



College of Arts and Letters

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Dear Graduate Student:

Congratulations! You are now ready to format your master's thesis or doctoral dissertation. This is the last stage of the process that will ultimately result in the awarding of a graduate degree from Old Dominion University. Many students find this to be a daunting process, since preparing an original manuscript that is of publishable quality is both detail-oriented and time-consuming.

To assist you with the formatting process, the Dean's Office offers three formatting workshops each semester. It is strongly advised that you attend one of these workshops; dates may be found on the College's graduate student resources website: <http://al.odu.edu/al/resources/grad.shtml>. The workshops are conducted by the College of Arts and Letters' Graduate Style Editors, who will ultimately ensure that your thesis or dissertation meets the College's and University's requirements for graduation. Contact information for the Style Editors will be provided at the workshops.

In addition, the *College of Arts and Letters Thesis and Dissertation Format Requirements Guide* has been prepared by the Dean's Office. It may also be found on the College's graduate student resources website. You are expected to read and follow the *Guide* and confer with your thesis director and/or graduate program director when basic formatting questions arise. More complicated questions may be posed to either of the Style Editors or to me.

I wish you every success as you complete this final stage of your graduate education at Old Dominion University.

Sincerely,

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