

***GUIDELINES FOR
PREPARING***

the

**DOCTORAL
DISSERTATION**



**THE DIVISION OF GRADUATE
STUDIES**
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PREFACE

Students in doctoral programs must demonstrate evidence of a high degree of scholarship, competence in scholarly exposition and ability to select, organize and apply knowledge through a dissertation. "Guidelines for Preparing the Doctoral Dissertation," as developed and enhanced by the Graduate Faculty of Jackson State University, provides examples of best practices concerning format standards that must be met before it receives final approval by the Division of Graduate Studies. These guidelines describe in detail the university-wide minimum standards for formatting dissertations, offers advice on how to meet those requirements and follows recommendations of the Council of Graduate Schools (CGS).

It is anticipated that these guidelines will likely contribute to program quality, improve student morale, limit attrition, and decrease the time it takes to fulfill the requirements for doctoral degrees.

Graduate Web Resources

Homepage

<http://www.jsums.edu/~gadmappl>

CyberOrientation

<http://www.jsums.edu/~gadmappl/Orient.html>

Dates and Deadlines

<http://www.jsums.edu/~gadmappl/Dates.html>

Graduate Catalog

<http://www.jsums.edu/~gadmappl/Catalog/Gradcatalog.html>

CyberAdvising

<http://www.jsums.edu/~gadmappl/Resource.html>

CONTENTS

PREFACE.....	1
REQUIRED STYLE MANUALS	3
INTRODUCTION.....	3
Chapter	
1. CALENDAR.....	4
2. TIPS FOR WRITING	4
3. TECHNICAL DETAILS.....	5
Type Fonts and Print Quality	
Line Spacing	
Margins	
Pagination	
Corrections	
Preliminary Material	
Text	
Tables, Figures and Plates	
Bibliography	
Appendix	
Vita	
4. ACADEMIC RESPONSIBILITY.	11
The Student	
Advisor and Dissertation Committee'	
Departmental Chair/Program Director's	
Use of Copyright Materials	
Plagiarism	
IRB and IACUC Approval	
5. ORAL DEFENSE	14
Scheduling the Defense	
Basic Process for the Defense	
Committee Report of Defense Results	
6. SUBMISSION	14
Submission	
"Binding Requirements"	
Graduation Clearance	
7. PUBLICATION	15
Appendix.....	16
Sample Pages	

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Chemistry, College of Science, Engineering and Technology

LIST OF REQUIRED STYLE MANUALS

Business Administration

Publication Manual of the American Psychological Association

(APA Style Manual, latest edition).

Chemistry

The ACS Style Guide, latest edition.

Clinical Psychology

Publication Manual of the American Psychological Association

(APA Style Manual, latest edition).

Early Childhood Education

Publication Manual of the American Psychological Association

(APA Style Manual, latest edition).

Education Administration

Publication Manual of the American Psychological Association

(APA Style Manual, latest edition).

Environmental Science

Turabian, Kate. A Manual for Writers of Term Papers, Theses and Dissertations.

Public Administration

Turabian, Kate. A Manual for Writers of Term Papers, Theses and Dissertations.

Public Health

Publication Manual of the American Psychological Association

(APA Style Manual, latest edition).

Social Work

Publication Manual of the American Psychological Association

(APA Style Manual, latest edition).

Urban Higher Education

Publication Manual of the American Psychological Association

(APA Style Manual, latest edition).

Urban and Regional Planning

Publication Manual of the American Psychological Association

(APA Style Manual, latest edition).

and

The MLA Style Manual (latest edition)

INTRODUCTION

The Division of Graduate Studies has administrative supervision of all graduate work at the University. The Division of Graduate Studies is composed of the departments that offer graduate instruction leading to masters', educational specialist, and doctoral degrees. The faculty of the Division of Graduate Studies consists of those faculty members in the departments who are qualified to teach and conduct research on the graduate level. Members of the graduate faculty engage in scholarly pursuits in terms of research, writing, publishing, and participating in professional organizations.

To receive a doctoral degree from Jackson State University students must satisfy successfully all requirements of their departments and the Division of Graduate Studies as articulated in the Graduate Catalog. Specifically, the students must successfully complete all required coursework, pass all required entrance and exit examinations (written and oral), complete successfully the dissertation, adhere to all university academic guidelines and satisfy any additional academic requirements set forth by their graduate academic advisors.

Degree applicants must demonstrate to the satisfaction of the departmental graduate faculty, academic school dean, and the Division of Graduate Studies Dean that they have attained through intelligence, scholarship, industry, and personal qualities, the highest level of professional and academic competence. This level of competence should be consistent with the expectations the graduate faculty holds of persons who have acquired the degree being sought. The determination of fitness to qualify for the degree rests solely upon the estimate which the graduate faculty makes of the student's right to the degree.

All doctoral candidates must submit a dissertation based on independent and original research and must defend it in a formal, public forum. Minimum policies and standards for establishing a dissertation committee and for preparation and submission are outlined in this publication and are supplemented by documents from individual departments.

The Division of Graduate Studies has developed two forms to be processed by doctoral degree

candidates completing dissertations. These forms may be obtained online at

<http://www.jsums.edu/~gadmappl>.

The forms properly executed provide general directions for successful completion of this requirement. Each form must be completed under the direction of the student's advisor.

Committee Approval Form documents the constitution of a student's dissertation committee and approval of the student's research proposal by the student's committee.

Committee Report of Defense Results is completed upon the successful defense of the dissertation before the student's committee. This form must be submitted prior to final clearance for graduation.

1. CALENDAR

The Office of the Division of Graduate Studies issues a calendar each year which indicates the deadline for satisfying all graduation requirements and submitting the final clearance form to the Graduate Office. This form is for students planning to graduate in May and in August.

The Division of Graduate Studies encourages students to submit their manuscripts well before this deadline.

It is the students' responsibility to observe the dates of the deadlines for the May or August graduation. It is the student's responsibility to learn the policies, rules and regulations of both the Division of Graduate Studies and the major department relative to the dissertation writing process.

It is the student's responsibility to submit materials to the department and school in time for the chair and dean to review them so that they can reach the Office of the Division of Graduate Studies by the deadline. In particular, please make sure that your defense is scheduled early enough in the semester to allow you to complete the requirements outlined in this document. If the deadline is not met for any reason, your graduation will be deferred to a later semester.

Final copies of the dissertation, the required abstract, and your department's and school's approval forms must be submitted together. The reason for this is that your department and school must approve the physical manuscripts that are to be published and placed in the Library. If you wish to make changes, your department and school must approve them in writing before the deadline.

After your final copies and abstract have been submitted, they are reviewed to ensure that they meet the university-wide requirements. If they do not, you will be contacted by your department and/or college explaining what must be done to correct the deficiencies, and when those corrections must be submitted.

Submission of a dissertation *should not* be interpreted as approval. Approval comes only after the document is read and the format reviewed for consistency with the dissertation guidelines. The final copy of the dissertation must be acceptable to all members of the committee as witnessed by the signatures on the approval page.

Final corrected copies of the doctoral dissertation must be accepted by the University no later than one year after the oral defense, or within the ten-year limit, whichever occurs first. Failure to meet this deadline will result in the degree not being awarded.

2. TIPS FOR WRITING

It is the responsibility of your committee to judge your dissertation from all standpoints, including neatness, mechanics, and technical and professional competency. Therefore, it is important to provide the committee with a copy of your manuscript before your defense. Check with your department for a calendar.

The printed dissertation is the public display of the quality of work acceptable to the student's department, academic school and to the Division of Graduate Studies for fulfilling graduate degree requirements. The student must prepare the information for the document, present it in an orderly fashion, undergo a review cycle, and achieve publication. Each department has adopted a style manual for use by its graduate students for the text, bibliography and references. Use only the style manual approved by your department.

When you are about to begin, writing a dissertation seems a long, difficult task. That is because it is a long, difficult task. One key to success is to adopt a systematic approach to achieve your goal.

I. PREPARE AN OUTLINE

A. Create an outline.

1. Chapter headings.
2. Sub-headings.
3. Figure titles.
4. Notes and comments.

B. Discuss your outline with the chairperson of your committee.

C. Give the chairperson of your committee a copy of your outline for approval.

II. BE ORGANIZED

A. Have a computer filing system.

1. Open a computer document for each chapter and one for the references.
2. Make a back-up of these files and do so every day at least.
3. Never keep the back-up disk close to the computer.
4. You should also have a rotating master back-up.

B. Have a physical filing system.

1. A collection of folders with chapter numbers on them.
2. Have a file for the plots of results and pages of calculations.
3. Have a file for old notes, references, speculations, etc.,
4. Put all of your folders in a box or a filing

C. If any of your data exist only on paper, copy them and keep the copy in a different location. Consider making a copy of your lab book. Ethics may require you to keep original data for at least ten years, and it is more likely to be found if two copies exist.

III. CREATE A TIMETABLE

A. Agree with the chairperson on a timetable for writing the manuscript.

1. A list of dates for completing 1st and 2nd drafts of each chapter may be helpful.
2. A list of dates for your chairperson to return with useful comments and corrections may be helpful.
3. A date for completion is essential.

B. Meet your deadline!

Whenever you sit to write, it is very important to write something. So write something, no matter how rough. It would be nice if clear, precise prose leapt easily from the keyboard, but they usually do not. Most of us find it easier, however, to improve something that is already written than to produce text from nothing. So develop a draft, then clean it up later for your chairperson to read.

Your chairperson will expect to read each chapter in draft form. It will be returned to you with written suggestions and comments. Do not be upset if a chapter --- especially the first one you write --- is returned covered in red ink. Your chairperson will want your work to be as good as possible, because their reputation as well as yours is effected. So take a positive attitude to all the scribbles with which your advisor decorates your text.

As you write your dissertation, you will notice an enormous improvement in the initial drafts from the first to the last chapter written. Remember, only the final draft is assessed: the more comments your chairperson adds to first or second draft, the better. (Before you submit a draft to your chairperson, run a grammar and a spell check.)

If you use a result, observation or generalization that is not your own, you must usually state where in the scientific literature that result is reported. The only exceptions are cases where it is considered general knowledge: dynamics equations need not precede a citation of Newton. The importance of this practice in science is that it allows the reader to verify your starting position. Good referencing also tells the reader which parts of the dissertation are descriptions of previous knowledge and which parts are your additions to that knowledge. In a dissertation written for the general reader who has little familiarity with the literature of the field, this should be especially clear.

3. TECHNICAL DETAILS

The "Guidelines for Preparing the Doctoral Dissertation" comply with publication requirements of University Microfilms International. Close attention to the

specifications below will result in a final draft that is both professional in appearance and acceptable to the Division of Graduate Studies.

Type Fonts and Print Quality

The master copy of the dissertation must be typed on one side of the page only. Standard pica or elite type size and standard type fonts are preferred. Script type fonts may not be used. Italics may be used as specified by the style manual in use.

Once selected, the type or printer font and size must be consistent throughout the document. Other special fonts may be used according to directions in the style manual.

If a computer printer is used, a letter-quality or laser printer is recommended. The recommended font is Times Roman, size 12. Ribbons and cartridges should be changed, as they produce a sharp, black image. The department will make the final decision on the legibility of type used.

No boldface should be used within the dissertation unless the student is following the style requirements of a major journal within the student's discipline.

Line Spacing

Standard double spacing is required for the document text. For wordprocessors, six lines are equivalent to one inch and is the usual default setting. Most style manuals require single spacing to be used within long quotations, long tables, footnotes, multiple captions, and bibliographic entries (for exceptions, see manual recommended by your department). Double spacing should be used between footnotes and bibliographic entries.

Margins

The left-hand margin must be one and one-half inches wide to allow for binding, all other margins must be one inch. Adherence to these margins will leave a 6 x 9 inch area on each sheet of the text or illustrative material, including page numbers. On continuation pages, this places the page number on line 7 with text beginning on line 9. Pages with major headings have text ending on line 57 with the page number on line 60. The right margins should not be justified. Pages 8 and 9 have boxes to demonstrate the margins and lines numbers.

Typing may extend no more than one single space below the bottom marginal line, and only then to complete a footnote or the last line of a chapter, subdivision, or figure caption.

The only exceptions to the margin requirements are: the first page of each chapter or major section of the document, where typing begins two inches down from the top rather than one inch, and tables and figures may be smaller and centered, but not larger than the 6 x 9 inch area.

With the exceptions noted above, all tables and figures, including their titles, must conform to the margin requirements. Tables and figures may be photographically reduced to meet margin requirements.

Photocopies should be made only from the original copy and must be made with care to ensure that margins on all copies are accurate and consistent. It is not permissible to leave a single line of a paragraph or other subdivision at either the bottom or the top of a page. The last word on a page cannot be hyphenated.

Pagination

Every page of the dissertation must have a page number except the title page, copyright page, approval page, abstract pages, and vita. If a frontispiece (usually an illustration or quotation relevant to the subject) is included before the title page, it is assigned the first small roman numeral i, but not numbered.

Small roman numerals (ii, iii, iv, etc.) are used for the preliminary pages: dedication, acknowledgments, table of contents, and the lists of tables. The title page is assigned the first small roman numeral (i, or ii if frontispiece is used), but that number does not actually appear on the title page.

Arabic numbers are used for the remainder of the document, including the text and the reference material. The pages are numbered consecutively beginning with 1 continuing through to the end of the document. No other numbering scheme is acceptable; the standard

scheme may not be disrupted with insertions numbered 10a, 10b, 10c, etc.

All page numbers must be placed one inch (line 7) from the top, even with the right margin. On pages with a major heading, such as

“APPENDIX” or “BIBLIOGRAPHY” and those beginning a chapter or major section, the page number is placed in the center bottom position (1 inch or 7 lines up from bottom, line 60); numbers of preliminary pages also are placed at the center bottom in small roman numerals.

Corrections

The retyping or reprinting of pages is the only acceptable form of correction. It is suggested to produce the document on a word processor/computer so that corrections may be made quickly and easily. A word processor/computer also reduces the danger of making new typographical errors in a revised version.

This section of the document is adapted from "Thesis/Dissertation Elements and Style," from the Manual for Thesis and Dissertation © 1992 by the Tennessee Conference of Division of Graduate Studies. The text of this document may be reproduced in any form provided acknowledgment of adaptations is given to the Tennessee Conference of Graduate Schools Guide to the Preparation of Theses and Dissertations.

Table 1 lists all the potential parts of a dissertation and the order in which they occur.

Preliminary Material

Title Page

This page is assigned Roman number "i," although the number does not appear on the page. The date used is the month and year of commencement. The student's name must appear as he/she is registered at the institution. The wording and format must be exactly as shown in Appendix A.

Signature Page

Each copy of the dissertation submitted to the University must have a signature page sheet using the exact wording and format shown on the sample page. This sheet must be on the same brand and weight of cotton paper and be in the same base type face as the remainder of the dissertation. The name used on the signature page and title page must be that under which the student is registered at the institution. Although the original signature pages may be copies, the committee signatures must be original. Black ink is required for the original signatures. The number of signature lines must equal the number of committee members. The major and degree to

be awarded must be exactly those to which the student was admitted officially by the Division of Graduate Studies. The signature page is not numbered.

Copyright Page

This page is included only if the manuscript is being formally copyrighted, through University Microfilms. Forms are obtained in the Division of Graduate Studies.

Dedication Page

If the student wishes to dedicate the manuscript, the dedication statement is included at this point.

Table of Contents

The Table of Contents may vary in style and amount of information included. Chapter or Section titles, the Bibliography or List of References, the Appendix(es), if any, and the Vita must be included. Page numbers given for the Bibliography and Appendix should be those assigned to the separation sheet preceding each of those items. Although it is not necessary to include all levels of headings, inclusion must be consistent. If a particular level is included at any point, all headings of that level must be included.

List of Symbols/List of

Abbreviations/Nomenclature

The title of this material should reflect its content and may be included to define specialized terms or symbols. This information may also be placed in an appendix.

Acknowledgments

This page is to thank those who have helped during obtaining the graduate degree. Permissions to quote copyrighted material are listed here, as well as acknowledgments for grants and special funding.

Abstract

The abstract is a brief summary of the problem and the results of the research. The abstract of the doctoral dissertation should be a concise review of the work and must not exceed 600 words. The following information is typically contained in the abstract:

- (1) a short statement concerning the area of investigation
- (2) a brief discussion of methods and procedures used in gathering the data
- (3) a condensed summary of the findings

Table 1. Arrangement of Items in the Dissertation.

Item	Comment	Page Assignment
Preliminary Material		
Title Page	Required	Counted as page i, but not numbered
Signature Page	Required	Counted as page ii, but not numbered
Copyright Page	Optional	No page number
Dedication Page	Optional	No page number
Table of Contents	Required	iii
List of Tables	If needed	Small Roman numeral
List of Figures	If needed	Small Roman numeral
List of Plates	If needed	Small Roman numeral
List of Symbols or Abbreviations	If needed	Small Roman numeral
Acknowledgements	Required	Small Roman numeral
Abstract	Required	Counted, but not numbered
Text		Starts with page 1
Supplementary Material		
Bibliography or Works Cited	Required	
Appendix or Appendices	If needed	Follows pagination
Vita	Required	Counted, but not numbered

- (4) conclusions reached in the study

All doctoral candidates must provide to the abstracts of 350 words or less for all dissertations for submission to UMI.

Text

Refer to the style manual required by your department for items not discussed in this section. This includes the format for references.

Divisions

The manuscript must be divided into a logical scheme that is followed consistently throughout the work. Chapters are the most common major division, but sections and parts are also permissible.

Each chapter or section must be numbered consecutively and begin on a new page. A division entitled INTRODUCTION may be the first numbered chapter or section, or may precede the first numbered chapter or section. Chapter or section titles are primary divisions of the entire manuscript and are not part of the subdivision scheme.

Subdivisions

Any logical system of subdivision within chapters or sections is permissible, but the scheme must be consistent throughout the manuscript. Most style manuals will give a scheme of subdivisions. The appearance of the

heading must vary for each level of subdivision unless a numbering system is used to indicate level. The subdivisions within a chapter or section do not begin on a new page unless the preceding page is filled. If there is no room for the complete heading and at least two lines of text at the bottom of a page, the new subdivision should begin on the next page. First and second level subdivisions are always preceded by extra space to indicate to the reader a major shift in subject. Any levels of subdivision below the first two are not required to have extra space above but must be treated consistently.

Tables, Figures and Plates

Titles

Since tables and figures are separate entities, they must be numbered independently. Each table or figure must have a unique title descriptive of its contents. This title appears at the top of the table and at the bottom of the figure. Figures containing parts must be given a general title, after which the figure may be broken down into "A" and "B" parts. For multiple-part figures, the title may be integrated, with titles for each part as part of the general figure title, or composite, with no reference to the individual parts. No two figures may have exactly the same title. The formatting of the titles must be consistent for all tables and figures.

Numbering of Tables and Figures

Tables and figures may be numbered in one of several ways. Three of the most common numbering schemes are (1) to number consecutively throughout the manuscript, including the appendix, using either Roman or Arabic numerals; (2) to number consecutively within chapters or sections, with a prefix designating the chapter/section (e.g., 3-1, 3-2 ... 4-1, 4-2). Appendix tables or figures would use a prefix of A for Appendix or a prefix designating the specific appendix (e.g., A-1, A-2 or A-1, B-1, B-2); or (3) to establish a consecutive numbering system for the body of the manuscript and a different one for the appendix (e.g., 1, 2, 3 for text and A-1, A-2, A-3 for appendix). The style of numbering must be consistent.

Placement within the Body of the Manuscript

Each table or figure must immediately follow the page on which it is first mentioned (except as noted in the next paragraph) and all tables and figures must be referred to by number, not by expressions such as "the following table/figure." When more than one table or figure is introduced on a page of text, each follows in the order mentioned. It is recommended that tables and figures be assigned pages separate from the text to avoid problems in shifting during last-minute revisions. In degree of importance, tables and figures are secondary to the text so that the text dictates where the tables or figures are placed. All pages must be filled with text and never should a page be left significantly short because of the mention of a table or figure.

A table or figure less than one-half page in length (approximately 4 inches) may be incorporated within the text, provided the following criteria are met:

- * Must be in numerical order.
- * Is separated from the text by extra space.
- * Is not continued onto a following page.
- * Follows its specific mention in the text.

It is strongly suggested that if tables and figures are integrated with text, they be placed so that they appear either at the top or bottom of a page. A mention on the upper half of a page of text would mean that the bottom half of the page would be reserved for the table or figure, and a mention in the bottom half of the page would place the table or figure at the top of the next page. There should always be a balance of no less than one-half page of text and no more than

one-half page of table or figure. If multiple tables or figures are mentioned together on a page, they may be placed on pages together, provided there is approximately 1/2 inch between each.

Placement of Tables and Figures in the Appendix

When all tables and/or figures are in an appendix, this fact is stated in a footnote in the body of the text attached to the first mention of a table or figure and is not repeated thereafter. When only some of the tables and figures are in an appendix, their location must be clearly indicated when the items are mentioned in the text, unless the numbering scheme makes the location obvious.

Horizontal Tables and Figures

To accommodate large tables or figures, it is sometimes necessary to place them in horizontal orientation on the page. The margin at the binding edge must still be 1.5 inches, and all other margins at least 1 inch. The margin at the top of the page and the placement of the page number must be consistent with the rest of the dissertation. The table or figure and its captions will be placed so that they can be read when the dissertation is turned 90 degrees clockwise.

Foldout Pages

Large tables and figures should be reduced to fit an 8 1/2 x 11 inch page, if possible. If not, material on approved paper larger than 8 1/2 x 11 inches may be included in the dissertation, provided the page itself is 11 inches vertically and is folded properly. The fold on the right side must be at least 1/2 inch from the edge of the paper. The second fold, on the left side, if needed, must be at least 1 1/2 inches from the binding edge of the paper. The finished page, folded, should measure 8 1/2 x 11 inches. If the page is to be bound into the dissertation, the paper submitted to the Division of Graduate Studies must be the same paper as the rest of the manuscript.

Material in Pockets

If it is necessary to include a large map, drawing, floppy disk, videotape, or any other material which cannot be bound, these materials should be itemized in a List of Plates and indicated as "In Pocket." A label giving the plate number, title, student's name and year of graduation is affixed to the folded plate. A pocket for the plate

will be attached to the inside back cover of the hard-bound copies at the bindery.

It is also permissible to include less bulky material such as a survey instrument or pamphlets in a pocket attached to a sheet of approved paper with permanent cement. This material must be treated as a figure, mentioned in the text, and given a number and caption. Caution should be observed in using pockets since the material in them is easily lost.

Type face for Tables

Since tables are typeset rather than photographed or copied from artwork, the same type face used for the manuscript must be used for tables. The size of the type may differ, depending on the "fit" of the information within the margins. Because of the type requirements for the tables, it is seldom possible to use a table from another source "as is."

Required Table Components

Since tables consist of tabulated material or columns, the use of lines in tables helps the reader distinguish the various parts of the table. One of the characteristics that identifies tabulated material as a table is the presence of at least the following three lines:

- * The table opening line, which appears after the table title and before the columnar headings
- * The columnar heading closing line, which closes off the headings from the main body of the table.
- * The table closing line, signaling that the data are complete. Anything appearing below the closing line is footnote material.

Vertical lines are accepted but not required.

Tables must have at least two columns which carry headings at the top -- brief indications of the material in the columns. The headings appearing between the table opening line and the column heading closing line must apply to the entire column down to the table closing line. This is especially important in tables that continue onto additional pages. It is never appropriate to change columnar headings on continued pages. One method of avoiding a problem is to use subcolumnar heads, which are headings that appear below the column heading closing line, cut across the columns of the table, and apply to all the tabular matter lying below it.

Continued Tables

Tables may be continued on as many pages as necessary, provided the columnar headings within the columnar block remain the same. The columnar block is repeated for each page. The table title is not repeated, but continuation pages are indicated with the designation: Table ____ (continued). Tables too large to fit within margins may be reduced.

Table Footnotes

Footnotes to tables consist of four different categories: (1) source notes, (2) general notes, (3) notes to specific parts of the table indicated by superscripts, and (4) notes on level of probability.

If the table or data within the table are taken from another source, the word Source(s): is used, followed by the full reference citation, despite the format for referencing used in the main body of the text. This ensures that if that specific page is copied in the future by an interested reader, all bibliographic information is contained within the page. All references must be included in the List of References or Bibliography. General notes are introduced as Note(s): and may include remarks that refer to the table as a whole.

Notes to specific parts of the table use superscripts (letters for tables consisting of numbers; numerals for tables consisting of words; symbols if letters or numbers might be mistaken for exponents) that are attached to the part of the table to which they apply.

Type Face for Figures

Since figures are considered illustrations, despite the nature of their content, any print that is part of the figure can be in any type face, provided it is neat and legible. The figure title (or caption) and page number must be in the same base type face as the rest of the manuscript.

Legends for Figures

Explanatory material for figures may be placed within the figure, either above or below the title, or continued after the period following the title. If a figure has a long legend which must be placed on a separate sheet because of the size of the figure, this page must be placed immediately before the figure. The page number assigned to the legend page is considered to be the first page of the figure. The figure title would appear on

the legend page, with the legend information. Legend pages are used only as needed.

Continued Figures

A figure containing several related parts too large to be included on a page may be continued onto other pages. The first page contains the figure number and title, and subsequent pages contain the remainder of the figure and Figure ____ (continued).

Figure Footnotes

Footnotes are placed below the figure title but are not separated by a dividing line. If the figure or information within the figure is taken from another source, the word Source(s): is used, followed by the full reference citation, regardless of the format for referencing used in the main body of the text. This ensures that if that specific page is copied in the future by an interested reader, all bibliographic information is contained within the page. If changes are made in a figure from another source, this is indicated by using the phrase "Adapted from"

General notes are introduced as Note(s): and may include remarks that refer to the figure as a whole.

All references must be included in the Bibliography or List of References.

Plates

Plates are a special category consisting of pages of related figures, multiple photographs or material that cannot be bound into the manuscript in the normal binding process.

Plates must be mentioned in the text by number. The plate pages then follow the first mention. Since plates may be composed of multiple figures or parts, all parts of each plate may be discussed in any manner the writer desires without further referencing once the plate is mentioned.

Bibliography/List of References

A dissertation must include a list of materials used in the preparation of the manuscript. This may consist only of references cited in the text (List of References) or it may include works consulted as well (Bibliography). The list is preceded by a numbered page with the title -- Bibliography of List of References -- centered vertically and horizontally. The purpose of listing the citations is threefold: (1) to serve as an acknowledgment of sources, (2) to give readers sufficient information to locate the volume, and

(3) in the case of personal interviews or correspondence, to save readers the trouble of attempting to locate material that is not available.

The format for the citations should be that used by the appropriate style manual for the student's department.

Appendix

An appendix (appendixes or appendices), if included, is preceded by a numbered page with the designation centered vertically and horizontally between the margins. Original data and supplementary materials are usually placed in the appendix.

Vita

The vita is written in narrative form or outline form and contains appropriate personal, academic and professional information about the author. Since copies of the manuscript will be available to the public, private information should not be included. It is the last item in the manuscript and appears with no preceding separation page and no page number.

As the final section of the dissertation, the writer must prepare a biographical sketch of himself or herself in paragraph form, or in outline form.

The vita should contain, but is not limited to, the following items:

1. Full name, date of birth, and parents of the candidate, if desired;
2. High school and colleges attended with dates and dates of degrees;
3. Honors and major interests;
4. Military and work experience;
5. Career and objectives;
6. Permanent address.

4. ACADEMIC RESPONSIBILITY

Student's Responsibility

It is the student's responsibility to learn the policies, rules and regulations of both the Division of Graduate Studies and the major department relative to the dissertation writing process. The student is also responsible for:

- Choosing a dissertation chairperson following the policies and guidelines of the major department.
- Choosing the members of the dissertation committee together with the chairperson

following the policies and guidelines of the major department.

- Meeting with the chairperson and setting a schedule of appointments to discuss the student's progress and delineating a realistic period for completion of the dissertation in a timely manner.
- Keeping the scheduled appointments.
- Turning in all dissertation materials to the chairperson typed and in the proper formats.
- Knowing and meeting all deadlines relative to the dissertation process and graduation.
- Filing all forms in a timely manner.

Advisor and Dissertation Committee's Responsibility

It is the chairperson's and committee members' responsibility to know the policies, rules and regulations of both the Division of Graduate Studies and the major department relative to the dissertation writing process.

The chairperson is also responsible for:

- Ensuring that the student is aware of the rules, regulations and policies of the Division of Graduate Studies and the department.
- Assisting the student in the formation of the dissertation committee.
- Meeting with the student and setting a schedule of appointments to discuss the student's progress.
- Keeping the scheduled appointments with the student.
- Reading and critiquing the student's work in a timely manner.
- Ensuring that the student's work is properly documented and not plagiarized.
- Scheduling the prospectus hearing, if required, and the final defense of the dissertation.
- Notifying the dissertation committee members and the Department Chair of the place, time and date of the prospectus hearing, if required.
- Notifying the Graduate Dean, the College Dean, the Department Chair and the dissertation committee members of the place, time and date of the final defense.

The dissertation committee members are responsible for:

- Attending the prospectus hearing and the final defense.
- Reading the student's work throughout the writing process.

- Providing written feedback for correcting and/or improving the dissertation.

Departmental Chair/Program Director's Responsibility

The Department Chair/Program Director is responsible for knowing and enforcing the policies, rules and regulations of both the Division of Graduate Studies and the department or program. The Chair/Director is also responsible for:

- Ensuring that the graduate faculty of the department/program know and adhere to the policies, rules and regulations of the Division of Graduate Studies.
- Keeping the faculty abreast of rule, policy, and procedure changes from the Division of Graduate Studies.
- Serving as a liaison between the student and the dissertation advisor, if necessary.
- Ensuring that the dissertation advisor and all committee members are qualified to serve.

Use of Copyright Materials

This section was abridged to exclude information pertaining to an instructor copying material. The full text is available at:

http://sampson2.jsums.edu/screens/copyright_guidelines.html

It is recognized that Jackson State University faculty and staff may at times find it necessary to use photocopied materials as part of their teaching and research activities, and indeed the use of photocopies often assists faculty and staff members in fulfilling the mission of this institution. The University nevertheless wishes to remind and encourage faculty and staff to use photocopied materials in a manner that complies fully with the Copyright Law of the United States. The more relevant considerations of that law, as they pertain to library reserves and library copying, follow:

The Copyright Act of 1976, Title 17 of the United States Code, guarantees certain exclusive rights to the intellectual property of copyright holders. Such varied works as literature, reference works (such as dictionaries and encyclopedias), drama, photographs, sculpture, music, audio/visual materials, computer software and databases, may all be copyrighted. Published and unpublished works, as well as out-of-print works, may also be copyrighted. Copyright

protection may even be extended to works that are not registered with the Copyright Office. Thus, absence of a copyright notice (©) does not imply that copying restrictions do not apply.

It is frequently assumed that all government documents are in the "public domain" and may be copied freely. While most federal and state documents are in the public domain, some, however are copyrighted and may not be used without permission. Material on the Internet is not necessarily in the public domain either. Unless stated otherwise, it should be assumed that Internet documents are copyrighted. Similarly, computer software is generally copyrighted and the copying, loaning, and leasing of computer software is strictly regulated through licensing agreements.

When a work is used for nonprofit educational purposes, there are, however, limited exemptions to the copyright law. These exceptions comprise the Fair Use Statute (§ 107) of the Copyright Act. Four criteria that follow, are used to determine if copying meets the limited exemption of Fair Use.

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
3. the effect of the use upon the potential market for or value of the copyrighted work.

Permission may be obtained by writing the author or publisher of the work, or by contacting The Copyright Clearance Center, 27 Congress Street, Salem, MA 01970. The library will also provide assistance to secure necessary copyright permission. Please be aware that fees may be involved in acquiring copyright permission. The library, however, is not able to assume any of these fees or charges.

Plagiarism

Plagiarism is defined in the 1990 edition of Form and Style by Campbell, Ballou and Slade as follows:

Plagiarism (the use of another person's ideas or wording without giving appropriate credit) results from inaccurate or incomplete

attribution of material to its source. Ideas and the expression of ideas are considered to belong to the individual who first puts them forward. Therefore, when you incorporate in your paper either ideas or phrasing from another writer, whether you quote directly or indirectly, you need to indicate your source accurately and completely. Whether intentional or unintentional, plagiarism can bring serious consequences, not only academic, in the form of failure or expulsion, but legal, in the form of lawsuits. People take plagiarism seriously because it violates the ethics of the academic community.

If any draft of a paper is found to be in violation, the student must correct the deficiencies related to plagiarism by the next draft, within one calendar year. If the corrected draft is found unacceptable, the grade for the dissertation course will revert to "F." A student found guilty of plagiarism will be in danger of a later revocation of the degree, no matter how long a time may pass between the writing and the discovery of plagiarism.

The advisor must share with the student the responsibility for sending to the Graduate Dean's Office a legally defensible product. To this end, dissertation advisors are urged to stay within their areas of greatest expertise, to improve their chances of recognizing improper use of borrowing. Faculty members who are negligent in this matter are in danger of losing their graduate faculty status.

After a documented case of plagiarism, the chair of the dissertation committee shall report to the Dean of the Academic College and the Division of Graduate Studies. The report will be completed within a three week period of time and it shall include a statement of the findings and the basis for those findings, and if necessary, make recommendations for any corrective action that should be taken.

IRB and IACUC Approval

IRB

The policies and procedures relating to human research participants, as detailed at

http://redlasertech.com/research/irb_guidelinesandpolicies.htm

comprise the basic minimum procedures that the JSU IRB for the Protection of Human Research Participants in Research uses in its review processes. These guidelines are written in accordance with the basic requirements of the Department of Health and Human Services (DHHS) (45 CFR 46) along with those of 16 (currently) other federal agencies and departments, as defined in the Common Rule, and also are in compliance with the principles of the 1948 Nuremberg Code, the 1964 Declaration of Helsinki, and the 1979 Belmont Report, which laid out the ethical principle for the protection of human participants. All student and faculty research MUST be approved by the University's Institutional Review Board (IRB) prior to the conduct of the research. A copy of the IRB application is available in the department and the Graduate Office. Students currently engaged in research who have not been approved by the IRB should contact the Division of Graduate Studies immediately.

Students must show proof of IRB approval when they submit their dissertation to the Division of Graduate Studies. Proof of IRB approval should be included as an appendix.

IACUC

The Jackson State University Institutional Animal Care and Use Committee (IACUC) in accordance with federal, state and institutional policies oversees the university's animal programs, facilities and procedures involving the appropriate care, use and humane treatments of animals being used for research, testing and education.

All animal users at JSU must abide by the regulatory requirements pertaining to the acquisition and use of animals for research, testing or teaching as outlined in the USDA Animal Welfare Act, NIH Requirements, and The Guide for the Care and Use of Animals.

All student and faculty research MUST be approved by the Institutional Animal Care and Use Committee (IACUC) prior to the conduct of the research. Students currently engaged in research who have not been approved by the IACUC should contact the Division of Graduate Studies immediately.

Students must show proof of IACUC approval when they submit their dissertation to the Division of Graduate Studies. Proof of IACUC approval should be included as an appendix.

5. ORAL DEFENSE

Scheduling the Defense

The chairperson of the dissertation committee for the candidate for a doctoral degree, in concurrence with other members of the committee, shall adhere to the following process. The chairperson will notify the members of the dissertation committee, the Department Chair, the Dean of the School, the Dean of the Division of Graduate Studies and other appropriate persons of the place, date and time of the defense.

Basic Process for the Defense

The basic process for an oral defense of a dissertation is summarized below.

1. The candidate presents his or her argument, summarizing the main points of the study. The chairperson then allows other members of the committee to direct questions to the candidate concerning the research.
2. Following the candidate's presentation and the fielding of questions, the candidate is excused from the room so that the Chairperson and members of the committee may discuss and subsequently vote on the candidate's success or failure.
3. The candidate is escorted into the room to receive the results of the committee's vote.
4. If successful, the candidate will secure the signatures of the members of the committee on the original approval sheet, with any other necessary signatures.

Committee Report of Defense Results

This form is completed upon the successful defense of the dissertation before the student's committee. This form must be submitted prior to the submission to final clearance.

6. SUBMISSION

First Submission

One unbound copy of the dissertation must be presented to the appropriate office.

The manuscript will be reviewed to determine format and compliance with appropriate guidelines from the department's adopted style manual. The student will be notified if any revisions are necessary, in a timely manner.

If revisions of the manuscript are necessary, the student must incorporate the changes and resubmit to the appropriate office

Final Submission

Submission of a dissertation to the appropriate office should not be interpreted as approval. Approval comes only after the document is read and the format reviewed for consistency with the dissertation guidelines. The final copy of the dissertation must be acceptable to all members of the committee as witnessed by the signatures on the approval page.

Final corrected copies of the doctoral dissertation must be accepted by the appropriate office no later than one year after the oral defense, or within the ten year limit, whichever occurs first. Failure to meet this deadline will result in the degree not being awarded.

In addition to the above, the student must also present three copies of the abstract and one title page of the dissertation, all on acid-free bond paper, in a manila envelope having written on it the information indicated above, with "Abstracts" in place of "1st copy" or "2nd copy". These three copies of the abstract are in addition to those to be bound with the manuscript.

Binding of the dissertation

Doctoral students will submit five (5) unbound copies of the dissertation, on white, (at least) 20 pound, 25% rag, acid-free bond paper, to the appropriate office. Photocopies should be made only from the original. The appropriate office will be responsible for binding these copies. Two bound copies will be deposited in the University Library, one bound copy will be sent to the Department and two bound copies will be returned to the student. Students may request additional copies of the dissertation to be bound at their own expense.

Graduation Clearance

Graduation clearance is to be completed and one week prior to Commencement.

7. Publication of the Dissertation

All doctoral students are urged to publish their dissertations in the University Microfilms, Inc. Dissertation Abstracts International. The information for this service is available in the appropriate office. Each doctoral student, at the time of dissertation submission, must submit the completed Dissertation Agreement form and a check payable to UMI Dissertation Service.

According to the information provided by UMI, publication of your dissertation means the following.

"Upon receipt of your dissertation and abstract, UMI Dissertations Publishing assigns a unique ISBN to your dissertation, creates an enhanced bibliographic record with additional subject codes and keywords for cross-referencing, and distributes that record and dissertation abstract to its worldwide network of information resources. In one form or another, the UMI dissertation database is available to every major research library in the world. Moreover, online bibliographic resources such as OCLC and Dialog^(R) make the database available to other researchers. An international network of distribution agents ensures that copies of your dissertation become available to libraries worldwide."

Author Royalties

UMI will pay a 10% royalty on all sales of your dissertation.

VITA (Outline Form)

Name: Anne Dixon Penny

Permanent Address: 6929 Heidelberg Road
Woodville, MS 30064

Degree and Date to be Conferred: Ph.D., 2008

Date of Birth: April 18, 1970

Place of Birth: Jackson, Mississippi

Secondary education:
Lanier High School, 1988

Colleges attended:

Jackson State University 1988-1993	B.S., 1993
Cornell University 1995-1997	M.S., 1997
Jackson State University 2004-2008	Ph.D., 2008

Major: Chemistry

Honors: Member of Alpha Lambda
Delta Honor Society, 1989
Member of Alpha Chi
National Honor
Society, 1993

Positions held

1993-1995	Teaching Assistant Chemistry Department Columbia University
1996-1997	Teaching Assistant Chemistry Department Cornell University

VITA (Paragraph Form)

Vernon K. Smith was born in Harvey, Missouri in April 18, 1952. He graduated from Thornton High School in June, 1970. After two years of military service, he entered Harvey Community College, and later transferred to Rust College where he received his Bachelor of Science degree in 1972. He received the Master of Science in Education degree from Jackson State University in 1974. He then became a teacher of mathematics in Hernando High School, Hernando, Mississippi from 1974 to 1980. In 1980, he became a teacher of mathematics in the Jackson Public School System, and later, in 1985, an instructor in mathematics at Hinds Community College. In 1990, he was awarded the Ph.D. in Educational Administration, and joined the staff at Rust College as Academic Dean.

He was a John Hay Fellow at Williams College, Williamstown, Massachusetts during the summer of 1972. He has been awarded grants from the National Science Foundation in 1981 and 1982 for programs aimed at improving the performance of secondary school students in mathematics. In 1988, he served as a reader of proposals for the National Science Foundation.

He is the author of several articles which have appeared in the Mathematics Teacher, and his doctoral dissertation has been accepted for publication by the University Press of Mississippi.

He married the former Elizabeth Joyce Gray in 1974, and they are the parents of two sons and a daughter. He and his family reside at 2902 Marchall Street in Holly Springs, Mississippi

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CAPS!*

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TUNGSTEN AND OSMIUM

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For a two line title, follow with 5 single spaces
For a three line title, follow with 4 single*

by

*Left margin is
1.5 inches*

5 single spaces

Imma G. Chemist

4 single spaces

A Dissertation

3 single spaces

Submitted to the Division of Graduate Studies
Jackson State University
In Partial Fulfillment of the Requirements
for the Degree
Doctor of Philosophy

4 single spaces

May 2008

5 single spaces

Major Subject: Chemistry

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depending on the number of lines
in the title.*

PHOTOCHEMICAL AND THERMAL
REACTIONS OF HYDRIDES COMPOUNDS OF
TUNGSTEN AND OSMIUM

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For a two line title, follow with 5 single spaces
For a three line title, follow with 4 single*

A Dissertation
by
Imma G. Chemist

2 single spaces

Approved:

3 single spaces

Committee Chairperson
Dr. Olle Fullfessor

Committee Member
Dr. X. Crystallman

The signature lines are 2.75 inches long

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Committee Member
Dr. Assote Spectrist

Committee Member
Dr. John Newman

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Committee Member
Dr. Epert Visitant

Academic College Dean

6 single spaces

May 2008

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TABLE OF CONTENTS

*Right margin
is 1 inch*

*Depending on the
program's style manual;
triple space (APA)*

DEDICATION

LIST OF TABLES v

LIST OF FIGURES vi

ACKNOWLEDGEMENTS vii

ABSTRACT

CHAPTER

*Set a "right" tab with a
leader to create this look
for the page numbers!*

I. INTRODUCTION 1

II. C-H BOND ACTIVATION BY TUNGSTEN HYDRIDES 12

Reactions with $\text{WH}_4(\text{PMe}_3)_4$ 15

Reactions with $\text{WH}_6(\text{PMe}_3)_3$ 35

Structure of $\text{W}_2\text{H}_8(\text{PMe}_3)_6$ 50

III. PHOTOREACTIONS OF OSMIUM HYDRIDES 60

Phosphine Loss Reactions with $\text{OsH}_4(\text{PMe}_3)_3$ 63

Hydrogen Loss Reactions with $\text{OsH}_6(\text{PMe}_3)_2$ 80

Structures of $\text{Os}_2\text{H}_6(\text{PMe}_3)_6$ and $\text{Os}_2\text{H}_8(\text{PMe}_3)_5$ 50

IV. THERMAL REACTIONS OF OSMIUM HYDRIDES 100

Phosphine Loss Reactions with $\text{OsH}_4(\text{PMe}_3)_3$ 105

Hydrogen Loss Reactions with $\text{OsH}_6(\text{PMe}_3)_2$ 150

Comparison of Photochemical and Thermal Pathways 175

V. MP-3 CALCULATIONS INVOLVING DIMERIC HYDRIDES 190

Results for $\text{W}_2\text{H}_8(\text{PMe}_3)_6$ 195

Results for $\text{Os}_2\text{H}_6(\text{PMe}_3)_6$ 210

Results for $\text{Os}_2\text{H}_8(\text{PMe}_3)_5$ 225

*Indent Chapter #'s
under the word
Chapter*

*The first page of the
Table of Contents is
always "iii".*

The bottom margin is 1 inch.

*Use the "Format Menu", Document to move
a footer to 1 inch from the bottom!*

Top margin is 1 inch for any following pages in a section.

VII. CONCLUSIONS.....	240
BIBLIOGRAPHY.....	270
APPENDICES	299
A Structural Data for $W_2H_8(PMe_3)_6$	300
B Structural Data for $Os_2H_6(PMe_3)_6$	325
C Structural Data for $Os_2H_8(PMe_3)_5$	350
VITA	

*Top margin
is 2 inches*

LIST OF TABLES

*Depending on the
program's style manual;
triple space (APA)*

Table		Page
1	^1H and ^{31}P NMR Data for $\text{W}_2\text{H}_8(\text{PMe}_3)_6$	59
2	Selected Bond Lengths and Angles for $\text{W}_2\text{H}_8(\text{PMe}_3)_6$	89
3	^1H and ^{31}P NMR Data for $\text{Os}_2\text{H}_6(\text{PMe}_3)_6$ and $\text{Os}_2\text{H}_8(\text{PMe}_3)_5$	96
4	Selected Bond Lengths and Angles for $\text{Os}_2\text{H}_6(\text{PMe}_3)_6$	90
5	Selected Bond Lengths and Angles for $\text{Os}_2\text{H}_8(\text{PMe}_3)_5$	200

*Indent Table #'s
under the word
Table*

*Top margin
is 2 inches*

LIST OF FIGURES

*Depending on the
program's style manual;
triple space (APA)*

Figure		Page
1	Reaction Pathways for $\text{WH}_4(\text{PMe}_3)_4$	14
2	Reaction Pathways for $\text{WH}_6(\text{PMe}_3)_3$	36
3	Molecular Structure of $\text{W}_2\text{H}_8(\text{PMe}_3)_6$	55
4	^1H and ^{31}P NMR for $\text{W}_2\text{H}_8(\text{PMe}_3)_6$	58
5	Reaction Pathways for $\text{OsH}_4(\text{PMe}_3)_3$	61
6	Reaction Pathways for $\text{OsH}_6(\text{PMe}_3)_2$	76
7	Molecular Structure of $\text{Os}_2\text{H}_6(\text{PMe}_3)_6$	80
8	Molecular Structure of $\text{Os}_2\text{H}_8(\text{PMe}_3)_5$	90
9	^1H and ^{31}P NMR for $\text{Os}_2\text{H}_6(\text{PMe}_3)_6$ and $\text{Os}_2\text{H}_8(\text{PMe}_3)_5$	96
10	Molecular Orbital Diagram for $\text{W}_2\text{H}_8(\text{PMe}_3)_6$	200
11	Molecular Orbital Diagram for $\text{Os}_2\text{H}_6(\text{PMe}_3)_6$	215
12	Molecular Orbital Diagram for $\text{Os}_2\text{H}_8(\text{PMe}_3)_5$	230

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Figure*

Table 1. Structural determination details.

Compound	1	2
Empirical formula	C ₂₄ H ₃₀ CuN ₂ O ₉	C ₁₅ H ₁₉ CuNO ₇
Crystal Form		
Crystal System	Monoclinic	Orthorhombic
Space group	C2/c (#14)	Pbca, (#36)
T (°C)	20.0	20.0
Scan Method	ω	ω
Solution	Direct Methods (ShelXS)	Direct Methods (ShelXS)
Refinement Method	Full-matrix least-squares	Full-matrix least-squares
a, (Å)	17.835(13)	12.218(3)
b, (Å)	5.528(4)	15.098(6)
c, (Å)	26.72(2)	18.008(6)
α, (°)	90	90
β, (°)	98.68(6)	90
γ, (°)	90	90
Z	4	8
V (Å ³)	2604(4)	3322(2)
Density _(calc) , (Mg/m ³)	1.413	1.555
Size (mm)	0.15 x 0.15 x 0.10	0.15 x 0.15 x 0.10
Formula weight (amu)	388.85	397.86
Independent reflections	2999	2929
No. of Parameters	164	219
Final R indices (obs)	R ₁ = 5.43% wR ₂ = 11.85%	R ₁ = 3.84% wR ₂ = 6.41%
R indices (all. data)	R ₁ = 9.40% wR ₂ = 14.04%	R ₁ = 9.65% wR ₂ = 6.91%
Goodness-of-fit	0.882	0.626
Extinction coefficient	----	0.0073(12)
Largest diff. peak and hole, (e.Å ⁻³)	0.659 and -0.63	0.350 and -0.302

$$R_1 = \frac{\sum ||F_o| - |F_c||}{\sum |F_o|}, \quad wR_2 = \left[\frac{\sum (wF_o^2 - F_c^2)^2}{\sum (wF_o^4)} \right]^{1/2}$$

$$\text{Goodness-of-Fit} = \left[\frac{\sum (w|F_o| - |F_c|)^2}{(n_o - n_v)} \right]^{1/2}$$

where n_o = number of observations, n_v = number of parameters and w = weights.

weight = $1/\sigma^2(F_o^2) + (0.0000 * P)^2 + 0 * P$, where $P = (\max(F_o^2, 0) + 2 * F_c^2)/3$

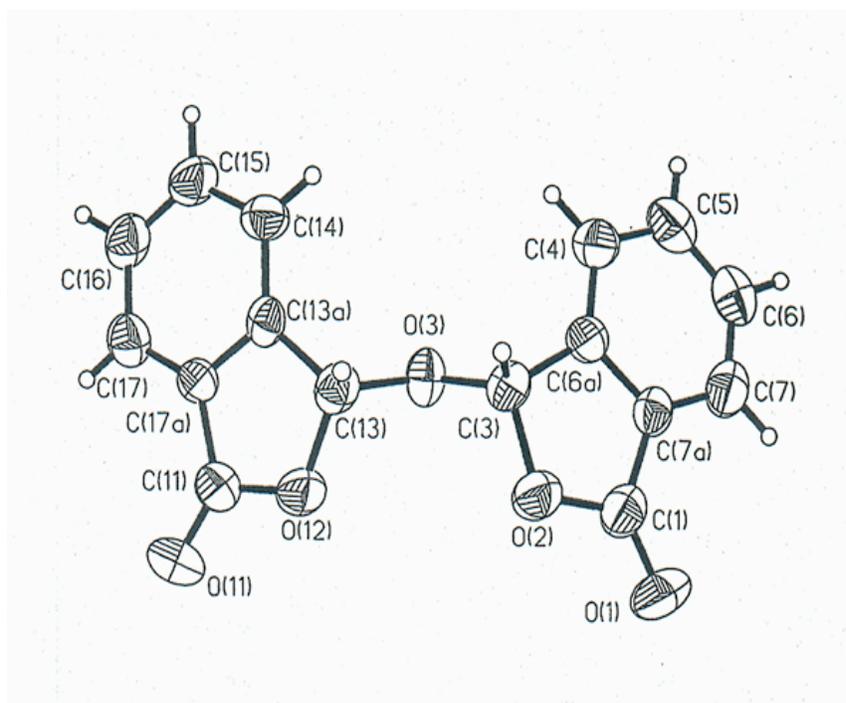


Figure 1. Molecular Structure of (RS;SR)-bis(isobenzofuran-1-one-3-yl)ether.