

# ARCH 786 / 788 FINAL DOCUMENT GUIDELINES & SUBMITTAL

## STYLE GUIDELINES

### A. Formatting and Organization

See the Office of Graduate Education eTD Style & Policy Guide for organization of contents and formatting information:

<https://manoa.hawaii.edu/graduate/content/style-policy>

[https://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/misc/tdstylepolicy\\_e.pdf](https://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/misc/tdstylepolicy_e.pdf)

<https://manoa.hawaii.edu/graduate/content/forms>

### B. Additional Format Requirements

1. Margins: The Office of Graduate Education eTD Style & Policy Guide sets a recommended minimum of 1" margin on all sides; however, in order to bind, margins should be set at 1" EXCEPT for left margin which should be 1-1/2". Our requirements superseded the OGE margin and format requirements- due to binding - by HF Group.
2. Format: The vertical or "portrait" format is required. Landscape orientation is only permitted for 11" x 15" folded pages. All pages are to be printed on one side only on white paper without any additional watermarks or imagery; the paper quality must be acid-free or PH neutral, at least 20 pound weight, and minimum of 25% cotton bond.
3. Folded pages for binding: 11" x 17" paper must be cut to 11" x 15" and folded so that the left margin is 1½ inches. The resulting 1/4" clearance on the right folded edge prevents the folded sheet from being trimmed.
4. The digital PDF copies on CD or DVD, for submittal to OGE and ProQuest, should have all images blanked out (i.e., an empty box-) if you do not have permission to use. Leave in the figure number and information on where the image came from so the original image can be sourced. The CD or DVD for SOA (below) must INCLUDE all images.

## SUBMISSION OF FINAL DOCTORATE PROJECT DOCUMENT

The Doctorate Project Document and Form IV must be submitted to the SoA Student Services Office by the deadline specified in the Doctorate Project Academic Calendar.

### A. The final Doctorate Project Document submission includes:

1. Submission for SoA
  - a. Two loose copies of entire manuscript  
One for Doctorate Project Chair  
One for SoA Reading Room
  - b. Additional loose copy/copies for student
  - c. One CD or DVD in electronic PDF format. The CD or DVD must contain the whole Doctorate Project Document, including all images. The CD or DVD must be labeled with your "surname\_first name\_middle name", semester/year, and enclosed in a separate envelope. A CD case is not needed.
  - d. Payment for binding for "a & b" must be received along with the loose copies.
2. Submission for the Office of Graduate Education & ProQuest
  - a. Two CDs or DVDs in electronic PDF format of the entire manuscript. DO NOT include FORM IV in your CD.
  - b. One printed copy of the title page, abstract, and FORM IV.
  - c. Money order or cashier check made payable to ProQuest LLC in the amount of \$25 with no expiration date. Additional check made payable to ProQuest if copyright option is being requested on ProQuest publication agreement form.
  - d. ProQuest publication agreement
  - e. Survey of Earned Doctorates (SED) form

If these submissions, 1 & 2 above, of the final Doctorate Project Document and Form IV are not received in the proper form and the binding paid for by the date specified in the Doctorate Project Academic Calendar, the student has not satisfied degree requirements.