1) The articles may become chapters within the document; or,
2) The articles may become appendices.

If you choose option 1, the format of the entire document must be uniform. If you choose option 2, those appendices containing the articles may be formatted per the journal of publication.

In both options, a complete set of citations must be placed at the end of the documents for ease of researchers even if separate reference sections appear at the end of some chapters or appendices.
Separate Studies or Papers where the Student is the Second Listed Co-Author or Later

When including previously published journal articles or meeting presentations in which the student is the second listed co-author or later, the student must meet the following conditions:

1) The article must constitute its own chapter within the dissertation or thesis; although, it may retain its original abstract and references;

2) You must include a one to two page introduction to your document. Place it before the first chapter. In this introduction, make clear your contributions to the project, including which part of the work you performed, which unique attributes you brought to the project, and your own point of view of the results. Identify and explain, as much as possible for a group effort, how each person contributed to the project. Such an introduction would guarantee that you would receive credit for your work in the project.

3) You should include a final chapter indicating what you concluded from the project, how the project has shaped your thought process for future research, and anything else your committee thinks relevant.

In a separate appendix, the student must either include signed letters from co-authors granting permission to use the articles, or a statement by the student to the effect that all co-authors have granted their permissions.