GRADUATE SCHOOL
THE OHIO STATE UNIVERSITY

Procedures for Submitting the Master's Thesis

Not later than four weeks before Convocation each quarter, a candidate for the Master's degree at The Ohio State University shall present the first draft of the complete thesis to his adviser for approval or correction. The thesis shall then be typed in duplicate, or quadruplicate, depending upon the department requirement, and presented to the adviser for final approval not later than a date set by the Office of the Graduate School for each quarter.

At least two weeks before Convocation (the exact date for each quarter is set by the Graduate School Office), the candidate shall deposit the original and the first carbon copy of his thesis in the Office of the Graduate School. The title pages of both copies of the thesis must be signed by the adviser to indicate his approval.

The receipted fee card for $14.25 (the thesis binding and editing fees) shall be shown when the thesis is submitted.

THE TEXT OF THE THESIS

Two copies of the thesis are required by the Graduate School - the original and the first carbon copy. These are to be prepared for binding and depositing in the Main Library. The following rules should be observed in the typing and arrangement of the thesis.

The manuscript of the thesis must be double-spaced. Direct quotations and tables, however, may be single spaced. Both copies may be typewritten or reproduced by anyone of the following processes: Xerox, Multilith, Mimeograph, Verifax, or photocopy. If typed copies are presented, the paper should be of 50 per cent rag content and 20 pound weight for the original and 16 pound for the carbon. If a reproduction process is used the best quality of paper that the machine will take is required. Corrasable Bond or any other such easily erasable type of paper is not acceptable. Black typewriter ribbon and black carbon paper shall be used. All pages, both for text and illustrative material, are right-hand pages. Anything that cannot be typed, such as lettering for figures, drawings, and photographs, must be written legibly in black ink.

Pica, elite, or bookface type is acceptable, provided the type size is consistent throughout the text and bibliography. For tables, it is permissible to use elite or microtype. Electric typewriters may be used. Margins shall be at least
one inch wide on the upper, lower, and right-hand sides, and 1 1/2 inches on
the left side. This allows a maximum size of 6 x 9 inches for the text. To
prevent page numbers from being trimmed off at the bindery, they should come
within the 6 x 9 dimensions.

Every page except the title page is to bear a number. Even though the
title page does not have a number, it is counted as page i; thus the numbering
will start with ii. Preliminary pages (title page, Acknowledgment, Table of
Contents, etc.) shall be numbered in lower case Roman (ii, iii, etc.) and the
body of the text in Arabic numbers (1, 2, 3 etc.). Do not use a letter suffix, such
as 10a, for any page. Page numbers may be placed at the top right or the top
or bottom center, with allowance for the specified margin. On pages carrying
a major heading, such as Table of Contents, first page of Chapter, Bibliography,
and Appendix, the page numbers should be typed at bottom center. Page numbering
applies to tables, graphs, charts, illustrations, and appendix material. Illustra-
tive material shall be identified outside the area of the illustration and carry such
numerical identification as Figure 1, Table 1, Chart 1, etc. These numbers
should run consecutively within the separate categories throughout the manuscript.
If a separate page is required for the description of a figure, table, chart, or
photograph, that page must be numbered consecutively with the text material.
Thin, protective, unnumbered, blank sheets may be placed before photographs.
Drawings, photographs, figures, and all other illustrative materials must be
identical in both copies of the thesis, through use of photographic processes if
necessary. Ammonia and other non-permanent prints are not acceptable. In-
formation about preparation of photographs may be secured from the Department
of Photography, Room 4, Brown Hall.

Any material used for illustrative purposes which exceeds the 6 x 9 inch
dimensions must be folded to come within these limits. Such material is then
mounted on 8 1/2 x 11 inch paper, of at least 20 pound weight, to obviate the
danger of shearing at folds and the subsequent loss of loose half-sheets. Any
material smaller than 8 1/2 x 11 inches must be mounted. Bulky material may
be mounted on paper heavier than the 20 pound weight. Photographic paper is
good for mounting purposes. A permanent adhesive material must be used for
mounting. Eastman's Dry mount, glue, or a good quality of library paste is
acceptable. Transparent tape and staples are not to be used for mounting. The
rules for margins are to be observed in the mounting of all illustrative materials.

Footnotes, if used, may follow the form preferred by the department and
may be single-spaced. Footnote references should be numbered consecutively
throughout the thesis unless the number is excessive, in which case they may
be numbered by chapters. They may be typed in the body of the text, at the
bottom of the appropriate page, or, in the case of numerous notes, at the ends
of the chapters.
Students should carefully proofread and correct both copies of the thesis. It is essential that the original and the carbon copy be identical and complete.

Caution should be exercised when consulting theses previously accepted by the Office of the Graduate School. Many requirements concerning typing and form have been changed during the past few years. Corrections may not be made with pen and ink.

Before beginning to write a thesis, the student should purchase a copy of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian. It may be obtained at Derby Hall bookstore. Instructions for organization of material, form of footnotes, and typing are clearly given.

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THE TITLE PAGE

The title page of the thesis is typed in the following form, with The Ohio State University and current year appearing beneath the student's name. The department of specialization appears beneath the adviser's signature.

THE METHODS FOR THE SEPARATION OF

THE FATTY ACIDS OF COCONUT OIL

A Thesis

Presented in Partial Fulfillment of the Requirements for the Degree Master of Science

by

Marjorie Anne Jones, B.S.

The Ohio State University
1962

Approved by

______________________________
Adviser
Department of Chemistry